

# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting  
 Wednesday, April 27, 2011  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

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

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

### ORAL COMMUNICATIONS

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

### CONSENT AGENDA

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of April 13, 2011
- (2) **Approval of Warrant List** – April 27, 2011

### REGULAR AGENDA

- (3) **Discussion** – Town Manager with Review of Emergency Preparedness Goals
- (4) **Discussion and Council Action** – Report from Town Planner's Office with an update on the Sustainable Communities Strategy process and Town Efforts to meet Housing Element BMR requirements
  - (a) Initial Vision Scenario for the Sustainable Communities Strategy
  - (b) Status of Blue Oaks BMR Lots and Next Steps

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (5) **Discussion and Council Action** – Commercial Activity in Parks and Recreation Areas
- (6) **Reports from Commission and Committee Liaisons**  
*There are no written materials for this item.*

### WRITTEN COMMUNICATIONS

- (7) **Town Council Weekly Digest** – April 15, 2011
- (8) **Town Council Weekly Digest** – April 22, 2011

### ADJOURNMENT

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

#### **AVAILABILITY OF INFORMATION**

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

#### **SUBMITTAL OF AGENDA ITEMS**

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

**PUBLIC HEARINGS**

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

TOWN COUNCIL MEETING NO. 811, APRIL 13, 2011

Vice Mayor Derwin 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; and Vice Mayor Maryann Derwin

Absent: Mayor Ted Driscoll

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

ORAL COMMUNICATIONS

- (1) Presentation on the occasion of the retirement of Woodside Fire Chief Armando Muela

Vice Mayor Derwin said that she has had the pleasure of working with Woodside Fire Chief Armando Muela on the Firewise Committee, and always looked forward to the meetings because he brought such a spirit of cooperation, good humor and positive energy. She read a proclamation that Ms. McDougall wrote in honor of Mr. Muela on the occasion of his retirement after 33 years of service. Mr. Muela thanked the Portola Valley Town Council, staff and residents. He said it was a true pleasure and that he appreciated the cooperative spirit of the Town. He introduced his wife Karen, son Josh and incoming Fire Chief Daniel Ghorso.

CONSENT AGENDA [7:31 p.m.]

- (2) Approval of Minutes of Town Council Meeting of March 23, 2011 [*removed from Consent Agenda*]
- (3) Ratification of Warrant List of April 13, 2011 in the amount of \$117,063.46
- (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. 2516-2011)
- (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. 2011-391)

By motion of Councilmember Toben, seconded by Councilmember Wengert, the Consent Agenda (Items 3, 4 and 5) was approved with the following roll call vote:

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

No: None

## REGULAR AGENDA

### (1) Approval of Minutes of Town Council Meeting of March 23, 2011

Councilmember Richards moved to approve minutes of Town Council meeting of March 23, 2011 as amended. Seconded by Councilmember Wengert, the motion passed 4-0.

### (6) Discussion and Council Action – Report from the Ad-Hoc Spring Down Master Plan Committee – Recommended uses of Town-owned property [7:45 p.m.]

Vice Mayor Derwin introduced the item, noting that Councilmember Wengert chaired the Ad Hoc Spring Down Master Plan Committee, which issued recommendations discussed in an April 13, 2011 memorandum to the Mayor and Town Council from Mr. Young and Planning Manager Leslie Lambert (as staff liaison to the Committee), and Councilmembers Wengert and Richards (as Committee chair and Town Council liaison, respectively).

Mr. Young said that the Committee held four extensive meetings (with minutes included in the report) as well as touring the parcel. The group discussed the pros and cons of using the Spring Down parcel as a recreational facility versus leaving it as open space. They talked about whether to remove the pond or retain it as a feature. Members reached consensus about retaining the parcel as open space, as a nature preserve, with a trail, and to rehabilitate the pond.

Councilmember Toben recommended caution in using the term “consensus” in that he is aware of some residents’ opposition to the very limited uses suggested for the Spring Down parcel. He also noted that Bob Pierce, a Committee member who shared that view, stopped attending meetings.

Councilmember Wengert, pointing out that Committee members Gary Nielsen, Jane Bourne and Jon Silver were in the audience, said that the Committee’s first meeting was very much focused on the existing definitions that govern the parcel, in terms of its current designations as part of the Portola Road Scenic Corridor and the Stable Preserve. She confirmed that after the second meeting, when the discussion turned to potential uses for the parcel, several dissenting voices favored additional, more intensive recreational use. However, she added, following much discussion about the General Plan’s objectives and the Goodsteins’ desires for the property, the group consensus was to keep the parcel and maintain it in an open-space, natural state. It’s difficult, she said, when some Committee members disagree with the majority. Although Councilmember Wengert stated that their views were definitely considered, she said that both Mr. Pierce and Kathy Feldman subsequently resigned from the Committee, apparently in the belief that they were not being heard.

Councilmember Richards said that there definitely was dissent, but Stan and Carol Goodstein’s stance and the fact that the General Plan is fairly clear in its designation were driving forces behind the Committee’s recommendations.

Councilmember Toben reiterated his concern that using “consensus” without qualification might create backlash from those who disagreed, pointing out that there’s already been talk of a referendum to reverse whatever action the Town Council takes. He said that he wouldn’t object to “large majority,” but does not want to imply that the Council is ignoring contrary opinions. Councilmember Wengert said that while “consensus” was never intended to suggest unanimity, she is comfortable with the term “large majority.”

Mr. Silver, Portola Road, said that he sees Mr. Pierce regularly, has never picked up any sense of bitterness on Mr. Pierce’s part, and was unaware of anyone resigning from the Committee “in protest.” He said that tonight is the first time he’d heard that anyone formally resigned before the Committee finished

its work. He agreed that early on in the process, Committee members had expressed various views in terms of the intensity of uses that would make sense for the Spring Down parcel. He said that it would be accurate to say that the Committee moved toward consensus after staff input regarding General Plan definitions and further Committee discussion, but that “large majority” understates the level of agreement that Committee members ultimately reached. He also credited Councilmember Wengert with doing “a fantastic job” of chairing and facilitating the meetings without attempting to influence the outcome.

Mr. Nielsen, Pinon Drive, serves on the Open Space Acquisition Advisory Committee in addition to the Ad Hoc Spring Down Master Plan Committee. He said that he concurs with everything that Mr. Silver said, including the compliments to Councilmember Wengert. He recalled the meeting when the Parks & Recreation Committee members (Mr. Pierce and Ms. Feldman) had their say. He said that he detected no bitterness when others expressed grossly different views. Mr. Nielsen also said that the proposal for Spring Down is very close to what the Open Space Acquisition Advisory Committee proposed and delivered to the Town Council on October 28, 2009.

Councilmember Toben requested clarification on the action to be taken, and whether some formal designation of this parcel as a Community Preserve is necessary. Ms. Sloan said that the Council is being asked whether it generally agrees with the Committee conclusion and authorizes proceeding with Phase 1 improvements. She also said that she did not believe it necessary to formally designate the parcel as a Community Preserve. At this time, the parcel is designated as an Open Space Preserve, which predated the Town’s purchase from the Goodsteins in 2000.

Ms. Sloan also mentioned Planning Department documentation indicating that if the boarding stable ever ceased operations that the Town should attempt to acquire the front property as open space. In addition, Councilmember Wengert referred to a February 6, 2010 memorandum to the Committee from Ms. Lambert, in which she discussed the parcel in the context of General Plan designations. This memorandum, according to Councilmember Wengert, also included the information about the boarding stable that Ms. Sloan mentioned.

Mr. Young said that the report indicated that some members of the Committee wanted recreation facilities on the Spring Down parcel. He said, too, that there was considerable discussion about how the parcel was acquired, and that the fundraising that occurred to acquire it had represented it as open space.

Vice Mayor Derwin indicated that she agreed with Councilmember Toben’s stance on making sure that the messaging about the recommendations for the parcel is appropriate.

Mr. Young said that tonight’s Town Council agenda was distributed to all Committee members, as had been agreed at the Committee’s last meeting (September 30, 2010). In addition to discussing the Committee’s recommendations for future designation of the Spring Down parcel, he said that the Town Council is also being asked to discuss the Committee’s recommendations for proceeding with Phase 1 improvements and preparing for Phase 2 pond improvements.

The first set of improvements would include a perimeter trail and middle trail with no signage. Committee members and staff have field-staked a proposed trail alignment for the perimeter trail, which would begin with a single loop. As part of Phase 1, Mr. Young said that the Committee also recommended:

- Restoring the perimeter fence and keeping it rustic because the existing fence is historic and complements the stable facilities
- Removing privets
- Adding plantings to fill in shrubs along Portola Road and the access road
- Providing initial screening with oak trees and Toyon shrubs

- Keeping the pear trees, at least at first
- Eventually removing eucalyptus trees

Mr. Young said that the estimated cost of Phase 1 improvements would be about \$30,000, including \$22,000 for the trail work.

Councilmember Toben asked for clarification in regard to a statement about letting the middle trail be created by where people walk. He said that in the last couple of years, a nice path has been mowed at the midpoint, and because it tends to keep people from wandering around too much, he suggested that it might be an element of the trail design. Mr. Young explained that the mowed area is a fire break, and that it will continue to be mowed. He also said that the Committee wanted a base rock trail, a multi-use surface that would be appropriate for strollers. The alignment was chosen because of where it gets shade. Councilmember Richards added that it's a fairly common technique in site planning to leave areas open when planners are unsure about the way people will circulate.

Phase 2, Mr. Young said, involves recommendations about the pond. These include removing invasive weeds and debris, thinning out vegetation, lowering the water level (to address the flooding issues, improve drainage and make it safer) and ultimately returning the pond to its state before the Spring Down Equestrian Center moved in. The Committee envisions a shallow vernal pool between 24 and 36 inches deep, which would involve some design, re-grading of the existing manmade pond and adjacent areas, and re-vegetation.

Mr. Young said that he is in the process of checking with various regulatory agencies as to whether environmental permits will be needed, but in any case, surveys will be undertaken to ascertain the wildlife habitats that would be affected. If permits prove necessary, it would add approximately \$20,000 to the \$79,500 estimated for Phase 2, he said.

Councilmember Wengert said that the Committee members discussed the pond at length. It clearly has some liability issues today, particularly its 8-foot depth. It was intended originally as a retention pond that would be pumped (and lowered), she explained, but it has not been used for that purpose since the Town purchased the property. Considering the cost associated with converting this water feature into a vernal pool, she said that perhaps a phased approach might be taken to accomplish that over time.

Councilmember Richards pointed out that the pond is essentially dead as it is, because the water has no oxygen, and the Committee determined that it would be cost-prohibitive to bring it to life.

Mr. Young indicated that Mr. Goodstein had asked the Town to build a perimeter fence to help keep horses contained in the event of an earthquake. Since that request goes beyond the Committee's recommendation for restoration of the existing fence, Mr. Young asked for Councilmembers' guidance. In response to Vice Mayor Derwin's question about the difference between a rustic and a robust fence, Mr. Young said that parts of the fence are rather dilapidated, and also, there is no existing fence on the south side of the lot, between the open-space property and the Whites' property.

In response to Councilmember Toben, Mr. Young said that the Goodsteins would be willing to pay 50% of the cost. However, he said that in his opinion, if they want a 4-foot fence strong enough to keep horses contained, they should pay for it.

Mr. Nielsen pointed out that as he understood it, the Goodsteins did not request the fencing solely for their own horses. They are interested in an "emergency corral" to temporarily hold residents' horses in the event of an earthquake or fire, an idea that Mr. Nielsen said has a good deal of merit. Further, Mr. Nielsen said that he thought that the fence would be a restored version of what's there now – a 4-foot board-and-post fence. He added that it would make sense to confirm with people who know about horses, as a robust fence and a rustic fence may be the same thing.

Mr. Young said that the current fence along Portola Road is a combination of angle iron, wire and old 2x4s with a lot of moss on it that strikes some people as rustic. The fence along the easement road is more of a rail fence. If rail fencing is considered for Portola Road, it would require an evaluation of how it would affect the view corridor. He also said that a long rail fence would be expensive, far in excess of the \$5,000 currently earmarked for fence restoration.

Councilmember Toben said that the idea of an emergency facility to corral horses in the aftermath of an earthquake is brilliant. Horse owners might even donate funds to create it as a community asset.

Ms. Howard suggested further exploration of the idea with the Goodsteins; because she said what Mr. Young described differs somewhat from what she and Mr. Goodstein had talked about. She said that this is probably a subject for further discussion, because opinions differ as to how the fence should look, especially along Portola Road. Vice Mayor Derwin suggested removing the fence from the discussion at this time.

Councilmembers expressed concurrence with recommendation from the Ad Hoc Committee to preserve the Spring Down lot as open space and to proceed with the Committee's proposals for Phase 1 and Phase 2, except for specific decisions on fencing and details about pond design.

In terms of Phase 1 recommendations, Vice Mayor Derwin asked whether the Committee discussed the idea of a community park. Councilmember Richards said that he brought it up at the request of Danna Breen, but it didn't go anywhere. Councilmember Wengert said that the reason is probably that most of those on the Committee wanted to keep everything on the parcel in a native state. Mr. Nielsen said that in fact, the Ad Hoc Spring Down Master Plan Committee came in with a lower-key proposal than that developed by the Open Space Acquisition Advisory Committee.

Mr. Young said the subject of dog runs also came up, but that option not only would have occupied a large part of the parcel, but also would have required a great deal of fencing.

Councilmember Wengert said that there was a pretty strong sentiment that both community park and dog park uses could be appropriate if suitable land could be found elsewhere, but most Committee members considered them inappropriate for the Spring Down parcel. Mr. Nielsen pointed out that the Open Space Acquisition Advisory Committee keeps its eyes out to identify areas that might be better-suited for such uses than land that should be kept as open space.

In response to Vice Mayor Derwin's question about no benches being included with the Committee's recommendations, Councilmember Wengert said that issue might be revisited after Phase 2. She explained that the perimeter trail was the Committee's primary focus, followed by seeing how the internal trails work and then how the pond pans out. Benches might be considered again after that. According to Mr. Nielsen, even the Open Space Acquisition Advisory Committee thought picnic benches might be a nice idea, but were concerned about the associated food and trash that would come with picnicking. Still, he said that perhaps benches would be appropriate beneath the willow tree and back by the pond.

As for the pond, Mr. Nielsen pointed out that he always thought it could be the crown jewel of the Spring Down property. He considers the pond at Portola Valley Ranch as a sort of model for what he envisions. Because a lot of water collects at the Spring Down pond location for some geologic reason, he added, it makes sense to make use of it, and cutting back the willows could help improve the aeration while making the pond more attractive to waterfowl. Mr. Nielsen said that he'd like the pond 5 feet deep, whereas he indicated that Mr. Young would prefer it lower than the level of liability, which would be 2 to 3 feet.

Because the Council concurs with the direction laid out in the Committee recommendations, Mr. Young said that the regulatory agencies will be engaged as appropriate to determine, among other things, whether any endangered species would be affected, and a hydrologist would be involved before proceeding with any design work.

- (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 [8:25 p.m.]
- (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. 2517-2011)

Mr. Young indicated that many Councilmembers have served in liaison capacities to Stanford University in discussing the C-1 Trail. The plan is for the Town to use funds from Stanford, up to \$2.8 million in improvements, to resurface, restore and rehabilitate the paved trail along Alpine Road between Arastradero Road and the Ladera Shopping Center, bordering the Town limits. He said that the work will include realigning portions of the trail in accordance with Trails & Paths Committee recommendations, installing a pedestrian bridge and building a retaining wall to reinforce both the trail and Alpine Road.

Construction is expected to begin in June 2011 and be completed in November 2011, during which time sections of Alpine Road will be closed. Some closure will be needed to accommodate construction of the retaining wall in the creek; California Department of Fish & Game permits leave a window between June 15, 2011 and October 1, 2011 for retaining wall work. Road closure also will be necessary for removal and replacement of various sections of the trail.

Mr. Young said that construction costs are estimated at \$1.6 million. Stanford will forward the funds once the bids are opened and the project moves forward.

Councilmember Wengert moved to adopt the resolution approving plans and specifications for the Portola Valley Alpine Road Paved Path project pursuant to the Public Works Director's recommendations. Councilmember Toben seconded, and the motion passed 4-0.

Councilmember Richards moved to authorize the Town Manager to enter into agreements with construction management, inspection and materials testing firms as budgeted for in the C-1 Trail agreement with Stanford University. Councilmember Wengert seconded, and the motion passed 4-0.

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

- (8) Recommendation by the Finance Committee – Town Staff Employees Pay a Percentage of Dependent Healthcare Costs and Reduction of Special Traffic Patrols [8:30 p.m.]

##### Dependent Healthcare Coverage

By way of background, Finance Committee Chair Michele Takei noted that the Committee has been considering the issue of employee healthcare costs for some years, since the 2008-2009 San Mateo County Grand Jury issued its report, *Reversing the Upward Trajectory of Employee Costs in the Cities of San Mateo County*. She said that the Committee has held at least two meetings to discuss how the Town's policies regarding healthcare benefits compare to those in the private sector. A Kaiser Family Foundation study showed that on average, private sector employees pay 19% toward the cost of individual health insurance coverage, and 30% for family coverage. Portola Valley covers 100% up to the cost of Kaiser coverage for its employees.

Ms. Takei said the Finance Committee recommends that the Town continue to offer free medical insurance up to the Kaiser cost to its employees but that they each start contributing 12.5% toward the cost of dependent coverage. Individual Committee members expressed favoring employee cost-sharing ranging from 0% to 25% before voting 4-1 in favor of 12.5%.

Mr. Nielsen, also a member of the Finance Committee, said that he was the lone dissenter because he did not believe it was warranted at this time to ask employees to pay toward dependent coverage.



Unlike some other communities, Ms. Howard said that Portola Valley has not enriched its benefits to a level that they are unsustainable. While she does see a need to reform the Town's benefits package, she said that at this time she agrees with Mr. Nielsen. Portola Valley employees don't have the type of benefits that their counterparts in many other communities do; in fact, she said that the Town's benefits are more modest than most of the municipalities normally used as comparatives. As Ms. Howard had indicated in her April 13, 2011 memorandum to the Mayor and Councilmembers, the Town would realize minimal savings by implementing this proposal. She concluded that there is no financial need to implement the Finance Committee's recommended change from a Town budget perspective, but the effects on employees in terms of reduced take-home pay would be significant to them.

Councilmember Wengert said that over the last five years, the Town's average annual increase in medical insurance premiums has been 7.88%, in a range from 4.7% to 10.7%.

Ms. Nerdahl offered additional data for the Council's consideration. She said that the Town has 15 employees, including two who work less than full-time, eight who have more than 10 years of service with the Town, and three who have 5--10 years of service. All together, she said, employees have a total of 138 years of service with the Town – an average of 9.2 years each. Another impressive number, she said, is 321 – the ratio of full-time Town staff to population is 1:321. The ratios range from 1:32 to 1:269 in neighboring communities (1:255 for Woodside), she said. According to Ms. Nerdahl, these numbers mean several things – Portola Valley employees know their jobs, they know what their jobs used to be, they know each other's jobs, and usually, they know what each other's jobs used to be. Considering the depth of experience and history with the Town, she said that Portola Valley employees also are ready for what they know their jobs will become, because the work is always changing. In most cases, she added, employees are ready, willing, able and happy to carry a missing employee's workload.

Some public employees have such plush benefits that make it a challenge, if not an impossibility, for local and state governments to balance their budgets, Ms. Nerdahl continued, but that isn't the situation in Portola Valley, where the benefits package is quite modest. In summary, she said, the Finance Committee's recommendation would reduce Town expenditures by less than \$900 per month, which represents less than 1/3 of 1% of the Town's current operating budget. She asked that the Town Council please not send staff the message that they are worth less than that.

Acknowledging the trend in healthcare coverage suggests increasing financial responsibility on the part of employees, whether in the private or public sector, Councilmember Toben said that he wants to be certain to document the discussion for the public record. He said that he cannot isolate healthcare coverage from other benefits that Portola Valley employees have in regard to parity. When he hears that healthcare coverage for Town staff is more generous than in the private sector, he wonders about the rest of the benefits package in comparable settings. He cited Ms. Nerdahl as an example of an employee with highly transferable skills that she could readily take to a private employer, and asked what salary she would make as opposed to what Portola Valley pays her, what she would receive in the way of vacation, and what her benefits would look like. She might pay more for her medical coverage, but earn a higher salary, have more opportunities for professional development, etc.

Councilmember Toben said that some Portola Valley employees – such as Ms. Nerdahl and Ms. Rodas – could easily go off to the private sector, but many staff members are specialists in public sector roles. For that reason, other public agencies comprise the appropriate marketplace for comparison. Looking at the comparables in the public sector, he said, we find exactly what Ms. Nerdahl reported. Only five cities out of 20 in the Grand Jury report have pension benefits comparable to Portola Valley's (the 2% at 55 formula); the others are 2.5%, 2.7% and 3% at 55. The difference is substantial, he explained. For example, a 55-year-old employee with 20 years of service who leaves Portola Valley making \$87,000 annually may get \$35,000 annually after retirement. An employee with identical salary and length of service in a nearby community using the 2.7% at 55 formula would receive \$47,000 annually.

Councilmember Toben also indicated that only four of 20 cities in the Grand Jury report calculate the retirement benefit based on the average salary over the employee's last three years, rather than the final year's salary. Only two cities in San Mateo County – Atherton and Portola Valley – use both the more

modest 2% at 55 formula and the three-year average. He said that Portola Valley's vacation benefit also is extremely modest compared to other San Mateo County communities. Portola Valley is one of seven communities (of 19 reporting) that give their employees 10 days' vacation after four years' service; the others range from 12 days to 16 days. Only four cities (of 20 reporting) provide no post-retirement health benefits – Daly City, East Palo Alto, Woodside and Portola Valley. Portola Valley is the only one that does not offer employees life insurance benefits.

Furthermore, Councilmember Toben said that median salary for Town employees is \$69,000, with monthly take-home pay for some staff as low as \$3,000. Employees could use pre-tax dollars to pay healthcare premiums, he acknowledged, but the reduction in take-home pay would still be very difficult for some employees. He added that the Town's revenue picture is very stable at this time, and no issue now – thankfully – warrants adopting the Finance Committee's recommendation. He said that it would make more sense, at some appropriate time, to reevaluate and rationalize the Town's benefits package in a more comprehensive way. Meanwhile, he said that isolating the focus on the healthcare cost-sharing piece isn't the way to go.

Councilmember Richards said that his thinking parallels that of Councilmember Toben. The Portola Valley benefits package is modest in comparison with other communities; "We are clearly not being lavish." If it seems important to make some kind of statement in light of the trend to more cost-sharing, he said, it should be done in a "more overall manner." At some time it might be reasonable to come back to this and make sure that no problem develops or gets out of hand, Councilmember Richards said, but in the meantime there's no point in addressing a non-issue.

Not only as Finance Committee liaison but because she spends a lot of her time in the finance world with various companies and nonprofit organizations, Councilmember Wengert explained that she has considerable visibility in terms of compensation trends. She said that she appreciated Councilmember Toben's thoughts and his rational approach, but takes a slightly different view in that the world of public and municipal finance and expenses is no longer as separated from private enterprise as had been the case historically. As she put it, those worlds have converged in a number of very material ways, from the perspective that job availability in all sectors is much more limited – even more so since the Grand Jury report was published. The impact of healthcare costs on everyone is dramatic. She said that even with its zero-based budgeting process, Portola Valley cannot sustain expenditure increases of 8% annually, year after year, without offsetting increases in revenue or cuts in other line items. She said that as she saw it in her role as liaison, the Finance Committee was very much reacting to that phenomenon as well as what's happening on the healthcare front.

According to Councilmember Wengert, it's ironic that the Portola Valley numbers have been characterized as very small – because keeping the employee contribution small was one of the Finance Committee's goals. She said she thought the idea was to start the process; to begin recognizing that there's a longer-term problem. This problem is already affecting the private sector, which has reacted very quickly, she said, and it also will affect the public sector. Portola Valley has always been very forward-thinking, she continued, and the Finance Committee's efforts in coming up with its recommendation were also forward-thinking. She also pointed out that if the Town were to pay 87.5% of employees' medical premiums (100% minus 12.5%), it's a very significant number and most of the people she deals with would be delighted with that level of employer contribution.

Councilmember Wengert agreed that the idea of examining the entire benefits package has merit, but she said that such examination may reveal a package that's richer than we think. While the medical coverage is only one component, she added, the premiums paid on employees' behalf represent 31% of the net on an individual basis.

In conclusion, Councilmember Wengert stated that she will go along with her colleagues to the extent they feel uncomfortable moving forward with the Finance Committee's recommendation. Nevertheless, she said that the Council has a leadership role to play, and the situations in the municipalities surrounding Portola Valley are likely to change dramatically at some point. In terms of benefits packages that are too

expensive to sustain – particularly in the face of ever-increasing medical costs – she said, “the writing is very much on the wall.”

Vice Mayor Derwin said that the consensus of the Council is to oppose the Finance Committee’s proposal. She thanked the Finance Committee, noting that it was completely appropriate that they did this work. In her involvement with a number of regional boards, Vice Mayor Derwin said, the topic of conversation is exclusively about employee compensation. Other cities, including San Carlos, are already ratcheting down. However, she added that Ms. Nerdahl made a very good case. It’s difficult to separate the people from the numbers in a Town like Portola Valley. She agreed for now to let it sit, but suggested that in a year or so it might be wise to look at a something such as a two-tier system. She said that it’s important to keep our eye on the issue.

### Special Traffic Patrols

Ms. Takei said that there’s one more year to go on the Town’s three-year contract with the San Mateo County Sheriff’s Office, which includes the cost of sharing an additional traffic patrol officer with Woodside (\$218,000 annually). This year, the Town expects to receive only about \$11,500 in offsetting revenue from citations issued by all officers. Further, she pointed out, Committee member Bill Urban examined actual call reports and concluded that activity involving the additional officer was fairly minor. Accordingly, before the next contract negotiation, the Finance Committee recommends exploring the possibility of either limiting or eliminating the extra patrol.

Ms. Howard said that the next round of negotiations probably will begin at the end of this year. She suggested eliminating the extra patrol if the Town loses the State-provided \$100,000 grant in COPS funding, and if the funding remains, limiting the extra patrol’s activities so as to be covered by that grant.

Councilmember Toben pointed out that revenue from citations is only one measure to consider, because the law enforcement presence itself has a deterrent effect. Thus, he said that Town residents might want to weigh in on the matter before the next contract.

Councilmember Toben also asked about the history behind the decision to add a shared patrol officer in the first place, specifically in terms of community sentiment. In response, Ms. Howard said that Portola Valley has always had a special relationship with the San Mateo County Sheriff’s Office, and that Woodside and Portola Valley have historically combined resources to get the best possible deal. The communities came up with about \$30,000, she believes, for an additional patrol officer just to issue tickets. When the \$100,000 COPS funding became available, the two communities combined their funds with that to create the special patrol. However, as she pointed out, the \$100,000 paid for more coverage at first than it did as the years went by.

Ms. Howard also said that several people from the Sheriff’s Office have called expressing concerns about this item, pointing out that the extra officer’s value goes beyond simply writing tickets. Typically, she said that contract conversations with the Sheriff’s Office begin in about December. Another factor to consider this time, she pointed out, is that the Sheriff’s Office also will be providing police services to San Carlos and Half Moon Bay.

In response to a question from Councilmember Richards, Ms. Howard said that she believes the reports examined were limited to those involving the additional patrol officer.

Mr. Silver said that he recalls a time when he was a Councilmember, and maybe even before, that the Town had a provision in the Sheriff’s Office contract for additional patrols, but the additional patrols more than paid for themselves in citation revenue. At that time, he said, additional patrols were perceived as “free safety.”

Councilmembers agreed that the contract will be reviewed and community input sought.

- (9) Appointment of Subcommittee – Discuss Spring Ridge LLC Conditional Use Permit application with the applicant [9:15 p.m.] resume

Ms. Sloan said that when Dr. Kirk Neely and Holly Myers filed their appeal of the Planning Commission's denial of their Conditional Use Permit (CUP) application, Town Planner Tom Vlastic and Mayor Driscoll met with them. Environmental review had only been completed on two of the buildings proposed in their application, because in preliminary discussions, the Planning Commission had agreed that those two buildings might move forward. Thus, even if the Town Council were disposed to overturn the Planning Commission action, it would not be legally able to approve anything more than those two buildings.

Ms. Sloan said that the tensions that became apparent between the applicant and the Planning Commission may have interfered with clear thinking. Mayor Driscoll came up with the idea of suggesting that Neely/Myers withdraw their appeal, and the Town Council would then set up a subcommittee to have conversations with them about the Town's interests and their interests before they reapply. Ms. Sloan said that she sent the applicants a letter stating that if they do withdraw their appeal and revive their application, it would be considered an extension of the original. John Hanna, their attorney (Hanna & Van Atta), thought the subcommittee idea was a good one. Mayor Driscoll suggested that he, Councilmember Wengert and Mr. Vlastic serve on that subcommittee.

Councilmember Richards said that he agreed this was a good idea.

Councilmember Wengert said that this will be an excellent first step. She noted, too, that Carter Warr was also involved in the discussions, and there were a lot of really good positive ideas that may have helped as well.

Councilmember Toben suggested that perhaps someone from the Planning Commission should be included on the subcommittee. Ms. Sloan explained that the point of the subcommittee is to get all the parties to listen to one another and get all of their ideas on the table, but no one will tell the Planning Commission what to do with the renewed application. She said that the idea was to keep the group very small and "out of the heat of the kitchen."

Mr. Silver, who said that he wouldn't have been at tonight's meeting except for Item 6 on the agenda, indicated that he stayed for this discussion. He said that he feels blindsided by this, and considers it a real mistake. He said that the Planning Commission was thinking very clearly in discussing the Neely/Myers application. He said, too, that he was concerned because the applicant wanted action involving all five buildings, rather than just the two that staff and the Planning Commission had vetted – an "all or nothing" decision. In that approach, he said that he saw a lost opportunity for a win-win, because the Town and the public have long-term interests that aren't necessarily inconsistent with Neely/Myers stated intentions.

Mr. Silver said that while he was pleased to hear what Ms. Sloan said about working something out without detracting from the process, he also expressed the view that it is imperative for those conducting these meetings to understand the points of view expressed during public hearings, including representatives of the Midpeninsula Regional Open Space District and POST (Peninsula Open Space Trust), as well as people such as Bev Lipman. He emphasized that the meeting minutes are insufficient to understand those viewpoints; they constitute a "dead record" and this subcommittee should hear active representatives. He said that it would be a mistake for the subcommittee not to reach out to those who have been involved for their input.

Ms. Sloan said that she has known Mr. Hanna for 30 years. She said that Mr. Vlastic, Mayor Driscoll and she were thinking about what makes sense to consider before this matter moves forward again. She also characterized the subcommittee being discussed as being very different from the Ad Hoc Spring Down Master Plan Committee. She said that Mayor Driscoll thought it would be helpful to have just two Councilmembers and Mr. Vlastic, with his planning background, to serve on this subcommittee, as opposed to having the applicants lobbying in the community or having Mr. Vlastic proceed with environmental reviews without input, etc. She indicated, too, that the applicants have the right to talk to anyone in the community they choose.

Ms. Lipman, Favonia Road, said that Planning Technician Carol Borck told her that the Neely/Myers appeal had been withdrawn, so she was totally surprised to see this item on the agenda. She said there had been hearings about the Neely/Myers application for almost two years. While she appreciates the explanation of the subcommittee, she agrees with Mr. Silver's concern that the public might feel left out of this very complicated issue, which Mr. Vlasic has characterized as a moving target since the start. She also suggested that it might be helpful to add to the subcommittee a former member of the Planning Commission who is knowledgeable about this matter. She said that the public needs to feel comfortable that no backroom deal will be cut that isn't in the Town's best interest.

Mr. Silver said that if this subcommittee idea is to work it should reach out to solicit different points of view from various people who have invested a lot of time on this issue.

Councilmember Wengert said that although she cannot speak for Mayor Driscoll, who has been more directly involved in this than she has, she would be happy to meet with Mr. Silver or anyone he thinks would be appropriate to include even prior to meeting with the applicants. She also emphasized that there would be no backroom deals.

The Council concurred with the idea of forming the subcommittee, perhaps with additional people, and that they might meet with Mr. Silver, Ms. Lipman and perhaps someone else ahead of time to obtain their viewpoints.

- (10) Appointment by Mayor – Request for appointment of member to the Sustainability Committee [9:32 p.m.]

Vice Mayor Derwin said that Onnolee Trapp, who has been in regular attendance at Sustainability Committee meetings, has been recommended as an official member. Councilmember Steve Toben moved concurrence with the appointment of Ms. Trapp as a new member of the Sustainability Committee. Councilmember Richards seconded, and the motion passed 4-0.

- (11) Appointment by Mayor – Request for appointment of member to the Teen Committee [9:33 p.m.]

Councilmember Toben moved concurrence with the appointment of Julia Brandman as a new member of the Teen Committee. Councilmember Richards seconded, and the motion passed 4-0.

- (12) Reports from Commission and Committee Liaisons [9:35 p.m.]

- (a) Architectural and Site Control Commission (ASCC)

Councilmember Richards reported that at its April 11, 2011 meeting, the ASCC discussed an entry gate and fence on the property at 5 Possum Lane at the corner of Westridge Drive, and also revisions to the Native Plant List in the Portola Valley Design Guidelines.

- (b) Historic Resources Committee

At the meeting of the Historic Resources Committee on April 7, 2011, Councilmember Richards said that members discussed problems in having a quorum at Committee meetings and raised the possibility of reducing the number of Committee members to address the problem. Members also talked about budget items and the status of the Woods' property.

- (c) Planning Commission

Councilmember Wengert said that the Planning Commission held a public hearing on General Plan amendments on the Conservation Element, Open Space Element and Recreation Element at its April 6, 2011 meeting. The amendments will be coming to the Town Council for consideration soon, she added, and noted that while the Planning Commission did a very thorough job, there are definitely some

changes in approach in these elements that will interest Councilmembers. She pointed out that the Spring Down discussion will come right to the fore, due to the application of the Town Council's definition of Open Space Preserves to individual areas. [Note: The General Plan amendments are tentatively scheduled for the agenda of the Town Council's May 25, 2011 meeting.]

Councilmember Wengert said that the budget planning discussion for the Planning Department for the next year is coming up at the Planning Commission's meeting of April 20, 2011. Among items included:

- Completion of Conservation Element, Open Space Element and Recreation Element
- Implementation of sustainability and green building regulations and guidelines
- Implementation of the Housing Element
- Recordation of historic houses
- Implementation of biological/fire study recommendations
- Coordination with ABAG on housing numbers
- Handling referrals from other jurisdictions (e.g., Stanford Habitat Conservation Plan, Stanford University Medical Center Plan, McNealy plan for a covered sports facility in Palo Alto, the Portola Winery in Palo Alto, etc.)
- Coordination with homeowners' associations
- Special requests (e.g., Cargill Saltworks proposal, Safety Element preparation, adoption of geologic maps and regulations, Prado Court emergency access, Governor's Office of Planning and Research [OPR] annual survey, Hibbard [Woodside Highlands] land issues, Local Hazard Mitigation Plan, Ford Field plans, Sausal Creek daylighting)
- Wireless Task Force

(d) Trails and Paths Committee

Councilmember Toben reported that the Trails and Paths Committee is discussing what is appropriate to take to staff and what to do themselves, and that Mr. Young has indicated receiving a significant number of requests for minor maintenance (while his primary concern is ensuring trail safety). Councilmember Toben said that he is enthusiastic about the Committee's spirit, the level of participation, and ideas about events to develop, such as trail clean-up days, recreational walks and so forth.

(e) Council of Cities

Vice Mayor Derwin reported that the speaker at the Council of Cities March meeting in Foster City was Dan McClure, senior manager in health and public service strategy Accenture. His presentation was entitled "Cross-Jurisdictional Collaboration: New Models for the New Normal." Vice Mayor Derwin said that as she recalled, Mr. McClure had been at the regionalism conference that Mayor Driscoll attended.

(f) Teen Committee

The Teen Committee continues to work on Share the Bounty project, Vice Mayor Derwin reported, and may use the Corte Madera Elementary School garden this summer. Vice Mayor Derwin indicated that she'd invited Brad Peyton, president of the Portola Valley Garden Club, to attend the meeting. The

Committee has scheduled Teen Movie Night for the evening of the Town picnic. The Teen Committee is donating proceeds from a dance to Japan. The Committee also discussed their mentorship project and their Bill and Jean Lane Civic Involvement program.

(g) Sustainability Committee

Vice Mayor Derwin reported that the Sustainability Committee met on April 11, 2011, checking in with Sustainability & Resource Efficiency Coordinator Brandi de Garneau and our two interns, who have worked so hard to get ready for Earth Day. They're also working on a contractors' workshop and continue to work on resolving challenges involved in marketing smart strips. Earth Day will serve as the "soft launch" of Energy Upgrade Portola Valley, Vice Mayor Derwin said, and the Sustainability Committee is planning an evening kickoff event for the hard launch on May 10, 2011. She noted that Ms. de Garneau is pleased that the Portola Valley launch will follow Woodside and Atherton, because their experience drew her attention to some kinks to iron out. Vice Mayor Derwin also sought the Council's opinions on potential speakers for the program launch.

WRITTEN COMMUNICATIONS [9:50 p.m.]

(13) Town Council March 25, 2011 Weekly Digest

- a) #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

Following comments about this letter from Vice Mayor Derwin and Councilmember Toben, Ms. Sloan said that although T-Mobile and AT&T may eventually combine, in the meantime T-Mobile probably has an entitlement, not only because its proposal was approved but because they've made some substantial expenditures on the basis of that approval. She will discuss it with Mr. Vlasic and one of them will draft a letter of response to the Kellys.

(14) Town Council April 1, 2011 Weekly Digest – None

(15) Town Council April 8, 2011 Weekly Digest

- a) #1 – Email 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

Ms. Sloan said that there are two types of items that can be added to the Council agenda when it isn't posted at the regular time (72 hours in advance). She said that David Boyce's article combines the two types, mixing apples and oranges. One type of item that can be added to the agenda after posting is when there is an emergency, a serious crisis. She said that this would be something rare, such as the San Bruno gas explosion. In adding an emergency item, the Brown Act says that only a majority of the Council is needed to decide that it's an emergency and needs to be discussed right away. An emergency closed session is very rare because the circumstances are narrow. Ms. Sloan explained.

The second type of item that can be added to the agenda after posting is an urgency item. Ms. Sloan quoted Mr. Boyce's article as saying that a legislative body can call an urgent closed session if three conditions are met, citing "a majority approves the idea" as one of those conditions. That, according to Ms. Sloan, is wrong. It takes two-thirds of the legislative body to add an urgency item to an agenda after posting. The other two conditions are 1) that the need to talk about the item arose after the posting of the agenda, and 2) that there is a need to take immediate action, if action is taken. That is per Government Code 54954.2.d.2, Ms. Sloan said. An urgent item can be added to either open or closed session, she continued. If it's an open session, whoever brought the urgent item to the Council's attention would likely explain why it arose after the agenda was posted, and what the immediate action might be.

She recalled a situation in which it was learned that the Town might be able to get some funding if it submitted its grant within 10 days; that was made an urgency item for the Town Council, and it was explained that the information about the grant became available after the agenda had been posted. For a closed session, such as a personnel issue, litigation or real estate negotiation, disclosing such information would be contrary to having a closed session. The purpose of keeping closed session information private is to prevent embarrassment to individuals and/or avoid undermining litigation or negotiations. What must be disclosed regarding closed-session real estate negotiations is the property address. In the case of the item added to the Town Council agenda on March 23, 2011, she said that it is ironic that Mr. Boyce's article makes it pretty obvious what went on during that session. Given the fact that the address was published, he pieced together information he obtained by talking to the property owners and perhaps Windmill School. He learned that Portola Valley had been interested in this property and had made contact with the owners more than two years ago. When Windmill School came along and made an offer on the property, the Town backed away. Mr. Boyce wrote that the Windmill deal died March 15, 2011, just days before the transaction was to close – but staff didn't know that when the March 23, 2011 agenda was posted. Once aware of the fact that the Windmill offer was no longer on the table, staff reasoned that the Town might need to act promptly to re-contact the property owner. As it turned out, an angel investor or angel buyer did come in to buy the property quickly, but if the Town had wanted to put a new offer on the table, immediate action would have been necessary. The Town decided against pursuing the property, so no action was taken.

Ms. Sloan explained that the only time the Town Council meeting minutes would reflect any "Report out of Closed Session" on a real estate negotiation is dictated by Government Code Section 54957.1: "The local agency shall publicly report any action taken in closed session and the vote of every member." Government Code Section 54957.1.A.1. says, "Approval of an agreement concluding real estate negotiations shall be reported after the agreement is final." So, Ms. Sloan said, until the agreement is final – executed – it's not appropriate to report any action. If the local agency's "... approval renders the agreement final, the body shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held." If approval is up to the other party, the approval is reported after that party has executed, consequently at the next meeting. If no action is taken, she said, you say there was nothing to report – which is what happened in this case.

Mr. Boyce's article had quoted an email from Mayor Driscoll that said, "We believed there was new information that had come to our attention since the agenda had been published, and that it could require immediate action, so we were legally justified in calling for that closed session "... After further discussion and consensus in the closed session, we concluded that it was, in fact, best at this time to take no action." Ms. Sloan said that she could not have written that response any better: "The Mayor nailed it" on exactly the reason for the urgent closed session and what came of it. Apparently when pressed with more questions about what happened, the Mayor had responded, "I believe I cannot comment, except to say we took no formal action." In summary, Ms. Sloan said, there was no violation of the Brown Act.

b) #7 – Flyer announcing Earth Day Fair 2011 on Saturday, April 16, 2011

Ms. Howard reminded everyone about the upcoming Earth Day Fair.

ADJOURNMENT [10:05 p.m.]

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Vice Mayor

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Town Clerk



INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
 APRIL 27, 2011

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TOWN OF PORTOLA VALLEY

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

ABOVE ALL ROOFING	Reiss C&D Refund, 180 Cherokee	11824	04/27/2011	
	(Orig #43546 MIA/Void)		04/27/2011	
810 E. SAN CARLOS AVE.	758		04/27/2011	
SAN CARLOS	BOA	44801	04/27/2011	0.00
CA 94070				1,000.00

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

Check No.	44801	Total:	1,000.00
Total for	ABOVE ALL ROOFING		1,000.00

CATHY ALMAND	Community Hall Deposit Refund	11825	04/27/2011	
			04/27/2011	
108 TYNAN WAY	583		04/27/2011	
PORTOLA VALLEY	BOA	44802	04/27/2011	0.00
CA 94028				250.00

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

Check No.	44802	Total:	250.00
Total for	CATHY ALMAND		250.00

KENDRA ANDERSON	Spring Instructor Fee	11859	04/27/2011	
			04/27/2011	
302 PORTOLA ROAD	2016		04/27/2011	
PORTOLA VALLEY	BOA	44803	04/27/2011	0.00
CA 94028				700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	700.00	0.00

Check No.	44803	Total:	700.00
Total for	KENDRA ANDERSON		700.00

ARC MOUNTAIN VIEW	Blueprints	11826	04/27/2011	
			04/27/2011	
1400 W. MIDDLEFIELD ROAD	0112		04/27/2011	
REDWOOD CITY	BOA	44804	04/27/2011	0.00
CA 94043	210285			20.48

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	20.48	0.00

Check No.	44804	Total:	20.48
Total for	ARC MOUNTAIN VIEW		20.48

AT&T	March Statements	11827	04/27/2011	
			04/27/2011	
PO BOX 989048	441		04/27/2011	
WEST SACRAMENTO	BOA	44805	04/27/2011	0.00
CA 95798-9048				250.53

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

05-64-4318	Telephones	250.53	0.00	
		Check No. 44805	Total:	250.53
		Total for AT&T		250.53

BILL HAMILTON ROOFING	C&D Refund, 4 Applewood	11828	04/27/2011	
740 CAMDEN AVENUE	604		04/27/2011	
CAMPBELL	BOA	44806	04/27/2011	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. 44806	Total:	1,000.00
		Total for BILL HAMILTON ROOFING		1,000.00

MARLON BISHOP	Spring Instructor Fee	11860	04/27/2011	
48 CLINTON STREET	2035		04/27/2011	
REDWOOD CITY	BOA	44807	04/27/2011	0.00
CA 94062				944.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	944.00	0.00	
		Check No. 44807	Total:	944.00
		Total for MARLON BISHOP		944.00

BKF	C-1 Civil Eng'g, 1/24 - 2/20	11858	04/27/2011	
255 SHORELINE DRIVE	2036		04/27/2011	
REDWOOD CITY	BOA	44808	04/27/2011	0.00
CA 94065	11030252			13,228.59

GL Number	Description	Invoice Amount	Amount Relieved	
96-00-4528	C-1 Trail	13,228.59	0.00	
		Check No. 44808	Total:	13,228.59
		Total for BKF		13,228.59

CITY OF REDWOOD CITY	IT Support, March 2011	11829	04/27/2011	
P.O. BOX 3629	586		04/27/2011	
REDWOOD CITY	BOA	44809	04/27/2011	0.00
CA 94064-3629	BR25656			1,799.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4216	IT & Website Consultants	1,799.50	0.00	
		Check No. 44809	Total:	1,799.50
		Total for CITY OF REDWOOD CITY		1,799.50

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TOWN OF PORTOLA VALLEY

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

CLEANSTREET	March & Quarterly Street Clean	11856	04/27/2011	
			04/27/2011	
1937 W. 169TH STREET	0034		04/27/2011	
GARDENA	BOA	44810	04/27/2011	0.00
CA 90247-5254				4,187.76

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping & ROW Mowing	614.65	0.00
20-60-4262	Street Sweeping & ROW Mowing	2,762.21	0.00
20-60-4266	Litter Clean Up Program	810.90	0.00

Check No.	44810	Total:	4,187.76
Total for	CLEANSTREET		4,187.76

COTTON SHIRES & ASSOC. INC.	Applicant Charges, March	11830	04/27/2011	
			04/27/2011	
330 VILLAGE LANE	0047		04/27/2011	
LOS GATOS	BOA	44811	04/27/2011	0.00
CA 95030-7218	44048			1,898.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	1,898.00	0.00

Check No.	44811	Total:	1,898.00
Total for	COTTON SHIRES & ASSOC. INC.		1,898.00

CSI CONSTRUCTION	Refund Business License	11831	04/27/2011	
			04/27/2011	
1755 E. BAYSHORE ROAD	573		04/27/2011	
REDWOOD CITY	BOA	44812	04/27/2011	0.00
CA 94063				110.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	110.00	0.00

Check No.	44812	Total:	110.00
Total for	CSI CONSTRUCTION		110.00

DAVID CULKIN	Deposit Refund	11833	04/27/2011	
			04/27/2011	
5920 ALPINE ROAD	544		04/27/2011	
PORTOLA VALLEY	BOA	44813	04/27/2011	0.00
CA 94028				1,273.75

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,273.75	0.00

Check No.	44813	Total:	1,273.75
Total for	DAVID CULKIN		1,273.75

FRANCOTYP-POSTALIA, INC.	Meter Rental, 4/9 - 7/8	11835	04/27/2011	
			04/27/2011	
PO BOX 4272	0172		04/27/2011	
CAROL STREAM	BOA	44814	04/27/2011	0.00
IL 60197-4272	RI100581052			88.49

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
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Date: 04/20/2011

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TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	88.49	0.00

Check No.	44814	Total:	88.49
Total for	FRANCOTYP-POSTALIA, INC.		88.49

Vendor Name	Invoice Description1	Ref No.	Discount Date
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date
Vendor Address	Vendor Number	Check No.	Due Date
City	Bank	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number		Check Amount
GUZZARDO PARTNERSHIP INC	C-1 Landscaping Architect	11857	04/27/2011
181 GREENWICH STREET	2/24 - 3/25 Prog Pmt		04/27/2011
SAN FRANCISCO	0339		04/27/2011
CA 94111	BOA	44815	04/27/2011
	10544/4		0.00
			1,865.70

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	1,865.70	0.00

Check No.	44815	Total:	1,865.70
Total for	GUZZARDO PARTNERSHIP INC		1,865.70

Vendor Name	Invoice Description1	Ref No.	Discount Date
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date
Vendor Address	Vendor Number	Check No.	Due Date
City	Bank	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number		Check Amount
JENSEN LANDSCAPE SERVICES INC	Renovations to Ford Field	11849	04/27/2011
1983 CONCOURSE DRIVE	849		04/27/2011
SAN JOSE	BOA	44816	04/27/2011
CA 95131	091400		0.00
			3,743.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	3,743.00	0.00

Check No.	44816	Total:	3,743.00
Total for	JENSEN LANDSCAPE SERVICES I		3,743.00

Vendor Name	Invoice Description1	Ref No.	Discount Date
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date
Vendor Address	Vendor Number	Check No.	Due Date
City	Bank	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number		Check Amount
JORGENSON SIEGEL MCCLURE & FLEGEL	March Statement	11836	04/27/2011
1100 ALMA STREET	0089		04/27/2011
MENLO PARK	BOA	44817	04/27/2011
CA 94025			0.00
			7,432.65

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	5,982.65	0.00
96-54-4186	Attorney - Charges to Appls	1,450.00	0.00

Check No.	44817	Total:	7,432.65
Total for	JORGENSON SIEGEL MCCLURE &		7,432.65

Vendor Name	Invoice Description1	Ref No.	Discount Date
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date
Vendor Address	Vendor Number	Check No.	Due Date
City	Bank	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number		Check Amount
MARTIN KIM	C&D Refund	11838	04/27/2011
5 GROVE COURT	570		04/27/2011
PORTOLA VALLEY	BOA	44818	04/27/2011
CA 94028			0.00
			2,100.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	2,100.00	0.00

Check No.	44818	Total:	2,100.00
Total for	MARTIN KIM		2,100.00

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

DONNA M KISSINGER	Deposit for Picnic	11839	04/27/2011	
dba My Pony Party & Petting Zo			04/27/2011	
P.O. BOX 2189	451		04/27/2011	
GILROY	BOA	44819	04/27/2011	0.00
CA 95021-2189	2011114			287.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	287.00	0.00

Check No.	44819	Total:	287.00
Total for	DONNA M KISSINGER		287.00

ANDY MABARDY	Deposit Refund	11832	04/27/2011	
			04/27/2011	
10 TAGUS COURT	572		04/27/2011	
PORTOLA VALLEY	BOA	44820	04/27/2011	0.00
CA 94028				1,623.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,623.50	0.00

Check No.	44820	Total:	1,623.50
Total for	ANDY MABARDY		1,623.50

NBS, INC	Fee Study, March Prog Pmt	11840	04/27/2011	
			04/27/2011	
32605 TEMECULA PARKWAY	0341		04/27/2011	
TEMECULA	BOA	44821	04/27/2011	0.00
CA 92592	S03311104-TM			2,145.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4209	Permit & Fees Study	2,145.00	0.00

Check No.	44821	Total:	2,145.00
Total for	NBS, INC		2,145.00

KIRK NEELY	Appeal Fee Refund	11841	04/27/2011	
			04/27/2011	
555 PORTOLA ROAD	1078		04/27/2011	
PORTOLA VALLEY	BOA	44822	04/27/2011	0.00
CA 94028				890.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	890.00	0.00

Check No.	44822	Total:	890.00
Total for	KIRK NEELY		890.00

PERS HEALTH	May Health Premium	11842	04/27/2011	
			04/27/2011	
VIA EFT	0108		04/27/2011	
	BOA	44823	04/27/2011	0.00
				14,644.59

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

05-50-4086	Health Insurance Medical	14,644.59	0.00	
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Check No.	44823	Total:	14,644.59
Total for	PERS HEALTH		14,644.59

JOSE PRADO	C&D Refund	11837	04/27/2011	
			04/27/2011	
333 WILLOWBROOK	436		04/27/2011	
PORTOLA VALLEY	BOA	44824	04/27/2011	0.00
CA 94028				1,000.00

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

Check No.	44824	Total:	1,000.00
Total for	JOSE PRADO		1,000.00

REGINA PLUMBING INC	Ford Field Drinking Fountain	11850	04/27/2011	
			04/27/2011	
1955 CARMELITA DRIVE	685		04/27/2011	
SAN CARLOS	BOA	44825	04/27/2011	0.00
CA 94070	356951			125.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	125.00	0.00

Check No.	44825	Total:	125.00
Total for	REGINA PLUMBING INC		125.00

RON RAMIES AUTOMOTIVE, INC.	March Fuel Statement	11843	04/27/2011	
			04/27/2011	
115 PORTOLA ROAD	422		04/27/2011	
PORTOLA VALLEY	BOA	44826	04/27/2011	0.00
CA 94028				729.79

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	729.79	0.00

Check No.	44826	Total:	729.79
Total for	RON RAMIES AUTOMOTIVE, INC.		729.79

ANDREW RUBIN	Deposit Refund	11834	04/27/2011	
			04/27/2011	
120 GOLDEN HILLS	552		04/27/2011	
PORTOLA VALLEY	BOA	44827	04/27/2011	0.00
CA 94028				1,043.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,043.20	0.00

Check No.	44827	Total:	1,043.20
Total for	ANDREW RUBIN		1,043.20

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

SAN MATEO CO INF SERVICES	March M/W Services	11844	04/27/2011	
			04/27/2011	
455 COUNTY CENTER, 3RD FLOOR	0307		04/27/2011	
REDWOOD CITY	BOA	44828	04/27/2011	0.00
CA 94063	1YPV11103			76.00

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

Check No.	44828	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

STAPLES	March Office Supplies	11845	04/27/2011	
			04/27/2011	
STAPLES CREDIT PLAN	430		04/27/2011	
DES MOINES	BOA	44829	04/27/2011	0.00
IA 50368-9020				147.43

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	147.43	0.00

Check No.	44829	Total:	147.43
Total for	STAPLES		147.43

SHELLY SWEENEY	Spring Instructor Fee	11854	04/27/2011	
			04/27/2011	
285 GRANDVIEW DRIVE	407		04/27/2011	
WOODSIDE	BOA	44830	04/27/2011	0.00
CA 94062				2,736.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,736.00	0.00

Check No.	44830	Total:	2,736.00
Total for	SHELLY SWEENEY		2,736.00

TOWN OF WOODSIDE	Dinner Meeting, Derwin	11846	04/27/2011	
			04/27/2011	
P.O. BOX 620005	541		04/27/2011	
WOODSIDE	BOA	44831	04/27/2011	0.00
CA 94062				40.00

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

Check No.	44831	Total:	40.00
Total for	TOWN OF WOODSIDE		40.00

TREE SPECIALIST	Emerg Tree Work, Hayfields	11855	04/27/2011	
			04/27/2011	
1198 NEVADA AVE	839		04/27/2011	
SAN JOSE	BOA	44832	04/27/2011	0.00
CA 95125				400.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	400.00	0.00

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

Check No.	44832	Total:	400.00
Total for	TREE SPECIALIST		400.00

US POSTAL SERVICE	Replenish Postage Meter	11847	04/27/2011	
		5931	04/27/2011	
U.S. POSTAL SERVICE CMRS-FP	0127		04/27/2011	
LOS ANGELES	BOA	44833	04/27/2011	0.00
CA 90096-4707				2,000.00

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

Check No.	44833	Total:	2,000.00
Total for	US POSTAL SERVICE		2,000.00

VISION INTERNET PROVIDERS INC	Feb-Apr Site Hosting, Verisign	11848	04/27/2011	
			04/27/2011	
P.O. BOX 251588	827		04/27/2011	
LOS ANGELES	BOA	44834	04/27/2011	0.00
CA 90025	19521,19586,19366			1,049.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	1,049.00	0.00

Check No.	44834	Total:	1,049.00
Total for	VISION INTERNET PROVIDERS IN		1,049.00

WHEEL WORKS	Tires for 1987 Ford	11851	04/27/2011	
			04/27/2011	
P.O. BOX 403726	0346		04/27/2011	
ATLANTA	BOA	44835	04/27/2011	0.00
GA 30384-3726	SI00452067			396.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	396.68	0.00

Check No.	44835	Total:	396.68
Total for	WHEEL WORKS		396.68

WOLFPACK INSURANCE	May Dental/Vision	11852	04/27/2011	
			04/27/2011	
SMALL BUSINESS BENEFIT PLAN	0132		04/27/2011	
BELMONT	BOA	44836	04/27/2011	0.00
CA 94402				2,256.20

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

Check No.	44836	Total:	2,256.20
Total for	WOLFPACK INSURANCE		2,256.20



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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
WOODSIDE FIRE PROTECTION DISTR	Fire Hazard Assess Training	11853	04/27/2011	
	March 25, 2011 (1/3 share)		04/27/2011	
3111 WOODSIDE ROAD	886		04/27/2011	
WOODSIDE	BOA	44837	04/27/2011	0.00
CA 94062	PV-Town			847.47
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4333	Fire Prevention	847.47	0.00	

Check No.	44837	Total:	847.47
Total for	WOODSIDE FIRE PROTECTION DI		847.47

Total Invoices: 37

Grand Total:	74,329.31
Less Credit Memos:	0.00
Net Total:	74,329.31
Less Hand Check Total:	0.00
Outstanding Invoice Total:	74,329.31

Town of Portola Valley - Warrant Disbursement Journal

April 27, 2011

Claims totalling \$74,329.31 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

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

**FROM:** Angela Howard, Town Manager

**DATE:** April 27, 2011

**RE:** Discussion: 2011 Goals for Improved Emergency Preparedness

1. Improve the readiness of the lagging CERPP divisions in PV. Take baseline measures of readiness and show us progress at the end of the fiscal year. Develop the idea of a paid part-time CERPP director starting in FY 12, with joint funding from PV, Woodside and the Fire District.

**After reviewing CERPP divisions in Portola Valley it appears that almost all of the Town's divisions 1) have a leader, 2) have CERPP equipment (including radios), and 3) participate to some extent in the CERPP exercises. Several of our divisions are regarded by CERPP as models of how the divisions should be run. The one notable exception is Westridge, which currently has no division leader. Finding a division leader for all of the divisions is one of CERPP's goals, but to date we have been unsuccessful. Both CERPP and the Emergency Preparedness Committee are in the process of adopting goals which include having all divisions fully operational.**

**There has been some discussion with both CERPP and Woodside Fire Protection District about having a paid CERPP coordinator. We will continue to develop this idea in the next few months. David Howes, a member of both the Emergency Preparedness Committee and CERPP, is in the process of scheduling a meeting with representatives from CERPP, Woodside, Portola Valley, and Woodside Fire in early May.**

2. Finalize understanding with the Sequoias regarding mutual aid.

**The Mutual Aid Agreement with the Sequoias is complete and will be signed by Executive Director Ira Kurtz and myself in May.**

3. Oversee inventory of emergency supplies in the maintenance building; replace supplies that need replacing; establish a protocol for (annual?) refreshment of supplies; and establish a protocol for the distribution of these supplies (e.g., who gets the water?).

**On Tuesday April 19, the emergency preparedness storage area of the maintenance building was inventoried by Janet McDougall and Tony Macias. Everything was reviewed and either kept, tossed or slated for replacement. A list of needed items is being compiled and funds for the replacements will be included in the 2011-2012 budget. The supplies will be used by staff (many of whom are here for extended periods) and**

residents (who by default end up at Town Center). The Town has an agreement with the American Red Cross to set up a shelter in Portola Valley, and hopefully residents would be directed there. We have a 2,500 gallon water storage tank that will be available to anyone that provides containers; however, we do not have a provision for food distribution. The Assistant Town Manager will continue to annually inventory and replace all emergency supplies in April/May.

4. Address and resolve status of alternative EOC at the Woodside Priory; conduct inventory of alt EOC supplies, refresh supplies, and put in place protocols for distribution of those supplies as well.

**The Emergency Preparedness Committee has discussed the alternate EOC located at the Priory, but to date no resolution has been reached. The committee plans to visit the alternate EOC to determine whether the site should be abandoned.**

5. Resolve "chain of command" issue: e.g., should Janet and Howard be slotted in ahead of the Mayor, Vice-Mayor, etc.?

**I have not resolved the "chain of command" issue. I do not know if there is a better solution than what is currently in our municipal code, and am interested in discussing this further with the council.**

6. Resolve locus of activity issues: e.g., political leaders in the Schoolhouse, medical treatment unit in Community Hall; command and control in the EOC; emergency shelter in Library, etc. Work out duties and communication.

- **The Town Center lends itself well to dealing with emergencies. Town Hall will house the EOC and radio room, with the rest of the office used for overflow of volunteers, staff and committee members. This is where we will register volunteers, and if need be, house the staff for extended periods of time.**
- **The Community Hall will be used to treat injuries as needed or to wait for transport to other locations. If we have medical volunteers they will be sent there. In addition, in the event of a large scale medical emergency the Community Hall has been designated a "point of dispersal" by the San Mateo County Department of Health for distribution of necessary medication.**
- **The Schoolhouse will be our information center where members of the council and others can go to keep residents informed of what is happening. It will also be the place to leave messages as people try to reconnect with family members or friends.**

**All three locations also have internet capabilities, should internet service still be available in a disaster/emergency situation.**

7. Mount key box securely to wall in Town Hall; create system for checking out keys.

**The key box has been mounted in the closet outside the EOC.**

8. Take lead in planning 5th Wednesday meetings.

**The June 29 special council meeting has been planned. I have also had preliminary discussions with Fire Chief Dan Ghorso on the possibility of the Woodside Fire Protection District providing a presentation at the August 31 meeting regarding the Town's response during a major fire, including what to do in the event of evacuations.**

9. Increase emphasis on and find ways to facilitate household readiness.

**Both the Emergency Preparedness Committee and CERPP have included "increasing household preparedness" as a goal for this year. Numerous postings to the forum have been made to encourage residents to "get prepared." A postcard will go out in late spring reminding residents to "get prepared." At the Town Picnic in June, the committee will provide information and an opportunity to win a sample "home preparedness kit." There will also be a sign up sheet for residents to purchase the kits, and if there is enough interest the kits will be made available for purchase at Town Hall.**

4(a)



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

**TO:** Town Council

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

**DATE:** April 20, 2011

**RE:** Initial Vision Scenario for the Sustainable Communities Strategy

In March, the lead regional planning agencies (ABAG and MTC) released their first draft of a plan to shape land use and transportation decisions in the Bay Area in order to reduce greenhouse gas emissions. This plan, called the *Sustainable Communities Strategy (SCS)*, is required by SB 375 and directed at encouraging infill development and public transit use in order to reduce greenhouse gas emissions by 7% by 2020 and by 15% by 2035. The first draft is called the Initial Vision Scenario (IVS). A link to the IVS was emailed to you on March 16; the full text of the IVS as well as an overview document prepared by ABAG and MTC and various related documents can be found at [www.onebayarea.org/plan\\_bay\\_area/](http://www.onebayarea.org/plan_bay_area/). We also have full-color paper copies of most of these documents in our office.

This memo provides an overview of the IVS and the vision set forth in the plan for Portola Valley, and then describes the process that will be used to move from the IVS to the final SCS plan. The purpose of the overview is to set the context for town participation in the process. As is recommended at the end of this memo, the first step is for the town council to appoint a member to attend meetings, review information and participate on behalf of the town.

### Overview of the Initial Vision Scenario

The IVS contains four basic components: a housing estimate, an employment projection, a distribution system for that housing and employment, and related projected transportation improvements. Each of these is discussed briefly below.

### ***Housing Estimate***

SB 375 requires that the SCS provide for all future housing demand within the region. Therefore, the estimate does not consider how much land or other resources are available for housing, but only considers what the unconstrained demand for housing would be. As a result, the housing estimate is significantly higher than previous forecasts, which assumed that some households would continue to double up within a single housing unit and some households would be housed outside of the region and commute in to the region. For comparison, current regional plans project that the region will add 633,500 new households by 2035, while the Initial Vision Scenario estimates that the region will add 902,500 new households by 2035.

### ***Employment Projection***

Under the IVS, the region is expected to add 50,000 new jobs per year over the next 25 years. This is considerably higher than past growth; over the last 20 years, the region has added an average of 10,000 new jobs per year. Employment growth is projected to occur at a faster rate than in the nation as a whole because the region has a concentration of fast-growing industries. While growth is expected to be slower than was projected even a few years ago, the IVS anticipates that the estimated population increase will further drive job growth because having more residents will lead to more construction jobs and also more spending within the region. Current regional plans project an increase of 881,600 employed residents by 2035, while the Initial Vision Scenario projects an increase of 1,046,600 employed residents. This is a 19% increase over current regional estimates.

### ***Distribution System***

To distribute the estimated housing growth in the region, the IVS first looked at areas that local governments have identified for growth. These include places that have been designated regional Priority Development Areas and local Growth Opportunity Areas. Seventy percent of the estimated growth is accommodated within these areas.

The remaining thirty percent of estimated growth was distributed based on locally identified place-types and access to transit. Place-types were defined by the Center for Transit Oriented Development and are a set of categories including: regional center, city center, suburban center, transit town center, urban neighborhood, transit neighborhood, and mixed-use corridor. Each jurisdiction was asked to self-identify the most appropriate place-type category for that jurisdiction. *Portola Valley, and several other communities in the county, determined that none of the place-types were appropriate descriptions of our communities.*

### ***Projected Transportation Improvements***

The Metropolitan Transportation Commission (MTC) first considered where housing growth was estimated to occur and increased transit frequencies within those areas. In addition, local Congestion Management Agencies were asked about the transit improvements they would recommend for their areas. The recommendations that were consistent with the land use patterns were then added to the model. As a result, the Initial Vision Scenario includes:

- Improved headways on over 70 local bus routes and several express bus routes;
- Improved headways on BART, eBART, Caltrain, Muni Metro, VTA light rail, and the Altamont Commuter Express; and
- Sixty miles of dedicated bus lanes in San Francisco and Santa Clara Counties.

In San Mateo County the projected transportation improvements include improved bus service, new bus rapid transit routes, expanded ferry service, improved pedestrian routes and crossings, high speed rail stations, and an electrified Caltrain with more frequent service. Many of these improvements will be concentrated along the El Camino Real corridor.

## **The Vision for San Mateo County and Portola Valley**

### ***Household Growth***

San Mateo County is estimated to accommodate 10% of the new housing in the region, or 93,800 new households over 25 years. This is a 36% growth rate, which is close to the 34% growth rate projected for the Bay Area as a whole. Napa County and Marin County are expected to have the lowest growth rates (9% and 10%), while Santa Clara County and Contra Costa County are expected to have the highest growth rates (41% and 39%).

Most new households in San Mateo County are expected to live in the cities of San Mateo, Redwood City and Daly City, with the highest growth rates in the county estimated for Brisbane and Colma. Growth will be concentrated along the El Camino Real corridor and in areas that various cities have targeted for growth.

Portola Valley is anticipated to gain 50 new households between 2010 and 2035, which averages out to 2 new households per year. This is considerably lower than the amount of growth projected in ABAG's Projections 2009 or in the last housing element cycle. In comparison, the IVS shows 30 new households in Woodside, 90 new households in Atherton, and 752 new households in Hillsborough.

### ***Employment Growth***

San Mateo County is also projected to provide 10% of the new jobs for the region, or 122,091 jobs between 2010 and 2035. This is a 37% growth rate, which is very close to the 37.4% overall employment growth rate projected for the region; the same counties that are expected to have the highest and lowest housing growth are also expected to have the highest and lowest employment growth.

Within San Mateo County, most of the employment growth is expected to occur in San Mateo, Unincorporated San Mateo County, Redwood City and Daly City. The cities with the highest employment growth rates are anticipated to be East Palo Alto and Brisbane.

Portola Valley is projected to add 202 new jobs between 2010 and 2035. These jobs would include self-employed residents and household help, as well as traditional jobs. An estimate prepared in 2006 by our office projected that up to 208 new jobs could be created in Portola Valley through 2035. The IVS projects 117 new jobs in Woodside, 147 new jobs in Atherton, and 653 new jobs in Hillsborough.

## **Issues under Discussion**

The IVS is only the first draft of the region-wide plan that is required by SB 375. ABAG and MTC are holding meetings to hear responses and are accepting written comments during April and May. A number of people and organizations have already provided comments and critiques of the IVS, which are discussed below. Some of these issues may be addressed in one or more of the alternatives that ABAG and MTC will be drafting over the summer.

### ***Constraints on Housing***

The IVS assumes that there are no constraints on housing, but there are several very real constraints, starting with the availability and the cost of land. In addition, significant subsidies will be needed to provide the amount of housing estimated for very low and low

income households, but government currently has less funding available for these uses. Water supply is another constraint for some cities. One city recently completed an analysis of its water supply as part of a General Plan update, and the IVS housing projections for that city were higher than the amount of housing that could be served by the identified water supply.

### ***Distribution of Employment***

MTC planners distributed employment in the IVS based mainly on transportation, with more jobs located near transit. They have received suggestions that 1) some of the employment could be located near existing residential centers, even where that is not near transit, and 2) locations for employment should be located in places where there is land designated for commercial or industrial uses. These suggestions will likely be assessed in the alternatives.

### ***Transportation Constraints***

At the same time that the IVS is assuming significant transit improvements, transit agencies are facing budget shortfalls that could lead to decreased service levels. Earlier this year, CalTrain considered stopping service to several stations, including stations that have new, dense development approved next to them. Recent information from CalTrain suggests that service levels may be maintained for the next fiscal year, although funding sources and levels will need to be changed to continue service into the future. Funding will likely be a major constraint for transit for some time to come, but the transit portion of the IVS will only work if service can be increased.

The transportation model also does not assume any new Transportation Demand Measures (TDMs), or techniques to reduce auto travel. These could include new carpool lanes, higher toll prices during rush hour, or requirements that employers provide transit passes or other incentives to encourage employees to use transit. The final model will likely consider at least some TDMs.

### ***Assumptions for Housing and Employment Estimates***

Information about the assumptions used to develop the estimates and projections is not currently available, but will be posted. Because the estimates and projections seem so high, ABAG and MTC may also revisit the assumptions used to develop those numbers. ABAG planners mentioned one city that has very different household size data from the estimate used to develop the IVS, which could affect the number of households projected.

### **Process for Moving from the IVS to the SCS**

ABAG and MTC have already started looking at possible alternatives and are seeking additional information they can use in this process. The San Mateo County Subregion is planning to submit a comment letter during the next month. Letters from individual jurisdictions may be attached to that letter or may be submitted separately. Alternative scenarios should be drafted by July 2011 and will be discussed and compared during the second half of the year. The preferred scenario is scheduled to be identified by January 2012. Draft housing element numbers will be available by January as well.



### **Portola Valley Representatives**

The town council should appoint one council member to participate in the county's Political Advisory Committee on the SCS, and one staff member or consultant to participate on the Technical Advisory Committee. Because the SCS process is so closely tied with the housing element numbers allocation, we suggest that Karen Kristiansson would be the most logical person to participate on the TAC. The town's PAC and TAC representatives will participate in discussions on the IVS and SCS, and will keep the town informed as the process moves forward and particularly when specific town input is required.

At this point, we don't see the need for the town to provide any specific comments or to take any action other than to identify representatives. As the alternative scenarios are developed, however, the town will need to coordinate with other jurisdictions in the subregion and may need to provide specific comments.

KK

cc. Carol Borck, Planning Technician  
Angela Howard, Town Manager  
Sandy Sloan, Town Attorney  
Nate McKitterick, Planning Commission Chairperson



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Town Council

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

**DATE:** April 21, 2011

**RE:** Status of Blue Oaks BMR Lots and Next Steps

The town owns four lots in the Blue Oaks subdivision as a result of the town's inclusionary housing requirements. The lots were deeded to the town pursuant to an agreement with the Blue Oaks developer as part of the 1998 subdivision documents approved by the town, but have not yet been developed. Each of these lots could accommodate a duplex, for a total of eight new moderate income housing units. The 2010 state income limit for a moderate income family of four would be \$119,300. This memo provides a brief overview of options the town has explored over a period of years for developing these units. The memo then discusses avenues for moving forward as called for in the town's state-certified housing element of the general plan.

### **Overview of Past Options**

Initially, the town provided an opportunity, pursuant to the subdivision agreements, for the Blue Oaks developer to build BMR units on the four lots. The developer explored several options and decided not to pursue a BMR project. The town then took ownership of the lots and held discussions with several non-profit developers, including the Palo Alto Housing Corporation, the Ecumenical Association for Housing, and Habitat for Humanity. These discussions were to see if one of these organizations would be willing to build housing on the lots. The town was not able to reach agreement with any of these organizations for a number of reasons, including: the small number of housing units involved, the topography of the lots, the distance of the lots from transportation, and the need for the units to house moderate income households rather than low or very low income households.

The town next considered building the housing at another location within the Blue Oaks subdivision, but closer to Los Trancos Road. The town worked extensively with the Blue Oaks Homeowners' Association and preliminary plans were prepared, but this option was abandoned when one of the owners in Blue Oaks strongly opposed the change. In addition, concerns were expressed by residents in Los Trancos Woods as to potential impacts associated with the alternative location, especially the removal of open space areas.

The town has also considered potential sites for the units at other locations in town, specifically the Nathhorst Triangle Area and the former Al's Nursery site. In order to work, the cost of acquiring the land for an alternative site would need to be no more than the amount the town could get from selling the four lots in Blue Oaks. Also, the site would need to be large enough to accommodate at least eight moderate income housing units. There are not many sites in town that could meet these criteria, but there are some possibilities and a few are actually highlighted in policy in the general plan. Various planning commission and town council members have informally discussed the BMR options with a few property owners but have not been able to formulate any specific proposals that were mutually acceptable.

While significant options have been explored, it has become clear that the resources and opportunities to develop BMR units through the inclusionary housing process in a setting like the town are extremely limited, and the challenges are significant.

### **Housing Element Program for Moving Forward**

The state-certified housing element sets forth a program for moving ahead on the Blue Oaks BMR issue and also establishes target deadlines. The program includes two parts, one exploring the possibility of building the units on the existing lots, and the other considering alternative locations. By the end of 2010, the town had hoped to hold discussions with at least three developers about building the BMR units on the existing lots. Also during 2010, the town intended to establish an ad hoc committee to explore the possibility of using an alternative site. In 2011, the town would continue to pursue these efforts and is to use the information collected to decide whether to build on the lots or sell them and build the units at another location. Some of the work exploring alternative sites has been completed, but there is more to be done. According to the housing element program, the town should also reconsider the possibility of developing the parcels within the Blue Oaks subdivision.

### **Next Steps**

In order to accomplish the requirements of the certified housing element, the town should proceed to establish a Blue Oaks BMR working committee. We suggest that this committee be comprised of one town council member, one planning commission member, the town manager, the town attorney and a representative from the town planner's office. We could assist the committee in establishing its work plan and help make contacts and explore options as appropriate. This work is included in the proposed 2011-12 planning program. To ensure that work on this item does moves forward, we suggest that the council request staff to bring back a report on progress on developing the Blue Oaks BMR units this summer.

KK

cc. Carol Borck, Planning Technician  
 Angela Howard, Town Manager  
 Sandy Sloan, Town Attorney  
 Nate McKitterick, Planning Commission Chairperson



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

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

**DATE:** April 27, 2011

**RE:** **Ordinance Regulating Commercial Activity in Parks & Recreation Areas**

**Recommendation:** Consider and discuss new information; discontinue efforts to adopt ordinance.

**Discussion:** At its March 23, 2011 meeting, the Town Council considered an ordinance to regulate commercial activity in the Town's parks and recreation areas.

It should be noted the ordinance was developed in response to concerns initially raised by the Parks & Recreation Committee that private, paid instruction on the tennis and all-sports courts was undermining the Town's attempts to develop tennis offerings. The Town's tennis pro had been required to obtain insurance coverage, with the Town retaining 20% of the class registration fees, as is done with all of the Town's other class instructors. Town staff had also noticed use of the all-sports courts for occasional basketball clinics that had not been authorized by the Town.

In light of these issues, the Town Attorney's office developed an ordinance similar to those adopted by other area communities. Concerns expressed at the Council meeting indicated that the ordinance was overly broad, and staff was directed to modify it to consider intensity and frequency of the activities, thus allowing one-on-one instruction, both on and off the courts, to continue.

Since this issue was initially discussed by the Council the tennis pro has resigned, and the tennis sub-committee of the Parks & Recreation Committee is considering some other programs that would not involve a pro.

Staff has considered how the ordinance might be modified and believes there are currently too few of the more formal group activities that a revised ordinance would reach to warrant an ordinance at this time, and recommends the ordinance be held in abeyance until such time as future conditions warrant reconsideration. However, if it is the Council's desire to pursue an ordinance at this time, the staff would welcome additional direction.

Approved:

*Angela Howard*  
 Angela Howard, Town Manager

#6

There are no written materials for this item.

# TOWN COUNCIL WEEKLY DIGEST

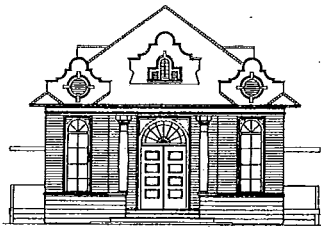
Friday – April 15, 2011

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- ☐ 1. Memorandum to Town Council from Janet McDougall regarding the Annual Audit Required by Hasso-Plattner Grant – April 13, 2011
- ☐ 2. E-mail to Town Council from Janet McDougall regarding Portola Valley Employee Benefits Discussion – Tuesday, April 12, 2011
- ☐ 3. Memorandum to Town Council from Howard Young regarding 2010/2011 Resurfacing Project #PW2010-02 – Bid Results – April 15, 2011
- ☐ 4. E-mail to various from Armando Muela expressing his appreciation for the proclamation presented to him at the Town Council Meeting on Wednesday, April 13, 2011
- ☐ 5. Memorandum to Town Council from Susan Gold regarding hitching rack – April 13, 2011
- ☐ 6. Agenda – Parks & Recreation Committee Meeting – Monday, April 18, 2011
- ☐ 7. Agenda – Regular Planning Commission Meeting – Wednesday, April 20, 2011
- ☐ 8. Action Agenda – Regular ASCC Meeting – Monday, April 11, 2011
- ☐ 9. Action Agenda – Regular Town Council Meeting – Wednesday, April 13, 2011

## Attached Separates (Council Only)

- ☐ 1. Invitation to attend Housing Leadership Council's Policy Breakfast on Friday, May 13, 2011
- ☐ 2. Invitation to attend a Plan Bay Area workshop sponsored by MTC and ABAG
- ☐ 3. Invitation to attend The Peninsula Coalition Board of Director's 7<sup>th</sup> Annual Community Honors Dinner on Thursday, May 5, 2011
- ☐ 4. Invitation to attend the San Mateo County Council of Cities' Dinner/Meeting on Friday, April 29, 2011
- ☐ 5. Invitation to attend Midpeninsula Regional Open Space District's Spring Social on Tuesday, April 19, 2011
- ☐ 6. The Sequoian – April 2011
- ☐ 7. Comcast California – March 2011
- ☐ 8. Bay Area Monitor – April/May 2011
- ☐ 9. Shelter Network's "Network News" – Spring 2011
- ☐ 10. League of California Cities Annual Conference & Expo "Cities Standing Strong for Cities"



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

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

**DATE:** April 13, 2011

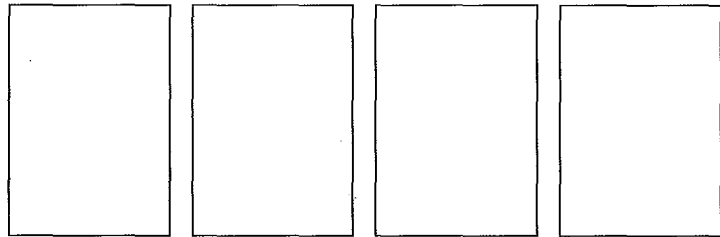
**RE:** **Annual Audit Required by Hasso-Plattner Grant**

The annual audit required by the Agreement between the Town and the Hasso-Plattner Foundation has been completed by KPMG, Inc., and is attached for your review. In summary, the audit found that the Town's operations are in compliance with the grant agreement and German tax law.

There are two things I would like to point out:

1. KPMG takes a very conservative approach in defining what activities are and are not considered "charitable". Staff is confident that the weekly knitting group, garden club, and the yoga and other activity classes may be viewed as "charitable", and do not violate the agreement or German tax law. (Reference Page 7)
2. Throughout the duration of the grant agreement, staff and the auditors have had challenges reconciling records that are kept in compliance with the grant agreement with the Town's general accounting system because the grant agreement requires a calendar year approach, and the Town's accounting system is based on our fiscal year (July 1 – June 30). Last year staff requested that the Town's fiscal year be utilized, and KPMG has agreed this would facilitate better auditing and reporting, so staff will make this request when the audit document is transmitted to Hasso-Plattner's representatives. (Reference Pages 11 and 14)

Attachment: Audit



**Global Grants Program**  
Grant Expenditure Evaluation Report

**Grantee: Town of Portola Valley**  
**Evaluation Completed: 2 February 2011**

Prepared for Town of Portola Valley  
Date: 23 February 2011  
Updated 6 April 2011

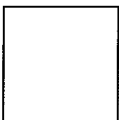




OVERVIEW

I. OVERVIEW

This report sets forth the conclusions and findings of KPMG LLP with respect to its fourth Charitable Use Evaluation (“Evaluation”) of the Town of Portola Valley (“Grantee”) for use and operation of the Community Hall between 1 January 2010 and 31 December 2010, for revenues of US\$ 245,380 and expenditures of US\$ 234,508. The purpose of the Evaluation is to assist the Grantee in assessing its compliance with the terms of the Donation of Funds Agreement (“Grant Agreement”) with the Hasso Plattner Foundation (“Foundation”). KPMG has also provided observations on certain tax and operational matters with respect to Grantee that we identified during the course of our engagement.



Background

The Grantee is a small town of approximately 4,462<sup>1</sup> residents that is located in northern California near Stanford University. The Grantee is approximately ten square miles, and it contains 1,900 acres of permanent open space. At the time of its incorporation in 1964, the Grantee’s goals were to preserve the beauty of the land, to foster low-density housing, to keep government costs low by having a cadre of volunteers, and to limit services to those necessary for local residents.

The Grantee provides a full range of municipal services to its residents, including public safety, public improvements, planning and zoning, recreation, and general administrative support. In addition to these municipal services, the Grantee operates a Town Center, which provides a base for numerous resident activities, including a variety of children’s and adult classes, a County library, athletic fields, rental facilities, and community events. The Grantee began a Town Center Improvement Project in April 2007, which included the construction of a new Community Hall, Town Hall and library. The project was completed in September 2008.

The Foundation, located in Germany, made a grant to the Grantee in accordance with a Grant Agreement. The grant was in the amount of US\$ 2,000,000, payable during the first year of the grant.<sup>2</sup> The grant was made in Portola Valley, California to support the construction of the Grantee’s new Community Hall. The Grantee expended the full amount of the grant by 31 December 2008, and KPMG tested these expenditures as part of the evaluation completed on 23 January 2009.

Under the terms of the Grant Agreement, the Grantee must meet certain requirements to verify that the grant was properly used exclusively for “charitable and tax-

<sup>1</sup> Census 2000 SF1, DP1-DP4; Census 2000 Summary File 3, Matrices H1, H24, H30, H34, H47, and H50 obtained from <http://www.portolavalley.net/index.aspx?page=46>

<sup>2</sup> A wire transfer fee of US\$ 35 was withheld from the initial transfer of funds from the Foundation. The beginning balance of grant funds was therefore US \$1,999,965 rather than US\$ 2 million.



## OVERVIEW

privileged purposes” consistent with German tax law applicable to the Foundation. Based on advice from the KPMG member firm in Germany, non-profit organizations, e. g., foundations and other civil law entities, enjoy tax-relief if they promote the general public in a selfless manner on a material, intellectual, or moral field. Such a promotion can be accomplished by pursuing the charitable purposes within the fields of culture, education, science and research, health and welfare as set out by the German GFC (Section 52 GFC).

Charitable purposes can be pursued in a country other than Germany. However, the foundation must be able to demonstrate to the German financial authorities that the grant was “exclusively, selflessly, and expressly aimed” at fulfilling the charitable purposes according to German Tax Law.

In addition, German tax law requires that non-profit organizations pursue their charitable objective on their own (principle of direct fulfillment of the charitable objective). This direct fulfillment requirement is also applicable to the grant provided to the Grantee for purposes of determining compliance with German tax law by the Foundation, i.e., the Grantee must fulfill the charitable purposes of the grant on its own. In pursuit of this, German tax law does allow for the use of “supporting agents” as long as the agents act on instruction of the organization. For example, in the case of the Grantee, instructors teaching in the classrooms of the Community Hall may be considered supporting agents.

Supporting agents must enter into an actual or contractual relationship with the organization that renders the actions of the supporting agent actions of the organization. The organization must be able to prove (i.e., by contracts) that the activities of the supporting agent can be entirely controlled and directed by the organization. Therefore, according to German tax law, the contractual basis for a supporting agent may either be an employment agreement, an agent agreement or a contract for services.

Since the German financial authorities must be able to verify that the grant has been spent in accordance with the charitable purposes named in sec. 52 GFC a foundation must be able to provide documentation on the specific use of the grant. If the Grantee is unable to provide the necessary supporting documentation to substantiate that the funds were used by the Grantee for charitable purposes, the foundation is at risk of losing its tax-exempt status as a charitable foundation.



## OVERVIEW

### Approach

The Evaluation was performed by personnel associated with KPMG LLP, a U.S. limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative, and KPMG AG, Berlin (KPMG Europe LLP) which is a member firm affiliated with KPMG International located in Germany.

The Evaluation was designed to help assess the requirement that the Grantee utilize the grant funds according to the terms provided in the Grant Agreement, specifically:

- The Community Hall itself must be used exclusively for charitable and tax-privileged purposes pursuant to German tax law, e.g., for sports promotion, promotion of public health, education, arts, culture, and youth aid.
- The Community Hall may be used from time to time for public festivities and may be let to third parties for private social gatherings, provided that:
  - The Community Hall is only used for such purposes occasionally and only for short periods of time (no more than 24 such events annually);
  - The Community Hall is not needed for charitable purposes at that time;
  - The Grantee receives a fair fee for letting the Community Hall exceeding the operating costs caused by the use; and
  - The Grantee must use the proceeds exclusively in the context of running the Community Hall for charitable purposes.

In addition, the Evaluation includes an assessment of whether the Grantee keeps the funds provided by Foundation separate from its other assets, as required per the Grant Agreement.

In performing this Evaluation we applied two standards:

- **Substantiation** -- To help determine whether Grantee's use of the Community Hall and expenditures of proceeds generated by the Community Hall were as claimed. In applying the Substantiation standard, we require the Grantee to provide documentation (e.g., receipts, purchase orders, sales receipts, salary records, tax reports, contracts, services agreements, and so forth) which demonstrates that claimed expenditures were actually made and the use of the Community Hall was as stated.
- **Allowability** -- To help determine whether the Grantee's use of the Community Hall and expenditures of proceeds generated by the Community Hall were consistent with the Grant Agreement. In applying the Allowability standard, we require the Grantee to provide documentation which



OVERVIEW

demonstrates that the use of the Community Hall and expenditures of proceeds generated by the Community Hall were incurred for charitable purposes in accordance with the terms of the Grant Agreement.

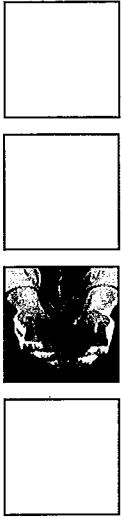
The Evaluation generally consisted of reading the Grant Agreement and documents, financial records, and information relating to Grantee and interviewing the Grantee's personnel and other individuals (see **Attachment A**). Our Evaluation included a site visit to the Grantee.

As part of the Evaluation, KPMG selected a sample of 73.5 percent of the Grantee's revenue generated by the Community Hall and 70 percent of the expenditures<sup>3</sup>; excluding payroll, funded by the proceeds of the Community Hall. To support the accuracy of the revenue/expenditure reports provided, KPMG reviewed the underlying invoices and compared the amounts of each invoice to the corresponding general ledger entries and proof of payment.

With respect to the payroll expenditures, KPMG calculated the amount of payroll expenditures based on the salary allocation percentages provided by the Grantee, and verified this amount against the actual payroll expenses that were charged to the proceeds of the Community Hall. The Grantee confirmed that the amount calculated by KPMG was correct and that it agrees to the Grantee's accounting records.

As the Grantee does not maintain revenues generated by the Community Hall in a separate bank account, KPMG was unable to directly tie the general ledger balance to the balance contained in third party bank statements (See Observation 1).

<sup>3</sup> The reviewed expenditures consist of expenses incurred by the Grantee in relation to the general management and maintenance of the Community Hall and payments made to the class instructors.





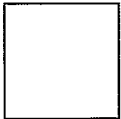
CONCLUSIONS

II. CONCLUSIONS

Based on the facts and representations contained in this report, including those contained in the Attachments, our conclusions, on a more-likely-than-not basis, are as follows:

KPMG did not observe any expenditure that failed to meet the Substantiation and Allowability standards, as defined above. In addition, KPMG observed that the Community Hall appeared to be used mainly for charitable purposes, as required by German tax law. Our detailed findings with respect to this conclusion are discussed below.

KPMG applied the substantiation test to 73.5 percent of the revenues and 70 percent of the expenditures, excluding payroll expenses, made by the Grantee in relation to operating the Community Hall, and the tested funds appeared to be used for the purposes described in the Grant Agreement.





OBSERVATIONS AND RECOMMENDATIONS

III. FINDINGS

The Findings described below were taken into account in reaching the conclusions stated in Section II of this report.

General Findings

Based on the information with which we were provided, it appears that:

- A. For the revenues and expenditures reviewed, the Grantee maintained receipts and other records documenting such revenues and expenditures and otherwise maintained records documenting use of the Community Hall;
- B. The Grantee made its books and records available to KPMG;
- C. The Grantee appears to have maintained proceeds generated by use of the Community Hall in a separate fund;
- D. The Grantee appears to have used the Community Hall mainly for charitable and tax-privileged purposes pursuant to German tax law; and,
- E. The Grantee appears to have used the proceeds generated by use of the Community Hall mainly in the context of running the Community Hall for charitable purposes.

General Statements Impacted

Our specific comments on the General Findings are provided below:

Statement C: The Grantee appears to have maintained proceeds generated by the use of the Community Hall in a separate fund.

#1 Separate Fund

Observation: The Grantee tracks all proceeds generated by use of the Community Hall with unique general ledger account codes dedicated to class revenues and rental income. However, the Grantee does not deposit the income into a separate and distinct bank account.

As noted in our pervious Grant Expenditures Evaluation report, dated 24 February 2010, both the Grant Agreement and German tax law do not mandate that proceeds generated by use of the Community Hall be kept in a separate bank account, provided that the Grantee can track the proceeds (i.e., through general ledger account codes).



Prepared for: Hasso Plattner Förderstiftung gGmbH and the Town of Portola Valley



OBSERVATIONS AND RECOMMENDATIONS

**Recommendation:** None, however, if the Foundation has any internal policies or procedures that require all proceeds generated by the use of the Community Hall be kept in a separate bank account, the Foundation should notify the Grantee of this requirement.



**Statement D:** The Grantee appears to have used the Community Hall mainly for charitable and tax-privileged purposes pursuant to German tax law.

• #2 Charitable Use of the Community Hall

**Observation:** Section 2 of the Grant Agreement requires that the Community Hall be used *exclusively* for charitable and tax-privileged purposes pursuant to German tax law<sup>4</sup>. The Grant Agreement further stipulates that the Community Hall may be used from time to time for public festivities and may be let to third parties for private social gatherings, provided that the Community Hall is only used for such purposes occasionally and only for short periods of time (no more than 24 such events annually). (See *Observations 4: Tracking Community Hall Use and 6: Use of Community Hall for Private Party Events* below).

During our previous Evaluation, KPMG raised concerns relating to some of the classes and events, i.e., physical activity classes and leisure activities, held in the Community Hall as they may not meet the definition of charitable purpose under German tax law. In a letter dated 25 February 2010, the Grantee requested further clarification from the Foundation concerning whether these physical activity classes and leisure activities held in the Community Hall are in compliance with the Foundation’s requirements and German tax law. In response to the Grantee’s inquiry, the Foundation<sup>5</sup> indicated that physical activity classes and some leisure activities fall within the scope of charitable purposes, provided that these activities are recognized as being of public benefit. For instance, meetings of the local garden club *may be* considered as promotion of garden plots and plant breeding; meetings of the knitting group *may be* defined as promotion of traditions and customs. For future reference, the Foundation provided an excerpt from Poellath and Partners’ article “German Law and Practice of Charitable Organisations”, which outlines the general guidelines that the Grantee should follow in determining whether an activity is charitable under German tax law.

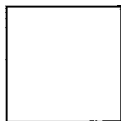
KPMG notes that the charitable purposes named in Section 52 GFC are a “catalogue of examples”. Therefore, whether a specific activity can be classified as one covered by those examples is subject to interpretation. In case of doubt,

<sup>4</sup> According to German tax law, the Community Hall must be used *mainly* for charitable purposes, which is generally interpreted to mean at least 50 percent of the usage must be for charitable purposes.

<sup>5</sup> KPMG reviewed the correspondence between the Grantee and Wipfler & Partner, which is the tax advisor of the Foundation based in Germany.



OBSERVATIONS AND RECOMMENDATIONS



case law of German fiscal courts is usually used as an approach to resolve this matter. Since the interpretation of charitable purposes under German tax law is a rather subjective concept and is generally decided on a case-by-case basis, it is important that the Grantee clearly defines the charitable purposes of any activities or classes held in the Community Hall in order to be in compliance with the Foundation's requirements. Additionally, it must be noted that the promotion of leisure is not covered by the charitable purposes. Thus for instance, if the aim of the quilting and knitting club is predominantly to promote the traditions and not to serve as a hobby club; this activity could be considered as charitable otherwise, it is subject to interpretation.

KPMG reviewed documentation on the use of the Community Hall from 1 January 2010 through 31 December 2010. Based on our review, the Grantee appears to have complied with the restrictions on public festivities and private rentals. As mentioned above, because the interpretation of charitable purposes under German tax law is subject to the German tax authorities' discretion, the Grantee may not appear have used the Community Hall *exclusively* for charitable and tax privileged purposes. Although some of the events and classes held at the Community Hall may not be strictly charitable, these classes and events do not appear to exceed the 50 percent threshold, and therefore, the Grantee appears to have used the Community Hall *mainly* for charitable and tax-privileged purposes pursuant to German tax law.

**Recommendation:** *The Grantee should define the aim and/or purpose of the classes being carried out in the Community Hall and ensure that the purpose is aligned with charitable activities such as promoting sports, arts, education, nature conservancy traditions, etc. Additionally, the Grantee should continue to examine the activities and classes held at the Community Hall to be sure that they meet the charitable purpose requirement.*

**Statement E:** The Grantee appears to have used the proceeds generated by the use of the Community Hall mainly in the context of running the Community Hall for charitable purposes.

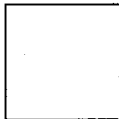
**#3 Use of Proceeds Generated by the Community Hall for Salaries**

**Observation:** Section 2 of the Grant Agreement stipulates that the Grantee must use proceeds generated by the use of the Community Hall exclusively for charitable and tax-privileged purposes pursuant to German tax laws, e.g. for sports promotion, promotion of public health, education, arts, culture and youth aid.





OBSERVATIONS AND RECOMMENDATIONS



With respect to the acceptable use of the Community Hall proceeds, the Foundation approved using the proceeds to cover a portion of the Office Assistant’s salary. However, allocation of the Office Assistant’s salary must be limited to the amount of time spent on charitable uses of the Community Hall, such as classes and community events that are open to the public. In other words, time spent managing private events and rentals may not be applied against Community Hall proceeds.

The Grantee provided KPMG with a breakdown of the time that the Office Assistant spends on each of the assigned tasks and a copy of the Activity/Revenue report submitted to the Foundation for the period 1 January 2010 to 30 June 2010. Based on this breakdown and the details of the Activity/Revenue report, the portion of the project team employees’ time spent on managing, overseeing, maintaining, and documenting the use of the Community Hall is accounted for as follows:

- Office Assistant: 70 percent
- Senior Maintenance Worker: 10 percent
- Assistant Town Manager: 2 percent
- Administrative Services Officer (Finance): 2 percent

In order to adjust for the employees’ time spent on non-charitable uses of the Community Hall, the Grantee subtracted the portion of the employees’ time related to managing the private events and rentals. This percentage is calculated by dividing the number of private events and rentals in a year by the total number of events and rentals held in the Community Hall in a year. KPMG believes that this method applied by the Grantee to account for time spent on private events and rentals is understandable and useful.

The Grantee provided KPMG with a breakdown of expenses to be applied against proceeds generated by the Community Hall. Based on our evaluation of the expense schedule and supporting documentation, the Grantee appears to have used the proceeds generated by the use of the Community Hall *mainly* in the context of running the Community Hall for charitable purposes, (as required in the Grant Agreement and clarified via email by the Foundation).

KPMG notes that ideally, the Grantee should implement a time-tracking system for all project team employees to track the time spent on private events and rentals. However, based on discussions with the Grantee, it seems that the implementation of a time-tracking system would be administratively challenging and burdensome given the size of the Grantee and the limited resources that are available to the Grantee.



OBSERVATIONS AND RECOMMENDATIONS

**Recommendation:** The Grantee should continue to use its current method of calculating salary expenses to be applied against proceeds from the Community Hall. However, the Grantee should seeks to develop a mechanism by which updates to the estimate of employees' time spent on running the Community Hall is an objective and systematic. This could be based on revenues generated and/or expenditure incurred on the use of Community Hall, the number of classes, events, or rentals that take place in the Community Hall in a year, etc. Based on this mechanism, the Grantee should adjust the portions of the employees' time spent running the Community Hall to ensure that it reflects the charitable component of the use of the Community Hall in as accurate a manner as possible.



• #4 Use of Proceeds Generated by the Community Hall for Repairs

**Observation:** KPMG reviewed the Grantee's "Community Hall and Activity Rooms Use / Rental Policies and Procedures", which were amended in 2010 to limit the use of the Community Hall for memorial services to local residents only. The adoption of amended policies for use of Community Hall was also discussed in a memorandum of the Town of Portola Valley, dated 10 February 2010. Please refer to **Attachment B** of this report for details.

As a part of the Grantee's rental process, all renters are required to read the policies and procedures outlined in the documentation mentioned above and complete the forms "Rental Application and Agreement" and "Renter's Responsibilities". Following an event held at the Community Hall, the Town staff will inspect the premises to determine any damage or janitorial issues using a special check list. KPMG notes that although repairing the Community Hall after use does not have direct tax consequences, in determining the damages and repair of those damages by the renter (or passing-on the costs of the repair), it is necessary to make sure, that no proceeds are used to repair the Community Hall after non-charitable use. The Grantee represented that aside from receiving the rental fees, it also collects a deposit, which will be applied to pay or cover any damages caused by the renters if necessary. This way the Grantee does not run the risk of using charitable funds for non-charitable purposes.

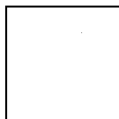
**Recommendation:** In determining damages and the repair of those damages by the renter, the Grantee should ensure that the proceeds generated by the Community Hall can only be used to repair the Community Hall after a charitable use. In other words, proceeds cannot be used to cover damages caused by private events or rentals.



OBSERVATIONS AND RECOMMENDATIONS

IV. OBSERVATIONS AND RECOMMENDATIONS

We performed this Evaluation to assist the Grantee in assessing its compliance with the terms of the Grant Agreement. In performing this evaluation, we noted certain tax and operational matters with respect to the Grantee. Our observations are presented here for the Grantee’s consideration, together with recommendations for addressing any issues raised. These observations did not affect our overall conclusions, as set forth in Section III, but may nonetheless be of interest to the Grantee. All observations provided are based solely on information made available to us by the Grantee.



A. Observations Relating to the Charitable Use of the Community Hall

• #5 Tracking Community Hall Use

Observation: The Grantee tracks the use of the Community Hall with Office Tracker, a scheduling software program. The Grantee’s Office Assistant enters all events in Office Tracker and codes the entry according to event type, e.g., classes, town sponsored events, community events, and private party events. Each event type is displayed in a different color on the Office Tracker calendar. The documentation relating to the Grantee’s use of the Community Hall was reviewed by KPMG during our site visit.

The Grantee was generally satisfied with the operation of the Office Tracker for the activities related to the Community Hall. However, this year’s evaluation was delayed by a week as the Office Tracker software program developed a problem. As of the date of our report, this software has started functioning as the IT Consultant has fixed the problem.

Recommendation: The Grantee should continue to track the use of the Community Hall so that it can fulfill its obligations under the Grant Agreement.

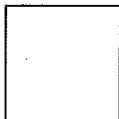
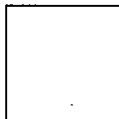
• #6 Tracking of Revenues and Expenses Related to the Community Hall

Observation: The Grantee tracks the revenues from the Community Hall using general ledger account codes. The Office Assistant collects the class fees and rental deposits, and provides supporting documentation to the Administrative Services Officer to enter revenues into the general ledger. KPMG noted a difference of US\$ 21,416 between the Office Assistant’s records and the revenues per the general ledger. After further analysis, it appears that this variance was primarily caused by difference in timing of recording revenues. The Grantee indicated that fees are recorded as revenue in the general ledger when the fees are collected, whereas the Office Assistant records revenue at the time the actual event takes place.

Prepared for: Hasso Plattner Födersiftung gGmbH and the Town of Portola Valley



OBSERVATIONS AND RECOMMENDATIONS



In addition, there were a few instances of incorrect classification and coding of revenues. For instance, the Grantee incorrectly classified deposits received from rental activities as private party fees. Also, there was one instance in which the Grantee included the fees received for Kidz Love Soccer for the use of the Town Center Soccer Fields as revenues generated by the Community Hall. The Grantee indicated that it has recently shifted workloads to enable an existing part-time employee to assist the Office Assistant with the program. This will facilitate the segregation of duties for the Grantee’s financial reporting process. Segregation of duties is a leading practice, and could be beneficial for the Grantee in order to enhance its processes, transparency, and ensure compliance with all relevant laws and generally accepted accounting principles.

The Grantee uses unique general ledger account codes to track certain expenditures, such as operational expenses of the Community Hall and payments made to the class instructors, which will be applied against revenues generated by the Community Hall. However, the Grantee does not have a unique account code for payroll expenses related to the Community Hall. The Grantee noted that payroll expenses related to the Community Hall are allocations from other accounts and that it would be challenging to maintain a separate account for Community Hall payroll expenses. KPMG noted there was an immaterial difference (less than one percent) between the activity reports prepared by the Office Assistant and the expenditures per the general ledger. The Grantee was able to provide explanation for this difference, which was caused by a mistake made by the Office Assistant in calculating the instructor payment and errors in allocating certain costs between the Town’s general fund and the Community Hall account.

**Recommendation:** *As previously recommended by KPMG, the Grantee should move forward with its plan to implement a quarterly reconciliation of the Office Assistant’s records to the general ledger. The Grantee should also make sure that both Administrative Services Officer and Office Assistant use a consistent approach to recognizing revenues. Aligning revenue recognition would greatly facilitate the reporting process for the Grantee. In addition, as previously done for the Office Assistant, the Grantee should seek approval from the Foundation on its approach to applying a portion of the part-time employee’s salary to the Community Hall proceeds, to the extent it is related to the charitable use of the Community Hall.*

• #7 Use of Community Hall for Private Party Events

**Observation:** Under the terms of the Grant Agreement, the Grantee can use the Community Hall for public festivities and private party events provided that:



OBSERVATIONS AND RECOMMENDATIONS



- The Community Hall is only used for such purposes occasionally and only for short periods of time (no more than 24 such events annually);
- The Community Hall is not needed for charitable purposes at that time;
- The Grantee receives a fair fee for letting the Community Hall exceeding the operating costs caused by the use; and
- The Grantee must use the proceeds exclusively in the context of running the Community Hall for charitable purposes.

Per a binding ruling the Foundation obtained from the German tax authority, the Grantee can let the Community Hall for private party events 24 times per year, and such use will be considered to be occasional and for a short period of time. The Grantee confirmed that the Community Hall can only be let to private parties in the event that no classes, town events, or community events are previously scheduled. The Grantee uses a tracking sheet to record each private party event to ensure that the limit of 24 annual uses is not exceeded. According to documentation provided to KPMG, the Grantee held 19 private events in the Community Hall from 1 January 2010 to 31 December 2010.

Fees for letting the Community Hall were increased and approved by the Town Council based on market research indicating that the fees are low compared to other similar facilities. Please refer to **Attachment C** of this report for details of the Public Hearing where the Amended Fees decision for the Community Hall and Activity rooms' rentals was adopted. KPMG notes that the calculation of the fees is appropriate as it is based on fees charged by comparable institutions in arm-length transactions.

**Recommendation:** None

- **#8 Use of Instructor Services Agreements**

**Observation:** The Grantee enters into an Instructor Services Agreement (“ISA”) with each class instructor. The charitable purpose(s) of each class is specified in the ISA. KPMG notes that the ISA was created in 2008 specifically to ensure that the Grantee was fulfilling its obligations to use the Community Hall exclusively for charitable and tax-privileged purposes under German law, and the ISA was reviewed and approved by the German Tax Authority.

Since the approval by the German Tax Authority in 2008, the ISA has been revised slightly and subsequent approval was obtained for the revision. However, KPMG understands that the minor revisions relate solely to California state law requirements. The ISA has not been revised since KPMG’s report covering the period from 1 December 2008 to 31 December 2008.



OBSERVATIONS AND RECOMMENDATIONS

The Grantee's Office Assistant maintains a file for each instructor, which contains the ISA, class descriptions, and class rosters. The Grantee also updates the ISA with each instructor on a quarterly basis. KPMG selected a sample of approximately 70 percent of fees paid to instructors and confirmed during the site visit that the Grantee had signed ISAs with each instructor selected in our sample.

**Recommendation:** *The Grantee should continue to utilize the Instructor Services Agreements so that it can fulfill its obligations under the Grant Agreement.*

• #9 Grantee Reporting Schedule

**Observation:** The Grantee noted that the reporting schedule for the Foundation does not align with the Grantee's fiscal year-end. The Grantee operates on a fiscal year ending 30 June, while Foundation reporting schedule is based on a calendar year. The Grantee noted that revising the reporting schedule to concur with the fiscal year would greatly facilitate the reporting process for the Grantee.

**Recommendation:** *The Foundation and the Grantee should discuss the possibility of moving the grant reporting schedule up by six months to align with the Grantee's fiscal year-end as this facilitates the Grantee's reporting. There are no restrictions to this change due to German Tax Law.*

\* \* \*

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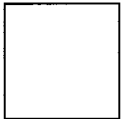
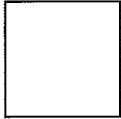
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OBSERVATIONS AND RECOMMENDATIONS



In performing this Grant Expenditure Evaluation, KPMG has relied upon the information provided by Foundation and Grantee as of the date the Evaluation was completed. We did not audit or otherwise verify the information that we obtained during the course of our evaluation, and we do not attest to its veracity. Inaccuracy or incompleteness of the information provided could have a material effect on our conclusions. We believe that our evaluation supports the conclusions stated in this report. However, we do not guarantee that grants made to Grantee have been used for the proper purposes, or that a future grant made to Grantee will be used for the proper purposes. Further, we do not guarantee that this grant or future grants made to Grantee will not be treated as taxable expenditures within the meaning of section 4945, or will be treated as qualifying distributions within the meaning of section 4942. Our Grant expenditure Evaluation was designed to assist Foundation in fulfilling certain U.S. tax law requirements, and therefore may not bring to light all policy or procedure matters that may be of interest to Foundation.

In performing its Grant Expenditure Evaluation, KPMG considered, for example, applicable provisions of the Internal Revenue Code of 1986, and relevant state and foreign statutes, the regulations thereunder, and judicial and administrative interpretations thereof. These authorities are subject to change, retroactively and/or prospectively, and any such changes could affect the validity of our conclusions. Advice relative to matters outside the United States is based on advice provided by the KPMG member firm in the appropriate country and on the relevant authorities in that country. KPMG will not update this report for subsequent changes or modifications to the law and regulations, or to the judicial and administrative interpretations thereof, or to the underlying facts, unless Foundation requests us to do so.

Prepared for: Hasso Plattner Förderstiftung gGmbH and the Town of Portola Valley



## ATTACHMENT A

In performing this Grant Expenditure Evaluation:

1. We spoke with the following individuals:

- *Ms. Stacie Nerdahl*                      *Administrative Services Officer (Finance)*
- *Ms. Janet McDougall*                *Assistant Town Administrator*
- *Ms. Cindy Rodas*                      *Office Assistant*

2. We reviewed the following documents, books and records:

- General Ledger Reports
  - Class Revenues
  - Rental Revenues
  - Class Instructor Fees
  - Expenditure Community Hall (excluding payroll expenses)
- Select receipts for class revenues and rental revenues for the period between 1 January 2010 and 31 December 2010
- Select supporting documentation / invoices for Community Hall expenditures (excluding payroll expense) for the period between 1 January 2010 and 31 December 2010
- Select rental agreements for the period between 1 January 2010 and 31 December 2010
- Private Event Tracking Sheet for the period between 1 January 2010 and 31 December 2010
- Select Instructor files, including Instructor Service Agreements, class rosters, and instructor fee payments
- Office Tracker Schedule for the period between 1 January 2010 and 31 December 2010
- Community Hall Activity/Revenue calculation
- Breakdown of the time that the Office Assistant spends on each of the assigned tasks
- Payroll records of the total amount of salaries paid to the project team employees in year 2010
- Communication between the Grantee and the Foundation regarding allowable expenses
- Town of Portola Valley Use/Rental Policies and Procedures





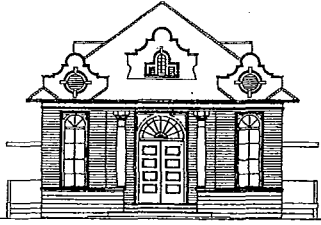
ATTACHMENT A

- Memorandum of Town of Portola Valley –
  - RE: Adoption of amended policies for use of Community Hall
  - RE: Adoption of Amended Fees for Town Center Community Hall Rental
- Town of Portola Valley website



ATTACHMENT B

**Attachment B: Amended Policies for the Use of Community Hall**



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Council

FROM: Janet McDougall, Assistant Town Manager

DATE: February 10, 2010

RE: Adoption of Amended Policies for Use of Community Hall

### Recommended Action:

Adopt amended policies.

### Issue Statement/Discussion:

At its January 13, 2010 meeting, the Town Council reviewed amended policies relating to rental of the Community Hall and activity rooms. Upon that initial review, the Council requested a few refinements to the proposed policies which are reflected in the policies that are attached as Exhibit "A".

Further, in light of additional information and review, the proposal relating to memorial services has been altered slightly to limit use of the Community Hall for these services to local residents only. This change was made after careful analysis of the number of memorial services held to date; three of the four services conducted were for non-residents. Through this limitation, there will be increased capacity for events that will ultimately benefit local residents.

It should be noted that the policies contain a table of rental fees that reflect those that have been proposed for consideration during the public hearing process. In the event the rental fees are modified as a result of the public hearing process, obviously, the rates contained in the policy document will be changed to reflect those that have been adopted.

Approved:

Angela Howard, Town Manager

Attachment – Exhibit "A"

**TOWN OF PORTOLA VALLEY**  
**Community Hall and Activity Rooms**  
**Use/Rental Policies and Procedures**

**Reservations**

The Town of Portola Valley makes its Community Hall, Activity Rooms and kitchen available for use by Portola Valley residents 21 years of age or older. Portola Valley residency is defined as those residents who live within the legal Town Limits of Portola Valley. Non residents may be eligible to use the facilities provided they are sponsored by a Portola Valley resident. Sponsors assume responsibility in the event of damage to the facility that is not covered by the deposit.

To make a reservation to use the Town's facilities, the user must visit Town Hall during normal Town business hours:

Monday – Friday 8:00 a.m. – 1:00 p.m. and 3:00 p.m. – 5:00 p.m.

Priority	User Type	Can Schedule	Fees	Deposit	Insurance
1	Town of Portola Valley & Committees	Anytime	No	No	No
2	Public Agencies (Woodside Fire; CERPP; Library JPA; PV School District; Woodside Priory)	12 months prior	No	No	Ins. Cert. & Hold Harmless
3	Community/Neighborhood Sponsored Local Groups (4-H; PTA; AYSO; Little League; PV Garden Club; Children's Theater; Westridge Garden Club; Local Homeowners' Associations.)	12 months prior	No	Yes	Ins. Cert. & Hold Harmless
4	Local Non-profits (Windmill School; Blood Drive; Our Lady of the Wayside Church; Christ Church; Valley Presbyterian Church)	12 months prior	Free Event-No Fee  Fundraiser 50% fee	Yes	Ins. Cert. & Hold Harmless
5	Special Events – Local Residents (Private parties)	12 months prior	Yes	Yes	Special Event Insurance
6	Special Events – Non-local Residents with local resident sponsor	9 months prior	Yes	Yes	Special Event Insurance

Reservations are taken on a priority and/or first paid, first served basis. The Town accepts cash and checks as forms of payment. Reservations are not confirmed until the completed reservation form has been approved, all required fees and security deposits have been paid, and any required evidence of insurance is submitted. Approval is dependent upon intended use, availability, and the applicants' agreement to abide by the policies set forth herein.

Use of the Community Hall and Activity Rooms for private events is limited to twenty-four (24) events in a calendar year.

**All applicants must meet with the Facility Coordinator (Office Assistant) prior to their reservation being approved.**

Users of the Town of Portola Valley Community Hall or Activity Rooms must be a local resident at the time the reservation is made, as well as on the date of the event. Non-residents may be eligible to use the facilities only if a local resident is willing to sponsor their use.

Community neighborhood sponsored groups and local non-profit organizations are eligible to reserve space in the facilities up to twice each month at no charge

Individuals or organizations requesting use of the Town's facilities to host a discussion of issues relating to public health concerns must be sponsored by the San Mateo County Health Department to ensure that information disseminated is in the public's best interest. Local residents who are licensed medical doctors are exempt from this provision.

No resident may rent or sponsor the Community Hall or Activity Rooms more than twice in a calendar year.

Town of Portola Valley activities have priority in the Community Hall, Activity Rooms and the Town Center campus generally. The Town reserves the right to deny use of the Community Hall and Activity rooms when the facilities are needed for Town sponsored activities, such as the Green Speaker Series, Volunteer Holiday Party, Blues & Barbecue, the Town Picnic, and other similar events.

The Town reserves the right to relocate or cancel an event if emergency conditions exist, in which case all fees will be refunded to the renter. An emergency is defined as a natural disaster, such as an earthquake, fire, flood, etc., or a condition that renders the facility inoperable.

### **Room Availability**

The Community Hall and Activity Rooms are subject to availability and may be reserved for all or part of the following periods:

Monday – Thursday

8:00 a.m. – 9:00 p.m. (meetings only/no parties without Town Administration approval)

Friday, Saturday &amp; Sunday

8:00 a.m. – midnight

Use time includes the time needed for set-up, delivery of supplies, break down and clean up. The facilities may be closed on certain days of the year for maintenance at the discretion of the Town Manager or his/her designee.

Due to staffing constraints, only one event may be scheduled during each weekend period from Friday through Sunday. The Town Manager may, in his/her discretion, allow additional weekend events when it is necessary to accommodate a Town sponsored event.

### Facility Rental Rates & Deposits

The facility rental rates and deposits for the Community Hall and Activity Rooms are as follows:

Room Name	Resident	Non-Resident	Minimum Rental	Deposit
Community Hall	\$1,800 per day	\$2,800 per day	8am – midnight	\$1,000
Alder or Buckeye Room	\$100 per hr.	\$150 per hr.	2 Hrs. meetings 4 Hrs. parties	\$ 250
Kitchen (must rent with room – No fee with Community Hall)	\$100 use fee per event	\$125 use fee per event	none	\$ 100
Redwood Grove (weddings only)	\$150 per event	\$200 per event	none	\$ 100

Local Non-profit organizations holding a fundraising activity that is not Town sponsored will be required to pay one-half of the fee for the room they wish to reserve. Non-profits that do not have an incorporation address within Portola Valley are not eligible to receive a reduction in rental fees.

Memorial services honoring a decedent who was a resident of Portola Valley at the time of death may be held in the Community Hall. The fee for a memorial service is \$1,000, and must be accompanied by a \$500 refundable deposit.

### Insurance

Evidence of insurance coverage providing a minimum of \$1,000,000 general comprehensive liability coverage is required for all special events and events that are not Town sponsored. The Town must be named as an additional insured on any policy

endorsement. Evidence of insurance coverage must be provided to the Town no later than ten (10) working days prior to the date of the event.

The Town may arrange appropriate special event insurance on behalf of renters or others using the facility; all costs of such insurance coverage are to be paid by the renter or organization utilizing the facilities. The Town requires that special event coverage offered through the Town be obtained for any event at which alcohol will be served.

## **Damage**

A damage deposit for each event/room to be used will be required for all events excluding those that are Town-sponsored. Damage deposits are refundable provided the following conditions are met:

1. All rules/guidelines governing rental usage of the facilities are met
2. The room and common areas (including surrounding outside areas) are left clean and orderly per the Room Clean Up Check List
3. Restrooms are left in neat order
4. User of room does not exceed the scheduled time
5. All equipment is accounted for and undamaged
6. Additional staff time is not required
7. Damage to the building has not occurred.
8. All rules/guidelines governing alcohol consumption as stated in this policy document are met
9. The user must be on the premises throughout the event and clean up of the facility
10. The user, participants, and/or contracted staff do not cause a false fire alarm (for example, using a smoke or fog machine as part of entertainment; smoking inside the facility; using the kitchen without turning on the fan)

If these conditions are not met to the satisfaction of the staff, an appropriate fee will be deducted from the damage deposit. If any damage caused during the period of use exceeds the amount of the deposit, the user will be charged the difference and may lose facility use privileges for one year. Any damage will be documented by staff following the event through use of notes and photographs.

The user should allow four weeks for the arrival of any damage deposit refund that is due.

## **Cancellations and Changes**

The cancellation policy is as follows:

1. To receive a full refund with no penalty, a renter may cancel facility reservations thirty (30) days in advance. Full refund includes the rental fee and deposit.

2. If a renter cancels with less than thirty (30) days but fourteen (14) or more days in advance of the event, one half of the rental fee and the full deposit will be returned.
3. If a renter cancels with less than fourteen (14) days notice, they will forfeit the entire rental fee; the deposit will be returned; the Town will retain any monies collected to cover the costs of insurance for the event that may have been arranged by the Town.
4. A renter may change the facility rental date with no penalty fourteen (14) days or more in advance of the event. At the time the renter requests a change in event date, the new date must be determined, based upon availability, and 20% of the rental charge will be assessed as a re-scheduling fee.
5. Users of the facility who are not required to pay a rental fee but have paid a deposit will be issued a refund for the entire deposit amount.

Note: The Town reserves the right to change or cancel any part of a use agreement and the related scheduled activity.

### **Community Hall Kitchen Information**

The kitchen may be reserved for use only in conjunction with the use of the Community Hall or an Activity Room. An additional use fee and damage deposit will be collected for use of the kitchen when it is used in conjunction with rental of an Activity Room.

Use of the kitchen includes the following:

Refrigerator and freezer	Microwave Oven
Stove/oven	Coffee Urn
Dishwasher	

**It is the responsibility of the user to provide their own cooking equipment, serving and eating dishes, tablecloths, paper products, utensils, and all other kitchen related items.**

Users may not store any items in the kitchen prior to or following their event. Town staff must be contacted if additional rental time for the kitchen is needed.

### **Room Set-Up**

The user is responsible for setting up the room rented for an event. Town staff is not available to set up tables, chairs and other equipment.

Care must be taken in moving tables and chairs into position. TABLES, CHAIRS AND OTHER EQUIPMENT SHOULD NOT BE DRAGGED ACROSS THE FLOOR IN THE



**COMMUNITY HALL:** Damage that occurs to the floor is the responsibility of the user and may result in forfeiture of the entire damage deposit.

The user will not be allowed access to the room prior to the start time designated on the use contract. Please be sure to allow enough time to complete the room set-up and decorating when reserving the room. The user will be charged for any and all time used for set-up and clean up.

The user is responsible for cleaning the tables and chairs prior to returning them to the storage area at the conclusion of their event. Please refer to the clean up checklist for more information regarding clean up.

The Town does not rent or supply linens for events and receptions. Linens are the responsibility of the person arranging use of the facility.

### **Youth & Teen Events**

Users must notify and receive approval from the Town Manager or his/her designee prior to a use application being accepted for an event where youth and teen guest participation outnumbers the adult participation.

For these types of events the user may be asked to meet the following conditions:

- Provide chaperones for minors at a ratio of 1 adult for every 15 youth/teen
- Pay additional deposit fees
- Purchase special event liability insurance through the Town

Failure to notify the Town staff of youth and teen events where the youth and teen guest participation outnumbers the adult participation may result in the user losing their rental deposit, additional deposit fees being charged, and the user may lose facility rental privileges for up to one year.

Alcohol is strictly prohibited for youth oriented events (i.e. teen dances, graduation parties, etc.).

### **Charging for Events or Cover Charges**

Users may not collect an admission or any other charge for an event held in the Community Hall or Activity Rooms. Exceptions may be granted by the Town Manager or his/her designee in advance and in writing for:

- Fundraising activities undertaken on behalf of the Town, Portola Valley School District, or other local-serving public agencies; or
- Events that serve the Portola Valley community for which funds are used to offset reasonable costs of hosting the event (i.e. a class reunion for which

attendees pay a fee to defray the actual costs of the event). A detailed budget demonstrating how funds will be used must be submitted with the use application for consideration.

Unauthorized collection of admission charges or sales of services or products of any kind that have not been expressly approved in advance and in writing by the Town Manager or his/her designee will result in the user losing their rental deposit, additional deposit fees being charged, and the user may lose facility rental privileges for up to one year.

### **Alcohol Information**

Alcohol is permitted in the Community Hall and Activity Rooms, provided the plan to serve alcohol is disclosed to the Town at the time the application for use is submitted. Alcohol may only be served to adults over the age of twenty-one.

In the event a user would like to serve alcohol at an event they must purchase event insurance through the Town that expressly provides coverage relating to the service of alcohol during the event.

Users serving alcohol during their event without obtaining insurance coverage through the Town that specifies that alcohol will be served will forfeit their entire damage deposit, and may forfeit all future facility use privileges.

### **Alcohol Rules & Regulations**

- Alcohol is only permitted, if approved, in the Community Hall, Activity Rooms and the adjoining patio outside the Community Hall.
- Users are responsible for the conduct and behavior of their participants and any problems related to the presence of alcohol.
- THE USE OF KEGS IS LIMITED TO THE PATIO AREAS ONLY. Kegs are not to be placed on the wooden floor in the Community Hall.
- Minors, under 21 years of age, may not consume or distribute alcoholic beverages.

Failure to follow these rules may result in forfeiture of the damage deposit and possible loss of future facility use privileges.

**Maximum Room Capacities**

Room	Square Footage	Room Capacity Seated	Room Capacity Standing
Community Hall	2,638	175	402
Alder Room	878	59	125
Buckeye Room	700	47	47

Exceeding the maximum room capacity may result in forfeiture of the damage deposit, and possible loss of future facility rental privileges.

**Equipment Included in the Rental**

- Chairs: 195
- Tables 15 (72" round)
- Rectangular Tables: 15 (5 ft. – 4; 6 ft. – 6; 8 ft. – 5)

Town-owned tables and chairs are not available to be loaned for off-premises events. The Town Manager or his/her designee may make exceptions to this policy on a case-by-case basis in writing.

**Check in Prior to the Event**

The user must check in with the Town during normal business hours prior to the event to obtain a key to the facility for any event that will be held after normal business hours or on the weekend.

The user must remain on site at all times during the event, and must have a copy of the use agreement in his/her possession. If the user leaves the premises during the event he/she may forfeit their deposit.

A staff member will conduct a pre-event room inspection prior to the start of the event to ensure cleanliness of the facility.

**Loading, Deliveries, and Storage**

All delivery vehicles must remain in the parking lot or on the delivery path for loading and unloading of vehicles. Vehicles may not pull up on grass areas, in front of doorways, in handicapped parking spaces or on sidewalks. Upon completion of deliveries, vehicles must be immediately moved from the delivery path.

All deliveries must occur during designated use times only. Deliveries that arrive early will not be accepted. Town staff will not sign for any delivery items. All items must be removed from the premises at the conclusion of the event. In the event tables, chairs and other items rented for use during an event must be left for removal by a rental

company or others, these items must be removed no later than 12:00 noon on the first business day following the event.

The Town reserves the right to dispose of any items that the user fails to remove from the premises following an event. Users are not permitted to store items at the facility under any circumstances.

### **Cleaning the Facility**

Users are responsible for cleaning the room(s) in accordance with the supplemental Checklist.

All garbage is to be removed from the facility and placed in the cans provided outside on the patio area adjacent to the kitchen, with care given to dumping any liquids down the kitchen sink. In the event there is an inadequate supply of cans and plastic trash bags must be used, care should be taken that bags do not contain liquids that can leak onto the patio area leaving stains.

All tables and chairs are to be cleaned and returned to the storage area, and neatly stacked.

The user may utilize cleaning equipment and supplies (brooms, mops, etc.) that are located in the janitor's closet in the storage area. To ensure the return of the damage deposit, the room must be left in a clean condition that would enable a subsequent user to use the facility in the condition it is left in.

If the time reserved is exceeded, the additional time will be deducted from the damage deposit and any remainder charged to the user.

Users are responsible for ensuring the facility is locked and secured prior to leaving the premises following an event.

Following the event a staff member will inspect the premises for cleanliness and damage and will document through notes and photographs any conditions for which all or a portion of the deposit will be withheld.

### **Entertainment**

DJ's, bands, clowns, magicians, etc. are permitted at the Community Hall and Activity Rooms. However, music should be kept at a volume that cannot be heard by surrounding neighbors and must cease no later than 11:30 p.m.

Use of smoke/fog machines is not permitted, for they may activate the fire alarm system. The Town does not have a stage on the premises. In the event a user would like to bring a stage onto the premises for use during an event, prior written approval of

the Town Manager or his/her designee must first be obtained, and care must be used in assembling/disassembling it within the room rented.

### **Decorations**

Tacks, nails, and staples are prohibited everywhere. Only painter's tape may be used to affix decorations to the painted wall board. Violation will result in forfeiture of the entire damage deposit.

All decorations must be flame retardant treated. The Town may require the user to obtain approval from the Woodside Fire Protection District for use of certain types of decorations.

Balloons may be used, but care must be taken to ensure that helium balloons do not become entangled in light fixtures and ceiling fans, causing damage.

### **Candles/Flammable Materials & General Fire Safety**

Candles with flames may not be used in the Community Hall or Activity Rooms, except when their use is limited to placement on a birthday cake or utilized with a chafing dish. Otherwise, use of any type of candle with a flame or any other type of open flame is strictly prohibited, and will result in forfeiture of the damage deposit.

Chafing dishes and other heating devices for food may only be used in the Community Hall room and kitchen.

Users are responsible for ensuring that exit doors and aisles are not obscured or obstructed and that fire extinguishers are in place and access to fire extinguishers is not obscured or obstructed.

### **Cooking & Re-Heating of Food in Activity Rooms Prohibited**

No cooking or re-heating of food may take place in the Activity Rooms. Cold foods, such as sandwiches, finger foods, cake, cookies, etc. may be served. In the event hot foods are to be served, the kitchen must be reserved and used in its preparation or re-heating.

### **Rice, Birdseed, Confetti, Dance Wax, Sand, Etc. Prohibited**

The use of rice, birdseed, confetti, dance wax, sand and similar materials is strictly prohibited at the Community Hall building, both inside and outside. Use of these materials in violation of this policy will result in forfeiture of the deposit.

## **Parking**

Users and guests of the Community Hall and Activity Rooms may park in designated parking areas around the Town Center. Parking in undesignated areas under oak and redwood trees is strictly prohibited.

## **Smoking**

The entire Town Center campus has been declared smoke free; therefore, smoking, is prohibited at all locations at the Town Center.

## **Recreational Drugs Strictly Prohibited**

Recreational drugs of any kind are prohibited on all Town-owned property. Violation of this policy will result in forfeiture of the damage deposit, possible criminal charges, and loss of future facility use privileges.

## **Barbecues**

With prior approval from the Town Manager or his/her designee, the use of barbecues may be permitted on the patio areas immediately adjacent to the kitchen or the Community Hall. No grills of any kind are permitted inside the building.

The only types of barbeques permitted are those typically found in residential use, such as kettle style or propane-style barbeques. Ashes and briquettes from a kettle-style barbeque should be extinguished and disposed of at an appropriate location other than on Town property.

## **Fireworks**

Fireworks (including sparkler, firecrackers, bottle rockets, and all other types of fireworks) are not permitted in any area of the Town Center campus. Use of fireworks in violation of this policy will result in forfeiture of the damage deposit and may result in forfeiture of future facility use privileges.

## **Additional Equipment**

Users may bring in barbecues, band equipment, DJ equipment or other equipment to be used during an event, provided items brought in are not expressly prohibited by these policies and are disclosed to the Town as part of the rental application process.

## **Security Services**

The Town reserves the right to require that security services be provided throughout the event. When it is deemed such services are warranted, all associated costs will be borne by the user.

## **Animals**

Animals, other than service animals, are not permitted inside the Community Hall or kitchen.

## **Use of Areas Limited to Space Rented**

Users of the Community Hall and Activity Rooms must limit their activities to the room(s) and patio areas they have reserved.

Bounce houses, jumpers and other outdoor recreation and play equipment may not be placed on adjacent lawn areas, in the redwood grove or on athletic fields.

Participants at events held at the Community Hall and Activity Rooms may not interfere with other residents' use of amenities at the Town Center campus.

Unauthorized use of additional areas may result in the assessment of additional rental fees, forfeiture of deposit and loss of future facility rental privileges.

## **Sales of Products or Services Prohibited**

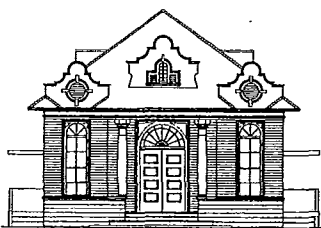
Users of the Community Hall and Activity Rooms are strictly prohibited from offering for sale any type of product or services.



ATTACHMENT C

**Attachment C: Adoption of Amended Fees for Town Center Community Hall  
Rental**





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council  
FROM: Janet McDougall, Assistant Town Manager  
DATE: February 10, 2010  
RE: **Adoption of Amended Fees for Town Center Community Hall Rental**

Recommended Action:

Conduct public hearing; adopt resolution setting forth the rental fee schedule.

Issue Statement/Discussion:

At its January 13, 2010 meeting, the Town Council reviewed a proposal for an increase to the Town's rental fees for use of the Community Hall and activity rooms. The Council expressed conceptual approval of the fee structure, and directed that staff schedule the matter as a noticed public hearing to be held on February 10, 2010. The noticing requirements have been met.

For the Council's reference, the rental rate comparison chart that had been included in the January 13, 2010 materials relating to this issue has been attached as Exhibit "A".

Also attached is a rental fee analysis that provides information about the events that were held in the Community Hall and activity rooms during 2009, the fees that were collected, and the impact of the increased fees for similar events in the future. Included in the analysis is information relating to the expenses that were incurred in 2009 and those that are anticipated for 2010 (calendar year). While this information appears to project a shortfall for 2010, we believe there will be an increase in the number of weddings that will occur this year, which will result in increased revenue generation. The analysis is attached as Exhibit "B".

The resolution establishing the new rental fees is attached as Exhibit "C".

Approved:

  
Angela Howard, Town Manager

Attachments – Exhibits "A", "B" & "C"

### RENTAL RATE COMPARISON

Town/City	Community Hall/Ballroom		Meeting Rooms		Kitchen
	Resident	Non-Resident	Resident	Non-Resident	
Atherton (Holbrook Palmer Park)	1-100 \$3,000 101-200 \$3,500	1-100 \$3,500 101-200 \$4,000	\$200 4 Hrs. \$300 All day	\$200 4 Hrs. \$300 All day	Included with rental
Menlo Park	M-Th \$113 Hr. Fri-Sun \$156 Hr.	M-Th \$153 Hr. Fri-Sun \$211 Hr.	M-Th \$56 Hr. Fri-Sun \$75 Hr.	M-Th \$76 Hr. Fri-Sun \$101 Hr.	Included with rental
Palo Alto (Auditorium)	\$85 Hr.	\$85 Hr.	\$55 Hr.	\$82.50 Hr.	\$102 Hr. Resident \$153 Hr. Non-Res.
Woodside	Liberty Hall Private Social Functions 0-3 Hrs. 0-50 \$ 75 51-100 \$150 101-148 \$225 Public Meetings 0-50 \$ 50 51-100 \$100 101-148 \$150 Add'l Hrs. > fee	Residents Only	Liberty Hall is used for events and meetings	Residents Only	No kitchen  Sink and refrigerator only
Valley Presbyterian Church	Weddings \$1,850 (no reception) Memorials \$1,490 (includes staff cost)	N/A	N/A	N/A	N/A
Portola Valley Current	\$1,200 (Includes kitchen)  Memorials \$100	\$1,500	\$75 Hr. 2 Hr. minimum	\$95 Hr. 2 Hr. minimum	Included with rental of Community Hall
Portola Valley Proposed	\$1,800 (Includes kitchen) 8:00 am – midnight  Memorials \$1,000	\$2,800 (Includes kitchen) 8:00 am – midnight	\$100 Hr. 2 Hr. minimum- meetings  4 Hr. minimum- parties	\$150 Hr. 2 Hr. minimum- Meetings  4 Hr. minimum- parties	Included with rental of Community Hall  \$100 use fee when needed with Activity Room

Exhibit "A"

### Rental Fee Analysis

The following is a list of the events held in 2009, with a comparison of the actual fees collected with what would be collected if the proposed fee increases were adopted:

Event Date	Event Type	Time	Room	2009 Fee	2010 Fee
1/10/09	Birthday Party*	7-10pm	Alder	\$ 225	\$300
3/7/09	Birthday Party*	10am-1pm	Coffeeberry	225	300
3/21/09	Private Party*	8am-1pm	Community Hall	1,200	1,800
5/16/09	Private Party*	3:30-9:30pm	Coffeeberry	450	600
6/14/09	Retirement Party*	12:30-5:30pm	Coffeeberry	375	500
7/18/09	Birthday Party*	3:30-6:30pm	Alder	225	300
7/25/09	Birthday Party*	8am-midnight	Community Hall	1,200	1,800
8/2/09	Almanac Party	3:30-6:30pm	Buckeye	285	450
8/8/09	Wedding	8am-midnight	Community Hall	1,500	2,800
8/30/09	Birthday Party*	11am-1pm	Alder	150	200
9/27/09	Wedding	8am-midnight	Community Hall	1,500	2,800
10/3/09	Wedding*	8am-midnight	Community Hall	1,200	1,800
10/16/09	Memorial*	8am-2pm	Community Hall	100	1,000
10/17/09	Quinceanera*	7am-midnight	Community Hall	1,200	1,800
10/18/09	Birthday Party	8am-midnight	Community Hall	1,500	2,800
10/24/09	Engagement Party*	8am-midnight	Community Hall	1,200	1,800
11/28/09	Bat Mitzvah*	8am-midnight	Community Hall	1,200	1,800
12/12/09	Birthday Party	8am-midnight	Community Hall	<u>1,500</u>	<u>2,800</u>
TOTAL				\$15,235	\$25,650

\*Denotes local resident fees

#### 2009

Other than janitorial and basic maintenance, we had only nominal maintenance expenses because the building is only one year old. Income did not cover all expenses of the Community Hall rentals. Expenses for the year were:

Salaries/Benefits	\$17,135
(13% of Office Asst. salary/benefits & 8.5% of Sr. Maintenance Worker salary/benefits)	
Outside Janitorial (One intensive cleaning)	<u>1,167</u>
	\$18,302

#### 2010

Maintenance costs will increase, due to the need to paint the interior of the building. Expenses for the year are anticipated to be:

Salaries/Benefits	\$17,991
Outside Janitorial (Two intensive cleanings)	2,334
Interior Painting	<u>7,500</u>
	\$27,825

Note: Costs of water are not factored in.

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

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY APPROVING  
COMMUNITY HALL RENTAL RATES**

WHEREAS, the Town has conducted a survey of surrounding communities to determine what, if any, modifications should be made to the Town's rates for rental of the Community Hall and, based on market trends, it appears an increase is warranted; and

WHEREAS, the Town Council has considered the proposed increase of the rental fees; and

WHEREAS, the data upon which the amount of the fees are based has been available to the public for at least ten days prior to the adoption of the fee; and

WHEREAS, the Town Council has conducted a public hearing prior to the adoption of the fee.

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

The Community Hall rental rates are hereby increased in accordance with the rate schedule attached hereto as Exhibit "A", and shall become effective on March 1, 2010. Events that have been scheduled and paid for prior to the effective date of the new rates shall not be subject to the fee increase.

PASSED AND ADOPTED this 10th day of February, 2010.

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

ATTEST:

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

**Exhibit "A"**  
**Portola Valley Community Hall Rental Fees**

**Rental Fees**

The facility rental rates and deposits for the Community Hall and Activity Rooms are as follows:

Room Name	Resident	Non-Resident	Minimum Rental	Deposit
Community Hall	\$1,800 per day	\$2,800 per day	8am – midnight	\$1,000
Alder or Buckeye Room	\$100 per hr.	\$150 per hr.	2 Hrs. meetings 4 Hrs. parties	\$ 250
Kitchen (must rent with room – No fee with Community Hall)	\$100 use fee per event	\$125 use fee per event	none	\$ 100
Redwood Grove (weddings only)	\$150 per event	\$200 per event	none	\$ 100

Memorial services for local residents only, with a fee of \$1,000 together with a refundable \$500 deposit.

**Annual Consumer Price Index (CPI) Adjustment**

Each April, or as soon thereafter as may be practical, the Town shall, as part of its annual budget process, review the Community Hall rental fees and shall increase them by 100% of the change in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland Metropolitan Area in any year an increase to the CPI has occurred. In those instances when the CPI is unchanged or reduced, the fees shall remain unchanged.

For purposes of the adjustment, the base rates shall be the rates in effect on January 1 of the year in which the adjustment is made. Each rate shall be adjusted based on the changes in the index from the prior December to the December of the current adjustment year. CPI increases to the fees shall become effective on July 1 and remain in effect throughout the fiscal year.

**Janet McDougall**

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**From:** Janet McDougall  
**Sent:** Tuesday, April 12, 2011 2:18 PM  
**To:** Ted Driscoll; 'Maryann Derwin'; John Richards; Steve Toben; Ann Wengert  
**Cc:** Angela Howard; Sharon Hanlon  
**Subject:** Portola Valley Employee Benefits Discussion

Hello Councilmembers,

As the Town's Assistant Manager, many of my duties relate to the human resource function. I know that the Finance Committee has submitted a thoughtful proposal concerning the Town's employee health benefits, and you will be considering this proposal at your Council meeting tomorrow night.

Here are two links to information that I believe is very relevant to this discussion:

1. A study undertaken by UC Berkeley comparing private/public sector compensation that concludes they are comparable:

<http://www.irlie.berkeley.edu/cwed/wp/2010-03.pdf>

2. An article published in the Orange County Register on October 19, 2010 discussing the UC Berkeley findings:

<http://economy.ocregister.com/2010/10/19/study-calif-s-public-workers-not-overpaid/42882/>

The Finance Committee's recommendation appears to consider only employee benefits; salaries are disregarded. This is something that often occurs and can skew the overall picture. When considering any aspect of employee compensation, whether it be in the private or the public sector, it is very important to consider the *entire* compensation package – all benefits together with salaries, with care given to employees ultimately receiving a livable wage. Overall, Portola Valley's benefit package and salaries are lower than the other towns and cities of comparable size within our region and it is important to consider this fact.

I hope you will find time to review this information and consider it as you tackle this important and sensitive topic.

Of course, this information will be included in the weekly Digest in conformance with the Brown Act.

Best,

Janet

4/12/2011



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

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

**DATE:** April 15, 2011

**RE:** 2010/2011 Resurfacing Project #PW2010-02 – Bid Results

Bids for the above referenced project were properly advertised and opened at 11:00 A.M. on Tuesday, March 22, 2011. The Town received 6 bids:

<i>Half Moon Bay Grading and Paving</i>	\$556,754.64
G. Bortolotto & Co., Inc.	\$565,215.39
Interstate Paving and Grading	\$568,633.15
O'Grady Paving	\$591,019.75
CF Archibald	\$598,823.60
Pavex (Granite Rock)	\$698,000.00
Estimate:	\$600,000.00

Town staff is in the process of verifying contractor certifications and intends to award the project to the **lowest bidder "Half Moon Bay Grading and Paving, Inc." for \$556,754.64.** Construction is scheduled to begin April 25, 2011 and completed by June 30, 2011.

**Michele Arana**

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**From:** Angela Howard  
**Sent:** Thursday, April 14, 2011 3:45 PM  
**To:** Michele Arana  
**Subject:** FW: Thank you!

for the digest.

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**From:** Armando Muela [<mailto:AMuela@woodsidefire.org>]  
**Sent:** Thursday, April 14, 2011 2:40 PM  
**To:** Angela Howard; Maryann Derwin Home; Steve Toben; Sharon Hanlon; Janet McDougall  
**Subject:** Thank you!

Angie, Maryann, Janet, Sharon, and Steve, (Ann and Ted) (Angie will you please pass this email along to Ann and Ted, I do not have their email addresses.)

I just wanted to send a thank you note for the proclamation you presented to me last night. All of the kind words and especially the tamales portion hit home and truly humbled me. Karen (my wife) said, "I was so touched by the proclamation and genuine knowledge of our family, it was hard not to cry!" I'll be sure to remind Karen periodically of this honor, since I will be home more often and may wear out my welcome!

I hope you know PV will always have a special place in my heart. It was/is truly an honor and privilege to work alongside you, your support staff, and volunteers. What a great Town!

I will now join the volunteer ranks and apply my medial/operational talents to the non profits and faith based communities. I'm sure you will see me again, so it's not goodbye, but until I see you again!

Thank you for making my night special for me and my family,  
Armando

Armando Muela, Fire Chief  
Woodside Fire Protection District  
3111 Woodside Road  
Woodside, CA 94062  
(650) 851-1594



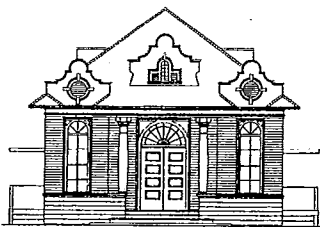
DATE: April 13, 2011  
TO: Town Council  
FROM: Trails and Paths Committee  
SUBJECT: Hitching Rack

At our March 8, 2011 meeting we discussed the placement and size of the hitching rack that WHOA is giving to the Town of Portola Valley.

The Committee agreed that the hitching rack should be installed in the corner of the parking lot, by the fence, at the current termination of the perimeter trail. It will be eight feet in length.

In addition, we are aware that no metal plaques are permitted. However, a wooden one or something engraved in the wood is permissible.

~Susan Gold  
Chair, Trails and Paths Committee



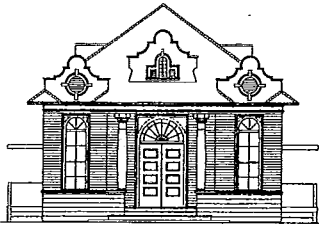
Town of Portola Valley  
*Parks & Recreation Committee Meeting*  
Monday, April 18, 2011 – 7:30 pm  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

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## AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: March 21, 2011 (*5 minutes*)
4. Committee Objectives for 2011/2012 (*15 minutes*)
5. Budget for 2011-2012 (*15 minutes*)
6. Discussion of Ford Field Design (*15 minutes*)
7. Tennis Instructional Program (*15 minutes*)
8. Zots to Tots Planning (*15 minutes*)
9. Adjournment

Next meeting: May 16, 2011



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, April 20, 2011 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

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**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. *Preliminary* Review of Site Development Permit X9H-626, 15 Sausal Drive, Quezada
2. Proposed Planning Program for Fiscal Year 2011-2012

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: April 6, 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 20, 2011  
Page Two

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

**PUBLIC HEARINGS**

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

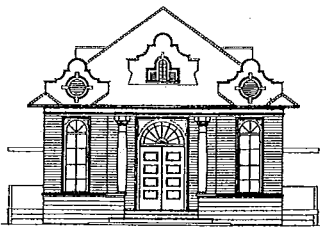
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This Notice is posted in compliance with the Government Code of the State of California.

Date: April 15, 2011

CheyAnne Brown  
Planning & Building Assistant

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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

ACTION

7:30 PM - REGULAR AGENDA\*

1. Call to Order: 7:30 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (**Warr absent. Also present: Tom Vlastic Town Planner; Carol Borck Planning Technician; John Richards Town Council Liaison; Leah Zaffaroni Planning Commission Liaison – arrived 7:43p**)
3. Oral Communications: **None.**

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

4. New Business:
  - a. Architectural Review for New Entry Gate and Fencing, 5 Possum Lane, Kjellesvig **Subcommittee of Breen and Aalfs to work with applicant once property line determined for gate/fence positioning and opacity. Project review continued to 4/25/11.**
5. Other Business:
  - a. Proposed New Native Plant List for Portola Valley Design Guidelines. **Paul Heiple informed Commission of updates to list, Commission provided comment/suggestions. Conservation Committee to provide final, updated list with corrected spellings to the Planning Technician to update Design Guidelines and return item to ASCC for approval.**
6. Approval of Minutes: March 14, 2011 **Approved as submitted.**
7. Adjournment **8:15 p.m.**

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

**PROPERTY OWNER ATTENDANCE.** The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only

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

property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

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

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#### **ASSISTANCE FOR PERSONS WITH DISABILITIES**

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#### **PUBLIC HEARINGS**

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

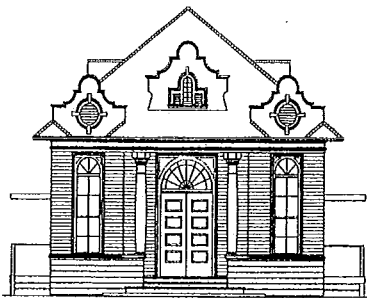
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: April 8, 2011

CheyAnne Brown  
Planning & Building Assistant

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# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, April 13, 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

**Absent - Mayor Driscoll**

### 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

Fire Chief Muela thanked the Council, staff and residents of the Town of Portola Valley. He said it was a true pleasure and appreciated the cooperative spirit of the Town. He then introduced his wife Karen, son Josh and incoming Fire Chief Daniel Ghorso.

### CONSENT AGENDA (7:31 pm)

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

- (2) **Approval of Minutes** – Regular Town Council Meeting of March 23, 2011

**Approved as Amended 4-0**

- (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. 2516-2011)

- (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. 2011-391)

**Items 3, 4 and 5 Approved 4-0**

### REGULAR AGENDA (7:45 p.m.)

- (6) **Discussion and Council Action** – Report from the Ad-Hoc Spring Down Master Plan Committee - Recommended uses of Town Owned Property

**Council concurs with recommendation from the Ad-Hoc Committee to preserve Spring Down lot as open space.**

**Proposed Phase 1 approved 4-0. Staff will meet with the Goodstein's to review specifics of the perimeter fence (bullet #5 of Phase 1 improvements). Phase 2 approved 4-0.**

- (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 (8:25 p.m.)

- (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. 2517-2011)

**Project Plans and Calling for Bids Approved 4-0.  
Authorization for Town Manager to enter into agreements Approved 4-0.**

**COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS (8:30 p.m.)**

- (8) **Recommendation by the Finance Committee** – Town Staff Employees Pay a Percentage of Dependant Health Care Costs and Reduction of "Special Traffic Patrols"

Council agreed that employee health benefits should remain as is for now. The Supplemental Sheriff's contract will be reviewed in early 2012 and community input will be sought.

- (9) **Appointment of Subcommittee** – Discuss Spring Ridge LLC Conditional Use Permit Application with the Applicant (9:15 p.m.)

Council concurs with the formation of Subcommittee to include Mayor Driscoll, Councilmember Wengert and Town Planner Tom Vlasic

- (10) **Appointment by Mayor** – Request for Appointment of Member to the Sustainability Committee (9:32 p.m.)

**Onnolee Trapp appointed by Mayor with Council concurrence - Approved 4-0**

- (11) **Appointment by Mayor** – Request for Appointment of Member to the Teen Committee (9:33 p.m.)

**Julia Brandman appointed by Mayor with Council concurrence - Approved 4-0**

- (12) **Reports from Commission and Committee Liaisons** (9:35 p.m.)

*There are no written materials for this item.*

Councilmember Richards – ASCC meeting of April 11 discussed entry gate on Westridge and revision of native plant list. Historic Resources Committee discussed membership, budget and status of Woods' house.

Councilmember Wengert – Planning Commission held a public hearing on General Plan amendments to Conservation Element, Open Space element and Recreation Element.

Councilmember Toben – Trails Committee discussed requests made of staff and reviewed Brown Act rules with regard to emailing a quorum of the committee.

Vice Mayor Derwin – Attended the March Council of Cities where speaker Dan McClure, Senior Manager in Accenture's Health & Public Service Strategy discussed the benefits of reaching out across jurisdictions. The Teen Committee continues to work on Share the Bounty project, Teen Movie night to take place the evening of the Town picnic and their mentorship project with Jean Lane. The Sustainability Committee is working on the Earth Day Fair, held a contractors workshop and continues to work on smart strip challenges.

**WRITTEN COMMUNICATIONS (9:50 p.m.)**

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

**#1 – Town Attorney will respond to letter**

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

**None**

- (15) **Town Council Weekly Digest** – April 8, 2011

**#1 – Town Attorney detailed how the Town is not in violation of the Brown Act**

**#7 – Town Manager reminded everyone about upcoming Earth Day Fair on Saturday, April 16**

**ADJOURNMENT: 10:05 pm**

**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.



## TOWN COUNCIL WEEKLY DIGEST

Friday – April 22, 2011

- 
- ☐ 1. Letter to Town Council from Adrienne Tissier regarding an ordinance prohibiting retail food vendors from using polystyrene-based containers – April 19, 2011
  - ☐ 2. E-mail from/to Steve Toben to/from Bill Urban regarding Employee Contribution for Dependents' Health Benefits – April 18, 2011
  - ☐ 3. Memorandum to Council from Tom Vlasic regarding Town Council April 13, 2011 Action, Preserve Town Owned Spring Down Property for Open Space – April 20, 2011
  - ☐ 4. Notice of Road Improvement/Resurfacing Project Sent to Affected Residents – April 19, 2011
  - ☐ 5. Letter to Mary Jane and William Kelly from Tom Vlasic regarding their March 22, 2011 letter to the Town Council regarding T-Mobile X7D-170, California Water Service Property, Peak Lane at Golden Oak Drive – April 19, 2011
  - ☐ 6. Woodside Fire Protection District 2011 Chipper Program
  - ☐ 7. Agenda – ASCC Special Field Meeting – Monday, April 25, 2011
  - ☐ 8. Agenda – Conservation Committee Meeting – Tuesday, April 26, 2011
  - ☐ 9. Agenda – Special Trails and Paths Committee Meeting – Thursday, April 28, 2011
  - ☐ 10. Action Agenda – Regular Planning Commission Meeting – Wednesday, April 20, 2011

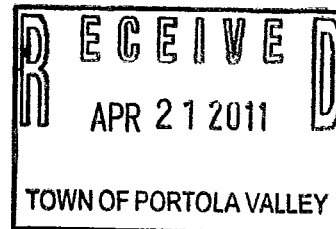
### Attached Separates (Council Only)

- ☐ 1. Invitation to HEART's Executive and Lunch on Wednesday, May 11, 2011
- ☐ 2. Invitation to HIP Housing's Annual Luncheon on Friday, June 10, 2011
- ☐ 3. Invitation to Razing the House Summit on Wednesday, May 4, 2011

# Adrienne J. Tissier

Member • Board of Supervisors • San Mateo County

April 19, 2011



Hon. Ted Driscoll and Councilmembers  
City Hall  
765 Portola Road  
Portola Valley, CA 94028

Dear Mayor *Driscoll* and Councilmembers:

Expanded polystyrene – commonly referred to by the Dow Chemical trademark Styrofoam – is a petroleum-based, lightweight plastic material with many industrial, commercial and retail uses. Its low cost and moisture-resistant and insulating properties have given retail food vendors an inexpensive and convenient container, especially for disposable, take-out use.

However, polystyrene has also been identified as an environmental pollutant, given its non-biodegradable, non-recyclable and nearly non-reusable nature. Polystyrene foam is showing up along roadways, waterways and in the ocean. Reducing the daily use of disposal polystyrene foodservice containers will help reduce the volume of this pollutant.

Recognizing the problem, your Board of Supervisors recently adopted an ordinance prohibiting retail food vendors from using polystyrene-based containers. This ordinance takes effect July 1, 2011, and only affects the unincorporated portions of San Mateo County; the majority of retail food vendors are located within municipal jurisdictions.

A few cities in San Mateo County already have their own ordinances prohibiting polystyrene. However, I would encourage all San Mateo County cities to adopt, by reference, the county's ordinance to create uniformity and also because the county's regular restaurant inspectors can assist with education and enforcement.

Enclosed is recommended language for consideration by your council and city attorney, plus a copy of the full county ordinance.

If you have any questions or concerns, please contact me at your convenience.

Thank you.

  
Supervisor Adrienne J. Tissier

**ORDINANCE NO. \_\_\_\_\_**  
**CITY COUNCIL, CITY OF \_\_\_\_\_,**  
**STATE OF CALIFORNIA**

\* \* \* \* \*

**AN ORDINANCE ADDING CHAPTER \_\_\_\_\_ TO THE CITY OF \_\_\_\_\_**  
**ORDINANCE CODE**  
**PROHIBITING FOOD VENDORS FROM USING POLYSTYRENE BASED**  
**DISPOSABLE FOOD SERVICE WARE**

The City Council of the of the City of \_\_\_\_\_, State of California, **ORDAINS** as follows

**WHEREAS**, the County of San Mateo has adopted an ordinance prohibiting food vendors from using polystyrene based disposable food service ware; and

**WHEREAS** this Council finds that polystyrene is a petroleum-based, lightweight plastic material commonly used as food service ware by retail food vendors operating in the City of \_\_\_\_\_. Polystyrene, often referred to by the trademark Styrofoam, has also become a problematic environmental pollutant given its non-biodegradable, and nearly non-reusable nature; and

**WHEREAS** this Council finds that polystyrene-based, single-use food service ware constitutes a substantial portion of the litter within the City of \_\_\_\_\_; and

**WHEREAS** this Council finds that effective ways to reduce the negative environmental impacts of disposable food service ware include reusing or recycling food service ware and using compostable materials made from renewable resources such as paper, cardboard, corn starch, potato starch, and/or sugarcane; and

**WHEREAS** this Council does, accordingly, find and declare that it should restrict the use by food vendors of polystyrene-based disposable food service ware, and

**WHEREAS** the City Council **ORDAINS** as follows:

**SECTION 1.** Chapter \_\_\_\_ is added to City of \_\_\_\_\_ Ordinance Code and shall read as follows:

**Chapter \_\_\_\_ "Prohibition on the Use of Polystyrene Based Disposable Food Service Ware"**

**Section            Authorization of Enforcement by San Mateo County Personnel**

Chapter 4.107 "Prohibition on the Use of Polystyrene Based Disposable Food Service Ware by Food Vendors" of Title 4 of the San Mateo County ordinance code, and any amendment thereto, are hereby adopted and made effective in this city. Certified copies

of Chapter 4.107 of Title 4, as adopted hereby, have been deposited with the City Clerk, and shall be at all times maintained by the Clerk for use and examination by the public.

**Section \_\_\_\_\_ Authorization of Enforcement By San Mateo County Personnel.**

The County of San Mateo, its officers, employees and agents are hereby authorized to enforce, on behalf of the city, Chapter 4.107 "Prohibition on the Use of Polystyrene Based Disposable Food Service Ware by Food Vendors" of Title 4 of the San Mateo County ordinance code, and any amendments thereto, within the jurisdiction areas of this city. Such enforcement authority includes, but is not limited to, the collection of fees and fines, expending such revenue in the enforcement of the prohibition on the use of polystyrene based disposable food service ware by food vendors, holding hearings, suspending permits and issuing administrative fines.

**SECTION 2.** This ordinance shall be effective thirty (30) days from the date of passage thereof.

\* \* \* \* \*

**ORDINANCE NO. 04542**  
**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,**  
**STATE OF CALIFORNIA**

\* \* \* \* \*

**AN ORDINANCE ADDING CHAPTER 4.107, COMPRISING OF SECTIONS 4.107.010 THROUGH 4.107.080 TO TITLE 4 OF THE SAN MATEO COUNTY ORDINANCE CODE PROHIBITING FOOD VENDORS FROM USING POLYSTYRENE BASED DISPOSABLE FOOD SERVICE WARE**

The Board of Supervisors of the County of San Mateo, State of California,

**ORDAINS** as follows

**SECTION 1.** Chapter 4.107, comprising of sections 4.107.010 through 4.107.080, is hereby added to Title 4 of the San Mateo County Ordinance Code and shall read as follows:

**Chapter 4.107 PROHIBITION ON THE USE OF POLYSTYRENE BASED DISPOSABLE FOOD SERVICE WARE BY FOOD VENDORS**

**4.107.010 Findings and purpose.**

The Board of Supervisors finds and determines that:

- (a) Polystyrene is a petroleum-based, lightweight plastic material commonly used as food service ware by retail food vendors operating in the County of San Mateo. Polystyrene, often referred to by the trademark Styrofoam, has also become a problematic environmental pollutant given its non-biodegradable, and nearly non-reusable nature.
- (b) Polystyrene-based, single-use food service ware constitutes a substantial portion of the litter within the County of San Mateo.
- (c) Effective ways to reduce the negative environmental impacts of disposable food

service ware include reusing or recycling food service ware and using compostable materials made from renewable resources such as paper, cardboard, corn starch, potato starch, and/or sugarcane.

- (d) This Board does, accordingly, find and declare that it should restrict the use by food vendors of polystyrene-based disposable food service ware.

#### **4.107.020 Definitions.**

For purposes of this chapter, the following terms have the following meanings:

- (a) "Disposable food service ware" means single-use disposable products used in the restaurant and food service industry for serving or transporting prepared, ready-to-consume food or beverages. This includes but is not limited to plates, cups, bowls, trays and hinged or lidded containers, also known as clamshells. This does not include straws, utensils, or cup lids nor does it include disposable packaging for unprepared foods.
- (b) "Food vendor" means any vendor, business, organization, entity, group or individual, including a licensed retail food establishment that provides prepared food at a retail level.
- (c) "Polystyrene-based" means and includes expanded polystyrene, which is a thermoplastic petrochemical material utilizing a styrene monomer and processed by any number of techniques including , but not limited to fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene). The term "polystyrene" also includes polystyrene that has been expanded or blown using a gaseous blowing agent into a solid foam (expanded polystyrene (EPS)), and clear or solid polystyrene known as oriented polystyrene.

- (d) "Prepackaged food" means any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, and prepared at an approved source.
- (e) "Prepared food" means food or beverages, which are serviced, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared. Prepared food does not include eggs, fish, meat, poultry, and foods containing these raw animal foods requiring cooking by the consumer as recommended by the Food and Drug Administration.

#### **4.107.030 Prohibited use polystyrene-based disposable food service ware.**

No food vendor shall use polystyrene-based disposable food service ware when providing prepared food.

#### **4.107.040 Exemptions.**

- (a) Prepackaged food is exempt from the provisions of this chapter.
- (b) Polystyrene coolers and ice chests intended for reuse are exempt from the provisions of this chapter.
- (c) Food vendors at the San Francisco International Airport are exempt from the provisions of this chapter.

#### **4.107.050 Request For An Exemption.**

Any food vendor may seek an exemption from the requirements of this chapter upon demonstrating that strict application of the requirements would cause undue hardship.

- (a) An "undue hardship" shall be found in:
  - (1) Situations unique to the food vendor where a suitable alternative does not exist for a specific application; and/or

- (2) Situations where no reasonably feasible available alternative exists to a specific and necessary container prohibited by this chapter.
- (b) The application process for exemption shall be as follows:
- (1) The food vendor seeking an exemption shall submit a written exemption request to the Environmental Health Division.
  - (2) A written exemption request shall include all information and documentation necessary for the Director of the Environmental Health Division to make a finding that imposition of this chapter would cause an undue hardship as defined in Section 4.107.050(a).
  - (3) The Director of the Environmental Health Division may require the applicant to provide additional information in order to make a determination regarding the exemption application.
  - (4) Exemption decisions are effective immediately and are final and not subject to appeal.
  - (5) The Director of the Environmental Health Division or his/her designee may grant an exemption for a period of up to one year upon a finding that the food vendor seeking the exemption has demonstrated that strict application of the specific requirement would cause undue hardship as defined in 4.107.050 (a).
- (c) If a food vendor granted an exemption wishes to have the exemption extended, it must re-apply for the exemption prior to the expiration of the one year exemption period and demonstrate continued undue hardship. Extensions may be granted for intervals not to exceed one year.

#### **4.107.060 Administrative fine.**

- (a) Grounds for Fine. A fine may be imposed upon findings made by the Director of



the Environmental Health Division, or his or her designee, that any food vendor has used polystyrene-based disposable food service ware in violation of this Chapter.

- (b) Amount of Fine. Upon findings made under subsection (a), the food vendor shall be subject to an administrative fine as follows:
- (1) A fine not exceeding one hundred dollars (\$100) for a first violation;
  - (2) A fine not exceeding two hundred dollars (\$200) for a second violation;
  - (3) A fine not exceeding five hundred dollars (\$500) for the third and subsequent violations;
  - (4) Each day that a food vendor uses polystyrene-based disposable food service ware when providing prepared food shall constitute a separate violation.
- (c) Fine Procedures. Notice of the fine shall be served on the food vendor. The notice shall contain an advisement of the right to request a hearing before the Director of the Environmental Health Division or his or her designee contesting the imposition of the fine. The grounds for the contest shall be either that (1) the food vendor did not use polystyrene-based disposable food service ware when providing prepared food or (2) the food vendor would have been granted an exemption under 4.107.050 if the food vendor had applied for such exemption. Said hearing must be requested within ten days of the date appearing on the notice of the fine. The decision of the Director of the Environmental Health Division shall be based upon a finding that one of the above listed grounds for a contest have been met and shall be a final administrative order, with no administrative right of appeal.
- (d) Failure to Pay Fine. If said fine is not paid within 30 days from the date appearing on the notice of the fine or of the notice of determination of the Director of the

Environmental Health Division or his or her designee after the hearing, the fine shall be referred to a collection agency.

**4.107.070 Severability.**

If any provision of this chapter or the application of such provision to any person or in any circumstances shall be held invalid, the remainder of this chapter, or the application of such provision to person or in circumstances other than those as to which it is held invalid, shall not be affected thereby.

**4.107.080 Enforcement of this chapter when adopted.**

The Environmental Health Division is hereby directed to enforce Chapter 4.107 of Title 4 within an incorporated area of the County of San Mateo if the governing body of that incorporated area does each of the following:

- (a) Adopts, and makes part of its municipal code:
  - (1) Chapter 4.107 of Title 4 in its entirety by reference; or
  - (2) An ordinance that contains each of the provisions of Chapter 4.107 of Title 4;
- (b) Authorizes, by ordinance or resolution, the Environmental Health Division to enforce the municipal code adopted pursuant to subsection (a) of this section, such authorization to include, without limitation, the authority to hold hearings and issue administrative fines within the incorporated area of the public entity.

**SECTION 2.** This Ordinance shall be effective as of July 1, 2011.

\* \* \* \* \*

Regularly passed and adopted this 1<sup>st</sup> day of March, 2011.

AYES and in favor of said ordinance:

Supervisors:

\_\_\_\_\_

CAROLE GROOM

\_\_\_\_\_

DON HORSLEY

\_\_\_\_\_

ROSE JACOBS GIBSON

\_\_\_\_\_

ADRIENNE J. TISSIER

\_\_\_\_\_

NOES and against said ordinance:

Supervisors:

NONE

\_\_\_\_\_

\_\_\_\_\_

Absent Supervisors:

NONE

\_\_\_\_\_

\_\_\_\_\_

Carole Groom

\_\_\_\_\_

President, Board of Supervisors  
County of San Mateo  
State of California

Certificate of Delivery

I certify that a copy of the original ordinance filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.

*Marie L. Peterson*

\_\_\_\_\_

Marie L. Peterson, Deputy  
Clerk of the Board of Supervisors

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**From:** Steve Toben [stoben@florafamily.org]  
**Sent:** Monday, April 18, 2011 5:50 PM  
**To:** Sharon Hanlon  
**Subject:** FW: Employee contribution for dependents' health benefits

Hi Sharon -

Please place in Digest. Thanks.

Steve

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

**From:** Steve Toben [mailto:stoben@florafamily.org]  
**Sent:** Monday, April 18, 2011 5:45 PM  
**To:** 'Bill Urban'  
**Cc:** 'Michele Takei'  
**Subject:** RE: Employee contribution for dependants' health benefits

Hi Bill -

I appreciate your thoughtful comments, and I share your worry about rising public resentment aimed at government pensions and health benefits. A generation ago, when defined benefit programs were prevalent in the private sector, this would have been less of an issue. One could ask whether the vast shift from pension plans to retirement savings accounts has on the whole been good for the country, but I agree the writing is now on the wall with respect to public pensions.

In addition to your concerns, I'm troubled by the fact that a great deal of public administration experience is lost when capable government employees retire at 55. However, when I look at our own community I find no evidence of Town employees planning to retire at 55 (though I acknowledge that I've not talked to everyone). It's worth remembering that the benefit is 2% for each year of public employment based on the average salary for the last three years of service. Our salaries are generally low, and very few employees have been on staff more than fifteen years. We're more rigorous than many cities in dismissing unproductive employees who might just be hanging on for their pensions.

To answer your question, we did not undertake a compensation analysis that would attempt to compare private sector settings with Town employment. This could be done down the road, recognizing that certain positions (e.g., Building Inspector, Planning Manager) probably have few analogues in the private sector. We have done a compensation analysis comparing PV to peer communities -- a study that confirmed our overall thriftiness -- but I acknowledge this does not answer your argument about broader societal trends regarding benefits.

As a nonprofit professional, I lose both ways; I get neither the pension I'd get in the public sector nor the bonuses and equity interests I might receive in the private sector. Still, I'm able to support the status quo in Portola Valley because our employees are so clearly on the modest end of the compensation scale, and they do good work. I hope our taxpayers will consider this if we ask them to renew the UUT in 2013.

On the equal pay for equal work argument, I would expect the Town Manager to handle this as a workforce management issue.

Many thanks again for your engagement on this issue.

Regards,

Steve

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

From: Bill Urban [mailto:bill.urban@bosinvest.com]  
 Sent: Monday, April 18, 2011 10:52 AM  
 To: 'Steve Toben'  
 Cc: Michele Takei  
 Subject: RE: Employee contribution for dependants' health benefits

Thanks very much, Steve. The amount of time you took to write this email to me reflects the extent to which you thought about and considered our recommendations. Like you, I am very glad we're going to try to move forward, after public comment, on the big money item of the extra traffic patrol.

I am mildly disappointed that we won't on the health insurance contribution for employees for dependent/spouse health coverage. I think you and I probably read the facts the same way, but have a slightly different interpretation of what they mean. Agreed, the comparison to public sector companies is not pure. There are many factors you cite that are true, and some arguing the other way, such as pension plans with benefits starting at 50 or 55 that you see no where in the private sector anymore for rank and file employees; the tendency and ease by which jobs are cut/eliminated, or individuals are fired more quickly in the private sector if there is an adverse economic environment or just a change in company strategy, etc. These are huge adverse factors in the private sector that are more often mitigated in many parts of the public sector. There was an interesting NY Times feature in late March that looked at the disparity in cash compensation between private and government employment. As you would expect, there were few clean conclusions or comparisons, but they did find in general that government compensation and benefits were better, not worse, than the private sector. However, they also found that the level of education and college graduation of government workers was higher, which could account for some of the difference.

Given the complexity of these comparisons, I doubt our small town could do a better analysis than what our committee tried to do, where we did look at both SM County comparisons and private sector trends. When we brought this issue to the TC a year ago, but without a specific recommendation on amount of cost sharing, I think the Council said they would direct that an analysis be done. Did that happen to your satisfaction?

Just as importantly, most of our 5000+ citizens have far less generous health coverage than our town employees, and I worry about both the appearance and reality of citizens subsidizing health coverage and pensions for local employees that they have to pay for but don't get themselves. The public basically believes that local/state government is on a collision course with a bad financial reality and is doing little to react to it. The reaction of most of the towns that wrote letters in response to the Grand Jury report was telling. I read them all, and the overwhelming impression I got was "out town is not the problem, we're doing everything we can and have been for some time." A citizen reading the report and responses would have little confidence that anyone was going to take responsibility for stopping the drag race to the financial cliff, and nothing happening in Sacramento or Washington gives anyone confidence that the political will exists to either raise taxes or control spending to any significant extent. I frankly read it as the 2nd worst time in my memory (after the Vietnam to Watergate years) when citizens lost confidence and trust in their government at all levels to function and solve problems before a catastrophe hits.

One additional minor point was on the minds of at least few of us in our recommendation. We don't have equal pay/equal benefits for equal work in our town if employees with spouses or dependents get fully subsidized health insurance for them, but workers without spouses or dependents don't receive any additional dollar benefit. If we think that equal pay/equal

work principle has any validity, an alternative might be a dollar cap on the amount paid for spouses/dependents, or some type of cafeteria plan with \$ amounts equal for all, from which employees can pick what they want.

Thanks again for taking this up, perhaps I'll see you at the TC meeting following the budget review coming up next month.

Bill

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

From: Steve Toben [mailto:stoben@florafamily.org]  
Sent: Friday, April 15, 2011 10:47 AM  
To: Bill Urban  
Cc: Michele Takei  
Subject: Employee contribution for dependants' health benefits

Hi Bill,

As you have undoubtedly learned, the Town Council declined to adopt the recommendation of the Finance Committee Wednesday night regarding employee responsibility for a portion of the dependants' health insurance premium. I am keenly aware that the Finance Committee gave considerable thought to this issue, and I wanted to share with you my perspective on the outcome.

I was initially inclined to support the Finance Committee's recommendation. However, the more I delved into it, the more I became concerned about isolating this benefit out of the employees' overall compensation package. As the Finance Committee's memorandum acknowledges, PV town staff have very modest compensation packages compared to the other cities in San Mateo County. I was also concerned about applying the analogy of benefits in the private sector. It seems to me that if we are to look at private sector trends on health benefits, we also need to look at private sector compensation packages overall and how those might be compared with the Town's package. For example, for those Town staff who arguably could find equivalent private sector jobs, what would be their salaries? What would be their private sector employers' contribution to a 401(k) plan? How much vacation and sick leave would they receive? What professional development opportunities would they have? This is to say nothing about stock options, bonuses, and other perks that don't exist in the public sector. In summary, I felt that without a more holistic analysis of compensation in the private sector versus the public sector, it did not make sense to single out the health insurance benefits for our staff. I would certainly favor a more comprehensive analysis of the total compensation package that would include examination of the appropriateness of employer coverage of dependents' health insurance premiums.

I was also unpersuaded that the modest 12.5% contribution from employees would make a difference in terms of spouses' enrollment in the Town's plan.

The savings to the Town from the committee's proposal would have been about \$11,000 next year. This would represent a very nominal savings to the taxpayers of Portola Valley. On the other hand, the effect on individual employees in some cases would have been meaningful, and it would have had an impact on morale.

My position on this issue might have been different if Portola Valley were facing the same risk with unfunded liabilities that so many cities are dealing with. Fortunately, prudent fiscal management over the years has averted this situation. We occupy the low end of the spectrum on pension benefits, and we offer no post-retirement medical benefits. Our salaries are modest: the mean salary for our work force is \$69,000. I know that public employee compensation is an important topic, but I hope that our residents would consider the whole picture in assessing whether our staff are appropriately compensated.

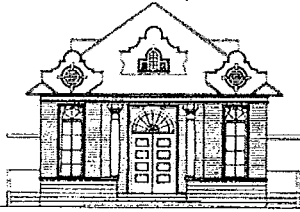
Finally, on the sheriff's patrol issue, I was pleased that the Council agreed with the Finance Committee regarding reduction in costs after the current contract concludes.

I very much appreciate your contribution to this important discussion, and I'm grateful for your service to the community.

Regards,

Steve

Sent from my mobile phone.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Town Council  
**FROM:** Tom Vlasic, Town Planner  
**DATE:** April 20, 2011  
**RE:** Town Council April 13, 2011 Action, Preserve Town Owned Spring Down Property for Open Space

On April 13, 2011 the town council acted to concur with the recommendations of the open space committee that the town owned "Spring Down" parcel, fronting on Portola Road, be preserved as open space. This memo is to confirm that this action was consistent with the provisions of the general plan. The Spring Down property is designated in the General Plan, and shown on the General Plan Diagram, as a "Community Preserve." This is an open space designation. The land is labeled "Stable Preserve," which is described under the "community preserve" provisions of the recreation element.

Section 2314a (page 60) of the general plan recreation element describes "Stable Preserve," and recognizes the Spring Down Equestrian Center use that extended over the parcel now owned by the town. While the plan did recognize the stable use, it also specifically states in this section that, "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." With the town purchase, the stable use ceased on the front part of the property and, thus, committing the parcel to open space use is fully consistent with the provisions of the general plan.

Should anyone have additional questions on this matter please contact me.

TCV

cc. Sandy Sloan, Town Attorney  
Angela Howard, Town Manager  
Portola Valley Open Space Committee  
Nate McKitterick Chair and Planning Commissioners  
Carol Borck, Planning Technician



# TOWN of PORTOLA VALLEY

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

## Notice of Road Improvement / Resurfacing Project

April 26, 2011 – June 30, 2011

**Alpine Road from Ladera Town limits to past Westridge Drive, Deer Park Lane, Fremontia, Horseshoe Bend, Meadowood Drive, Saddleback Drive, Sandstone, Sunhill**

April 19, 2011

Dear Resident:

This notice is to advise you that the Town of Portola Valley will be performing street resurfacing and improvement work on the streets listed above.

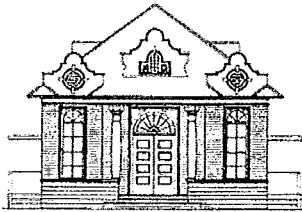
Work is scheduled to take place between April 26, 2011 – June 30, 2011, weather permitting. The repairs will include grinding the road surface, base failure repairs, resurfacing the pavement surface, and repainting traffic markings.

Construction flagmen and traffic controls will be in place during street resurfacing. Signs will be posted warning drivers to expect delays. We encourage use of alternative routes if possible. Normal construction hours are Monday through Friday from 8:00 a.m. to 5:30 p.m. Two days prior to construction scheduled for your street, "No Parking" and "Tow-away" signs will be posted with the effective time and date. Roads will be reopened to full traffic and parking at the end of each working day, however, loose gravel and an uneven pavement surface will result from removing the surface asphalt. We estimate it will take 1 week to repair damaged pavement sections, 1 week to resurface, and 1 week to repaint traffic markings. To maintain competitive prices, the contractor, "Half Moon Bay Grading and Paving, Inc.", is allowed to schedule the work in a cost effective manner that may result in a time lag between repair and resurfacing.

We are aware that there will be residents who will be inconvenienced by the street resurfacing work and we ask for your cooperation and understanding. These improvements will result in an improved street that will serve the area for many years.

If you have any questions about the street resurfacing project, please call Howard Young with Public Works at 650-851-1700 ext. 200 or email at [towncenter@portolavalley.net](mailto:towncenter@portolavalley.net). The Town's inspector, Tom Anderson, can also be reached at 831-915-3395. Updates will also be provided on the Town's website at [www.portolavalley.net](http://www.portolavalley.net)

Thank you in advance for your cooperation.



## Town of Portola Valley

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

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April 19, 2011

Mary Jane and William Kelly  
10 Peak Lane  
Portola Valley, CA 94028

Subject: March 22, 2011 Letter to the Town Council regarding T-Mobile X7D-170,  
California Water Service Property, Peak Lane at Golden Oak Drive

Dear Mrs. and Mr. Kelly:

Your subject letter was transmitted to the town council in the digest materials considered at the April 13, 2011 regular council meeting. The council appreciates your comments, shares many of your concerns, and asked that a response be provided to your letter. Specifically, while the tentative purchase of T-Mobile by AT&T may ultimately have an impact on the service area of any merged entity, consideration of such impacts would only be speculative at this time. Further, as you note and reports from the FCC regulators confirm, it is uncertain as to the outcome of the FCC review and approval process and any such process could take many months or even a year or more.

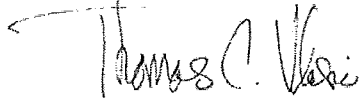
The town attorney has advised that the October 27, 2010 Town Council conditional approval of the subject T-Mobile use permit remains in place and there is no basis at this time to reverse or set aside the action. Further, T-Mobile continues to actively pursue satisfying the use permit conditions and did obtain final ASCC design approval on February 28, 2011. The town staff and Council have no latitude at this time but to continue to work with T-Mobile as it pursues efforts to fully satisfy all use permit conditions prior to the issuance of permits for project construction.

For your information, a town task force has been working to develop revised guidelines and regulations relative to personal wireless communication facilities and these will be presented to the Town council for consideration, tentatively in May. Please contact Carol Borck in the planning department or me for further information on this effort. One of your neighbors, Marty Tenenbaum, has been involved in this process.

Please be assured that your comments are appreciated and that all involved with the T-Mobile permit and review of the antenna proposal share frustration over the limitations placed on local jurisdictions by Federal regulations and the legal decisions that have been made to interpret them. We will do what is feasible to limit the impacts of such requests, but as I'm sure you are aware, other local jurisdictions in the area are facing the same

challenges and limitations that we face in Portola Valley. Nonetheless, thank you for your comments and staying informed on the wireless issues the town is dealing with.

Best regards,

A handwritten signature in black ink that reads "Tom Vlasic". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Tom Vlasic  
Town Planner

cc. Angela Howard, Town Manager  
Sandy Sloan, Town Attorney  
Mayor Ted Driscoll and Members of the Town Council  
Chair Nate McKitterick and Members of the Planning Commission  
Chair Aalfs and Members of the ASCC

## WOODSIDE FIRE PROTECTION DISTRICT 2011 CHIPPER PROGRAM

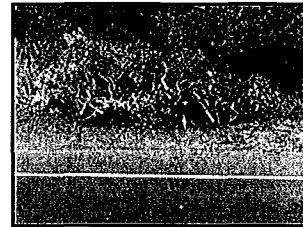
Woodside Fire Protection District (WFPD) is continuing its neighborhood Chipper Program in collaboration with the Town of Woodside and the Town of Portola Valley.

The Chipper Program is a collaborative fuel reduction program with the Town of Woodside, Town of Portola Valley to help decrease our community's threat from wildfire. With a grant from the Fireman's Fund, WFPD purchased a wood chipper, which will be used to chip vegetation removed by homeowners.

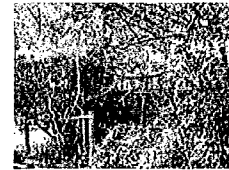
The chipping will be conducted thru San Mateo County Fire Safe & CDC inmate crews, all the Fire District asks is that you bring all the materials you would like chipped to the roadside on your designated neighborhood day and we will take care of the rest.

**This service is provided at no charge**, but there are some restrictions. The chipper cannot chip Eucalyptus bark or poison oak. Materials cannot contain nails or screws, as it can damage the chipper and any personnel operating it. Fuels such as brush, and tree limbs are accepted, and branches with diameters up to 8" are acceptable.

**Branches need to be stacked in a neat pile with all of the cut ends facing the road. Piles are limited to 10' x 10'. Brush will be chipped back on site with exception of certain areas.**



**HELP US TURN THIS**



**INTO THIS**



**BEFORE IT BECOMES THIS**

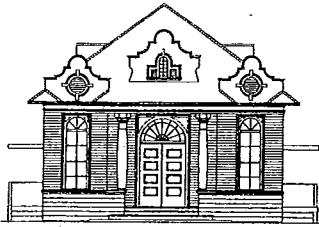


**The Chipper in Action**

<b>CERRP # Division</b>	<b>Chipping Date</b>
1 Viste Verde	5/03/11
2 Los Trancos	
3 Blue Oaks	
4 Portola Valley Ranch	5/10/11
5 Sequoias	
6 Brookside	
11 Woodside South	5/17/11
7 Alpine Hills	6/7/11
8 Family Farm	
12 Cañada East	6/14/11
9 Westridge	6/21/11
10 Ladera	6/28/11
13 Woodside Glens	7/12/11
2 Los Trancos	7/20/11
16 Woodside Highlands	7/26/11
23 Emerald Hills Wds	8/2/11
21 Woodside West	8/9/11
22 Woodside North	
4 Portola Valley Ranch	8/17/11
24 Emerald Hills RWC	8/23/11
15 Woodside Hills	8/30/11
9 Westridge	9/1/11
17 Skyline	9/13/11
18 Old La Honda	
14 Woodside Heights	9/27/11
19 Skywood	10/4/11
20 Bear Gulch	
25 Rapley Trail	
21 Woodside West	10/11/11
22 Woodside North	
18 Old La Honda	10/18/11

**Contact Woodside Fire For More Information:**  
**Woodside Fire Protection District – Fire Prevention**  
 4091 Jefferson Avenue  
 Redwood City, CA 94062  
 (Public Education) 423-1406  
 (Fire Marshal) 851-6206  
 (Headquarters) 851-1594

Go to [www.woodsidefire.org](http://www.woodsidefire.org) to find out your streets chipping date



TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, April 25, 2011  
Special Field Meeting (time and place as listed herein)  
 7:30 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

**SPECIAL JOINT PLANNING COMMISSION/ASCC FIELD MEETING\***

4:00 p.m., 15 Sausal Drive *Preliminary* Review for New Residence, Pool, and Site Development Permit X9H-626 (ASCC review to continue at Regular Meeting)

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

1. Call to Order:
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr
3. Oral Communications:  
  
 Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.
4. Old Business:
  - a. Continued Architectural Review for New Entry Gate and Fencing, 5 Possum Lane, Kjellesvig
5. New Business:
  - a. Preliminary Architectural Review for New Residence, Pool, and Site Development Permit X9H-626, 15 Sausal Drive, Quezada
6. Other Business:
  - a. Proposed Refurbishment of Ford Field, Town of Portola Valley *Review continued to 5/9/11 meeting.*
7. Approval of Minutes: April 11, 2011
8. 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.

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#### **ASSISTANCE FOR PERSONS WITH DISABILITIES**

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

#### **PUBLIC HEARINGS**

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

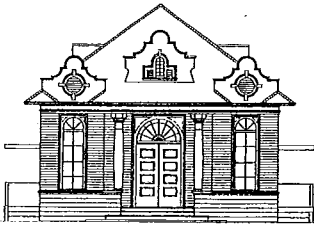
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: April 22, 2011

CheyAnne Brown  
Planning & Building Assistant

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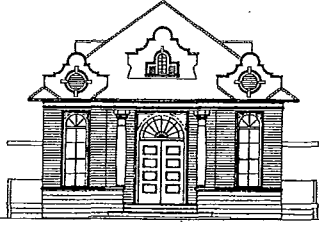


**TOWN OF PORTOLA VALLEY**  
***Conservation Committee***  
**Tuesday, April 26, 2011 - 8:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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## **AGENDA**

1. **Call to Order**
2. **Oral Communications**
3. **Approval of Minutes – March 22, 2011**
4. **Old Business**
  - A. Update from website / doc subcommittee
    - Docs (oaks)
  - B. Update Town Open Space parcel management / owners
  - C. Tip of the month
  - D. Weeding checklist / Heiple
  - E. Clearing requirement subcommittee
    - Balancing need for fire clearing with need for habitat protection
    - Evening event / panel
  - F. Portola Road view shed
    - Mid Penn permission
5. **New Business**
  - A. Budget
    - Approve conservation guide purchase (2011 budget)
    - Approve 2012 Budget Proposal
  - B. Town picnic / participation with table and sample plants
  - C. Site permits – 15 Sausal
  - D. Tree permits – 4510 Alpine
6. **Announcements**
7. **Adjournment**



**TOWN OF PORTOLA VALLEY**  
***Special Trails and Paths Committee Meeting***  
**Thursday, April 28, 2011 - 8:15 AM**  
**Meet at Town Center/Town Hall Conference Room**  
**Portola Valley, CA 94028**

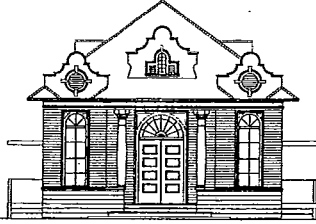
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## **AGENDA**

### **8:15 PM – Meet at Town Center / Town Hall Conference Room**

1. Call to Order
2. Oral Communications
3. Discuss and plan the 2011-12 Trails Committee budget
4. Adjourn





**TOWN OF PORTOLA VALLEY  
REGULAR PLANNING COMMISSION MEETING  
 765 Portola Road, Portola Valley, CA 94028  
 Wednesday, April 20, 2011 – 7:30 p.m.  
 Council Chambers (Historic Schoolhouse)**

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**ACTION  
AGENDA**

Call to Order, Roll Call 7:35 p.m.

Commissioners Gilbert, McIntosh, Von Feldt, Chairperson McKitterick, and Vice-Chairperson Zaffaroni (**McKitterick Absent. Also present: Tom Vlasic Town Planner; Ann Wengert Town Council Liaison**)

Oral Communications **None.**

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

Regular Agenda

1. *Preliminary* Review of Site Development Permit X9H-626, 15 Sausal Drive, Quezada **Preliminary discussion, neighbor comments and Fire Marshal comments discussed. Project review continued to 4/25/11 joint ASCC/PC field meeting.**
2. Proposed Planning Program for Fiscal Year 2011-2012 **Commission generally supported the proposed program with some recommended adjustments concerning FA and IS limits for larger parcels. Town Planner to provide memo to Town Manager.**

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: April 6, 2011 **Approved with corrections.**

Adjournment **9:25 p.m.**

**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.

Planning Commission Agenda  
April 20, 2011  
Page Two

**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.

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

**PUBLIC HEARINGS**

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

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

Date: April 15, 2011

CheyAnne Brown  
Planning & Building Assistant

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