

TOWN OF PORTOLA VALLEY
7:30 PM – Regular Town Council Meeting
Wednesday, June 8, 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 May 25, 2011 (3)
- (2) **Approval of Warrant List** – June 8, 2011 (9)
- (3) **Recommendation by Assistant Town Manager** – Solid Waste, Recyclables, and Yard Trimmings Franchise Agreement with GreenWaste Recovery, Inc. (20)
 - (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Yard Trimmings Between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. ___)

REGULAR AGENDA

- (4) **Discussion and Council Action** – Mayor Driscoll with a Report on Bicycle and Traffic Issues in Town (28)
- (5) **Discussion and Council Action** – Changes to the Traffic Committee Charter (36)
There are no written materials for this item.
- (6) **Recommendation by Assistant Town Manager** – Introduction of Ordinance Regulating Commercial Activity on Town Center Property (37)
 - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance Adding Chapter 12.10 [Commercial Use of Town Outdoor Recreational Facilities] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code (Ordinance No. __)
- (7) **Presentation by Town Manager** – Review Proposed 2011/12 Budget and set Public Hearing (40)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Discussion and Council Action** – Request by Kirk Neely and Holly Myers to not be charged Town Planner and Town Attorney fees in preparation and negotiation of a Williamson Act contract for their property on Portola Road (83)
- (9) **Appointment by Mayor** – Request for Appointment of member to the Cable & Utilities Undergrounding Committee (84)
- (10) **Appointment by Mayor** – Request for Appointment of member to the Emergency Preparedness Committee (87)
- (11) **Appointment by Mayor** – Request for Appointment of member to the Finance Committee (90)
- (12) **Reports from Commission and Committee Liaisons** (93)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (13) **Town Council Weekly Digest** – May 27, 2011 (94)
- (14) **Town Council Weekly Digest** – June 3, 2011 (128)

CLOSED SESSION

(15) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (148)

Government Code Section 54957
Title – Town Manager

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

TOWN COUNCIL MEETING NO. 814, MAY 25, 2011

Mayor Driscoll called the meeting to order at 7:30 p.m. Ms. McDougall called the roll.

Present: Councilmembers John Richards and Steve Toben; Vice Mayor Maryann Derwin; Mayor Ted Driscoll

Absent: Councilmember Ann Wengert

Others: Janet McDougall, Assistant Town Manager
Sharon Hanlon, Town Clerk
Sandy Sloan, Town Attorney
Howard Young, Public Works Director
George Mader, Planning Consultant

ORAL COMMUNICATIONS

None

CONSENT AGENDA [7:32 p.m.]

- (1) Approval of Minutes of Town Council Meeting of May 11, 2011 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List of May 25, 2011 in the amount of \$408,136.24
- (3) Recommendation by Assistant Town Manager – 2011-2012 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments [*removed from Consent Agenda*]

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

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

No: None

REGULAR AGENDA

- (3) Recommendation by Assistant Town Manager – 2011-2012 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments [*removed from Consent Agenda*]
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2011-2012 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2521-2011)

Vice Mayor Derwin moved approval of Item 3(a). Seconded by Councilmember Richards, the motion passed 4-0.

- (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2011-2012 Tax Roll and to Collect the Tax at the same time as the General County Taxes (Resolution No. 2522-2011)

Councilmember Toben recused himself from voting on Item 3(b).

Councilmember Richards moved approval of Item 3(b). Seconded by Vice Mayor Derwin, the motion passed 3-0.

- (1) Approval of Minutes of Town Council Meeting of May 11, 2011

Councilmember Toben moved to approve the minutes of the Town Council meeting of May 11, 2011 as amended. Seconded by Councilmember Richards, the motion passed 3-0-1 (Derwin abstaining).

- (4) Public Hearing – General Plan Amendments to the Open Space Element, Recreation Element, Conservation Element and Related CEQA Findings [7:45 p.m.]
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting Amendments to the Conservation, Open Space and Recreation Elements of the General Plan and Findings Under CEQA (Resolution No. 2523-2011)

Mr. Mader, referring to his memorandum of April 18, 2011 and other material submitted to the Council, said that the Planning Commission spent considerable time and went into considerable detail in its work on the Conservation, Open Space and Recreation Elements. Assuming Council approves, he said that the element updates would satisfy California requirements until 2016.

The main challenge was to integrate the Council-approved definition of open-space preserve into these documents. In the process of doing so, some language was moved from one element to another. For example, shifting a number of open-space proposals from the Recreation Element to the Open Space Element pared down the former and expanded the latter. The Recreation Element's references to community preserves, neighborhood preserves, scenic corridors and greenways also have been moved into the Open Space Element.

In terms of the Conservation Element, the update includes references to current creek setbacks, the recently completed study, "Portola Valley Sensitive Biological Resources Assessment and Fuel Hazard Assessment," the recently adopted Geologic and Ground Movement Potential Maps, and the Sustainability Element.

Mr. Mader noted that the updates resulted in major changes to Appendix 1, which enumerates amendments to the General Plan over the years.

Mr. Mader said that a letter from John Hanna (Hanna & Van Atta), who represents Kirk Neely and Holly Myers, makes some important points, but does not speak to the documents generally. Ms. Sloan explained that Dr. Neely and Ms. Myers were apparently unaware that changes to the General Plan were being considered, and are concerned about the definition in Section 2204, and a reference to the Meadow Preserve in Section 2216.2. Ms. Sloan, relating a conversation with Mr. Hanna, indicated that eliminating reference to agricultural uses would make it difficult to pursue an application for Williamson Act funding or to have some kind of agricultural uses on the property.

Ms. Sloan read the letter (excerpted below) into the record:

My clients object to the proposed amendments that pertain to their property. The existing General Plan describes a portion of their property, referred to as the Meadow Preserve, in Section 2313 of the Recreation Element. The existing General Plan proposes that the Meadow Preserve be kept largely open, existing character preserved, and present agricultural uses maintained. The reference to and description of the Meadow Preserve now appears in the amended Section 2216 (of the Open Space Element). The new language says, "This preserve should be kept in a natural condition and existing character preserved," a very significant change in the description of the potential use of that property. The amendment uses the terminology, "natural condition," and eliminates any reference to agricultural uses.

The new open-space preserves definition requires that areas described as open space comply with the definitions contained in Section 2004, which means kept largely in a natural condition with permitted uses that do not require structures. Permitted structures would include benches, trail signs, scientific instruments and bridges and board walkways.

On its face, the practical effect would be to convert a large portion of the (Neely/Myers) property from its present use to open space land without potential for realization of any economic benefit from the land, including agriculture. Section 2204's new, more restrictive definition says that whenever the term "open-space preserve" is used to designate property in the Town, it must comply with the Town's definition, which is more restrictive than the State's definition.

The objectionable nature of the proposed amendment could easily be modified to avoid it being interpreted as a taking. Section 2204 could be changed so that the second sentence would read, "Consequently, whenever an area is dedicated or acquired as an open-space preserve in this Element, it must comply with the following definition." Likewise, it would help to retain the reference to agricultural use.

Ms. Sloan said that she isn't concerned with the issue of "taking," but indicated two points that merit consideration.

1. That Section 2204 apply only when the Town acquires a property, considering that all but three of the open-space preserves listed in Section 2216 are publicly owned. The Jelich Ranch, with the Woodchopper house and apple trees, does not have native plants and natural conditions.
2. That the reference to agricultural use be included in the Meadow Preserve description (Section 2216.2).

Mr. Mader said that even if the language changes, the property would still need a conditional use permit (CUP) for any agricultural uses.

Councilmember Richards noted that Open Space Element Section 2213 refers to "public acquisition of less than fee title," and Section 4225 mentions "full or fee title, and partial title." He asked whether there is any conflict between the two. Mr. Mader explained that there wouldn't be a problem changing the former instance to "fee title or less than fee title" for consistency's sake.

In regard to Section 4222 in the Conservation Element, Councilmember Richards said that he would be interested in the septic system versus sewer debate. In response to a follow-up comment from Mayor Driscoll, Mr. Mader and Ms. Sloan said that as sewage disposal policy and procedures develop it might be appropriate to include them in the Conservation Element, or possibly the Safety Element.

Councilmember Toben asked whether the Parks and Recreation Committee and the Conservation Committee reviewed the Recreation and Conservation Elements, respectively. Mr. Mader said he thought so, early on in the process.

Mayor Driscoll said that regarding the Neely/Myers matter, the Town is trying to move toward longer-term protection to certain portions of the property in exchange for some development concessions, and the omission of agricultural uses in the definition might undermine that effort. Councilmember Toben said that he agrees, and is comfortable with the language Mr. Hanna proposed.

Mayor Driscoll said that this would effectively apply only to privately held lands. Ms. Sloan reiterated and slightly rephrased Mr. Hanna's suggestion for a sentence to be added to Section 2204, after the reference to the Council's adoption of open-space preserve: *Consequently, whenever an area owned by the Town and is an open-space preserve, it must comply with the following definition.*

In terms of Section 2216.2, Ms. Sloan proposed: *The Meadow Preserve should be kept in a natural condition, and the existing agricultural character preserved.* As Mr. Mader had indicated, she added, the use permit mechanism also would be applicable.

Councilmember Toben moved to approve Resolution No. 2523-2011 adopting amendments, as revised, to the Conservation, Open Space and Recreation Elements of the General Plan and findings under CEQA. Councilmember Richards seconded, and the motion carried 4-0.

- (5) Recommendation by Public Works Director – Authorization for Town Manager to Execute a Letter Agreement with Nichols Consulting for the FY 2011-2012 Street Resurfacing Project [8:10 p.m.]

Mr. Young indicated that Public Works has tentatively targeted areas primarily within The Ranch and Corte Madera neighborhoods (as identified by the Pavement Management System (PMS)) for street resurfacing in the coming fiscal year, but the final proposal will come to the Council before going out for public bid.

Councilmember Toben noted that some of the pavement on Westridge Drive is terribly uneven, although he recalled it being redone not too long ago. Mr. Young said that he would check it out.

Vice Mayor Derwin moved to authorize the Town Manager to proceed with a Letter Agreement with Nichols Consulting for pavement redesign services not to exceed \$43,000. Councilmember Richards seconded, and the motion carried 4-0.

- (6) Recommendation by Town Attorney and Town Manager – Approval of the Third Amendment for Animal Control and Shelter Services with the County of San Mateo [8:12 p.m.]
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of the Third Amendment to the Agreement with the County of San Mateo for the Provision of Animal Control and Shelter Services (Resolution No. 2524-2011)

Mayor Driscoll pointed out that the contract is for five years.

Councilmember Toben remarked that the County spends \$5 million annually on animal control.

Ms. Sloan said that a new director succeeded in finding a new site, building a new center, adding new services, improving animal care, raising additional funds and negotiating a more aggressive contract.

Councilmember Toben moved that the Town approve and authorize execution of the Third Amendment to an agreement with San Mateo County for the provision of animal control and shelter services. Councilmember Richards seconded, and the motion carried 4-0.

- (7) Recommendation by Town Manager – Not-for-Profit Agency Funding Requests [8:15 p.m.]

Mayor Driscoll recalled that last year the Town set an upper limit on the total approved for not-for-profit funding requests, and suggested using the same kind of process again. He noted that Portola Valley is in better fiscal shape than most cities, and – in response to a question from Councilmember Richards – probably in better shape than last year.

Councilmember Toben said that he regards the Town's contributions to not-for-profit agencies as grants rather than donations and as a way of outsourcing some functions that align with Town policy. Councilmember Toben indicated that alignment between the Town and Joint Venture Silicon Valley may not be very compelling, but in terms of the San Francisquito Watershed Project, he noted that half of the watershed lies within Portola Valley's boundaries. To zero out its request last year seemed harsh to him, in light of the fact that the project capitalizes on public good will and fosters volunteerism, which are

consistent with values that the Town supports. Sustainable San Mateo County, too, aligns with Town values and performs a function with Portola Valley's objectives, he said.

Ms. Sloan, following up on Councilmember Toben's point, indicated that the Town refers people to the Peninsula Conflict Resolution Center.

Councilmember Toben suggested a total budget for not-for-profit agency funding of \$10,000, with Ms Howard apportioning that sum among the applicants in the budget proposal she submits. Mayor Driscoll, Vice Mayor Derwin and Councilmember Richards concurred.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) Recommendation by the Cultural Arts Committee – Proposed change to Committee Charter [8:22 p.m.]

The Council approved the Cultural Arts Committee's request to change its meeting day to the second Thursday of the month.

- (9) Reports from Commission and Committee Liaisons [8:25 p.m.]

(a) Emergency Preparedness Committee

Councilmember Toben reported that a compelling new applicant, Diana Koin – former medical director for The Sequoias – attended the last Emergency Preparedness Committee meeting. She has expressed interest in developing the EPC's medical corps, and Councilmember Toben said he thinks she would be a phenomenal addition to the Committee.

He also indicated that the EPC is enthusiastic about its participation in the Town Picnic, and doing further organization with ham radio operators around developing emergency communications procedures.

(b) Parks and Recreation Committee

Resident Patrick Sullivan came to the Parks and Recreation Committee meeting to present his proposal for creating a skateboard ramp in Town. Councilmember Toben said that Mr. Sullivan's presentation was thoughtful, including pros and cons. On the plus side, it would be a positive social setting for early teens (primarily boys), spontaneous play, an alternative to coached sports, and a closer option for skateboarding than Burgess Park in Menlo Park. Mr. Sullivan's proposal involves a removable wooden ramp occupying 600 square feet (20 feet wide and 30 feet long). Potential problems include finding an appropriate location, being able to establish hours of operation and controlling noise.

On another matter, Councilmember Toben reported that the Committee has learned that the Ford Field renovation plans would require \$375,000-\$400,000, as opposed to \$304,000. Councilmember Toben said that he again pressed the Committee to pursue private fundraising, noting that 85% of the Town Center project was financed through donations.

In response to a question from Mayor Driscoll about why the cost estimate may be 25-30% higher than originally anticipated, Ms. McDougall said that a major factor is the extensive amount of chain link needed for the batting cage and the backstop.

(c) Architectural and Site Control Commission (ASCC)

Councilmember Richards indicated that at its May 23, 2011 meeting, the ASCC reviewed a proposal for a garage at 141 Santa Maria Avenue, and residential additions and remodeling at 220 Golden Hills Drive. Issues discussed in terms of the Golden Hills Drive project included brush clearing and lighting plans.

(d) Conservation Committee

Councilmember Richards said he didn't attend the Conservation Committee meeting on May 24, 2011.

(e) Council of Cities

Vice Mayor Derwin reported that Willie Brown attended the Council of Cities meeting in Brisbane on May 20, 2011, focusing primarily on the California budget crisis. At the next Council of Cities meeting, she said, members will vote to fill four vacant seats on Association of Bay Area Governments (ABAG) and elect a replacement for former San Carlos Mayor Omar Ahmad, who died on May 10, 2011.

(f) Sustainability Committee

Vice Mayor Derwin said that she and Sustainability & Resource Efficiency (SURE) Coordinator Brandi de Garmeaux attended a Cal Water meeting to hear about its new water management plan. She said that it's difficult to dispute the numbers, and clear that conservation will be necessary. Town-specific data for the purpose of gauging the results of conservation efforts is hard to come by because Cal Water keeps records on a district-by-district basis, but the agency is trying to isolate the necessary information.

In the future, Vice Mayor Derwin said, Cal Water will hold quarterly meetings with staff representatives from Portola Valley, Atherton, Woodside and Menlo Park.

(i) Community Events Committee

Vice Mayor Derwin attended the Community Events Committee meeting on May 24, 2011, during which members went on a walk-through in advance of the Town Picnic. She said that she was concerned that only three members of the Committee participated – Mike Bray, Diana Raines and Karen Mobley. They're doing a great job, she said, but there aren't even enough people for picnic setup. She said that it will get done, as will the volunteer party, but unless people step up, the Committee won't be able to do much.

WRITTEN COMMUNICATIONS [8:35 p.m.]

(10) Town Council May 13, 2011 Weekly Digest

- a) #1 – Memorandum to Town Council and various others from Ed Davis regarding Bicycle Committee – May 11, 2011

Mayor Driscoll indicated that the issue of a bicycle committee – whether part of the Traffic Committee or not – has been deferred to the June 8, 2011 Town Council meeting. Councilmember Toben referred to a lively discussion on the subject in *The Almanac*.

Councilmember Richards said that he could not tell whether there's any added pavement for bicycles on the shoulders. Based on conversations with Mr. Young, Mayor Driscoll explained that Caltrans standards dictate a certain legal width for traffic lanes on arterial roads. The pavement has been extended by as much as 12 inches on both sides in some areas, but it isn't yet quite as wide as it eventually should be.

(11) Town Council May 20, 2011 Weekly Digest – None

ADJOURNMENT [8:40 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 8, 2011

Date: 06/01/2011
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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

A-A LOCK & ALARM INC	Maint to Alarm System	11994	06/08/2011	
			06/08/2011	
1251 EL CAMINO REAL	0001		06/08/2011	
MENLO PARK	BOA	45006	06/08/2011	0.00
CA 94025-4208	WO#217153			238.70

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	238.70	0.00

Check No.	45006	Total:	238.70
Total for	A-A LOCK & ALARM INC		238.70

REBECCA ALTAMIRANO	Field Deposit Refund	11975	06/08/2011	
			06/08/2011	
2499 ALPINE ROAD	582		06/08/2011	
MENLO PARK	BOA	45007	06/08/2011	0.00
CA 94025				100.00

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

Check No.	45007	Total:	100.00
Total for	REBECCA ALTAMIRANO		100.00

ARROWHEAD MT SPRING WATER	May Statement	12013	06/08/2011	
			06/08/2011	
P.O. BOX 856158	463		06/08/2011	
LOUISVILLE	BOA	45008	06/08/2011	0.00
KY 40285-6158	01E5743876004			86.06

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	86.06	0.00

Check No.	45008	Total:	86.06
Total for	ARROWHEAD MT SPRING WATER		86.06

AT&T (2)	May Microwave	11995	06/08/2011	
			06/08/2011	
PAYMENT CENTER	877		06/08/2011	
SACRAMENTO	BOA	45009	06/08/2011	0.00
CA 95887-0001				63.72

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	63.72	0.00

Check No.	45009	Total:	63.72
Total for	AT&T (2)		63.72

BALANCE HYDROLOGICS INC.	C-1 Trail Creek, 3/20 - 4/16	12014	06/08/2011	
			06/08/2011	
800 BANCROFT WAY	945		06/08/2011	
BERKELEY	BOA	45010	06/08/2011	0.00
CA 94710-2227	206203-0411			3,705.00

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 8, 2011

Date: 06/01/2011
 Time: 2:36 pm
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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

96-00-4528	C-1 Trail	3,705.00	0.00	
		Check No. 45010	Total:	3,705.00
		Total for	BALANCE HYDROLOGICS INC.	3,705.00

BANK OF AMERICA	May 2011 Statement	11977	06/08/2011	
Bank Card Center			06/08/2011	
P.O. BOX 53155	0022		06/08/2011	
PHOENIX	BOA	45011	06/08/2011	0.00
AZ 85072-3155				2,639.98

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4152	Emerq Preparedness Committee	1,027.08	0.00	
05-64-4311	Internet Service & Web Hosting	9.99	0.00	
05-64-4312	Office Equipment	508.32	0.00	
05-64-4320	Advertising	150.00	0.00	
05-64-4335	Sustainability	190.55	0.00	
05-64-4336	Miscellaneous	69.36	0.00	
08-64-4335	Sustainability	684.68	0.00	
		Check No. 45011	Total:	2,639.98
		Total for	BANK OF AMERICA	2,639.98

BIGGS CARDOSA ASSOC INC	C-1 Trail, Ret'g Wall & Ped Br	12015	06/08/2011	
	April 2011		06/08/2011	
865 THE ALAMEDA	746		06/08/2011	
SAN JOSE	BOA	45012	06/08/2011	0.00
CA 95126-3133	58590			1,466.24

GL Number	Description	Invoice Amount	Amount Relieved	
96-00-4528	C-1 Trail	1,466.24	0.00	
		Check No. 45012	Total:	1,466.24
		Total for	BIGGS CARDOSA ASSOC INC	1,466.24

CAL WATER SERVICE CO	Statements, 4/14 - 5/12/11	11996	06/08/2011	
			06/08/2011	
3351 EL CAMINO REAL	0035		06/08/2011	
ATHERTON	BOA	45013	06/08/2011	0.00
CA 94027				5,080.77

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	5,080.77	0.00	
		Check No. 45013	Total:	5,080.77
		Total for	CAL WATER SERVICE CO	5,080.77

CARDUCCI & ASSOCIATES INC	Ford Field Design Prog Pmt	11997	06/08/2011	
			06/08/2011	
555 BEACH STREET, FOURTH FLOOR	0344		06/08/2011	
SAN FRANCISCO	BOA	45014	06/08/2011	0.00
CA 94133	7128			2,289.07

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4214	Miscellaneous Consultants	2,289.07	0.00	

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 8, 2011

Date: 06/01/2011
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TOWN OF PORTOLA VALLEY

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

Check No.	45014	Total:	2,289.07
Total for	CARDUCCI & ASSOCIATES INC		2,289.07

CASEY CONSTRUCTION INC	RipRap at Portola/Alp/Arastra	11998	06/08/2011	
		5943	06/08/2011	
620 HANDLEY TRAIL	2021		06/08/2011	
EMERALD HILLS	BOA	45015	06/08/2011	0.00
CA 94062	05-422			1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
20-68-4413	CIP Storm Drain Project	1,000.00	0.00

CASEY CONSTRUCTION INC	Grove Court, Storm Drain Proj	12016	06/08/2011	
			06/08/2011	
620 HANDLEY TRAIL	2021		06/08/2011	
EMERALD HILLS	BOA	45015	06/08/2011	0.00
CA 94062	05-427			18,470.00

GL Number	Description	Invoice Amount	Amount Relieved
20-68-4413	CIP Storm Drain Project	18,470.00	0.00

Check No.	45015	Total:	19,470.00
Total for	CASEY CONSTRUCTION INC		19,470.00

COMCAST	WiFi Internet, 5/21 - 6/20	11978	06/08/2011	
			06/08/2011	
P.O. BOX 34744	0045		06/08/2011	
SEATTLE	BOA	45016	06/08/2011	0.00
WA 98124-1744				64.90

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

Check No.	45016	Total:	64.90
Total for	COMCAST		64.90

BRANDI DEGARMEAUX	Reimb for Earth Day Fair 2011	12017	06/08/2011	
			06/08/2011	
17 LAUSSAT STREET	614		06/08/2011	
SAN FRANCISCO	BOA	45017	06/08/2011	0.00
CA 94102				381.28

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	381.28	0.00

BRANDI DEGARMEAUX	Reimb: Sustainability Series	12018	06/08/2011	
			06/08/2011	
17 LAUSSAT STREET	614		06/08/2011	
SAN FRANCISCO	BOA	45017	06/08/2011	0.00
CA 94102				271.73

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	271.73	0.00

Check No.	45017	Total:	653.01
Total for	BRANDI DEGARMEAUX		653.01

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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

DEPT OF INDUSTRIAL RELATIONS (ACCOUNTING)	Annual Cert for Dumbwaiter	11979	06/08/2011	
P.O. BOX 420603	377		06/08/2011	
SAN FRANCISCO	BOA	45018	06/08/2011	0.00
CA 94142-0603	E924585SJ			225.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	225.00	0.00

Check No.	45018	Total:	225.00
Total for	DEPT OF INDUSTRIAL RELATIONS		225.00

JULIA DILLINGHAM	Spring 2011 PV Post	11980	06/08/2011	
		5938	06/08/2011	
P.O. BOX 620175	748		06/08/2011	
WOODSIDE	BOA	45019	06/08/2011	0.00
CA 94062				6,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	6,000.00	0.00

Check No.	45019	Total:	6,000.00
Total for	JULIA DILLINGHAM		6,000.00

SARA DONAHUE	Field Litter Deposit	11976	06/08/2011	
			06/08/2011	
123 PINON DRIVE	575		06/08/2011	
PORTOLA VALEY	BOA	45020	06/08/2011	0.00
CA 94028				100.00

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

Check No.	45020	Total:	100.00
Total for	SARA DONAHUE		100.00

MATT ELSBERND	C&D Refund, 121 Ash Lane	11981	06/08/2011	
			06/08/2011	
200 BRANNAN ST, #505	570		06/08/2011	
SAN FRANCISCO	BOA	45021	06/08/2011	0.00
CA 94107				5,000.00

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

Check No.	45021	Total:	5,000.00
Total for	MATT ELSBERND		5,000.00

GUZZARDO PARTNERSHIP INC	C-1 Trail, Landscaping, April	12019	06/08/2011	
			06/08/2011	
181 GREENWICH STREET	0339		06/08/2011	
SAN FRANCISCO	BOA	45022	06/08/2011	0.00
CA 94111	10544/5			59.13

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	59.13	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.	45022	Total:	59.13
Total for	GUZZARDO PARTNERSHIP INC		59.13

ANDREW HULME	Deposit Refund	11982	06/08/2011	
1365 WESTRIDGE DRIVE	540		06/08/2011	
PORTOLA VALLEY	BOA	45023	06/08/2011	0.00
CA 94028				106.31

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	106.31	0.00

Check No.	45023	Total:	106.31
Total for	ANDREW HULME		106.31

J.W. ENTERPRISES	Portable Lavs, 5/19 - 6/15	11983	06/08/2011	
1689 MORSE AVE	829		06/08/2011	
VENTURA	BOA	45024	06/08/2011	0.00
CA 93003	155780			223.48

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

Check No.	45024	Total:	223.48
Total for	J.W. ENTERPRISES		223.48

JENSEN LANDSCAPE SERVICES INC	Repairs: Rossotti/Russ Miller	11999	06/08/2011	
1983 CONCOURSE DRIVE	849		06/08/2011	
SAN JOSE	BOA	45025	06/08/2011	0.00
CA 95131	93511,93512			6,895.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	6,895.00	0.00

Check No.	45025	Total:	6,895.00
Total for	JENSEN LANDSCAPE SERVICES I		6,895.00

KDSA CONSULTING LLC	June Spam Filtering	11984	06/08/2011	
1600 OSGOOD STREET	555		06/08/2011	
N. ANDOVER	BOA	45026	06/08/2011	0.00
MA 01845	012700			75.00

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

Check No.	45026	Total:	75.00
Total for	KDSA CONSULTING LLC		75.00

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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

KLEINFELDER, INC.	CIP Road 2011/12, Inspections	12020	06/08/2011	
			06/08/2011	
P.O. BOX 51958	922		06/08/2011	
LOS ANGELES	BOA	45027	06/08/2011	0.00
CA 90051-6258	707834			445.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4411	CIP10/11 Street Resurfacing	445.00	0.00

Check No.	45027	Total:	445.00
Total for	KLEINFELDER, INC.		445.00

TERRI LUCHSINGER	C&D Refund	12000	06/08/2011	
			06/08/2011	
35 PALMER LANE	606		06/08/2011	
PORTOLA VALLEY	BOA	45028	06/08/2011	0.00
CA 94028				5,000.00

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

Check No.	45028	Total:	5,000.00
Total for	TERRI LUCHSINGER		5,000.00

O. NELSON & SON	Replace 11' of 36" Pipe	12001	06/08/2011	
			06/08/2011	
3355 TRIPP ROAD	634		06/08/2011	
WOODSIDE	BOA	45029	06/08/2011	0.00
CA 94062	135			3,740.00

GL Number	Description	Invoice Amount	Amount Relieved
20-68-4413	CIP Storm Drain Project	3,740.00	0.00

O. NELSON & SON	Replace Guard Rail Los Trancos	12002	06/08/2011	
			06/08/2011	
3355 TRIPP ROAD	634		06/08/2011	
WOODSIDE	BOA	45029	06/08/2011	0.00
CA 94062	134			2,987.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	2,987.00	0.00

Check No.	45029	Total:	6,727.00
Total for	O. NELSON & SON		6,727.00

OLBERDING ENVIRONMENTAL, INC	C-1 Trail, Permitting	12021	06/08/2011	
			06/08/2011	
193 BLUE RAVINE ROAD	2025		06/08/2011	
FOLSOM	BOA	45030	06/08/2011	0.00
CA 94630	2010313,2010300			2,920.00

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	2,920.00	0.00

Check No.	45030	Total:	2,920.00
Total for	OLBERDING ENVIRONMENTAL, IN		2,920.00

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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

PENINSULA BACKFLOW (DBA)	Irrigation Testing	12003	06/08/2011	
Thomas D. Woodhams		5946	06/08/2011	
1261 WEBSTER ST.	383		06/08/2011	
PALO ALTO	BOA	45031	06/08/2011	0.00
CA 94301	110542			1,206.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,206.00	0.00

Check No.	45031	Total:	1,206.00
Total for	PENINSULA BACKFLOW (DBA)		1,206.00

PG&E	May Statements	12004	06/08/2011	
			06/08/2011	
BOX 997300	0109		06/08/2011	
SACRAMENTO	BOA	45032	06/08/2011	0.00
CA 95899-7300				455.51

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	455.51	0.00

Check No.	45032	Total:	455.51
Total for	PG&E		455.51

PORTOLA VALLEY HARDWARE	May Statement	12005	06/08/2011	
			06/08/2011	
112 PORTOLA VALLEY ROAD	0114		06/08/2011	
PORTOLA VALLEY	BOA	45033	06/08/2011	0.00
CA 94028				647.94

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	273.10	0.00
05-66-4340	Building Maint Equip & Supp	361.43	0.00
05-66-4342	Landscape Supplies & Services	13.41	0.00

Check No.	45033	Total:	647.94
Total for	PORTOLA VALLEY HARDWARE		647.94

PRINTER ASSIST	Repairs to Plotter	11985	06/08/2011	
			06/08/2011	
P.O. BOX 1533	944		06/08/2011	
PALO ALTO	BOA	45034	06/08/2011	0.00
CA 94302-1533	5417/5410			1,322.89

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	1,322.89	0.00

Check No.	45034	Total:	1,322.89
Total for	PRINTER ASSIST		1,322.89

CHRISTOPHER QUINN	Deposit Refund	12007	06/08/2011	
			06/08/2011	
240 WILLOWBROOK DRIVE	539		06/08/2011	
PORTOLA VALLEY	BOA	45035	06/08/2011	0.00
CA 94028				120.00

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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
State/Province Zip/Postal	Invoice Number		Discount Amount
			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	120.00	0.00

Check No.	45035	Total:	120.00
Total for	CHRISTOPHER QUINN		120.00

DARCI REIMUND	Refund Permit Fee	12008	06/08/2011
155 GROVE DRIVE	558		06/08/2011
PORTOLA VALLEY	BOA	45036	06/08/2011
CA 94028			0.00
			25.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	25.00	0.00

Check No.	45036	Total:	25.00
Total for	DARCI REIMUND		25.00

RON RAMIES AUTOMOTIVE, INC.	Repairs to '00 Chevrolet	11986	06/08/2011
115 PORTOLA ROAD	422		06/08/2011
PORTOLA VALLEY	BOA	45037	06/08/2011
CA 94028	35805		0.00
			843.69

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	843.69	0.00

Check No.	45037	Total:	843.69
Total for	RON RAMIES AUTOMOTIVE, INC.		843.69

SAN MATEO SHERIFF	FY10-11, 4th Qtr Law Enforcemt	11987	06/08/2011
OFFICE OF EMERGENCY SERVICES			06/08/2011
400 COUNTY CENTER	0119		06/08/2011
REDWOOD CITY	BOA	45038	06/08/2011
CA 94063-0978	8832		0.00
			191,117.00

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

Check No.	45038	Total:	191,117.00
Total for	SAN MATEO SHERIFF		191,117.00

SHARP BUSINESS SYSTEMS	Copies, 4/21 - 5/20	11988	06/08/2011
DEPT. LA 21510	0199		06/08/2011
PASADENA	BOA	45039	06/08/2011
CA 91185-1510	AR368315		0.00
			82.26

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	82.26	0.00

Check No.	45039	Total:	82.26
Total for	SHARP BUSINESS SYSTEMS		82.26

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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

SIERRA PACIFIC TURF SUPPLY INC	Fertilizers	12009	06/08/2011	
			06/08/2011	
P.O. BOX 84	842		06/08/2011	
CAMPBELL	BOA	45040	06/08/2011	0.00
CA 95009	0352488,0352472			503.88

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	503.88	0.00

Check No.	45040	Total:	503.88
Total for	SIERRA PACIFIC TURF SUPPLY IN		503.88

SPANGLE & ASSOCIATES	Statement, 4/22 - 5/19	11989	06/08/2011	
			06/08/2011	
770 MENLO AVENUE	0121		06/08/2011	
MENLO PARK	BOA	45041	06/08/2011	0.00
CA 94025-4736				38,728.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCC	2,300.00	0.00
05-52-4162	Planning Committee	4,598.00	0.00
05-54-4196	Planner	20,135.60	0.00
96-54-4198	Planner - Charges to Appls	11,694.40	0.00

Check No.	45041	Total:	38,728.00
Total for	SPANGLE & ASSOCIATES		38,728.00

STATE COMP INSURANCE FUND	May Premium	11990	06/08/2011	
			06/08/2011	
PO BOX 7980	0122		06/08/2011	
SAN FRANCISCO	BOA	45042	06/08/2011	0.00
CA 94120-7854				1,936.75

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

Check No.	45042	Total:	1,936.75
Total for	STATE COMP INSURANCE FUND		1,936.75

TOTLCOM, INC.	Labor for Remote Programming	12010	06/08/2011	
			06/08/2011	
65 HANGAR WAY	349		06/08/2011	
WATSONVILLE	BOA	45043	06/08/2011	0.00
CA 95076	201978			75.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	75.00	0.00

Check No.	45043	Total:	75.00
Total for	TOTLCOM, INC.		75.00

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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

TRACI VASSALLO	Community Hall Deposit Refund	12011	06/08/2011	
			06/08/2011	
225 WILLOWBROOK DRIVE	535		06/08/2011	
PORTOLA VALLEY	BOA	45044	06/08/2011	0.00
CA 94028				1,000.00

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

Check No.	45044	Total:	1,000.00
Total for	TRACI VASSALLO		1,000.00

TED WALKER	C&D Deposit Refund	11991	06/08/2011	
			06/08/2011	
245 GROVE DRIVE	561		06/08/2011	
PORTOLA VALLEY	BOA	45045	06/08/2011	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.	45045	Total:	1,000.00
Total for	TED WALKER		1,000.00

SCOTT WEBER	Reimb for Work Boots	11992	06/08/2011	
			06/08/2011	
1610 MONTE DIABLO AVE	793		06/08/2011	
SAN MATEO	BOA	45046	06/08/2011	0.00
CA 94401				105.92

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	105.92	0.00

Check No.	45046	Total:	105.92
Total for	SCOTT WEBER		105.92

BILL WELCH	Deposit Refund	12006	06/08/2011	
			06/08/2011	
166 SAUSAL DRIVE	538		06/08/2011	
PORTOLA VALLEY	BOA	45047	06/08/2011	0.00
CA 94028				971.40

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	971.40	0.00

Check No.	45047	Total:	971.40
Total for	BILL WELCH		971.40

SUSAN WOODHAMS	Community Hall Deposit Refund	12012	06/08/2011	
			06/08/2011	
1331 GORDON STREET	565		06/08/2011	
REDWOOD CITY	BOA	45048	06/08/2011	0.00
CA 94061				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	500.00	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.	45048	Total:	500.00
Total for	SUSAN WOODHAMS		500.00

WILLIAM YOUNG	C&D Deposit Refund	11993	06/08/2011	
122 ATHERTON AVENUE	571		06/08/2011	
ATHERTON	BOA	45049	06/08/2011	0.00
CA 94027				10,000.00

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

Check No.	45049	Total:	10,000.00
Total for	WILLIAM YOUNG		10,000.00

Total Invoices: 47

Grand Total:	320,274.61
Less Credit Memos:	0.00
Net Total:	320,274.61
Less Hand Check Total:	0.00
Outstanding Invoice Total:	320,274.61

Warrant Disbursement Journal

June 8, 2011

Claims totalling \$320,274.61 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date: _____

Angela Howard, Treasurer

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

Signed and sealed this (date) _____

Sharon Hanlon, Town Clerk

Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Janet McDougall, Assistant Town Manager

DATE: June 8, 2011

RE: **GreenWaste Recovery, Inc. – Franchise Agreement Rate Adjustment**

Recommendation: It is recommended that the Town Council approve the attached resolution setting rates for solid waste, recyclable and compostables/yard trimmings collection services for the fiscal year July 1, 2011 to June 30, 2012.

Discussion: On May 14, 2008, the Town Council adopted a resolution approving a franchise agreement with GreenWaste Recovery Inc. (GreenWaste), for garbage, recyclables, and compostables/yard trimmings collection. The agreement commenced on July 1, 2008, is due to expire on June 30, 2018, and calls for an annual rate adjustment effective July 1 of each year of the agreement.

Section 14.02 of the franchise agreement sets forth the method to be used in calculating annual adjustments to rates charged by GreenWaste. The rates are increased or decreased based upon 100% of the change in the Consumer Price Index (CPI) from the prior December to the December of the current adjustment year.

Based upon information obtained from the Bureau of Labor Statistics web site for the prior calendar year (attached as Exhibit A) GreenWaste is proposing an increase of 1.525% to its rate schedule. If approved by the Council, Town residents will see this increase in their quarterly GreenWaste invoice, effective July 1, 2011.

The proposed rate schedule is attached to the Resolution included as Exhibit B. For comparison purposes, the current rate schedule has also been included as Exhibit C.

Approved:


 Angela Howard, Town Manager

Attachments

GreenWaste Recovery Inc
Town of Portola Valley
Annual Rate Adjustment
Effective: July 1, 2011

Consumer Price Index
All Items - CPI (U)
SF Bay Area

Dec, 2010 Index	227.658
Dec, 2009 Index	224.239
Difference	3.419
Adjustment Percentage	1.525%



Databases, Tables & Calculators by Subject

FONT SIZE: [-](#) [+](#)

Change Output Options:

From: 2001 To: 2011

include graphs

[More Formatting Options](#)

Data extracted on: May 18, 2011 (1:15:45 PM)

Consumer Price Index - All Urban Consumers

Series Id: CUURA422SA0
 Not Seasonally Adjusted
 Area: San Francisco-Oakland-San Jose, CA
 Item: All items
 Base Period: 1982-84=100

Download: .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2001		187.9		189.1		190.9		191.0		191.7		190.6	189.9	188.7	191.1
2002		191.3		193.0		193.2		193.5		194.3		193.2	193.0	192.3	193.7
2003		197.7		197.3		196.3		196.3		196.3		195.3	196.4	196.8	196.1
2004		198.1		198.3		199.0		198.7		200.3		199.5	198.8	198.2	199.5
2005		201.2		202.5		201.2		203.0		205.9		203.4	202.7	201.5	203.9
2006		207.1		208.9		209.1		210.7		211.0		210.4	209.2	207.9	210.6
2007		213.688		215.842		216.123		216.240		217.949		218.485	216.048	214.736	217.361
2008		219.612		222.074		225.181		225.411		225.824		218.528	222.767	221.730	223.804
2009		222.166		223.854		225.692		225.801		226.051		224.239	224.395	223.305	225.484
2010		226.145		227.697		228.110		227.954		228.107		227.658	227.469	226.994	227.944
2011		229.981		234.121											

TOOLS

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Exhibit "B"

RESOLUTION NO. ____-2011

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY ALLOWING A RATE INCREASE UNDER
THE FRANCHISE AGREEMENT FOR COLLECTION OF GARBAGE,
RECYCLABLES AND YARD TRIMMINGS
BETWEEN THE TOWN OF PORTOLA VALLEY AND
GREENWASTE RECOVERY, INC.**

WHEREAS, the Town Council of the Town of Portola Valley has entered into a franchise agreement with GreenWaste Recovery, Inc. (GreenWaste) for the provision of garbage, recyclables and yard trimmings collection services; and

WHEREAS, pursuant to the Agreement, GreenWaste is entitled to annual service rate adjustments to reflect the change in the Consumer Price Index.

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

1. Public interest and convenience require the Town of Portola Valley to increase the service rates by 1.525%, as set forth in Exhibit "A".

2. The Town of Portola Valley hereby approves the rate increase described in Exhibit A, attached hereto and incorporated herein, and directs the new rates be implemented for the entirety of fiscal year 2011-2012, beginning with the 1st quarter billing cycle.

PASSED AND ADOPTED this 8th day of June, 2011.

By: _____
Mayor

ATTEST:

Town Clerk

Exhibit "A"

Town of Portola Valley - Service Rates Effective July 1, 2011
Collection of Garbage, Recyclables and Yard Trimmings

Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings Collection

Distance	Mini-Can	1 Can	2 Cans	3 Cans	4 Cans
0' - 10'	\$15.36	\$24.61	\$49.19	\$73.79	\$98.41
10' - 25'	\$16.77	\$26.84	\$53.71	\$80.53	\$107.36
25' - 100'	\$18.18	\$29.10	\$58.19	\$87.28	\$116.35
100' - 200'	\$19.58	\$31.34	\$62.67	\$94.01	\$125.33
200' - 300'	\$20.99	\$33.58	\$67.16	\$100.75	\$134.12
300' - 400'	\$22.66	\$35.85	\$71.63	\$107.46	\$143.30
400' - 500'	\$24.07	\$38.06	\$76.12	\$114.19	\$152.27

The following rates are to be charged in addition to the monthly rates Proposed above:

each additional can service \$24.61

each additional 100' distance \$6.41

fee for opening locked gates \$0.00

Special Collection Charges (each time requested)

Freon containing items \$38.49

TV sets & Computer Monitors \$19.19

other special items \$26.05 per yard

all other bulky items \$38.49

used motor oil and filters incl.

Town of Portola Valley - Service Rates Effective July 1, 2011
Collection of Garbage, Recyclables and Yard Trimmings

Form 6. Cost Proposal: Commercial Garbage Collection Service

Collection Frequency	Bin Charges						
	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$57.76	\$103.61	\$148.96	\$198.78	\$249.22	\$289.88	\$374.39
Two per week	\$77.84	\$170.34	\$248.59	\$348.21	\$448.47	\$530.88	\$695.73
Three per week	\$97.94	\$240.04	\$348.21	\$497.63	\$647.68	\$775.49	\$1,017.13
Four per week	\$118.02	\$312.71	\$447.83	\$647.06	\$846.92	\$1,012.93	\$1,341.02
Five per week	\$138.10	\$388.40	\$547.45	\$796.49	\$1,046.18	\$1,253.95	\$1,659.85
Six per week	\$158.20	\$467.12	\$647.06	\$946.45	\$1,245.45	\$1,494.99	\$1,981.18

*optional service level: .5 CY = approximately (1) 96-gallon wheeled cart service.

Collection Frequency	Push Distance Charges (in increments of feet)						
	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$34.65	\$38.49	\$44.77	\$51.56	\$61.90	\$72.22
Two per week	Included	\$69.26	\$76.98	\$90.28	\$103.19	\$123.82	\$144.44
Three per week	Included	\$103.92	\$115.47	\$135.41	\$154.75	\$185.72	\$216.64
Four per week	Included	\$138.56	\$153.94	\$180.54	\$206.34	\$247.62	\$288.89
Five per week	Included	\$173.19	\$192.43	\$225.69	\$257.93	\$309.52	\$361.09
Six per week	Included	\$207.81	\$230.90	\$270.82	\$309.52	\$371.42	\$433.34

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$32.06
fees for other services **	<u>N/A</u>

**Town of Portola Valley - Service Rates Effective July 1, 2010
Collection of Garbage, Recyclables and Yard Trimmings**

Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings Collection

Distance	Mini-Can	1 Can	2 Cans	3 Cans	4 Cans
0' - 10'	\$15.13	\$24.24	\$48.45	\$72.68	\$96.93
10' - 25'	\$16.52	\$26.44	\$52.90	\$79.32	\$105.75
25' - 100'	\$17.91	\$28.66	\$57.32	\$85.97	\$114.60
100' - 200'	\$19.29	\$30.87	\$61.73	\$92.60	\$123.45
200' - 300'	\$20.67	\$33.08	\$66.15	\$99.24	\$132.31
300' - 400'	\$22.32	\$35.31	\$70.55	\$105.85	\$141.15
400' - 500'	\$23.71	\$37.49	\$74.98	\$112.47	\$149.98

The following rates are to be charged in addition to the monthly rates Proposed above:

each additional can service \$24.24

each additional 100' distance \$6.31

fee for opening locked gates \$0.00

Special Collection Charges (each time requested)

Freon containing items \$37.91

TV sets & Computer Monitors \$18.90

other special items \$25.66 per yard

all other bulky items \$37.91

used motor oil and filters incl.

Town of Portola Valley - Service Rates Effective July 1, 2010
Collection of Garbage, Recyclables and Yard Trimmings

Form 6. Cost Proposal: Commercial Garbage Collection Service

Collection Frequency	Bin Charges						
	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$56.89	\$102.05	\$146.72	\$195.79	\$245.48	\$285.53	\$368.77
Two per week	\$76.67	\$167.78	\$244.86	\$342.98	\$441.73	\$522.91	\$685.28
Three per week	\$96.47	\$236.43	\$342.98	\$490.16	\$637.95	\$763.84	\$1,001.85
Four per week	\$116.25	\$308.01	\$441.10	\$637.34	\$834.20	\$997.71	\$1,320.88
Five per week	\$136.03	\$382.57	\$539.23	\$784.53	\$1,030.47	\$1,235.11	\$1,634.92
Six per week	\$155.82	\$460.10	\$637.34	\$932.23	\$1,226.74	\$1,472.53	\$1,951.42

*optional service level: .5 CY = approximately (1) 96-gallon wheeled cart service.

Collection Frequency	Push Distance Charges (in increments of feet)						
	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$34.13	\$37.91	\$44.10	\$50.79	\$60.97	\$71.14
Two per week	Included	\$68.22	\$75.82	\$88.92	\$101.64	\$121.96	\$142.27
Three per week	Included	\$102.36	\$113.74	\$133.38	\$152.43	\$182.93	\$213.39
Four per week	Included	\$136.48	\$151.63	\$177.83	\$203.24	\$243.90	\$284.55
Five per week	Included	\$170.59	\$189.54	\$222.30	\$254.06	\$304.87	\$355.67
Six per week	Included	\$204.69	\$227.43	\$266.75	\$304.87	\$365.84	\$426.83

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$31.58
fees for other services **	N/A

Town of Portola Valley

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

To the Portola Valley Town Council:
Ted Driscoll, June 2011

Problem:

Portola Valley's roads have always had their share of bicycle traffic. In particular, the Alpine Road & Portola Road stretches are part of an internationally known loop that includes Sand Hill Road. I have even seen this loop described in a bicycle touring guidebook I was perusing in a London bookstore.

In the past decade, it is my opinion that our bicycle traffic has at least doubled. One recent Saturday morning I stood at the Alpine Portola intersection and could count over individual 75 cyclists in sight down each stretch of road. They ranged across all ages, genders and abilities. And this was independent of the occasional organized peloton of 15-100 riders that go through town multiple times daily. The bicycle traffic on our main arterials now outnumbers the car drivers/passengers on many weekend days.

In addition, there have been a number of serious accidents between cars and bicycles in our immediate area, including a few fatalities in neighboring communities in recent years. Unfortunately, the cyclist is always the loser in these accidents, and the mismatch in mass of the colliding vehicles means the cyclist's loss is great.

But during this growth in cycle traffic and a broadening demographic of cyclists, our roads and policies have remained relatively static. I think it is time for the Town to take closer look at the issues and perhaps become more proactive. I don't want us to wait for another fatality of town citizen to take a fresh look at the situation.

Issues:

1. Policies. The Town does not have a committee forum for bicycle issues. The subject is discussed at Trails Committee meetings (mostly concerns about often illicit mountain biking and understandable conflicts with equestrians). It is discussed at Teen Committee and Safe Routes to Schools meetings (where the focus is on commuting school children). And it is mentioned as a side issue at infrequent Traffic Committee meetings. Unfortunately our Traffic Committee has shrunk from attrition and highly intermittent traffic issues to deal with. It is down to two members and rarely meets.
2. Roads: The Town does not have bike lanes. The white line is variously described as the fog line, the shoulder line or the edge of pavement line, but it does not define a bike lane. An official Bike Lane is described in State Law. Our shoulders do not qualify. As I understand State Law, no vehicle can be required to drive to the right of that line, and that includes bicycles. This causes a lot of misunderstanding by many town motorists who believe the line signifies a bike lane and bikes must stay to the right of it. Our shoulders also vary in size through town. Much of the time there may be adequate room to meet the requirements and allow us to designate a formal bike line. But there are other areas where the shoulder width is too small or dramatically obstructed and a bike lane is currently impossible.
3. Enforcement: Our sheriff patrols understandably focus on issues that are unambiguous, lend themselves to enforcement or are easier to enforce. Given limited resources and still having all of their other responsibilities, they cannot focus full attention on bicycle safety issues. Also, many bicyclists don't carry identification, further complicating enforcement. And when a large group of cyclists are moving through town in a peloton, it is not easy for a single officer in a squad car to enforce state laws that are open to some interpretation. Most law enforcement attention on bicycles is focused on our major stop signs where

enforcement is most practical. But this may not be whether public safety is most threatened, but it tends to aggravate cyclists and put them in an adversarial posture toward the Town and the Sheriff. For example, the wide sweeping turns on our main arterials (e.g. in front of Alpine Hills Tennis Club or the Sequoias) where cyclists are laboring up hills on the shoulder, this is where a motor vehicle cutting the corner and crossing the white shoulder line will come in conflict with a cyclist. Speed is higher, visibility is impaired by the curve and attention may be lax. But enforcement may be difficult.

Actions The Town Council Can Consider:

1. Policies. The Town can either establish a Bicycle Committee or add the responsibility for this issue to an existing committee, e.g. the Traffic Committee that might become the Traffic and Bicycle Committee. The goal is to provide a forum for this topic that does not currently exist in Town. The goal would be to get participation from local cyclists, and from the local clubs that organize group rides in town. The bicycle community has a rocky relationship with most municipalities and law enforcement agencies. One goal of this forum is to give this community a voice on Town policies and try to create a cooperative dialog with the cycling community.

2. Roads: The Town repaves its roads roughly every ten years in a cycle. The Town owns easements that typically extend well beyond the current edge of pavement. In the majority of cases, we have the room. We can direct the Town Engineer to investigate the costs and difficulty in incrementally widening sections of our roads within existing easements as part of his normal cycle of maintenance. And to investigate areas where the margins of the pavement might need further improvement to accommodate widening. The ultimate goal would be to bring our shoulders up to state bike lane status. Such an upgrade might also lead to less ambiguous enforcement benefits. This idea needs to be investigated to understand the magnitude of the upgrading required and the cost. Howard needs some limited budget to do this analysis.

3. Enforcement: Having established a committee forum where bicycle/car issues can be discussed, I would hope we could work with the sheriff's office to identify where the potential for safety issues is greatest and strategize how to best address it. The goal should be to reduce tensions with the cycling community and seek to maximize safety and minimize conflict.

Summary:

The purpose of this agenda item is to discuss these topics, find a consensus on policy issues and direct staff on beginning work to implement committee and policy changes and road investigations.



MEMORANDUM

July 3, 2008

To: **Jill Barnes, City of Mill Valley**
Bicycle and Pedestrian Advisory Committee Members:
Bob Gordon
John Leonard
Joan Steidinger
Ken Wachtel (City Council Representative)
Carl Weissensee

From: **Eric Anderson**

RE: **Executive Summary of Mill Valley Bicycle and Pedestrian Plan Update**

As part of the Marin County Bicycle Plan Update process sponsored by the Transportation Authority of Marin (TAM), Alta Planning + Design has been hired to update the bicycle plans of participating local agencies. This memo provides a summary of the proposed changes and updates for the 2003 *Mill Valley Bicycle and Pedestrian Transportation Plan*. Elements of the updated plan are categorized according to Projects and Programs.

Projects

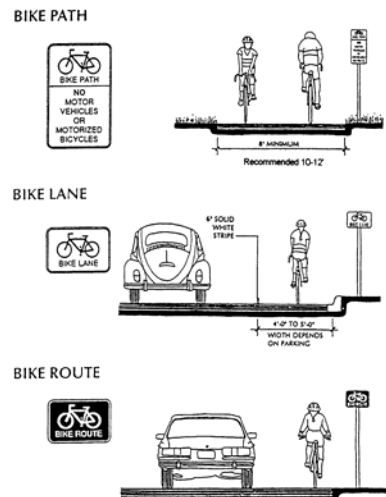
Proposed projects include both bikeways and pedestrian facilities.

Bikeways

Bikeways are described by Caltrans in Chapter 1000 of the Highway Design Manual as being one of three basic types.

Class I Bikeway Variously called a bike path or multi-use trail. Provides for bicycle travel on a paved right of way completely separated from any street or highway.

Class II Bikeway Referred to as a bike lane. Provides a striped and stenciled lane for one-way travel on a street or highway.



Class III Bikeway Referred to as a bike route. Provides for shared use with pedestrian or motor vehicle traffic and is identified only by signing and sometimes pavement stencils.

Proposed Bikeways

Class II Facilities - Striped Bicycle Lanes (On-Street)					
Segment Name	Begin	End	Class	Length	Cost
Camino Alto Ave	Miller Ave	E. Blithedale Ave	II	0.54	\$60,000*
Miller Ave	Evergreen	Throckmorton Ave	II	0.69	\$73,000*
Sycamore Ave	Camino Alto Ave	Sausalito-Mill Valley Pathway	II	0.21	\$250,000*
Total Class II Bicycle Lanes				1.44	\$383,000

Estimated base cost of Class II Bicycle Lane is \$30,700/mile.

Class III Facilities - Signed Bicycle Routes (On-Street)					
Segment Name	Begin	End	Class	Length	Cost
Camino Alto**	E. Blithedale Ave	Corte Madera Ave	III/Shoulder Widening	1.37	\$856,300***
LaGoma St	Sycamore Ave	Miller Ave	III/Shared Roadway Bicycle Markings	0.10	\$1,300
Sycamore Ave- Locust Ave**	Camino Alto Ave	Miller Ave	III/Shared Roadway Bicycle Markings	0.50	\$6,300
Total Class III Bicycle Routes				1.97	\$863,900

Estimated base cost of Class III Signed Bicycle Route (signage only) is \$12,600/mile.

Estimated base cost of Class III Signed Bicycle Route with Shared Roadway Bicycle Markings is \$17,500/mile.

***Additional costs are based on \$625,000/mile for periodic shoulder widening and safety signage, as needed and feasible.

Total proposed bikeway mileage				3.40	
Total estimated cost					\$1,246,900

*Cost provided by City; not based on per-mile average estimated cost for typical Class II or III facility.

**Project does not include Bike Route signs.

Note: City staff will not pursue funding for the Camino Alto widening prior to the completion of the County of Marin-Alto Tunnel Feasibility Study endorsed by City Council Resolution No. 00-36 and funded through the Nonmotorized Transportation Pilot Program.

Bicycle Parking

Bicycle Parking is a key “end-of-trip” facility that encourages residents and visitors to ride. Locations such as schools, commercial areas and transit are important destinations that need bicycle parking. Potential locations for improved bicycle parking are below.

- City Hall (Class I lockers and Class II racks)
- Public Safety Building
- All Parks (example: Old Mill Park)
- Bus stop at Kipling and Blithedale
- Rack near depot at “coffee triangle” for customers

- Permanent rack located in front of depot, in view of customers
- Temporary rack located in place of parking space or underused yellow curb zone adjacent to Litton near depot

Other Bicycle Accommodations

Other improvements to support bicycling detailed in the plan include bicycle detection at traffic signals, lockers/showers/change facilities and bicycle access to transit.

Pedestrian Facilities

The City has pedestrian facilities that consist of sidewalks, steps, lanes and paths. The existing sidewalk network in Mill Valley consists of 18 miles of sidewalks that provide pedestrian travel to the City's public facilities and to the City's five schools. The City also has a network of stairs, lanes, and trails totaling six miles that extend the sidewalk system into the hillside neighborhoods of Miller/Molino, Cascade Canyon, Blithedale Canyon, Warner Canyon/Kite Hill and Scott Valley. Mill Valley's top 25 steps, lanes and paths projects were ranked in order of priority by a team from the City's Fire Department, Parks & Recreation Department, and community representation from Safe Routes to School and the Steps, Lanes and Paths project. The rankings were based upon the criteria of Circulation, Emergency and Health purposes, which are further defined in the full report. The plan recommends improving the City's sidewalks and crosswalks as well as its Steps, Lanes and Paths, as summarized in the table below.

Description	Cost Estimate	Project Status as of August 2002
Improve pedestrian routes and route signage from the Golden Gate Transit bus stops at Highway 101 to downtown Mill Valley.	(Cost to be determined; cost was \$10,000 in 2003 update)	Need further study to define project scope before pursuing project funding
Upgrade and restore Mill Valley's existing steps, lanes and trails to improve pedestrian safety for a variety of users including students to school and commuters to Golden Gate Transit.	\$875,000 or \$150,000/yr.	City of Mill Valley has budgeted \$150,000/yr. for 2002 and 2003 to restore existing steps, lanes and trails, pursuing additional project funding
Improve crosswalks at the following intersections along Miller Avenue, including high visibility crosswalks, signage, street lighting and minor curb extensions, as appropriate. <ul style="list-style-type: none"> a. Almonte b. Reed c. Valley Circle d. Locust 	\$81,600	Pursuing project funding
Total Cost Pedestrian Improvements	\$966,600	

Programs

Programs are the non-physical education, enforcement and encouragement efforts undertaken by the City and various agencies, sometimes in partnership with community groups. The follow list summarizes the proposed programs in Mill Valley:

- Safe Routes to Schools: The plan recommends expanding to other schools, utilizing Measure A Safe Pathways funding, sustaining existing participation, continuing to remove barriers to walking and biking in school areas and increasing transit availability
- Share the Road: The plan recommends Mill Valley participate in this program's three elements of Safety Checkpoints where law enforcement and volunteers reach out to motorists and cyclists equally; Share the Road presentations that encourage safe driving and biking behavior; and Basic Street Skills classes which are offered free of charge to those seeking to improve their bicycle safety.
- Law Enforcement: The plan recommends the Mill Valley Police Department continue its previous enforcement efforts including pedestrian safety activities and ticketing cyclists who violate traffic laws, as well as expand activities in conjunction with the Share the Road program.
- Street Smarts Program: Mill Valley is one of three pilot cities in Marin County participating in this program which uses media campaigns and community relations to communicate traffic safety messages.

Town of Woodside

4.7 The Bicycle Committee

The Bicycle Committee advises and recommends to the Town Council on policies for planning, developing, maintaining, and usage of the Town's bikeways system, including reviewing and making recommendations on: (1) applications for special bicycle event use permits for the Town's roadways; (2) elements of the Annual Road Program relating to the Town's bikeways; and (3) bicycle access to and parking at institutional, commercial, and office facilities.

The Committee addresses issues relating to bicycle safety and usage of the roads and trails throughout the Town, including joint use by equestrians, pedestrians, and bicyclists; and educates children and the general public in State law pertaining to bicycling and safe bicycling practices. The Committee provides an open forum for bicycle issues; offers communication links to diverse local, regional and state bicycle organizations and to bicycle clubs; and offers participation on the City/County Association of Governments (C/CAG) Bicycle and Pedestrian Advisory Committee. (Resolution No. 2002-6330) . The members are appointed by the Town Council for two-year terms on a staggered basis.

5/11/2011

TO: Town Council Members
Angela Howard, Town Manager
Christopher Buja, Chair Traffic Committee
Susan Gold, Chair Trails & Paths Committee
Lt. Larry Schumaker, San Mateo Sheriff Dept

Subject: Bicycle Committee

I understand that at the May 25th meeting the Town Council will be considering changing the Traffic Committee charter to include a greater emphasis on bicycles – i.e. combining the functions of a Bicycle Committee with those of the current Traffic Committee.

I endorse the formation of a bicycle committee. With the increased bicycle usage on our roads and paths by both residents and non-residents, a committee to recommend appropriate improvements to our path/street structures and policies would be very helpful.

I do not, however, agree that this committee function should be contained within the Traffic Committee (nor, in like manner, part of the Trails & Paths Committee). The combining of these committees' purposes could be very awkward and often in conflict. The bicycle committee will be, by its nature, an advocacy group whereas the Traffic Committee is focused on police services, total traffic safety, enforcement of ordinances, and usually issues other than bicycle traffic.

I suggest the following alternative:

Form a new stand-alone Bicycle Committee to focus on the best approaches for bicycle safety and services within our Town. This Committee would create proposals for the development, usage, and safety of our bikeways systems and related policy/practice changes and would be our principal public forum for bicycle issues. The Committee would also be the contact point for the numerous bicycle organizations that plan events that use our pathways.

Also, change the Traffic Committee structure. The Town is built-out and the time demands on this Committee are greatly reduced. The new Traffic Committee would be "on call" – similar to the Geological Safety Committee. I suggest it consist of 6 members:

- 2 Residents
- 1 member of the Town Council (I suggest the Vice Mayor)
- Town Engineer
- Town Manager
- Police Commissioner

This alternative approach retains the clarity of our Committee missions; the Bicycle Committee would focus on the broad range of bicycle issues; the Traffic and the Trails & Paths committees would each review and comment on any Bicycle Committee proposals that impact their areas of responsibility.



Ed Davis
Resident and Police Commissioner

#5

There are no written materials for this item.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Janet McDougall, Assistant Town Manager
DATE: June 8, 2011
RE: **Ordinance Regulating Commercial Use of Town Outdoor Recreational Facilities**

Recommended Action:

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

Discussion:

At its March 23 and April 27, 2011 meetings, the Town Council considered the need for an ordinance to regulate commercial activity in outdoor recreation areas and determined that an ordinance should be developed to regulate group commercial activities that are of an intensity and frequency that could displace town residents from use of the facilities, but would allow one-on-one instruction, such as private tennis instruction or work with a personal trainer.

The Town Attorney's office has developed the proposed ordinance to reflect the foregoing concepts, with the regulation encompassing outdoor recreational facilities including the performance lawn, athletic fields and the tennis and all-sports courts.

Staff believes that applying the regulations to all of these areas, including the athletic fields, will create uniformity in the ordinance's application, but will not result in any change to the field use application process currently in place.

Approved:

A handwritten signature in blue ink that reads "Angela Howard". The signature is written in a cursive, flowing style.

Angela Howard, Town Manager

Attachment: Proposed Ordinance

ORDINANCE NO. 2011-

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADDING CHAPTER 12.10 [COMMERCIAL USE OF TOWN OUTDOOR RECREATIONAL FACILITIES] TO TITLE 12 [STREETS, TRAILS AND PUBLIC PLACES] OF THE PORTOLA VALLEY MUNICIPAL CODE

WHEREAS, the Town of Portola Valley (“Town”) offers a wide variety of outdoor recreational facilities for residents to enjoy, including, but not limited to, the performance lawn, athletic fields, and tennis and all-sports courts, and coordinates classes and instructional activities on these outdoor recreational facilities; and

WHEREAS, the Town enters into written agreements with instructors to conduct classes on the Town’s outdoor recreational facilities and has an application and permit process in place for the use of the Town’s outdoor recreational facilities; and

WHEREAS, the Town desires to add Chapter 12.10 [Commercial Use of Town Outdoor Recreational Facilities] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code to prohibit the unauthorized group commercial use of the Town’s outdoor recreational facilities that displaces both residents seeking to use those outdoor recreational facilities and Town organized classes and instructional activities.

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

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

**CHAPTER 12.10
COMMERCIAL USE OF TOWN OUTDOOR RECREATIONAL FACILITIES**

- 12.10.010 Purpose**
12.10.020 Prohibited Group Commercial Activities
12.10.030 Penalties

12.10.010 Purpose. The purpose of this chapter is to regulate the group commercial use of the Town’s outdoor recreational facilities, including, but not limited to, the performance lawn, athletic fields, and tennis and all-sports courts, in order to provide for the orderly and safe use of such recreational facilities.

12.10.020 Prohibited Group Commercial Activities. No person shall engage in group commercial activities on the Town’s outdoor recreational facilities, including, but not limited to, the performance lawn, athletic fields, and tennis and all-sports courts, that are of an intensity and frequency that displaces Town residents seeking to use these outdoor recreational facilities or displaces Town organized classes or instructional activities without entering into a written agreement with the Town or obtaining the appropriate permit from the Town. For purposes of this chapter, group commercial activities include the sale of goods, wares, merchandise, services or property or any other act or transaction involving the exchange of money or other consideration that involves more than a one-on-one transaction. For example, prohibited group commercial activities do not include one-on-one tennis instruction.

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

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

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

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

Town Clerk

Town Attorney

TOWN OF PORTOLA VALLEY



PROPOSED BUDGET FOR THE FISCAL YEAR 2011-2012

TOWN OF PORTOLA VALLEY

PROPOSED OPERATING & CAPITAL BUDGETS

FISCAL YEAR 2011-12

Presented to:

Mayor Ted Driscoll
Vice Mayor Maryann Moise Derwin
Councilmember John Richards
Councilmember Steve Toben
Councilmember Ann Wengert

Prepared by:

Angela Howard, Town Manager
Stacie Nerdahl, Administrative Services Officer

June 2011



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Angela Howard, Town Manager
Stacie Nerdahl, Administrative Services Officer
DATE: June 8, 2011
RE: **Proposed 2011-12 Town Budget**

We are pleased to present the proposed 2011-12 Fiscal Year budget that represents staff's best estimates for revenues and expenditures for the coming year. In short, the Town's primary revenue sources (property tax, utility users' taxes, building permits) remain stable. In addition, while other municipal agencies struggle with skyrocketing costs related to employee benefits packages, Portola Valley's modest employee benefits package has protected it from this budgetary challenge.

Noteworthy fiscal highlights:

- Projected sales tax revenues for the current year are markedly higher than the 6% increase that the State predicted for fiscal year 2010-11, and the State predicts a 9% increase for the 2011-12 fiscal year. Property tax revenues are also higher than budgeted.
- The Town entered into an agreement for an analysis of its fees during the current fiscal year (the last fee study was conducted in 1999.) This analysis of the Town's current charges for services will be completed during 2011-12 and the Council will then consider adjusting these revenue sources.
- Reserve funds within the Safety Tax and Road Impact Fee funds will be tapped once again to meet expenditures in the proposed 2011-12 budget related to supplementary law enforcement services and capital improvement projects.
- Construction of the C-1 Trail project will take place during this fiscal year, with its sizable impact reflected in both revenues and expenditures of the proposed budget. This project continues to be 100% funded by Stanford University.

Summary of 2011-12 Proposed Budget

Revenues	+/- PFY	Expenditures	+/- PFY	Rev/Exp Diff
Overall Budget				
\$6,579,578	+15.5%	\$6,673,566	+9.1%	(\$93,988)
General Fund Budget				
\$3,860,520		\$3,722,101 (CIP) <u>\$135,500</u>		
(Total) \$3,860,520	-0.6%	(Total) \$3,857,601	-0.7%	\$2,919

Revenue Estimates

While the *Revenues Budget Summary* on page 4 indicates an overall 16% increase in revenues over last year, this percentage is due to the revenues related to the C-1 Trail project. With this taken into consideration, the Town's overall revenue reflects a 0.5% decrease over the prior fiscal year budget.

- **Government Agency:** Sales tax revenues are predicted to increase by 9%, and the new voter-approved Measure M revenues (County) will provide an additional \$82,000 for improvements to local streets and roads. Unfortunately, the annual Public Safety COPS grant of \$100,000 is currently not funded by state legislation for fiscal year 2011-12.
- **Permits & Fees:** Building permit revenues continue to rebound from an all-time low in 2008-09, and are currently at 10% over the adopted 2010-11 budget.
- **Service Charges:** This category again includes significant revenues related to the C-1 Trail (Stanford) project.
- **Revenue from Taxes:** While the County predicted no growth rate for property taxes in 2010-11, the Town's projected revenues are actually 4% over the prior year. We have therefore budgeted a continued 4% increase for the 2011-12 fiscal year.

Expenditure Estimates

The 9.1% overall increase in expenditures over last year is due to the ongoing impact of the self-funded C-1 Trail. With this project's impact factored out, the overall expenditures budget is decreased by 6.4% over the prior fiscal year. The Operating budget reflects a decrease of 0.4% over last year.

- **Administration:** Without the impact of a one-time vacation cashout for a retiring employee, this category reflects a modest 2.5% increase over the prior year. The Town's participation rate for PERS retirement increased by 0.5%, and medical expenses increased by 4.8%. Additionally, there will be several reclassifications of staff based on merit.
- **Committees & Commissions:** The Town's annual Blues & Barbecue event has been suspended until 2012, and expenditures related to the new Sustainability Committee are now included in this category.
- **Miscellaneous Expenses:** This category includes expenditures related to the grants for the Energy Upgrade California program.
- **Parks & Fields:** Refinements to the maintenance processes for the playing fields will result in savings in this category along with reduced down time.
- **Service Agreements:** State legislation currently does not allow for the continuance of COPS funding for supplemental traffic patrols. We are currently in discussions with the Sheriff's office to determine if some services can be provided with existing funds.
- **Capital Improvements:** Staff has budgeted \$500,000 for the Town's annual street resurfacing project, to be funded in part by the new Measure M county revenues. Other projects relate to improvements to the Spring Down open space parcel (funded by the Open Space fund), continued repairs and replacements to the Town's storm drains, the self-funded C-1 Trail. Additionally, we have included funds for modifications to the Historic Schoolhouse's entryway and a fresh coat of paint for the entire Schoolhouse. There is no Capital Equipment budget.

Final Thoughts and Recognition

While some government agencies are facing an uphill climb to weather the current financial climate, Portola Valley's own financial outlook remains stable. We would like to once again acknowledge and express our appreciation to Town staff, consultants and committees for their assistance in the preparation of this year's budget.

Finance Committee Action

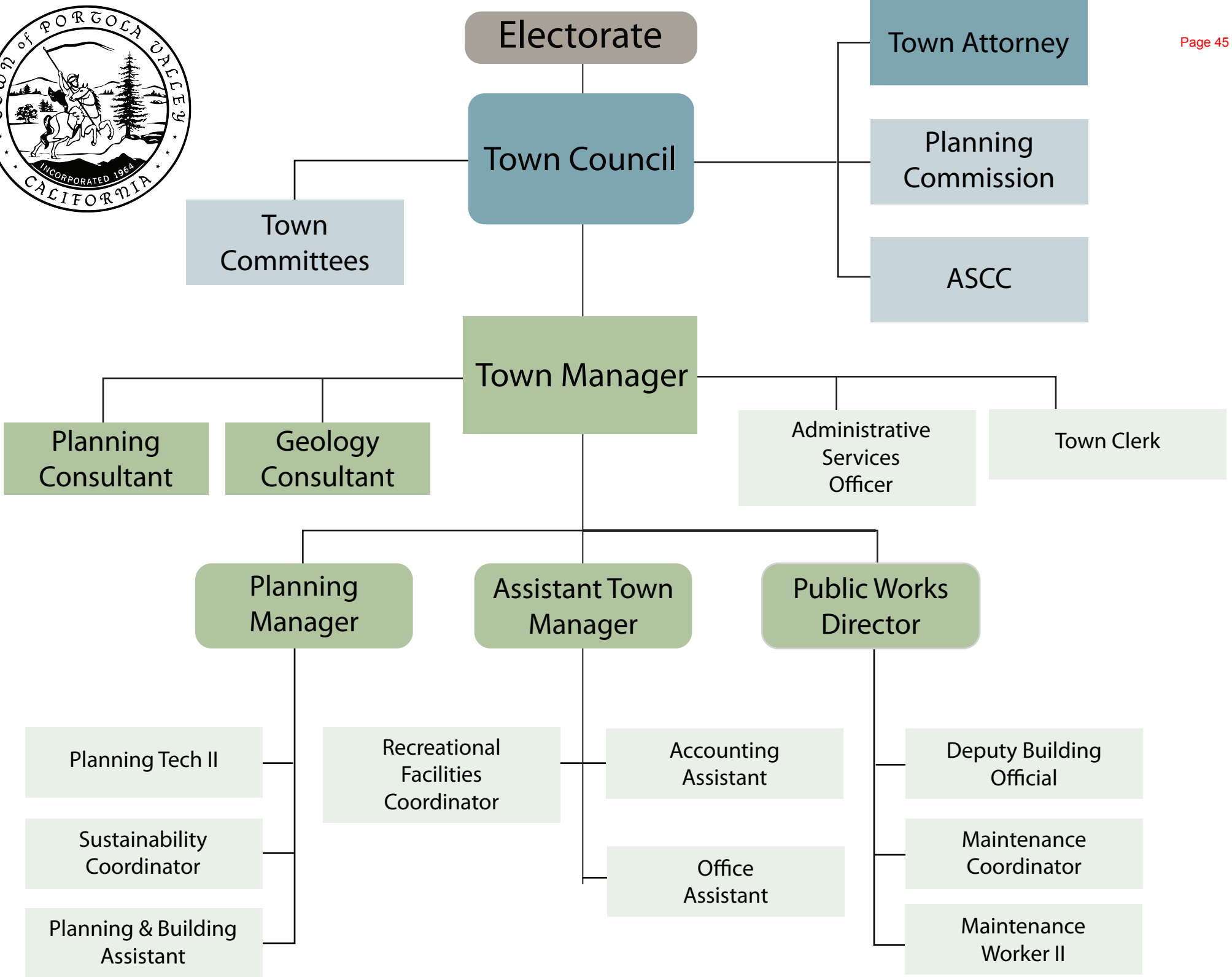
By unanimous vote at its May 31 meeting, the Finance Committee recommended that the proposed 2011-12 budget be presented to the Town Council for consideration. The committee also recommended that expenditures for *Additional Traffic Patrols* (page 30) be excluded.

Town Council Action

At its June 8 meeting, The Town Council scheduled a Public Hearing for the Proposed Budget for June 22, 2010.

Recommendation

Upon completion of the Public Hearing on June 22, 2010, the Town Council adopted the attached resolution approving the Proposed 2011-12 Operating and Capital Budget for the Town of Portola Valley.





Town of Portola Valley Fund Descriptions

5	General Fund	The Town's operating fund; all general operating revenues and expenditures are processed through it.
8	Grants	Used to record all revenues and expenditures related to county, State, and Federal grants.
10	Safety Tax	A half-cent State sales tax revenue designated exclusively for local agency public safety services. (Sec. 35 of Art. XIII of Cal Const)
15	Open Space	Used solely for the acquisition and maintenance of open space land parcels in Town.
20	Gas Tax	For maintenance and repairs to streets.
22	Measure M	County-generated vehicle registration revenue to be used for local streets and roads for congestion mitigation and water pollution prevention programs.
25	Library Fund	Library service revenue from San Mateo County Library JPA to be spent on library related activities as mutually agreed by the JPA and Town Council.
30	COPS – Public Safety	Citizens' Options for Public Safety: a supplemental State law enforcement fund for special law and traffic enforcement.
40	Park-in-Lieu	Subdivision developer's fee that can only be used for parks or recreational purposes.
45	Inclusionary-in-Lieu	A subdivision developer's fee, payable by fee or land, that can only be used for affordable housing.
60	Measure A Funds	A half percent County sales tax revenue designated for the improvement of local transportation, including streets and roads.
65	Road Impact Fee	Recovers the cost of repairs from building permit applicants to Town roads due to wear and tear from construction vehicles (suspended 2010).
75	Crescent M.D.	Maintenance District Funds
80	PVR M.D.	
85	Wayside I M.D.	
86	Wayside II M.D.	
90	Woodside H'lands M.D.	
95	Arrowhead M'dows M.D.	
96	Customer Deposits	Deposit fund for customer fees to pay for consulting costs associated with individual building projects. Any remaining deposit amounts are refunded to customer when project is completed.

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2011-12 Revenues and Expenses by Governmental Fund

Revenues	Fund 5 GENERAL FUND	Fund 8 GRANTS	Fund 10 PUBLIC SAFETY	Fund 15 OPEN SPACE	Fund 20 TRANSPORTATION	Fund 22 MEASURE M	Fund 25 LIBRARY	Fund 30 C O P S	Fund 60 MEASURE A	Fund 65 ROAD FEES	Fund 96 CASE REVIEWS	TOTALS
Government Agency	\$ 19,500	\$ 11,982	11,170		133,505	82,521		0	234,400			493,078
Franchise Fees	\$ 257,094											257,094
Permits & Fees	\$ 365,230											365,230
Other Revenues	\$ 30,000			5,000			90,000					125,000
Parks & Recreation	\$ 100,070											100,070
Service Charges	\$ 51,820										405,000	456,820
C-1 Trail	\$ -										1,500,000	1,500,000
Revenue from Taxes	\$ 2,240,756											2,240,756
Town Center Facilities	\$ 205,000											205,000
Interest	\$ 40,000											40,000
Utility Users' Taxes	\$ 551,050			245,480								796,530
Revs. Sub-Totals	3,860,520	11,982	11,170	250,480	133,505	82,521	90,000	0	234,400	0	1,905,000	6,579,578
Expenditures												
Admin & Operations	\$ 1,792,397											1,792,397
Committees	\$ 143,232											143,232
Consultant Services	\$ 457,721				8,000						405,000	870,721
Miscellaneous	\$ 41,591	\$ 23,964										65,555
Parks Operations	\$ 193,070											193,070
Public Works	\$ 3,000				164,000							167,000
Service Agreements	\$ 681,473		110,000					0				791,473
Services & Supplies	\$ 286,987											286,987
Town Center Facilities	\$ 122,630						10,000					132,630
Exp. Sub-Totals	3,722,101	23,964	110,000	0	172,000	82,521	10,000	0	0	0	405,000	4,443,065
Capital Improvements												
Street Resurface 10/11						62,521			234,400	203,080		500,001
Street Design / Inspections	\$ 65,000											65,000
Schoolhouse	\$ 15,500											15,500
Springdown Imp, Ph 1				75,000								75,000
Storm Drain Imps	\$ 55,000				0	20,000						75,000
C-1 Trail											1,500,000	1,500,000
Capital Improvements	\$ 135,500		0	75,000	0	82,521	0	0	234,400	203,080	1,500,000	2,230,501
Revenue - Expenses	138,419	-11,982	-98,830	250,480	-38,495	82,521	80,000	0	234,400	0	1,500,000	2,136,513
Revenue - (Exp+CIP)	2,919	-11,982	-98,830	175,480	-38,495		80,000	0	0	-203,080	0	-93,988

Town of Portola Valley 2011-2012 Fund Activity Summary

FUND	7/1/2011 ESTIMATED BALANCE	2011-2012 ESTIMATED REVENUES	2011-2012 ESTIMATED EXPENDITURES	6/30/2012 PROJECTED BALANCE
General Purpose Funds				
General Fund Unrestricted	2,128,420	3,860,520	3,857,601	2,131,339
Historic Museum Designation	2,879			2,879
Loss Designation	100,000			100,000
Open Space Acquisition Desig.	377,499			377,499
Children's Theater Designation	2,659			2,659
Sub-Total	\$ 2,611,457	\$ 3,860,520	\$ 3,857,601	\$ 2,614,376
Restricted Funds				
Bonds and Grants (8)	11,982	11,982	23,964	0
Public Safety (10)	104,722	11,170	110,000	5,892
Open Space (15)	3,006,547	250,480	75,000	3,182,027
Transportation/Public Works (20)	19,845	133,505	172,000	-18,650
Measure M (22)	0	82,521	82,521	0
Library Fund (25)	397,960	90,000	10,000	477,960
Public Safety/COPS (30)	0	0	0	0
Park In Lieu (40)	6,191	0	0	6,191
Inclusionary In Lieu (45)	158,033	0	0	158,033
Measure A (60)	0	234,400	234,400	0
Road Fee Fund (65)	779,835	0	203,080	576,755
Applicant Deposits (96)	469,628	1,905,000	1,905,000	469,628
Sub-Total	\$ 4,942,761	\$ 2,719,058	\$ 2,815,965	\$ 4,857,836
Grand Total	\$ 7,554,218	\$ 6,579,578	\$ 6,673,566	\$ 7,472,212

REVENUES

Government Agency	7	Parks & Recreation	12
Motor Vehicle Fees		Lease Income – Parks	
Measure A Sales Tax		Sports League Field Use	
Proposition 172 Funds		Annual Community Events	
State Gas Tax		Field Activity Fees	
HOPTR		Teen Committee	
Prop 42 Funds		Service Charges	13
Measure M		Zoning & Planning Permits	
Miscellaneous Grants		Variances	
Franchise Fees	9	Subdivision Fees	
PG&E		Residential Data Reports	
California Water		Architectural Review	
Greenwaste Recovery		Geology/Engineer Fees	
Comcast Cable		Applicant Charges	
Permits & Fees	10	C-1 Trail	
Building Permit/Plan Check		Miscellaneous Revenues	
Site Development		Revenue from Taxes	15
Encroachment		Property Taxes, Secured & Unsecured	
Conditional Use		Sales & Use Tax	
Building Permit Review/Planning		Business License Tax	
Horsekeeping		Real Property Transfer Tax	
Construction & Demolition		Miscellaneous Other Taxes	
Other Revenues	11	Town Center Facilities	16
Fines & Forfeitures		Community Hall & Room Rentals	
Miscellaneous Contributions		Parking Lot & Field Rentals	
Open Space		Class Fees	
Library Fund		Interest	17
PG&E Solar Rebate		Utility Users' Taxes	18
		General Purpose Use (4.5%)	
		Open Space Use (2%)	

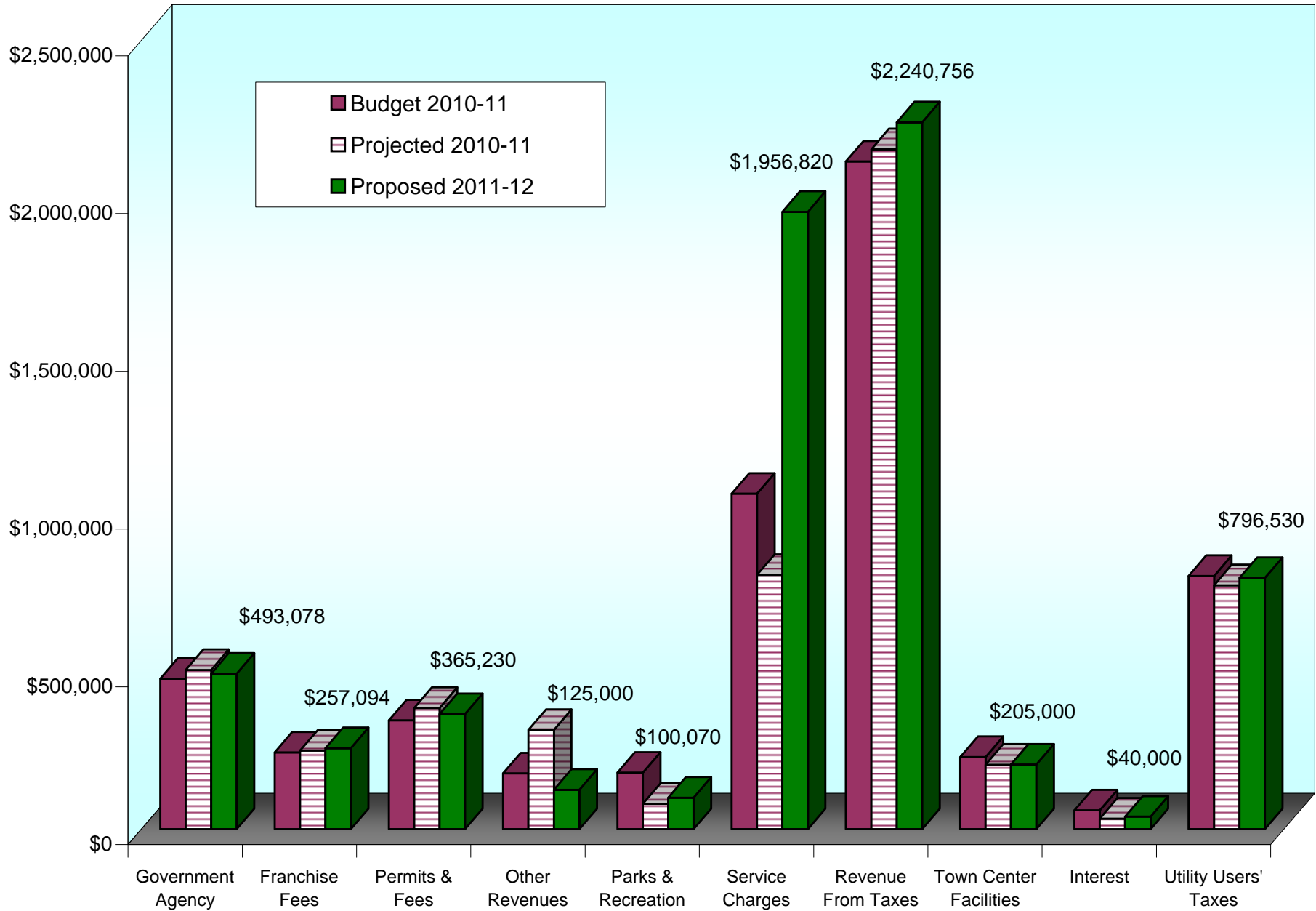
TOWN OF PORTOLA VALLEY

2011-2012 Total Revenues Budget Summary

Revenues	2010-11 Adopted Budget	2010-11 Projected at Year End	2011-12 Proposed Budget	%/Change per Adopted 10/11 Budget	%/Change per Projected Year End
Government Agency	477,540	504,855	493,078	3.25	(2.33)
Franchise Fees	243,380	249,606	257,094	5.63	3.00
Permits & Fees	345,300	384,635	365,230	5.77	(5.05)
Other Revenues	177,000	314,957	125,000	(29.38)	(60.31)
Parks & Recreation	179,230	80,246	100,070	(44.17)	24.70
Service Charges	1,063,700	806,180	1,956,820	83.96	142.73
Revenue From Taxes	2,116,600	2,155,050	2,240,756	5.87	3.98
Town Center Facilities	229,000	204,600	205,000	(10.48)	0.20
Interest	60,000	33,600	40,000	(33.33)	19.05
Utility Users' Taxes	802,730	773,330	796,530	(0.77)	3.00
Grand Total	5,694,480	5,507,059	6,579,578	16%	19%



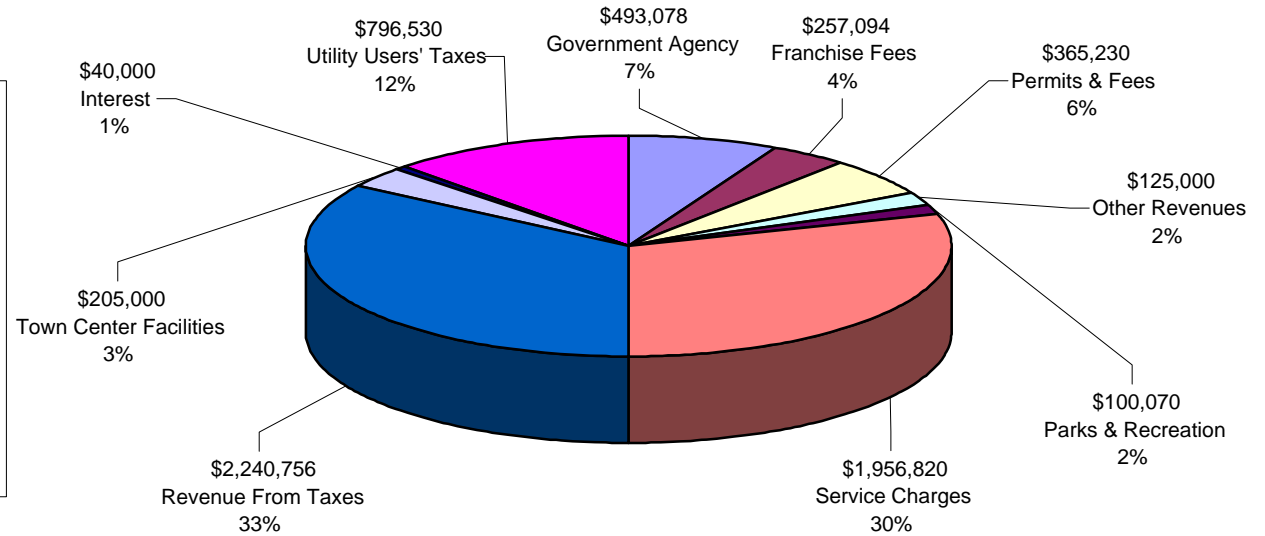
2010-11 Budget/Projected Rev. vs 2011-12 Proposed Revenue



2010-11 REVENUE BUDGET by TOTAL and GENERAL FUND

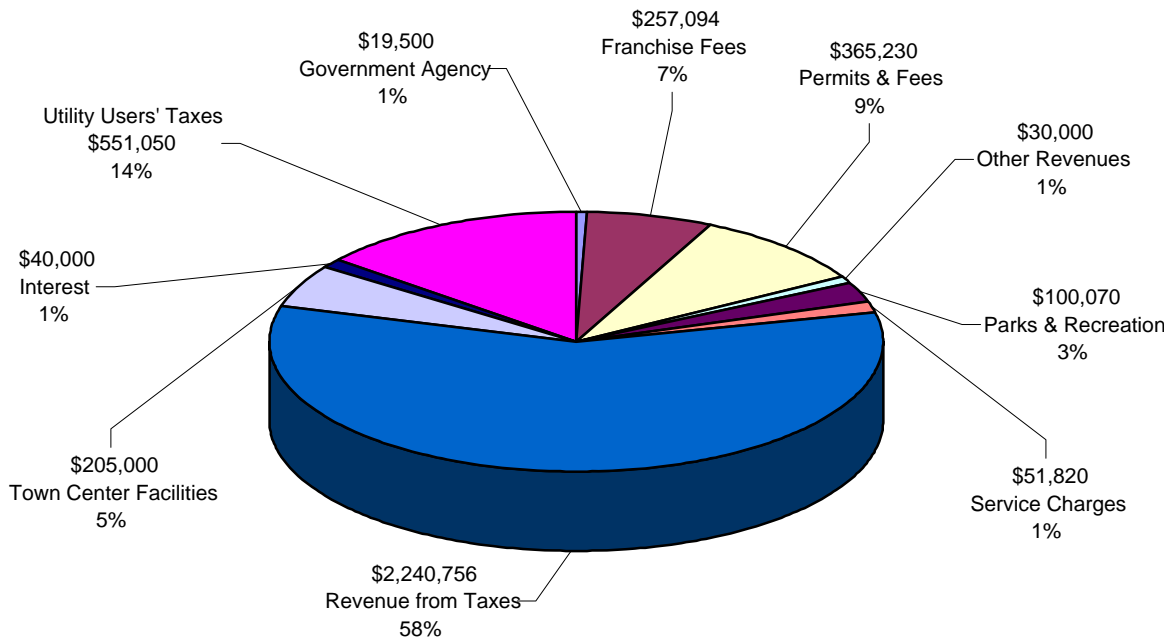
2011-12 Total Revenue Total: \$6,579,578

Government Agency	\$493,078
Franchise Fees	\$257,094
Permits & Fees	\$365,230
Other Revenues	\$125,000
Parks & Recreation	\$100,070
Service Charges	\$1,956,820
Revenue From Taxes	\$2,240,756
Town Center Facilities	\$205,000
Interest	\$40,000
Utility Users' Taxes	\$796,530



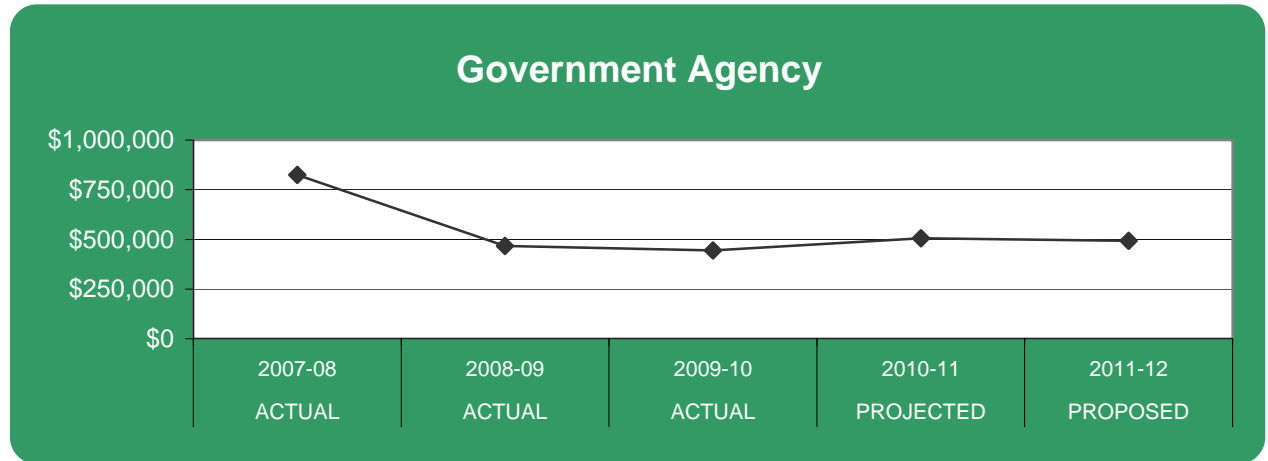
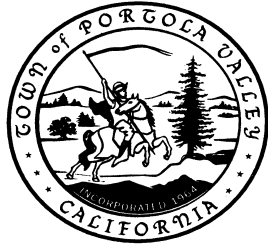
2011-12 General Fund Revenue Total: \$3,860,520

Government Agency	\$19,500
Franchise Fees	\$257,094
Permits & Fees	\$365,230
Other Revenues	\$30,000
Parks & Recreation	\$100,070
Service Charges	\$51,820
Revenue from Taxes	\$2,240,756
Town Center Facilities	\$205,000
Interest	\$40,000
Utility Users' Taxes	\$551,050



TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET

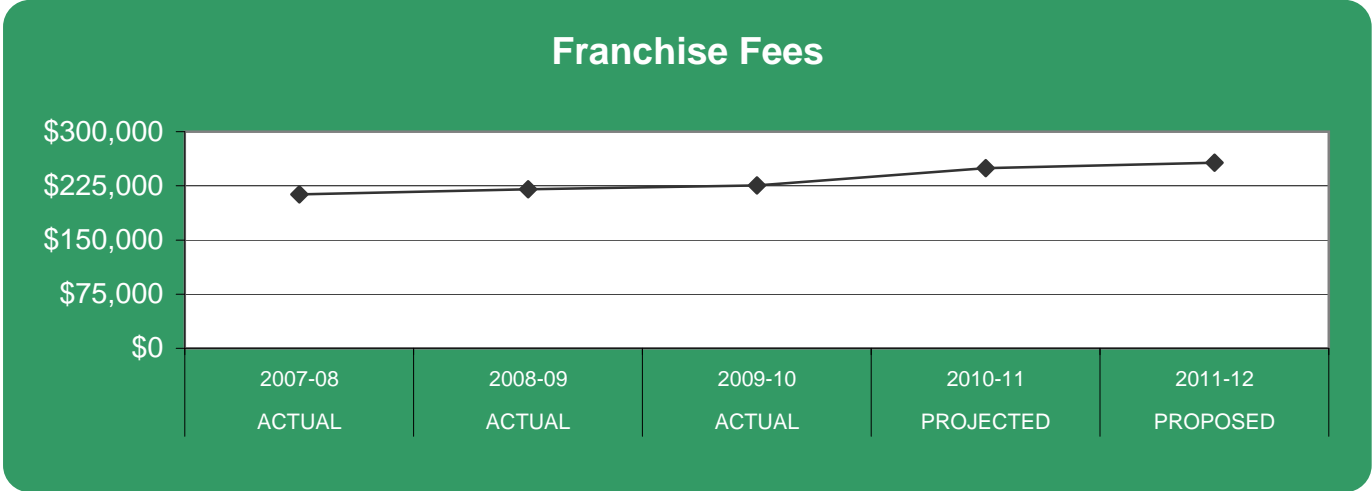
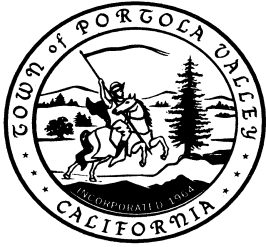


Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1	Motor Vehicle	20,473	15,788	13,740	14,000	14,500	14,500	05-10-3001
	Portion of the State motor vehicle registration returned to local agencies. As of 2005/06 the State limited VLF revenues to the 0.65% collected from citizens.							
2	Measure A Sales Tax	218,049	193,750	189,937	198,590	215,000	234,400	60-10-3002
	Half percent sales tax restricted for transportation uses. State is predicting a 9% increase.							
3	Proposition 172 Funds - Public Safety Sales Tax	11,123	10,170	9,742	11,240	10,250	11,170	10-10-3004
	Half-cent sales tax restricted for public safety issues.							
4	Public Safety COPS Grant	100,266	93,957	101,083	100,000	100,000	0	30-10-3006
	Annual state allotment which can only be used for public safety. Legislation is not in place to fund COPS in FY2011 12.							
5	State Gas Tax	68,228	104,531	82,413	81,110	82,775	81,150	20-10-3008
	Pooled Statewide and reallocated based upon population and other factors. Town's allocation represents a small portion of this State revenue source, most of which stays in Sacramento.							20-10-3010 20-10-3012 20- 10-3014
6	Homeowners' Property Tax Relief (HOPTR)	5,142	5,198	5,235	5,000	5,385	5,000	05-10-3016

Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
7	State Mandated Costs Reimbursements	1,556	5,028	-	21,400	0	0	5-10-3017
	State reimbursements totalling \$42,800 filed for 2-4 years' legislated municipal expenses.							
8	Proposition 42 Funds	-	39,316	42,376	46,200	47,290	52,355	20-10-3015
	Traffic Congestion Relief funds expired, Prop 42 funding replaces.							
10	Measure M						82,521	22-10-****
	This new revenue is derived from an additional vehicle registration fee for San Mateo County residents and is to be used for improvements to local streets and roads.							
11	Miscellaneous Grants							
	County of San Mateo Energy Upgrade Grant				0	11,982	11,982	08-10-3027
	ABAG Grants for Triangle Park				0	13,455		
	ABAG Grant for Ford Field pre-construction work				0	4,218		
	<i>2000 Park Bond Act - provides funds for park/rec construction and renovation.</i>				0			08-10-3030
	<i>Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.</i>							08-10-3032
	<i>Prop 1B - State funds to be expended for road projects</i>	400,000			0			20-10-3007
	Sub-Total	824,837	467,737	444,526	477,540	504,855	493,078	

TOWN of PORTOLA VALLEY

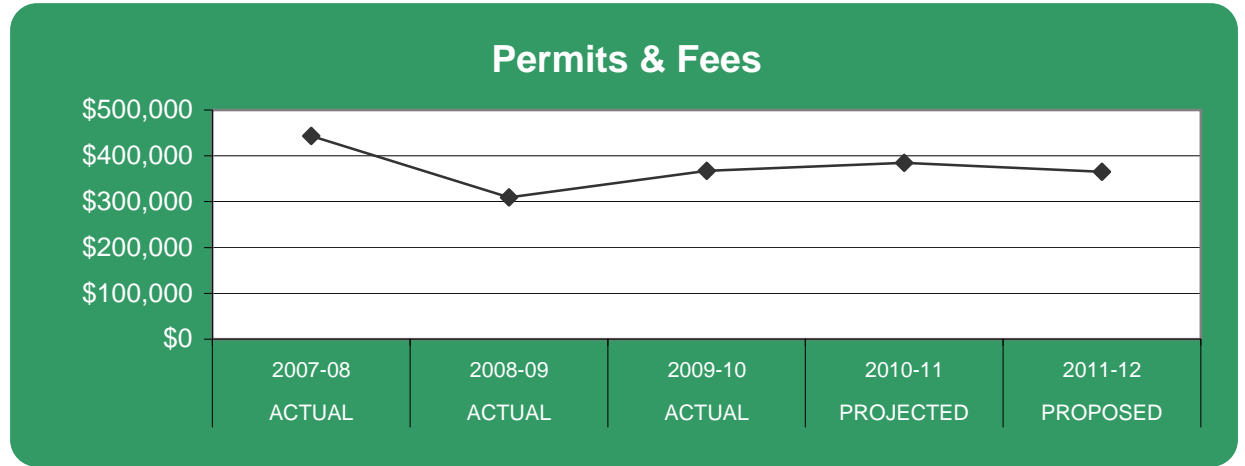
2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1 PG&E Franchise fee for PG&E regulated by the State through a Town franchise ordinance.	79,632	84,160	78,886	81,250	84,156	86,681	05-12-3040
2 California Water Company Fees based upon 1% of total water revenues generated by Cal-Water in the Town; increase due to higher water cost.	22,599	24,070	25,279	37,490	37,490	38,615	05-12-3042
3 Greenwaste Recovery Company Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Third year of 10-year agreement.	59,390	54,741	58,323	61,810	62,740	64,622	05-12-3044
4 Comcast and AT&T Cable Services Franchise fees based upon 5% of total revenues generated by Comcast Cable Services within the Town. Includes \$450/mo PEG fees.	51,737	57,419	63,010	62,830	65,220	67,177	05-12-3046
Sub-Total	213,358	220,390	225,498	243,380	249,606	257,094	

TOWN of PORTOLA VALLEY

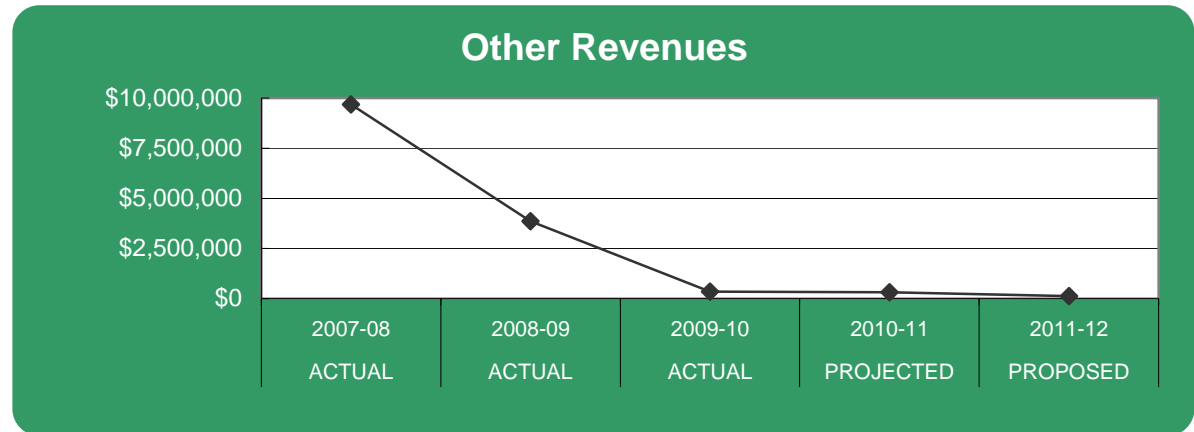
2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1 Building Permits/Plan Check Fees Issued for all building construction within the Town.	391,593	260,018	315,268	290,000	334,800	315,000	05-14-3060 <i>Plan Check</i>
2 Site Development Permits Filing fee for permits required to prepare a private property site as a result of property improvements or construction.	25,000	25,150	24,010	31,000	23,870	25,000	05-14-3062
3 Encroachment Permits Filing fee for permits required to conduct work in public right-of-way.	5,760	7,590	7,380	6,000	6,870	6,000	05-14-3064
4 Conditional Use Permits Permits required for a special use on private property.	2,380	700	1,690	1,200	1,660	1,600	05-14-3066
5 Building Permit Review/Planning Fee Building permit fee for review of building permits for ASCC/Planning compliance.	4,660	4,266	4,760	4,000	4,660	4,500	05-14-3068
6 Horsekeeping Permits Permits required to keep horses on private property. There are currently 207 permitted horses.	4,520	2,700	3,525	4,600	3,500	3,630	05-14-3070
7 Construction & Demolition Fee Fee to offset cost of implementing C&D Ordinance.	9,725	9,100	10,850	8,500	9,275	9,500	05-14-3072
Sub-Total	443,638	309,524	367,483	345,300	384,635	365,230	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



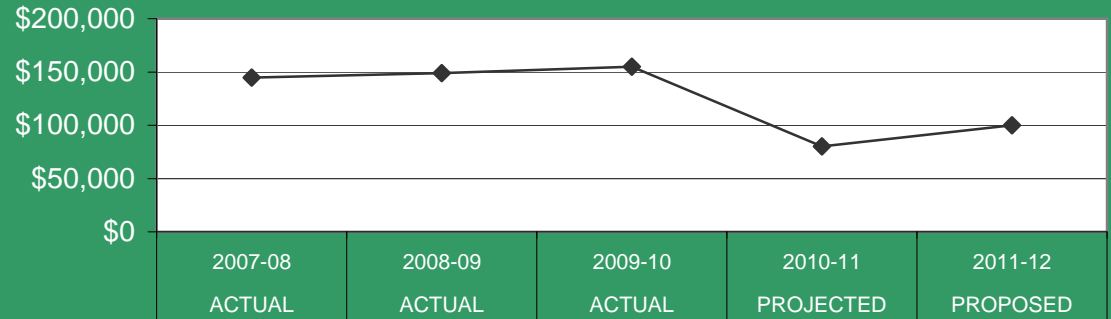
Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1 Fines and Forfeitures	12,540	11,206	15,942	11,500	16,200	10,000	05-16-3082
Town's portion of traffic and parking citations.							
Historic Museum	0	0	38	0	0		05-16-3084
Contributions received for the Historic Restoration including sale of Portola Valley Primer.							
2 Misc Contribs - received for designated projects	32,650	2,950	3,818	3,000	3,000	3,000	05-16-3086
Sausal Creek Contribs - for daylighting project	542,745	371,721	180	0	2,627		05-16-3091
3 Open Space	1,336,030	13,124	3,230	5,000	109,130	5,000	15-16-3090
Contributions towards the Town's Open Space funds.							
Lease from 725 Portola Road	79,121	25,106	0	0	0	0	05-16-3094
Revenue derived from leaseback of both parcels of Springdown Equestrian Center. Lease was discontinued in November 2008.							
4 Library Fund	120,000	125,489	265,000	120,000	120,000	90,000	25-16-3092
Donor city revenue from SMC Library JPA.							
Portola Valley Community Fund (PVCF)	5,561,368	3,311,050	35,000	20,000	45,000	0	
Revenue received from PVCF fundraising, final pledge received in 2010/11.							
5 PG&E Solar Rebate			22,217	17,500	19,000	17,000	05-16-3083
Temporary rebate related to installation of Town Center panels. Program to end in 2014.							
Hasso Plattner Grant for TC Project	1,999,965			0	0		
Sub-Total	9,684,419	3,860,646	345,425	177,000	314,957	125,000	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



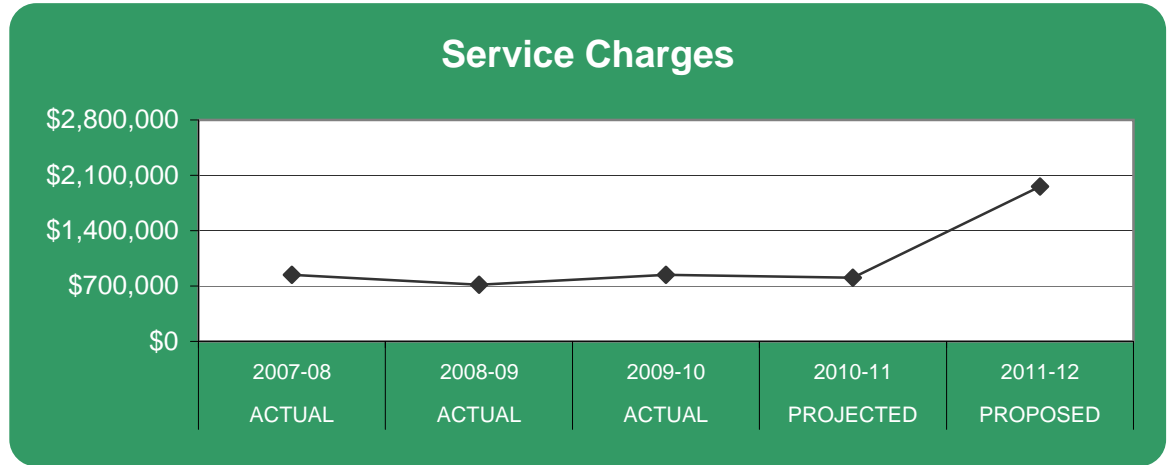
Parks & Recreation



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT NUMBER
1	Lease Income - Parks	9,464	9,771	9,885	7,230	7,253	7,470	05-18-3100
	Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks). New lower lease.							
2	Sports League Field Use	21,000	20,945	39,573	50,000	50,000	52,600	05-18-3102
	Use fees charged to organized sports leagues for the use of Town fields. New fees adopted in 2009/10.							
3	Annual Community Events							
	Town Picnic	3,274	1,514	1,210	2,000	2,000	0	05-18-3104
	Blues & Barbecue (suspended for two years). Revenue anticipated due to mailing.	101,300	102,618	85,889	100,000	0	20,000	05-18-3106
	Class Fees							05-18-3110
	<i>This item has been moved to Town Center Revenues.</i>							
4	Field Activity Fees	9,625	12,895	18,061	19,000	19,000	19,000	05-18-3112
	Revenue stream stemming from activities of Adult Soccer.							
5	Teen Committee	0	1,274	379	1,000	1,993	1,000	05-18-3114
	Revenue from teen events and dances.							
	Sub-Total	144,663	149,018	154,997	179,230	80,246	100,070	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET

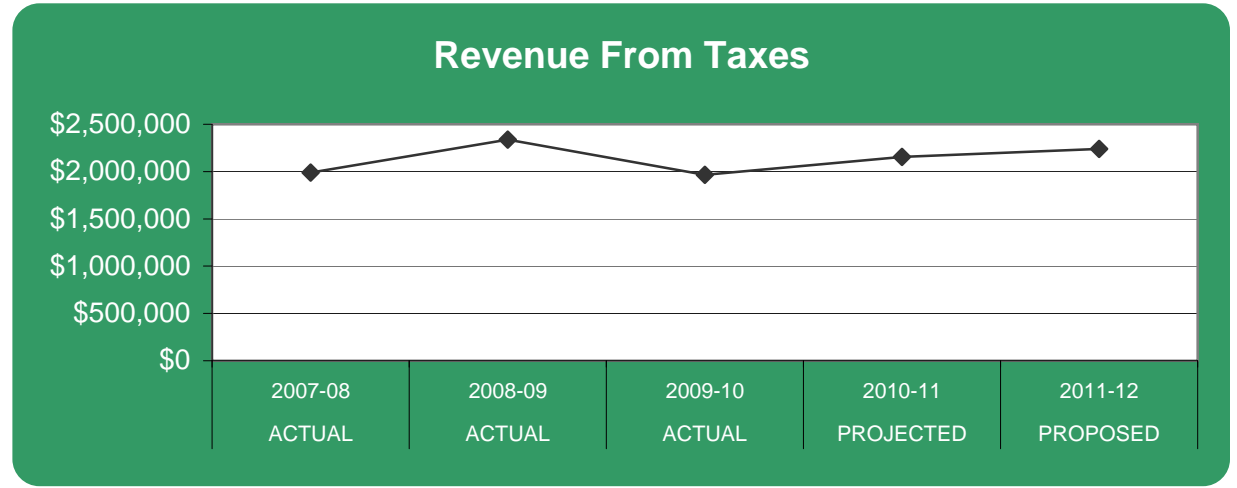
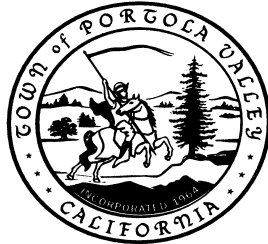


Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1 Zoning and Planning Permits	2,240	-10	1,240	500	1,800	500	05-20-3120
Fee for permits required for commercial use changes.							
2 Variances	890	890	0	1,780	850	1,700	05-20-3122
Filing fee required for consideration of variance requests.							
3 Subdivision Fees	620	560	1,240	620	1,070	620	05-20-3124
Filing fee required to process a subdivision.							
4 Residential Data Reports	7,080	5,700	9,000	8,000	7,000	7,000	05-20-3126
Filing fee required for a property status report.							
<i>Drainage Fees - Subdivision fee.</i>							45-20-3128
<i>Park In-Lieu Fees - Subdivision fee.</i>							40-20-3130
5 Architectural Review Fees	17,880	20,850	24,840	20,000	14,400	15,000	05-20-3132
Filing fee for consideration of improvements to private property.							
Construction Traffic Road Fee	306,729	179,086	156,336	0	0	0	65-20-3134
Fee collection suspended in 2010. Town is using over \$200k in 2011/12 for street repairs.							

Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
6	Geology Fees	5,950	3,740	5,660	4,000	4,760	4,000	05-20-3136
	Filing fee for review by Town Geologist for private property improvements, when deemed necessary.							
7	Town Engineer Fees	4,290	3,080	3,520	3,000	2,610	3,000	05-20-3138
	Charges to applicant for Town Engineer's review of plans for improvements to private property.							
8	Planning Services - Charges to Applicants				250,000		250,000	96-20-3140
	Charges to applicants for Planning Consultant's review of applications.							
9	Geological Services - Charges to Applicants				110,000		90,000	96-20-3140
	Charges to applicants for Geological Consultant's review of applications.					483,800		
10	Engineering Services - Charges to Applicants				35,000		35,000	96-20-3140
	Charges to applicants for Engineering Consultant's review of applications.							
11	Attorney Services - Charges to Applicants				15,000		30,000	96-20-3140
	Charges to applicants for legal review of private applications.							
12	C-1 Stanford Trail - Charges for Applicant			61,600	590,800	274,890	1,500,000	96-20-3140
	Misc. Consultants - Charges to Applicants	470,304	472,426	525,169				96-20-3140
13	Miscellaneous	26,013	31,883	54,780	25,000	15,000	20,000	05-20-3154
	Sub-Total	841,996	718,205	843,385	1,063,700	806,180	1,956,820	

TOWN of PORTOLA VALLEY

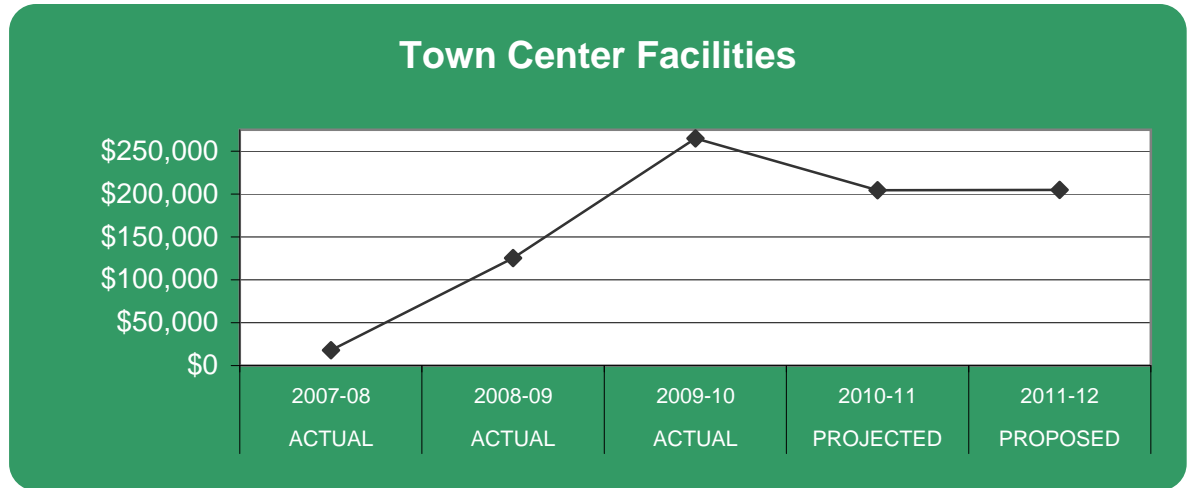
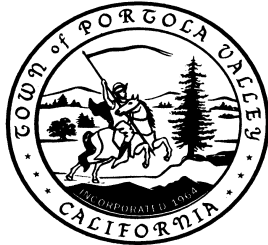
2011-12 BUDGET WORKSHEET



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1	Property Taxes - Secured Town receives 7% of collected property tax revenues from the County, and a 4% growth rate is projected. State diverted \$137K in 09/10, to be returned to Town by 2012/13.	1,535,599	1,957,068	1,643,622	1,775,000	1,807,650	1,879,956	05-22-3160
2	Property Taxes - Unsecured Non-property fixed assets (boats, airplanes, capital equipment, etc).	41,706	46,813	48,438	49,260	44,300	45,000	05-22-3162
3	Sales & Use Tax State projects an increase of 9% in sales tax.	190,328	175,925	97,825	94,340	134,000	146,000	05-22-3164
4	Business License Tax	119,205	101,500	87,890	120,000	100,000	100,000	05-22-3166
5	Real Property Transfer Tax Transaction tax charged when private property transfers.	94,604	46,660	79,351	70,000	60,000	61,800	05-22-3168
6	Miscellaneous Other Taxes	6,321	10,029	9,866	8,000	9,100	8,000	05-22-3170
Sub-Total		1,987,763	2,337,995	1,966,992	2,116,600	2,155,050	2,240,756	

TOWN of PORTOLA VALLEY

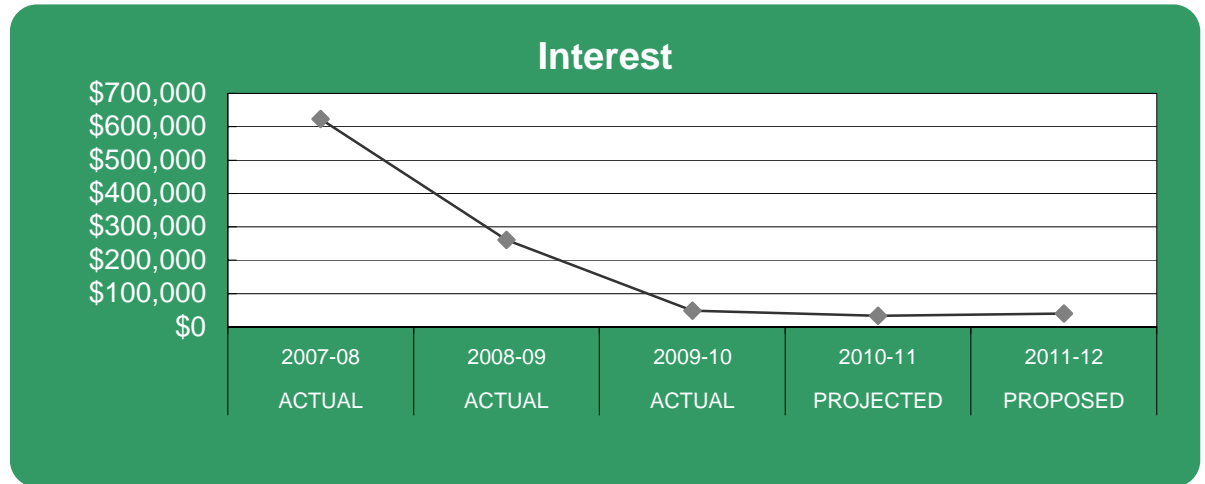
2011-12 BUDGET WORKSHEET



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1	Community Hall / Activity Room Rentals	0	20,335	69,139	36,000	36,000	36,000	05-24-3184
	Facilities are available for private use no more than 24 times per calendar year.							
2	Parking Lot & Field Rentals	800	3,429	5,137	5,000	4,600	5,000	05-24-3188
	Short term rentals of the Town Center parking lot for private parties and events.							
3	Class Fees	17,117	101,601	190,488	188,000	164,000	164,000	05-24-3190
	Four activity rooms available. This revenue is offset by instructor fees, see page 30.							
Sub-Total		17,917	125,365	264,764	229,000	204,600	205,000	

TOWN of PORTOLA VALLEY

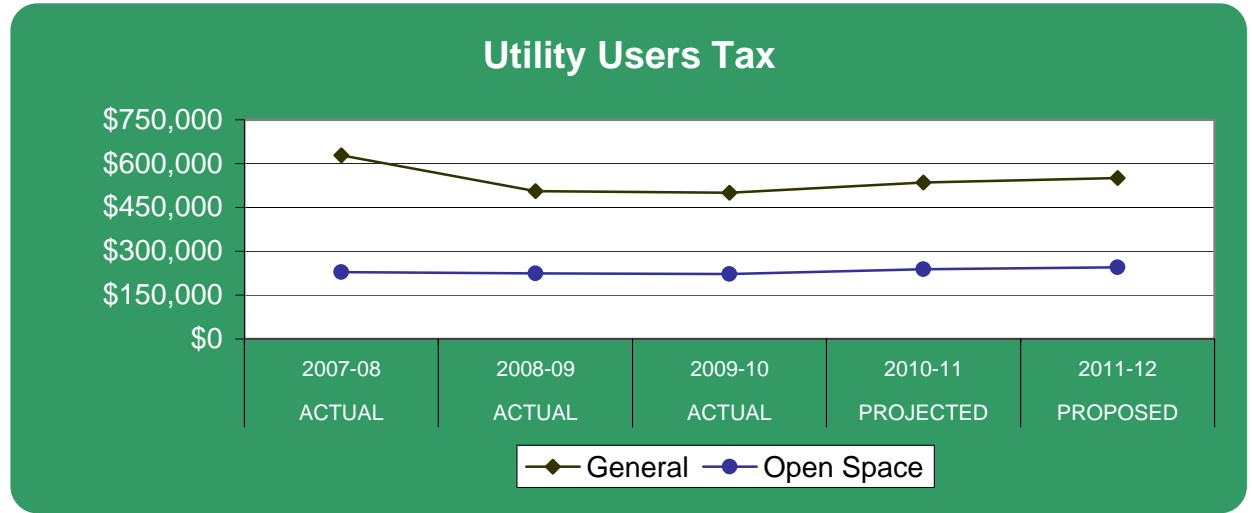
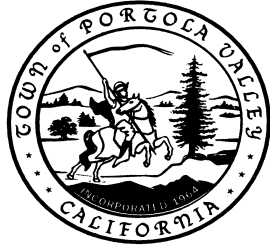
2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1 Interest	422,315	145,293	16,962	60,000	33,600	40,000	05-26-3200
The Town's reserves are invested in the State Local Agency Investment Fund, currently accruing approximately .5% interest.							
<i>Interest - Restricted</i>	<i>201,400</i>	<i>115,288</i>	<i>31,922</i>				
Sub-Total	623,715	260,581	48,884	60,000	33,600	40,000	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 General Purpose Use							
2006 election lowered to 4.5%. The UUT revenue can only be used for Council designated expenditures.							
Electricity and Gas	370,875	362,738	366,801	404,250	384,000	395,520	05-28-3220
Telephone	32,815	26,637	26,705	30,450	28,000	28,840	05-28-3222
Water	101,675	108,344	107,178	120,490	123,000	126,690	05-28-3224
<i>Sub-Total</i>	628,666	505,366	500,684	555,190	535,000	551,050	
2 Open Space Use							
2% applied to total utility revenues generated by Town residents and businesses. Use restricted for the preservation and purchase of open space. Originally approved by the voters in November 1997.							
Electricity and Gas	164,825	161,220	162,997	180,020	171,000	176,130	15-28-3220
Telephone	14,560	13,545	11,898	13,970	12,710	13,091	15-28-3222
Water	45,190	46,444	47,635	53,550	54,620	56,259	15-28-3224
<i>Sub-Total</i>	228,606	224,575	222,530	247,540	238,330	245,480	
Sub-Total	857,272	729,941	723,214	802,730	773,330	796,530	

EXPENDITURES

Administration & Operations	23	Litter Cleanup	
Permanent, Part-time and Temporary Staff		Tools and Equipment	
Benefits		Street Signs & Striping	
Committees & Commissions	24	Trails Surface Rehabilitation	
Architectural and Site Control Commission		Storm Damage/Emergency Repairs	
Cable & Utilities Undergrounding		Service Agreements	30
Conservation		Animal Control	
Community Events		San Mateo County Sheriff's Office, COPS	
Cultural Arts		Emergency Services Council JPA	
Emergency Preparedness		NPDES – Stormwater Program	
Historic Resources		Services & Supplies	31
Open Space Acquisition Advisory		Codification	
Parks & Recreation		Elections	
Planning Commission		Liability Insurance	
Science & Nature		Office Supplies	
Sustainability		Town Publications	
Teen		Web Site Hosting & Spam Filtering	
Consultant Services	25	Office Equipment – Maintenance & Repairs	
Accounting & Auditing		Equipment Services Contracts	
Town Attorney		Postage	
Transcription		Telephones	
Geologist		Advertising	
Engineer		Dues	
Planner		Education & Training	
Plan Check		Mileage Reimbursement	
Miscellaneous Consultants		Utilities	
Miscellaneous	27	Fire Prevention / Wood Chipping	
Contingency		Vehicle Maintenance	
Community Services		Miscellaneous	
H.E.A.R.T. JPA		Sustainability Series	
Energy Upgrade California Grant		Town Center Facilities	33
Parks & Recreation Operations	28	Building Maintenance Equipment & Supplies	
Parks & Fields Maintenance		Landscape Supplies & Services	
Portable Lavatories		Janitorial Services	
Special Events Insurance		Mechanical Systems Maintenance/Repair	
Instructors		Repairs/Vandalism	
Public Works Operations	29	Property Insurance	
Public Road Surface & Drainage		Capital Improvements Program	34
Street Sweeping and ROW Maintenance			
ROW Tree Trimming			

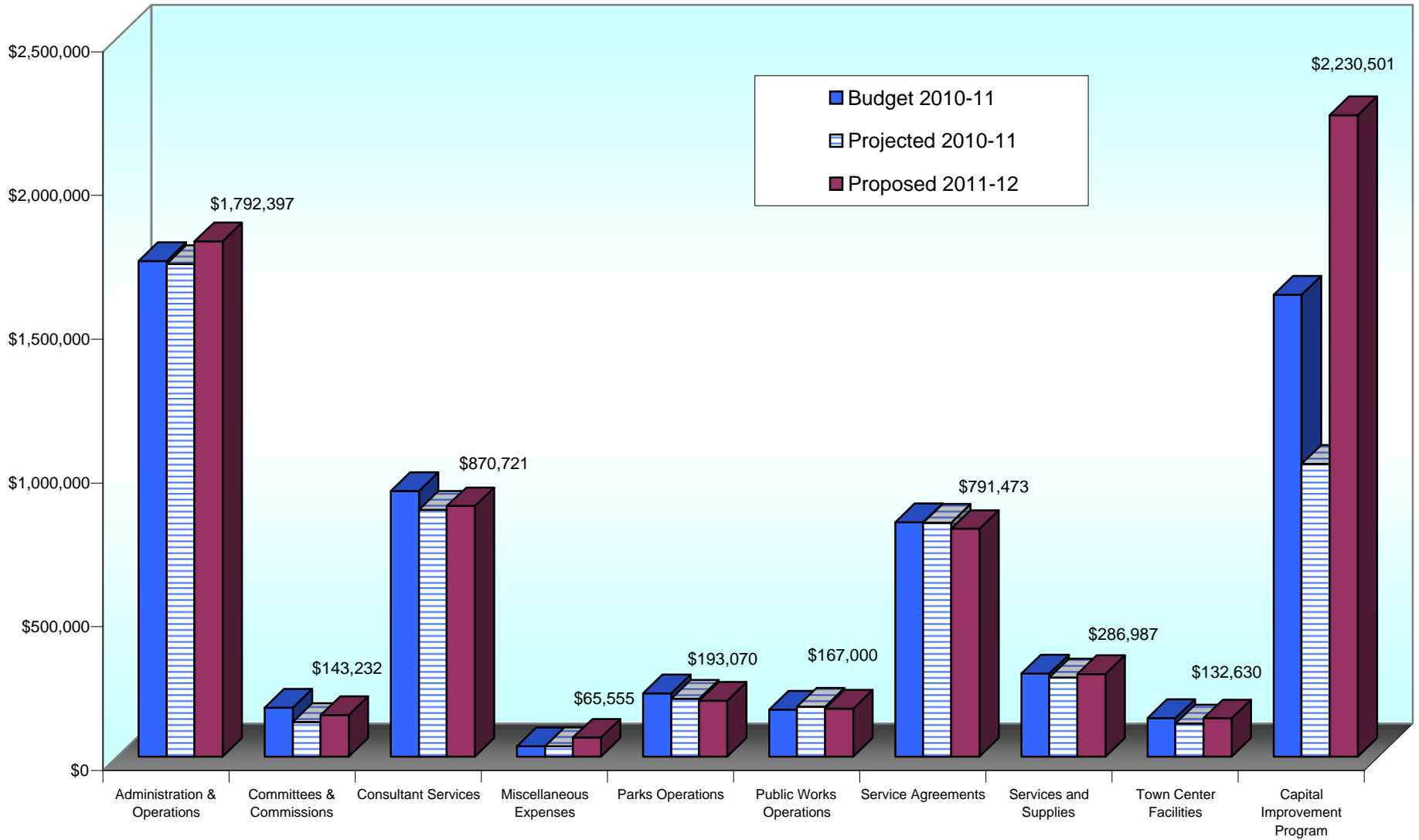
TOWN OF PORTOLA VALLEY

2011-2012 Total Expenditures Budget Summary

Expenditures	2010-11 Adopted Budget	2010-11 Projected at Year End	2011-12 Proposed Budget	%/Change per Adopted 10/11 Budget	%/Change per Projected Year End
Administration & Operations	1,722,458	1,712,414	1,792,397	4.06	4.67
Committees & Commissions	169,490	120,176	143,232	(15.49)	19.19
Consultant Services	923,200	857,896	870,721	(5.68)	1.49
Miscellaneous Expenses	36,140	36,141	65,555	81.39	81.39
Parks Operations	219,140	200,869	193,070	(11.90)	(3.88)
Public Works Operations	163,000	172,541	167,000	2.45	(3.21)
Service Agreements	815,039	813,639	791,473	(2.89)	(2.72)
Services and Supplies	288,970	273,912	286,987	(0.69)	4.77
Town Center Facilities	132,980	114,494	132,630	(0.26)	15.84
Subtotal	4,470,417	4,302,082	4,443,065	(0.61)	3.28
Capital Improvement Program					
Programs	1,605,800	1,017,255	2,230,501	38.90	119.27
Equipment	0	0	-	-	-
Subtotal	1,605,800	1,017,255	2,230,501	38.90	119.27
Grand Total	6,076,217	5,319,337	6,673,566	10%	25%



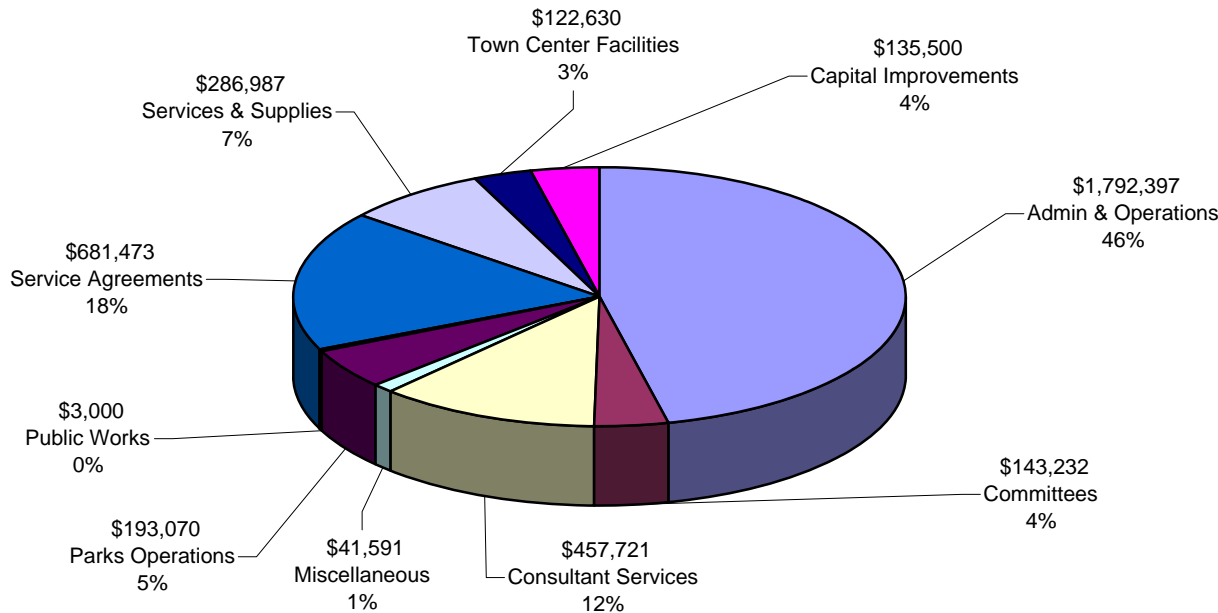
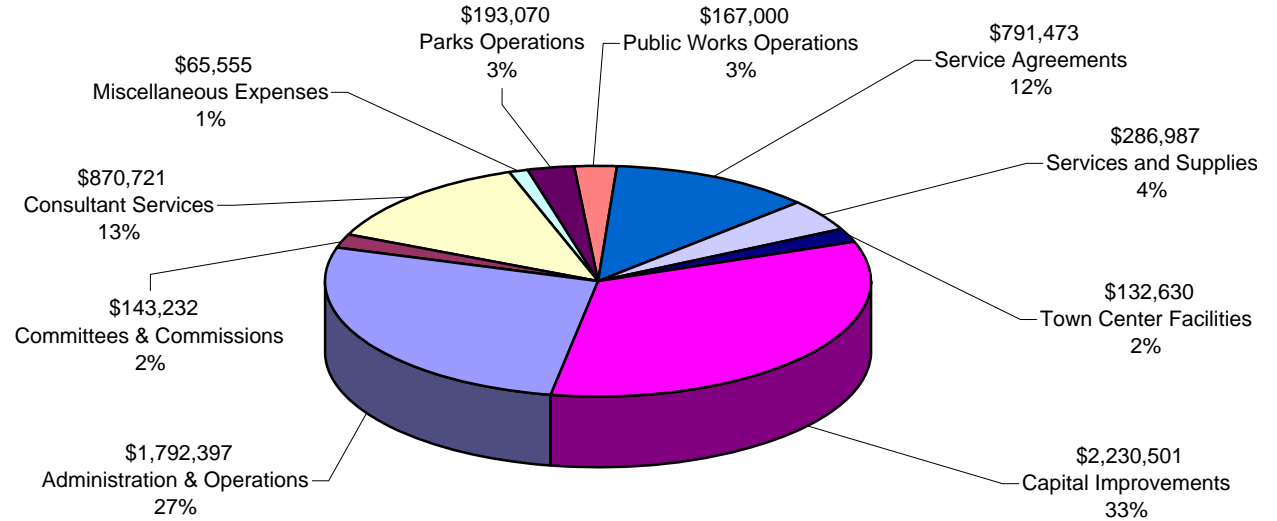
2010-11 Budget/Projected Exps. vs 2011-12 Proposed Expenditures



2010-11 EXPENDITURES BUDGET by TOTAL and GENERAL FUND

2011-12 Total Expenditures Total: \$6,673,566

Administration & Operations	\$1,792,397
Committees & Commissions	\$143,232
Consultant Services	\$870,721
Miscellaneous Expenses	\$65,555
Parks Operations	\$193,070
Public Works Operations	\$167,000
Service Agreements	\$791,473
Services and Supplies	\$286,987
Town Center Facilities	\$132,630
Capital Improvements	\$2,230,501



2011-12 General Fund Expenditures Total: \$3,857,601

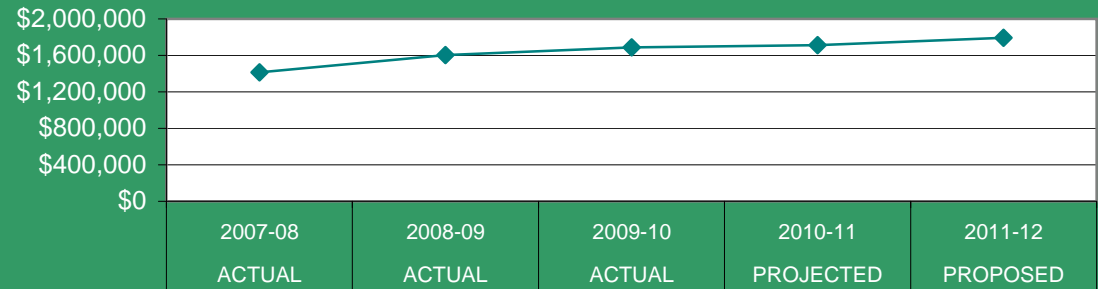
Admin & Operations	\$1,792,397
Committees	\$143,232
Consultant Services	\$457,721
Miscellaneous	\$41,591
Parks Operations	\$193,070
Public Works	\$3,000
Service Agreements	\$681,473
Services & Supplies	\$286,987
Town Center Facilities	\$122,630
Capital Improvements	\$135,500

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



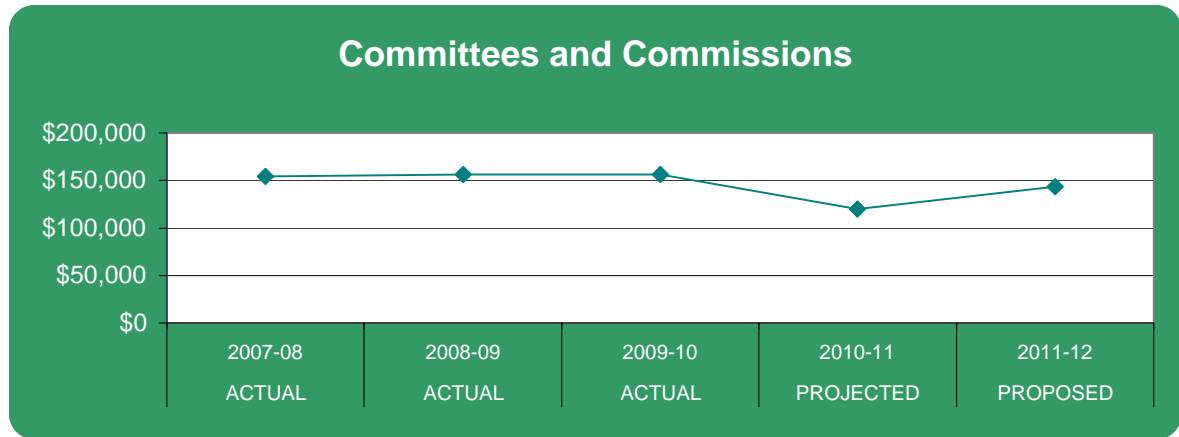
Administration and Operations



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Permanent Full-Time Staff (13)							
Administration/Finance (4)	317,946	361,713	371,469	382,595	382,932	392,178	
Planning/Building (6)	416,002	476,112	501,284	516,320	514,632	525,999	
Maintenance (3)	165,987	174,788	174,708	179,850	181,176	183,384	
2 Permanent Part-Time Staff (3)							
Administrative (2)	85,237	97,379	96,295	100,105	97,870	100,806	05-50-4040
Horsekeeping (1)	660	1,079	-	350	484	499	05-50-4044
3 Temporary Staff							
Building Inspection (3 weeks)	3,450	4,680	22,386	7,500	4,212	7,500	05-50-4062
4 Benefits							
Retirement - PERS	189,892	223,695	222,739	231,260	232,385	245,091	05-50-4080
Retirement - Social Security	57,115	64,318	65,945	67,210	67,839	68,427	05-50-4082
Medicare	14,370	16,242	16,682	17,100	17,140	17,442	05-50-4084
Health Insurance/Retiree Service Charges	132,825	152,699	179,329	184,168	189,434	193,068	05-50-4086
Unemployment/Workers' Compensation	26,222	22,698	30,436	27,000	19,306	25,000	05-50-4092
Automobile Allowance	5,004	5,004	4,754	5,000	5,004	5,004	05-50-4096
Overtime	234	3,458	170	2,000	0	2,000	05-50-4100
5 Vacation Sell Back			1,310	2,000	0	26,000	
Sub-Total	1,414,944	1,603,865	1,687,507	1,722,458	1,712,414	1,792,397	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



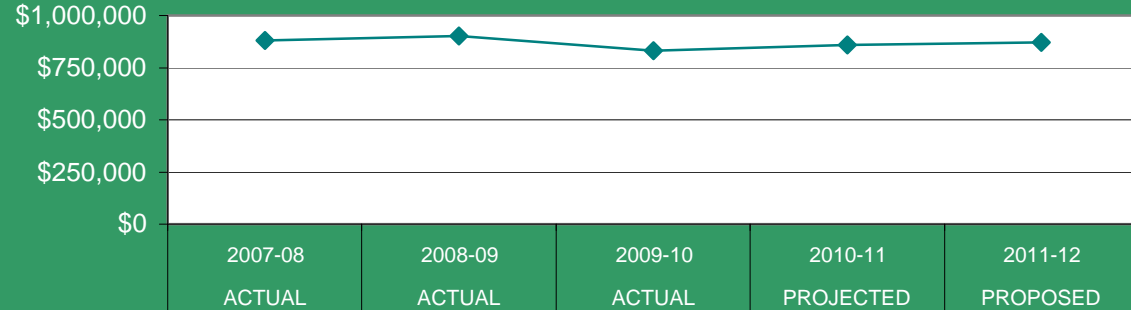
Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1	ASCC	26,064	26,820	26,820	27,630	27,600	28,368	05-52-4140
	Town Planner retainer for Architectural and Site Control Commission meetings.							
2	Cable & Utilities Undergrounding	2,000	2,000	500	1,500	1,500	500	05-52-4142
3	Conservation - Reprint Conservation Guidelines	0	0	413	1,480	0	1,690	05-52-4144
4	Community Events							
	Blues & Barbecue - no event, just mailing	34,295	33,818	36,817	40,000	0	3,500	05-52-4146
	Town Picnic	20,132	13,742	16,013	10,000	10,000	10,000	05-52-4147
	Holiday Party				10,000	9,500	10,000	05-52-4147
	PVSD 150-Year Celebration						3,750	05-52-4146
5	Cultural Arts			2,018	4,900	1,800	5,050	05-52-4150
	Holiday Fair, Music Series, Art Show							
6	Emergency Preparedness	2,364	12,433	2,497	5,000	3,650	5,000	05-52-4152
	Includes cost of microwave line to County and emergency supplies.							
7	Historic Resources	410	3,437	2,094	2,950	2,350	1,350	05-52-4154
	Requesting new file cabinets for Heritage Room							
	Open Space Acquisition Advisory	0	-	3,637	0	0		05-52-4156
8	Parks & Recreation	5,239		-				
	Zots to Tots Run	0	1,926	-	3,000	2,000	2,000	05-52-4158
	Adult Sports Leagues	6,576	8,012	10,773	6,000	6,000	8,000	05-52-4160
9	Planning	52,056	53,568	53,568	55,180	55,176	56,724	05-52-4162
	Town Planner retainer for Commission/Council mtgs.							
10	Science & Nature	92	70	500	850	250	900	05-52-4163
11	Sustainability (new)						4,900	05-52-4165
12	Teen	0	338	250	1,000	350	1,500	05-52-4166
	Teen dances, co-sponsor one movie night, school garden.							
	Ad Hoc Sausal Creek Committee	4,678	0	0				05-52-4168
	Sub-Total	153,906	156,165	155,900	169,490	120,176	143,232	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Consultant Services

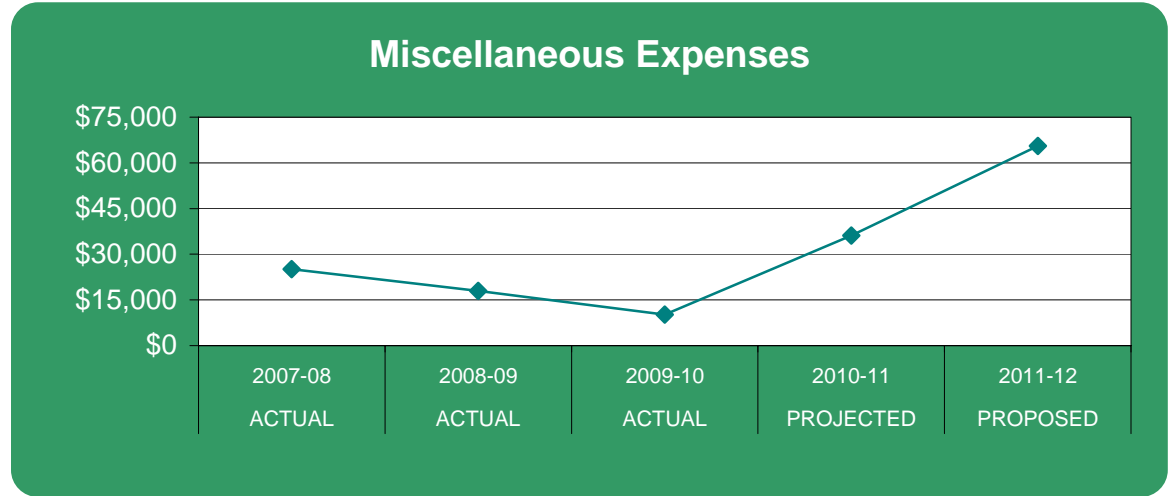
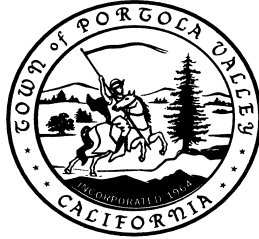


Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1	Accounting and Auditing Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit has been moved to Town Center	43,408	41,054	22,323	24,000	21,454	23,150	05-54-4180
2	Town Attorney Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.	94,937	70,667	101,796	88,000	58,500	70,000	05-54-4182
3	Town Attorney - Charges to Applicants Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.	14,749	2,925	12,111	15,000	38,000	30,000	96-54-4186
4	Transcription Services Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.	19,924	16,080	17,761	22,000	20,100	21,000	05-54-4188
5	Town Geologist The Town Geologist is retained to provide geology reviews and to provide advice to the Town Council and staff.	1,705	16,634	13,971	10,000	6,000	10,000	05-54-4189
6	Town Geologist - Charges to Applicants Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.	125,633	95,511	94,325	110,000	88,000	90,000	96-54-4190
7	Engineer Services This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES).	180	360	7,620	10,000	5,000	8,000	20-54-4192

Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
8	Engineer - Charge to Applicants	23,949	50,728	36,709	35,000	32,200	35,000	96-54-4194
	Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.							
9	Planner	224,868	203,000	169,212	180,000	175,000	180,000	05-54-4196
	The Town Planner is retained to oversee all planning and land use issues within the Town and works on Town Council and Planning Commission authorized projects on a fee-for-service basis. The Planner is retained for services to the Planning Commission (\$56,724 annually) and the Architectural and Site Control Commission (\$28,368 annually). These line items can be found in the Committees & Commissions budget.							
	<i>Assistance on Town Center Design</i>	22,215	7,573	0	0	0	0	5-54-4197
10	Planner - Charge to Applicants	167,839	218,506	242,922	250,000	284,000	250,000	96-54-4198
	Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.							
11	Plan Check	68,759	64,606	69,950	68,000	66,590	65,000	05-54-4200
	applicants for consistency with conditions and codes.							
12	Miscellaneous Consultants							
	<i>Personnel Services</i>							05-54-4209
	Consultant for Bldg Permit & Related Fees Study				37,000	8,000	21,000	05-54-4209
	Peelle - Scanning & Indexing Town Documents				13,000	3,000	8,000	05-54-4208
	Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams	660	5,465	12,933	3,600	1,800	1,000	05-54-4208
	Waste Management Consultants - Includes annual report to CIWMB.		6,030	1,000	1,000	360	1,000	05-54-4212
	Website and IT Consulting & Training Services	17,498	70,512	19,022	21,600	21,792	22,571	05-54-4216
	<i>Parks & Rec Committee - Requested design consultant for Ford Field infrastructure.</i>		6,859		0	0		05-54-4210
	<i>Grapefruit Media - Documentary of TC green construction.</i>	6,875						05-54-4211
	<i>Emergency Preparedness Community Outreach</i>		2,324		0	0		
	Miscellaneous Consultants	46,516	23,049	10,122	35,000	28,100	35,000	05-54-4214
	Sub-Total	879,715	901,882	831,777	923,200	857,896	870,721	

TOWN of PORTOLA VALLEY

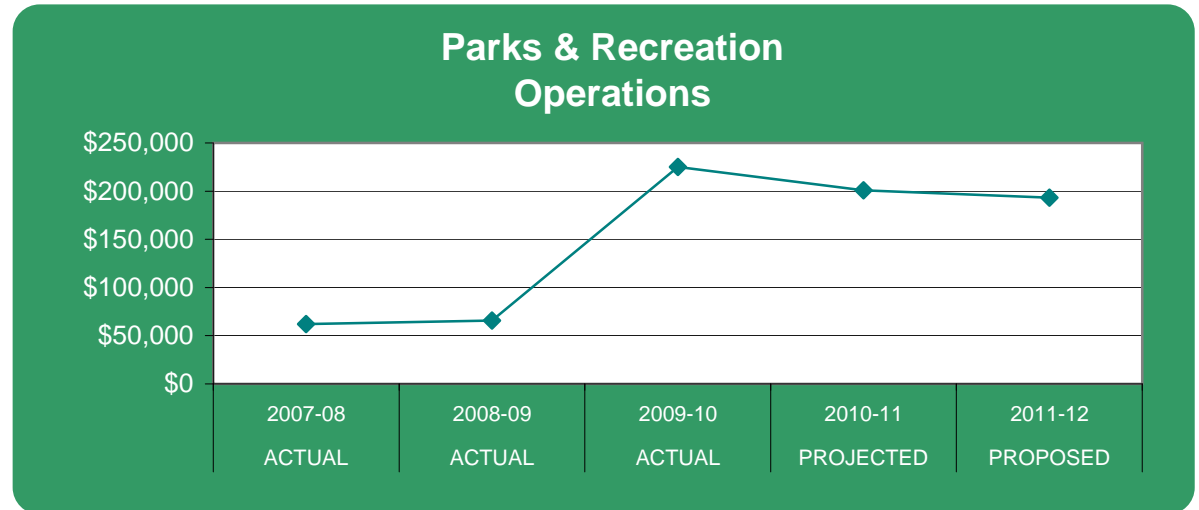
2011-12 BUDGET WORKSHEET



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1	Contingency Contingency funding provides for unexpected funding needs; cannot be spent without Town Council authorization. (It is advisable for the Town to have funds budgeted for unexpected expenses, the alternative being transferral of funds within the budget.)				30,000	30,000	30,000	05-56-4220
2	Community Services Funds the Town Council appropriates to non-profit community organizations and agencies.	13,288	13,300	8,300	4,300	4,300	10,000	05-56-4222
3	H.E.A.R.T. JPA For participation in endowment to create a regional approach to affordable housing.	1,841	1,841	1,841	1,840	1,841	1,591	05-56-4223
	Sausal Creek Fundraising Council approved a total of \$22,000 during 2007/08 for this new expense. To be paid from Friends of Sausal Creek revenue.	10,025	2,826	0	0	0	0	
4	Energy Upgrade California Grant						23,964	08-64-4335
	Sub-Total	25,154	17,967	10,141	36,140	36,141	65,555	

TOWN of PORTOLA VALLEY

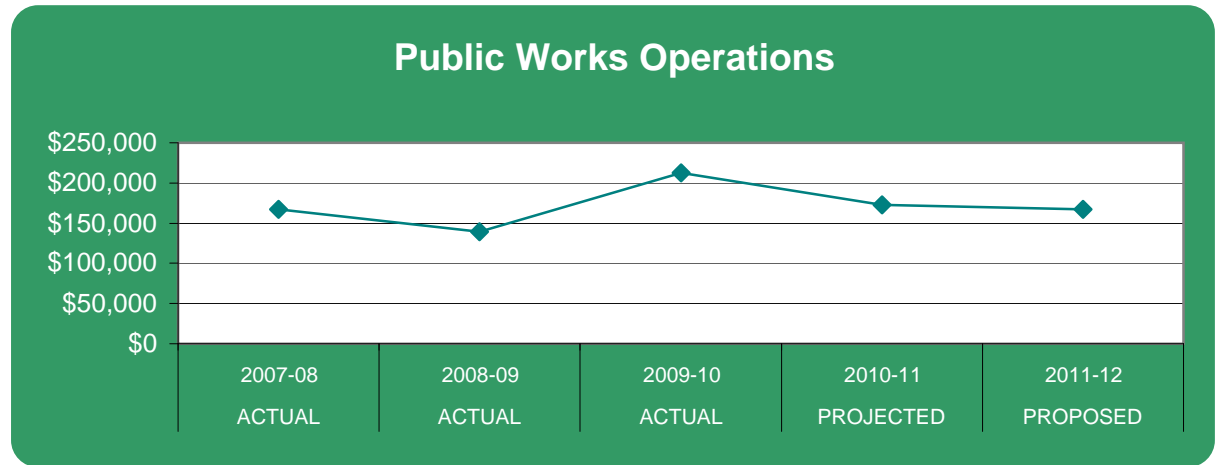
2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Parks and Fields Maintenance Maintenance cost for all Town-owned playing fields and parks.	58,743	60,960	64,211	60,140	58,000	53,970	05-58-4240
2 Portable Lavatories Portables at both Rossotti and Ford playing fields.	3,117	2,382	2,590	2,600	2,869	2,900	05-58-4244
3 Special Event Insurance Insurance to cover classes held at Town Center.	336	2,467	6,266	6,000	5,000	5,000	05-58-4338
4 Instructors Percentage of fees (80%) remitted to instructors from classroom revenues.		79,774	151,970	150,400	135,000	131,200	05-58-4246
Sub-Total	62,196	65,809	225,037	219,140	200,869	193,070	

TOWN of PORTOLA VALLEY

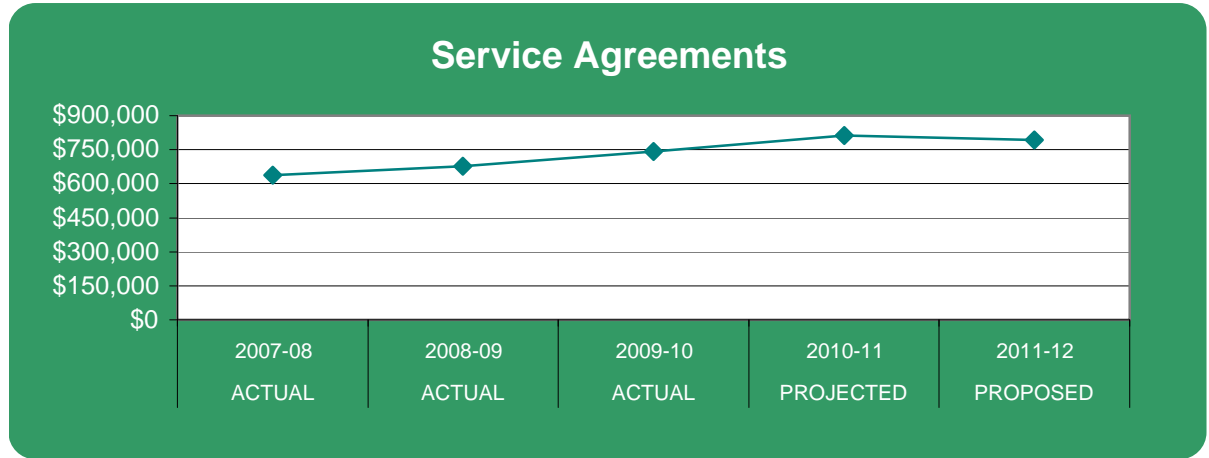
2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Public Road Surface & Drainage Maintenance	32,703	22,271	68,829	40,000	38,700	40,000	20-60-4260
2 Street Sweeping	31,215	31,410	18,425	20,000	21,580	20,000	20-60-4262
3 Right of Way Tree Trimming & Mowing	15,150	26,686	15,300	30,000	32,893	25,000	20-60-4264
4 Public Right of Way Litter Clean-up Program	10,150	9,731	9,731	9,000	9,731	9,000	20-60-4266
5 Tools and Equipment	2,055	3,569	2,108	4,000	2,000	3,000	05-60-4267
Includes safety garments, hand tools, and small mowers.							
6 Street Signs, Striping, Crosswalk Maintenance	20,447	14,528	1,554	10,000	14,660	15,000	20-60-4268
7 Trail Surface Rehabilitation	41,117	26,475	31,410	30,000	38,795	35,000	20-60-4270
8 Storm Damage/Emergency Repairs	14,316	5,019	64,815	20,000	14,182	20,000	20-60-4271
Non-disaster related storm damage.							
Sudden Oak Death Spraying in Right of Way			750	0			5-60-****
Included in ROW Tree Trimming budget							
Sub-Total	167,153	139,689	212,922	163,000	172,541	167,000	

TOWN of PORTOLA VALLEY

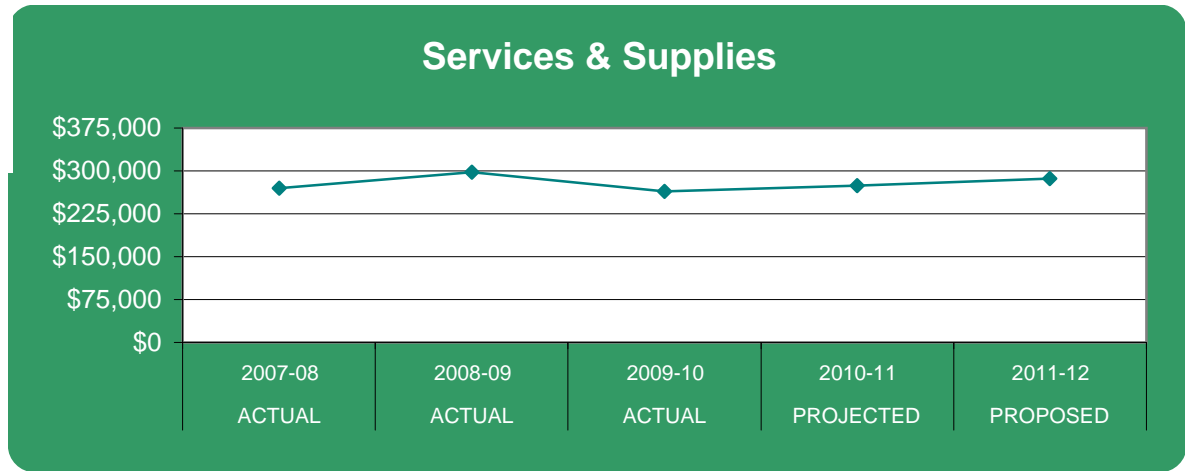
2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Animal Control Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County.	29,592	27,013	27,338	32,321	32,321	35,923	05-62-4280
2 San Mateo County Sheriff's Office Contract law enforcement through San Mateo County. This is the final year of a renegotiated three-year agreement.	418,114	449,623	498,601	546,189	546,189	598,145	05-62-4282
3 Additional Traffic Patrols (as of 2011-12, no COPS funding) Portion of program to be funded by General Fund.	126,000	90,000	99,135	100,000	100,000	0	30-62-4284
Portion of program to be funded by Public Safety Fund.	47,334	95,050	85,865	65,000	65,000	30,155	05-62-4284
			13,270	53,279	53,279	110,000	10-62-4284
4 Emergency Services Council JPA	12,269	12,653	12,968	13,250	13,250	13,250	05-62-4286
5 NPDES Stormwater Program Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.	2,963	4,149	4,698	5,000	3,600	4,000	05-62-4288
Sub-Total	636,272	678,488	741,875	815,039	813,639	791,473	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET

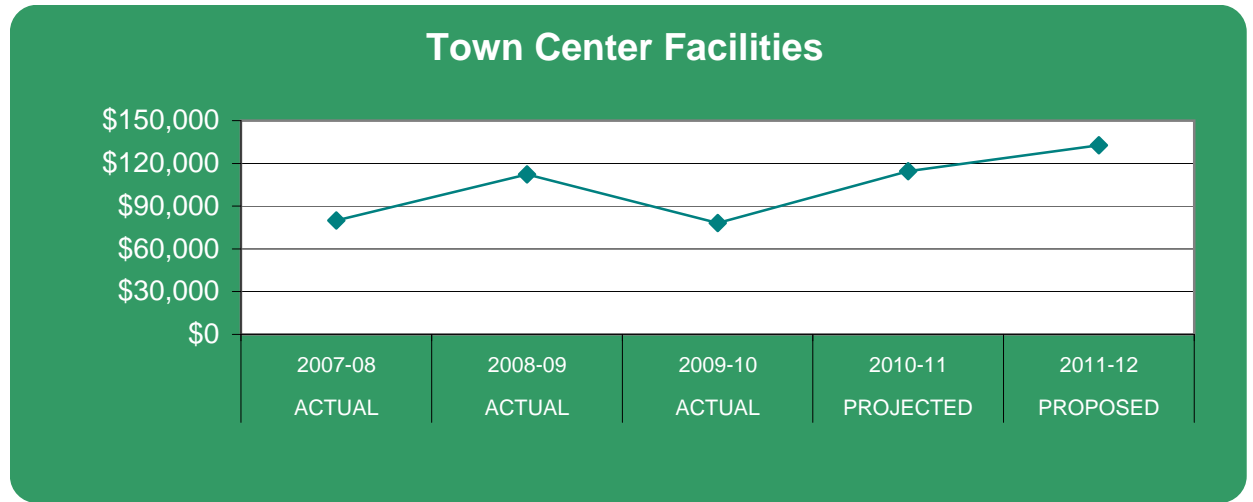


Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Codification Annual codification of the Town's ordinances.	0	2,569	0	3,100	2,700	0	05-64-4300
2 Elections Bi-annual Town elections. Funds used to pay County to administer Town elections.	585	0	15,070	0	0	8,000	05-64-4302
3 Liability Insurance/Bonds Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million.	45,557	32,121	33,325	30,000	30,993	31,000	05-64-4304
4 Office Supplies Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	16,037	16,808	14,778	18,000	14,000	15,000	05-64-4308
5 Town Publications Production costs for two digital newsletters per year and eight postcards.	24,364	24,405	21,663	18,600	17,784	14,600	05-64-4310
6 Web Site Hosting & Spam Filtering Includes offsite hosting of Municipal Code, security certificate for website, website hosting, and spam filtering services. Barracuda Spam Protection, 3 years' package.	947	3,630	3,817	4,000	4,400	7,240	05-64-4311
7 Office Equipment - Maintenance & Repairs Includes copier lease, 2 new computers and repairs.	19,066	28,794	17,405	25,240	25,550	15,152	05-64-4312

Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
8	Equipment Service Contracts	21,364	26,594	11,305	11,740	9,633	10,500	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other servicing as needed.							
9	Postage	15,684	12,180	10,985	11,000	9,775	10,000	05-64-4316
10	Telephones and Wi-Fi Internet	5,836	7,458	6,592	7,000	7,504	8,000	05-64-4318
	Includes land lines, cell phones, and wi-fi service.							
11	Advertising	12,213	10,753	5,958	7,000	4,600	6,000	05-64-4320
	Legal notices and advertisements.							
12	Dues	21,288	21,200	21,609	23,720	21,760	24,000	05-64-4322
13	Staff Development	425	0	0	0	0	0	05-64-4324
14	Education & Training - Staff	3,645	5,469	2,031	4,850	3,600	4,800	05-64-4326
15	Education & Training - Council, Commissions, & Committees	1,657	2,071	1,111	3,000	3,000	3,000	05-64-4327
16	Mileage Reimbursement (2011 rate is 0.51/mile)	4,717	3,325	3,036	3,500	2,000	3,500	05-64-4328
17	Utilities	43,885	54,358	48,982	52,000	52,000	52,000	05-64-4330
	PG&E and water expenses for Town Center buildings and fields.							
18	Fire Prevention/Wood Chipping	8,747	13,953	20,137	32,270	32,413	40,000	05-64-4333
	Woodside Fire Protection District fire prevention/wood chipping. Includes 2 extra chipping days in October for high risk areas, CERPP Director.							
19	Vehicle Maintenance	13,996	11,060	11,293	12,000	9,100	11,000	05-64-4334
	Includes yearly service of all vehicles and fuel costs.							
20	Miscellaneous	9,232	20,554	9,084	15,000	16,700	15,000	05-64-4336
21	Bank Fees			4,337	0	3,400	3,000	05-64-4337
22	Sustainability Series			1,217	6,950	3,000	5,195	05-64-4335
	Sub-Total	269,245	297,305	263,735	288,970	273,912	286,987	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Building Maintenance Equipment & Supplies	6,875	18,790	13,950	40,000	26,000	23,000	05-66-4340
2 Community Hall			9,800	21,600	20,278	21,130	05-66-4341
New account for maintenance costs, deep cleaning and annual usage audit.							
3 Landscape Supplies and Services	13,010	19,013	26,334	30,000	32,000	36,000	05-66-4342
Includes care of native plantings and trees.							
4 Janitorial Services	4,671	5,240	7,105	12,000	8,900	10,000	05-66-4344
5 Mechanical Systems Maintenance/Repairs	3,367	30,983	19,313	23,000	21,000	26,000	05-66-4346
Includes maintenance of electrical, photovoltaic, & dashboard.							
6 Library General Maintenance						10,000	25-66-4340
7 Repairs/Vandalism	0	170	137	1,000	936	1,000	05-66-4348
8 Property Insurance	1,299	1,281	1,446	5,380	5,380	5,500	05-66-4350
Temporary Facilities & Units							
Village Square lease for temp classes, July 2008	33,492	6,184					5-66-4354
Lavs (per OSHA requirements) at TC during construction.	17,281	13,766					5-66-4355
Purchase and setup of temporary storage units (4). Includes containers, shelving and electrical installation.							5-66-4356
Town Hall Move		9,860					
Window Coverings (as needed)		6,893					
Sub-Total	79,995	112,181	78,085	132,980	114,494	132,630	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Capital Improvements: Programs Account Description/Activity		ACCOUNT CODE	APPROVED 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	FY 2010-11	FY 2011-12	FY 2012-13
1	Annual Street Resurfacing Program							
	Construction		198,590	198,590	62,521	22		
			501,410	298,165	234,400	60	\$500,000	
					203,080	65		
2	2010/11 Street Resurfacing - Testing & Inspections	05-68-****	30,000	30,000	30,000	5		
	2011/12 Street Resurfacing Program - Design	05-68-4503	40,000	50,000	35,000	5		
3	Phase I Springdown Open Space Improvement (O.Nelson \$20k, frog survey \$2500, design \$10k)	15	75,000	32,610	75,000			
4	Storm Drain Inventory/Repairs							
	<i>Inventory and report</i>	5	37,000	0				
	<i>Inventory and report</i>	20 (1B)	33,000	33,000				
	Replacement and repairs	5	100,000	100,000	55,000			
	Replacement and repairs	22			20,000			
5	C-1 Trail (Stanford University)	96-00-4528	590,800	274,890	1,500,000			
6	Schoolhouse Paint/Front Entry Modifications				15,500			
	<i>Lighting at Town Center</i>	5	40,000	20,000	0			
Sub-Total			1,605,800	1,017,255	2,230,501	0	0	0

#8

There are no written materials for this item.

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

From: Ken Lavine [mailto:Ken@Lavine2020.com]
Sent: Monday, May 23, 2011 10:37 PM
To: Sharon Hanlon
Subject: Re: Application to Serve on Committee

Sharon,

At our last Cable and Undergrounding Committee meeting, the committee voted to recommend that the council appoint Bob Bondy as the seventh member of our committee. I believe that MJ will be forwarding you a copy of our minutes soon.

Thank you for forwarding his name to the council for their action.

Ken

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

From: webmaster@portolavalley.net [mailto:webmaster@portolavalley.net]
Sent: Tuesday, May 10, 2011 4:09 PM
To: Sharon Hanlon
Subject: Application to Serve on Committee - Cable/Bondy

Submission information

Submitter DB ID : 1096
Submitter's language : Default language
Time to take the survey : 20 min. , 44 sec.
Submission recorded on : 5/10/2011 4:08:32 PM

Survey answers

Full Name:*
Robert Bondy

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

- Cable & Utilities Undergrounding
- Community Events Committee
- Cultural Arts Committee
- Emergency Preparedness Committee
- Finance Committee
- Parks & Recreation Committee
- Teen Committee
- Traffic Committee

Email Address:*
bondy2@comcast.net

Address (include city/zip):*
Portola Valley 94028

Number of years in Portola Valley:*
28 years

Home Telephone Number:*

Cellular Telephone Number:

Other Telephone Number:
Not answered

Preferred Telephone Contact Number

Home
Cell
Other

I prefer to receive Town communications via:

E-Mail (recommended)
U.S. Mail

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

I have 46 years as an employee of Pacific Gas & Electric Co. The last 6 as a Construction Supervisor in San Mateo County. Local projects of note include Biancini's Market, Alpine Hills Tennis Club and Portola Valley Town Hall (coordination only) and The Proiry expansion, as well as many residential facilities within the town limits. Also of note, my experience includes multiple electric SCADA switches for rapid restoration of electric service within the town. Familiar with GO 95 and 128 state construction requirements for utility lines. Resume upon request.

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

soon to be retired, should be no conflict with my employer

Sharon Hanlon

From: craanes@comcast.net [mailto:craanes@comcast.net]

Sent: Thursday, June 02, 2011 1:28 PM

To: Sharon Hanlon

Subject: Re: agenda reminder

Dear Council Members,

As chair of the Emergency Preparedness Committee, I would like to request and recommend the appointment of Dr. Diana Koin to the Emergency Preparedness Committee.

Respectfully,

Chris A Raanes

Sharon Hanlon

Application to Serve on Committee - EPC / Koin

Submission information

Submitter DB ID : 1098
Submitter's language : Default language
Time to take the survey : 32 min. , 22 sec.
Submission recorded on : 5/29/2011 11:36:25 PM

Survey answers

Full Name:*
Diana Beth Koin, M.D.

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

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

Email Address:*
Diana_Koin@yahoo.com

Address (include city/zip):*

Number of years in Portola Valley:*
28

Home Telephone Number:*

Cellular Telephone Number:

Other Telephone Number:
Not answered

Preferred Telephone Contact Number

- Home
- Cell
- Other

I prefer to receive Town communications via:

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

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

The Emergency Preparedness Committee has a critical role in leading our community to be ready for disasters, particularly fire and earthquake. I believe my background would allow me to contribute to this effort. I served as the Medical Director of the Sequoias for five years, and thus am familiar with the facility and the resident population. Prior to that I was the Chief Medical Officer of the Veterans Home, Yountville and as such served on Napa County's emergency committee. Although we are blessed with numerous health professionals in our community, at this time there is not a specific Portola Valley strategy for them in case of disaster. Creating such a plan would be my goal.

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

No

From: [Michele Takei](#)
To: [Sharon Hanlon](#)
Cc: [Ann Wengert](#)
Subject: Ken Lavine--Finance Committee Appointment
Date: Wednesday, June 01, 2011 4:10:25 PM

Portola Valley Town Council,

On Tuesday, May 31 the Finance Committee unanimously agreed that Ken Lavine should be appointed to the Finance Committee to take the place of Chip McIntosh. Ken also attended the meeting as an observer and asked excellent questions and provided information to the Committee based on being on the Town Undergrounding Committee as well as formerly serving on the San Mateo County Grand Jury. As both a former CEO and CFO, Ken would be a very welcome new member.

The Committee requests that the Town Council appoint Ken as the new member of the Finance Committee.

Michele Takei
Finance Committee

Sharon Hanlon

Subject:

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

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

Sent: Tuesday, December 21, 2010 11:32 AM

To: Sharon Hanlon

Subject: Application to Serve on Committee - Lavine / Finance

Submission information

Submitter DB ID : 946
Submitter's language : Default language
Time to take the survey : 5 min. , 55 sec.
Submission recorded on : 12/21/2010 11:32:13 AM

Survey answers

Full Name:*
Ken Lavine

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

- Community Events Committee
- Cultural Arts Committee
- Emergency Preparedness Committee
- Finance Committee
- Nature & Science Committee
- Parks & Recreation Committee
- Traffic Committee

Email Address:*
ken@lavine2020.com

Address:*

Number of years in Portola Valley:*
33

Preferred Telephone Contact #1:*

Preferred Telephone Contact #2:
Not answered

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

I spent my career in finance, operations and general management in the valley. I currently serve on the Cable and Undergrounding Committee. Michele Takei requested that I consider serving on the Finance Committee as well, and after discussing with her the workload involved, I wish to express my interest.

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

I also serve on the Cable Committee

#12

There are no written materials for this item.

TOWN COUNCIL WEEKLY DIGEST

Friday – May 27, 2011

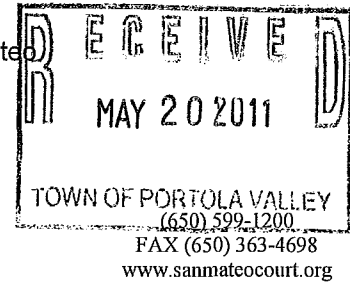
- 1. Grand Jury Report regarding Cell Towers: Public Opposition and Revenue Source – May 19, 2011 (8 pages)
- 2. Grand Jury Report regarding TASERS Standardizing to Save Lives and Reduce Injuries – May 24, 2011 (13 pages)
- 3. Mailer sent to ham radio operators in Portola Valley from the Emergency Preparedness Committee inviting them to an open house at Town Center on Saturday, June 18, 2011
- 4. Memorandum to San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for June 2011
- 5. June 2011 Meeting Schedule
- 6. Agenda – Finance Committee Meeting – Tuesday, May 31, 2011
- 7. Agenda – Regular Planning Commission Meeting – Wednesday, June 1, 2011
- 8. Cancellation of Traffic Committee Meeting scheduled for Thursday, June 2, 2011
- 9. Action Agenda – ASCC Meeting – Monday, May 23, 2011
- 10. Action Agenda – Regular Town Council Meeting – Wednesday, May 25, 2011

Attached Separates (Council Only)

- 1. Invitation to the San Mateo County Heroes Breakfast on Thursday, June 9, 2011
- 2. Invitation to the San Mateo County Fair from June 11 - 19, 2011



Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655



COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

May 19, 2011

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

Re: Cell Towers: Public Opposition and Revenue Source

Dear Councilmembers:

The 2010-2011 Grand Jury filed a report on May 19, 2011 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Joseph E. Bergeron. Your agency's response is due no later than August 17, 2011. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.

- Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Bergeron.

Hon. Joseph E. Bergeron
Judge of the Superior Court
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.

- Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)

3. Responses to be placed with the clerk of your agency.

- File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 599-1200.

If you have any questions regarding these procedures, please do not hesitate to contact Brenda B. Carlson, Chief Deputy County Counsel, at (650) 363-4760.

Very truly yours,



John C. Fitton
Court Executive Officer

JCF:ck
Enclosure

cc: Hon. Joseph E. Bergeron
Brenda B. Carlson

Information Copy: Town Manager



Cell Towers: Public Opposition and Revenue Source

Issues

Do cities and the County of San Mateo (the County) have effective governing policies and/or ordinances for cell tower installations that provide the public with a clear understanding of how applications are adjudicated?¹ Are cell tower installations a source of revenue for cities and the County?

Summary

There are more than 450 cell tower installations in San Mateo County. Although people want reliable cell phone reception, community opposition to cell towers is common. The County and 18 of 20 cities reported public opposition to a cell tower application within the past 5 years.²

The County and 12 of 20 cities generate varying amounts of revenue from cell tower installations, primarily from the leasing of public lands.³ Although it may not pose a large source of revenue, cities that are not already taking advantage of lease agreements as a steady revenue source should negotiate such agreements with service providers in the future. In addition, any new leases should require service providers to maintain existing structures, remove unused or obsolete equipment, and replace structures with newer low profile structures as they become available.

Improving information available to the public and providing clearer communications can improve public response to future cell tower installation applications.

Background

While there is universal public demand for improved and more reliable cell phone transmissions, there exists a “not in my backyard” approach to having cell tower installations in close proximity to residences or commercial establishments. This statement is based on survey data and the number of incidences of public opposition recorded in local news articles or communications collected by members of the grand jury over a seven-month period in Fiscal Year 2010-2011. At least 8 of the 20 cities in San Mateo County had newspaper articles or communications of overt public opposition to cell tower applications during this timeframe.⁴

¹ For purposes of this report, “cell towers” refers to any wireless communications facility or structure erected for purposes of transmission on either public or private property.

² Only two cities, Colma and East Palo Alto, did not report incidences of public opposition.

³ Belmont, Brisbane, Burlingame, Foster City, Hillsborough, Menlo Park, Millbrae, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco.

⁴ Daly City, Half Moon Bay, Menlo Park, Pacifica, Portola Valley, San Bruno, San Carlos, South San Francisco.

Public opposition occurs most often from individuals living in close proximity to a proposed cell tower site. Individuals or homeowner associations may make their own case to the city or form new groups for the purpose of galvanizing opposition. These new groups typically exist only until a final decision is rendered, making it impractical for the grand jury to interview representatives.

Data shows opposition is typically based on perceived health risks such as electromagnetic radiation. To date such concern is regarded as scientifically unproven and has not been a legal basis for permit denial in accordance with provisions in the (federal) Telecommunications Act of 1996.⁵

An appellate court ruling in 2009 supported the decision by the City of Palos Verdes Estates in Southern California to deny the installation of cell towers on the basis of aesthetics alone. Service providers had argued that there must be a compelling “substantive” reason to deny an application or it must be approved in favor of communication expansion. The appellate court ruled that aesthetics were a valid reason to deny a cell tower application, so long as the denial does not cause a significant gap in service coverage that cannot feasibly be addressed by alternatives.⁶

Federal law governs some cell tower decision-making authority. For example, each application by a service provider to install a cell tower must be considered on an individual basis, and a government entity cannot favor one telecommunications provider over another under protections provided by the Telecommunications Act of 1996.⁷ Thus opposition is targeted to a specific application for cell tower installations.

Cell phone vendors compete for improved range, clarity of reception, and a reduction of dropped calls. Some cities report that cell tower installations have been increasing over the past five years to meet these demands.⁸

Investigation

The 2011 San Mateo County Civil Grand Jury collected information about cell towers via a survey sent to city managers and planning directors, or their counterparts, in the County and each of the 20 cities (see Attachment).

Online research was conducted, including a review of excerpts of the Telecommunications Act of 1996 and the United States Court of Appeals, Ninth Circuit decision in the *Sprint PCS Assets PCS LP v. City of Palos Verdes Estates*.

Newspaper articles and communications from neighborhood groups regarding cell tower placement were collected and reviewed.

⁵ Peter M. Degnan et al, *The Telecommunications Act of 1996: §704 of the Act and Protections Afforded the Telecommunications Provider in the Facilities Siting Context*, May 18, 1999, pps. 7-8.

⁶ No. 05-56106 – *Sprint PCS Assets PCS LP v. City of Palos Verdes Estates*, argued and submitted July 6, 2009 – October 14, 2009.

⁷ Degnan et al., op. cit., p. 5.

⁸ Belmont, Brisbane, Daly City, East Palo Alto, Foster City, Menlo Park, Portola Valley, Redwood City, San Carlos, South San Francisco.

Discussion

The County and 15 of 20 cities in San Mateo County have ordinances in place related to cell tower installation.⁹ These ordinances vary considerably in scope and comprehensiveness. Whether or not the County or a particular city has an ordinance governing cell tower installations does not seem to insulate it from public opposition. Service providers must make application to the County or cities whether or not there is an ordinance in place.

The County and 6 of 20 cities reported public opposition to cell tower applications occurred more frequently than once a year.¹⁰ The primary opposition came from individuals living in close proximity to the proposed installation site. The most frequent reason cited for such opposition was public safety such as perceived health risks from electromagnetic radiation, although it is not a valid basis on which the County or city can deny a permit. Visual or aesthetic impacts, which are a valid issue upon which to base a decision regarding denial or modification of a cell tower application, were less frequently mentioned.¹¹

In the County and 7 of 20 cities, service providers have withdrawn applications for cell tower installation due to public opposition.¹² In 2008 (referred to as the “2007 decision”), a service provider filed a lawsuit against the County because of a denied cell tower renewal application subsequent to an appeal filed by residents which overturned the initial approval.¹³ There have been no incidences of litigation reported by cities because an application for cell tower installation was denied.

The County and 12 of 20 cities generate revenue from cell tower installations, primarily from the leasing of public lands.¹⁴ In most cases, revenue is deposited to the general fund with no specific use indicated. The revenue is paid by service providers in addition to application or permit fees. Costs to file an application vary widely, with many cities requiring a deposit toward staff time.

Some cities do not require service providers to maintain cell towers and/or remove installations when they are no longer used, become obsolete, or the permit expires. These provisions are important because wireless technology continues to innovate and may in the future be replaced by devices significantly smaller with improved range.¹⁵

⁹ Belmont, Brisbane, Daly City, East Palo Alto, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, Woodside.

¹⁰ Belmont, Daly City, Millbrae, Pacifica, Redwood City, San Carlos.

¹¹ *Sprint PCS Assets PCS LP v. City of Palos Verdes Estates*, op. cit.

¹² Belmont, Burlingame, Daly City, Hillsborough, Pacifica, San Bruno, San Carlos.

¹³ Litigation pending ; case no. CV11 0056 *Sprint v. County of San Mateo et al*, amended complaint filed Jan. 6, 2011, U.S. District Court of Appeal, Northern District of CA.

¹⁴ Belmont, Brisbane, Burlingame, Foster City, Hillsborough, Menlo Park, Millbrae, Redwood City, San Bruno, San Carlos, San Mateo, San Francisco.

¹⁵ Svensson, Peter AP Technology Writer, *Wireless Advances Could Mean No More Cell Towers*, February 12, 2011, and Bloomberg Businessweek, *Alcatel-Lucent's Tiny Cell Tower*, February 28-March 6, 2011.

Findings

The 2011 San Mateo County Civil Grand Jury finds that:

1. There is no apparent correlation between the existence of policies and/or ordinances regarding cell towers and the likelihood of public resistance to an application.
2. Locating applicable cell tower ordinances and policies on County and city websites is cumbersome.
3. Federal law precludes the use of perceived health risk as a basis for denying an application¹⁶; visual or aesthetic impacts are a valid reason to deny or modify an application, so long as the denial does not cause a significant gap in service coverage that cannot feasibly be addressed by alternatives.¹⁷
4. Some cities do not require service providers to maintain cell towers and/or remove installations when they are no longer used, become obsolete, or the permit expires (see Attachment).
5. The County and all cities have varying filing and processing fees for processing cell tower applications (see Attachment).
6. The County and 12 of 20 cities generate widely varying amounts of revenue through cell tower lease agreements (see Attachment).¹⁸
7. Five cities which have cell towers on public property are not charging service providers for land use¹⁹; three cities do not currently have cell towers located on public property.²⁰

Conclusions

The 2011 San Mateo County Civil Grand Jury concludes that:

The County and most cities have governing policies and/or ordinances that prescribe cell tower installations. Having an ordinance in place does not reduce the likelihood of public opposition to a cell tower application.

The County and cities need to balance public desire for improved wireless reception with local concerns regarding health, aesthetics, and property values while recognizing the rights of service providers under federal law.

¹⁶ Telecommunications Act of 1996.

¹⁷ No. 05-56106 – *Sprint PCS Assets PCS LP v. City of Palos Verdes Estates*, op. cit.

¹⁸ Belmont, Brisbane, Burlingame, Foster City, Hillsborough, Menlo Park, Millbrae, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco.

¹⁹ Daly City, East Palo Alto, Half Moon Bay, Portola Valley, and Woodside have cell towers on public property and do not receive revenue for land use.

²⁰ Atherton, Colma, and Pacifica do not currently have cell towers located on public property.

The County and cities which have cell towers located on public property should establish lease agreements with service providers to generate revenue to the general fund.

The County and cities have varying cell tower application fees for recouping staff costs in processing these often complex applications and use permits.

There is no standard way of ensuring that cell towers are maintained or removed when they are no longer used or the permit expires. Cities which do not already have maintenance and removal provisions required of service providers may be responsible for cell tower maintenance and/or removal on public property.

Educating the public about applicable governmental regulations may help to alleviate some of the angst generated by cell tower installations.

Recommendations

The 2011 San Mateo County Civil Grand Jury recommends to the County Board of Supervisors and the City Councils of all cities in San Mateo County the following:

1. Review and revise, if needed, the current fee structure to recoup staff costs for processing cell tower applications;
2. Negotiate lease agreements for future installations on public land that generate revenue or other tangible benefit to the community;
3. Add cell tower maintenance and removal provisions if they are not already included in existing ordinances and lease agreements;
4. Require that all new lease agreements contain a provision requiring service providers to install newer technology as it becomes commercially available to reduce the footprint of cell towers; and
5. Develop a webpage within County and city websites which clearly posts local ordinances, policies and procedures as well as federal regulations related to cell tower installations.

The Grand Jury further recommends the City Councils of Daly City, East Palo Alto, Half Moon Bay, Portola Valley, and Woodside pursue new or amended leases for existing cell towers on public property that are not currently generating revenue or other community benefits.

Cell Tower Cities and County Survey Responses

	Number of cell towers on private property	Number of cell towers on public property	Does the city have codes or ordinances governing cell towers?	Does the city's code/ordinance cover both public and private property?	Is there a provision requiring service providers to maintain cell towers?	Is there a provision requiring service providers to remove cell towers if obsolete or a use permit ends?	Have you had applications withdrawn by service providers due to public resistance?	What is the current cost to file an application or permit for a cell tower structure?	Does the city generate revenue paid by service providers in addition to application or permit fees from cell towers installations?	If yes, what is the average annual revenue paid by service providers to the city that is generated from cell towers?	If yes, how is revenue generated by cell towers used by the city?
Atherton	3	0	NO	N/A	N/A	NO	NO	Conditional use permit - Fee \$1,919 plus \$2,000 deposit - \$3,919 total	NO	N/A	N/A
Belmont	18	7	YES	YES	NO	YES	YES, Public reviews from 2007-2009, now waiting for withdrawal from applicant.	Fees: -complex project fee \$13,272 (deposit) -new construction engineering fee \$2,691 or \$1,704 (equipment change only) -fire fee for plan check \$268 -Environmental review fee \$547 -county recording fee \$50 -3rd party review of RF exposure study (deposit during review).	YES. There are leases for cell towers placed on public properties (parks, city hall, etc.	Unknown	Deposited to general fund for a variety of uses
Brisbane	15	3	YES	YES	NO	YES	NO	\$851 - administrative permit. \$2,698- planning commission use permit	YES, land lease	\$1,500/month	Deposited to general fund for a variety of uses
Burlingame	Unknown	Unknown	NO	N/A	NO	NO	YES, once (2010)	Depends upon level of review and cost of installation	YES. Only in instances where city owned property is leased for the installation	\$25,000 (based on one installation on public property)	Deposited to general fund for a variety of uses
Colma	4	0	NO	N/A	NO	YES	NO	Minor use permit \$905	NO	N/A	N/A
Daly City	45	15	YES	YES	YES	YES	YES, once (2010)	\$3,700	NO	N/A	N/A
EPA	Unknown	Unknown	YES	YES	YES	YES standard condition of approval	NO	Staff level-minor cell tower cost-\$667. Conditional use permit-major cell tower cost-\$3,862	NO	N/A	N/A
Foster City	26	6	NO	N/A	YES	NO	NO	Architectural review \$200. Use permit \$200 deposit. Applicant pays for cost to process	YES	The City receives approximately \$96,000 per year in revenue from the leasing of 4 sites for cell towers	Deposited to general fund for a variety of uses
HMB	2	1	NO	N/A	YES as a condition of CDP approval	YES as a condition of CDP approval	NO	\$1,300 deposit (actual cost determined by time required to complete processing)	NO	N/A	N/A
Hillsborough	0	11	YES	YES	YES	YES	YES, once (2006/07)	\$2,500	YES, if lease of public property is needed	The town collects \$162,120 annually for 7 sites. (\$1,930 monthly per site.)	Deposited to general fund for a variety of uses
Menlo Park	39	9	YES	NO, private property only	NO	NO	NO	Use permit deposit is \$1,500 subject to hourly billing rates for actual staff time expended toward the project	YES. Currently only one site in the Public ROW is subject to a lease agreement with the City.	\$2,500/month for the one cell site subject to a lease agreement	Deposited to general fund for a variety of uses
Millbrae	14	5	YES	YES	YES	YES	NO	\$7,000 on private property; \$2,000 on property	YES. Leases for facilities on city property	\$15,000/year per facility on city property	Deposited to general fund for a variety of uses
Pacifica	40	0	YES	No, private property only	YES	YES	YES, on more than one occasion	\$3,750	NO	N/A	N/A
Portola Valley	5	5	YES	YES	YES	YES	NO	\$420/fee; \$7,500/ Deposit	NO	N/A	N/A
Redwood City	Unknown	Unknown	YES	YES	YES	NO	NO	If property > 1/4 acre \$5k deposit; < 1/4 acre \$1k for Arch. Permit, \$2,830 for use permit	YES. One cell installation is on city land; a monthly or yearly lease is paid to the city	\$1k - \$1,666 per month	Deposited to general fund for a variety of uses
San Bruno	Unknown	Unknown	YES	YES	YES	YES	Yes, on more than one occasion	Use permit: \$2,145 Admin Approval: \$1,320	YES. Only if built on city owned parcel (e.g., water tank, park, etc.)	\$24,000 per year on average	Deposited to general fund for a variety of uses
San Carlos	9	3	YES	YES	YES	YES	YES, on more than one occasion	\$5,660.00	YES. Land lease of city property	\$2,000-\$3,000/mo \$24,000- \$36,000/yr.	Deposited to general fund for a variety of uses
San Mateo	Unknown	Unknown	YES not specific	YES	NO	NO	NO	Deposit amount of \$2,079; could ultimately be more based on staff time	YES. If in city parks or ROW on city equipment/poles, a lease is negotiated	The city is still negotiating its first lease	If in parks, used for Park & Rec purposes. If on city poles, used for Public Works purposes
SSF	Approx 30	Approx 8	YES	YES	YES	YES	NO	Use permit application - \$4,070	YES. Revenue ranges from \$1,500-\$3,000 per month per site	Approximately \$166,000/year	Deposited to general fund for a variety of uses
Woodside	6	9	YES	YES	YES	YES	NO	\$1,790 for CUP and Building permit fees	NO	N/A	N/A
County	71	42	YES	YES	YES	YES	YES, on more than one occasion	Varies - generally about \$7,813	YES. Administrative review by the Planning and Building Dept is occasionally required. The County (Real Property) also receives revenue from carriers located on County Property	\$500 to the Planning and Building Dept. Unknown amount to the County.	Revenue for Administrative reviews allocated to the Planning and building Dept. Revenue to the County unknown as to how it is allocated



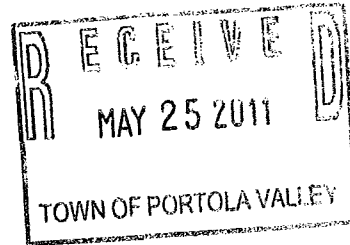
Superior Court of California, County of San Mateo

Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 599-1200
FAX (650) 363-4698
www.sanmateocourt.org

May 24, 2011



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

Re: TASERS Standardizing to Save Lives and Reduce Injuries

Dear Councilmembers:

The 2010-2011 Grand Jury filed a report on May 24, 2011 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Joseph E. Bergeron. Your agency's response is due no later than August 22, 2011. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.
 - Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Bergeron.

Hon. Joseph E. Bergeron
Judge of the Superior Court
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.
 - Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)
3. Responses to be placed with the clerk of your agency.
 - File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 599-1200.

If you have any questions regarding these procedures, please do not hesitate to contact Brenda B. Carlson, Chief Deputy County Counsel, at (650) 363-4760.

Very truly yours,



John C. Fitton
Court Executive Officer

JCF:ck
Enclosure

cc: Hon. Joseph E. Bergeron
Brenda B. Carlson

Information Copy: Town Manager



TASERS

Standardizing to Save Lives and Reduce Injuries

Issue

Have the law enforcement agencies in San Mateo County adopted a standardized TASER[®] policy and, if so, is it effective?

Summary

This investigation focused on 20 uniformed police agencies of all cities/towns and the Sheriff's Department in San Mateo County, the California Highway Patrol, and BART (Bay Area Rapid Transit) Police. It was found that only two cities, Menlo Park and East Palo Alto, currently do not employ TASER devices. Standardizing TASER device use policies and training would provide law enforcement agencies with a unified understanding of appropriate response to events within and across jurisdictions in the County. Of those agencies using TASER devices, the use of force policies and training requirements are sufficiently similar to consider them standardized, with the exception of the Sheriff's Use of Force policy.

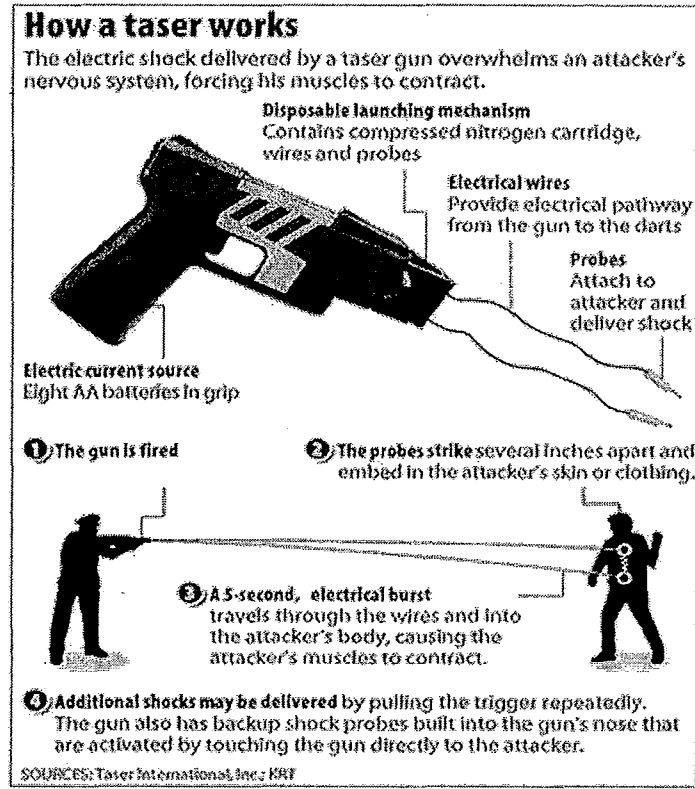
The 2011 San Mateo County Civil Grand Jury recommends that the Sheriff either adopt a Use of Force policy that is consistent with the other agencies in the County or reinstate the Sheriff's prior Use of Force policy dated April 10, 2008. It also recommended that uniformed officers across the County who are required to have a firearm while on duty carry this less-than-deadly force tool whenever they carry a firearm. It is further recommended that all agencies track the use of the TASER device to obtain control of subjects, even when the subject is not actually "tased."

Background

The TASER, a branded electronic control device (ECD), is a device manufactured by TASER International, Inc. that employs a high voltage, low amperage shock that is momentarily painful to the subject in a manner that causes the subject to lose muscle control and, if standing, fall to the ground. It works by the use of compressed gas to propel two barbs, attached by very thin wires, toward the subject. Once the barbs attach to skin or clothing, the shock is applied. It has an effective range of approximately 6 to 25 feet, thus allowing the officer to avoid immediate physical contact with the subject. The TASER device can also be used as a "stun gun" in what is called "drive stun" mode.¹ The TASER device is used by police officers to bring a subject under control, offering a less lethal option than a firearm.

¹ A TASER device can directly deliver an electrical shock from the device itself without the use of wires or barbs, but such requires physical contact with the subject. It does not incapacitate the subject, but uses momentary pain as the method of obtaining control. A "drive stun" is police terminology for approaching a subject to apply a TASER in the drive stun mode. The cartridge that is on the TASER device must be removed to use it in this way. This

The use of a TASER device in an instance where otherwise the officer would be required to use physical force to subdue a subject has been reported to reduce the incidence of officer injuries, and consequently the cost to taxpayers for insurance and disability payments.² The Association of Bay Area Governments (ABAG), which provides the insurance pool for all of the police agencies except the Sheriff's department and California Highway Patrol, encourages the use of TASER devices and provides grants for departments to obtain them at no charge. TASER devices are used by uniformed police officers in all law enforcement agencies in San Mateo County with two exceptions, the cities of East Palo Alto and Menlo Park. Peace officers³ in the Coroner's Office, District Attorney and Probation Department do not use TASER devices. No police agency uses an ECD made by any other company.



Although the TASER device is less lethal than a firearm, *no use of force is without lethal risk*. In the last two years in San Mateo County, TASER devices have been used approximately 130 times⁴ with no reported loss of life or serious injury attributable to the device. One agency reported an instance in which a TASER device was used under circumstances which, had it not been available and successfully activated, deadly force would have been used. The use of the TASER device likely saved the life of the subject.

The TASER device has a laser light that is used for aiming. This light is visible to a subject and when an officer "lights up" a subject with the laser light, this alone is often sufficient for the officer to gain the subject's immediate compliance.⁵

TASER devices can be misused by officers, just as any other use of force can be misused. The Grand Jury is unaware of any reported abuses by any of the law enforcement agencies in San Mateo County in the past 2 years which is the time frame studied here. The law enforcement agencies that use TASER devices have chosen to require extensive training, multi-level

practice is usually employed when the barbs of the TASER fail to attach, or when the officer is too close to use the TASER device at a distance.

² See Reduction in Injuries charts from several police agencies at http://www.taser.com/pages/le_overview.aspx

³ Sworn peace officers, as specified by statute, are authorized to use deadly force if needed.

⁴ See Appendix A.

⁵ For the purpose of this report we are calling this "deployment." "Activation" is when the officer actually uses, or attempts to use, the TASER device on a subject.

supervisory review, and reporting of any activation of the TASER device. The California Penal Code provides for criminal sanctions for the misuse of TASER devices.⁶

All of the law enforcement agencies in San Mateo County, except the Sheriff’s Office, use TASER protocols established by Lexipol, LLC of California. These protocols define the procedures for device deployment (use of force), activation, subject follow-up, reporting, and review policies. Lexipol is a private company that contracts by subscription service for the development and updating of policies with police departments across the United States. Lexipol defends its policies in court as meeting the “standard of care” when litigation regarding their use by local law enforcement agencies arises.⁷ The Sheriff’s Office does not use Lexipol and has developed its own comprehensive policies.

The Sheriff’s Office provides law enforcement services for much of the County, including the unincorporated areas of the County and now including, by contract, the cities of San Carlos and soon Half Moon Bay, which previously had their own TASER device policies. The officers working for these cities are, or soon will become Sheriff’s Deputies.

On February 22, 2010, the Sheriff’s department modified its policy to require a higher threshold for deployment and activation of TASER devices by deputies.

Sheriff’s Department Use of Force Ladder		
	<u>April 10, 2008</u>	<u>February 22, 2010</u>
1	Officer presence	Officer presence
2	Verbal commands	Verbal commands
3	Light touch	Light touch
4	Physical controls (restraint holds)	Physical controls (restraint holds)
5	Aerosol pepper projection	Aerosol pepper projection
6	<i>Taser Electronic Control Device (ECD)</i>	Impact weapons (ASP/Baton, flashlight)
7	Impact weapons (ASP/Baton, flashlight)	Specialty Impact Munitions (SIMs)
8	Specialty Impact Munitions (SIMs)	<i>Taser Electronic Control Device (ECD)</i>
9	Carotid Control	Carotid Control
10	Deadly force	Deadly force

The Sheriff’s Office employs a Use of Force Ladder (see diagram on previous page) that requires a deputy to use a baton or flashlight prod and Specialty Impact Munitions (e.g., rubber bullets) before deployment and activation of the TASER unless the deputy can articulate a reason to use the higher level of force presumably represented by the TASER. The Sheriff’s Use of Force Policy, dated April 10, 2008, placed the threshold for TASER devices use immediately prior to the use of a baton or flashlight prod, providing an opportunity to avoid physical contact with a subject. The Sheriff’s current Use of Force policy places the use of a TASER device after both the physical contact use of a baton or flashlight prod and the use of SIMS.

⁶ California Penal Code section 244.5.

⁷ More information about Lexipol can be found at <http://www.lexipol.com>.

Lexipol uses a toolbox⁸ approach, allowing the officer to use their best judgment based on the subject's behavior. The California Highway Patrol calls this the Use of Force Option Wheel. *See diagram at right.*

Investigation

The Grand Jury collected information regarding the extent of standardization, the use of TASER devices and the use of Lexipol in San Mateo County using a survey, analyzed reports and documents, and conducted interviews with several Police Chiefs, the Sheriff and other personnel within their respective agencies.

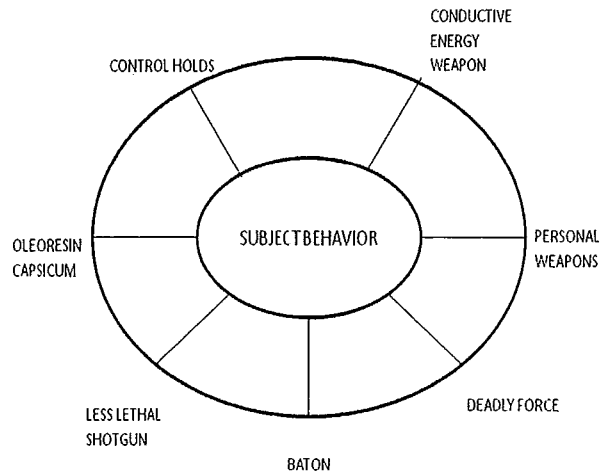
Officers who had actually deployed and activated a TASER in making an arrest were also interviewed. A chart summarizing information collected is provided in Appendix A.

To help understand the effectiveness and limitations of the TASER device, a local police agency conducted a demonstration of a TASER device deployment and activation for the Grand Jury. Among the documents reviewed were the *Use of Force* manuals published by the Police Department of each city, sample post-incident *Use of Force Reports*, Lexipol generic standards and protocols, and other relevant documents.

Findings

The 2011 San Mateo County Civil Grand Jury finds:

1. The Sheriff's Department has a Use of Force policy that is different than the standardized policies of the other uniformed law enforcement agencies in San Mateo County. The Sheriff Department's policy requires a deputy to make physical contact with subjects who are violent or threatening prior to the deployment and/or activation of the TASER device unless the deputy can identify and articulate a reason to move up the ladder to the TASER device use. Once engaged in physical contact, TASER use is limited to the "drive stun" mode.
2. Law Enforcement agencies often respond to calls outside their jurisdiction for mutual aid and joint task force operations, such as the San Mateo County Gang Task Force and Drug Task Force. In these joint operations the protocols for Taser use by the Sheriff are not the same as the other agencies in the county which also use TASERS:
3. Of the 18 uniformed police agencies using TASER devices in San Mateo County that the Grand Jury reviewed, the primary provider of Use of Force policies and TASER use



USE OF FORCE OPTION WHEEL DIAGRAM

Copied from the Highway Patrol Manual 70.6, page 1-2

⁸ Many interviewees stated that "the TASER device is a use of force tool," that should be used appropriately just like any other tool available to officers.

policies is Lexipol, LLC. Fifteen cities, BART and the CHP use Lexipol, or have policies that are similar, if not identical, to Lexipol.

4. All agencies using TASER devices require training prior to the issuance of a TASER to individual officers; require annual or more frequent retraining; require a "Use of Force Report" when a TASER device is activated;⁹ and require medical evaluation for a subject who has been "tased."
5. No agency requires reporting when a TASER device has been used in the "light up" deployment mode, but not activated.
6. No agency requires that an officer who has been issued a TASER device actually keep it on his/ her person. The TASER device may be kept secured in the patrol car for those officers on patrol duty.
7. The cities of Menlo Park and East Palo Alto are the only San Mateo County police agencies that do not supply TASER devices to their officers and therefore TASERS are not available as an alternative to lethal force.

Conclusions

The 2011 San Mateo County Civil Grand Jury concludes:

1. TASER devices can be a use of force alternative to the lethal force of a firearm.
2. With the exception of the Sheriff's Office, of those agencies using TASER devices, the use of force deployment and activation policies are sufficiently similar to consider them to be standardized.
3. Without standardized use of force policies across San Mateo County with respect to activation and deployment of TASER devices, police officers and Sheriff's deputies do not have a consistent approach in responding to potential use of force events. In addition, a lack of common policies (and training) could set inconsistent expectations with the public and law enforcement officers alike as to when and how TASER devices will be deployed and activated.
4. Lexipol, LLC provides the most-used set of standards for Use of Force policies in San Mateo County.
5. All agencies that are using TASER devices have adequate training, supervision, reporting, review, and medical evaluation of the subject when TASER devices are used.
6. TASER devices that are deployed, but not activated, are not included in Use of Force reports. This understates the effectiveness of Tasers because "lighting up" a subject with the laser light is often sufficient for the officer to gain the subject's immediate compliance. The absence of this reporting can result in future decision-makers not having sufficient information about the utility of carrying and deploying this device.
7. An officer who is trained in the use of TASER devices cannot make use of the device if he or she is not carrying it when it is needed.

⁹ Please see attached sample Use of Force report attached as Appendix B

8. The use of a TASER device, before being required to physically subdue a subject, would result in fewer injuries to both officers and subjects. When an officer goes “hands on” with a subject, in the form of the use of a baton, flashlight prod, or other device that can cause physical injury, it places the officer and the subject into a position where physical injury is more likely.

Recommendations

The 2011 San Mateo County Civil Grand Jury recommends that the Sheriff:

1. Adopt either the Lexipol standard policies and decision toolbox approach, establish similar policies, or reestablish the prior Use of Force policy dated April 10, 2008.
2. Add a “deployment only” category to all Use of Force Reports and track the effect that this “light up” mode has in assisting deputies to gain and maintain control over subjects.
3. Require uniformed deputies to have TASER devices available to the same extent that the officers are required to have a firearm available for use.

The 2011 San Mateo County Civil Grand Jury recommends that the City Councils of the cities of Menlo Park and East Palo Alto:

1. Implement the use of TASER devices for their uniformed police officers.
2. Adopt Use of Force policies that are consistent with other San Mateo County cities.
3. Implement policies that require training, supervision, reporting, multi-level supervisory review, and medical evaluation of subjects when TASER devices are used as well as “deployment only” tracking for in-field incidents.
4. Require uniformed officers to have TASER devices available to the same extent that the officers are required to have a firearm available for use.

The 2011 San Mateo County Civil Grand Jury recommends that the City Councils of all cities other than Menlo Park and East Palo Alto:

1. Add a “deployment only” category to all Use of Force Reports and track the effect that this “light up” mode has in assisting deputies to gain and maintain control over subjects.
2. Require uniformed officers to have TASER devices available to the same extent that the officers are required to have a firearm available for use.

Appendix A

Survey Results on Tasers

Standardized Taser use and Training Policies Survey results	Is the agency using Tasers	Are they using Lexipol? Directly or leveraging their policies?	# of incidents of Taser use in past 2 years	Frequency of taser training?	Any authorized use by non-Peace Officers?
Police Dept:					
Atherton	YES	YES	0	Initial training; repeated if lapse of 6 months	NO
BART	YES	YES	17 (although unclear from response whether this is in SIMCO or across entire BART system)	Initial training; repeated if lapse of 6 months	NO
Brisbane	YES	YES	2	Unknown	NO
Broadmoor	YES	YES	0	Unknown	"Some officers do." Unclear what this actually means.
Burlingame	YES	YES	4	Unknown	NO
CHP (Redwood City)	YES	NO	15	quarterly review annually; repeated if lapse of 6 months	NO
Colma	YES	NO	2	annually	NO
Daly City	YES	NO	26	annually	NO
East Palo Alto	NO	N/A	N/A	N/A	N/A
Foster City	YES	YES	drawn 5 times, never fired	Initial 8 hr training, then periodic throughout the year; repeated if lapse of 6 months	NO
Hillsborough	YES	YES	drawn, never fired	Initial training; repeated if lapse of 6 months	NO
HMB	YES	YES	fired 4 times, with 2 misses	Initial training; repeated if lapse of 6 months	NO
Milbrae	YES	Yes	2	Initial training; repeated if lapse of 6 months	NO
Menlo Park	NO	N/A	N/A	N/A	N/A
Pacifica	YES	NO	14	Initial training	NO
Redwood City	YES	NO	1	Initial training	NO
San Bruno	YES	NO	12	Initial training	NO
San Mateo	YES	NO	8	Initial basic ops & policy subsequent on as needed basis	NO
Sherriff	YES	NO	14	Initial followed by use review for trng needs	NO
South SF PD	YES	YES	11	Initial training; repeated if lapse of 6 months	NO

Appendix B

REPORT	DATE	TIME
--------	------	------

SUSPECT INFORMATION Arrested: Yes No, 5150 Hold

Name: _____ Home ph#/Work #: _____

Home/Wk Address: _____

OFFICERS INVOLVED

Officer/Id#: _____ Officer/Id#: _____

Officer/Id#: _____ Supervisor/Id#: _____

WITNESSES (Name, Home/Bus. address, Home/Wk ph#)

FORCE RESPONSE (check the appropriate boxes)

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> 1 - Verbal | <input type="checkbox"/> 4 - Chemical agent | <input type="checkbox"/> 7 - Police Canine | <input type="checkbox"/> 10 - Carotid Control |
| <input type="checkbox"/> 2 - Control hold | <input type="checkbox"/> 5 - Taser* | <input type="checkbox"/> 8 - Flashlight | <input type="checkbox"/> 11 - Firearm |
| <input type="checkbox"/> 3 - Body force | <input type="checkbox"/> 6 - Baton | <input type="checkbox"/> 9 - Extended Range Impact Projectile | <input type="checkbox"/> 12 - Other instrument |

RESTRAINTS USED (check the appropriate boxes)

- | | | | |
|--|---|-----------------------------------|---|
| <input type="checkbox"/> 1 - Handcuffs/Leg Irons | <input type="checkbox"/> 2 - Flex cuffs | <input type="checkbox"/> 3 - Wrap | <input type="checkbox"/> 4 - Medical restraints |
|--|---|-----------------------------------|---|

Injuries sustained by Officer: _____

Injuries sustained by Suspect: Yes No Describe: _____

MEDICAL TREATMENT: Yes* No Refused by suspect * treated at the scene by: Fire Eng#: _____ Ambulance#: _____

Transported to:

SMCo General Mills/Peninsula Sequoia Kaiser/RWC Kaiser/SSF Stanford SF General Other: _____

EMERGENCY ROOM INFORMATION

Attending Physician: _____ Nurses name: _____

Medical reports available? Yes No Photos taken? Yes No By whom: _____

Describe medical treatment: _____

Medical Waiver - Signed by suspect Suspect Refused

SUPERVISOR'S REVIEW AND ASSESSMENT

- | | | | |
|---|--|----------------------------|--|
| Incident report completely reviewed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Photo's of ofc's injuries? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Need for City Attorney notification? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Dispatch/Radio CD's | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Use of force properly documented | <input type="checkbox"/> Yes <input type="checkbox"/> No | Administrator notified | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Copy of Report sent to Defensive Tactics Instructor | <input type="checkbox"/> Yes <input type="checkbox"/> No | * Taser X26 Use Report | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Photo's of suspect | <input type="checkbox"/> Yes <input type="checkbox"/> No | Policy followed? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Photo's of Scene | <input type="checkbox"/> Yes <input type="checkbox"/> No | Use of force justified? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

SUPERVISORY INVESTIGATION CHECKLIST

- Detective notified when injury is life threatening, fatal or police firearm is used
- Ensure immediate medical attention is rendered to all injured parties and photographs taken of suspect, involved officer and scene.
- Ask involved Officer "What happened? Are there any outstanding suspects? Are there any outstanding injured citizens or suspects?"
- Locate, identify and secure the scene, witnesses, suspects and related evidence.
- Begin independent interviews and obtain statements from victims, witnesses and/or suspects.
- Start area canvass for other witnesses or unaccounted people, etc.....
- Interview injured parties at hospital, obtain additional photographs. Obtain required medical information for report and medical waiver signed if possible.
- Interview involved officer for complete statement of incident (Within guidelines of Government Code § 3300 - 3400. Fatal or life-threatening only!)
- Collect information and thoughts to begin report.
- Complete Resistance Management Survey.
- Complete the body of the investigation (Non-lethal use only)
- Attach a copy of the police report to the investigation and route to the Division Captain and Chief of Police.

Notes: _____

Investigating Supervisor: _____ Date: _____

Division Commander: _____ Date: _____

Chief of Police: _____ Date: _____

Sergeant/ Supervisor upon completion, note time in hours spent on entire investigation _____

Police Administration (Captain and Chief) upon completion, note time in hours spent on entire investigation _____

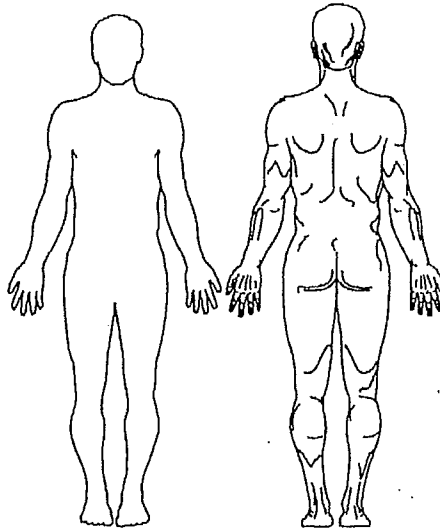
Report #: _____	Charge: _____
------------------------	----------------------

Subject: _____

Address: _____

Age: _____ Sex: _____ Height: _____ Weight: _____ DL: _____

APPLICATION AREAS
Please place "X's" on the points of contact



Comments: _____

Officer: _____ Date: _____

Supervisor: _____ Date: _____

Report #:	Charge:	
<p>Did dart contacts penetrate the subject's skin?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Did the application cause injury?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, was the subject treated for the injury?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Incident Type:</p> <p><input type="checkbox"/> Civil Disturbance <input type="checkbox"/> Suicidal <input type="checkbox"/> Violent Subject <input type="checkbox"/> Assaulted Officer <input type="checkbox"/> Barricaded <input type="checkbox"/> Warrant Service <input type="checkbox"/> Resisting Arrest <input type="checkbox"/> Other: _____</p> <p>General Appearance:</p> <p><input type="checkbox"/> Neat <input type="checkbox"/> Casual <input type="checkbox"/> Unkempt <input type="checkbox"/> Dirty <input type="checkbox"/> Sweaty</p> <p>Demeanor</p> <p><input type="checkbox"/> Nervous <input type="checkbox"/> Angry <input type="checkbox"/> Violent <input type="checkbox"/> Under Influence <input type="checkbox"/> Irrational <input type="checkbox"/> Combative</p>	<p>Speech</p> <p><input type="checkbox"/> Normal <input type="checkbox"/> Quiet <input type="checkbox"/> Slow <input type="checkbox"/> Talkative <input type="checkbox"/> Foreign Accent <input type="checkbox"/> Stutter <input type="checkbox"/> Slurred <input type="checkbox"/> Incoherent</p> <p>Influences</p> <p><input type="checkbox"/> PCP <input type="checkbox"/> Cocaine <input type="checkbox"/> Alcohol <input type="checkbox"/> Methamphetamine <input type="checkbox"/> Other Drug: _____ <input type="checkbox"/> Emotionally Disturbed <input type="checkbox"/> Other: _____ <input type="checkbox"/> Unknown</p> <p>Threat Level</p> <p><input type="checkbox"/> Verbal Non-Combative <input type="checkbox"/> Defensive Resistance <input type="checkbox"/> Active Aggression /Assaultive <input type="checkbox"/> Deadly Force Assault /Weapon</p> <p>Suspect Weapons</p> <p><input type="checkbox"/> Blunt Weapon <input type="checkbox"/> Edged Weapon <input type="checkbox"/> Firearm</p>	<p>Clothing</p> <p><input type="checkbox"/> Jacket / Coat</p> <p><input type="checkbox"/> Heavy <input type="checkbox"/> Light <input type="checkbox"/> Cloth <input type="checkbox"/> Nylon <input type="checkbox"/> Leather</p> <p><input type="checkbox"/> Shirt</p> <p><input type="checkbox"/> T-Shirt <input type="checkbox"/> Tank top <input type="checkbox"/> Dress Shirt</p> <p><input type="checkbox"/> Pants /Trousers</p> <p><input type="checkbox"/> Jeans <input type="checkbox"/> Dockers <input type="checkbox"/> Slacks <input type="checkbox"/> Shorts <input type="checkbox"/> Other: _____</p>

CQ CQ CQ
 CALLING ALL
 HAMS CQ CQ CQ
 CALLING ALL
 HAMS CQ CQ CQ



The Emergency Preparedness Committee, Town of Portola Valley, sends to you greetings and an appeal. We need your radio skills.

Come and join the fun and help the Town with your radio skills.

The EPC will hold an open house at the Town Center on Saturday, June 18 from 8:30 until 10:30. There you can see the new EOC Radio Communications Shack which the Town included in its new facilities. Get a feeling for how the CERPP net operates. We'll have handouts of common procedures, a list of the local UHF and VHF frequencies, and all the other frequencies available for comm. Meet each other. Bring your rigs, we'll make sure you are programmed up with the key local frequencies. Refreshments will be provided!

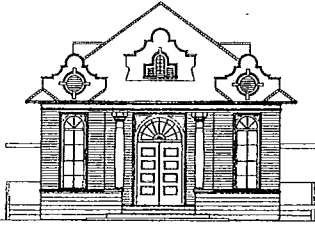
Talk-in will be on repeater 146.685- with PL 100.0 Hz, and 146.52 direct.

RSVP: Ray Rothrock ray@rothrockfamily.com or Chris Raanes craanes@comcast.net. With your permission we will build a list of contacts.

As many of you know the Town has an Emergency Preparedness Committee (EPC) staffed with volunteer citizens and town staff. The mission of the EPC is to assist and advise the Town on being prepared for an emergency should one occur. We meet monthly and have, over time, put in place procedures, systems, and equipment to make PV better ready for an emergency. Recent events around the world only emphasize how important it is to be ready when an emergency strikes.

Any emergency professional will tell you that in a time of crisis communications are essential. It is no different for Portola Valley. This is where you come in. As ham radio operators, you all are already skilled in radio operations. You may have even worked with controlled nets in emergency situations. Many of you have assisted the Town/CERPP system by manning the EOC at Town Center during one of the many drills. By our count, there are well over 140 hams in Portola Valley.

The EPC works closely with CERPP. CERPP has established a network of neighborhood volunteers using UHF radios which feed into a VHF network that ends at Town with its Emergency Operations Center (EOC). The EOC runs a controlled net during an emergency reaching out to the neighborhoods. These frequencies are Red Cross. It works well when the people are available to man the radios.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: May 26, 2011
SUBJ: Town Center Reservations for June 2011

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

June 4: Zots to Tots & Town Picnic / Town Center / 9:00 am – 2:00 pm

June 12: American Diabetes Bike Event / Portola & Alpine / 6:00 am – 2:00 pm

Town of Portola Valley

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

JUNE 2011 MEETING SCHEDULE

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

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

Wednesday, June 8, 2011

Wednesday, June 22, 2011

Wednesday, June 29, 2011 - **SPECIAL MEETING**

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

Council Liaison – Ann Wengert

Wednesday, June 1, 2011

Wednesday, June 15, 2011

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

Council Liaison – John Richards

Monday, June 13, 2011

Monday, June 27, 2011

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

Council Liaison – John Richards

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

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

Council Liaison – John Richards

Tuesday, June 28, 2011

CULTURAL ARTS COMMITTEE

Council Liaison – Maryann Derwin

Thursday, June 9, 2011 at 12:45 PM

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

Conference Room at Town Hall

Council Liaison – Steve Toben

Thursday, June 9, 2011

FINANCE COMMITTEE

Council Liaison – Ann Wengert

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Ted Driscoll

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – John Richards

As announced

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

Council Liaison – Ann Wengert

June 9, 2011

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Steve Toben

As announced

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

Council Liaison – Steve Toben

Monday, June 20, 2011

PUBLIC WORKS COMMITTEE

Council Liaison – Ann Wengert

As announced

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

Council Liaison – Maryann Derwin

Monday, June 13, 2011 – Special Meeting

Monday, June 20, 2011 – Regular Meeting Cancelled

TEEN COMMITTEE

Council Liaison – Maryann Derwin

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

Council Liaison – Ted Driscoll

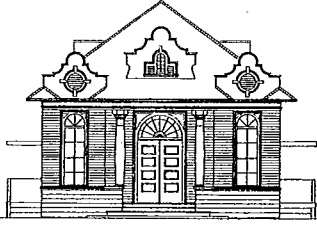
Thursday, June 2, 2011 – **CANCELLED**

Thursday, June 16, 2011 – **SPECIAL MEETING at 8:00 AM**

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

Council Liaison – Ted Driscoll

Tuesday, June 14, 2011 – 8:15 AM



TOWN OF PORTOLA VALLEY

Finance Committee

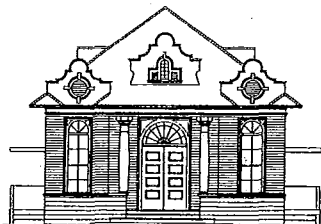
Tuesday, May 31st, 2011 - 5:30 pm

Town Hall Conference Room

765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communication
3. Approve minutes from December 14, 2010 meeting
4. New Business
 - Proposed Budget for 2011-12
 - Review General Fund Minimum Fund Balance Policy
 - New committee member
5. Adjournment



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, June 1, 2011 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. *Public Hearing:* Site Development Permit X9H-626 for New Residence, Pool and Site Improvements, 15 Sausal Drive, Quezada
2. *Public Hearing:* 3 Lot Subdivision X6D-210 and Planned Unit Development (PUD) X7D-171 and Proposed Mitigated Negative Declaration, 1260 Westridge Drive, Shorestein
3. Administration of CEQA (California Environmental Quality Act) Requirements regarding Historical Resources

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: April 20, 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.

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

PUBLIC HEARINGS

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

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

Date: May 27, 2011

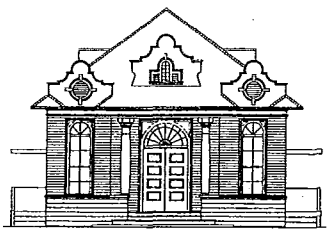
CheyAnne Brown
Planning & Building Assistant



Town of Portola Valley
Traffic Committee
Notice of Cancellation
Thursday, June 2, 2011

TRAFFIC COMMITTEE
Thursday, June 2, 2011
NOTICE OF CANCELLATION

The Traffic Committee meeting scheduled for Thursday, June 2, 2011 at 8:15 a.m. has been cancelled.



TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, May 23, 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: 7:33 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (**Breen, Hughes absent. Also present: Tom Vlasic Town Planner; Carol Borck Planning Technician; Nate McKitterick Planning Commission Liaison; John Richard Town Council Liaison**)
3. Oral Communications: **None**

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.
4. Old Business:
 - a. Architectural Review for Residential Additions and New Detached Garage, 141 Santa Maria Avenue, Orchard **Project approved subject to conditions to be met to the satisfaction of the full ASCC prior to building permit issuance.**
5. New Business:
 - a. Architectural Review for Residential Additions and Remodeling and Site Development Permit X9H-627, 220 Golden Hills Drive, Pidwell **Project review continued to 6/13/11.**
6. Approval of Minutes: May 9, 2011 **Approved as submitted.**
7. Adjournment 9:04 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 property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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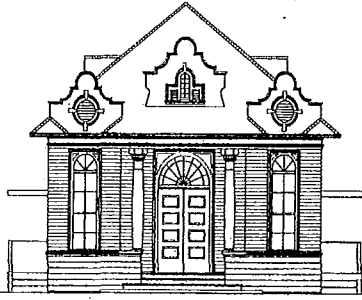
PUBLIC HEARINGS

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).

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

Date: May 20, 2011

CheyAnne Brown
Planning & Building Assistant



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, May 25, 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 – 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.

None

CONSENT AGENDA (7:32 pm)

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of May 11, 2011

Approved as Amended 3-0-1 Vice Mayor Derwin abstained

- (2) **Approval of Warrant List** – May 25, 2011

Approved 4-0

- (3) **Recommendation by Assistant Town Manager** – 2011/2012 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2011-12 Tax Roll and to Collect the Tax at the same time as General County Taxes (Reso No. 2521-2011)

3 (a) Approved 4-0

- (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2011-12 Tax Roll and to Collect the Tax at the same time as the General County Taxes (Resolution No. 2522-201)

3 (b) Approved 3-0-1 Councilmember Toben recused himself

REGULAR AGENDA (7: 45 pm)

PUBLIC HEARING

- (4) **PUBLIC HEARING** – General Plan Amendments to the Open Space Element, Recreation Element, Conservation Element and Related CEQA Findings

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting Amendments to the Conservation, Open Space and Recreation Elements of the General Plan and Findings Under CEQA (Resolution No. 2523-2011)

Council Approved 4-0 with Amendment to Open Space Element

Under definition 2204 of the Open Space Element “owned by the town” replaced “described as an open space preserve in this element” and under definition 2216 (2) “agricultural” was added before “character preserved”.

- (5) **Recommendation by Public Works Director** – Authorization for Town Manager to Execute a Letter Agreement with Nichols Consulting for the FY 2011 / 2012 Street Resurfacing Project (8:10 pm)

Approved 4-0

- (6) **Recommendation by Town Attorney and Town Manager** – Approval of the Third Amendment for Animal Control and Shelter Services with the County of San Mateo (8:12 pm)
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of the Third Amendment to the Agreement with the County of San Mateo for the Provision of Animal Control and Shelter Services (Resolution No. 2524-2011)

Approved 4-0

- (7) **Recommendation by Town Manager** - Not-for-Profit Agency Funding Requests (8:15 pm)

Council Approved a total of \$10,000 funding for Not-for-Profit Agencies. Approving \$500 to Joint Venture Silicon Valley and requesting the Town Manager to allocate the remaining funds as deemed appropriate.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Recommendation by the Cultural Arts Committee** – Proposed change to Committee Charter (8:22 pm)

Council Approved Charter Change

- (9) **Reports from Commission and Committee Liaisons** (8:25 pm)

There are no written materials for this item.

Councilmember Toben – An interested new applicant attended the EPC meeting and the committee is enthusiastic about participating in the Town Picnic. Parks & Recreation discussed a proposal from Patrick Sullivan regarding a skateboard ramp in town. Location and noise are under consideration. The committee continued discussion on Ford Field renovation and the need for fundraising efforts.

Councilmember Richards – ASCC reviewed a garage on Santa Maria and clearing project on Golden Hill.

Vice Mayor Derwin – Council of Cities speaker was Willie Brown who discussed why the state budget is in crisis. The next meeting will include voting for the four open ABAG seats. Cal Water will now hold quarterly meetings. Community Events Committee continues work on the Town Picnic, finding it difficult with a committee membership of five.

Mayor Driscoll – None to report.

WRITTEN COMMUNICATIONS (8:35 pm)

- (10) **Town Council Weekly Digest** – May 13, 2011

#1 – Mayor Driscoll noted that this item has moved to the June 8 Council agenda

- (11) **Town Council Weekly Digest** – May 20, 2011

ADJOURNMENT: 8:40 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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AVAILABILITY OF INFORMATION

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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.

TOWN COUNCIL WEEKLY DIGEST

14

Friday – June 3, 2011

- 1. Memorandum to Town Council from Howard Young regarding Bid Results – Alpine Road Pave Path aka C-1 Trail – June 3, 2011
- 2. Letter to Angela Howard from the San Mateo County Library Staff Training Committee expressing appreciation to Town Staff for making their annual Staff Development Day a success
- 3. Letter to Ted Driscoll from Robert Groves providing instructions on obtaining information from the 2010 Census – May 26, 2011
- 4. E-mail to Council from Becky Romero regarding the June 24th City Selection Meeting – May 31, 2011
- 5. Letter to Council from Jeffrey Gee requesting support for his appointment to Samtrans and Peninsula Corridor Joint Powers Board – June 1, 2011
- 6. Letter to Council from Jeff Ira recommending and requesting support of Jeffrey Gee to fill the Samtrans and Peninsula Corridor Joint Powers Board seats – June 1, 2011
- 7. Letter to Council from Pedro Gonzalez requesting support for his reappointment as the Alternate Representative to ABAG's Executive Committee – June 2, 2011
- 8. Letter to Council from Jerry Deal requesting support for his appointment to the Peninsula Corridor Joint Powers Board – May 27, 2011
- 9. Information regarding lecture topic "Japan Earthquake Medical Aspects" on June 7, 2011
- 10. Month End Financial Report for the Month of May, 2011
- 11. Issued Building Permit Activity: May 2011 indicating 8 new houses
- 12. Agenda – Open Space Acquisition Advisory Committee Meeting – Monday, June 6, 2011
- 13. Agenda – Emergency Preparedness Committee Meeting – Thursday, June 9, 2011
- 14. Agenda – Cultural Arts Committee Meeting – Thursday, June 9, 2011
- 15. Agenda – Nature and Science Committee Meeting – Thursday, June 9, 2011

Attached Separates (Council Only)

- 1. Invitation to the 77th Annual San Mateo County Fair Anniversary Celebration on Monday, June 13, 2011
- 2. Invitation to attend the League of California Cities Peninsula Division Dinner Meeting on Thursday, June 30, 2011
- 3. Comcast California – February 2011
- 4. Labor – June 2011
- 5. The League of California Cities "Western City" – June, 2011



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: June 3, 2011

RE: **Bid Results – Alpine Road Pave Path aka C-1 Trail
Project #PW2008-02**

Bids for the above referenced project were properly advertised and opened at 11:00 A.M. on May 19, 2011. The Town received the following bids:

- | | |
|---------------------------------|----------------|
| 1. Gordon Ball, Inc. | \$1,435,674.00 |
| 2. Top Grade Construction, Inc. | \$ 988,777.70 |
| 3. O'Grady Paving, Inc. | \$ 848,071.00 |

Estimate: \$1,500,000.00

On April 13, 2011, the Town Council authorized the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$2,043,475.00. This would include authorization to add (or subtract) to the project as the budget allows, additional work recommended by the Public Works Director and Stanford's Director of Design and Construction if the budget allows. The amount allocated for construction contained in the February 2010 dated agreement with Stanford was \$2,043,475.00. Since that time, design modifications and value engineering were applied that resulted in significant savings.

Town staff is in the process of verifying contractor certifications and intends to award the project to the lowest bidder "O'Grady Paving, Inc." for \$848,071.00.

A general project update will be provided in a future digest memorandum.

Dear Angie Howard,

^{myriad} answering our questions about use of the Town Center, helping arrange for overflow parking at Christ Church, etc. Everyone was great to work with & we appreciate all the assistance we received. You have a great staff - and a gorgeous Town facility.

Thank you!

San Mateo County Library
Staff Training Committee

Nicole Pasigi Paula Jaramila
Rebecca Lynn Poore Spencer

Thank you so much for allowing San Mateo County Library to hold our annual Staff Development Day at the Portola Valley Town Center. All of your staff were incredibly helpful to us in preparing for the event. Skip Struthers & Scott Weber set up the screen & audio equipment for us. Brandi de Garmaux put up the great Green Building display in the library. Jane McDougall suggested (and then set up) blackout shades in the Community Hall. Cindy Rodas was extremely helpful & really went above & beyond in

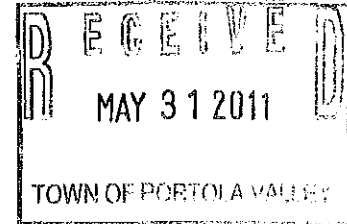
What a great staff name!
Angie



May 26, 2011

21015
PL0658380

The Honorable Ted Driscoll
Mayor
765 Portola Rd
Portola Valley CA 94028



Dear Mayor Driscoll:

I am writing to thank you for your efforts to help make the 2010 Census a success. The 23rd Census of the United States was a massive and important undertaking, and I realize that it could not have been achieved without your support. I am pleased to provide you with instructions to assist you in obtaining information from the 2010 Census on your community.

We have enclosed detailed instructions for finding the new **Profile of General Population and Housing Characteristics: 2010** online. This profile provides a look at your community's population count, age and sex distribution, race, Hispanic or Latino origin, household relationships, group quarters population, housing occupancy and home ownership status. A profile is available for all states, counties, minor civil divisions, places, American Indian and Alaska Native areas, the Hawaiian home lands, and municipios in Puerto Rico. The enclosed instructions guide you through finding these data on our American FactFinder website at <http://factfinder2.census.gov>. We also invite you to explore these data on our interactive map at <http://2010.census.gov/2010census/popmap/>.

We will release additional data products from the 2010 Census through 2013. For more information on these upcoming products, please visit: <http://www.census.gov/population/www/cen2010/glance/>.

If you have any difficulty in obtaining your Demographic Profile data online, please call our Customer Service staff at 1-800-923-8282 for assistance. Our Regional Offices and the State Data Centers also serve as a great resource for you. To find the offices that serve your community, please visit <http://www.census.gov/regions/> or <http://www.census.gov/sdc/index.html>.

Again, I want to thank you for your support during the Census enumeration. I hope you find the data products meaningful.

Sincerely,

Robert M. Groves
Director

Attachment



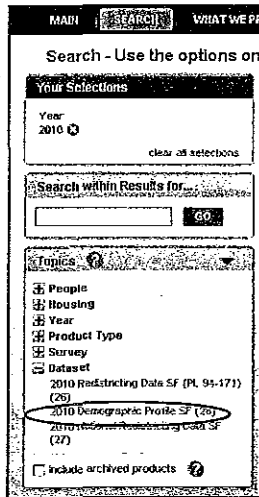
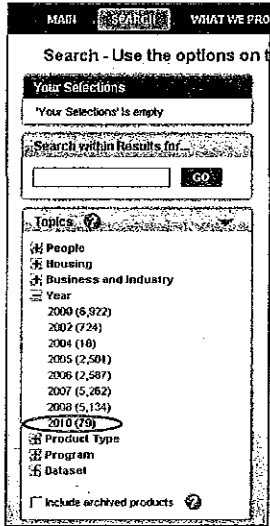
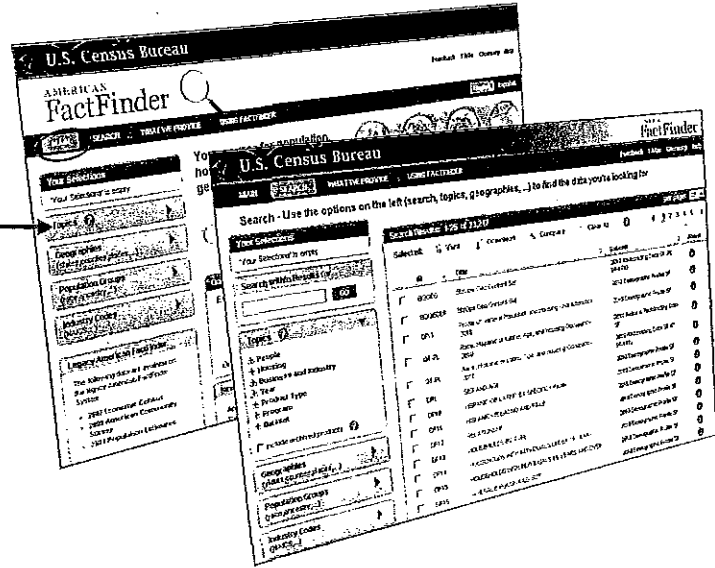
How do I access Census information for my community?

1. Visit American FactFinder at: <http://factfinder2.census.gov>

2. Begin Your Search

From the Main page:

- Select Topics on left
- The Search Results page displays



3. Select a Year & Dataset

Expand Year:

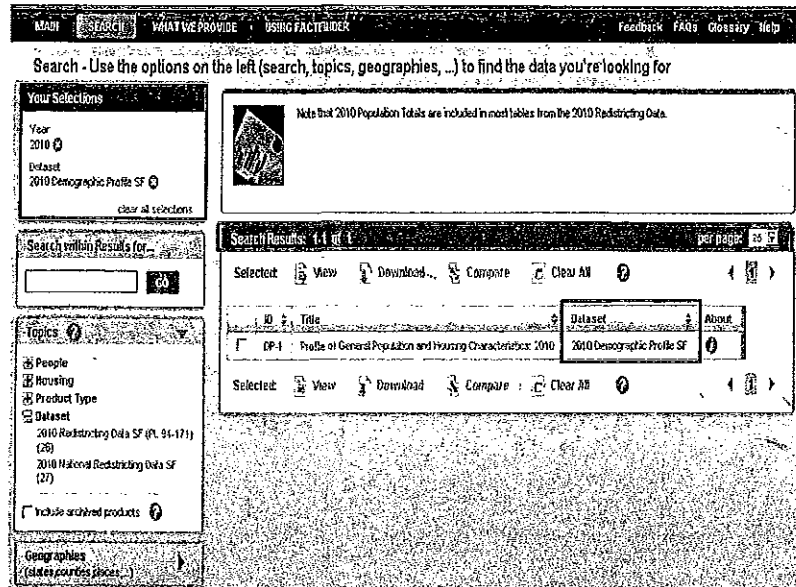
- Select "2010"

Expand Dataset:

- Select "2010 Demographic Profile SF"

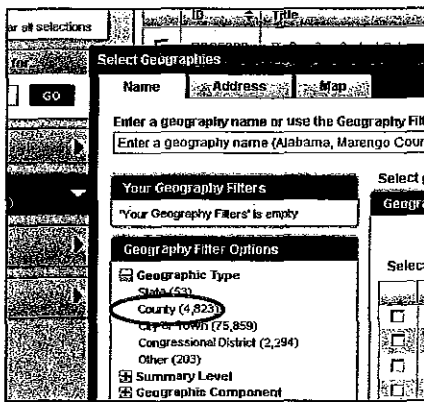
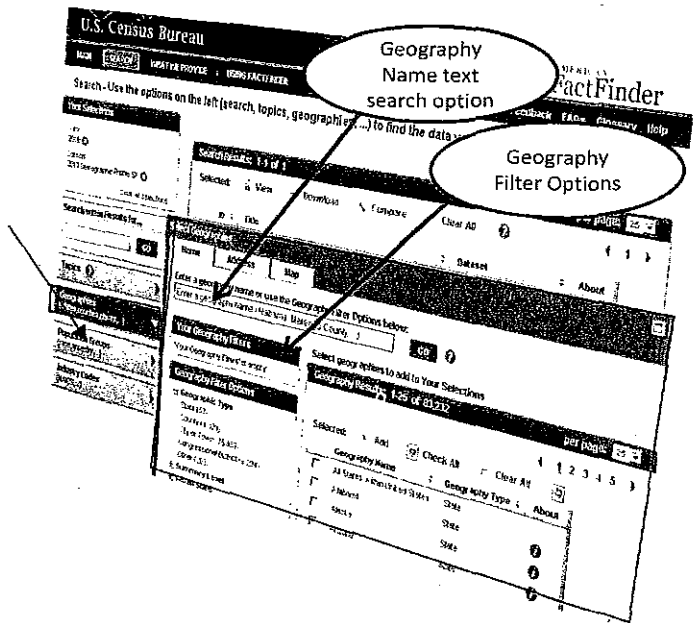
"Your Selections" and "Search Results" are updated.

- The 2010 Demographic Profile Summary File table is the first item in the "Search Results" list



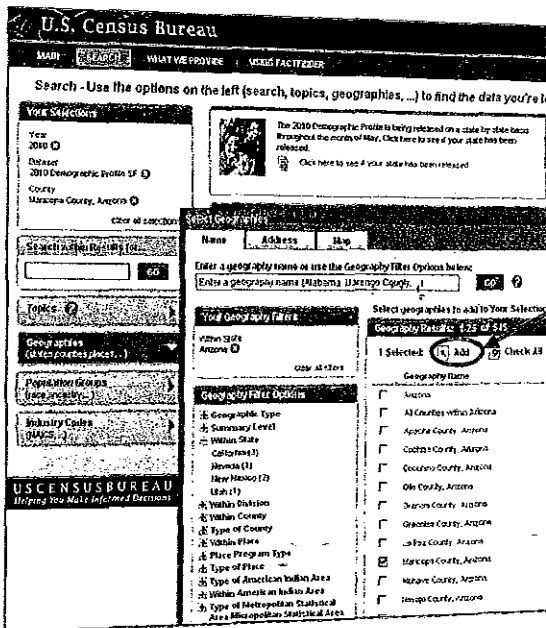
3. Select Your Geography

- Select Geographies – This will open the gray-bordered Select Geographies overlay window
- Use the Geography Name text search option or Geography Filter Options to select Geographies



EXAMPLE: Find data for Maricopa County, Arizona

- Use the Geography Filter Options to select your Geography type
- Select the Geographic Type County



Expand Within State:

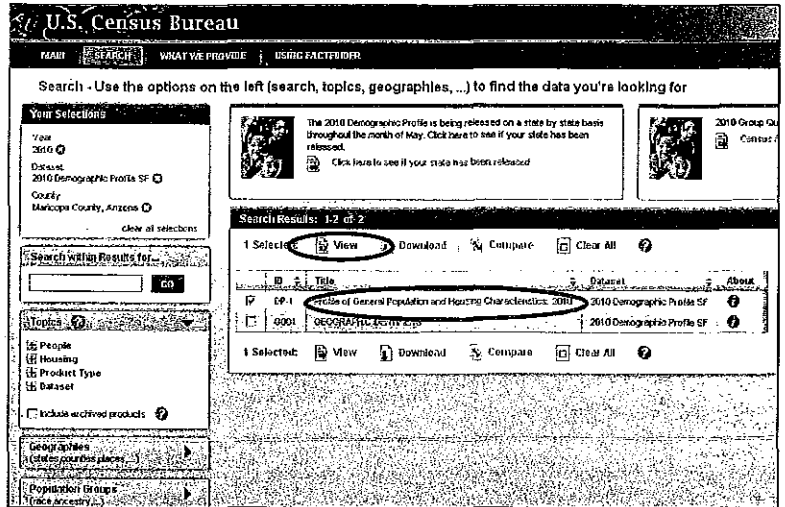
- Select "Arizona"
- Check box next to "Maricopa County"
- Click Add
- "Your Geography Filters" and "Geog Results" are updated

IMPORTANT NOTE:

- Close the gray-bordered Select Geographies overlay window

Select and View Search Results

- Select the Demographic Profile Summary File table from the "Search Results" list:
 - Click on Profile of General Population and Housing Characteristics: 2010 to view the table
 - OR**
 - Use the checkbox and the View button to view the table



- The selected table is displayed
- Use the "Actions" menu options to:
 - **Modify Table**
 - **Bookmark**
 - **Download**
 - TIP: Use the Download option to download the table in a database compatible format from the Search Results page.*
 - **Create Map** (only applies when you have two or more of the same geography types selected (i.e., two or more counties, two or more states, etc.)
 - **View Table Notes** (If available)

U.S. Census Bureau AMERICAN FactFinder

MAIN | SEARCH | WHAT WE PROVIDE | USING FACTFINDER Feedback | FAQs | Glossary | Help

Results - Click Back to Search to select other tables or geographies

← BACK TO SEARCH Result 1 of 1 **VIEW ALL**

DP-1 | Profile of General Population and Housing Characteristics: 2010 **i**
2010 Demographic Profile Data

Table View **☰** | Map View **🗺️**

Actions: **⚙️** Modify Table | **🔖** Bookmark | **📄** Download | **🗺️** Create a Map **📖** View Table Notes

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/profiltd.pdf>.

GEO: Maricopa County, Arizona **📄**

Subject	Number	Percent
SEX AND AGE		
Total population	5817,117	100.0
Under 5 years	282,770	7.4

From: Rebecca Romero [RXRomero@co.sanmateo.ca.us]
Sent: Tuesday, May 31, 2011 10:33 AM
Subject: Letters of interest due June 10th...
Importance: High

Hello Honorable Mayors and Council Members;

At the June 24th City Selection meeting we will have the following items on the agenda;

Letters of interest are due by Friday, June 10th by 5:00 p.m.
Please have your letters sent by your City Clerk via email or hard copy to all San Mateo Council Members and cc Becky Romero

4 ABAG seats:

Executive Board:

- 1. Sepi Richardson, Brisbane - **Letter of reappointment received**
- 2. Richard Garbarino, SSF - **Letter of reappointment received**

Alternate Members:

- 3. Pedro Gonzalez, SSF
- 4. John Boyle, MP

LAFCo:

Richard Garbarino, SSF - **Letter of reappointment received**

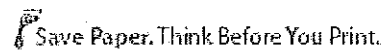
Peninsula Corridor Joint Powers Board (CalTrain)

Replacing Omar Ahmad - no ending term - **Letter of interest received from Jerry Deal**

SamTrans: (Eligible cities: Atherton, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos, and Woodside)

Replacing Omar Ahmad - term ending 12/31/2012, representing Southern Cities

Thank you,
Becky Romero
City Selection Secretary



Mayor Jeff Ira
Vice Mayor Alicia C. Aguirre

Council Members
Ian Bain
Rosanne S. Foust
Jeffrey Gee
Barbara Pierce
John Seybert



1017 MIDDLEFIELD ROAD
Redwood City, California 94063
Telephone (650) 780-7220
FAX (650) 261-9102
www.redwoodcity.org

June 1, 2011

Re: City Selection Committee
SamTrans and Peninsula Corridor Joint Powers Board (Caltrain)

Honorable Mayors and Designees:

I am writing to express my interest in being appointed to the South County SamTrans seat and the Peninsula Corridor Joint Powers Board seat that will be considered later this month at the City Selection Committee meeting.

SamTrans is an integral part of our community, providing access to transportation for many of our county residents. Along with the District's sister transit agencies, the vitality and well-being of public transportation has a direct impact on the quality of life for our residents.

My current regional appointments include: the Peninsula Congestion Relief Alliance, the C/CAG Airport Land Use Committee (ALUC), and the San Francisco Airport Roundtable.

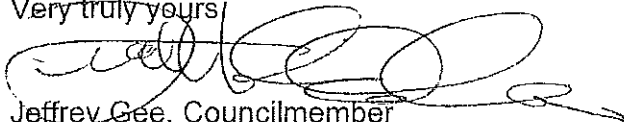
As an architect, former planning commissioner, past manager of the design and construction program at UC Berkeley, I understand our responsibilities to be stewards of our community. I continue these responsibilities today as a manager of large, multi-million dollar capital improvement programs for public agencies throughout Northern California, including cities, counties, community colleges and K-12 districts. These experiences have allowed me to develop and implement long-range strategic plans, manage multi-year capital improvement programs, develop, manage and review strategic plans, and to live within our fiscal realities.

The present day fiscal challenges are real and ever-present in each of our cities and communities. Only through regional cooperation and respect for the similarities and differences of each community, will we be able to collectively continue to provide vital transportation services for all San Mateo County residents.

However, we cannot allow the issues of today blur our vision for the future of San Mateo County. I believe that my experiences, background and capabilities will enable me to quickly engage the issues at hand, and make a difference in the future.

Thanks you for your consideration and for your support.

Very truly yours,

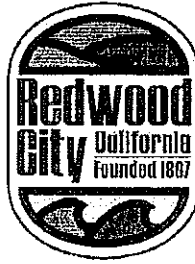
A handwritten signature in black ink, appearing to read 'Jeffrey Gee', written over a horizontal line.

Jeffrey Gee, Councilmember
City of Redwood City

C: Mayor Ira
Redwood City Council

Mayor Jeff Ira
Vice Mayor Alicia C. Aguirre

Council Members
Ian Bain
Rosanne S. Foust
Jeffrey Gee
Barbara Pierce
John Seybert



1017 MIDDLEFIELD ROAD
Redwood City, California 94063
Telephone (650) 780-7220
FAX (650) 261-9102
www.redwoodcity.org

June 1, 2011

Re: City Selection Committee
SamTrans and Peninsula Corridor Joint Powers Board (Caltrain)

Dear Honorable San Mateo County Mayors and Designees:

At the next City Selection Committee meeting, you will be considering appointments to fill the SamTrans seat and the Peninsula Corridor Joint Powers Board seat. Therefore, I am recommending and requesting your support to consider Redwood City Council Member Jeffrey Gee to fill these two important positions.

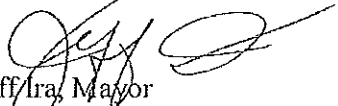
As a colleague, I find Jeffrey to be an intelligent, involved and forward-thinking member of our Council. He is always able to balance fiscal sustainability with a proactive perspective. Prior to becoming a City Council member, he has served our community on the Architectural Review Committee, Planning Commission, and the Recycled Water Task Force. Currently, he serves on the Peninsula Congestion Relief Alliance, the C/CAG Airport Land Use Committee (ALUC), and the San Francisco Airport Roundtable. From my dealings with and observances of Jeffrey, he is remarkable at creating partnerships and seeking opportunities for regional cooperation.

I believe he would be an asset to SamTrans and the Peninsula Corridor Joint Powers Board. He is extremely aware and knowledgeable mobility, transportation, and traffic issues that impact our community and the county at large. He is a 43-year resident of the mid-peninsula and a 14-year resident of Redwood City. I am certain he would seek out all opportunities to improve the quality of life for all of our residents, and work tirelessly to improve transit services throughout the county.

In my opinion Jeffrey would add a lot to the SamTrans and Peninsula Corridor Joint Powers Board (Caltrain). Moreover, he will serve with integrity, vision, and commitment.

Thank you for your consideration and for your support.

Sincerely,


Jeff Ira, Mayor
City of Redwood City

C: Redwood City Council



KEVIN MULLIN, MAYOR
RICHARD A. GARBARINO, VICE MAYOR
MARK ADDIEGO, COUNCILMEMBER
PEDRO GONZALEZ, COUNCILMEMBER
KARYL MATSUMOTO, COUNCILMEMBER

BARRY M. NAGEL, CITY MANAGER

June 2, 2011

OFFICE OF THE CITY COUNCIL

Dear San Mateo County Mayors and Council Members:

Please accept this letter of interest for reappointment as the Alternate Representative to the Association of Bay Area Governments (ABAG) Executive Committee.

I have attended many interesting ABAG meetings and would like to continue being a part of the ABAG Executive Committee by filling the vacant alternate representative seat.

In addition to my previous experience within ABAG, my other City Council experience includes:

- South San Francisco Councilmember since 2000, Mayor in 2003 & 2008
- Liaison on Oyster Point Advisory and Community Preservation Task Force
- Representative on the San Francisco Bay Area Water Emergency Transportation Authority (WETA) and San Mateo County Water Transit Advocates (WTA)
- Subcommittee member of the Downtown Area Redevelopment and City Facilities Naming
- Housing Endowment and Regional Trust (HEART)
- Housing our People Effectively (HOPE)
- Resource Management and Climate Protection Task Force (RMCP)

I am aware of the important role ABAG plays in our region and look forward to continuing to support its ongoing efforts. I appreciate your consideration and support.

Sincerely,

A handwritten signature in black ink that reads "Pedro Gonzalez". The signature is written in a cursive, flowing style.

Pedro Gonzalez, Councilmember
City of South San Francisco

Cc: Rebecca Romero, City Selection Secretary

City Hall: 400 Grand Avenue • South San Francisco, CA 94080 • P.O.Box 711 • South San Francisco, CA 94083
Phone: 650.877.8500 • Fax: 650.829.6609



Vice Mayor Jerry Deal
1226 Paloma Avenue
Burlingame, CA 94010

phone: 650-343-6014
cell: 650-922-6975

5-27-2011

Attention: Mayors, Vice Mayors and Council Members

Re: Appointment to the Peninsula Corridor Joint Powers Board (JPB)

I am sending you this correspondence asking for your support and vote so I may fill the vacant position on the JPB, which owns and operates Caltrain. The vacancy unfortunately is a result of the passing of San Carlos Mayor Omar Ahmad. His passion, solutions and wit will be missed.

Currently, as required for the this position, I am an elected city council member sitting on the SamTrans Board, currently serving as Vice Chair. I thank the City Selection Committee for their confidence in that appointment. I am proud of my helpful service to the cities of San Mateo County and of my commitment to SamTrans. I am also currently a member of the Peninsula Congestion Relief Alliance and very involved with the High Speed Rail issue and electrification of Caltrain along with a dedicated funding stream. I am working hard toward the betterment of our local and regional transportation systems and would eagerly accept greater responsibility and commitment.

The City Selection Committee will be voting at the June 24th Council of Cities meeting and I respectfully ask for your support. I would welcome your input and / or questions.

Best Regards,

JD

Jerry Deal
Vice Mayor
City of Burlingame

9

Japan Earthquake Medical Aspects Lecture: June 7, 2011 at 2pm in the PA Council Chambers

Dueker, Kenneth [Kenneth.Dueker@CityofPaloAlto.org]

Sent: Wednesday, June 01, 2011 4:48 PM

You are receiving this message on behalf of the Palo Alto/Stanford Citizen Corps Council (CCC).

Palo Alto City Manager Jim Keene asked me to share this interesting lecture topic concerning the recent earthquake and tsunami in Japan.

Yoriko Kishimoto, former Palo Alto Mayor and council member, has a visitor from Japan, Atsuhiko Nakagawa M.D., Ph.D. Assistant Professor, Tohoku University Hospital (Neurosurgery / Emergency Center). Dr. Nakagawa will give a lecture on June 7th at 2PM in the Palo Alto Council Chambers at City Hall. No need to RSVP, just come. Feel free to invite others.

1. The presentation will walk the audience through the first 72 hours of the earthquake/tsunami of recovery at Tohoku University Hospital. Because there is limited time to save many of the injured; the first 72 hours are critical to the most severely injured patients as well as to address the large influx of patients needing medical attention. According to Dr. Nakagawa: "During the first 72 hours, every hospital had those mismatches between the critically injured and those in need of less medical attention. I do not try to draw conclusions in my slides: instead, I will accurately show what has happened in our hospital."

2. Dr. Nakagawa will show some of the problems occurred in the hospital and answer audience questions as well. Dr. Nakagawa presentation will also show will slides prepared by Dr. Furukawa (ER physician who is also certified anesthesiologist, and DMAT member, who handled Emergency Center on first day) and Ms. Abe (ER nurse.)

Best,

- Ken

Officer Kenneth Dueker
Coordinator, Homeland Security & Public Outreach
Palo Alto Police Department / assigned to City Manager's Office
275 Forest Ave., Palo Alto, CA 94301
650-617-3100 x1281



digest

10

MONTH END FINANCIAL REPORT

FOR THE MONTH OF: May 2011

C	Bank of America	\$	60,130.99
A	Local Agency Investment Fund (0.588%)	\$	7,578,310.55
S			
H	Total Cash	\$	7,638,441.54
F	05 General Fund	\$	2,567,773.52
U	08 Grants	\$	11,458.04
N	10 Safety Tax	\$	104,722.68
D	15 Open Space	\$	3,023,735.29
S	20 Gas Tax	\$	(21,084.01)
	25 Library Fund	\$	397,960.42
	30 Public Safety/COPS	\$	25,373.05
	40 Park in Lieu	\$	6,191.75
	45 Inclusion In Lieu	\$	158,033.23
	60 Measure A	\$	(15,392.22)
	65 Road Fees	\$	705,488.14
	75 Crescent M.D.	\$	71,346.11
	80 PVR M.D.	\$	13,394.10
	85 Wayside I M.D.	\$	5,692.14
	86 Wayside II M.D.	\$	(92,726.49)
	90 Woodside Highlands M.D.	\$	184,560.72
	95 Arrowhead Mdws M.D.	\$	(1,799.67)
	96 Customer Deposits	\$	493,714.74
	98 PVCF	\$	-
	Total Fund Balance	\$	7,638,441.54
A	Revenues for Month:	\$	309,192.74
C	LAIF Interest Deposit	\$	-
T	Total Revenues for Month:	\$	309,192.74
I			
V	Warrant List 5/11/11	\$	(158,710.63)
J	Warrant List 5/25/11	\$	(408,136.24)
T	Payroll	\$	(124,954.30)
Y	Total Expenses for Month:	\$	(691,801.17)
	Activity Balance	\$	(382,608.43)
S	Beginning Cash Balance:	\$	8,021,363.13
U	Total Revenues	\$	309,192.74
M	Total Expenses	\$	(691,801.17)
M	JE#77944,77541	\$	(313.16)
A			
R	Ending Cash Balance	\$	7,638,441.54
Y			

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

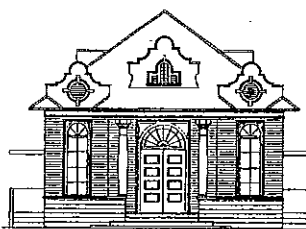
Digest

Town of Portola Valley

Issued Building Permit Activity: May 2011

8 new houses!

	Permits This Month	Permits FY 10-11 To Date	Total Valuation This Month	Total Valuation FY 10-11 To Date	Application Fees Collected This Month	Application Fees FY 10-11 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 10-11 To Date	Total Fees Collected FY 10-11	Total Fees Collected FY 09-10
New Residence	1	8	2,859,570	14,306,915	12,397.75	67,894.20	8,058.54	44,130.93	112,025.13	68,011.69
Commercial/Other	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Additions	0	14	0	2,997,487	0.00	24,296.45	0.00	14,563.57	38,860.02	26,685.95
Second Units	0	5	0	1,012,000	0.00	7,835.95	0.00	5,093.38	12,929.33	13,870.57
Remodels	5	36	370,500	3,532,407	3,567.75	30,643.93	2,319.05	19,917.91	50,561.84	32,977.02
Pools	1	10	55,900	871,800	685.75	8,251.45	445.74	5,688.95	13,940.40	5,046.12
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	2	0	7,000	0.00	180.50	0.00	72.31	252.81	139.25
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	0	7	0	0	0.00	700.00	0.00	0.00	700.00	500.00
Other	12	146	865,678	5,401,841	8,204.80	50,087.25	4,065.76	19,055.16	69,142.41	55,669.55
	19	228	4,151,648	28,129,450	24,856.05	189,889.73	14,889.09	108,522.21	298,411.94	202,900.15
Electrical	14	105	0	0	1,094.87	7,867.92	0.00	0.00	7,867.92	6,775.71
Plumbing	12	84	0	0	1,125.90	7,596.70	0.00	0.00	7,596.70	6,049.54
Mechanical	7	59	0	0	806.90	5,783.50	0.00	0.00	5,783.50	4,740.09
Total Permits	52	476	4,151,648	28,129,450	27,883.72	211,137.85	14,889.09	108,522.21	319,660.06	220,465.49



Town of Portola Valley
Open Space Acquisition Advisory Committee
Monday, June 6, 2011, 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of minutes from February 2011 meeting
4. New Property Discussion – Ron and Gary
5. Conservation Easement Monitoring - Gary
6. Open Space Land Monitoring - Gary
7. Nature Trail – Ron and Jeanie
 - Trail Description
 - Parking
 - Sign Post Options
 - View Sites
8. Maintenance Funding Policy – Craig and Charlene
9. Property Report – Gary and Ron
10. Public Relations – Committee
11. Adjournment



TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, June 9, 2011 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of regular May meeting
4. Meet potential new participants
5. Review outreach plans, specifically review Town Picnic results
6. Subcommittee reports
7. Other business
8. Adjourn promptly at 9AM

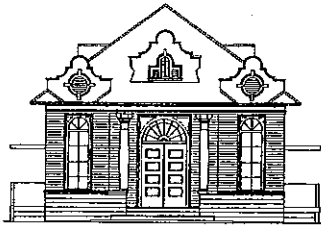


Town of Portola Valley
Cultural Arts Committee
Thursday, June 9, 2011 – 12:45 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications (including topics for future meetings)
3. Approval of Minutes from May 12, 2011
4. Town Picnic and music night review
5. Upcoming Music Nights / sponsored by Portola Valley Vineyards?
6. Marketing pieces what we need (banners, sandwich boards...), who and where create
7. Alternative activities for the CAC i.e. fun, speakers, field trips
8. Rotation of officers, someone to take over Steve and Deirdre's co-chair position
9. Next meeting on July 14, 2011 at 12:45 pm
10. Adjournment

Enclosure: Minutes of May 12, 2011



Town of Portola Valley
Nature and Science Committee Meeting
Thursday, June 9, 2011 – 4:00 pm
Historic Schoolhouse at Town Center
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Minutes of April 14, 2011 meeting
4. Reports:
 - Yvonne - Nature and Science classes: Fall – *This Rocky Planet*
Woodcutters' Cottage progress
 - Treena Joi – Corte Madera School garden, Oak lesson
PVSD150 – open classroom
Flight Night report
5. Planning:
 - Yvonne – Town Picnic
 - Treena – Insect Activity Day
 - Andrew – Star Party
 - Suggestions for future programs: Einstein Project, etc.
6. Budget:
7. Action Items:
 - Budget
 - Decisions regarding upcoming events
8. Publicity:
 - See Almanac pictures of Flight Night
 - PV Forum, Almanac, *Tuesday Post* for schools, etc.
9. Other reports including Sub-Committee/Liaison Reports:
 - Climate Protection Task Force
 - Conservation Committee: Herb Dengler Nature Trail
 - Sudden Oak Death Study Group
10. Adjournment:
 - Next meeting: Thursday, August 11, 2011 at 4:00 p.m.

#15

There are no written materials for this item.