

# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, August 24, 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 July 27, 2011 (3)
- (2) **Ratification of Warrant List** – August 10, 2010 (9)
- (3) **Approval of Warrant List** – August 24, 2011 (23)
- (4) **Recommendation by Administrative Services Officer** – Annual Report of Fiscal Year Ending June 30, 2011 (31)  
Budget and Interfund Transfers

### REGULAR AGENDA

- (5) **Discussion and Council Action** - Recommendation by Town Planning Consultant for Administration of CEQA (32)  
(California Environmental Quality Act) Requirements regarding Historical Resources
- (6) **Recommendation by Town Clerk** – November 2011 Election (47)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Cancelling the November 2011 General Election and Appointing the Two Nominees to Fill the Two Vacancies on the Town Council (Resolution No. \_\_)

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (7) **Appointment by Mayor** – Request for Appointment of member to the Teen Committee (51)
- (8) **Reports from Commission and Committee Liaisons** (54)  
*There are no written materials for this item.*

### WRITTEN COMMUNICATIONS

- (9) **Town Council Weekly Digest** – July 29, 2011 (55)
- (10) **Town Council Weekly Digest** – August 05, 2011 (68)
- (11) **Town Council Weekly Digest** – August 12, 2011 (79)
- (12) **Town Council Weekly Digest** – August 19, 2011 (90)

### 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 SPECIAL MEETING NO. 818, JULY 27, 2011

Mayor Driscoll called the special meeting to order at 7:00 p.m. in the Redwood Grove adjacent to the Historic Schoolhouse, and led the Pledge of Allegiance. Ms. Howard called the roll.

Present: Councilmembers Steve Toben, Vice Mayor Maryann Derwin; Mayor Ted Driscoll

Absent: Councilmembers John Richards and Ann Wengert

Others: Angela Howard, Town Manager  
Janet McDougall, Assistant Town Manager  
Sharon Hanlon, Town Clerk  
Sandy Sloan, Town Attorney  
Brandi de Garneau, Sustainability & Resource Efficiency (SURE) Coordinator

Mayor Driscoll noted that this is the first time the Town Council has met in the Redwood Grove, and said that he hoped it would become a routine each summer because the space is so spectacular, one of the nicest in the Town Center complex and a natural amphitheatre.

ORAL COMMUNICATIONS

PG&E Government Relations Representative Jim Cogan introduced himself, and expressed his pleasure to have the roll of liaison and work with the Town Council and staff. Mr. Cogan told residents to feel free to contact PG&E when outages occur.

CONSENT AGENDA

- (1) Approval of minutes of Regular Town Council Meeting of July 13, 2011 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List of July 27, 2011 in the amount of \$181,724.81
- (3) Recommendation by Public Works Director – Notice of Completion for the 2010-2011 Street Resurfacing Project
  - (a) Adoption of a resolution of the Town Council of the Town of Portola Valley to accept the completed 2010-2011 Street Resurfacing Project #2010-PW02 and authorizing final payment to Half Moon Bay Grading and Paving, Inc. concerning such Work, and directing the Town Clerk to file a Notice of Completion (Resolution No. 2530-2011)
- (4) Recommendation by Assistant Town Manager – A resolution denying the claim of Allison McLaughlin
  - (a) Adoption of a resolution of the Town Council of the Town of Portola Valley denying the claim of Allison McLaughlin (Resolution No. 2531-2011)
- (5) Recommendation by Administrative Services Officer – Adoption of a General Fund Minimum Fund Balance Policy (Reserves Policy) for the Town
- (6) Recommendation by Town Attorney – Response to 2010-2011 Grand Jury reports

Report dated May 19, 2011 “TASERS Standardizing to Save Lives and Reduce Injuries” and Report dated May 24, 2011 “Cell Towers: Public Opposition and Revenue Source”

By motion of Councilmember Toben, seconded by Vice Mayor Derwin, Items 2 through 6 on the Consent Agenda were approved with the following roll call vote:

Aye: Councilmember Toben, Vice Mayor Derwin, Mayor Driscoll

No: None

## REGULAR AGENDA

- (1) Approval of minutes of Regular Town Council Meeting of June 8, 2011

Councilmember Toben moved to approve the minutes of the Regular Town Council Meeting of June 8, 2011 as amended. Seconded by Vice Mayor Derwin, the motion passed 3-0.

- (7) Presentation – By Diane Rummel of the San Mateo County Historical Association with a Salute to the Town of Portola Valley on its Historic Preservation of Buildings and Ambiance of Entire Township [7:10 p.m.]

Ms. Rummel, wearing a period costume, noted that Portola Valley's Historic Schoolhouse is a magnet that draws visitors to the community and gives them a feel for the Town. She credited the Town for protecting this ambience for many years, and said that in reading the Town history on its website she was amazed to learn how carefully this protection has been planned.

The San Mateo County Historical Association manages three historic sites in the County, Ms. Rummel said, including the 1854 Sanchez Adobe in Pacifica, the 1854 Woodside Store in Woodside and the 1910 Courthouse in Redwood City, which now houses the San Mateo County History Museum. In 1977, *La Peninsula*, the Historical Association's twice-yearly journal, featured four of the big estates that were in Portola Valley in the early 1800s, including Herbert Law's fabled architectural phenomena.

The museum, Ms. Rummel continued, includes memorabilia on high-achievement athletes such as Olympic gold medalist Lillian "Pokey" Watson Richardson (world-class swimmer who previously lived in Portola Valley) and Eric Byrnes (an outfielder with the Oakland Athletics, the Colorado Rockies, the Baltimore Orioles, Arizona Diamondbacks and Seattle Mariners who was born in Redwood City).

To salute Portola Valley's efforts in preserving the Town's historical experience, she offered all residents a "free admission day" to visit the History Museum, with only a driver's license showing proof of residency needed to gain entry. Mayor Driscoll accepted the certificate that she presented to the Town, and told Ms. Rummel that Historic Resources Committee Chair Nancy Lund had proposed October 1, 2011, as the free day at the History Museum because it's also associated with the 150th anniversary of the Portola Valley School District.

- (8) Presentation – By Mayor Driscoll awarding a Green Business Certificate to The Sequoias [7:16 p.m.]

With a contingent of representatives from The Sequoias present, Mayor Driscoll invited Executive Director Ira Kurtz to speak. He, in turn, invited Onnolee Trapp, representing residents and Jim Dunne representing staff, to join him. Mr. Kurtz said that nearly 500 people have been involved in the facility's green building effort over a two-year period, but without Ms. Trapp and Mr. Dunne, it would not have happened, because they spearheaded the effort. He also thanked Ms. de Garmeaux in particular for the assistance she's provided all along.

Mayor Driscoll recognized The Sequoias as Portola Valley's first green-certified business, and also the first senior living facility to earn that status in all of San Mateo County. He added, too, that Portola Valley's Town Center was the first such complex in all of the United States to become LEED platinum-certified.

Ms. Trapp expressed her appreciation to the Town for its support, and not just in regard to the green business certification. She said that when she became active in The Sequoias' Residents Council, the Mayor and Councilmembers met with her group from time to time, in addition to conducting Town Council meetings at The Sequoias once a year. In addition, she said, the Town has given the facility staff time, enabling Ms. de Garneau to help them achieve the green building certification.

Gary Gomez, from the Sequoias, also came to the dais to thank Ms. de Garneau for all of her help.

Mr. Dunn said that The Sequoias takes environmental consciousness and sustainability very seriously and will continue to work on becoming greener and greener.

- (9) Presentation – By Douglas Alfaro, San Mateo County Manager's Office, and Napallo Gomez-Somer, Energy Upgrade Specialist for Ecology Action with Energy Upgrade California, a new statewide program offering rebates for home energy improvements [7:20 p.m.]

Mr. Alfaro, continuing on the theme of environmental consciousness – including reduction of greenhouse gas emissions – said he wanted to highlight some of the resources available to Town residents through the Energy Upgrade program. He also noted that Portola Valley has a grant from San Mateo County to promote the program, adding that Town officials and staff have taken leadership and devoted considerable time and resources toward making the program available and making residents aware of it.

By way of background, Mr. Alfaro described Energy Upgrade as a statewide program offered in partnership with counties, utilities and communities that localize it. Residents in participating communities are eligible for up to \$4,000 for home-energy improvements, he explained, pointing out that the program encourages people to think about treating their homes as "systems" rather than just changing light bulbs or just adding insulation to achieve greater impact from making energy-efficiency improvements and adjusting day-to-day behaviors.

Program goals are two-fold, Mr. Alfaro continued. One objective is to generate consistent comfort, so that homes are cool, or warm, when they need to be, throughout the year, improve health via better air quality and reduce energy costs. Another objective is to spark economic vitality, connecting homeowners with participating contractors to make appropriate and effective improvements.

Mr. Gomez-Somer said that in an effort to build awareness, they look at every potential communication channel, and to that end have been working closely with Ms. de Garneau. He said that Energy Upgrade California also would be happy to make presentations to service groups, so that more and more people know that the program is supported by multiple entities and offers multiple benefits.

He also mentioned that Ms. de Garneau has been working on the High Energy Home Assessments program, which gives homeowners another opportunity to improve energy efficiency. With the leadership by staff and Town officials, he said that Portola Valley could really be a "shining star."

Councilmember Toben, noting that he's involved with work to increase offerings in community colleges for students who want to learn trades related to energy upgrades, asked whether San Mateo County also is working with community colleges to advance the job-creation objective. In response, Mr. Alfaro said that it is, pointing out that in addition to environment and sustainability-related goals, the county also has workforce and economic-related goals in the program. He indicated that San Mateo County has served as a resource to connect contractors, for example, and people who want to enter the field. Beyond resources provided by Energy Upgrade California, he also described an interface with Home Energy Retrofit Occupations (HOME) grants that enable 14 community colleges – such as Skyline – to offer courses ranging from sales training all the way through to actual nuts-and-bolts construction.

Councilmember Toben also asked about efforts being made at county level to measure and track progress toward the goals of AB32 (the Global Warming Solutions Act). He noted that Portola Valley has adopted a resolution endorsing the U.S. Mayors' Climate Protection Agreement as well. But he added that

it isn't entirely clear how quickly we're gaining on those goals, and it's important to apply a yardstick to these efforts.

In response to Councilmember Toben's questions about metrics, Mr. Alfaro explained that a major focus of the Energy Upgrade California program concerns testing and measurement. Among the frequently communicated phrases, he said, is, "If it's not a test, it's a guess." Accordingly, local programs begin with an energy assessment to establish a baseline for each home, with another assessment performed after improvements have been made. Those results, in turn, are converted to data about reductions in GHG emissions, kilowatt hours, etc. And, he said, the statewide program is working regionally to get that data fed to the State via utility partners to determine how the needle has been moved.

When Councilmember Toben asked whether we're moving the needle, Mr. Alfaro responded that he believes so, but that such efforts take time – getting the information into communities, spreading the word and creating a snowball effect. He said that the program only launched officially on March 1, 2011, but they want to build momentum and awareness.

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

##### (10) Reports from Commission and Committee Liaisons [7:30 p.m.]

###### (a) Emergency Preparedness Committee

Councilmember Toben reported that a highlight of the July 21, 2011 meeting was a presentation from Woodside resident, Stephanie Trehwitt, who has taken on the responsibility of the safety of animals in the event of threats due to earthquakes and fires. He said that the planning has been fairly extensive, with respect to evacuating and sheltering horses and rounding up pets. He noted that in some cases, people who own very valuable horses or have strong emotional attachments to their pets may be inclined to put themselves at risk to rescue these animals, which poses a real challenge to firefighters and law enforcement officials.

EPC members also had a significant conversation about the percentage of residents within the Woodside Fire Protection District who are current subscribers to San Mateo County (SMC) Alert, which gives them a way of knowing directly, through cell phones and emails, whether a fire is approaching and evacuation needs to be considered. SMC Alert also reports on mountain lion sightings and what to do about it. Councilmember Toben reported that 40% to 50% of Portola Valley residents already subscribe to SMC Alert.

Councilmember Toben also told the Council that Ms. Howard and her subcommittee are busy preparing for the simulation that's planned for August 31, 2011. Ms. Howard said they're planning a site-wide drill, as well as discussing and envisioning what different activities would take place in different locations in the event of an emergency.

###### (b) Cultural Arts Committee

Vice Mayor Derwin said that the Cultural Arts Committee met on July 14, 2011. The group is planning an art show at The Priory in October 2011. Members discussed the music series, she reported, indicating that the concert last week was crowded and another one is scheduled for August 25, 2011.

In terms of the rotation of officers, she said that so far no one has stepped up to succeed Co-Chairs Deirdre Clark and Steve Marra.

(c) Sustainability Committee

The Sustainability Committee met on July 18, 2011, according to Vice Mayor Derwin, who indicated that Ms. de Garneau updated the committee on Energy Upgrade Portola Valley and Acterra Marketing/ Outreach Associate Davena Gentry provided an update on Acterra High Energy Homes Project.

The Acterra program is doing very well, Vice Mayor Derwin said, having taken 31 people through the process and already meeting 23% of the program's energy goals. Acterra also now has a part-time telephone assessor to help homeowners, and is doing additional outreach and events. She said that Ms. de Garneau attended an event in Portola Valley, where a resident reported already saving \$500 monthly as a result of implementing recommendations made in the assessment.

Acterra has asked the Town to send a letter to all residents to invite them to participate in the program. Vice Mayor Derwin said that Acterra also proposed a "Town Council challenge," but noted that she's already done an assessment and an upgrade. Mayor Driscoll and Councilmember Toben indicated that they have done the same, and Mayor Driscoll said that he's sure that Councilmember Richards has done so as well.

Ms. Gentry told the Council that homeowners no longer need to have PG&E bills of \$500-plus per month to qualify for assessments, opening up participation to many more residents than in the past. Ms. Gentry also pointed out that out of the 31 participants that Vice Mayor Derwin mentioned, 13 are from Portola Valley – the highest rate of participation in the project.

In terms of the Energy Upgrade, Vice Mayor Derwin indicated that 25 upgrades have been completed in San Mateo County as of the Sustainability Committee's July 18, 2011 meeting. Other Energy Upgrade activities include extended outreach, plans for another Contractor Workshop, and a forum scheduled for July 29, 2011. In terms of outreach, she said that Sustainability Committee members are approaching other Town committees to do outreach.

Vice Mayor Derwin commented on the many "really incredible" printed pieces that SURE intern Lauren Lee has been working on, including a series of profile postcards and a brochure that shows people how to use smart strips.

WRITTEN COMMUNICATIONS [7:38 p.m.]

## (11) Town Council July 15, 2011 Weekly Digest

- a) #1 – Letter to Town Council from Jon Silver regarding alteration of the trail in front of 10 Grove Drive – July 13, 2011

Mayor Driscoll indicated that as he understands it, the Town staff is addressing this issue, and pointed out that no trail work was authorized beyond what had been spelled out.

From the audience, Mr. Silver read a letter that he'd addressed to Mayor Driscoll and the Town Council into the record. Dated July 27, 2011, he'd written: *I wish to compliment the Town's Public Works Director for the painstaking work he has engaged in to resolve the Grove Drive trail situation. The remedy that he, in consultation with Trails Committee Chair Susan Gold, has developed, seems ideal. Thank you, Howard.*

- b) #2 – Email to Council from Linda Yates regarding Forest Stewardship Council (FSC) Award Application – July 13, 2011

Councilmember Toben, Vice Mayor Derwin and Mayor Driscoll all will sign a letter helping Ms. Yates qualify for the U.S. & FSC Canada Seventh Annual Design & Build with FSC Award.

(12) Town Council July 22, 2011 Weekly Digest

- a) #1 – Letter to Mayor Driscoll from Supervisor Adrienne Tissier regarding the survival of Caltrain – July 18, 2011

As a member of the San Mateo County Board of Supervisors as well as a member of the Board of Directors of both Caltrain and SamTrans, Ms. Tissier invited Mayor Driscoll or his designee to a meeting to hear a presentation on the current and future conditions affecting Caltrain and SamTrans, and to discuss building a coalition of community leaders and the public. Mayor Driscoll indicated that he will attend the meeting, which is scheduled for August 3, 2011, in San Carlos.

- b) #6 – Memorandum to Town Council from Susan Gold regarding proposed Dengler Preserve Nature Trail – July 14, 2011

Vice Mayor Derwin said that she tends to agree with Ms. Gold, who articulated why the trail does not make sense at Dengler Preserve but might be a good idea at the Spring Down parcel.

- c) #4 Attached Separates – San Mateo County Mosquito and Vector Control's Entomology Report – June 2011

Calling attention to this item, Mayor Derwin noted that mosquitoes had joined the meeting so it was time to adjourn.

ADJOURNMENT [7:40 p.m.]

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Mayor

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Town Clerk



INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
AUGUST 10, 2011

Date: 08/05/2011

Time: 1:50 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

ANNETTE ACHERMANN	C&D Refund, 4860 Alpine	12192	08/10/2011	
			08/10/2011	
351 WALSH	582		08/10/2011	
ATHERTON	BOA	45307	08/10/2011	0.00
CA 94027				5,000.00

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

Check No.	45307	Total:	5,000.00
Total for	ANNETTE ACHERMANN		5,000.00

ACTION SIGN SYSTEMS INC	Bollards at Town Center	12243	08/10/2011	
		5933	08/10/2011	
1200 INDUSTRIAL ROAD	0270		08/10/2011	
SAN CARLOS	BOA	45308	08/10/2011	0.00
CA 94070-4129	21265			2,428.44

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	2,428.44	0.00

Check No.	45308	Total:	2,428.44
Total for	ACTION SIGN SYSTEMS INC		2,428.44

ANIMAL DAMAGE MGMT INC	July Pest Control	12193	08/10/2011	
			08/10/2011	
16170 VINEYARD BLVD. #150	804		08/10/2011	
MORGAN HILL	BOA	45309	08/10/2011	0.00
CA 95037	53665			310.00

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

Check No.	45309	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

ARROWHEAD MT SPRING WATER	July Statement	12194	08/10/2011	
			08/10/2011	
P.O. BOX 856158	463		08/10/2011	
LOUISVILLE	BOA	45310	08/10/2011	0.00
KY 40285-6158	01G5743876004			62.14

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	62.14	0.00

Check No.	45310	Total:	62.14
Total for	ARROWHEAD MT SPRING WATER		62.14

AT&T (2)	July Microwave	12195	08/10/2011	
			08/10/2011	
P.O. BOX 5025	877		08/10/2011	
CAROL STREAM	BOA	45311	08/10/2011	0.00
IL 60197-5025	234 344 1841 393 0			63.72

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
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TOWN OF PORTOLA VALLEY

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

05-52-4152	Emerq Preparedness Committee	63.72	0.00	
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Check No.	45311	Total:	63.72
Total for	AT&T (2)		63.72

BANK OF AMERICA	July Statement	12196	08/10/2011	
Bank Card Center			08/10/2011	
P.O. BOX 53155	0022		08/10/2011	
PHOENIX	BOA	45312	08/10/2011	0.00
AZ 85072-3155				407.07

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4312	Office Equipment	238.13	0.00
05-64-4326	Education & Training	100.00	0.00
05-64-4335	Sustainability	9.95	0.00
08-64-4335	Sustainability	49.00	0.00

BANK OF AMERICA	July Statement	12197	08/10/2011	
Bank Card Center			08/10/2011	
P.O. BOX 53155	0022		08/10/2011	
PHOENIX	BOA	45312	08/10/2011	0.00
AZ 85072-3155				219.40

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	219.40	0.00

Check No.	45312	Total:	626.47
Total for	BANK OF AMERICA		626.47

BAY AREA GEOTECH GROUP	CIP Road Testing, 2010-11	12244	08/10/2011	
847 W. MAUDE AVENUE	618		08/10/2011	
SUNNYVALE	BOA	45313	08/10/2011	0.00
CA 94085	27740			1,182.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4411	CIP10/11 Street Resurfacing	1,182.00	0.00

Check No.	45313	Total:	1,182.00
Total for	BAY AREA GEOTECH GROUP		1,182.00

BAYSCAPE LANDSCAPE MGMT	Irrig Repair at Ford Field	12199	08/10/2011	
P.O. BOX 880	949		08/10/2011	
ALVISO	BOA	45314	08/10/2011	0.00
CA 95002	384271			234.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	234.00	0.00

BAYSCAPE LANDSCAPE MGMT	Irrigation repair at Town Hall	12254	08/10/2011	
P.O. BOX 880	949		08/10/2011	
ALVISO	BOA	45314	08/10/2011	0.00
CA 95002	384272			295.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	295.00	0.00

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	45314	Total:	529.00
Total for	BAYSCAPE LANDSCAPE MGMT		529.00

PHILIP BERGHAUSEN	Picnic Deposit Refund	12200	08/10/2011	
14 PORTOLA GREEN CIRCLE	572		08/10/2011	
PORTOLA VALLEY	BOA	45315	08/10/2011	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.	45315	Total:	100.00
Total for	PHILIP BERGHAUSEN		100.00

BIGGS CARDOSA ASSOC INC	C-1 Retain Wall, June 2011	12246	08/10/2011	
865 THE ALAMEDA	746		08/10/2011	
SAN JOSE	BOA	45316	08/10/2011	0.00
CA 95126-3133	58857			275.00

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	275.00	0.00

Check No.	45316	Total:	275.00
Total for	BIGGS CARDOSA ASSOC INC		275.00

BKF	C-1 Civil Eng'g, 5/23 - 6/19	12245	08/10/2011	
255 SHORELINE DRIVE	2036		08/10/2011	
REDWOOD CITY	BOA	45317	08/10/2011	0.00
CA 94065	11070212			158.82

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	158.82	0.00

Check No.	45317	Total:	158.82
Total for	BKF		158.82

BREATHE CALIFORNIA	Event Deposit Refund	12202	08/10/2011	
2171 JUNIPERO SERRA BLVD	0052		08/10/2011	
DALY CITY	BOA	45318	08/10/2011	0.00
CA 94014-1999				100.00

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

Check No.	45318	Total:	100.00
Total for	BREATHE CALIFORNIA		100.00

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

CAL WATER SERVICE CO	July Statements	12203	08/10/2011	
			08/10/2011	
3351 EL CAMINO REAL	0035		08/10/2011	
ATHERTON	BOA	45319	08/10/2011	0.00
CA 94027				9,682.06

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	9,682.06	0.00

Check No.	45319	Total:	9,682.06
Total for	CAL WATER SERVICE CO		9,682.06

GAVIN CHRISTENSEN	Deposit Refund	12204	08/10/2011	
			08/10/2011	
50 ALHAMBRA COURT	570		08/10/2011	
PORTOLA VALLEY	BOA	45320	08/10/2011	0.00
CA 94028				11,470.90

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	11,470.90	0.00

Check No.	45320	Total:	11,470.90
Total for	GAVIN CHRISTENSEN		11,470.90

COMCAST	WiFi Internet, 7/21 - 8/20	12205	08/10/2011	
			08/10/2011	
P.O. BOX 34227	0045		08/10/2011	
SEATTLE	BOA	45321	08/10/2011	0.00
WA 98124-1227				94.77

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	94.77	0.00

Check No.	45321	Total:	94.77
Total for	COMCAST		94.77

COPYMAT	Budget Postcard	12206	08/10/2011	
			08/10/2011	
1918 EL CAMINO REAL	0046		08/10/2011	
REDWOOD CITY	BOA	45322	08/10/2011	0.00
CA 94063-2113	63113			204.59

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	204.59	0.00

Check No.	45322	Total:	204.59
Total for	COPYMAT		204.59

DEL RIO ROOFING	C&D Refund, 70 Stonegate	12207	08/10/2011	
			08/10/2011	
HOLD AT COUNTER	630		08/10/2011	
	BOA	45323	08/10/2011	0.00
				1,000.00

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

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	45323	Total:	1,000.00
Total for	DEL RIO ROOFING		1,000.00

GRANT EVANS	C&D Refund	12211	08/10/2011	
155 MEADOWOOD DRIVE	676		08/10/2011	
PORTOLA VALLEY	BOA	45324	08/10/2011	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.	45324	Total:	1,000.00
Total for	GRANT EVANS		1,000.00

FEDEX	Ship Charges	12212	08/10/2011	
P.O. BOX 7221	0066		08/10/2011	
PASADENA	BOA	45325	08/10/2011	0.00
CA 91109-7321	5-942-16192			53.19

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	53.19	0.00

Check No.	45325	Total:	53.19
Total for	FEDEX		53.19

ANDREW FISHER	Deposit Refund	12213	08/10/2011	
155 BEAR GULCH DRIVE	617		08/10/2011	
PORTOLA VALLEY	BOA	45326	08/10/2011	0.00
CA 94028				740.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	740.00	0.00

Check No.	45326	Total:	740.00
Total for	ANDREW FISHER		740.00

FRANCOTYP-POSTALIA, INC.	Meter Rental, 7/9 - 10/8	12216	08/10/2011	
PO BOX 4272	0172		08/10/2011	
CAROL STREAM	BOA	45327	08/10/2011	0.00
IL 60197-4272	R1100686113			87.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	87.68	0.00

Check No.	45327	Total:	87.68
Total for	FRANCOTYP-POSTALIA, INC.		87.68

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Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GOLDEN ROOFING	C&D Refund, 1 Fremontia	12210	08/10/2011	
			08/10/2011	
828 WILLOW STREET	851		08/10/2011	
REDWOOD CITY	BOA	45328	08/10/2011	0.00
CA 94063				1,000.00

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

Check No.	45328	Total:	1,000.00
Total for	GOLDEN ROOFING		1,000.00

JEANNIE GOLDMAN	Summer Instructor Fee	12217	08/10/2011	
			08/10/2011	
741 MANZANITA ROAD	706		08/10/2011	
WOODSIDE	BOA	45329	08/10/2011	0.00
CA 94062				6,406.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	6,406.00	0.00

Check No.	45329	Total:	6,406.00
Total for	JEANNIE GOLDMAN		6,406.00

JOSEPH GRUNDFEST	Deposit Refund	12214	08/10/2011	
			08/10/2011	
3 COALMINE VIEW	627		08/10/2011	
PORTOLA VALLEY	BOA	45330	08/10/2011	0.00
CA 94028				1,393.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,393.20	0.00

Check No.	45330	Total:	1,393.20
Total for	JOSEPH GRUNDFEST		1,393.20

HALF MOON BAY GRADING & PAVING	2010-11 CIP Road Retainage	12247	08/10/2011	
			08/10/2011	
1780 HIGGINS CANYON ROAD	0350		08/10/2011	
HALF MOON BAY	BOA	45331	08/10/2011	0.00
CA 94019	5			63,496.21

GL Number	Description	Invoice Amount	Amount Relieved
65-68-4411	CIP10/11 Street Resurfacing	63,496.21	0.00

Check No.	45331	Total:	63,496.21
Total for	HALF MOON BAY GRADING & PAV		63,496.21

STEPHEN HANSEN	Deposit Refund	12215	08/10/2011	
			08/10/2011	
380 GOLDEN OAK DRIVE	629		08/10/2011	
PORTOLA VALLEY	BOA	45332	08/10/2011	0.00
CA 94028				25.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	25.00	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	45332	Total:	25.00
Total for	STEPHEN HANSEN		25.00

DAVE HOWES	Cable for E.O.C.	12218	08/10/2011	
18 PORTOLA GREEN CIRCLE	700		08/10/2011	
PORTOLA VALLEY	BOA	45333	08/10/2011	0.00
CA 94028				18.93

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	18.93	0.00

Check No.	45333	Total:	18.93
Total for	DAVE HOWES		18.93

JORGENSON SIEGEL MCCLURE & FLEGEL	Verizon Applicant Charge	12219	08/10/2011	
1100 ALMA STREET	0089		08/10/2011	
MENLO PARK	BOA	45334	08/10/2011	0.00
CA 94025				225.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4186	Attorney - Charges to Appls	225.00	0.00

Check No.	45334	Total:	225.00
Total for	JORGENSON SIEGEL MCCLURE &		225.00

KDSA CONSULTING LLC	August Spam Control	12220	08/10/2011	
1600 OSGOOD STREET	555		08/10/2011	
N. ANDOVER	BOA	45335	08/10/2011	0.00
MA 01845	013125			75.00

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

Check No.	45335	Total:	75.00
Total for	KDSA CONSULTING LLC		75.00

KUTZMANN & ASSOCIATES	June Plan Check	12221	08/10/2011	
39355 CALIFORNIA STREET	0090		08/10/2011	
FREMONT	BOA	45336	08/10/2011	0.00
CA 94538				7,370.32

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	7,370.32	0.00

Check No.	45336	Total:	7,370.32
Total for	KUTZMANN & ASSOCIATES		7,370.32

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Vendor Address	Vendor Number		Due Date	
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State/Province Zip/Postal	Invoice Number			Check Amount

LAMPSON TRACTOR & EQUIPMENT	Kubota Tractor Repair	12222	08/10/2011	
			08/10/2011	
P.O. BOX 85	0327		08/10/2011	
GEYSERVILLE	BOA	45337	08/10/2011	0.00
CA 95441				244.24

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	244.24	0.00

Check No.	45337	Total:	244.24
Total for	LAMPSON TRACTOR & EQUIPMENT		244.24

LAUREN E LEE	Energy Upgrade Intern, July	12251	08/10/2011	
			08/10/2011	
2089 QUEENS LANE	0354		08/10/2011	
SAN MATEO	BOA	45338	08/10/2011	0.00
CA 94402	4			412.50

GL Number	Description	Invoice Amount	Amount Relieved
08-64-4335	Sustainability	412.50	0.00

Check No.	45338	Total:	412.50
Total for	LAUREN E LEE		412.50

TERRI LUCHSINGER	Deposit Refund	12223	08/10/2011	
			08/10/2011	
35 PALMER LANE	606		08/10/2011	
PORTOLA VALLEY	BOA	45339	08/10/2011	0.00
CA 94028				10,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	10,000.00	0.00

Check No.	45339	Total:	10,000.00
Total for	TERRI LUCHSINGER		10,000.00

LYNGSO GARDEN MATERIALS INC	Potting Soil Mix	12224	08/10/2011	
			08/10/2011	
19 SEAPORT BOULEVARD	923		08/10/2011	
REDWOOD CITY	BOA	45340	08/10/2011	0.00
CA 94063	817435			67.12

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	67.12	0.00

Check No.	45340	Total:	67.12
Total for	LYNGSO GARDEN MATERIALS INC		67.12

ANGEL MANZO	Picnic Deposit Refund	12201	08/10/2011	
			08/10/2011	
6 LEROY WAY	575		08/10/2011	
PORTOLA VALLEY	BOA	45341	08/10/2011	0.00
CA 94028				100.00

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



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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	45341	Total:	100.00
Total for	ANGEL MANZO		100.00

WENDY MCADAM	C&D Refund	12209	08/10/2011	
133 STONEGATE	822		08/10/2011	
PORTOLA VALLEY	BOA	45342	08/10/2011	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.	45342	Total:	5,000.00
Total for	WENDY MCADAM		5,000.00

JON MYERS	Reimb for Soccer League	12225	08/10/2011	
4540 ALPINE ROAD	900		08/10/2011	
PORTOLA VALLEY	BOA	45343	08/10/2011	0.00
CA 94028				2,631.36

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4160	Parks & Rec Adult Sports	2,631.36	0.00

Check No.	45343	Total:	2,631.36
Total for	JON MYERS		2,631.36

NICHOLS CONSULTING ENGG	2011-12 Road Project Design	12253	08/10/2011	
1885 S. ARLINGTON AVE	0183		08/10/2011	
RENO	BOA	45344	08/10/2011	0.00
NV 89509	01REV			33,320.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	33,320.00	0.00

NICHOLS CONSULTING ENGG	2010-11 Resurf Proj Final Engg	12263	08/10/2011	
1885 S. ARLINGTON AVE	0183		08/10/2011	
RENO	BOA	45344	08/10/2011	0.00
NV 89509	4			4,023.85

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	4,023.85	0.00

Check No.	45344	Total:	37,343.85
Total for	NICHOLS CONSULTING ENGG		37,343.85

PACIFIC COAST SEED INC	Habitat Seed Mix	12226	08/10/2011	
533 HAWTHORNE PLACE	714		08/10/2011	
LIVERMORE	BOA	45345	08/10/2011	0.00
CA 94550	O-44363-11			564.63

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	564.63	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	45345	Total:	564.63
Total for	PACIFIC COAST SEED INC		564.63

PACIFIC GEOTECHNICAL ENG'G	C-1 Trail Inspections, June	12248	08/10/2011	
16055-D CAPUTO DRIVE	737		08/10/2011	
MORGAN HILL	BOA	45346	08/10/2011	0.00
CA 95037	123492			2,217.50

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	2,217.50	0.00

Check No.	45346	Total:	2,217.50
Total for	PACIFIC GEOTECHNICAL ENG'G		2,217.50

WARD PAINE	C&D Refund	12208	08/10/2011	
290 MAPACHE	604		08/10/2011	
PORTOLA VALLEY	BOA	45347	08/10/2011	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.	45347	Total:	1,000.00
Total for	WARD PAINE		1,000.00

PENINSULA OPEN SPACE TRUST	Refund Comm'ty Hall Deposit	12227	08/10/2011	
222 HIGH STREET	780		08/10/2011	
PALO ALTO	BOA	45348	08/10/2011	0.00
CA 94301				1,000.00

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

Check No.	45348	Total:	1,000.00
Total for	PENINSULA OPEN SPACE TRUST		1,000.00

PG&E	July Statements	12228	08/10/2011	
BOX 997300	0109		08/10/2011	
SACRAMENTO	BOA	45349	08/10/2011	0.00
CA 95899-7300				282.93

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	282.93	0.00

Check No.	45349	Total:	282.93
Total for	PG&E		282.93

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PORTOLA VALLEY HARDWARE	July Statement	12229	08/10/2011	
			08/10/2011	
112 PORTOLA VALLEY ROAD	0114		08/10/2011	
PORTOLA VALLEY	BOA	45350	08/10/2011	0.00
CA 94028				304.26

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	161.17	0.00
05-66-4340	Building Maint Equip & Supp	143.09	0.00

Check No.	45350	Total:	304.26
Total for	PORTOLA VALLEY HARDWARE		304.26

PORTOLA VALLEY SCHOOL DISTRICT	2010-11 CarPool2School.com	12252	08/10/2011	
			08/10/2011	
4575 ALPINE ROAD	0246		08/10/2011	
PORTOLA VALLEY	BOA	45351	08/10/2011	0.00
CA 94028	11021			1,090.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	1,090.00	0.00

Check No.	45351	Total:	1,090.00
Total for	PORTOLA VALLEY SCHOOL DISTRICT		1,090.00

PRECISION ROOFING	C&D Refund, 20 Foxtail	12250	08/10/2011	
			08/10/2011	
1773 MISSION ROAD	595		08/10/2011	
S. SAN FRANCISCO	BOA	45352	08/10/2011	0.00
CA 94080				1,000.00

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

Check No.	45352	Total:	1,000.00
Total for	PRECISION ROOFING		1,000.00

SAN MATEO CO INF SERVICES	June Microwave	12230	08/10/2011	
			08/10/2011	
455 COUNTY CENTER, 3RD FLOOR	0307		08/10/2011	
REDWOOD CITY	BOA	45353	08/10/2011	0.00
CA 94063	1YPV11106			76.00

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

Check No.	45353	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SIERRA PACIFIC TURF SUPPLY INC	Fertilizer for Fields	12231	08/10/2011	
			08/10/2011	
P.O. BOX 84	842		08/10/2011	
CAMPBELL	BOA	45354	08/10/2011	0.00
CA 95009	0356951-IN			487.13

GL Number	Description	Invoice Amount	Amount Relieved
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State/Province Zip/Postal	Invoice Number			Check Amount

05-58-4240	Parks & Fields Maintenance	487.13	0.00	
SIERRA PACIFIC TURF SUPPLY INC	Sedge Hammer Herb	12232	08/10/2011	
			08/10/2011	
P.O. BOX 84	842		08/10/2011	
CAMPBELL	BOA	45354	08/10/2011	0.00
CA 95009	0356952-IN			22.08
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	22.08	0.00	

Check No.	45354	Total:	509.21
Total for	SIERRA PACIFIC TURF SUPPLY IN		509.21

SPANGLE & ASSOCIATES	July Statement	12233	08/10/2011	
			08/10/2011	
770 MENLO AVENUE	0121		08/10/2011	
MENLO PARK	BOA	45355	08/10/2011	0.00
CA 94025-4736				34,757.46
GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4140	ASCC	2,364.00	0.00	
05-52-4162	Planning Committee	4,727.00	0.00	
05-54-4196	Planner	6,421.56	0.00	
96-54-4198	Planner - Charges to Appls	21,244.90	0.00	

Check No.	45355	Total:	34,757.46
Total for	SPANGLE & ASSOCIATES		34,757.46

STATE COMP INSURANCE FUND	July Premium	12234	08/10/2011	
			08/10/2011	
PO BOX 7980	0122		08/10/2011	
SAN FRANCISCO	BOA	45356	08/10/2011	0.00
CA 94120-7854				2,547.42
GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4094	Worker's Compensation	2,547.42	0.00	
STATE COMP INSURANCE FUND	Annual Deposit 2011-12	12235	08/10/2011	
			08/10/2011	
PO BOX 7980	0122		08/10/2011	
SAN FRANCISCO	BOA	45356	08/10/2011	0.00
CA 94120-7854				2,424.01
GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4094	Worker's Compensation	2,424.01	0.00	

Check No.	45356	Total:	4,971.43
Total for	STATE COMP INSURANCE FUND		4,971.43

THERMAL MECHANICAL, INC	Town Hall Hot Water Heater	12236	08/10/2011	
			08/10/2011	
425 ALDO AVENUE	955		08/10/2011	
SANTA CLARA	BOA	45357	08/10/2011	0.00
CA 95054	AC-49113			510.63
GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4346	Mechanical Sys Maint & Repair	510.63	0.00	

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State/Province Zip/Postal	Invoice Number			Check Amount

THERMAL MECHANICAL, INC	July Bi-Monthly Maintenance	12237	08/10/2011	
			08/10/2011	
425 ALDO AVENUE	955		08/10/2011	
SANTA CLARA	BOA	45357	08/10/2011	0.00
CA 95054	PM-49143			1,426.00

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

Check No.	45357	Total:	1,936.63
Total for	THERMAL MECHANICAL, INC		1,936.63

TOWNSEND MGMT, INC	C-1 Trail, June 2011	12238	08/10/2011	
			08/10/2011	
P.O. BOX 24442	609		08/10/2011	
SAN FRANCISCO	BOA	45358	08/10/2011	0.00
CA 94124	200042-06-11			14,450.00

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	14,450.00	0.00

Check No.	45358	Total:	14,450.00
Total for	TOWNSEND MGMT, INC		14,450.00

TREE SPECIALIST	Trails Weed Removal	12240	08/10/2011	
			08/10/2011	
1198 NEVADA AVE	839		08/10/2011	
SAN JOSE	BOA	45359	08/10/2011	0.00
CA 95125				4,800.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	4,800.00	0.00

TREE SPECIALIST	ROW Weed Removal	12249	08/10/2011	
			08/10/2011	
1198 NEVADA AVE	839		08/10/2011	
SAN JOSE	BOA	45359	08/10/2011	0.00
CA 95125				4,800.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	4,800.00	0.00

TREE SPECIALIST	Tree Removal at 391 Canyon	12256	08/10/2011	
			08/10/2011	
1198 NEVADA AVE	839		08/10/2011	
SAN JOSE	BOA	45359	08/10/2011	0.00
CA 95125				2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	2,000.00	0.00

Check No.	45359	Total:	11,600.00
Total for	TREE SPECIALIST		11,600.00

TRINITY DEVELOPMENT	Business License Refund	12241	08/10/2011	
			08/10/2011	
119 E. WEBER AVENUE	707		08/10/2011	
STOCKTON	BOA	45360	08/10/2011	0.00
CA 95202				110.00

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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

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

Check No.	45360	Total:	110.00
Total for	TRINITY DEVELOPMENT		110.00

U.S. BANCORP EQUIPMENT FIN INC	August Copier Lease	12255	08/10/2011	
P.O. BOX 790448	472		08/10/2011	
ST. LOUIS	BOA	45361	08/10/2011	0.00
MO 63179-0448	183049907			420.81

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	420.81	0.00

Check No.	45361	Total:	420.81
Total for	U.S. BANCORP EQUIPMENT FIN INC		420.81

PAUL WICK	C&D Refund	12242	08/10/2011	
170 RAMOSO ROAD	344		08/10/2011	
PORTOLA VALLEY	BOA	45362	08/10/2011	0.00
CA 94028				2,900.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	2,900.00	0.00

Check No.	45362	Total:	2,900.00
Total for	PAUL WICK		2,900.00

Total Invoices:	64	Grand Total:	250,168.37
		Less Credit Memos:	0.00
		Net Total:	250,168.37
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	250,168.37

Warrant Disbursement Journal

August 10, 2011

Claims totaling \$250,168.37 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

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

Signed and sealed this (date) \_\_\_\_\_

\_\_\_\_\_  
Sharon Hanlon, Town Clerk

\_\_\_\_\_  
Mayor

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
AUGUST 24, 2011

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

ALMANAC	July Advertising	12265	08/24/2011	
			08/24/2011	
PO BOX 1610	0048		08/24/2011	
MENLO PARK	BOA	45396	08/24/2011	0.00
CA 94302				580.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4320	Advertising	580.00	0.00	

Check No.	45396	Total:	580.00
Total for	ALMANAC		580.00

AT&T (2)	July Statements	12286	08/24/2011	
			08/24/2011	
P.O. BOX 5025	877		08/24/2011	
CAROL STREAM	BOA	45397	08/24/2011	0.00
IL 60197-5025	2559650, 2560097, 2560625			249.84

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	249.84	0.00	

Check No.	45397	Total:	249.84
Total for	AT&T (2)		249.84

BALANCE HYDROLOGICS INC.	C-1 Trail, Creek, 6/19-7/16	12295	08/24/2011	
			08/24/2011	
800 BANCROFT WAY	945		08/24/2011	
BERKELEY	BOA	45398	08/24/2011	0.00
CA 94710-2227	206203-0711			5,982.50

GL Number	Description	Invoice Amount	Amount Relieved	
96-00-4528	C-1 Trail	5,982.50	0.00	

Check No.	45398	Total:	5,982.50
Total for	BALANCE HYDROLOGICS INC.		5,982.50

BIANCHINI MARKET	Catering for Flight Night	12264	08/24/2011	
			08/24/2011	
3130 ALPINE ROAD	0284		08/24/2011	
PORTOLA VALLEY	BOA	45399	08/24/2011	0.00
CA 94028				250.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4163	Science & Nature	250.00	0.00	

Check No.	45399	Total:	250.00
Total for	BIANCHINI MARKET		250.00

CITY OF REDWOOD CITY	July IT Services	12266	08/24/2011	
			08/24/2011	
P.O. BOX 3629	586		08/24/2011	
REDWOOD CITY	BOA	45400	08/24/2011	0.00
CA 94064-3629	BR26157			1,831.05

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

05-54-4216	IT & Website Consultants	1,831.05	0.00	
		Check No. 45400	Total:	1,831.05
		Total for	CITY OF REDWOOD CITY	1,831.05

CITY OF SOUTH SAN FRANCISCO	Dinner Meeting, Derwin	12293	08/24/2011	
P.O. BOX 711	0211		08/24/2011	
SOUTH SAN FRANCISCO	BOA	45401	08/24/2011	0.00
CA 94083				25.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4327	Educ/Train: Council & Commissn	25.00	0.00	
		Check No. 45401	Total:	25.00
		Total for	CITY OF SOUTH SAN FRANCISCO	25.00

CLEANSTREET	July Street & Litter Cleanup	12287	08/24/2011	
1937 W. 169TH STREET	0034		08/24/2011	
GARDENA	BOA	45402	08/24/2011	0.00
CA 90247-5254	64606			1,425.55

GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4262	Street Sweeping	614.65	0.00	
20-60-4266	Litter Clean Up Program	810.90	0.00	
		Check No. 45402	Total:	1,425.55
		Total for	CLEANSTREET	1,425.55

GEORGE COMSTOCK	Deposit Refund	12267	08/24/2011	
177 ALAMOS ROAD	506		08/24/2011	
PORTOLA VALLEY	BOA	45403	08/24/2011	0.00
CA 94028				286.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	286.00	0.00	
		Check No. 45403	Total:	286.00
		Total for	GEORGE COMSTOCK	286.00

COTTON SHIRES & ASSOC. INC.	July Applicant Charges	12292	08/24/2011	
330 VILLAGE LANE	0047		08/24/2011	
LOS GATOS	BOA	45404	08/24/2011	0.00
CA 95030-7218				6,192.50

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4190	Geologist - Charges to Appls	6,192.50	0.00	
		Check No. 45404	Total:	6,192.50
		Total for	COTTON SHIRES & ASSOC. INC.	6,192.50



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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

HIGH POINT ROOFING	C&D Deposit Refund	12283	08/24/2011	
			08/24/2011	
411 MAIN STREET	572		08/24/2011	
HALF MOON BAY	BOA	45405	08/24/2011	0.00
CA 94019				1,000.00

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

Check No.	45405	Total:	1,000.00
Total for	HIGH POINT ROOFING		1,000.00

PETER HOCKADAY	Community Hall Deposit Refund	12285	08/24/2011	
			08/24/2011	
8 CARL STREET	562		08/24/2011	
SAN FRANCISCO	BOA	45406	08/24/2011	0.00
CA 94117				1,000.00

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

Check No.	45406	Total:	1,000.00
Total for	PETER HOCKADAY		1,000.00

HORIZON	Field Supplies	12288	08/24/2011	
			08/24/2011	
P.O. BOX 52758	0289		08/24/2011	
PHOENIX	BOA	45407	08/24/2011	0.00
AZ 85072-2758	1N058748			103.73

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	103.73	0.00

Check No.	45407	Total:	103.73
Total for	HORIZON		103.73

J.W. ENTERPRISES	Portable Lavs 8/11-9/7/11	12290	08/24/2011	
			08/24/2011	
1689 MORSE AVE	829		08/24/2011	
VENTURA	BOA	45408	08/24/2011	0.00
CA 93003	157295			223.32

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	223.32	0.00

Check No.	45408	Total:	223.32
Total for	J.W. ENTERPRISES		223.32

JORGENSON SIEGEL MCCLURE & FLEGEL	July Statement	12268	08/24/2011	
			08/24/2011	
1100 ALMA STREET	0089		08/24/2011	
MENLO PARK	BOA	45409	08/24/2011	0.00
CA 94025				9,512.25

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	4,773.25	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

05-54-4214	Miscellaneous Consultants	4,489.00	0.00	
96-54-4186	Attorney - Charges to Appls	250.00	0.00	

Check No.	45409	Total:	9,512.25
Total for	JORGENSON SIEGEL MCCLURE &		9,512.25

KUTZMANN & ASSOCIATES	July Plan Check	12289	08/24/2011	
39355 CALIFORNIA STREET	0090		08/24/2011	
FREMONT	BOA	45410	08/24/2011	0.00
CA 94538				2,262.10

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	2,262.10	0.00

Check No.	45410	Total:	2,262.10
Total for	KUTZMANN & ASSOCIATES		2,262.10

LAUREN E LEE	Sustainability Intern 8/2-8/14	12296	08/24/2011	
2089 QUEENS LANE	0354		08/24/2011	
SAN MATEO	BOA	45411	08/24/2011	0.00
CA 94402	5			660.00

GL Number	Description	Invoice Amount	Amount Relieved
08-64-4335	Sustainability	660.00	0.00

Check No.	45411	Total:	660.00
Total for	LAUREN E LEE		660.00

NBS, INC	Fee Study, July 2011	12269	08/24/2011	
32605 TEMECULA PARKWAY	0341		08/24/2011	
TEMECULA	BOA	45412	08/24/2011	0.00
CA 92592	S07311101-TM			5,400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4209	Permit & Fees Study	5,400.00	0.00

Check No.	45412	Total:	5,400.00
Total for	NBS, INC		5,400.00

O. NELSON & SON	Trail Repairs	12294	08/24/2011	
3355 TRIPP ROAD	Old Spanish/Bay Laurel/Mead'wd		08/24/2011	
WOODSIDE	634		08/24/2011	
CA 94062	BOA	45414	08/24/2011	0.00
	137			10,610.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	10,610.00	0.00

Check No.	45414	Total:	10,610.00
Total for	O. NELSON & SON		10,610.00

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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

O'GRADY PAVING, INC.	C-1 Trail Construction	12270	08/24/2011	
			08/24/2011	
2513 WYANDOTTE STREET	920		08/24/2011	
MOUNTAIN VIEW	BOA	45413	08/24/2011	0.00
CA 94043	11470			87,939.00

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	87,939.00	0.00

Check No.	45413	Total:	87,939.00
Total for	O'GRADY PAVING, INC.		87,939.00

RON RAMIES AUTOMOTIVE, INC.	July Fuel Statement	12271	08/24/2011	
			08/24/2011	
115 PORTOLA ROAD	422		08/24/2011	
PORTOLA VALLEY	BOA	45415	08/24/2011	0.00
CA 94028				612.09

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	612.09	0.00

Check No.	45415	Total:	612.09
Total for	RON RAMIES AUTOMOTIVE, INC.		612.09

HARVEY ROSENTHAL	Buckeye Room Deposit Refund	12284	08/24/2011	
			08/24/2011	
263 HIGHLAND TERRACE	571		08/24/2011	
WOODSIDE	BOA	45416	08/24/2011	0.00
CA 94062				250.00

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

Check No.	45416	Total:	250.00
Total for	HARVEY ROSENTHAL		250.00

SAN MATEO CO INF SERVICES	July Microwave	12272	08/24/2011	
			08/24/2011	
455 COUNTY CENTER, 3RD FLOOR	0307		08/24/2011	
REDWOOD CITY	BOA	45417	08/24/2011	0.00
CA 94063	1YPV11107			76.00

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

Check No.	45417	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SHARP BUSINESS SYSTEMS	July Copier	12273	08/24/2011	
			08/24/2011	
DEPT. LA 21510	0199		08/24/2011	
PASADENA	BOA	45418	08/24/2011	0.00
CA 91185-1510				37.91

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	37.91	0.00

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

Check No.	45418	Total:	37.91
Total for	SHARP BUSINESS SYSTEMS		37.91

CONNIE STACK	Summer Instructor Fees	12274	08/24/2011	
10127 LAMPLIGHTER SQUARE	648		08/24/2011	
CUPERTINO	BOA	45419	08/24/2011	0.00
CA 95014				984.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	984.00	0.00

Check No.	45419	Total:	984.00
Total for	CONNIE STACK		984.00

LIZ SWEENEY	Summer Instructor Fees	12275	08/24/2011	
301 MISSION STREET	597		08/24/2011	
SAN FRANCISCO	BOA	45420	08/24/2011	0.00
CA 94105				2,304.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,304.00	0.00

Check No.	45420	Total:	2,304.00
Total for	LIZ SWEENEY		2,304.00

TOWNSEND MGMT, INC	July Applicant Charges	12276	08/24/2011	
P.O. BOX 24442	609		08/24/2011	
SAN FRANCISCO	BOA	45421	08/24/2011	0.00
CA 94124	0998537898			1,615.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,615.00	0.00

Check No.	45421	Total:	1,615.00
Total for	TOWNSEND MGMT, INC		1,615.00

VERIZON WIRELESS	July Statement	12277	08/24/2011	
P.O. BOX 9622	0131		08/24/2011	
MISSION HILLS	BOA	45422	08/24/2011	0.00
CA 91346-9622	0998537898			278.85

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	278.85	0.00

Check No.	45422	Total:	278.85
Total for	VERIZON WIRELESS		278.85

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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

VISION INTERNET PROVIDERS INC	July Site Hosting	12278	08/24/2011	
			08/24/2011	
P.O. BOX 251588	827		08/24/2011	
LOS ANGELES	BOA	45423	08/24/2011	0.00
CA 90025	20332			200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	200.00	0.00

Check No.	45423	Total:	200.00
Total for	VISION INTERNET PROVIDERS IN		200.00

BRUCE WILLARD	Reimb for W'side H'lands M.D.	12298	08/24/2011	
			08/24/2011	
110 RUSSELL AVE	836		08/24/2011	
PORTOLA VALLEY	BOA	45424	08/24/2011	0.00
CA 94028				840.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	840.00	0.00

Check No.	45424	Total:	840.00
Total for	BRUCE WILLARD		840.00

WOLFPACK INSURANCE	September Dental & Vision	12280	08/24/2011	
			08/24/2011	
SMALL BUSINESS BENEFIT PLAN	0132		08/24/2011	
BELMONT	BOA	45425	08/24/2011	0.00
CA 94402				2,293.20

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,293.20	0.00

Check No.	45425	Total:	2,293.20
Total for	WOLFPACK INSURANCE		2,293.20

WORLD JOURNAL	July Advertising	12281	08/24/2011	
			08/24/2011	
231 ADRIAN ROAD	738		08/24/2011	
MILLBRAE	BOA	45426	08/24/2011	0.00
CA 94030				94.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	94.00	0.00

Check No.	45426	Total:	94.00
Total for	WORLD JOURNAL		94.00

LINDA YATES	Deposit Refund	12291	08/24/2011	
			08/24/2011	
170 MAPACHE DRIVE	0303		08/24/2011	
PORTOLA VALLEY	BOA	45427	08/24/2011	0.00
CA 94028				10,500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	10,500.00	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.	45427	Total:	10,500.00
Total for	LINDA YATES		10,500.00

Total Invoices: 32

Grand Total:	155,617.89
Less Credit Memos:	0.00
Net Total:	155,617.89
Less Hand Check Total:	0.00
Outstanding Invoice Total:	155,617.89

Warrant Disbursement Journal

August 24, 2011

Claims totalling \$155,617.89 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date: \_\_\_\_\_

\_\_\_\_\_  
Angela Howard, Treasurer

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

Signed and sealed this date: \_\_\_\_\_

\_\_\_\_\_  
Sharon Hanlon, Town Clerk

\_\_\_\_\_  
Mayor



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Stacie Nerdahl, Administrative Services Officer

**DATE:** August 24, 2011

**RE:** **FYE 06/30/11 Budget & Interfund Transfers**

With the closing of the fiscal year ending 6/30/11, the Council is requested to approve the following annual interfund transfer and budget amendments:

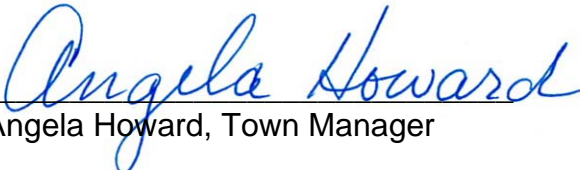
### 1. Fund Transfer:

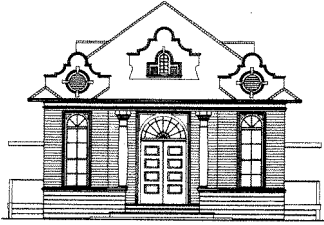
<i>From Fund</i>	<i>To Fund</i>	<i>Amount</i>	<i>Comment</i>
General Fund (05)	Gas Tax (20)	\$23,920.32	Fund Transfers to zero Gas Tax Fund at FYE 6/30/11
Measure A (60)	Gas Tax (20)	\$22,542.78	
General Fund (05)	Open Space (15)	\$100.00	Proceeds from Teen Committee

### 2. Budget Amendments:

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

<i>From Account</i>	<i>To Account</i>	<i>Amount</i>	<i>Comment</i>
Overtime	Health/Medical	\$2,000	
Workers Compensation	Health/Medical	2,400	
Miscellaneous Consultants	Plan Check Services	3,725	
Contingency	Street Signs & Striping	4,600	
	Trails	8,800	Safe Routes to School
	Miscellaneous	9,100	Property Settlement
	Office Assistant	5,700	Salary Reclassification
Miscellaneous	Utilities	2,260	
	Bank Fees	2,700	
Building Maint Equipment	Landscape Supplies & Servs	2,800	
CIP Storm Drain Project	CIP Street Design FY	24,000	

Approved:   
Angela Howard, Town Manager



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

**TO** : Town Council

**FROM** : George Mader, Town Planning Consultant

**DATE** : 7/6/11

**RE** : Administration of CEQA (California Environmental Quality Act)  
Requirements re Historical Resources

### **Recommendation**

It is recommended that the town council consider this report and provide direction with respect to next steps as listed at the end of this memo.

### **Background**

A staff memorandum to the planning commission dated 5/25/11 provides background to this topic and recommendations. The planning commission, at its meeting of 6/1/11, considered the 5/25/11 memorandum and recommended that the proposed procedure be forwarded to the town council for acceptance.

For background, council members are referred to the 5/25/11 memorandum to the planning commission as well as excerpts from the 6/1/11 planning commission minutes. These two items can be found at the end of this report.

### **Review Process**

The planning commission was favorable to the review process recommended on pages 5–6 of the 5/25/11 memo, but made two specific suggestions after discussion. First, given the difficulty of listing persons of importance who may have lived in houses 50 or more years ago, it was recommended that for those resources where this may be important, the application should be referred to the town historian for comment. We have discussed this with Nancy Lund and she is agreeable to this arrangement. Second, given the difficulty of listing notable architects or building designers who may have practiced in the town 50 for more years ago, town staff should develop and maintain a list of such individuals and



firms for staff use. This list could be modified from time to time as more names of individuals who could have practiced in the town become known.

The process that follows for screening of buildings is according to CEQA requirements as found in Sections 15064.5 – 15065 of the California Government Code. In all cases, if further evaluation according to CEQA is recommended, an initial study would be needed which would in almost all instances require review by an architectural historian.

1. Was the building built 50 or more years ago?

If yes, go to next question.

If no, proceed no further.

2. Is the building listed in the historic element as a building to be preserved?

If yes, review pursuant to CEQA and historic element.

If no, go to next question.

3. Is the resource associated with the lives of persons important to the history of the town?

Ask the town historian if town records indicate the person may have been important in the history of the town. If yes, review pursuant to CEQA.

If no, go to next question.

4. Was the building designed by a notable architect or building designer?

Staff to review against the best records the town has of notable architects or building designers who may have practiced in the town. If yes, refer the application to the ASCC for evaluation of the resource as to its quality of architecture and whether its condition warrants saving. If the ASCC believes the resource should probably be saved, then the application should be referred to an architectural historian to make a review pursuant to CEQA.

If no, go to next question.

5. Has the resource yielded or may be likely to yield important prehistory or history?

Review the resource with respect to a town map of areas that are likely to have artifacts of the earlier period. If yes, make an inquiry to the Northwest Information Center at Sonoma State University. (We have discussed

preparation of a map showing areas likely to have artifacts with a representative of the Information Center at Sonoma State University. We were informed that preparation of such a map is not a service they provide. It was recommended that the town retain a qualified archeologist to prepare such a map. Qualified archeologists have access to the records at the center whereas other people do not. If the council would want to have such a map prepared, staff should discuss the matter with those firms that have prepared EIR's for projects in the town in order to develop a list of qualified archeologists. If necessary, other firms could also be identified. An RFP could then be sent to a short list of archeologists.)

If no, the review of the resource with respect to CEQA should be considered complete.

### **Suggested Application Requirements for Building or Demolition Permits**

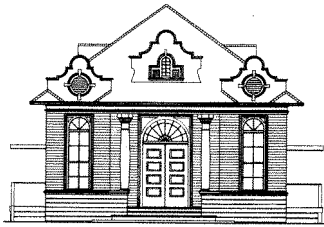
The following information, if known, should be provided by applicants for all building or demolition permit applications for exterior alteration or full or partial demolition and should become part of the permanent parcel file for the property.

- Date of original construction, if known; if not, approximate date.
- Name of original builder, if known.
- Name of original architect or designer, if known.
- Exterior photos of front, back and sides of the house.
- Date and description of any past major building modifications.
- Names of prior owners, if known.

### **Next Steps**

If the recommendations in this memo are accepted as presented or as may be modified, the town council should direct that the recommended process be prepared and adopted by the town council by resolution. In addition, the town should prepare a preliminary list of outstanding architects and building designers who may have practiced in the town at least 50 years ago and also have a map prepared by a qualified archeologist that shows potential archeological sites.

- cc. Nate McKitterick, Planning Commission chair
- Tom Vlastic, Town Planner
- CheyAnne Brown, Building and Planning Assistant
- Sandy Sloan, Town Attorney
- Angela Howard, Town Manager
- Nancy Lund, Town Historian

Enclosures

# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO** : Planning Commission

**FROM** : George Mader, Town Planning Consultant

**DATE** : 5/25/11

**RE** : Administration of CEQA (California Environmental Quality Act) Requirements re Historical Resources

**Introduction**

The planning commission and town council considered this topic in 2006/07, but work was not completed. The subject is now included in the planning budget for FY 2010/11.

Simply stated, CEQA requires jurisdictions to evaluate potential historic resources when a permit to change a resource is applied for in order to determine if it may in fact be historically significant. The Natural Resources Code of California states that to be historically significant, a resource should normally be at least 50 years old in order to judge its significance [Section 4852, (d) (2)]. The 50-year criterion is generally used by environmental consultants when deciding what resources to evaluate for historical significance pursuant to CEQA. If it appears a resource may be historically significant, then it must be evaluated pursuant to the requirements of CEQA.

While CEQA defines historical resources as buildings, other structures, sites, objects and historic districts, this memo focuses on the administrative procedures for reviewing modification or removal of potential historic buildings since the bulk of applications in the town affecting resources are for buildings. Other types of resources will have to be considered on an individual basis when they come before the town.

## **General Comments on Potential Historic Resources in Portola Valley**

CEQA lists four review requirements with respect to historic resources. Each of the requirements is listed below in a question format followed by comments on how the town might respond to each.

### **(A) Is the resource associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage?**

Buildings listed on the State Register of Historical Resources must be reviewed pursuant to CEQA. Other buildings must be reviewed against the above criterion to determine if should be reviewed pursuant to CEQA. A thorough list of historic structures was prepared by past town historian Dorothy Regnery. The list, which includes buildings on the State Register of Historical Resources as well as other buildings identified by the town historian, is included in the Historic Element of the General Plan in Section 2500 and in Appendix 6 of the plan.

### **(B) Is the resource associated with the lives of persons important in our past?**

Based on our limited knowledge, likely persons might include: Linus Pauling, Carl Djerassi, Bill Lane and John Frances Neylan. Further research would be needed to develop a complete list. It might be that the town historian could help develop such a list. Also, Internet searches might be made when an application for a permit is received.

There are some practical problems in administering this criterion:

- 1) Development of a list of persons would take significant research and there is no guarantee that it would be all-inclusive. Decisions would need to be made regarding which of the potential persons to put on an official list. Also, the major historic figures are already identified in the historic element where they are associated with particular resources.
- 2) In many instances it is not likely that a person seeking a permit would know who occupied the structure 50 or more years ago.
- 3) If only general criteria rather than names were used, significant research by staff would be required when a permit were processed. In any event, the applicant would be required to make a deposit to fund the staff work as well as any CEQA analysis.

Also, the town would need to consider whether such occupancies should warrant preservation of a house. It is likely that many such persons lived in

rather usual houses that would probably not warrant protection. If the house were of outstanding design, then item C. below would provide coverage.

Unless a strong case can be made at this time for listing specific names, we don't recommend preparation of such a list. We believe that persons of major historic local interest are already identified in the historic element. A reasonable way by which to respond to this criterion might be to refer buildings over 50 years of age, when prior owners are known, to the town historian for comment.

**(C) Does the resource embody distinctive characteristics of type, period, region or methods of construction, or represent the work of an important creative individual, or possesses high artistic values?**

This is probably the major issue for the town. To inventory all houses in the town to make such a list would be expensive, time consuming and likely fraught with controversy. This has been the case with some past efforts in town and certainly in other jurisdictions. An alternate procedure is described in the following paragraph.

Probably, most of the residences in the town built 50 or more years ago, prior to 1961, were ranch style houses. By and large, ranch style houses are plentiful in the town, are quite similar and are not generally regarded by architectural historians as historically significant. Also, there is a mixture of other styles of houses built prior to 1961, some of which may be of outstanding design. The problem is how to determine which houses may warrant protection. One approach would be for the town to develop a list of notable architects and building designers who practiced or may have practiced in the town prior to 1961. This list would be used as a screening device when determining whether any house should be reviewed pursuant to CEQA.

Research should be made to develop a list of notable architects and designers who designed or may have designed houses in the town. Based on our research, such a list might at least include: Bernard Maybeck, William Wurster, Julia Morgan, Birge Clark, Aaron Greene, Cliff May, Frank Lloyd Wright, Hendrick Bull, William Turnbull, Gardner Dailey, Vernon DeMars, Gerald McCue, Joseph Esherick, Charles Warren Callister, Willis Polk, Gardner Daily, Mario Ciampi, Ernest J. Kump, Kump & Falk, Flewelling & Moody, Arthur D. Janssen, William H. Daseking, and Walter L. Keller. This list should be further reviewed and augmented as necessary prior to the town adopting any policy statement. The ASCC might be asked for its advice.

**(D) Has the resource yielded or may be likely to yield important prehistory or history?**

This is unlikely to be a major issue. Probably the major concerns would be with respect to what may have been Indian sites. If the town identifies potential areas, then as projects arise a query could be sent to the repository of this information at the Northwest Information Center at Sonoma State University. Hopefully, a map could be prepared that shows general areas with potential archeological artifacts.

### **Period of Review**

Given the 50 year review standard, currently a building would have to have been constructed prior to 1961 to be considered potentially historic. This date must be moved forward by one year annually.

### **Care Needed in Developing a Review Program**

If the town finds a house to be potentially historic or actually historic, these findings put major limitations on what a property owner or potential property owner can do with the house. Accordingly, the town has to be careful in deciding to classify a house as historic. The exterior of an historic house cannot be changed and under the provisions of the historic element and historic district in the zoning ordinance, additions are not allowed unless they can be removed in order to render the house as it appeared prior to the addition or change. In some cases, however, the original house may have been so altered over the years that it does not warrant protection as an historic building.

While the town has to comply with CEQA when considering changes to buildings over 50 years of age, the criteria used by the town should keep in mind the interests of owners wishing to expand or sell a house. Also, a purchaser needs to understand what limitations will be imposed should a purchase of a house be made.

### **Summary of Prior Comments at Public Meetings.**

*Comments from 10/18/06 Planning Commission Meeting.*

1. McKitterick – make a preliminary list of buildings so as not to surprise people when they come in with a building plan.
2. McIntosh – people would not like the town going around categorizing houses.
3. Mader – HUD representative suggested a classification system developed by the town that would rule out some types of buildings automatically.
4. Zaffaroni – put some standard notice in parcel files about historic review.
5. Lambert – general info as Zaffaroni suggested could be added to the residential data report.
6. McKitterick – criteria needed to be very specific, such as names of architects.

7. Zaffaroni- reason for criteria was to make the process less subjective.
8. Historic nature of Ranch was discussed. Vlastic thought there was a desire to protect the basic nature of the development.

*Comments at 2/14/07 Town Council Meeting*

1. Merk - questioned if the state requirement was 50 years. Also, since single family and guesthouses are exempt from CEQA, how many other buildings are left?
2. Sloan - said single-family houses are exempt unless they were historical. She also said the 50-year standard was not as clear as it should be, but it was used by the court.
3. Davis - make the threshold for considering a building to be historic a “high threshold.”
4. Lambert - the process should be simple, but the town should try to establish when a structure was built, who designed it, etc.
5. Council agreed on the following:
  - a. Town should adopt ordinance provisions requiring a demolition permit. (Note: a demolition ordinance was adopted as Ord. 2000 – 332.)
  - b. Each application should be considered on its own with a requirement that the applicant submit certain required information that would help determine the historical significance of building.
  - c. A form should be developed and used when analyzing buildings 50 years or more in age.
  - d. Criteria should be developed for reviewing these structures.

**Suggested Application Requirements for Building or Demolition Permits**

The following information, if known, should be provided by an applicant for all building permit applications for exterior alteration or full or partial demolition and should become part of the permanent parcel file for the property.

Date of original construction, if known; if not, approximate date.

Name of original builder, if known.

Name of original architect or designer, if known.

Exterior photos of front, back and sides of the house.

Date and description of any past major building modifications.

Not recommended: Name of notable person, if any, who at some time occupied the house. (See discussion of this item cited previously in this memo.)

**Review Process**

The process that follows for screening of buildings is according to CEQA requirements as found in Sections 15064.5 – 15065 of the California Government Code. In all cases, if further evaluation according to CEQA is recommended,

then an initial study would be needed which would in almost all instances require review by an architectural historian.

1. Was the building built 50 or more years ago?

If yes, go to next question.

If no, proceed no further.

2. Is the building listed in the historic element as a building to be preserved?

If yes, review pursuant to CEQA and historic element. (Note: see “Excerpt from Historic Element of the General Plan” later in this memo.)

If no, go to next question.

3. Was the house occupied by person important to the history of the town?

If yes, review pursuant to CEQA.

If no, go to next question.

4. Was the building designed by a notable architect or building designer on the town’s list?

If a person on the town’s list designed the building, staff should refer the matter to the ASCC to determine whether the building as designed and in its current condition should be preserved. If determined to potentially have outstanding architectural importance, an architectural historian should make review pursuant to CEQA.

### **Looking Ahead**

As time passes, the town will need to keep track of important buildings that do not meet the 50 year threshold at this time, but will do so in future years. The following comments relate to this issue.

There are a number of buildings in the town that are not over 50 years of age that might be considered as historic buildings, but we do not have the perspective of 50 years to make a judgment at this time. Such a list might include Christ Church, the main sanctuary of the Presbyterian Church, the Sequoias, Corte Madera School, the Town Center, and residences designed by local architects that have design qualities warranting particular recognition by the town and the larger architectural profession. Such a list of buildings and architects might first be considered by the ASCC. The town should then update such a list periodically.

In addition to the buildings listed above, some planned unit developments deserve some consideration. These projects include house designs, careful siting of houses and some characteristic building design themes. The integrity of



the developments warrants careful review of changes to buildings. Candidate developments include Portola Valley Ranch, Blue Oaks development and the Portola Green development. The PUD requirements provide for review of all changes to these buildings.

**Excerpt from the Historic Element of the General Plan**

2511 ***Historic Resource to be Preserved***

1. A historic resource noted for preservation shall have its exterior appearance retained to the maximum extent possible. This does not preclude:
  - a. Exterior alterations necessary to ensure safety which conform to the historic character of the resource.
  - b. Additions which conform to the historic character of the resource.
  - c. Additions or changes required to conform with the Americans with Disabilities Act.
2. Any additions or alterations pursuant to Section 2511.1. shall be accomplished in such a manner that they can be removed at a future time to reveal the historic resource as it appeared prior to such additions or alterations.
3. A historic resource which at some time has been partially or entirely destroyed may be reconstructed to its original design.
4. A historic resource noted as to be preserved shall not be removed unless one of the following conditions has been determined to exist; however, if one of the conditions is determined to exist, time shall be provided to allow the town to consider alternate ways in which to retain the resource.
  - a. The resource is a potential safety hazard and alterations to provide safety and retain its historic character are unreasonable.
  - b. The resource has been so altered or modified that its historic significance no longer exists.
  - c. Retention of the historic resource is an unreasonable burden on a property owner.
5. It is intended that resources noted as to be preserved should at an appropriate time have a plaque installed in a location visible

by the public unless otherwise indicated in the description section of this element.

### **Note**

This memo has been prepared in consultation with the town attorney.

### **Next Steps**

If the recommendations in this memo are accepted as presented or modified, the planning commission should send its recommendations to the town council. Ultimately, the town should adopt the review procedures by ordinance, resolution, regulation or rule as recommended by the town attorney. Prior to final adoption by the town, the following should be accomplished:

1. Preparation of a form for building review.
2. Compilation of a list of outstanding architects and building designers.
3. Compilation of a map showing potential archeology sites.

cc. Tom Vlastic, Town Planner  
 CheyAnne Brown, Building and Planning Assistant  
 Sandy Sloan, Town Attorney  
 Angela Howard, Town Manager

### **Excerpt from 6/1/11 Planning Commission Meeting**

#### (3) Administration of CEQA Requirements regarding Historical Resources

Mr. Mader referenced his memorandum of May 25, 2011, pointing out that this is a time for the Planning Commission to consider the process of dealing with potentially historic buildings and identifying ways of screening resources to determine whether they may be historically significant. Those deemed historically significant are subject to CEQA analysis. Mr. Mader also indicated that he and the Town Attorney discussed comments submitted by Chair McKitterick, with copies of those comments provided to the Commissioners.

One criterion, that the building be at least 50 years old, is used by the Natural Resources Code of California as well as most environmental consultants and architectural historians, Mr. Mader explained, noting that of course, as time progresses, structures built since 1961 also will potentially qualify as historic resources. As for other criteria, he covered CEQA's requirements in the form of four questions:

1. *Is the resource associated with events that have made a significant contribution to the broad patterns on California's history and cultural heritage?*

Buildings listed in the State Register of Historical Resources must be reviewed, as well as other buildings the Town has identified. Many are included in the General Plan's Historic Element, which contains a highly detailed inventory prepared by the late Dorothy Regnery, who was Town Historian at the time. While the term "historic resources" – and the CEQA requirements – apply to properties other than buildings, Mr. Mader said the Town is focusing on buildings. (Ms. Regnery's inventory was first prepared in late 1989 and updated in 1993.)

*2. Is the resource associated with the lives of persons important in our past?*

Mr. Mader said that Ms. Regnery's list included many from early California history, but the question remains about how to handle others since. Making a list seems like a daunting task, Mr. Mader said. Ms. Sloan suggested referring it to the Town Historian when a question of that nature arises.

Acting Chair Zaffaroni referenced Chair McKitterick's communication, in which he indicated that CEQA Section 15064.7 encourages certain criteria. She asked what's "encouraged" versus "required"?

Mr. Mader said that CEQA requires consideration of the questions he's discussing. He said that the effort being made is to develop a reasonable procedure that responds to those required questions.

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In response to Commissioner Gilbert, Mr. Mader said that at this point, it's not his intention to develop descriptive criteria of determining a person's importance to the Town. He added that in addition to the issue of a person's importance, the structure also would have to warrant preservation as an historic resource. Otherwise, putting up a marker might be appropriate and sufficient acknowledgment.

In time, Mr. Mader added, criteria might be set up to determine what attributes might be appropriate to consider in order for a ranch-style house to qualify as historic.

*3. Does the resource embody distinctive characteristics of type, period, region or methods of construction, or represent the work of an important creative individual or possesses high artistic value?*

Mr. Mader suggested a way of dealing with this question might be to maintain a list of outstanding architects and designers who have worked in Portola Valley. His memorandum of May 25, 2011 contains some of these names, and Mr. Mader noted that it might be appropriate to seek the ASCC's advice for others.

*4. Has the resource yielded or may be likely to yield important prehistory or history?*

Mr. Mader suggested consideration of Indian sites, particularly along the creeks. He also pointed out that Sonoma State University has a repository for relevant mapping that may help serve as a screening device. Mr. Mader emphasized the importance of considering the owner's viewpoint in developing a review program. For instance, if CEQA analysis is required, would the buyer – or the seller – be responsible for bearing that cost? In terms of the potential impact on owners, he said that Police Commissioner Ed Davis – who owned a home designed by the late Cliff May, the architect famous for many of California's ranch-style homes – recommended keeping the bar high and being careful not to overreach.

Acting Chair Zaffaroni cited the statement in Mr. Mader's memorandum indicating that "the exterior of the house cannot be changed" if it is classified as historic.

Mr. Mader said that he drew that statement from the Historic Element – "A historic resource noted for preservation shall have its exterior appearance retained to the maximum extent possible." CEQA could go further, he pointed out, and apply such restrictions to the interior as well. Commenting further on language in the Historic Element, he said that modifications to historic resources noted for preservation "shall be accomplished in such a manner that they can be removed . . . to reveal the historic resource as it appeared prior to such additions or alterations." As Mr. Mader put it, that presents a huge issue.

Mr. Mader described the proposed procedure for handling demolition permit applications and the various steps involved in screening buildings in accordance with CEQA requirements. He also talked about his conversation with Ms. Sloan regarding Chair McKitterick's communication, which resulted in the following suggestions:

- Keep a checklist for staff to consult when permit applications involve buildings more than 50 years old. For buildings of that vintage with no particular historic merit, staff wouldn't have to consult the Town Historian or an architectural historian.
- Rely on the Town Historian to evaluate the question of a person's historic importance when that issue arises.
- Maintain an offline list of significant designers and architects and important persons as a staff reference.

Acting Chair Zaffaroni asked whether the Historic Element doesn't already meet CEQA requirements.

According to Mr. Mader, the Historic Element lists the old buildings and some of the people who lived in them; however, it was written to record historical features in the Town rather than to meet CEQA requirements. Although a review of a property would involve a review of the Historic Element, he said, the issue on the

table isn't whether the Historic Element satisfies CEQA, but whether the Town's review procedure does. A property that appears to fit the criteria as historic in terms of the element would trigger a CEQA analysis.

Still, Acting Chair Zaffaroni said it would be good to avoid inconsistency between the process being described and the Historic Element.

Mr. Vlastic said that he would consider the Historic Element as a resource tool. To modify it for precise consistency with CEQA probably would require a harder look at a number of additional structures and would be a difficult process. The point

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of developing procedures is to help staff be able to explain to people what criteria are involved in making judgments.

Commissioner Von Feldt said that she's satisfied with the direction Mr. Mader and Ms. Sloan have taken, but she isn't sure she agrees that staff should have the administrative authority to issue a demolition permit on a property that meets the 50-year criteria.

Mr. Vlastic said that because an application for replacement would come in at the same time, it would typically go into architectural review. The architectural review application, which goes to the ASCC, triggers his involvement in the process. Recalling the situation with the McKinney property, the owners wanted to remove the little red house on Alpine Road in the Nathorst Triangle without building a replacement, and staff didn't know whether it had historic merit or was unique from an architectural standpoint. Consequently, the owners engaged an architectural historian to evaluate it, and then, with the concurrence of Town Historian Nancy Lund, the Town ultimately issued the demolition permit.

Mr. Mader said that if the procedures being discussed are put in place, he imagines that staff will be much more sensitive to the question of the historical significance of buildings. He also said that the procedures should be reevaluated after about a year to see how it's working and whether modifications are warranted.

Councilmember Wengert said she hearkens back to Mr. Davis's advice. The question she struggles with, she said, is what the Town is required to do in terms of CEQA, relative to what is done now. Although she acknowledges that the Town Historian has the appropriate stature, this process puts a tremendous burden on a single individual to make a decision that can have enormous economic impact on a homeowner.

Mr. Mader indicated that the Town Historian's role would be to determine whether a property is subject to CEQA analysis; it's only a screening device.

In terms of screening, Councilmember Wengert said that the least clear of the CEQA criteria is Question 3. She suggested changing the order of Questions 3 and 4.

Acting Chair Zaffaroni said that the proposal doesn't seem to go beyond what CEQA requires – unless Chair McKitterick is accurate in his interpretation that CEQA 15064.7 encourages review of certain criteria rather than requiring it. She also said that in terms of the list of notable architects and designers, she'd prefer to omit any names if there's no strong consensus that a particular individual or firm fits that category.

Commissioner Von Feldt said that the length of the list doesn't bother her.

In any event, Mr. Vlastic reiterated, the list would serve as a referential guide only.

Acting Chair Zaffaroni confirmed consensus among Planning Commissioners present that the proposed procedure could be forwarded to the Town Council for acceptance.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** August 24, 2011

**RE:** November 2011 Election

**RECOMMENDATION:** That the Town Council adopts the attached Resolution cancelling the November 8, 2011 general municipal election and appoints the two individuals nominated for the two open seats to the Town Council or take no action and hold the election pursuant to Resolution No. 2518-2011.

**BACKGROUND:** On May 11, 2011, the Town Council adopted Resolution No. 2518-2011 calling for a general municipal election on November 8, 2011, to elect two Town Council members. The deadline for filing nomination papers has expired and there are only two candidates for the two open seats on the Town Council, Ann Wengert and Jeff Aalfs.

Because there are two open seats on the Town Council and only two candidates who applied for the offices to be filled, and there is no other matter on the ballot, the Town Council pursuant to California Elections Code §10229 has the option to adopt one of the following courses of action:

- 1) Appoint to the office the person who has been nominated;
- 2) Appoint to the office any eligible elector if no one has been nominated; or
- 3) Hold the election, if either no one or only one person has been nominated.

Appointing the two candidates to fill the two Town Council seats allows the Town to cancel the November 8, 2011 election and saves the Town approximately \$10,000 in election costs.

A decision to cancel the election would preclude the opportunity for any write-in candidate to be nominated, but because of the cost saving, it is staff's recommendation that the election be cancelled.

Pursuant to Government Code §6061 a public notice must be published in a newspaper of general circulation that includes the fact of an uncontested election and describes the process options. The aforementioned notice was published in the August 24, 2011 edition of the Almanac.

The Town Council may now make the appointments or direct the election to be held. If appointed, the person(s) appointed shall qualify and take office and serve exactly as if elected at a municipal election.

**Attached:**

- 1) Resolution of the Town Council of the Town of Portola Valley cancelling the November 2011 general election and appointing the two nominees to fill the two vacancies on the Town Council.
  
- 2) 'Notice of Options' ad regarding the Election published in the August 24 edition of the Almanac.

Approved:   
Angela Howard, Town Manager



## RESOLUTION NO. \_\_\_\_\_-2011

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY  
CANCELLING THE NOVEMBER 2011 GENERAL ELECTION AND APPOINTING THE  
TWO NOMINEES TO FILL THE TWO VACANCIES ON THE TOWN COUNCIL**

**WHEREAS**, the Town Council of the Town of Portola Valley ("Town") approved Resolution No. 2518-2011 calling for a general municipal election on November 8, 2011; and

**WHEREAS**, there is no other item on the ballot other than the election of two (2) individuals to the Town Council; and

**WHEREAS**, the deadline for filing nomination papers to run for election has passed and only two (2) individuals, Ann Wengert and Jeff Aalfs, have been nominated for the two (2) open seats on the Town Council; and

**WHEREAS**, California Elections Code §10229 provides that if there is no other matter on the ballot and the number of persons nominated does not exceed the number of offices to be filled at the election, before the election, the Town Council may adopt one of the following courses of action: (1) appoint to the office the person who has been nominated; (2) appoint to the office any eligible elector if no one has been nominated; or (3) hold the election, if either no one or only one person has been nominated; and

**WHEREAS**, on August 24, 2011, notice that the Town Council would consider cancelling the general municipal election and appointing the Town Council members was published in a newspaper of general circulation.

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

1. The Town Council hereby cancels the general municipal election scheduled for November 8, 2011;
2. Town Council hereby appoints Ann Wengert and Jeff Aalfs to the office of Town Council member for a four (4) year term. Ann Wengert and Jeff Aalfs shall take office at the next Town Council meeting after the results of the general County election have been certified by San Mateo County.
3. The Town Council directs the Town election official to transmit a copy of this Resolution, which supersedes Resolution No. 2518-2011, to the County of San Mateo to inform them that the Town's election has been cancelled.

**PASSED AND ADOPTED** this 24th day of August, 2011.

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

ATTEST:

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

**TOWN OF PORTOLA VALLEY  
765 Portola Road  
Portola Valley, CA 94028**

**NOTICE OF OPTIONS REGARDING ELECTION**

NOTICE IS HEREBY GIVEN that because the number of persons running for Town Council does not exceed the number of offices to be filled at the general election scheduled for November 8, 2011, and there is no other matter on the ballot, the Town Council of the Town of Portola Valley pursuant to California Elections Code § 10229 has the option at a regular or special meeting before the election to adopt one of the following courses of action: (1) appoint to the office the person who has been nominated; (2) appoint to the office any eligible elector if no one has been nominated; or (3) hold the election.

The Town Council of the Town of Portola Valley will consider these courses of action during the regularly scheduled August 24, 2011, Town Council meeting and will either make the appointment(s) or direct the election to be held. If appointed, the person(s) appointed shall qualify and take office and serve exactly as if elected at a municipal election.

Sharon Hanlon  
Clerk of the Town of Portola Valley

August 18, 2011

Monday, August 15, 2011

Dear Members of Portola Valley's Town Council,

The Portola Valley Teen Committee voted unanimously to approve Maggie Law's membership application to the committee at its meeting on June 29, 2011. We now refer this to you for consideration.

Many thanks - and all the best,

Sharon

Sharon Driscoll, Chair, Portola Valley Teen Committee

**Sharon Hanlon**

---

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

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

Sent: Tuesday, May 03, 2011 4:33 PM

To: Sharon Hanlon

Subject: Application to Serve on Committee - Teen / Law

Submission information

-----  
Submitter DB ID : 1094  
Submitter's language : Default language  
Time to take the survey : 4 min. , 21 sec.  
Submission recorded on : 5/3/2011 4:32:35 PM

Survey answers

-----  
Full Name:\*  
Maggie

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:\*  
[mallynlaw@gmail.com](mailto:mallynlaw@gmail.com)

Address (include city/zip):\*

Number of years in Portola Valley:\*  
7

Home Telephone Number:\*

Cellular Telephone Number:

Other Telephone Number:

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 would like to join the Teen Committee because I want to get more involve in my town. I was in the Girl Scouts for many years.

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

#8

There are no written materials for this agenda item.

## TOWN COUNCIL WEEKLY DIGEST

Friday – July 29, 2011

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- ☐ 1. E-mail to Council and staff from Onnolee Trapp expressing thanks for the special Town Council meeting and the Town's relationship with the Sequoias – July 28, 2011
- ☐ 2. PV Forum posting by Janet McDougall entitled "Reminder about Wildlife" and Susan Chaput's response – July 28, 2011
- ☐ 3. Memorandum to San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for August 2011 – July 27, 2011
- ☐ 4. August 2011 Meeting Schedule
- ☐ 5. Cancellation Notice for the Traffic Committee Meeting scheduled for Thursday, August 4, 2011
- ☐ 6. Agenda – Regular Planning Commission Meeting – Wednesday, August 3, 2011
- ☐ 7. Action Agenda – Regular ASCC Meeting – Monday, July 25, 2011
- ☐ 8. Action Agenda – Special Town Council Meeting – Wednesday, July 27, 2011

### Attached Separates (Council Only)

- ☐ 1. Invitation to participate in "Team FOO – Friends of Omar" Heart Walk on Wednesday, September 14, 2011
- ☐ 2. Invitation to attend Sabor del Festival on Thursday, August 18, 2011
- ☐ 3. Invitation to attend Special District and Local Government Institute Finance Seminar September 8-9, 2011
- ☐ 4. Comcast California Connecting People Publication – June, 2011

**Janet McDougall**

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**From:** Onnolee Trapp [onnoleet@sbcglobal.net]  
**Sent:** Thursday, July 28, 2011 11:39 AM  
**To:** Steve Toben; Maryann Derwin; Ted Driscoll; Angela Howard; Sharon Hanlon; Janet McDougall  
**Cc:** Ira Kurtz  
**Subject:** July 27 Town Council Special Meeting

Dear Steve, Maryann, Ted, Angie, Sharon, and Janet,

Thank you so much for the very special Town Council meeting last evening. Having the meeting in the redwood grove was a beautiful reminder of how very unique our town is in so many ways. It is a privilege to have elected officials and town staff who are so accessible to residents and who put in so much time helping this town become a better place in which to live.

I have really appreciated my association with all of you during the past several years that Bud and I have lived at The Sequoias. The relationship between the Town and The Sequoias has strengthened during this time. The presence of 25 Sequoias residents and staff at last evening's meeting tells me that Sequoias feels a closer affiliation with the Town than at any time in the past. I know that it has meant a great deal of extra effort to set up the Town Council meetings that have been held at The Sequoias each fall in recent years. Your generosity in allowing Brandi to devote many hours of her time to assist Sequoias achieve the Green Business Certification is yet another evidence of the values that are cherished in our town.

Portola Valley is really the best place in the world to live! Thank you for your leadership!

Onnolee



2

**Janet McDougall**

**From:** Susan Chaput [suechaput@yahoo.com]  
**Sent:** Thursday, July 28, 2011 5:38 PM  
**To:** Janet McDougall  
**Subject:** Re: [PVForum] Reminder About Wildlife

Thank you Janet and our anonymous friend re: mtn lions..... they were here first! [except the deer eating my flowers! they were here as well} we're all God's creatures! We have had the most spectacular red tail hawk nest ,branchers and fledglingsWhat a gift!

thanks for handling this so nicely and tactfully i have trouble with the website  
 With my permission and compliments PLEASE PASS THIS ON TO THE COUNCIL!  
 for your good work!!\*\*\*--- On Thu, 7/28/11, janetmcdougall75 <jmcdougall@portolavalley.net>  
 wrote:

From: janetmcdougall75 <jmcdougall@portolavalley.net>  
 Subject: [PVForum] Reminder About Wildlife  
 To: PVForum@yahoogroups.com  
 Date: Thursday, July 28, 2011, 12:20 PM

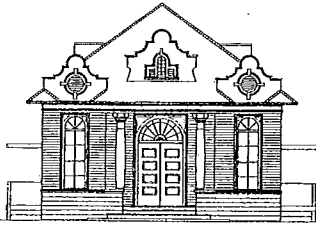
A local resident has contacted the Town indicating concern over an increase in the number of mountain lion sightings he has made during the past month in the area near the Windy Hill open space. Without wishing to alarm anyone, we would like to remind residents that it is never a good idea to feed wildlife, such as deer, raccoons and other animals. Feeding wildlife draws these animals in closer to our residential areas, which can result in other more predatory animals also coming in closer searching for prey. Town staff would also like to remind residents that if you have not already signed up for SMC Alert, you are encouraged to do so. Upon signing up, you will receive timely information on topics ranging from road closures due to public safety concerns, public health notifications, and even mountain lion sightings. Further, in the event of an emergency such as a wildfire or earthquake, important public notices will be sent to you personally through your phone or other electronic devices you use every day. If you wish to sign up for SMC Alert you can do so by clicking on the link below:  
<https://www.smcalert.info/register.php>  
 And please do consider the chain of nature and refrain from feeding any cute, yet wild critters that may be seeking food.  
 Janet McDougall, Assistant Town Manager

[Reply to sender](#) | [Reply to group](#) | [Reply via web post](#) | [Start a New Topic](#)  
 Messages in this topic (1)

**RECENT ACTIVITY:** New Members 4 |  
 Visit Your Group

**YAHOO! GROUPS**

Switch to: Text-Only, Daily Digest • Unsubscribe • Terms of Use



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** San Mateo County Sheriff's Department  
**FROM:** Sharon Hanlon  
**DATE:** July 27, 2011  
**SUBJ:** Town Center Reservations for August 2011

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

August 6: Portola Valley Neighborhood Clean-Up Day / Ford Field / 8:00 – 11:00 AM

August 20: Tour de Menlo Charity Bike Ride / Portola & Alpine / 8:30 AM – 12:00 NOON

# Town of Portola Valley

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

## AUGUST 2011 MEETING SCHEDULE

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

### TOWN COUNCIL – 7:30 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, August 10, 2011 – **CANCELLED MEETING**

Wednesday, August 24, 2011

Wednesday, August 31, 2011 – **SPECIAL MEETING**

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

Council Liaison – Ann Wengert

Wednesday, August 3, 2011

Wednesday, August 17, 2011

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

Council Liaison – John Richards

Monday, August 8, 2011

Monday, August 22, 2011

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

Council Liaison – John Richards

### COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

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

Council Liaison – John Richards

Tuesday, August 23, 2011

### CULTURAL ARTS COMMITTEE – (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – Maryann Derwin

Thursday, August 11, 2011 at 1:00 PM

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

Conference Room at Town Hall

Council Liaison – Steve Toben

Thursday, August 11, 2011

### FINANCE COMMITTEE

Council Liaison – Ann Wengert

As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Ted Driscoll

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – John Richards

As announced

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

Council Liaison – Ann Wengert

Thursday, August 11, 2011

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Steve Toben

As announced

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

Council Liaison – Steve Toben

Monday, August 15, 2011

PUBLIC WORKS COMMITTEE

Council Liaison – Ann Wengert

As announced

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

Council Liaison – Maryann Derwin

Monday, August 15, 2011

TEEN COMMITTEE

Council Liaison – Maryann Derwin

As announced

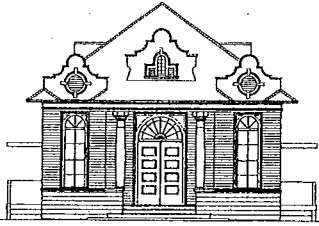
TRAFFIC COMMITTEE – 8:15 AM (Meets 1<sup>st</sup> Thursday)

Council Liaison – Ted Driscoll

Thursday, August 4, 2011 – **CANCELLED MEETING**TRAILS & PATHS COMMITTEE – 8:15 AM (2<sup>nd</sup> Tuesday of each month, or as needed)

Council Liaison – Ted Driscoll

Tuesday, August 9, 2011 – 8:15 AM



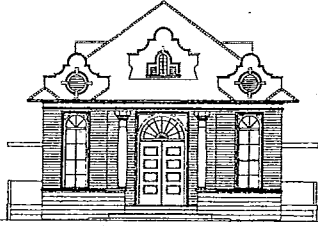
Town of Portola Valley  
Traffic Committee Meeting  
Notice of Cancellation  
Thursday, August 4, 2011

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## **MEETING CANCELLATION NOTICE**

The regularly scheduled meeting of the Traffic Committee for Thursday, August 4, 2011 at 8:15 a.m. has been cancelled.

The next regularly scheduled meeting of the Traffic Committee is Thursday, September 1, 2011.



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, August 3, 2011 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

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**AGENDA**

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. *Continued Public Hearing:* 3 Lot Subdivision X6D-210 and Planned Unit Development (PUD) X7D-171 and Proposed Mitigated Negative Declaration, 1260 Westridge Drive, Shorestein

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: June 15, 2011

Adjournment

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

Planning Commission Agenda  
August 3, 2011  
Page Two

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

**PUBLIC HEARINGS**

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

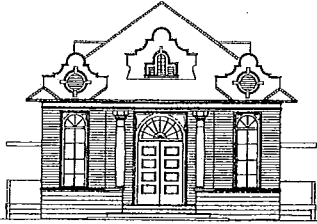
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This Notice is posted in compliance with the Government Code of the State of California.

Date: July 29, 2011

CheyAnne Brown  
Planning & Building Assistant

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TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, July 25, 2011  
 7:30 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

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### ACTION AGENDA

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

1. Call to Order: 7:32 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (All present. Also present Karen Kristiansson Planner; Carol Borck Planning Technician; Chip McIntosh Planning Commission Liaison; John Richards Town Council Liaison)
3. Oral Communications: None.

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

4. Old Business:
  - a. Architectural Review for New Driveway Entry Gate and Fencing, 4 Grove Court, Howe Project approved subject to conditions to be met to the satisfaction of the full ASCC prior to building permit issuance.
5. New Business:
  - a. Site Development Permit X9H-631, Repair to Corte Madera Creek Bank, 245 Grove Drive, Walker ASCC discussed project, provided comments. Review continued to 9/12/11 meeting.
  - b. Architectural Review for Replacement of Detached Garage with New Detached Garage and Loft, 155 Grove Drive, Reimund Project approved subject to conditions to be met to the satisfaction of the full ASCC prior to building permit issuance.
6. Approval of Minutes: July 11, 2011 Approved as submitted.
7. Adjournment 9:03 p.m.

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

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

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

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

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#### **PUBLIC HEARINGS**

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

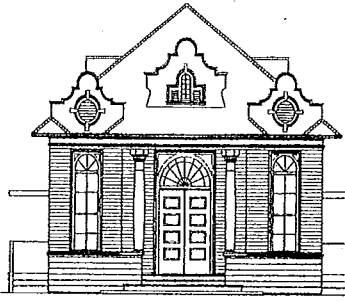
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: July 22, 2011

CheyAnne Brown  
Planning & Building Assistant

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## TOWN OF PORTOLA VALLEY

7:00 PM – Special Town Council Meeting

Wednesday, July 27, 2011

Redwood Grove adjacent to the Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

→ Note Special Meeting Time & Location

### ACTION AGENDA

#### 7:00 PM – CALL TO ORDER AND ROLL CALL

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

**Absent: Councilmember Richards and 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.

**Government Relations Representative for PG&E, Jim Cogan, introduced himself and said he looks forward to working with such a great Town, Council and Staff.**

#### CONSENT AGENDA

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

(1) **Approval of Minutes** – Regular Town Council Meeting of July 13, 2011

**Minutes approved as Amended – 3-0**

(2) **Approval of Warrant List** – July 27, 2011

(3) **Recommendation by Public Works Director** – Notice of Completion for the 2010/2011 Street Resurfacing Project

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed 2010/2011 Street Resurfacing Project #2010-PW02 and Authorizing Final Payment to "Half Moon Bay Grading and Paving, Inc." Concerning Such Work, and Directing the Town Clerk to File a Notice of Completion (Resolution No. 2530-2011)

(4) **Recommendation by Assistant Town Manager** – a Resolution Denying the Claim of Allison McLaughlin

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Denying the Claim of Allison McLaughlin (Resolution No. 2531-2011)

(5) **Recommendation by Administrative Services Officer** – Adoption of a General Fund Minimum Fund Balance Policy (Reserves Policy) for the Town

(6) **Recommendation by Town Attorney** – Response to 2010 - 2011 Grand Jury Reports

Report dated May 19, 2011 "TASERS Standardizing to Save Lives and Reduce Injuries" and Report dated May 24, 2011 "Cell Towers: Public Opposition and Revenue Source"

**Items 2, 3, 4, 5 and 6 Approved – 3-0**

#### REGULAR AGENDA (7:10 pm)

(7) **PRESENTATION** by Diane Rummel of the San Mateo County Historical Association with a Salute to the Town of Portola Valley on its Historic Preservation of Buildings and Ambiance of Entire Township

*There are no written materials for this item*

Diane Rummel, with San Mateo County Historical Association, remarked on how the history of the Town of Portola Valley draws visitors and how its ambience has been protected by the Town Council throughout the years. The San Mateo County Historical Association presented the entire community a free admission day to the History Museum. Town Historian Nancy Lund suggested October 1<sup>st</sup> as the free admission day as that date is associated with the 150<sup>th</sup> anniversary of the Portola Valley School District.

(8) **PRESENTATION** by Mayor Driscoll awarding a Green Business Certificate to The Sequoias (7:16 pm)

The Sequoias Director, Ira Kurtz, introduced Onnolee Trapp, resident representative and Jim Dunne, staff representative. The Sequoias green project involved over five hundred people and took over two years to complete. Director Kurtz said Ms. Trapp spearheaded this effort and Sustainability Coordinator; Brandi de Garmaux assisted them all the way. Mayor Driscoll announced that The Sequoias is the first Green Business in Portola Valley, the first Senior Living Facility to become a certified Green Business in the County and Town Center is the first Town Center Complex to receive a LEED Platinum Award in the Country.

(9) **PRESENTATION** by Douglas Alfaro, San Mateo County Manager's Office and Napallo Gomez-Somer, Energy Upgrade Specialist for Ecology Action with Energy Upgrade California, a new Statewide Program offering Rebates for Home Energy Improvements (7:20 pm)

Douglas Alfaro and Napallo Gomez-Somer reviewed the shared resources now available to residents of the Town through the Energy Upgrade Program. The Town of Portola Valley has a grant from the County of San Mateo to promote the program which is a statewide program available locally. Some of the program goals are maintaining the comfort of the home, reducing energy costs and improved air quality in the home. Another goal is to bring economic vitality by training contractors and ultimately connecting homeowners with these contractors to make necessary home energy improvements. The program is supported by multiple entities with multiple benefits. Responding to Councilmember Toben, Mr. Napallo said the Energy Upgrade Campaign interfaces with the Home Energy Retrofit Occupation Grant which offers environmental courses to Community Colleges in sales training and construction work. To measure energy improvement the program begins with an energy assessment to obtain a baseline and then checks the baseline again when the project is complete.

**COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS** (7:30 pm)

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

*There are no written materials for this item*

Councilmember Toben – Emergency Preparedness Committee welcomed Stephanie Trewhitt, a member of DART, a subcommittee of CERPP and is responsible for the plan for animals in a disaster. Stephanie pointed out that Portola Valley and Woodside have a peculiar situation with respect to resident emergency rescue efforts and their highly valuable horses. The Committee discussed SMC Alert system and reported that 40 to 50% of Portola Valley and Woodside residents are current subscribers. The Town Manager and a Subcommittee of EPC are working on the special Council emergency exercise simulation scheduled for August 31<sup>st</sup>.

Vice Mayor Derwin – The Cultural Arts Committee will hold an art show at the Priory in October. There is a planned music night for August 25<sup>th</sup> and the Committee discussed rotation of officers. The Sustainability Committee continues to work on Energy Upgrade and additional outreach events and possible residential mailing. Sustainability Coordinator, Brandi de Garmaux is meeting with Town Committees to discuss the Residential Energy Efficiency Campaign.

Mayor Driscoll – No Reports.

**WRITTEN COMMUNICATIONS** (7:38 pm)

(11) **Town Council Weekly Digest** – July 15, 2011

#1 – Staff is addressing the issue at 10 Grove Drive

#2 – Councilmember Toben would like to sign letter of endorsement for Yates FSC Award

(12) **Town Council Weekly Digest** – July 22, 2011

#1 – Mayor Driscoll will be attending the August 3<sup>rd</sup> meeting regarding Caltrain and Samtrans

#2 – Vice Mayor Derwin agrees with letter regarding the proposed Dengler Preserve Nature Trail

**ADJOURNMENT: 7:41 pm**

## TOWN COUNCIL WEEKLY DIGEST

Friday – August 5, 2011

- 
- 1. Letter to Angela Howard from Russell Hancock of Joint Venture expressing appreciation for the \$500 contribution from the Town of Portola Valley – August 3, 2011
  - 2. Article written by Don Knapp entitled “A Comeback for PACE Programs? Fingers are crossed” – July 20, 2011
  - 3. Month End Financial Report for the Month of July, 2011
  - 4. Issued Building Permit Activity: July, 2011
  - 5. Agenda – Regular ASCC Meeting – Monday, August 8, 2011
  - 6. Agenda – Trails and Paths Committee Meeting – Tuesday, August 9, 2011
  - 7. Agenda – Emergency Preparedness Committee Meeting – Thursday, August 11, 2011
  - 8. Agenda – Cultural Arts Committee Meeting – Thursday, August 11, 2011
  - 9. Agenda – Nature and Science Committee Meeting – Thursday, August 11, 2011

### Attached Separates (Council Only)

- 1. Invitation to attend Gatepath’s Power of Possibilities Recognition Breakfast on Thursday, October 20, 2011
- 2. Invitation to attend History Makers 2011 on Wednesday, September 7, 2011, along with correction notice stating individual ticket price
- 3. Information regarding Ron Swegles’ obituary and memorial service on Saturday, September 3, 2011
- 4. “Labor” – August, 2011
- 5. “Estuary News” – August, 2011
- 6. “Western City” – August, 2011

**OFFICERS**

Chris DiGiorgio, Co-Chair  
Accenture Inc.

Hon. Chuck Reed, Co-Chair  
City of San Jose

Russell Hancock, President & CEO  
Joint Venture: Silicon Valley Network

**DIRECTORS**

Larry Alder  
Google, Inc.

Elaine Alquist  
California State Senate

Mark Bauhaus  
Juniper Networks

George Blumenthal  
University of California at Santa Cruz

Steven Bochner  
Wilson Sonsini Goodrich & Rosati

David S. Boesch  
County of San Mateo

Ed Cannizzaro  
KPMG

Emmett D. Carson  
Silicon Valley Community Foundation

Mary Dent  
SVB Financial Group

Ben Foster  
Optony

Kevin Gillis  
Bank of America

Judith Maxwell Greig  
Notre Dame De Namur University

Paul Gustafson  
TDA Group

Chester Haskell  
Cogswell Polytechnical College

Eric Houser  
Wells Fargo Bank

Mark Jensen  
Deloitte & Touche

Don Kassing  
San Jose State University

Jim Kelly  
Menlo College

W. Keith Kennedy, Jr.  
Con-way

Tom Klein  
Greenberg Traurig LLP

Dave Knapp  
City of Cupertino

Hon. Liz Kniss  
Santa Clara County Board of Supervisors

Chris Martin  
UPS

Stacy McAfee  
University of Phoenix

Tom McCalmont  
McCalmont Engineering

James McCaughey  
Lucile Salter Packard Children's Hospital

Jean McCown  
Stanford University

Curtis Mo  
Wilmer Cutler Pickering Hale & Dorr LLP

Maifitini Ni Dhomhnaill  
Accretive Solutions

Joseph Parfai  
Therma

Lisa Portnoy  
Emsel & Young

Bobby Ram  
SunPower Corporation

Paul Roche  
McKinsey & Company, Inc.

Harry Sim  
Cypress Envirosystems

Susan Smarr  
Kaiser Permanente

John Sobrato, Sr.  
Sobrato Development Companies

Neil Struthers  
Building & Construction Trades Council

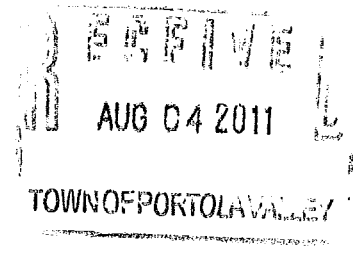
Linda Thor  
Foot Hill De-Anza Community College District

Mark Walker  
Applied Materials

Chuck Weiss  
Santa Clara County Office of Education

Linda Williams  
Planned Parenthood Mar Monte

Daniel Yost  
Orrick, Herrington & Sutcliffe, LLP



3 August 2011

Ms. Angela Howard  
Town Manager  
Town of Portola Valley  
765 Portola Road  
Portola Valley, California 94028

Subject: Receipt of Funds

Dear Ms. Howard:

We are in receipt of the Town of Portola Valley's contribution of \$500.00 for fiscal year 2011-2012.

This letter constitutes our grateful acknowledgement, and can be used as a receipt for reporting purposes.

*Joint Venture: Silicon Valley Network* is a 501 (C)(3) non-profit organization. Joint Venture's tax identification number is 77-0389802. No goods or services were received in exchange for this contribution.

It is a privilege holding stewardship over these funds.

Appreciatively,



Russell Hancock  
President & Chief Executive Officer

## A Comeback for PACE Programs? Fingers Are Crossed

by Don Knapp, Jul 20, 2011

source: [http://www.icleiusa.org/blog/a-comeback-for-pace-programs-fingers-are-crossed/weblogentry\\_view](http://www.icleiusa.org/blog/a-comeback-for-pace-programs-fingers-are-crossed/weblogentry_view)

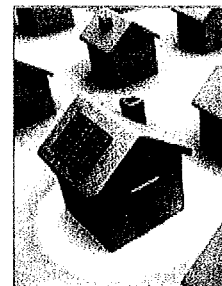


PACE has a pulse. Today a group of Congressional leaders introduced legislation ([http://latimesblogs.latimes.com/money\\_co/2011/07/new-legislation-attempts-to-ressurrect-pace-green-home-retrofit-program.html](http://latimesblogs.latimes.com/money_co/2011/07/new-legislation-attempts-to-ressurrect-pace-green-home-retrofit-program.html)) that would restore local governments' ability to run property-assessed clean energy (PACE) programs. The bipartisan PACE Protection Act from Reps. Mike Thompson (D-Calif.), Dan Lungren (R-Calif.) and Nan Hayworth (R-N.Y.) would again allow cities and counties to help property owners finance energy efficiency and renewable energy modifications for their homes and commercial buildings – without any government subsidies or taxes.

ICLEI USA enthusiastically supports the PACE Protection Act.

PACE programs have been proven to create local jobs and stimulate local economies, help property owners save money and energy, and help communities reach their energy and greenhouse gas reduction goals. A common-sense win-win-win idea that was nevertheless stymied by the Federal Housing Finance Agency's overreaching and myopic decision to block the programs last year.

“PACE programs in our states have allowed homeowners to make energy-saving modifications on their houses through a voluntary assessment on their own property, at no cost to local taxpayers,” stated Rep. Hayworth. “PACE programs create jobs and help Americans to conserve energy, saving on those costs and protecting our environment. Unfortunately, interference by the Federal Home Finance Administration has prevented states from enabling all of their homeowners to take advantage of PACE. Our bill addresses the concerns of FHFA and facilitates participation by homeowners in every state with a PACE program, which will in turn promote conservation, energy savings, and job creation.”





# MONTH END FINANCIAL REPORT

## FOR THE MONTH OF: July 2011

C	Bank of America	\$	33,537.76
A	Local Agency Investment Fund (0.448%)	\$	8,102,312.16
<b>H</b>	<b>Total Cash</b>	<b>\$</b>	<b>8,135,849.92</b>

F	05 General Fund	\$	2,161,768.04
U	08 Grants	\$	9,937.90
N	10 Safety Tax	\$	106,691.03
D	15 Open Space	\$	3,031,868.24
S	20 Gas Tax	\$	(34,098.80)
	25 Library Fund	\$	415,320.50
	30 Public Safety/COPS	\$	36,763.92
	40 Park in Lieu	\$	6,199.53
	45 Inclusion In Lieu	\$	158,231.79
	60 Measure A	\$	37,807.55
	65 Road Fees	\$	407,830.27
	75 Crescent M.D.	\$	72,293.82
	80 PVR M.D.	\$	13,462.82
	85 Wayside I M.D.	\$	5,699.29
	86 Wayside II M.D.	\$	(108,946.45)
	90 Woodside Highlands M.D.	\$	189,526.86
	95 Arrowhead Mdws M.D.	\$	(1,799.67)
	96 Customer Deposits	\$	1,627,293.28
	<b>Total Fund Balance</b>	<b>\$</b>	<b>8,135,849.92</b>

A	Revenues for Month:	\$	309,760.49
C	LAIF Interest Deposit (0.48%)	\$	9,001.61
<b>T</b>	<b>Total Revenues for Month:</b>	<b>\$</b>	<b>318,762.10</b>
V	Warrant List 7/13/11	\$	(387,854.77)
T	Warrant List 7/27/11	\$	(181,724.81)
Y	Payroll	\$	(125,395.15)
	<b>Total Expenses for Month:</b>	<b>\$</b>	<b>(694,974.73)</b>
	<b>Activity Balance</b>	<b>\$</b>	<b>(376,212.63)</b>

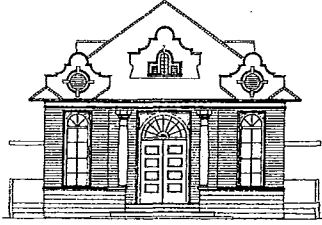
S	Beginning Cash Balance:	\$	8,512,350.37
U	Total Revenues	\$	318,762.10
M	Total Expenses	\$	(694,974.73)
M	JE#79002	\$	(287.82)
<b>A</b>	<b>Ending Cash Balance</b>	<b>\$</b>	<b>8,135,849.92</b>

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

Issued Building Permit Activity: July 2011

	Permits This Month	Permits FY 11-12 To Date	Total Valuation This Month	Total Valuation FY 11-12 To Date	Application Fees Collected This Month	Application Fees FY 11-12 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 11-12 To Date	Total Fees Collected FY 11-12	Total Fees Collected FY 10-11
New Residence	1	1	1,330,000	1,330,000	6,813.25	6,813.25	4,428.61	4,428.61	11,241.86	9,977.14
Commercial/Other	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Additions	0	0	0	0	0.00	0.00	0.00	0.00	0.00	11,845.39
Second Units	0	0	0	0	0.00	0.00	0.00	0.00	0.00	2,378.89
Remodels	9	9	501,875	501,875	5,377.95	5,377.95	3,368.76	3,368.76	8,746.71	12,153.75
Pools	2	2	189,600	189,600	1,861.50	1,861.50	1,209.98	1,209.98	3,071.48	532.19
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	183.56
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	0	0	0	0	0.00	0.00	0.00	0.00	0.00	100.00
Other	20	20	463,933	463,933	5,612.00	5,612.00	1,837.97	1,837.97	7,449.97	5,818.20
	32	32	2,485,408	2,485,408	19,664.70	19,664.70	10,845.32	10,845.32	30,510.02	42,989.12
Electrical	16	16	0	0	1,157.61	1,157.61	0.00	0.00	1,157.61	1,046.31
Plumbing	15	15	0	0	1,114.85	1,114.85	0.00	0.00	1,114.85	1,091.55
Mechanical	8	8	0	0	632.85	632.85	0.00	0.00	632.85	650.45
Total Permits	71	71	2,485,408	2,485,408	22,570.01	22,570.01	10,845.32	10,845.32	33,415.33	45,777.43





TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, August 8, 2011  
 7:30 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

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

1. Call to Order:
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr
3. Oral Communications:  
  
 Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.
4. Other Business:
  - a. Portola Valley Energy Upgrade Program – Presentation by Brandi de Garneau, Portola Valley Sustainability Coordinator
5. Old Business:
  - a. Follow-up Review – Architectural Review for Guest House/Accessory Structure, Swimming Pool and Dining Pavillion, and Related Yard Improvements and Site Development Permit X9H-627, 8 Applewood Lane, King
6. New Business:
  - a. Architectural Review for House Additions, 134 Stonegate Road, Cashin
  - b. Architectural Review for Carport Conversion, 4 Ohlone, Portola Valley Ranch, Aarts
7. Approval of Minutes: July 25, 2011
8. Adjournment

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

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

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

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

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**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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

**PUBLIC HEARINGS**

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

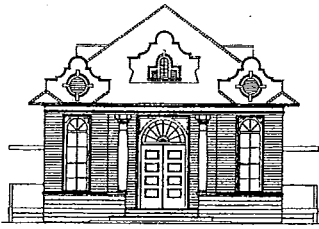
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: August 5, 2011

CheyAnne Brown  
Planning & Building Assistant

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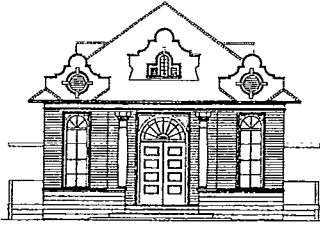
TOWN OF PORTOLA VALLEY  
Trails and Paths Committee  
Tuesday, August 9, 2011 - 8:15 AM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

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AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – July 12, 2011
4. Financial Review
5. Old Business
  - a) Alpine Rd. / C1 Path update
  - b) Hitching rack update
6. New Business
  - a) Trail Work – July
  - b) Grove Trail rehab
  - c) Proposed Dengler Nature Trail – Recommendation to Council
  - d) Volunteer ideas – trails and projects
7. Other Business
8. Adjournment

Enclosures:  
Minutes of July 12, 2011  
Financial Review  
Trail Work and Map for July

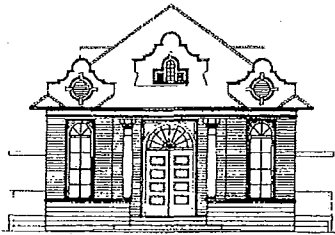


**TOWN OF PORTOLA VALLEY**  
***Meeting of the***  
***Emergency Preparedness Committee***  
**Thursday, August 11, 2011 - 8:00 AM**  
**EOC / Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. Call to order
2. Oral communications
3. Review and approve minutes of July special meeting
4. Subcommittee reports –
  - Discuss Special Council Meeting / August Emergency Exercise
  - Communication, next steps on LPFM
5. Review and discuss the June 29 Town Council/EPC joint meeting
  - Lessons learned
  - Follow up?
6. Discuss CERPP relationship and Fall exercise
7. Other Business
8. Adjourn

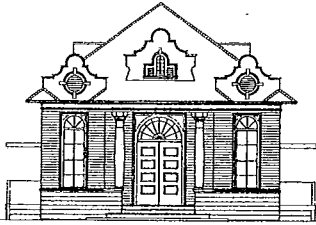


Town of Portola Valley  
*Cultural Arts Committee*  
Thursday, August 11, 2011 – 1:00 PM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

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## AGENDA

1. Call to Order
2. Oral Communications (including topics for future meetings)
3. Approval of Minutes from July 14, 2011
4. Who will be our new Chair / Co-Chairs? Someone to take over Steve and Deirdre's co-chair positions
5. Music series update, August concert
6. Status of the Community Art Show at the Priory
7. Alternative activities for the CAC i.e. fun, speakers, field trips
8. Next meeting: September 8, 2011 at 1:00 pm
9. Adjournment



Town of Portola Valley  
***Nature and Science Committee Meeting***  
Thursday, August 11, 2011 – 4:00 pm  
Historic Schoolhouse at Town Center  
765 Portola Road, Portola Valley, CA

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**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 June 9, 2011 meeting
4. Reports:
  - Brandi de Garneau – Town's residential energy efficiency campaign called Energy Upgrade Portola Valley
  - George Comstock – Proposal to make Flight Night an annual event
  - Yvonne – Nature Center progress: MROSD correspondence
5. Planning:
  - Treena – Insect Activity Day, including Lyme disease program
  - Andrew – Star Party
  - Suggestions for future programs
6. Budget:
  - Review updated budget
7. Action Items:
  - Budget
  - Set event dates
8. Publicity:
  - Plans for banners
  - Use of sandwich boards
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, October 13, 2011 at 4:00 p.m.

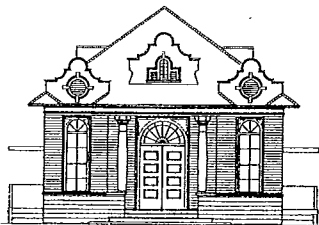
## TOWN COUNCIL WEEKLY DIGEST

Friday – August 12, 2011

- 
- ☐ 1. Memorandum to Town Council from Janet McDougall regarding Analysis of Field User Fees – August 10, 2011
  - ☐ 2. Agenda – Sustainability Committee Meeting – Monday, August 15, 2011
  - ☐ 3. Agenda – Parks & Recreation Committee Meeting – Monday, August 15, 2011
  - ☐ 4. Agenda – Regular Planning Commission Meeting – Wednesday, August 17, 2011
  - ☐ 5. Action Agenda – Regular ASCC Meeting – Monday, August 8, 2011

### Attached Separates (Council Only)

- ☐ 1. Invitation to attend the Council of Cities Dinner/Meeting on Friday, August 26, 2011
- ☐ 2. Invitation to attend the Youth Gun Violence Forum on Thursday, September 29, 2011
- ☐ 3. “Bay Area Monitor” – August/September 2011



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

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

**DATE:** August 10, 2011

**RE:** Analysis of Impact of Current Field User Fee Structure in Achieving 50% Recovery of Field Maintenance Expenses

At its December 9, 2009 meeting, the Town Council adopted a resolution establishing an increase in athletic field user fees, with a goal of achieving recovery of a minimum of 50% of the annual cost of field maintenance. Reduction of maintenance costs was also stated as an objective.

Staff has completed an analysis of field use fees generated and field maintenance costs for the 2010/2011 fiscal year and has determined that cost recovery exceeded the 50% of expenses target by \$4,395. Overall costs for the period studied were reduced by \$15,559, despite an increase in water rates.

This information was shared with the Parks and Recreation Committee at its June 20, 2011 meeting, and the Committee was pleased with the results.

The following documents are attached for your review:

- Exhibit "A" - Summary of Revenue Generation indicating analytical results
- Exhibit "B" – Comparison of Athletic field Maintenance Costs for fiscal years 2008/2009 and 2010/2011
- Exhibit "C" – Field Water Usage/Cost Detail comparison



## Exhibit "A"

Summary of Revenue Generation  
Parks & Recreation Committee Recommendation  
Increase in Field User Fees  
(Comparing 2008/2009 & 2010/2011)

2009 Assumptions

The Parks & Recreation Committee's recommendation to increase field user fees to the levels adopted by the Town Council in December, 2009 anticipated achieving the following results:

Maintenance Expenses (2008/2009)	Revenue Target (50% of 08/09 Expenses)	Revenue Generation Under Parks & Recreation Proposal (Reflects 12-Month Period Following Implementation)	% of Target Achieved	Additional Revenue Necessary to Achieve Goal
\$168,609	\$84,305	\$65,900	78.17%	\$18,405

2010/2011 Actual

An analysis of actual revenues and expenses for 2010/2011 indicates the fee structure adopted for implementation at the beginning of 2010, together with field maintenance cost cutting measures, has exceeded the target of 50% recovery of expenses, despite a significant rise in water costs.

Maintenance Expenses	Revenue Target (50% of Expenses)	Revenue Generation Under Parks & Recreation Proposal	% of Target Achieved	Additional Revenue Necessary to Achieve Goal
\$153,050	\$76,525	\$80,920	105.74%	(4,395)

Exhibit "B"

Exhibit "B"

**Athletic Field Maintenance Costs  
2008/2009**

**Summary**

Horizon (Seed, fertilizer, pest bait, etc.)	\$ 6,287.64
Horizon (Irrigation parts)	\$ 1,494.04
Animal Damage Management (Pest control)	\$ 4,025.00
Jensen Landscape (Specialized services-Poa control, Compost tea, aeravation, overseed, etc.)	\$39,331.00
PV Hardware (Misc. – sprayers, irrigation parts, etc.)	\$ 2,639.72
Lyngso/Sierra Pacific Turf (Topdressing material, compost, etc.)	\$ 967.59
Mayne Tree (Ford Field – Tree bracing)	\$ 990.00
Regina Plumbing/Coast Plumbing (Plumbing repairs)	\$ 548.64
Backflow Testing	\$ 2,862.93
Hillyard/T&H Lumber (Pet waste stations)	\$ 336.78
Turf & Industrial	\$ 992.66
Univar (Pesticide application certification)	\$ 150.00
Highway Technologies (Signage)	\$ 100.07
Miscellaneous	\$ 343.98
Labor (80%)	\$74,850.00
Water	<u>\$32,799.25</u>
<b>Total</b>	<b>\$168,609.30</b>

**Athletic Field Maintenance Costs  
2010/2011**

**Summary**

Horizon (Seed, fertilizer, pest bait, etc.)	\$ 3,056.27
Horizon (Irrigation parts)	\$ 33.87
Animal Damage Management (Pest control)	\$ 3,100.00
Jensen Landscape (Specialized services-Poa control, Compost tea, aeravation, overseed, etc.)	\$22,452.00
PV Hardware (Misc. – sprayers, irrigation parts, etc.)	\$ 2,007.87
Lyngso/Sierra Pacific Turf (Topdressing material, compost, etc.)	\$ 1,502.98
Mayne Tree (Ford Field – Tree bracing)	\$ 490.00
Regina Plumbing/Coast Plumbing (Plumbing repairs)	\$ 4,082.00
Backflow Testing	\$ 1,389.00
Hillyard/T&H Lumber (Pet waste stations)	\$ -0-
Turf & Industrial	\$ -0-
Univar (Pesticide application certification)	\$ 150.00
Highway Technologies (Signage)	\$ -0-
Miscellaneous	\$ -0-
Labor (80%)	\$77,309.00
Water	<u>\$37,477.31</u>
<b>Total</b>	<b>\$153,050.30</b>

Note: \$13,488.74 in expenses unrelated to fields were deducted from the Parks/Fields Expenditures Report of 6/15/11 (Total \$51,752.73)

Exhibit "C"

Exhibit "C"

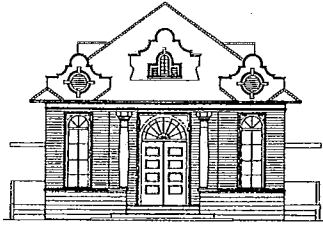
**Field Water Usage/Cost Detail**  
**Comparison of 2008/2009 & 2010/2011**

2008/2009							2010/2011						
Month	Ford Field	Gal. (Ford)	Rossotti Field	Gal. (Rossotti)	Town Center Fields	Gal. (T.C)	Month	Ford Field	Gal. (Ford)	Rossotti Field	Gal. (Rossotti)	Town Center Fields	Gal. (T.C)
July	* \$778.82	229,636	\$1,888.09	444,312	\$1,455.69	325,380	July	\$702.07	136,884	\$2,970.73	576,708	\$4,609.84	928,268
August	695.29	157,828	2,072.50	463,760	2,541.77	572,968	August	652.14	114,444	2,627.72	486,200	3,674.50	698,632
September	439.95	94,996	1,685.16	376,244	2,489.25	562,496	September	554.80	93,500	2,481.72	425,612	3,830.92	677,688
October	366.16	77,044	971.80	211,684	2,015.30	446,556	October	370.79	59,092	1,625.64	275,264	2,974.88	517,616
November	84.20	7,480	518.74	106,964	924.59	178,024	November	94.77	7,480	641.81	102,476	1,322.78	208,692
December	59.96	1,496	331.63	63,580	757.92	136,884	December	54.77	-0-	92.40	5,984	498.74	54,604
January	57.01	748	212.58	35,904	282.31	19,448	January	70.54	-0-	66.73	-0-	244.85	1,496
February	53.90	-0-	410.83	77,044	915.67	165,308	February	113.07	6,732	286.46	32,912	801.13	88,264
March	46.71	-0-	60.83	748	242.03	8,976	March	77.42	748	205.81	20,196	400.10	20,944
April	224.73	39,644	455.44	86,768	799.65	138,380	April	105.24	20,196	115.57	5,984	427.10	25,432
May	449.14	90,508	376.52	69,564	1,966.42	409,156	May	426.04	56,848	1,578.19	226,644	2,778.04	402,424
June	495.41	98,736	2,702.04	556,512	2,971.21	620,092	June						
<b>Total</b>	<b>\$3,751.28</b>	<b>798,116</b>	<b>\$11,686.16</b>	<b>2,493,084</b>	<b>\$17,361.81</b>	<b>3,583,668</b>	<b>Total</b>	<b>\$3,221.65</b>	<b>495,924</b>	<b>\$12,692.78</b>	<b>2,157,980</b>	<b>\$21,562.88</b>	<b>3,624,060</b>

* Two months	<b>Total Annual Water Cost</b>	<b>\$32,799.25</b>	<b>Total Annual Water Cost</b>	<b>\$37,477.31</b>
	<b>Total Gallons Used:</b>	<b>6,874,868</b>	<b>Total Gallons Used:</b>	<b>6,277,964</b>

Janet: Parks & Rec. Field Water Use Comparison 08-09 & 10-11

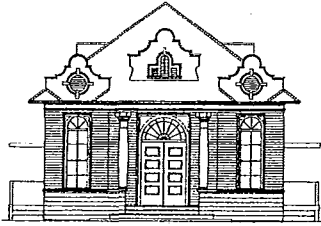


TOWN OF PORTOLA VALLEY  
*Sustainability Committee Meeting*  
Monday, August 15, 2011 – 4:00 PM  
Town Hall, Conference Room  
765 Portola Road, Portola Valley, CA 94028

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## AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes from July 18, 2011
4. Update on Programs
  - a. Acterra High Energy Home Program
  - b. Energy Upgrade Portola Valley
5. Review of Experiences with Acterra High Energy Homes Software
6. Review of Projects
  - a. Smart Strip Guide
  - b. Did You Consider Flyers
  - c. Pilot Program
  - d. Profile Postcards
7. Tuesday Speaker Series
  - a. Direction
8. Review of Outreach & Events
  - a. Committee Meetings
  - b. ASCC & Planning Commission Meetings
  - c. Summer Concert Series
9. Next Steps, Next Meeting Date & Reminders
  - a. Next Meeting scheduled for Monday, September 19<sup>th</sup> at 4:00 p.m.
10. Announcements
11. Adjournment by 5:30 p.m.



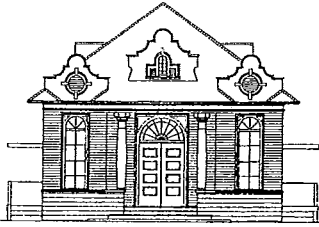
Town of Portola Valley  
***Parks & Recreation Committee Meeting***  
Monday, August 15, 2011 – 7:30 pm  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

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## AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: June 20, 2011 (*5 minutes*)
4. Discussion - Town Center Softball Field (*15 minutes*)
5. Discussion - Ford Field Design (*15 minutes*)
6. Zots to Tots Planning (*15 minutes*)
7. Adjournment

Next meeting: September 19, 2011



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, August 17, 2011 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

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AGENDA

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. Portola Valley Energy Upgrade Program – Presentation by Brandi de Garmeaux, Portola Valley Sustainability Coordinator
2. *Preliminary* Review of Revised Conditional Use Permit (CUP) Application X7D-169, Request to Permit Additional Floor Area and Impervious Surface Area on 229-acre parcel, 555 Portola Road, Spring Ridge LLC (Neely/Myers)

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: August 3, 2011

Adjournment

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

Planning Commission Agenda  
August 17, 2011  
Page Two

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

**PUBLIC HEARINGS**

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

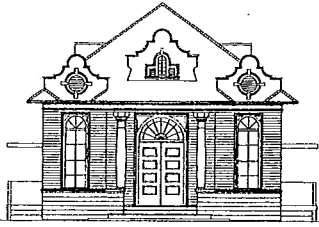
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This Notice is posted in compliance with the Government Code of the State of California.

Date: August 12, 2011

CheyAnne Brown  
Planning & Building Assistant

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TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, August 8, 2011  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

ACTION

7:30 PM - REGULAR AGENDA\*

1. Call to Order: 7:30 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (Clark, Warr absent. Also present: Tom Vlasic Town Planner; Carol Borck Planning Technician; John Richards Town Council Liaison; Alex Von Feldt Planning Commission 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. Other Business:
  - a. Portola Valley Energy Upgrade Program – Presentation by Brandi de Garmeaux, Portola Valley Sustainability Coordinator **deGarmeaux presented information about the program and how the ASCC could be involved, Commission provided comments, suggestions.**
5. Old Business:
  - a. Follow-up Review – Architectural Review for Guest House/Accessory Structure, Swimming Pool and Dining Pavillion, and Related Yard Improvements and Site Development Permit X9H-627, 8 Applewood Lane, King **Follow-up approved subject to conditions to be met to the satisfaction of a designated ASCC member prior to building permit issuance.**
6. New Business:
  - a. Architectural Review for House Additions, 134 Stonegate Road, Cashin **Project team not present – ASCC provided comments concerning invasive plants on Portola Road-side of property to be forwarded to project team and review continued to 8/22/11 meeting.**
  - b. Architectural Review for Carport Conversion, 4 Ohlone, Portola Valley Ranch, Aarts **Project approved as submitted.**
7. Approval of Minutes: July 25, 2011 **Approved with corrections.**
8. Adjournment 8:21 p.m.



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

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

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

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

Date: August 5, 2011

CheyAnne Brown  
Planning & Building Assistant

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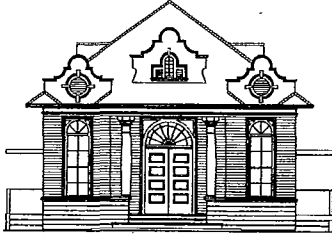
## **TOWN COUNCIL WEEKLY DIGEST**

Friday – August 19, 2011

- 
- ☐ 1. Memorandum to Town Council from Howard Young regarding Alpine Road Paved Path/C-1 Trail – General Update 2 – August 19, 2011
  - ☐ 2. Article in the San Mateo County Times entitled “Council nixes cell tower expansion” – Monday, August 15, 2011
  - ☐ 3. Invitation to attend Peninsula Clergy Network’s September 11 – 10<sup>th</sup> Anniversary Day of Remembrance
  - ☐ 4. Notice that Town Hall will be closed on Monday, September 5, 2011 in observance of Labor Day
  - ☐ 5. Agenda – Special Joint Planning Commission/ASCC Field Meeting – Monday, August 22, 2011
  - ☐ 6. Agenda – Conservation Committee Meeting – Tuesday, August 23, 2011

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

- ☐ 1. Invitation to attend the Council of Cities Dinner/Meeting on Friday, August 26, 2011



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Mayor and Members of the Town Council  
**FROM:** Howard Young, Public Works Director  
**DATE:** August 19, 2011  
**RE:** **Alpine Road Paved Path / C-1 Trail - General Update 2**

On February 24, 2010, the Town Council adopted a resolution approving the agreement with Stanford University for Stanford to fund the permitting, design and construction of the C-1 Trail project. Below is a general update. Items are subject to change. Please contact me if additional detailed information is desired.

Permits:

The Town has received all required permits. The Town has revised permits to reflect value engineering items and have received approvals.

Finalizing design:

Design was finalized including value engineering items in March 2011. Stanford has made the associated deposit payments to the Town for incurring costs.

Bidding:

Bids for the above referenced project were properly advertised and opened. O'Grady Paving Inc. was the lowest bidder and was awarded the contract at \$848,071.00

Construction Schedule:

Construction started as anticipated in June 2011. The public posted completion date is December 2011 including landscaping. There are various phases of work.

*Trail pathway grading and paving of old and new alignments:* Construction started in June and is anticipated for completion mid-September.

*Creek bank protection work:* Construction started in August and is anticipated for completion end of September.

*Pedestrian bridge:* Construction started in August and is anticipated for completion end of August

*Landscaping:* Anticipated start in October and is anticipated for completion by end of October. This activity is weather dependent with maintenance events occurring through December.

During construction, members of the Trails Committee and George Mader were invited to the site to view the new alignment as it was being laid out.

San Mateo County Times > Monday, August 15, 2011

# LOCAL NEWS



**BAY AREA NEWS APPS**  
Download for your iPad and iPhone

WWW.SANMATEOCOUNTYTIMES.COM > SEARCH FOR LOCAL EVENTS, SUBMIT PHOTOS AND VIDEOS > APPS

## Council nixes cell tower expansion

The cell tower at Westmoor High School is disguised as a tree. Verizon says an expansion wouldn't blend in with the existing towers.



JOHN GREEN/STAFF

Residents wary of visual intrusiveness, health concerns, property devaluation associated with Verizon's proposal

By Neil Gonzales

ngonzales@bayareanews.com

The City Council this past week narrowly rejected a proposal to expand an existing cell tower at Westmoor High School, siding with residents concerned about aesthetic and health issues.

The telecommunications company Verizon Wireless previously

was granted an "administrative use permit" to put its own array of six antennas on a pole currently being used by another cell provider, T-Mobile.

But residents in the area appealed that approval, and the council ultimately voted 3-2 to uphold their challenge.

Mayor Carol Klatt and Council-

man Michael Guingona dissented. In their appeal, residents complained about the project's potential for visual intrusiveness. The project could also lower property values, they said.

Moreover, the additional antennas would increase health risks in their neighborhood from electromagnetic-field emissions, they argued.

Vice Mayor Sal Torres agreed

See **TOWER**, Page 2

TO: Council

Thank You

2

# Tower

*Continued from Page 1*

with the residents' arguments. "There ought to be a way to put (such projects) underground so that they don't adversely impact the aesthetics, the community and the safety of people," Torres said Friday.

Verizon also hasn't demonstrated enough of a cell-coverage gap to warrant installing its antennas, he said.

Verizon spokeswoman Heidi Flato said she first needed to research the matter before she could respond.

The council went against the city staff's recommendation to deny the residents' appeal. The existing pole is already disguised as a tree, the staff said, and Verizon's project would just blend into that design.

An EMF study indicated that the project would meet federal standards for permissible human exposure to such radiation.



JOHN GREEN/BAY AREA NEWS GROUP

A cell tower pole, middle, disguised as a tree, stands near Westmoor High School in Daly City.

agree that the project would pose no serious health hazards.

"If we really do believe that there is some sort of health risk to this ... then we should be working to dismantle the (cell towers) that we already do have," he said during the council meeting.

"If it is true that this is a health risk, then why should some parts of this commu-

nity be subject to it and some parts not subject to it? I can't reconcile those two things."

Cell towers have stirred much controversy in Daly City and elsewhere in recent years.

Last year, a 1-mile project in another part of Daly City generated strong neighborhood opposition before it was narrowly approved by the council.

In a recent report, the San Mateo County Civil Grand Jury acknowledged the public's concerns about health and other issues regarding cell towers. But cities need to balance those concerns with consumer demand for improved wireless reception, the grand jury said.

Cell towers can also serve as a revenue source for San Mateo County and its cities, the grand jury said. "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."

Contact Neil Gonzales at 650-348-4338.

## *Peninsula Clergy Network*

### *September 11 - A 10<sup>th</sup> Anniversary Day of Remembrance*

**Courthouse Square - Redwood City  
2200 Broadway Street**

Share in commemorating the 10<sup>th</sup> Anniversary of September 11, 2001, those killed or injured and those who gave of themselves on behalf of victims.

This *Day of Remembrance* will begin at 5:46 AM as a delegation representing fire fighters, law enforcement, EMS, Red Cross, and clergy will join with all who wish to share in lighting a candle to designate a place for those who would like to come during the day for a moment of reflection, to leave a flower or other token.

Individuals are invited to visit this space for reflection, to share personal words on a mural, and may leave a flower or token. Personal reflections can be sent by email and will be posted at the space. Please send emails to [pcn@blueconnect.org](mailto:pcn@blueconnect.org)

This *Remembrance* will conclude at 3:00 pm with a gathering, so individuals can mark the anniversary of this day personally and collectively.

Delegations from congregations, cities, schools, businesses and organizations are welcome to schedule time at the site during the day. Contact the PCN to make arrangements and share information on other events during this *Day of Remembrance*.

*Peninsula Clergy Network*  
P.O. Box 30  
San Mateo CA 94401  
650-627-0065  
[pcn@blueconnect.org](mailto:pcn@blueconnect.org)  
[www.peninsulaclergy.network.org](http://www.peninsulaclergy.network.org)

# **PORTOLA VALLEY TOWN HALL**

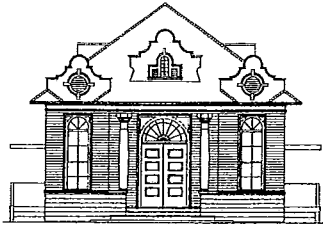


## **WILL BE CLOSED**

**Monday,  
September 5, 2011**

### **In observance of Labor Day**

**In Case of Emergency: Sheriff's Office: 911**



TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, August 22, 2011  
 Field Meeting (time and place as listed herein)  
 7:30 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

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

4:00 p.m., 555 Portola Road Consideration of revised Conditional Use Permit (CUP) application X6D-169 for Additional Floor Area and Impervious Surface Area on 229 Acre Property **Convene at Windy Hill Open Space Preserve Parking Lot** (ASCC review to continue at Regular Meeting)

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

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

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

4. Old Business:
  - a. Revised CUP X7D-169 For Additional Floor Area and Impervious Surface Area on 229 Acre Property, 555 Portola Road, Neely/Myers
  - b. Architectural Review for House Additions, 134 Stonegate Road, Cashin
5. New Business:
  - a. Architectural Review for Guest House/Accessory Structure and Related Yard Improvements, 30 Possum Lane, Lautner
  - b. Architectural Review for Conversion of an Existing Detached Accessory Structure to a Guest House, 280 Willowbrook Drive, Frangione/Vaughan
6. Approval of Minutes: August 8, 2011
7. Adjournment

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



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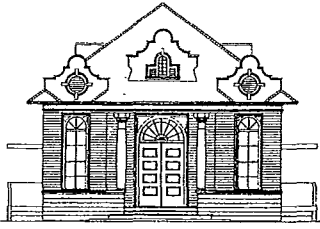
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: August 19, 2011

CheyAnne Brown  
Planning & Building Assistant

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**TOWN OF PORTOLA VALLEY**  
**Conservation Committee**  
**Tuesday, August 23, 2011 - 8:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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## AGENDA

1. **Call to Order**
2. **Oral Communications**
3. **Approval of Minutes – July 26, 2011**
4. **Old Business**
  - A. Update Town Open Space parcel management / owners:
    - July focus parcel: Skyline parcel (Heiple)
  - B. Tip of the month
  - C. Weeding checklist / creek maintenance / creek traffic
  - D. Portola Road view shed
    - Mid Penn permission
  - E. Town panel event / habitat protection vs. fire clearance (Murphy)
  - F. Subcommittee – Wildlife incentive garden program (DeStaebler)
5. **New Business**
  - A. ASCC meeting attendance
  - B. Native Plant Garden at Town Center
  - C. Pumps near Corte Madera Creek/Shorenstein review
  - D. Oleander Hedge/Sequoias
  - E. Site permits
    - 8 Applewood
    - 555 Portola Road
  - F. Tree Permits
6. **Announcements**
7. **Adjournment**