

TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, September 14, 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 August 24, 2011 (3)
- (2) **Approval of Minutes** – Special Town Council Meeting of August 31, 2011 (9)
- (3) **Approval of Warrant List** – September 14, 2011 (12)
- (4) **Recommendation by Town Attorney** – Response to the 2011 Grand Jury Report “Running on Empty” dated June 27, 2011 (27)

REGULAR AGENDA

- (5) **Recommendation by Town Manager** – Proclamation to Commemorate the 30th Anniversary of Woodland School (66)
- (6) **Discussion and Council Action** – Request for additional Budget from Nancy Lund with the PVSD 150th Anniversary Celebration group (68)
- (7) **Recommendation by Town Manager** – Proposed revisions to the Traffic Committee Charter (69)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Discussion and Council Action** – Request from the Nature and Science Committee to reserve athletic field at Town Center for Radio Control Flying (78)
- (9) **Discussion and Council Action** – Request from Yvonne Tryce for the Town to continue to sponsor State Department of Fish and Game permit held in her name (79)
- (10) **Reports from Commission and Committee Liaisons** (103)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (11) **Town Council Weekly Digest** – August 26, 2011 (104)
- (12) **Town Council Weekly Digest** – September 2, 2011 (126)
- (13) **Town Council Weekly Digest** – September 9, 2011 (154)

CLOSED SESSION

- (14) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (193)
Government Code Section 54957
Title - Town Attorney

- (15) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (194)
Government Code Section 54957
Title – Town Manager

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

TOWN COUNCIL MEETING NO. 825 AUGUST 24, 2011

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

Present: Councilmembers John Richards, Steve Toben and Ann Wengert; Vice Mayor Maryann Derwin

Absent: Mayor Ted Driscoll

Others: Angela Howard, Town Manager
Janet McDougall, Assistant Town Manager
Sharon Hanlon, Town Clerk
Sandy Sloan, Town Attorney
George Mader, Town Planning Consultant
Nancy Lund, Town Historian

ORAL COMMUNICATIONS

None.

CONSENT AGENDA

- (1) Approval of Minutes – Special Town Council Meeting of July 27, 2011
- (2) Ratification of Warrant List – August 10, 2011 in the amount of \$250,168.37
- (3) Ratification of Warrant List – August 24, 2011 in the amount of \$155,617.89
- (4) Recommendation by Administrative Services Officer – Annual Report of Fiscal Year ending June 30, 2011 Budget and Interfund Transfers

By motion of Councilmember Toben, seconded by Councilmember Richards, the Consent Agenda was approved with the following roll call vote:

Aye: Councilmembers Richards, Toben, Vice Mayor Derwin (Councilmembers Richard and Wengert abstained on Item 1)

No: None

REGULAR AGENDA

- (5) Discussion and Council Action – Recommendation by Town Planning Consultant for Administration of CEQA (California Environmental Quality Act) Requirements regarding Historical Resources [7:33 p.m.]

Mr. Mader, referencing his memorandum to the Council dated July 6, 2011, asked the Council to consider its recommendations and proposed next steps. He also referred to his memorandum to the Planning Commission dated May 25, 2011 and the Planning Commission June 1, 2011 meeting minutes for background information.

As Mr. Mader explained, the Planning Commission generally favored the process described in his May 25, 2011 memorandum, offering two specific suggestions. First, given the difficulty of listing persons of importance who may have lived in Portola Valley houses 50-plus years ago, the Planning Commission recommended referring relevant situations to the Town Historian for comment. He reported that Ms. Lund,

who serves in that capacity, has agreed to do so. Similarly, in terms of identifying notable architects and/or building designers by name, the Planning Commission wanted Town staff to develop and maintain a list of such individuals for staff reference.

At the conclusion of the process that Mr. Mader's referenced documents define, he said in any cases in which further evaluation according to the CEQA is recommended, an Initial Study – in most instances reviewed by an architectural historian – would be required.

The screening process follows a decision-tree sequence based on CEQA criteria. It starts with determining the age of the building (50-plus years), then whether it's already designated as historic in the Historic Element, then whether it's been associated with the lives of someone important to the Town's history, and then whether it was designed by an architect or building designer of note.

Mr. Mader explained that a resource that makes it through to this stage of the process would then be referred to the ASCC for evaluation of the resource, the quality of the architecture and whether its condition warrants preservation. If it does warrant preservation, it would go on to an architectural historian for review pursuant to CEQA. If it doesn't, the final decision point in the process would be consideration of whether the resource has yielded – or may likely yield – important history or prehistory.

In his Planning Commission presentation, Mr. Mader said that he'd recommended consulting with the Northwest Information Center at Sonoma State University regarding resources in places that are likely to contain artifacts from an earlier period. As it turned out, however, the Center provides such services to qualified archeologists only, Mr. Mader said, so if the Town wants to do so, such an individual could be engaged to prepare a map of places in Portola Valley that are likely to contain such artifacts.

Mr. Mader went on to list the information applicants should provide, to the extent possible, when seeking building permits for exterior alteration of homes or demolition permits involving such homes. He also noted that this information should become part of the permanent parcel file for the property: original construction date (or approximation); names of original builder and architect/designer; dates/descriptions of any major modifications in the past; and names of prior owners. Applicants also should provide exterior photos showing the front, back and sides of the house.

Mr. Mader suggested that the Town Council consider whether the Town should try to build up a database by requesting such information on all building and demolition permit applications, or limit the request to properties that have potential historical significance at the time of the application. He also sought Council direction on creating other tools for staff use in reviewing resources for potential preservation, including expanding the initial list of outstanding architects and building designers who may have practiced in the Town 50 or more years ago and engaging an archeologist to produce the map he mentioned earlier.

In response to a question from Councilmember Wengert, Mr. Mader said that most structures identified in the General Plan's Historic Element are old homes, rather than commercial properties or public buildings. Ms. Lund said that some of those in the Historic Element are the Freeman house in Blue Oaks, the Fromhertz House near The Priory, the Mangini Roadhouse, and several Lauriston Villa structures, including the mansion and superintendent's house. In terms of other buildings, she mentioned the Historic Schoolhouse, Our Lady of the Wayside church and Rizzotti's. Mr. Mader added that a total of 29 structures are listed, some with notations to be preserved and others listed primarily to provide a record.

Councilmember Toben asked whether Mr. Mader had any sense of what it would cost to hire a qualified archeologist to create a map. He said no, but he could explore it further to get an idea. Councilmember Toben indicated that another mechanism for identifying archeological sites is the occasional discovery of relics and/or remains in the process of developing a project. Councilmember Richards pointed out that in some areas, the County requires hiring archeologists to survey sites, but he said he doesn't know how they identify those sites.

Ms. Lund said that Native American artifacts have been discovered at the top of Alpine Road, off of Los Trancos Road, near the creek behind Ormondale School and at the border of Westridge Drive and Hidden Valley, and the Kabcenell driveway, among other sites. On the other hand, she said that an archeologist found nothing of a historical nature when working at Old Spanish Trail when Blue Oaks was being developed.

When Councilmember Wengert asked how other cities deal with the archeologist issue, Mr. Mader said he didn't have a good answer, aside from when artifacts are found during excavation work. Ms. Lund noted that when an Environmental Impact Report (EIR) is required, it's standard to examine archeological conditions, but otherwise she's not aware of any municipalities that have procedures regarding archeological issues when it comes to single-family homes.

As for identifying structures with potential historical (if not archeological) significance, however, Ms. Lund said it makes sense to have a process in place to avoid situations in which someone buys a home intending to tear it down and rebuild, only to find the home can't be demolished because it's deemed historical.

Councilmember Wengert suggested that the archeological question could be addressed on a case-by-case basis, in the event that something is discovered during excavation on a particular site. Alternatively, Ms. Lund said, the Town could add a standard clause to all building permits to advise applicants about any archeological considerations.

In response to a question from Vice Mayor Derwin, Ms. Lund said that given the fact that artifacts have turned up in so many parts of Town, she isn't sure how useful a map would be.

In terms of the list of notable architects that Mr. Mader offered, Councilmember Wengert asked for clarification whether it's intended as a starting point to be populated further. He replied yes, that the list is meant to be amplified as time goes along.

Councilmember Toben said that he's generally comfortable with the recommendations presented, but offered a caveat. While supporting the idea of a map identifying places where remains and relics are most likely to be found, he'd want to know more about what it would entail before committing to the idea.

Councilmember Wengert agreed, adding that she isn't convinced the archeology map is needed, considering Ms. Lund's point that artifacts found in the past have been so widely scattered around Town.

Councilmember Richards said the overall approach that Mr. Mader presented seems very reasonable. He also favors the idea of codifying a requirement that work on a project stop for further analysis if any artifacts are discovered during excavation.

Vice Mayor Derwin said the Council seems to be in agreement regarding the recommendations, and added that because she would like the Town to have an archeological map, she wondered if the idea could be explored at least to the extent of getting a cost estimate. Mr. Mader said that he would follow up.

(6) Recommendation by Town Clerk – November 2011 Election [8:00 p.m.]

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving canceling the November 8, 2011 General Election and appointing the two nominees to fill the two vacancies on the Town Council (Resolution No. 2532-2011)

Ms. Hanlon said that because the election is uncontested, the Town Council has the option to cancel it. Although this action would preclude the possibility of any write-in candidates, it would save the Town \$10,000 in budgeted election costs.

Councilmember Richards moved that the Town Council pass a resolution canceling the November 8, 2011 general election. Seconded by Councilmember Toben, the motion carried 3-0-1, with Councilmember Wengert abstaining.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(7) Appointment by Mayor – Request for Appointment of member to the Teen Committee [8:02 p.m.]

Councilmember Toben asked whether Maggie Law might be a descendant of Peggy Law. Vice Mayor Derwin said that she would inquire.

Councilmember Wengert moved concurrence with the Mayor's appointment of Maggie Law as a member of the Teen Committee. Seconded by Councilmember Toben, the motion carried 4-0.

(8) Reports from Commission and Committee Liaisons [8:03 p.m.]

(a) Architectural and Site Control Commission (ASCC)

Councilmember Richards reported that the ASCC held a field meeting (with the Planning Commission) at the Neely/Myers property at 555 Portola Road as part of its review of their revised conditional use permit (CUP) application. ASCC members also heard a presentation on the Energy Upgrade program by Sustainability & Resource Efficiency (SURE) Coordinator Brandi de Garneau, continued their review of Applewood Lane site improvements, and discussed flood-plain issues.

(b) Conservation Committee

The Conservation Committee is documenting records of all open-space parcels in Town, Councilmember Richards said, and has scheduled a panel discussion with the Woodside Fire Protection District, Los Trancos Water District and the Midpeninsula Regional Open Space District (MROSD) to discuss the linkage of habitat protection and fire clearance. The event is slated for October 4, 2011. The Committee also discussed native plant garden cleanup at Town Center at its August 23, 2011 meeting.

(c) Nature & Science Committee

Councilmember Wengert said that the Nature & Science Committee, which met on August 11, 2011, is looking into Flight Night as an annual event. The group also plans to bring to the Council a recommendation to allow open flying at Town Center fields from sunrise until 8:00 a.m. daily. Members heard Ms. de Garneau's Energy Upgrade program presentation and also discussed plans for the Star Party and Insect Activity Day, scheduled for the night of September 16 and afternoon of September 18, 2011, respectively, as well as their possible involvement in a Stanford study related to ticks and Lyme disease.

(d) Planning Commission

Prior to visiting the Neely/Myers project site with the ASCC, Councilmember Wengert reported, the Planning Commission met on September 17, 2011, to work on a preliminary review of the revised CUP application, discuss various aspects of the proposal and hear public comments. Also on the meeting agenda was Ms. de Garneau with her Energy Upgrade program presentation.

In terms of the Neely/Myers application, Ms. Sloan told the Council that she and Town Planner Tom Vlasic have made arrangements to go over some of the issues raised during the Planning Commission meeting. Vice Mayor Derwin, who also attended the meeting, relayed some of the Commissioners' concerns about the language changes the Town Council introduced into the Open Space Element when approving that amendment to the General Plan.

(e) Parks and Recreation Committee

Councilmember Toben reported that the Parks and Recreation Committee discussed the desire to extend the turf portion of the softball field at Town Center, which also may help make it safer. According to Councilmember Toben, Lindsay Bowen, a member of the Public Works Committee and softball enthusiast, indicated a problem with glare from solar panels and the sun at certain times of the day when the adult softball league plays and suggested that planting some trees in the foul territory along the third-base side of the field might help solve the problem.

In response to a question from Councilmember Toben, Ms. McDougall confirmed that funding to extend the turf may be available from the Association of Bay Area Governments (ABAG).

(f) Emergency Preparedness Committee

Although Councilmember Toben said that he missed the Emergency Preparedness Committee's August 11, 2011 meeting because he was out of town, but Ms. Howard and Mayor Driscoll attended. Ms. Howard reported that EPC continued discussion of the Town's possible acquisition of a Low Power FM (LPFM) broadcasting station, and two members have volunteered to look into the feasibility of that idea. Another possibility, she said, is teaming up with The Priory and using its LPFM facility in an emergency. She said that Committee members also reviewed their joint meeting with the Town Council, when Marin County emergency preparedness representatives made a presentation, discussed their relationship with CERPP (Citizens Emergency Response Preparedness Program), and heard from Woodside Fire Chief Dan Ghiorso about a Town evacuation drill being planning for the fall of 2012.

Following the EPC meeting, Ms. Howard said, a subcommittee remained to talk about the EPC's special meeting with the Town Council on August 31, 2011, for an emergency earthquake simulation exercise at Town Center.

Councilmember Toben told the Council that a specific provision of the Federal Communications Act permits emergency broadcasting over LPFM when all other media are down – even without a license – and that Ms. Sloan has reviewed the relevant statute.

(g) Cultural Arts Committee

Vice Mayor Derwin reported that the Cultural Arts Committee will hold an art show at The Priory from October 3 to November 4, 2011, with a reception scheduled for October 15, 2011. She also said that no one has yet stepped forward to serve as Committee chair and secretary, and the group discussed the pros and cons of merging with the Community Events Committee.

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

At the latest C/CAG meeting, Vice Mayor Derwin said, PG&E and San Bruno representatives, including Jess Brown, PG&E's Director of Customer Care, Enterprise Energy Solutions and Service, talked about the San Bruno gas explosion disaster. Vice Mayor Derwin also mentioned authorization to execute an agreement through C/CAG for software for the Climate Action Plan, and that work is progressing on development of tools that will customize data for participating cities and help track progress toward meeting targets.

(i) Sustainability Committee

Vice Mayor Derwin said that the Sustainability Committee continues working on the smart strip brochure and has received updated information on the Acterra High-Energy Homes Program (indicating 49 total participants from five communities, including 24 from Portola Valley, and a lowering of the program's eligibility threshold. In addition, she pointed out that homeowners may now receive up to \$8,000 in rebates if they take part in the Energy Upgrade Program. Committee member Virginia Bacon suggested

incorporating fire safety improvements into the Energy Upgrade program's "Did You Consider" efforts. The first of two events in the Sustainability Committee's Tuesday Speaker Series will take place in the fall.

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

Vice Mayor Derwin reported that in conjunction with Energy Watch, CCAG's RMCP Committee reviewed the design and content of a snapshot page of each city's energy use to be posted on the website. Kim Springer updated the group on the Climate Action Template Project which has generated interest from Santa Clara County, ABAG and the Bay Area Air Quality Management Air District.

WRITTEN COMMUNICATIONS [8:46 p.m.]

(9) Town Council July 29, 2011 Weekly Digest – None

(10) Town Council August 5, 2011 Weekly Digest

- a) #2 – Article written by Don Knapp entitled "A Comeback for PACE Programs? Fingers are crossed" – July 20, 2011

Councilmember Toben asked whether there is an intention to support the PACE legislation, anticipating that both U.S. Representatives Anna Eshoo and Jackie Speier would be strongly in favor. Vice Mayor Derwin said that she hasn't heard about any organized support, but will follow up.

(11) Town Council August 12, 2011 Weekly Digest

- a) #1 – Memorandum to Town Council from Janet McDougall regarding analysis of field user fees – August 10, 2011

Councilmember Toben expressed appreciation to Ms. McDougall for her work in identifying the amounts recovered from user fees for field maintenance, and also for tracking the overall savings in field maintenance expenses. The entire Council concurred.

- b) Attached Separates #1 – Invitation to attend the Council of Cities dinner meeting on Friday, August 26, 2011

Vice Mayor Derwin, indicating that she'd attend the August 26, 2011 meeting, said that Kamala Harris, California's Attorney General, will be featured at the Council of Cities' meeting in East Palo Alto on September 23, 2011, and that Portola Valley is slated to host the Council of Cities dinner meeting in the Community Hall on October 28, 2011.

(11) Town Council August 19, 2011 Weekly Digest

- a) #1 – Memorandum to Town Council from Howard Young regarding Alpine Road Paved Path/C-1 Trail – General Update 2 – August 19, 2011

Ms. Howard noted that work on the C-1 trail is progressing very well and staff is receiving a lot of positive comments about it.

ADJOURNMENT [8:50 p.m.]

Vice Mayor

Town Clerk

SPECIAL JOINT TOWN COUNCIL / EMERGENCY PREPAREDNESS COMMITTEE (EPC) MEETING
NO. 826 AUGUST 31, 2011

Vice Mayor Derwin called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Howard called the roll.

Present: Councilmembers John Richards, Steve Toben and Ann Wengert; Vice Mayor Maryann Derwin

EPC Members John Boice, Diana Koin, Anne Kopf-Sill and Ray Rothrock; Secretary Derry Kabcenell; Vice Chair Craig Taylor

Absent: Mayor Ted Driscoll, EPC members David Howes and Chair Chris Raanes

Others: Angela Howard, Town Manager
Sharon Hanlon, Town Clerk
Howard Young, Director of Public Works
Jeff Norris, District Coordinator, San Mateo County Office of Emergency Services
Dan Ghiorso, Woodside Fire Protection District Chief

ORAL COMMUNICATIONS

None.

REGULAR AGENDA

- (1) Emergency Earthquake Simulation Exercise at Town Center

Ms. Howard explained that this meeting was called to exercise a more efficient plan dealing with an emergency, noting that the previous exercise in the Emergency Operations Center (EOC) revealed a "real bottleneck." She distributed an overview of the exercise to meeting attendees, and asked them to return after the exercise for a debriefing and discussion of needed improvements.

Mr. Kabcenell provided a more detailed explanation of the evening's plans. To avoid the bottleneck that Ms. Howard mentioned, he said the Committee worked on better ways to organize the exercise, crediting Councilmember Toben with the idea of holding the exercise in a different place. He said that the Historic Schoolhouse will serve as the EIC, or Emergency Information Center – the place where the public would come for information in the event of an emergency. The EOC will serve as the place where the incident is managed, and a triage/first aid facility, the EMC – Emergency Medical Center – will be in Community Hall. Serious cases would transfer to The Sequoias' infirmary.

EOC
Town Center
EIC
Historic Schoolhouse
EMC
Community Hall

The EIC, he explained, will serve volunteers, people with injuries, those seeking information or assistance, food, shelter – even consolation and companionship. Discouraged from going to the EOC, media representatives will be directed to the EIC instead. People role-playing in some of those capacities, Mr. Kabcenell said, would show up for tonight's exercise.

He also noted that the EIC will field calls from the EOC, including status updates and information about which Citizens Emergency Response Preparedness Program (CERPP) Divisions are operating, and follow up on requests from the Director of Emergency Services (DES), including requests for volunteers. Ideally, the EIC and EOC would communicate via telephone, he said, suggesting that the exercise would introduce options in the event telephone service goes out.

Councilmember Wengert asked about how staffing of each of the emergency centers would change protocols for handling situations. Mr. Kabcenell said that's something that the DES would decide on the spot, based on who's where and who's available. Ms. Howard, who serves in the DES capacity, said that she'd prefer Town staff in the EOC because they've been trained in those roles, with the Mayor, Vice Mayor and Councilmembers in the EIC to be available to citizens and "direct the traffic." She added that barricades and signage will direct volunteers and citizens to the EIC. If Ms. Howard isn't able to serve as DES, next in the hierarchy are the Mayor and Vice Mayor.

In response to other questions, Ms. Howard said that unless an emergency hits during working hours, it would take her – and other staff – time to reach Town, assuming travel is even possible. Still, she said, it will be helpful for Town Council and Committee members to know where to go. She indicated that the assigned ham radio operators could get into the EOC in any case.

Mr. Kabcenell said that basically the first person to arrive should do the best he/she can under the circumstances. Mr. Kabcenell compared it to the "hood of the car" phase when starting a search for someone who's gone missing on a trail. During that phase, the first of the rescuers to arrive, whether the necessary equipment is ready or not, starts mobilizing searchers as they show up.

For those who arrive first, Mr. Taylor added, the top priority will be to get the EOC operating. Once it's up and running, the EIC may begin to function. Ms. Howard noted that the Historic Schoolhouse isn't hooked up to the emergency power system, so the EIC might not have power. She indicated, too, that Mr. Ghiorso brought along portable lights to be tested.

Before departing for the tour and exercise, led by Mr. Young, Ms. Howard thanked Committee members, particularly those who pulled everything together for the exercise (Mr. Boice, Ms. Kopf-Sill Mr. Rothrock, Mr. Taylor and Mr. Kabcenell).

During the debriefing, participants discussed:

- Keeping logs
- Identifying specific maps and street directories needed, and deciding how they will be used and distributed
- Updating Quick Cards
- Assigning a public information officer (PIO) early on in the emergency
- Following a specific schedule for releasing information
- Periodically ensuring that everyone in each emergency center has the same information
- Understanding why it's important to avoid making commitments or promises to citizens/media that might be impossible to keep
- Knowing which extension to call at each emergency center
 - Mr. Young pointed out that the phone should work unless the power is out, as there's a live electrical connection between the EOC and the EIC. The EMC will have walkie-talkies.
- Being prepared to use runners between emergency centers if necessary

- Deciding where to site the EIC if the Historic Schoolhouse doesn't survive the disaster
Councilmember Toben suggested perhaps the Library. Ms. Howard said that another location in the Town Center building, even separated from the EOC, proved unworkable during the last exercise, but Community Hall, near the EMC, might be suitable.
- Remembering to keep Go Bags maintained, with working flashlights, etc.
Councilmember Wengert reminded everyone to keep fresh batteries in their Go Bags, but not to store them in the flashlights.
- Proposed use of lights versus signs for night set-up
- Place a basic first aid kit in the Schoolhouse

Councilmember Toben asked for audience reactions to the exercise and the performance of the participants. In response, they heard:

- Good answers need to be worked out for some of the scenarios
- In a report of a tree down blocking the road, it was great that the volunteer asked whether any live power lines came down when the tree fell (good questions help prioritize responses to problem situations)
- The role-players were excellent, posing challenging situations
- Don't make promises you can't keep
- Consider including The Sequoias In future exercises
Also to be worked out are more details in connection with the Town's memorandum of agreement with The Sequoias.
- Develop a plan to involve healthcare providers apart from The Sequoias
Also suggested: CERPP Divisions might maintain lists of providers they could tap in an emergency, and being prepared to provide psych and pediatric services.

ADJOURNMENT [8:45 p.m.]

Vice Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 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

MIKE AGOFF	Summer Instructor Payment	12308	09/14/2011	
			09/14/2011	
2341 KEHOE AVENUE	0016		09/14/2011	
SAN MATEO	BOA	45477	09/14/2011	0.00
CA 94403				1,980.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,980.00	0.00

Check No.	45477	Total:	1,980.00
Total for	MIKE AGOFF		1,980.00

ALPINE HILLS TENNIS & SWIM	Deposit Refund	12309	09/14/2011	
			09/14/2011	
4139 ALPINE ROAD	846		09/14/2011	
PORTOLA VALLEY	BOA	45478	09/14/2011	0.00
CA 94028				500.00

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

Check No.	45478	Total:	500.00
Total for	ALPINE HILLS TENNIS & SWIM		500.00

ANIMAL DAMAGE MGMT INC	August Pest Control	12312	09/14/2011	
			09/14/2011	
16170 VINEYARD BLVD. #150	804		09/14/2011	
MORGAN HILL	BOA	45479	09/14/2011	0.00
CA 95037	54270			310.00

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

Check No.	45479	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

APA CALIFORNIA	APA Dues-Lambert	12326	09/14/2011	
			09/14/2011	
1333 36TH STREET	477		09/14/2011	
SACRAMENTO	BOA	45480	09/14/2011	0.00
CA 95816				115.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	115.00	0.00

Check No.	45480	Total:	115.00
Total for	APA CALIFORNIA		115.00

ARROWHEAD MT SPRING WATER	August Statement	12313	09/14/2011	
			09/14/2011	
P.O. BOX 856158	463		09/14/2011	
LOUISVILLE	BOA	45481	09/14/2011	0.00
KY 40285-6158				133.84

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 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

05-64-4336	Miscellaneous	133.84	0.00	
		Check No. 45481	Total:	133.84
		Total for	ARROWHEAD MT SPRING WATER	133.84

AT&T (2)	August Microwave	12336	09/14/2011	
P.O. BOX 5025	877		09/14/2011	
CAROL STREAM	BOA	45482	09/14/2011	0.00
IL 60197-5025				63.72

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4152	Emerq Preparedness Committee	63.72	0.00	
		Check No. 45482	Total:	63.72
		Total for	AT&T (2)	63.72

BANK OF AMERICA	August Statement	12327	09/14/2011	
Bank Card Center			09/14/2011	
P.O. BOX 53155	0022		09/14/2011	
PHOENIX	BOA	45483	09/14/2011	0.00
AZ 85072-3155				348.84

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	32.46	0.00	
05-64-4311	Internet Service & Web Hosting	9.99	0.00	
05-64-4322	Dues	80.00	0.00	
05-64-4336	Miscellaneous	177.39	0.00	
08-64-4335	Sustainability	49.00	0.00	
		Check No. 45483	Total:	348.84
		Total for	BANK OF AMERICA	348.84

CHRIS BELLOMO	Deposit Refund	12305	09/14/2011	
150 SHAWNEE PASS	734		09/14/2011	
PORTOLA VALLEY	BOA	45484	09/14/2011	0.00
CA 94028				4,028.65

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	4,028.65	0.00	
		Check No. 45484	Total:	4,028.65
		Total for	CHRIS BELLOMO	4,028.65

BIGGS CARDOSA ASSOC INC	C-1 Ret'g Wall at Ped Bridge	12360	09/14/2011	
865 THE ALAMEDA	July 2011 Consulting		09/14/2011	
SAN JOSE	746		09/14/2011	
CA 95126-3133	BOA	45485	09/14/2011	0.00
	59047			3,850.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-00-4528	C-1 Trail	3,850.00	0.00	
		Check No. 45485	Total:	3,850.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 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

Total for BIGGS CARDOSA ASSOC INC 3,850.00

ROBERT BOYLE	Deposit Refund	12325	09/14/2011	
			09/14/2011	
360 ESCOBAR ROAD	520		09/14/2011	
PORTOLA VALLEY	BOA	45486	09/14/2011	0.00
CA 94028				622.25

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	622.25	0.00

Check No. 45486 Total: 622.25

Total for ROBERT BOYLE 622.25

CALIFORNIA WATER SERVICE CO	August Statements	12314	09/14/2011	
			09/14/2011	
3351 EL CAMINO REAL	0011		09/14/2011	
ATHERTON	BOA	45487	09/14/2011	0.00
CA 94027-3844				8,335.51

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	8,335.51	0.00

Check No. 45487 Total: 8,335.51

Total for CALIFORNIA WATER SERVICE CC 8,335.51

CARDINAL ROOFING	C&D Refund, 168 Pinon	12339	09/14/2011	
			09/14/2011	
2541 LEGHORN STREET, #7	627		09/14/2011	
MOUNTAIN VIEW	BOA	45488	09/14/2011	0.00
CA 94043				1,000.00

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

Check No. 45488 Total: 1,000.00

Total for CARDINAL ROOFING 1,000.00

CASEY CONSTRUCTION INC	CIP Storm Drain Project	12361	09/14/2011	
			09/14/2011	
620 HANDLEY TRAIL	2021		09/14/2011	
EMERALD HILLS	BOA	45489	09/14/2011	0.00
CA 94062	05-439,440,446			20,740.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4413	CIP Storm Drain Project	740.00	0.00
22-68-4413	CIP Storm Drain Project	20,000.00	0.00

Check No. 45489 Total: 20,740.00

Total for CASEY CONSTRUCTION INC 20,740.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 2011

Date: 09/08/2011

Time: 10:36 am

Page: 4

TOWN OF PORTOLA VALLEY

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

CITY OF EAST PALO ALTO	Dinner Meeting, Derwin	12359	09/14/2011	
			09/14/2011	
ATTN: CITY MANAGER'S OFFICE	887		09/14/2011	
EAST PALO ALTO	BOA	45490	09/14/2011	0.00
CA 94303-1148				40.00

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

Check No.	45490	Total:	40.00
Total for	CITY OF EAST PALO ALTO		40.00

COMCAST	WiFi Internet	12329	09/14/2011	
			09/14/2011	
P.O. BOX 34227	0045		09/14/2011	
SEATTLE	BOA	45491	09/14/2011	0.00
WA 98124-1227				64.90

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

Check No.	45491	Total:	64.90
Total for	COMCAST		64.90

CONTEMPORARY ENGRAVING CO.	Nameplate	12337	09/14/2011	
			09/14/2011	
425 LAMBERT AVE	0191		09/14/2011	
PALO ALTO	BOA	45492	09/14/2011	0.00
CA 94306	28980			32.48

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	32.48	0.00

Check No.	45492	Total:	32.48
Total for	CONTEMPORARY ENGRAVING CC		32.48

CSG CONSULTANTS INC	Temp Building Inspector-July	12310	09/14/2011	
			09/14/2011	
1700 S. AMPHLETT BLVD	622		09/14/2011	
SAN MATEO	BOA	45493	09/14/2011	0.00
CA 94402	020572			624.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	624.00	0.00

Check No.	45493	Total:	624.00
Total for	CSG CONSULTANTS INC		624.00

AMY DEBENEDICTIS	Summer Instructor Fee	12338	09/14/2011	
			09/14/2011	
819 LAUREL AVENUE	2130		09/14/2011	
MENLO PARK	BOA	45494	09/14/2011	0.00
CA 94025				940.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	940.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 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

Check No.	45494	Total:	940.00
Total for	AMY DEBENEDICTIS		940.00

ALAN DENENBERG	Deposit Refund	12304	09/14/2011	
440 CERVANTES ROAD	519		09/14/2011	
PORTOLA VALLEY	BOA	45495	09/14/2011	0.00
CA 94028				1,445.70

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,445.70	0.00

Check No.	45495	Total:	1,445.70
Total for	ALAN DENENBERG		1,445.70

FAST SIGNS	Decals for vehicles	12332	09/14/2011	
2504 EL CAMINO REAL	785		09/14/2011	
REDWOOD CITY	BOA	45496	09/14/2011	0.00
CA 94061	395-24844			341.53

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	341.53	0.00

Check No.	45496	Total:	341.53
Total for	FAST SIGNS		341.53

FAST WATER HEATER	Business License Refund	12320	09/14/2011	
12601 132 AVE., NE	616		09/14/2011	
KIRKLAND	BOA	45497	09/14/2011	0.00
WA 98034				20.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	20.00	0.00

Check No.	45497	Total:	20.00
Total for	FAST WATER HEATER		20.00

RICHARD GIVENS	Litter Deposit Refund	12340	09/14/2011	
617 VETERANS BLVD, STE. 106	558		09/14/2011	
REDWOOD CITY	BOA	45498	09/14/2011	0.00
CA 94063				100.00

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

Check No.	45498	Total:	100.00
Total for	RICHARD GIVENS		100.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 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

JEANNIE GOLDMAN	Summer Instructor Fees	12315	09/14/2011	
			09/14/2011	
741 MANZANITA ROAD	706		09/14/2011	
WOODSIDE	BOA	45499	09/14/2011	0.00
CA 94062				5,230.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	5,230.00	0.00

Check No.	45499	Total:	5,230.00
Total for	JEANNIE GOLDMAN		5,230.00

SUSAN GRIFFIN	Deposit Refund	12299	09/14/2011	
			09/14/2011	
667 NEVADA AVE	476		09/14/2011	
SAN MATEO	BOA	45500	09/14/2011	0.00
CA 94402				175.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	175.00	0.00

Check No.	45500	Total:	175.00
Total for	SUSAN GRIFFIN		175.00

HILLYARD, INC	Janitorial Supplies	12307	09/14/2011	
			09/14/2011	
P.O. BOX 874338	531		09/14/2011	
KANSAS CITY	BOA	45501	09/14/2011	0.00
MO 64187-4338	6866385			221.61

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	221.61	0.00

Check No.	45501	Total:	221.61
Total for	HILLYARD, INC		221.61

HORIZON	Field Supplies	12316	09/14/2011	
			09/14/2011	
P.O. BOX 52758	0289		09/14/2011	
PHOENIX	BOA	45502	09/14/2011	0.00
AZ 85072-2758	1N060511 & 1N059276			197.15

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	197.15	0.00

Check No.	45502	Total:	197.15
Total for	HORIZON		197.15

INTERSTATE TRAFFIC CNTRL	Signage for C-1 Trail	12362	09/14/2011	
			09/14/2011	
1700 INDUSTRIAL ROAD, STE B	564		09/14/2011	
SAN CARLOS	BOA	45503	09/14/2011	0.00
CA 94070	136849			402.04

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	402.04	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 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

Check No.	45503	Total:	402.04
Total for	INTERSTATE TRAFFIC CNTRL		402.04

LONHYN JASINSKYJ	Reissue Deposit Refund (Orig #44295 MIA)	12341	09/14/2011	
PICKUP AT COUNTER	534		09/14/2011	
	BOA	45504	09/14/2011	0.00
				293.90

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	293.90	0.00

Check No.	45504	Total:	293.90
Total for	LONHYN JASINSKYJ		293.90

JORGENSON SIEGEL MCCLURE & FLEGEL	Review of ATT Contract	12330	09/14/2011	
1100 ALMA STREET	0089		09/14/2011	
MENLO PARK	BOA	45505	09/14/2011	0.00
CA 94025	39248			1,375.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4186	Attorney - Charges to Appls	1,375.00	0.00

Check No.	45505	Total:	1,375.00
Total for	JORGENSON SIEGEL MCCLURE &		1,375.00

DIANA KOIN	Litter Deposit Refund	12321	09/14/2011	
4660 ALPINE ROAD	638		09/14/2011	
PORTOLA VALLEY	BOA	45506	09/14/2011	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.	45506	Total:	100.00
Total for	DIANA KOIN		100.00

RENE LACERTE	Litter Deposit Refund	12323	09/14/2011	
35 ANTONIO COURT	647		09/14/2011	
PORTOLA VALLEY	BOA	45507	09/14/2011	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.	45507	Total:	100.00
Total for	RENE LACERTE		100.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 2011

Date: 09/08/2011

Time: 10:36 am

Page: 8

TOWN OF PORTOLA VALLEY

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

LAUREN E LEE	Sustainability Inter 8/16-8/26	12333	09/14/2011	
			09/14/2011	
2089 QUEENS LANE	0354		09/14/2011	
SAN MATEO	BOA	45508	09/14/2011	0.00
CA 94402	6			630.00

GL Number	Description	Invoice Amount	Amount Relieved
08-64-4335	Sustainability	630.00	0.00

Check No.	45508	Total:	630.00
Total for	LAUREN E LEE		630.00

TERRI LUCHSINGER	Deposit Refund	12303	09/14/2011	
			09/14/2011	
35 PALMER LANE	606		09/14/2011	
PORTOLA VALLEY	BOA	45509	09/14/2011	0.00
CA 94028				263.65

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	263.65	0.00

Check No.	45509	Total:	263.65
Total for	TERRI LUCHSINGER		263.65

JANET MCDOUGALL	Mileage Reimbursement	12342	09/14/2011	
			09/14/2011	
120 CROYDON WAY	769		09/14/2011	
WOODSIDE	BOA	45510	09/14/2011	0.00
CA 94062				25.34

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	25.34	0.00

Check No.	45510	Total:	25.34
Total for	JANET MCDOUGALL		25.34

LUCY MILLS	Deposit Refund	12343	09/14/2011	
			09/14/2011	
20 TORO COURT	0217		09/14/2011	
PORTOLA VALLEY	BOA	45511	09/14/2011	0.00
CA 94028				1,667.10

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,667.10	0.00

Check No.	45511	Total:	1,667.10
Total for	LUCY MILLS		1,667.10

NOLTE ASSOCIATES INC.	Applicant Charges	12344	09/14/2011	
			09/14/2011	
P.O. BOX 93243	0104		09/14/2011	
LAS VEGAS	BOA	45512	09/14/2011	0.00
NV 89193-3243	11080086/11080236			1,782.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,782.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 2011

Date: 09/08/2011

Time: 10:36 am

Page: 9

TOWN OF PORTOLA VALLEY

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

Check No.	45512	Total:	1,782.00
Total for	NOLTE ASSOCIATES INC.		1,782.00

O'GRADY PAVING, INC.	C-1 Trail Construction	12365	09/14/2011	
	August Progress Payment		09/14/2011	
2513 WYANDOTTE STREET	920		09/14/2011	
MOUNTAIN VIEW	BOA	45513	09/14/2011	0.00
CA 94043	11531			241,062.75

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	241,062.75	0.00

Check No.	45513	Total:	241,062.75
Total for	O'GRADY PAVING, INC.		241,062.75

PACIFIC GEOTECHNICAL ENG'G	C-1 Trail Inspections	12363	09/14/2011	
	July 2011		09/14/2011	
16055-D CAPUTO DRIVE	737		09/14/2011	
MORGAN HILL	BOA	45514	09/14/2011	0.00
CA 95037	123724,725			5,094.75

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	5,094.75	0.00

Check No.	45514	Total:	5,094.75
Total for	PACIFIC GEOTECHNICAL ENG'G		5,094.75

PERS HEALTH	September Health Premium	12334	09/14/2011	
			09/14/2011	
VIA EFT	0108		09/14/2011	
	BOA	45515	09/14/2011	0.00
				14,639.97

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	14,639.97	0.00

Check No.	45515	Total:	14,639.97
Total for	PERS HEALTH		14,639.97

MEIKE PETRY	Deposit Refund	12302	09/14/2011	
			09/14/2011	
147 GOYA ROAD	540		09/14/2011	
PORTOLA VALLEY	BOA	45516	09/14/2011	0.00
CA 94028				2,497.61

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,497.61	0.00

Check No.	45516	Total:	2,497.61
Total for	MEIKE PETRY		2,497.61

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 2011

Date: 09/08/2011

Time: 10:36 am

Page: 10

TOWN OF PORTOLA VALLEY

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

PG&E	August Statements	12317	09/14/2011	
			09/14/2011	
BOX 997300	0109		09/14/2011	
SACRAMENTO	BOA	45517	09/14/2011	0.00
CA 95899-7300				245.27

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	245.27	0.00

Check No.	45517	Total:	245.27
Total for	PG&E		245.27

PORTOLA VALLEY HARDWARE	August Statement	12331	09/14/2011	
			09/14/2011	
112 PORTOLA VALLEY ROAD	0114		09/14/2011	
PORTOLA VALLEY	BOA	45518	09/14/2011	0.00
CA 94028				581.09

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	404.91	0.00
05-66-4340	Building Maint Equip & Supp	93.00	0.00
08-64-4335	Sustainability	83.18	0.00

Check No.	45518	Total:	581.09
Total for	PORTOLA VALLEY HARDWARE		581.09

ANDREW RACHLEFF	C&D Refund	12345	09/14/2011	
			09/14/2011	
1125 WESTRIDGE DRIVE	0224		09/14/2011	
PORTOLA VALLEY	BOA	45519	09/14/2011	0.00
CA 94028				10,000.00

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

Check No.	45519	Total:	10,000.00
Total for	ANDREW RACHLEFF		10,000.00

SABRO COMMUNICATIONS INC	IT Room Cable Routing	12346	09/14/2011	
			09/14/2011	
1965 O'TOOLE WAY	03601		09/14/2011	
SAN JOSE	BOA	45520	09/14/2011	0.00
CA 95131	1592-RC			486.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	486.00	0.00

Check No.	45520	Total:	486.00
Total for	SABRO COMMUNICATIONS INC		486.00

SAN MATEO SHERIFF	2011/12 HazMat Services	12347	09/14/2011	
OFFICE OF EMERGENCY SERVICES			09/14/2011	
400 COUNTY CENTER	0119		09/14/2011	
REDWOOD CITY	BOA	45521	09/14/2011	0.00
CA 94063-0978	3364			13,394.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 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
State/Province Zip/Postal	Invoice Number		Discount Amount
			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4286	Emergency Services Council JPA	13,394.00	0.00
		Check No. 45521	Total: 13,394.00
		Total for SAN MATEO SHERIFF	13,394.00

JEFF SANFORD	Music for 8/18/11 Concert	12348	09/14/2011
422 CREST DRIVE	1350		09/14/2011
EMERALD HILLS	BOA	45522	09/14/2011
CA 94062			0.00
GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	550.00	0.00
		Check No. 45522	Total: 550.00
		Total for JEFF SANFORD	550.00

SIGNATURE ROOFING	C&D Refund, 455 Golden Oak	12349	09/14/2011
1141 OLD COUNTY ROAD	595		09/14/2011
BELMONT	BOA	45523	09/14/2011
CA 94002			0.00
GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00
		Check No. 45523	Total: 1,000.00
		Total for SIGNATURE ROOFING	1,000.00

SIMPSON ROOFING	C&D Refund, 315 W'brook	12350	09/14/2011
104 EXETER	583		09/14/2011
SAN CARLOS	BOA	45524	09/14/2011
CA 94070			0.00
GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00
		Check No. 45524	Total: 1,000.00
		Total for SIMPSON ROOFING	1,000.00

SOUTH BAY GLASS	Business License Refund	12351	09/14/2011
43 WASHINGTON STREET	575		09/14/2011
SANTA CLARA	BOA	45525	09/14/2011
CA 95050			0.00
GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	100.00	0.00
		Check No. 45525	Total: 100.00
		Total for SOUTH BAY GLASS	100.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 2011

Date: 09/08/2011

Time: 10:36 am

Page: 12

TOWN OF PORTOLA VALLEY

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

SPANGLE & ASSOCIATES	August Statement	12324	09/14/2011	
			09/14/2011	
770 MENLO AVENUE	0121		09/14/2011	
MENLO PARK	BOA	45526	09/14/2011	0.00
CA 94025-4736				36,090.40

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	4,730.40	0.00
96-54-4198	Planner - Charges to Appls	24,269.00	0.00

SPANGLE & ASSOCIATES	Final Billing, 2010-11	12352	09/14/2011	
			09/14/2011	
770 MENLO AVENUE	0121		09/14/2011	
MENLO PARK	BOA	45526	09/14/2011	0.00
CA 94025-4736				1,137.10

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	1,137.10	0.00

Check No.	45526	Total:	37,227.50
Total for	SPANGLE & ASSOCIATES		37,227.50

HAZEL STABINSKY	Litter Deposit Refund	12322	09/14/2011	
			09/14/2011	
725 DARTMOUTH AVE.	707		09/14/2011	
SAN CARLOS	BOA	45527	09/14/2011	0.00
CA 94070				100.00

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

Check No.	45527	Total:	100.00
Total for	HAZEL STABINSKY		100.00

STAPLES	July Office Supplies	12335	09/14/2011	
			09/14/2011	
STAPLES CREDIT PLAN	430		09/14/2011	
DES MOINES	BOA	45528	09/14/2011	0.00
IA 50368-9020				530.35

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	530.35	0.00

Check No.	45528	Total:	530.35
Total for	STAPLES		530.35

STATE COMP INSURANCE FUND	August Premium	12311	09/14/2011	
			09/14/2011	
PO BOX 7980	0122		09/14/2011	
SAN FRANCISCO	BOA	45529	09/14/2011	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

Check No.	45529	Total:	2,547.42
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 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

Total for STATE COMP INSURANCE FUND 2,547.42

BRAD STROH	Deposit Refund	12358	09/14/2011	
			09/14/2011	
25 SADDLEBACK	578		09/14/2011	
PORTOLA VALLEY	BOA	45530	09/14/2011	0.00
CA 94028				461.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	461.20	0.00

Check No. 45530 Total: 461.20

Total for BRAD STROH 461.20

MICHAEL SWEENEY	Deposit Refund	12306	09/14/2011	
			09/14/2011	
301 MISSION STREET #21C	582		09/14/2011	
SAN FRANCISCO	BOA	45531	09/14/2011	0.00
CA 94105				4,758.02

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	4,758.02	0.00

Check No. 45531 Total: 4,758.02

Total for MICHAEL SWEENEY 4,758.02

SHELLY SWEENEY	Summer Instructor Fee	12353	09/14/2011	
			09/14/2011	
285 GRANDVIEW DRIVE	407		09/14/2011	
WOODSIDE	BOA	45455	09/14/2011	0.00
CA 94062				2,304.00

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

Check No. 45455 Total: 2,304.00

Total for SHELLY SWEENEY 2,304.00

SYMANTEC SMB RENEWALS	Backup Server Renewal Support	12354	09/14/2011	
		5962	09/14/2011	
P.O. BOX 202475	2007		09/14/2011	
DALLAS	BOA	45532	09/14/2011	0.00
TX 75320-2475	SYM840047			1,028.83

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	1,028.83	0.00

Check No. 45532 Total: 1,028.83

Total for SYMANTEC SMB RENEWALS 1,028.83

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 2011

Date: 09/08/2011

Time: 10:36 am

Page: 14

TOWN OF PORTOLA VALLEY

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

THERMAL MECHANICAL, INC	Maint to Library Unit	12364	09/14/2011	
			09/14/2011	
425 ALDO AVENUE	955		09/14/2011	
SANTA CLARA	BOA	45533	09/14/2011	0.00
CA 95054	AC-49465			578.11

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	578.11	0.00

Check No.	45533	Total:	578.11
Total for	THERMAL MECHANICAL, INC		578.11

TOTLCOM, INC.	Labor for remote programming	12318	09/14/2011	
			09/14/2011	
65 HANGAR WAY	349		09/14/2011	
WATSONVILLE	BOA	45534	09/14/2011	0.00
CA 95076	203777			75.00

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

Check No.	45534	Total:	75.00
Total for	TOTLCOM, INC.		75.00

TURF & INDUSTRIAL EQUIPMENT CO	Mower Blade	12355	09/14/2011	
			09/14/2011	
2715 LAFAYETTE STREET	513		09/14/2011	
SANTA CLARA	BOA	45535	09/14/2011	0.00
CA 95050	IV91773			82.29

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	82.29	0.00

Check No.	45535	Total:	82.29
Total for	TURF & INDUSTRIAL EQUIPMENT		82.29

U.S. BANCORP EQUIPMENT FIN INC	Sept Copier Lease	12356	09/14/2011	
			09/14/2011	
P.O. BOX 790448	472		09/14/2011	
ST. LOUIS	BOA	45536	09/14/2011	0.00
MO 63179-0448	185247889			420.81

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

Check No.	45536	Total:	420.81
Total for	U.S. BANCORP EQUIPMENT FIN IN		420.81

VERIZON WIRELESS	August Statement	12366	09/14/2011	
			09/14/2011	
P.O. BOX 9622	0131		09/14/2011	
MISSION HILLS	BOA	45537	09/14/2011	0.00
CA 91346-9622				587.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	320.70	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 14, 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

05-64-4318	Telephones	266.68	0.00	
		Check No. 45537	Total:	587.38
		Total for	VERIZON WIRELESS	587.38

VISION INTERNET PROVIDERS INC	August Site Hosting	12319	09/14/2011	
P.O. BOX 251588	827		09/14/2011	
LOS ANGELES	BOA	45538	09/14/2011	0.00
CA 90025	20543			200.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4311	Internet Service & Web Hosting	200.00	0.00	
		Check No. 45538	Total:	200.00
		Total for	VISION INTERNET PROVIDERS IN	200.00

WESTERN ROOFING	C&D Refund, 121 Cima	12357	09/14/2011	
2525 MERCED STREET	953		09/14/2011	
SAN LEANDRO	BOA	45539	09/14/2011	0.00
CA 94577				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	1,000.00	0.00	
		Check No. 45539	Total:	1,000.00
		Total for	WESTERN ROOFING	1,000.00

MARK WIELAND	Deposit Refund	12300	09/14/2011	
171 DEGAS ROAD	570		09/14/2011	
PORTOLA VALLEY	BOA	45540	09/14/2011	0.00
CA 94028				446.25

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	446.25	0.00	
		Check No. 45540	Total:	446.25
		Total for	MARK WIELAND	446.25

Total Invoices: 66	Grand Total:	401,097.81
	Less Credit Memos:	0.00
	Net Total:	401,097.81
	Less Hand Check Total:	2,304.00
	Outstanding Invoice Total:	398,793.81

Warrant Disbursement Journal
 September 14, 2011

Claims totalling \$401,097.81 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: Sharon Hanlon, Town Clerk

DATE: September 14, 2011

RE: 2010 / 2011 Grand Jury Reports and Responses

RECOMMENDATION:

It is recommended that the Town Council review and authorize Mayor Driscoll to send the attached letters of response to Honorable Joseph E. Bergeron, Judge of the Superior Court, regarding the recent Civil Grand Jury Reports on **Running on Empty?**

BACKGROUND:

Each year the County's Civil Grand Jury continues its historic role of providing oversight of the operations of local governments, school districts and special districts.

This year, the Grand Jury examined eleven issues, with reports regarding four of these issues having been forwarded to the Town for response within 90 days. A response letter for one of the four reports received by the Town is addressed in this memo.

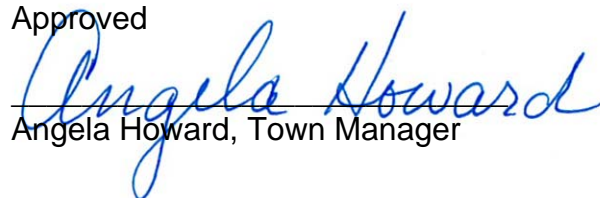
Received report:

Running on Empty?

The Town already had in practice or has now implemented the suggested findings.

The Town Attorney's office has prepared the attached draft letter for the Mayor's signature in response to the Grand Jury's findings.

Approved


Angela Howard, Town Manager

Attachments:

Letter of response.

Exhibit A – Grand Jury Report – Running on Empty?

September 14, 2011

Honorable Joseph E. Bergeron
Judge of the Superior Court
Hall of Justice
400 County Center
Redwood City, CA 94063-1655

**Re: Response to 2010–2011 Grand Jury Report
Running on Empty?**

Dear Honorable Bergeron:

The Town Council for the Town of Portola Valley (“Town”) has reviewed the recommendations in the 2010–2011 Grand Jury Report that affect the Town and approved the following responses at the public meeting on September 14, 2011:

Running on Empty?

Recommendation No. A.1

By July 1, 2012, either revise the existing or implement a new policy for specific levels of reserves using language consistent with the new GASB Statement 54 hierarchy.

- a. Establish in the policy the required level of General Fund Balance for classifications that are spendable within the complete control of the government’s local decision making authority.
- b. Require in the policy development of specific plans to restore the required level of reserves in the event they fall below that level.
- c. Include the policy in the annual CAFR and budget documents.

Response No. A.1

The Town agrees with this finding. The recommendation has been implemented. At its July 27, 2011 meeting, the Town Council adopted a Minimum Fund Balance Policy for the General Fund, using language consistent with the new GASB Statement 54 hierarchy. Per the new policy, the Town will maintain a minimum of 60% of its annual budgeted operating expenditures within its unreserved and spendable general fund balance. Compliance with this policy will be noted annually in the Town’s annual financial statements.

Honorable Joseph E. Bergeron
Page 2

Recommendation No. A.2

By July 1, 2012, direct the City/County Managers to direct their Finance Directors to collaboratively develop a standard "scorecard" that shows how the City/County is doing with respect to key measures of fiscal health and make this available on City/County websites. Update it at least semi-annually or when major changes occur.

Response No. A.2

The Town agrees with this finding. The recommendation has been implemented. The Town's current Financial Summary is a report that is presented to the Council monthly via the Digest, which is a weekly compilation of documents. This Financial Summary will be amended to include 1) the current month's compliance with the 60% minimum general fund balance, and 2) the Town's current Running Liquidity metric. In addition to being presented in the Digest, this monthly Financial Summary will also now be uploaded to the Town's website at its new "Town Finance" page.

Recommendation No. A.3

By July 1, 2012, direct their City/County Managers to formally evaluate the value of a clearly defined Running Liquidity metric as an additional measure of the City/County's fiscal health with specific target minimums, and make a specific recommendation back to the City Council or Board of Supervisors for action.

Response No. A.3

The Town agrees with this finding. The recommendation has been implemented. The Town already has a Running Liquidity metric.

Recommendation No. B.1

Post FY 2010 CAFRs and or other FY 2010 audited financial statements to public websites by September 1, 2011. Implement systems/processes to enable a more timely posting of CAFRs and/or other audited financial statements within six months after the end of the fiscal year.

Response No. B.1

The Town agrees with this finding. The recommendation has been implemented. Historically this item not been presented on the Town's website because it has typically not been requested for review by the public. With the findings and recommendation of the Grand Jury, however, the Town has since made available the Financial Statements for the prior three years at a new "Town Finance" page and will continue to do so going forward.

Recommendation No. C.1

Provide citizens with timely and comprehensive information regarding the financial condition of their City and County by providing a minimum of three years of approved budgets and CAFRS on their website and through other communications.

Response No. C.1

The Town agrees with this finding. The recommendation has been implemented. The Town has made its current adopted budget available via its website for many years. With the findings and recommendation of the Grand Jury, the Town has included the current and two prior years' budgets at its new Town Finance page. In the future, this

Honorable Joseph E. Bergeron
Page 3

webpage will host three years of adopted budgets and financial statements. In addition to the Town's website, an informational postcard is mailed to each resident in July with a summary of the current year's adopted budget.

The Town thanks the Grand Jury for bringing this complex issue to our attention in an informative and thorough manner. Please let me know if you require additional information.

Sincerely,

Ted Driscoll
Mayor

cc: Town Council
Town Manager
Town Attorney



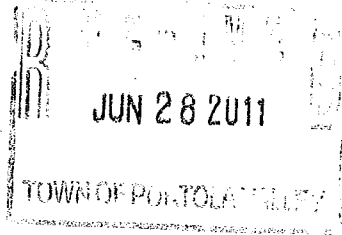
Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

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

June 27, 2011

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



Re: Running on Empty

Dear Councilmembers:

The 2010-2011 Grand Jury filed a report on June 27, 2011 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Joseph E. Bergeron. Your agency's response is due no later than September 26, 2011. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

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

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

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

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

Please submit your responses in all of the following ways:

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

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

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

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

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

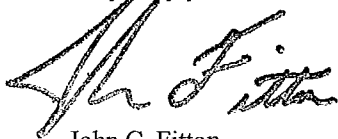
3. Responses to be placed with the clerk of your agency.

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

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

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Deputy County Counsel, at (650) 363-4761.

Very truly yours,



John C. Fitton
Court Executive Officer

JCF:ck
Enclosure

cc: Hon. Joseph E. Bergeron
Paul Okada

Information Copy: Town Manager



Running on Empty?

Aggi Y'p6 UW[fci bX'p:]bX]b[g'p7 cbWi g]cbg'pF YWta a YbXU]cbg'pF YgdcbgYg'p5 HtUW a Ybhtg

Issue

To what extent have San Mateo County and the cities relied on their reserves to get through the recession and how are they positioned for the future? Have they deferred expenditures, such as annual retiree health care payments, that will result in even higher future costs? How easy is it for interested citizens to determine the answers to such questions from publicly available information?

Summary

San Mateo County and its cities have managed through the recession with aggressive cost cutting to align with revenues, and most have avoided significantly drawing down their reserves over the past three years. They were not “running on empty” as of the end of fiscal year 2010. At that time, all cities and the County still had Unreserved General Fund Balances above the minimum levels recommended by the Government Accounting Standards Board (GASB) and by their own policies, where they exist. All cities and the County are current with their Annual Required Contributions (ARC) for retiree pensions, but some are not making their full ARC payments for Other Post Employment Benefits (OPEB), specifically for retiree health care benefits, and are accruing associated liabilities. It is important to emphasize that their current status with respect to annual payments for these retiree benefits is separate and distinct from their ability to deal with the escalating costs of retiree benefits in the future, and the health of the trusts themselves, issues beyond the scope of this investigation.

The complexities of government accounting make it very difficult for interested citizens to assess levels of reserves or other aspects of fiscal health on their own. In addition, significant differences in how much information cities make available to the public, the way they present it, and the timeliness of its availability vary greatly by city. The Grand Jury recommends all cities establish new or revised reserve policies for improved clarity in alignment with new Government Accounting Standards and develop fiscal health “scorecards” to simply communicate city/County fiscal health to interested citizens. The Grand Jury also recommends specifically identified cities improve the amount and timeliness of financial information posted to their websites and explain why they are not making their full annual OPEB retiree health care payments.

Background

The recent recession presented significant budget and operational challenges to our County and city governments. In many areas, house prices and property values declined, slowing real estate transactions and receipt of associated property and transfer taxes. Unemployment rose, businesses closed and credit tightened, affecting retail sales and sales tax revenues. Employee pensions, health care and other costs rose unabated during this period. Local governments

were forced to make tough decisions on how to balance their budgets and correct structural imbalances. The recession was long and deep, with a slow recovery still in progress.

Local news reports highlighted significant cutbacks in and outsourcing of services, department consolidations across cities, city worker layoffs and salary reductions, and other attempts to deal with financial challenges facing individual cities. The County and cities were in different starting positions based on their individual financial circumstances and strength going into this recession. Therefore, each had different options available to manage through it, such as cutting expenses via job reductions and service cuts in line with anticipated and actual revenues, and/or drawing down reserves to levels consistent with city policies, recommended Governmental Accounting Standards Board (GASB) standards, and their respective planning assumptions about the future.

The 2011 San Mateo County Civil Grand Jury (Grand Jury) was interested in understanding how cities coped with the recession and how they are positioned for the future. Are they now “running on empty”, meaning have they exhausted all or most of their reserve funds, or have they maintained sufficient reserves to be on reasonably solid footing for challenges ahead? Are they meeting their pension and retiree health care obligations? Attempting to answer these questions would provide the answer to another key question: how easy is it for interested citizens to determine the fiscal health of their cities and County from readily available public information?

Investigation

The Grand Jury explored the following areas:

- **Availability of information** – What information is available on city and County websites for citizens interested in assessing their city’s and County’s fiscal state and performance and how they may have changed over time?
- **Reserves as an indicator of fiscal health** – What are “reserves? Are there different types of reserves and requirements related to them? Which should the Grand Jury look at to understand the nature and impact of decisions made as a result of the recession? Are there related metrics that need to be looked at in parallel for a more complete understanding?
- **Applicable Policies and Standards** – What policies and standards exist with respect to levels and use of reserves for each city and the County? Have cities and the County complied with their policies and standards during this period, and can the Grand Jury see a difference in management response and fiscal health between cities that have reserve policies vs. those that don’t?
- **Data Evaluation** – Is it feasible to compare cities’ and the County’s data for the same level of reserves or other financial metric and draw conclusions of relative health, or are circumstances so different or unique to each city to make that impractical?

This report was compiled from numerous sources:

- The primary documents (applicable sections, management discussions, financial statements and explanatory notes) reviewed were city and County Comprehensive Annual Financial Reports (CAFRs). These are standard reports prepared following the guidelines recommended by the Government Finance Officers Association of the United States and Canada (GFOA), and the standards adopted by the Governmental Accounting Standards Board (GASB).
- Responses to a written questionnaire sent to all city Finance Directors or their counterparts, requesting data not available or not found on the public websites, including existence (or not) of governing ordinances and policies and forward-looking data (forecasts). Note: This questionnaire did not go the County because the information sought was clearly delineated in its annual CAFRs.
- Interviews conducted with two current city Finance Directors, a former senior County official knowledgeable of County finances and Governmental Accounting Standards, and two principals of one of the leading independent auditing firms responsible for a significant number of 2010 and past CAFRs of San Mateo County cities. The primary purpose of the interviews was to determine where there was reasonable consensus on key metrics for evaluating a city's or County's fiscal health, and to understand where those data could be obtained and/or how they could be calculated.
- Other public documents found on city and County websites, including Approved Annual Budgets (Budgets) and other financial reports.
- Official publications such as GASB 34 and GASB 54 were used to research and understand applicable government accounting standards and published recommendations with respect to reserves.

Note: Data used to compile this report was provided to City/County Finance officials for verification, with requests for publicly available document and page number references to enable confirmation. Any errors identified were corrected. In some cases, responses included questions or concerns about the applicability of a specific data element or method of calculation, either generically or to a city's specific circumstances. Those comments were considered and, where appropriate, specifically addressed or noted without attribution in this report.

One special case involved the city of Brisbane. Brisbane has a limited amount of financial data on its website. (See details in Section A. below). The Grand Jury therefore relied on statistical trend data in the city's 2009 CAFR, the only one available on line, for its analysis. As for other cities and the County, those data were sent to a city finance official for verification before report completion. Unlike for other cities, however, there were significant differences in Unreserved General Fund Balances for all years in the "corrected" data returned.

Follow-up communications led to the explanation that certain Internal Service Funds, specifically the “Rainy Day Fund” and the “Fringe Benefits Fund” have unrestricted net assets that the city considers to be part of its General Fund Unrestricted General fund Balance, even though it hasn’t reported them there. The history and rationale for these funds was provided. It was also noted that their Auditors in 2010 required the city to combine the Rainy Day Fund with the General Fund. The city’s 2010 CAFR is still not available on the city’s website to review.

Incorporating the changes provided would have impacted all charts and tables that depend on UGFB in this report. Given the fact that the documents needed to confirm the “corrections” are not available on the city’s website, as well as a concern for accepting information that is not reported in the same standard source used for the data for all other cities and the County (The Balance Sheet for Governmental Funds), the Grand Jury decided to not change the charts and text to accommodate the Brisbane revisions.

The effect of this is that Brisbane may choose to recalculate its results and positioning in the various charts and tables using its method of determining reserves and make those available to its elected officials and citizens. The Grand Jury believes all funds considered as General Fund Reserves should be reported as General Fund Reserves in the financial statements intended for that purpose.

Discussion

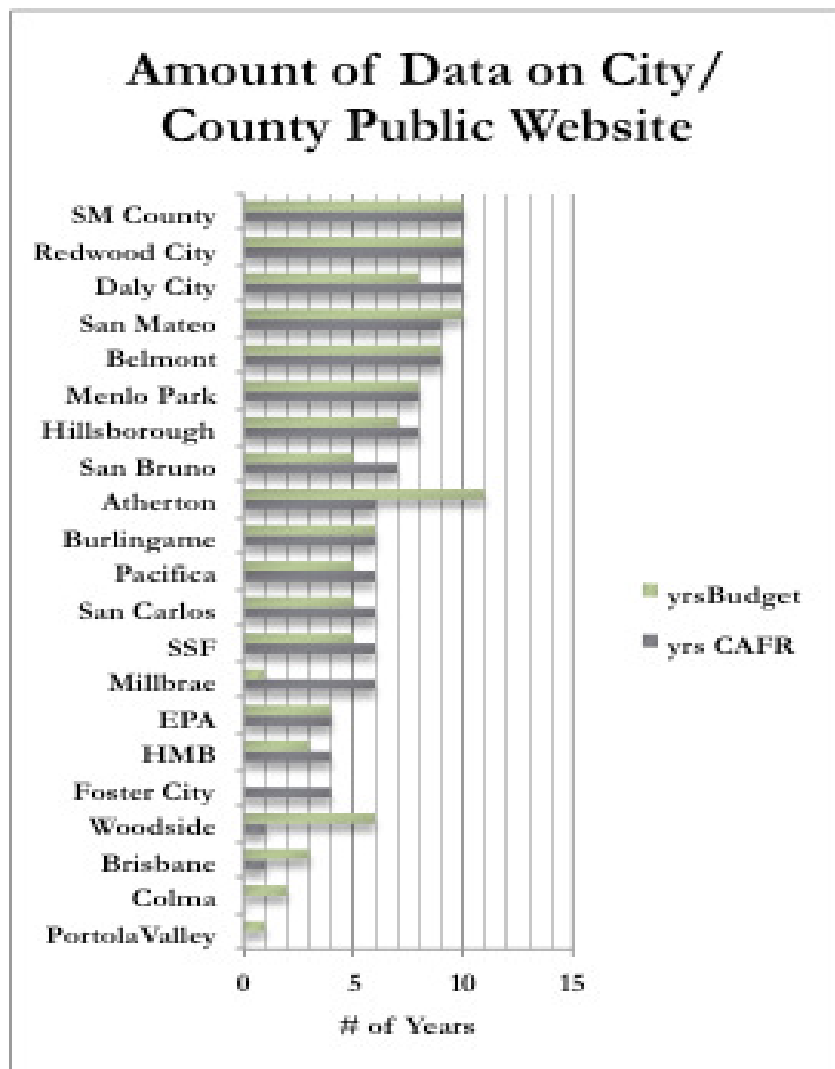
A. Availability of Information

There are significant differences in the amount of information governmental entities choose to make conveniently available to interested citizens. The Grand Jury focused on two specific documents, the CAFRs and the Budgets, as those were most relevant for this investigation.

Chart 1 below shows the documents posted to city and County websites on March 10, 2011, Results ranged from a minimum of the current year’s budget (Portola Valley) to the last ten years of both CAFRS and Approved Budgets (San Mateo County and Redwood City). Brisbane, Colma, Pacifica¹, and Portola Valley still had not posted 2010 CAFRs or equivalent audited year-end reports as of that date. As a result, their 2010 data is not included in the provided tables or analysis.

¹ Pacifica posted its 2010 CAFR sometime between 4/14/11 and 5/10/11, too late for all of its data to be included in this investigation report.

Chart 1



Six cities (Foster City, Millbrae, Woodside, Brisbane, Colma, and Portola Valley) currently provide fewer than the last three years of both the Budget and the CAFR documents.

B. Reserves as an Indicator of Fiscal Health

Based on research and interviews, the Grand Jury selected a set of financial metrics for analysis that were most often recommended as relevant for our purposes. Each of the metrics used is described below with a corresponding rationale.

Unreserved General Fund Balance (UGFB) – The *General Fund* is the primary operating fund for the County and its cities. It is one of the *Governmental Funds*, which are that set of funds linked to governmental activities principally financed by taxes and intergovernmental revenues. This contrasts with *Proprietary Funds*, which are linked to business activities primarily financed though user fees and charges, such as for water and sanitation services.

The General Fund has a Fund Balance, which represents the difference between the General Fund's Assets and Liabilities. One value of the General Fund Balance is its use in assessing the ability of the city or County to meet its current obligations and /or its need for near term financing. This General Fund Balance is commonly referred to as "Reserves" and Reserves are designed to protect against the need to raise taxes or reduce services due to temporary revenue shortfalls or unplanned one-time expenditures. The General Fund Balance, and more specifically the unreserved portion of the General Fund Balance, was the appropriate metric for this investigation because "The function of *reserved fund balance* is simply to isolate the portion of fund balance that is *not available for the following period's budget, so that unreserved fund balance* can serve as a measure of current available resources."² The Grand Jury was primarily interested in assessing utilization of available resources to meet budget needs over a specific period of time.

Further explanation of reserved and unreserved fund balance may be helpful.

- **Reserved** General Fund Balance is not available for discretionary spending to meet the operational needs of the government in any given year. There are two primary reasons for a Reserved categorization:
 - Those funds are subjected to legal restrictions ("restricted net assets") on spending narrower than the purpose of the fund. Examples include Measure A or gas tax funds.
 - Those funds are not available for spending, e.g. long-term loans receivables.
- **Unreserved** General Fund Balance is available for current appropriation and spending as needed. Cities typically break down their Unreserved General Fund Balance into designated and undesignated portions.
 - *Designated* funds reflect an *intent* to use those funds for the stated purpose (e.g., a capital project for a new park or playground). However, unlike for restricted assets, there is no legal obligation or mandate for them to do so. These funds may be reallocated as city priorities change. This reevaluation and reassignment, if any, occurs with the approval of City Council, usually as part of the annual budgeting process.
 - *Undesignated* funds are those funds not designated for any specific purpose and available for spending without any constraints.

GASB determined that clearer fund balance classifications were warranted and issued new standards as part of GASB Statement 54 in February 2009.³ They are required to be used for all applicable financial statements for periods beginning after June 30, 2010, although earlier adoption was encouraged. These new classifications "comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the

² Governmental Accounting, Auditing, and Financial Reporting Using the GASB 34 Model, GFOA Publication by Stephen J. Gauthier, p50

³ GASB Summary of Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions (Issued 02/09)*, <http://www.gasb.org/st/summary/gstsm54.html> (Also, see Attachment 3)

resources reported in governmental funds.” At the highest level, this new hierarchy differentiates amounts that are *spendable* vs. *nonspendable* (such as inventories). Subcategories defined include *restricted*, *committed*, *assigned* and *unassigned* funds. See Attachment 3 for GASB definitions.

As no San Mateo County cities implemented GASB 54 standards early (San Mateo County did), the Grand Jury applied the prior GASB 34 terminology listed above and recognized that some cities may consider some of their unrestricted or designated funds as restricted or reserved even when that legally may not be the case.

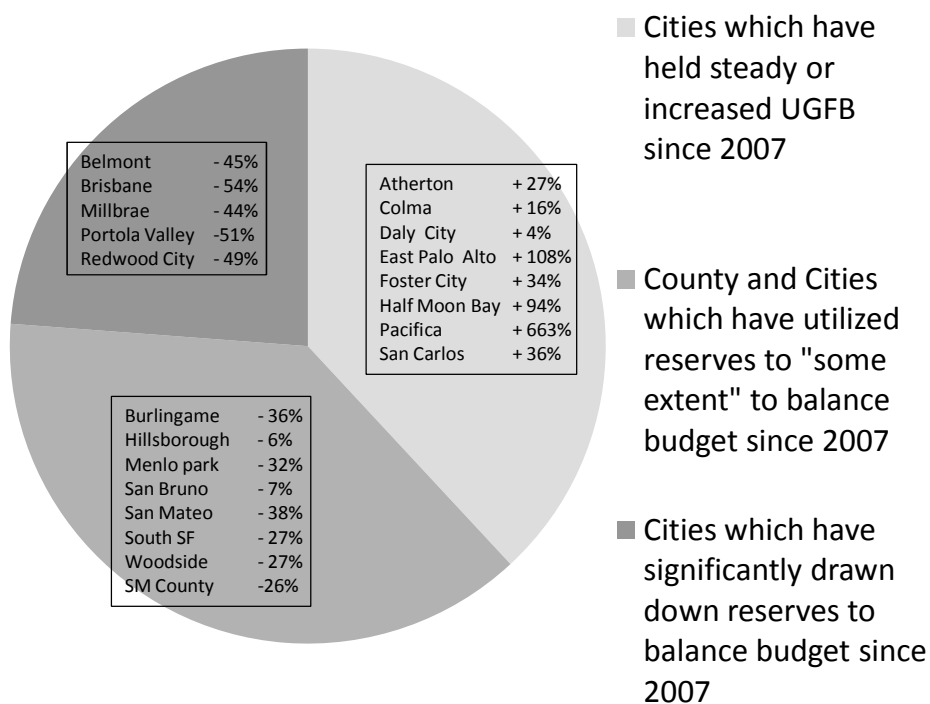
The Grand Jury looked at Unreserved General Fund Balance levels for each city from 2005-2010 for trends. Steadily and significantly declining Unreserved General Fund Balances could suggest these cities or the County were utilizing those reserves to meet short-term operational needs instead of being more aggressive about aligning costs in line with projected revenues.

The Grand Jury then focused on 2007-2010 data to capture trends reflective of actions taken to mitigate the impacts of the recent recession, by illustrating the extent to which the cities and the County opted to draw down reserves. Results are shown in Chart 2 on the next page.

Chart 2

Unreserved General Fund Balance (UGFB)

Cities and County



As shown, even in the very challenging economic environment of the last three years, eight cities still managed to increase their reserves as measured by their Unreserved General Fund Balance. Another seven cities and the County utilized these reserves to some extent (6 to 38 percent) to help deal with short-term needs, while five cities utilized their reserves to a significantly greater extent (44 to 54 percent) in this 2007-2010 period.

It should be acknowledged that the levels of UGFB reported represent those levels at a point in time, that of June 30th of each year. Levels fluctuate throughout the year due to the timing of tax receipts and certain major expenditures. One city noted that its reserves on June 30th can be much higher than at the low points of the fiscal year, and that it specifically designates a portion of fund balance for cash flow in recognition of this timing issue. While accepted as real, it was beyond the scope of this investigation to accommodate such variables for each city and the County. Such explanations can appropriately address any concerns raised by the standard approach taken.

C. Net Change in General Fund Balance (Revenues minus Expenditures including Transfers) - Cities and the County attempt to control costs to match anticipated revenues and budget accordingly. In difficult times in which revenue growth is slowing or declining, cities and the County make decisions to cut costs and services to match revenues or draw down reserves to balance the budget.

This measurement allows for proper recognition of certain expenditures, such as debt payments, that for some cities may be shown on their Financial Statements as Internal Transfers. It should be acknowledged that one-time revenues and expenditures are not excluded in our calculations or in the CAFR Statement referenced. As a result, apparent anomalies seen in the data for any particular year(s) when trended over time, may potentially be due to a significant one-time revenue or expenditure. The fact that this Financial Statement does not identify such one-time events, and that a separate standard audited financial statement that includes only annually recurring revenues and expenditures is not provided, is another indicator of the complexity an interested citizen encounters when trying to assess the fiscal health of a city by its numbers.

The table below illustrates the number of consecutive years through 2010 (or the most recent data available) that individual cities and the County increased or drew down their Total General Fund Balance, including both reserved and unreserved portions. As such, it is a view of operating revenues minus expenditures including all transfers into and out of the General Fund, and therefore an indicator of net operating surpluses or deficits in any given year.

Table 1
Net Change in GFB Year to Year

City	2006	2007	2008	2009	2010
Hillsborough	↑	↑	↑	↑	↑
San Carlos	↓	↑	↑	↑	↑
Colma	↑	↑	↑	↑	na
Millbrae	↑	↑	↓	↓	↑
San Mateo County	↑	↓	↓	↓	↑
San Bruno	↑	↑	↑	↓	↑
Half Moon Bay	↑	↓	↑	↑	↓
Pacifica	↓	↓	↑	↓	na
South San Francisco	↑	↑	↓	↑	↓
East Palo Alto	↓	↑	↑	↑	↓
Belmont	↑	↑	↑	↓	↓
Redwood City	↑	↑	↑	↓	↓
Daly City	↑	↑	↑	↓	↓
San Mateo	↑	↑	↓	↓	↓
Foster City	↑	↑	↓	↓	↓
Menlo Park	↑	↑	↓	↓	↓
Atherton	↑	↑	↓	↓	↓
Burlingame	↓	↑	↓	↓	↓
Portola Valley	↑	↑	↓	↓	↓
Brisbane	↑	↓	↓	↓	na
Woodside	↑	↓	↓	↓	↓
↑	increase to GFB, from previous year				
↓	decrease to GFB, from previous year				
na	data not available				
↑	consecutive increase to GFB, from previous year				
↓	consecutive decrease to GFB, from previous year				

It is noteworthy that while over half the cities (11 of 20) have drawn down their General Fund Balance in the last two or more reported years, three cities (San Carlos, Colma and Hillsborough) have managed to increase it. Fiscal year (FY) 2008-9 was clearly the most challenging, as 15 of 20 cities and the County drew down their GFB that year to balance their budgets.

While examining the number of consecutive years a city or County increased or decreased its UGFB is useful, it is necessary to also evaluate the magnitude of the changes and whether it is widening or narrowing as an indicator of its significance. As noted, there were 11 cities with declining GFB in the most recent two or more consecutive years. Not reflected in the chart is that the magnitude of the decline was greater in 2009-2010 vs. 2008-9 in seven of them: (Belmont, Redwood City, Daly City, Foster City, Menlo Park, Brisbane, and Woodside).

D. Running Liquidity – According to interviews with Certified Public Accountants specializing in governmental audits, this is a useful fiscal measure that does not typically appear in city and County CAFRS and Budgets.

Running Liquidity is the number of days a city or County government could continue to operate normally without additional revenue coming in. A typical way of calculating this is by dividing the “Maximum Unrestricted Liquidity” by the city’s or County’s daily spending rate (its annual General Fund expenditures divided by the 365 days in a year). The result is the number of days of spending this cash will cover, its “Running Liquidity”, as shown in Chart 3. Typically, a Running Liquidity below 90 days would trigger a closer examination of the details of this and other fiscal measures to ensure the city or County’s ability to operate at an acceptably low risk. This additional evaluation was beyond the scope of this investigation.

A modified version of this metric was utilized to enable a standard basis of comparison of cities’ and the County’s relative liquidity.

Maximum Unrestricted Liquidity is typically the sum of two main sources of liquid assets – the Unrestricted Assets in the General Fund Balance and the cash in Internal Service Funds. Internal Service Funds are cost pools that can be “charged to” by the General Fund, such as for fleet management, risk management, and workers compensation costs. Cash can be transferred between Funds, and Internal Service Fund cash may be loaned or transferred to the General Fund to, in effect, supplement its revenues.

For the purposes of this analysis, the Grand Jury used the total of *Unreserved* General Fund Balance and Internal Service Fund Cash as the Maximum Liquidity and divided it by the city’s or County’s daily spending rate (General Fund Expenditures/365).

Every city has unique financial circumstances and there is flexibility available in terms of how the details are managed and reported. This underscores the complexity of attempting to perform comparative analysis and why it makes sense for us to present results rather than interpret them.

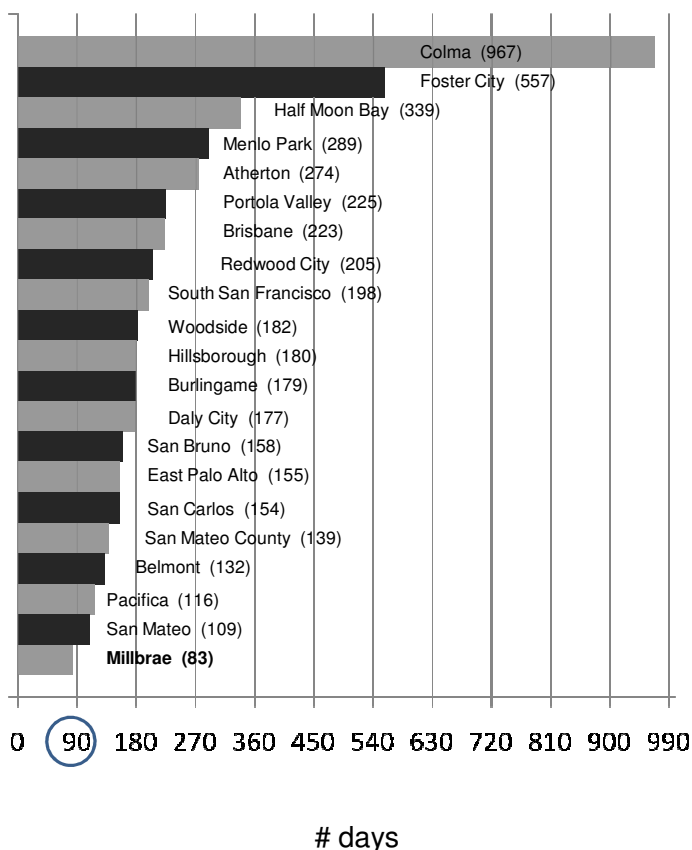
Since neither Maximum Unrestricted Liquidity nor Running Liquidity are calculated or shown in any of the city or County CAFRs examined, reporting standards could not be assessed. The Unreserved General Fund Balance is consistently reported, but there is significant variation in the use of Internal Service Funds. Cities and the County have the legitimate option of setting up Internal Service Funds in numbers and for tracking purposes that work for their particular circumstances. Small cities may have few Internal Service Funds while larger ones may have many (e.g., Hillsborough has one, while Daly City has seven). While the movement of funds between Internal Service Funds and the General Fund is shown in the CAFRs, *it is not trivial to determine with certainty whether all of the cash in the Internal Service Funds is truly available to support operations*. It is accepted that it is not the cities’ or County’s intent to make all of those funds available to the General Fund under normal circumstances; however, that was not the purpose of our assessment. Our purpose was to identify liquid funds that ***could be made available if necessary to support operations***. By using UGFB, the Grand Jury is being conservative since some Reserved Funds may not be legally “restricted” from use and could also be made available in an emergency.

Chart 3

Running Liquidity

(2010 or Most Recent Data Available)

$$\# \text{ days expense coverage} = (\text{Unreserved GFB} + \text{Cash in Internal Service Funds}) / (\text{GF Expenditures}/365)$$



As seen in the chart, Running Liquidity ranged from a high of 967 days (Colma) to a low of 83 days (Millbrae). Millbrae was the only city below the auditor-recommended 90-day threshold for attention. This is not necessarily indicative of a problem, given the unique circumstances of each city. However, since the same formula was used for all cities and the County, this relative position and value should trigger further exploration.

E. Applicable Policies and Standards

GASB 34 states that “The adequacy of *unreserved fund balance* in the general fund should be assessed based on a government’s own specific circumstances”. It recommends minimum levels that should be maintained regardless of organizational size. Those minimum *unreserved general fund* balances are given as either:

- (1) no less than 5-15 percent of regular general fund operating revenues or

(2) no less than one to two months of regular fund operating expenditures.⁴

A summary of city policies, evaluated against GASB 34 recommendations, is provided in Attachment 1. San Mateo County reserve policies are clearly listed on page VI of its 2010 CAFR.

In summary, 14 of the 20 cities (70 percent) and the County have reserves policies approved by elected officials (City Councils or Board of Supervisors, respectively) with respect to the level of reserves required to be maintained in their General Funds. Five of the 14 are compliant with GASB 34 in that the cities' policies specified quantitative limits above the minimum 5 percent.

The Grand Jury went another step and evaluated:

1. Did cities and the County maintain Unreserved General Fund Balance levels consistent with GASB 34 recommendations over the time period from Fiscal Years 2007-2010, whether or not they had policies requiring that?
2. Did cities and the County comply with their own policies with respect to reserves during Fiscal Years 2007-2010, whether or not those policies complied with GASB 34 recommendations?

Note: Significantly, the language of some policies specified quantitative levels of reserves to be maintained, but was not explicit in applying them to just the unreserved portion. This allows for the possibility of the County or cities including, in their "reserves", funds that are legally restricted to their stated purpose and not available to support operations.

As noted previously on page 6, there has been sufficient ambiguity in reserve classification and reporting that GASB issued Statement 54 to attempt to improve clarity and make reporting more consistent.

The results of this assessment are diagrammed in Attachment 2. Results are summarized as follows:

1. All cities and the County maintained levels of Unreserved General Fund Balance consistent with the GASB 34 recommended minimum of 5-15 percent of revenues or one to two months (8.3–16.6 percent) of expenditures during Fiscal Years 2007-2010, except Brisbane (2008 only) and Pacifica (2007 only).
2. All cities complied with their own policies during the Fiscal Years 2007-2010

These results suggest that GASB 34 levels are reasonable and achievable even in challenging economic environments. However, it should be noted that the CPA auditors interviewed stated that, in their opinion, the GASB 34 recommendations were low and, in this environment, UGFB levels twice those levels are appropriate for most cities.

⁴ Governmental Accounting, Auditing, and Financial Reporting Using the GASB 34 Model, GFOA Publication by Stephen J. Gauthier, p51-52

Given this context, a quick and useful way to look at cities' and the County's current situation with respect to reserves follows in Table 2 below

Table 2

**Cities and County Levels of Current (2010 except where noted) UGFB
As % of General Fund Revenues**

0 -15% (upper end of current GASB 34 recommended range)	16 – 29% (between current GASB recommendation and auditor suggested range)	30% or higher (auditor suggested minimum for most cities in current environment)
Belmont	Brisbane ('09)	Atherton
Millbrae	Burlingame	Colma ('09)
San Mateo	Pacifica ('09)	Daly City
	Redwood City	East Palo Alto
	San Bruno	Foster City
	South San Francisco	Half Moon Bay
	San Mateo County	Hillsborough
		Menlo Park
		Portola Valley
		San Carlos
		Woodside
3 total	7 total	11 total

Smaller cities in terms of revenues and expenses tend to maintain higher levels of reserves. This is to be expected because larger cities generally have more diverse economies and revenue sources. Smaller cities are dependent on fewer sources for the bulk of their revenue and are therefore at greater risk in downturns. They therefore benefit from higher levels of Unreserved General Fund Balance as insulation.

F. Retiree Pension and Health Care Payments

This investigation of reserves and the extent of cost cutting to match revenues occurred during a period of heavy media attention to the impact the cost of retiree benefits were having on local government finances. This led the Grand Jury to examine whether or not cities and the County were fulfilling their annual payments to the systems covering these benefits. This is separate and distinct from the much larger issue of the relative financial soundness of these systems and future costs to the cities and County, which were beyond the scope of this investigation. The results of this assessment of annual payments to California Public Employees' Retirement System (CalPERS) and the San Mateo County Employees' Retirement Association (SamCERA) for pensions and of the health care portion of Other Post-Employment Benefits (OPEB) follow separately below.

G. Retirement Pension Benefits (CalPERS and SamCERA)

All 20 cities participate in CalPERS, for funding pension obligations. Actuarial calculations determine an amount each participating city must contribute annually, based on its labor contracts and commitments, its proportional share of the state pool, and actual earned and assumed earn rates on the fund's assets over the next 30 years.

San Mateo County has its own defined pension (and disability and death benefit) plan, (SamCERA). The County Employees' Retirement Law of 1937 (the 1937 Act) established the basic obligations for employers and members to contribute to the pension trust fund. Statutes require participating employers to contribute the actuarially determined amounts necessary to fund the estimated benefits accruing to SamCERA members not otherwise funded by member contributions or investment earnings.

All 20 cities and the County made their annual required contributions to CalPERS and SamCERA respectively between 2006 and 2010. They have met their obligations through the normal budgeting process while maintaining reserves at minimum GASB 34 recommended levels or higher.

What cannot be determined from these examined reports is the magnitude of future annual pension costs, which will vary based on updated actuarial valuations, investment performance, the changing number of city employees participating in the various plans, and new labor agreements with changes in benefits negotiated over time. What is clear, and what has been reported widely, is that pension costs will rise significantly over time and that cities and the County are concerned about the impacts. They are taking steps, some more aggressively than others, to be able to manage those costs for the long term. Those who came out of the recession in positions of relative strength rather than weakness are better able to manage this next transition with reduced impact on services provided to its citizens.

H. Other Post Employment Benefits (OPEB) - Health Care

Until fairly recently, most cities paid for their retiree's contracted health insurance benefits directly as expenses were incurred. The OPEB trust fund, which operates similarly to CalPERS for pensions, came into effect in 2008-9. Most cities joined this pool. As in the case of CalPERS for pensions, cities contribute to a pool and the trust invests the funds. The trust communicates to participating governments the actuarially determined annual payments needed for them to be fully funded. Unlike for pension financing, however, cities are not contractually required to make annual OPEB payments in full.

Some participating cities have chosen to make their annual OPEB payments in full while others have made varying partial contributions. Failure to keep current on OPEB payments puts cities at risk that their accumulated obligation may eventually grow too large for them to be able to "make up" the difference without significantly impacting city services or jobs.

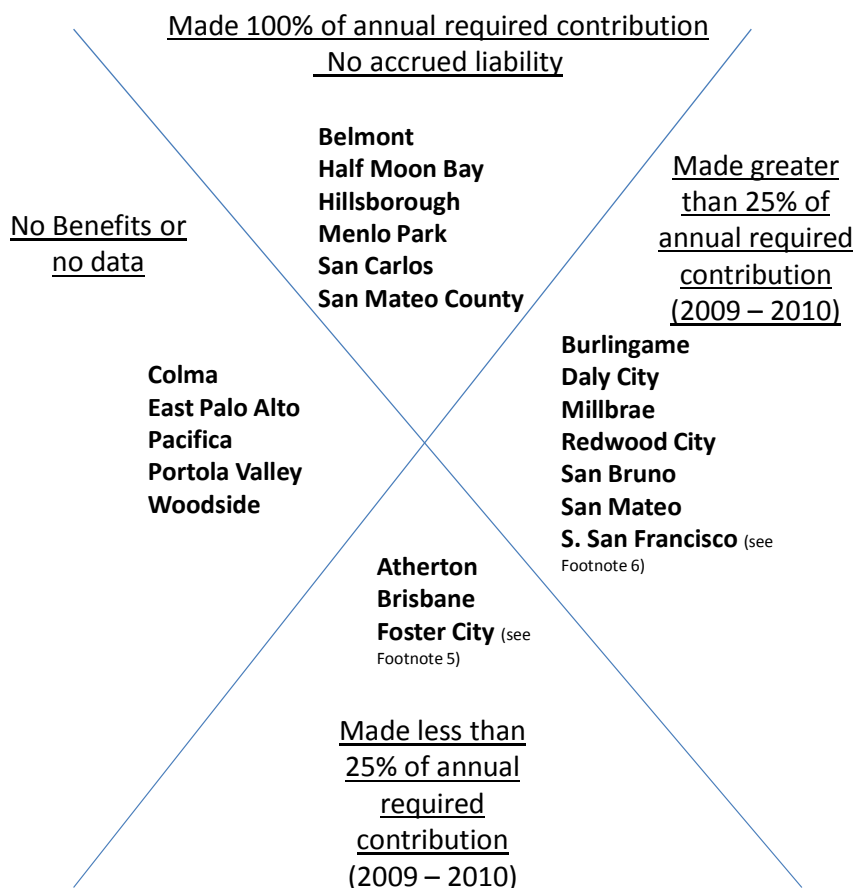
Based on data available, current positions with regard to OPEB funding are summarized as follows and in Chart 5 below:

Categories used are:

- *Made 100 percent of annual required contributions; no accrued liability.*
It is noteworthy that one city (San Carlos) and the County prepaid OPEB when joining the program and have current surpluses as a result.
- *Made greater than an average of 25% of annual required contributions 2009-10; has associated accrued liabilities*
- *Made less than an average of 25% of annual required contribution 2009-10; has associated accrued liabilities*
- *No retiree health care benefits or no data provided in Financial Reports*

Chart 4^{5 6}

OPEB ARC Payment Status



⁵ Foster City has set aside \$7 million, the full amount actuarially determined in 2009 as necessary to fully fund its OPEB obligation. Although managed separately, because the funds are not in an irrevocable trust, the liability must be reported as unfunded per GASB 45.

⁶ South San Francisco has set aside \$6.8 million towards its OPEB liability but it must be reported as unfunded for the same reason as noted for Foster City above.

As in the case of pension benefits, the Grand Jury assessed the level at which cities and the County were making their annual required contributions. It did not attempt to assess the level or rate of growth of future annual payments and the impact those might have on city finances because of the variables involved, the limited time available, and the inability to challenge the assumptions made. These were beyond the scope of this investigation.

I. Case for Caution

Caution must be exercised in drawing firm conclusions about the fiscal health of a city or county in isolation, or in comparison with others, based on any limited set of data. This is especially true given that governments have some flexibility within GASB rules as to how they organize their finances and report their data. The best that can be done is to highlight potential issues for further investigation. Half Moon Bay served as an excellent example.

Based on the data collected, Half Moon Bay was grouped into the category of cities whose reserves (UGFB) were flat or increased in the 2007-2010 period. The data shows an increase of 94%. It has a city policy currently requiring 30% of annual operating expenditures be held as reserves and it met that higher than minimum GASB 34 recommended standard each of those years. (The city policy was 20% of annual expenditures in 2007-2008). Its maximum Running Liquidity of 334 days was the second highest of all cities in the County. Its revenues exceeded its expenditures the last two years of the recession (*not including internal transfers and one time proceeds or payments*), and it made its contractually required CalPERS payments and is current on its OPEB retiree healthcare payments, with no net OPEB obligation as of June 30, 2010. Based on these indicators, one could conclude that Half Moon Bay was fiscally healthy.

A recent news report⁷ highlighted a “fiscal crisis” and stated that the city could potentially run out of its reserves. While the Grand Jury avoided making any judgments about the fiscal soundness of any city or the County for the reasons mentioned previously, and limited its focus in this investigation primarily to the use of reserves, it looked further into Half Moon Bay’s public financial statements and sought additional clarification from a Half Moon Bay official to verify the correctness of the data used and further understand any limitations.

In summary, Half Moon Bay issued Judgment Obligation Bonds to help cover the costs of a legal settlement. The proceeds from the bonds were received and subsequently disbursed in fiscal year 2009-2010 and properly reflected on the appropriate city financial statements. The full payment consisted of \$15 million from the bond proceeds and \$3 million from the General Fund⁸.

The Adopted Annual Budget for 2010-2011 shows a projected deficit (\$504,447) of revenues vs. expenditures, to be covered by its General Fund Balance. The result is that the city’s reserves would fall below its 30% of annual operating expenditures policy. A waiver permitting a one-year exception had been granted by City Council in anticipation of this need.⁹ The policy requires the City Manager to “prepare a plan for consideration by the City Council to implement

⁷ “Outsourcing Safety San Francisco Chronicle Editorial”, 4/5/11, pA13

⁸ Approved Half Moon Bay General Fund Budget Summary Comparison, pC2

⁹ Half Moon Bay City Council Resolution No. C-46-10 adopted 6/15/10

actions within a twelve-month period to rebuild the fund balance.”¹⁰ The City also identified key financial impacts in a Five Year Forecast document included as part of its budget, highlighting its specific challenges.

In summary, the data collected by the Grand Jury was accurate as it related to a limited, defined set of data at a specific point in time. However, the data did not and could not tell the entire story. A more comprehensive examination of all relevant management discussions, financial statements, notes, budgets and forecasts, and changes in them over time, including data not yet published or audited, is needed to really understand the fiscal health of a city, which can change very quickly. This type of effort is beyond the capability of the average citizen and highlights the need for the cities and County to do the best they can to make as much information publicly available in as timely a fashion as possible. In this specific case, Half Moon Bay’s most recent CAFRs, Annual Approved Budgets, Reserve Policies, and Five Year Forecasts were available to the public on its website, enabling interested citizens capable of understanding it to properly educate themselves on the significant impact of a legal settlement, in this case, and of other major financial issues affecting the fiscal health of the city.

Findings

1. The amount of financial information cities and the County make available on their respective public websites varies widely, ranging from a minimum of just the current year’s budget to the last ten years of both Comprehensive Annual Financial Reports (CAFRs) and Approved Annual Budgets.
2. Government accounting systems and financial statements provided to the public are complex and not readily understandable to the average citizen trying to assess the financial health of their city or County.
3. Four cities (Brisbane, Colma, Pacifica, and Portola Valley) did not have 2010 CAFRs posted to their websites as of March 11, 2011, almost nine months after the close of the fiscal year.
4. All cities and the County had Unreserved General Fund Balances (reserves) consistent with GASB 34 recommended standards going into the recession, and have managed through the last three years in a way that maintained reserves on June 30, 2010 that were still above those minimum levels.
5. All cities and the County maintained GASB 34 minimum recommended levels of reserves, whether or not they had city council approved policies requiring maintenance of defined levels of reserves.
6. Some city policies are written to apply to “reserves” and not explicitly to the unreserved component of them as recommended by GASB 34. This allows for inclusion of funds not available for discretionary spending.

¹⁰ Half Moon Bay City Council Resolution No C-38-09, adopted 6/2/09

7. All cities complied with their own policies (where policies existed) from 2007-10 with respect to reserves, even in those few cases where those policies required higher levels than those recommended by GASB 34.
8. Confusion as to how governments categorized and interpreted what portion of fund balance was available for discretionary spending led to development of a new GASB 54 standard, effective for all financial statements after June 30, 2011, which provides more structure and clarity around constraints placed on fund balances.¹¹ San Mateo County implemented GASB 54 early, with the new terminology reflected in its FY 2010 CAFR. No cities in San Mateo County implemented early.
9. One city (Millbrae) had a Running Liquidity below 90 days.
10. All cities and the County are fully funding their Annual Required Contribution to CALPERS or SamCERA for retiree pension funding.
11. Ten participating cities¹² are not making their full actuarially determined OPEB payments for retiree health care benefits, with three cities (Atherton, Brisbane, Foster City) having paid at less than an average of 25 percent for the last two years.

Conclusions

1. There are significant differences in the amount of current and historical financial information governmental entities choose to make conveniently available to interested citizens.
2. The complexities of government accounting could cause interested citizens to misinterpret data or draw incorrect conclusions. Financial information provided by cities and the County could be improved.
3. Cities and the County seemed to have prudently managed their Unreserved General Fund Balance reserves through the recession, making trade-offs appropriate for their individual financial circumstances.
4. Clear and explicit reserve policies add value by providing direction from elected officials, and supporting budgeting actions and decisions that maintain reserves at levels tailored to specific city circumstances.
5. The lack of a statutory or contractual requirement to fully meet annual OPEB health care payments resulted in some cities choosing to defer payments and increase unfunded liabilities in favor of other priorities. There are cities that appear to have ample reserves and liquidity, with revenues that consistently exceed expenditures that are not making their full annual

¹¹ *Balancing Governmental Budgets under GASB 54*, Journal of Accountancy, Nov 2009

¹² Atherton, Brisbane, Burlingame, Daly City, Foster City, Millbrae, Redwood City, San Bruno, San Mateo, South San Francisco

OPEB payments, when future obligations incurred may be more costly than using liquid funds available to them now.

Recommendations

The 2011 San Mateo County Civil Grand Jury recommends:

- A. the San Mateo County Board of Supervisors and each City Council, by July 1, 2012:
1. Either revise the existing or implement a new policy for specific levels of reserves using language consistent with the new GASB Statement 54 hierarchy.
 - a. Establish in the policy the required level of General Fund Balance for classifications that are spendable within the complete control of the government's local decision making authority
 - b. Require in the policy development of specific plans to restore the required level of reserves in the event they fall below that level.
 - c. Include the policy in the annual CAFR and budget documents.
 2. Direct their City/County Managers to direct their Finance Directors to collaboratively develop a standard "scorecard" that shows how the city/County is doing with respect to key measures of fiscal health and make this available on city/County websites. Update it at least semi-annually or when major changes occur.
 3. Direct their City/County Managers to formally evaluate the value of a clearly defined Running Liquidity metric as an additional measure of the city/County's fiscal health with specific target minimums, and make a specific recommendation back to the City Council or Board of Supervisors for action.
- B. the City Councils of **Brisbane, Colma, Pacifica, and Portola Valley**:
1. Post FY 2010 CAFRs and/or other FY 2010 audited financial statements to public websites by September 1, 2011. Implement systems/processes to enable a more timely posting of CAFRs and/or other audited financial statements within six months after the end of the fiscal year.
- C. the City Councils of **Millbrae, Foster City, Woodside, Brisbane, Colma, and Portola Valley** by July 1, 2012:
1. Provide citizens with timely and comprehensive information regarding the financial condition of their city and County by providing a minimum of three years of approved budgets and CAFRs on their websites and through other communications.
- D. the City Councils of **Atherton, Brisbane, Burlingame, Daly City, Foster City, Millbrae, Redwood City, San Bruno, San Mateo, and South San Francisco** by July 1, 2012:

1. Explain in CAFR Management Notes, Annual Budget, or other appropriate document available to the public why full annual required OPEB payments are not being made.
2. Explain in CAFR Management Notes, Annual Budget, or other appropriate document available to the public the city's planned strategy for addressing accumulated unfunded OPEB retiree healthcare obligations.

E. the City Council of **Millbrae** by January 1, 2012:

1. Direct the City Manager to evaluate and report on the implications of a Running Liquidity below 90 days, as calculated in this report.

Appendices:

- Appendix 1: Table of City/County General Fund Reserve Policies
- Appendix 2: Diagram of Alignment to GASB 34 and Local Policies
- Appendix 3: Summary of GAS Statement 54: Fund Balance Reporting and Governmental Fund Type Definitions

Attachment 1.
City/County General Fund Reserve Policies
(Excerpted from Written Responses to Specific Grand Jury Inquiry from Cities)

City/County	GFB Formal Policy?/ Eff. Date	Policy Description	GASB 34 Recommendation Compliant?
Atherton	Yes Resol #10-20 5/19/10	"...the definition of reserves is limited to the portion of fund balance that is <i>unreserved</i> ." "Strive for 15-20% Budget Stabilization Reserve, 15-20% Emergency Disaster Reserve; 5-10% Working Capital Reserve. "In no circumstances shall the total General Fund reserve balance drop below 15% of the Town's operating expenditures for the General Fund."	Yes
Belmont	Yes 6/26/2001	\$2M General Fund Balance Minimum Target, 20% Operating Budget Maximum Target based on adopted operating expenditures, exclusive of transfers and capital outlay.	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>

Brisbane	Yes Pre 2001	"The City will maintain fund or working capital balances of at least 50% of operating expenditures in the General Fund..."	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
Burlingame	No – will be considered as part of five-year general fund plan under development	"...the city does not have a formal, Council-adopted reserve policy for the general fund, but its practice has been to maintain four reserve amounts over the years..."	No
Colma	Yes	*Municipal Code 1.13.150 Reserves: "(a) The budget shall contain reserves within the General Fund as follows." (Six types of reserves are described but no quantitative minimums or ranges are specified).	No
Daly City	Yes "quite old"	"Adequate reserves will be maintained in each of the City's funds...Nominally a cash reserve of 15% of annual expenditures for the General Fund is considered adequate"	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
East Palo Alto	Yes "Approved as part of the	The most significant policy objective is to ensure that at the end of each fiscal year, cash is added to the reserve until	Yes

	adopted Budget"	the target minimum level is achieved. For example, it is proposed that the goal would be to ensure that an unrestricted unallocated cash reserve equivalent to 15% of operating costs is available at the end of each fiscal year."	
Foster City	Yes Resol 2010-33 4/5/10	"...minimum reserve threshold of 33 1/3% of budgeted annual operating expenditures with a target range of 33 1/3% to 50% for purposes of the Five-Year Financial Plan" (This replaced an earlier General Fund Reserve Policy of "...a minimum threshold of \$10 million in unrestricted undesignated fund balance.")	New Language is not explicit with regard to applicability to <i>Unrestricted GFB</i> (<i>superseded one was</i>)
Half Moon Bay	Yes Res C-38-09 6/2/09	"The City shall maintain an unencumbered General Fund reserve equal to a minimum of thirty percent (30%) of annual operational expenditures."	Yes
Hillsborough	Yes "Personnel Policy 409" Last revised 1/9/06	"The Town will strive to maintain fund or working capital balances of at least 30% of operating expenditures in the General Fund..."	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>

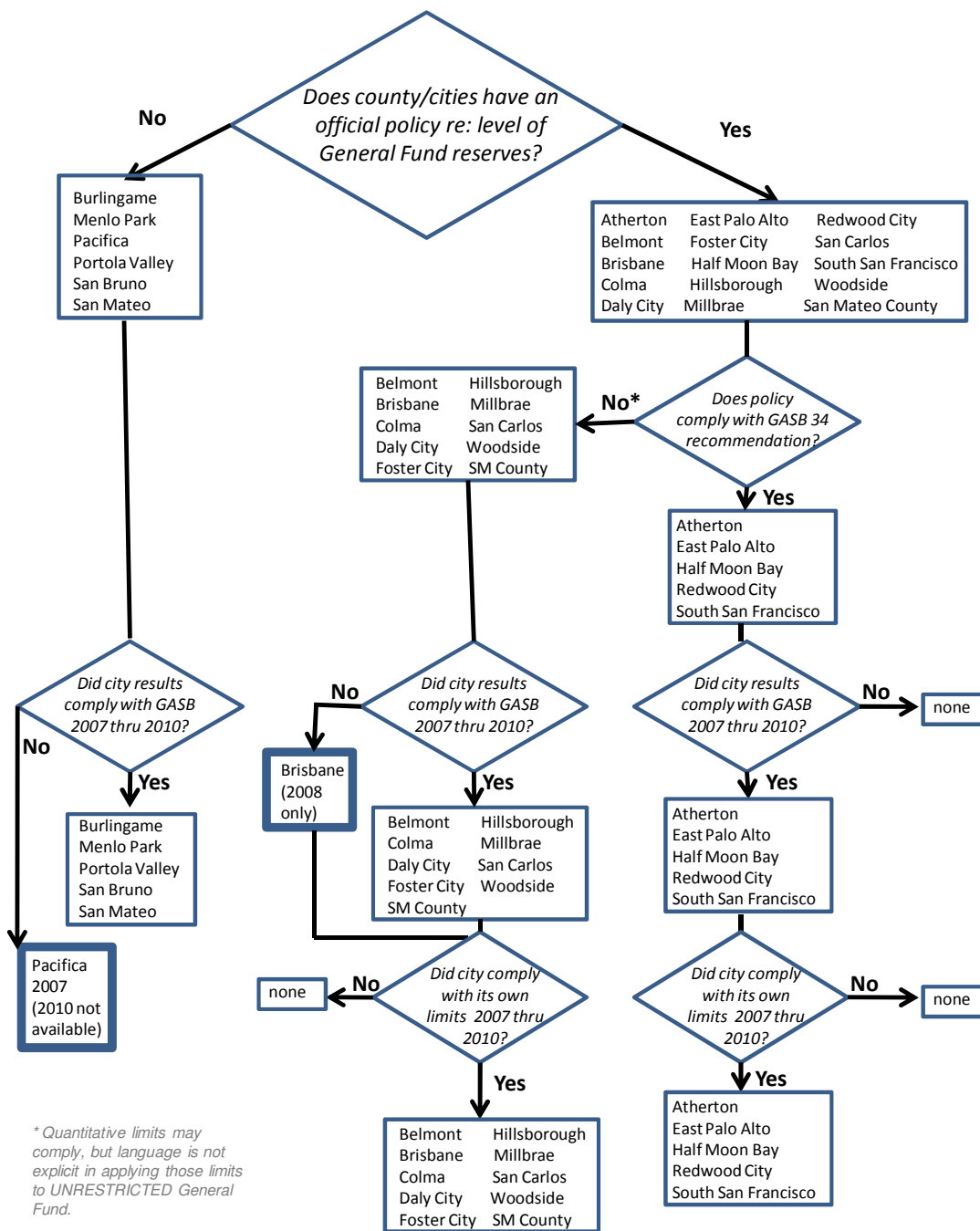
Menlo Park	No (Under Dev't: evaluation ongoing since 10/08, with latest proposal presented 5/4/10)	N/A	No
Millbrae	Yes Resol 08-61 11/25/08	"... the annual budget and 2 year fiscal plans shall include a 15% general fund...reserve..."	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
Pacifica	No	N/A	No
Portola Valley	No	N/A	No
Redwood City	Yes Res # 13598 4/5/99	"... the unappropriated balance of the General Fund shall be maintained at a level not less than fifteen (15) percent, nor more than twenty (20) percent, of estimated General Fund revenues in any given fiscal year."	Yes
San Bruno	No Draft Only: Recommended by Staff in 7/2010, will be incorporated	Draft: "The City will maintain a minimum Reserve of at least two months (16.67%) and up to three months (25%) of General Fund operating expenditures"	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>

		into 2011-12 budget for approval and adoption by City Council in June 2011			
San Carlos	Yes Res 2010-072 8/23/10		“General Fund Reserve for economic uncertainties equal to a minimum of 10% of the General Fund Expenditures with a target of increasing to 20% of General Fund Expenditures.”	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>	
San Mateo	No 11/5/02 Charter Amendment Business Plan 2010-2012		Charter Amendment 5.05: “The Council shall establish reserves which in its discretion are proper.” Business Plan Current Status of Financial Goals and Policies: “The goal is to work towards increasing two reserves (Emergency Reserve and Service Stability Reserve) to the equivalent of three months’ expenditure.”	Proposed language is not explicit with regard to applicability to <i>Unrestricted GFB</i>	
South San Francisco	Yes 6/03		“The City Council has adopted reserve policies where a certain percentage of the General Fund budget for each year needs to be set aside for emergencies, economic contingencies, and future development as well as for undesignated City reserve...” Reserve for Emergencies 2% of GF Operating Budget; for	Yes	

			Economic Contingencies 7% of GF Operating budget; For Undesignated Reserve 5% of GF Operating Budget; for future development –no target.”		
Woodside	Yes 6/93		“Adequate reserves must be developed and maintained, including a minimum reserve level of fifteen percent of estimated operating revenues for the Town’s General Fund”		Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
San Mateo County	Yes 2/10		“Maintain a minimum reserve equivalent to 2% of net appropriations for one-time emergencies, unanticipated mid-year losses of funding, and short-term coverage of unanticipated cost overruns.” Also “ <i>General Fund Reserves</i> be maintained at a minimum of 5% of total General Fund net appropriations for one-time purposes or as part of a multi-year financial plan to balance the County’s budget; <i>Appropriation for Contingencies</i> be maintained at 3% of total General Fund net appropriations for one-time emergencies and economic uncertainties...”		Language is not explicit with regard to applicability to <i>Unrestricted GFB</i> . <u>Additionally, since the County implemented reporting General Fund Reserves consistent with GASB 54 provisions in its 2010 CAFR, this policy language was also evaluated against those provisions with the same outcome.</u>

Attachment 2

Alignment to GASB 34 and Local Policies



Attachment 3



Summary of Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* (Issued 02/09)

The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The initial distinction that is made in reporting fund balance information is identifying amounts that are considered *nonspendable*, such as fund balance associated with inventories. This Statement also provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

The *restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation. The *committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Amounts in the *assigned* fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. *Unassigned* fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned. Governments are required to disclose information about the processes through

which constraints are imposed on amounts in the committed and assigned classifications.

Governments also are required to classify and report amounts in the appropriate fund balance classifications by applying their accounting policies that determine whether restricted, committed, assigned, and unassigned amounts are considered to have been spent. Disclosure of the policies in the notes to the financial statements is required.

This Statement also provides guidance for classifying stabilization amounts on the face of the balance sheet and requires disclosure of certain information about stabilization arrangements in the notes to the financial statements.

The definitions of the general fund, special revenue fund type, capital projects fund type, debt service fund type, and permanent fund type are clarified by the provisions in this Statement. Interpretations of certain terms within the definition of the special revenue fund type have been provided and, for some governments, those interpretations may affect the activities they choose to report in those funds. The capital projects fund type definition also was clarified for better alignment with the needs of preparers and users. Definitions of other governmental fund types also have been modified for clarity and consistency.

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010. Early implementation is encouraged. Fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented.

How the Changes in This Statement Will Improve Financial Reporting

The requirements in this Statement will improve financial reporting by providing fund balance categories and classifications that will be more easily understood. Elimination of the *reserved* component of fund balance in favor of a *restricted* classification will enhance the consistency between information reported in the government-wide statements and information in the governmental fund financial statements and avoid confusion about the relationship between reserved fund balance and restricted net assets. The fund balance classification approach in this Statement will require governments to classify amounts consistently, regardless of the fund type or column in which they are presented. As a result, an amount cannot be classified as restricted in one fund but unrestricted in another. The fund balance disclosures will give users information necessary to understand the processes under which constraints are imposed upon the use of resources

and how those constraints may be modified or eliminated. The clarifications of the governmental fund type definitions will reduce uncertainty about which resources can or should be reported in the respective fund types.

Unless otherwise specified, pronouncements of the GASB apply to financial reports of all state and local governmental entities, including general purpose governments; public benefit corporations and authorities; public employee retirement systems; and public utilities, hospitals and other healthcare providers, and colleges and universities. Paragraph 3 discusses the applicability of this Statement.



August 31, 2011

Mayor Ted Driscoll
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Mayor Driscoll,

I am writing today to request a Proclamation for Woodland School in honor of our 30th Anniversary in September. We will be marking this milestone with a celebration in early September. As part of our formal program, Proclamations from several government bodies would be read at the event and then displayed in our front office throughout the year.

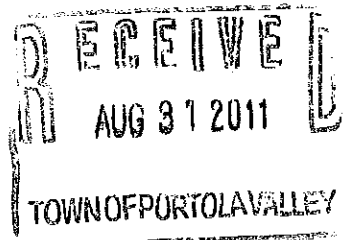
I understand that the Town of Portola Valley does not regularly adopt Proclamations, but I am hopeful that you will consider this request. We would be glad to provide the language for this document.

Thank you for considering this request.

Sincerely,

Anita Grossman, CFRE
Director of Advancement

cc: Angie Howard, Town Manager



**PROCLAMATION OF THE PORTOLA VALLEY TOWN COUNCIL
IN CELEBRATION OF WOODLAND SCHOOL'S 30TH ANNIVERSARY**

WHEREAS, Woodland School has been a leading educational presence in the Portola Valley community serving hundreds of Bay Area students since 1981; and

WHEREAS, Woodland School offers a broad-based program that combines challenging academics, individualized attention and core values of caring, respect and community to help students develop a lifelong love of learning, innovation and leadership; and

WHEREAS, Woodland School is committed to providing a nurturing and diverse learning environment where kindness and cooperation are embedded into every aspect of the curriculum; and

WHEREAS, Woodland School teachers are committed to ensuring the success of every child in realizing their full potential and preparing them to succeed in a rapidly evolving world; and

WHEREAS, Woodland School parents are actively engaged in building a warm, caring community where children and adults alike can flourish and grow; and

WHEREAS, Woodland School is accredited by the Western Association of Schools and Colleges and is a member of the California Association of Independent Schools and the National Association of Independent School Schools; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Portola Valley does hereby recognize and appreciate Woodland School for inspiring generations of student leaders since 1981.

WITNESS MY HAND AND THE SEAL OF THE TOWN OF PORTOLA VALLEY on this 14th day of September, 2011.

Mayor

Budget items to be submitted to the Town Council for the PV150 celebration

Backyard Carnival	\$ 3,175 *
Additional 100 T-shirts for Zots to Tots Race. T shirts have PV150 logo on them	\$ 1,308 **
Sound system for the bands	\$ 1,000
Wine and beer	\$ 1,500
30 Table cloths	\$ 312*
Printing of 1,000 programs	\$ 80
Liquor license	\$ 50
1.000 Name tags	\$ 40
Miscl poster boards, art supplies for signs	\$ 25
	<hr/>
	\$7,490

We cut back substantially on our original plans for kids games from Backyard Carnivals.

The Town has allocated \$3500 for our event. We are requesting \$3,823. We have received \$..... from donations for printing costs and.....

** \$800-\$1,000 of this will come back in the \$10 race registration fee.

* indicates tax included



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Angela Howard, Town Manager

DATE: September 14, 2011

RE: **Draft of Charter for new Traffic, Bicycle, and Pedestrian Safety Committee**

At its June 8, 2011 meeting the council directed staff to agendize for its consideration a new committee and charter to replace the current Traffic Committee.

I have reviewed the minutes (Attachment A) of this council meeting and have incorporated the council's comments into the draft charter. In addition, the draft was sent to Mayor Driscoll, members of the current Traffic Committee, Public Works Director Howard Young and Police Commissioner Ed Davis, whose comments have been incorporated into the draft as well.

As this is a first draft I welcome the council's and public's comments. Once we have agreed on a final committee name and charter, staff will agendize the document for adoption. At the same time we will be requesting that council repeal ordinance #10.8 which is the current ordinance establishing the Traffic Committee.

Recommendation

Review the draft charter, give direction to staff, and agendize for final consideration.

Attachment A: Pages 1-7 of adopted June 8, 2011 council minutes.

DRAFT

Traffic, Bicycle, and Pedestrian Safety Committee

OBJECTIVES

To foster a community for all users of the public roads. To advise the Town in ways and means for safer conditions regarding motor vehicles, bicycles, pedestrians and road conditions. To encourage proper traffic enforcement. To encourage safe and enjoyable bicycling in Portola Valley as a means of transportation and recreation.

DUTIES AND FUNCTIONS

1. Respond to and meet with citizens who have expressed their concerns over traffic safety.
2. Recommend to the Council policies that improve traffic safety in Town.
3. Inform and advise the Town Staff, Town Council, Commissions and Committees on traffic and bicycling matters.
4. Evaluate General Plan Policies relating to traffic, bicycle, and pedestrian safety and to make recommendations for changes in and/or implementation of these policies.
5. Promote and support programs for traffic, bicycle, and pedestrian safety, such as the "Safe Routes to School" program.
6. Promote safety through public education. Educates children and the general public in State law pertaining to bicycling and traffic safety practices.
7. Make recommendations for signage that improves safety.
8. Coordinate planning of Town bicycling facilities with surrounding communities and San Mateo County.

RESPONSIBLE TO:

The Town Council

COORDINATION:

Police Commissioner
Public Works Director
Sheriff's Office

MEMBERSHIP

No more than nine members, each appointed for one-year terms by the Mayor with Council concurrence. Rotating Chair and Vice Chair selected by Committee.

MEETINGS

Regular meetings are to be held on the first Thursday of each month. **(To be decided by members after they are appointed.)**

TOWN COUNCIL MEETING NO. 815, JUNE 8, 2011

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

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

Absent: None

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

ORAL COMMUNICATIONS

George Comstock, Alamosa Road, reported on the enthusiasm, eager participation and great success of the "Portola Valley Flight Night" held at Town Center on May 19, 2011. Running from 6:00 to 10:00 p.m., it drew between 200 and 400 visitors. He would like to bring this event back next year, with organizers already having debriefed and discussed ideas for an encore. Mr. Comstock distributed DVDs to Councilmembers documenting the occasion, including planning bulletins, photographs and videos, and happily reported no incidents of either injury or property damage related to the event.

CONSENT AGENDA [7:32 p.m.]

- (1) Approval of Minutes of Town Council Meeting of May 25, 2011 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List of June 8, 2011 in the amount of \$320,274.61
- (3) Recommendation by Assistant Town Manager – Solid Waste, Recyclables, and Yard Trimmings Franchise Agreement with GreenWaste Recovery, Inc. [*removed from Consent Agenda*]
 - (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Yard Trimmings between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. 2525-2011)

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

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

No: None

REGULAR AGENDA [7:40 p.m.]

- (1) Approval of Minutes of Town Council Meeting of May 25, 2011

Councilmember Richards moved to approve minutes of Town Council Meeting of May 25, 2011 as amended. Seconded by Councilmember Toben, the motion passed 4-0-1 (Wengert abstaining).

(4) Discussion and Council Action – Mayor Driscoll reporting on bicycle and traffic issues in Town

Vice Mayor Derwin recused herself.

Mayor Driscoll, referring to a June 2011 memorandum he prepared for the Council, indicated that bicycle traffic in Town has increased dramatically over the past 10 years, and the roads remain effectively equivalent to what they were 10 years ago. He made some observations about the Town's policies, the absence of a forum in which to discuss bicycle issues, growing concerns about safety, and matters related to enforcement.

While not anticipating any formal action on this item by the Council at tonight's meeting, Mayor Driscoll said that he wanted Council and public input regarding issues of policies, infrastructure/roads and enforcement, in particular, to begin the process of investigating these areas to better understand them and move forward. (He noted that Item 5 on the agenda is related.)

Public Comment / Policies

Jean Lane, Westridge Drive, said that she's very concerned with the bicycles. She said there are no markings or lanes on Westridge Drive indicating where bicyclists should ride, and perhaps warning signs to vehicular traffic on the road might improve safety, not only for the bicyclists but the drivers and people on foot. She said that most runners once used Portola Road and Alpine Road, but Westridge Drive is now seeing considerably more runners too. She also pointed out that bicyclists seem to ignore stop signs.

Virginia Bacon, Golden Oak Drive, said that inattention on the part of both drivers and cyclists alike concerns her. She suggested signs saying something along the lines of "Portola Valley supports responsible bike riding" to serve as reminders. The larger issue, she said, is the overall traffic problem, which includes not only surface traffic but also construction traffic and associated parking issues. Ms. Bacon suggested expanding the Traffic Committee's mission to address the overall problem, and that perhaps there are relevant policy issues that the Council needs to address as well.

Shandon Lloyd, La Mesa Drive, said that she's been bicycling in the Portola Valley area for 20 years, and her children also are starting to ride. She said that they cut through Westridge from their home in Ladera because it's so hard to get across Alpine Road. She worries about her children, particularly on the blind corners that drivers take too fast, and said that more signage – advising drivers to look for cyclists, share the road, look for children at play, etc. – might be helpful. She said that riders have as much right to be on the road as drivers, and have like responsibilities to obey the rules of the road.

Steve Marra, Canyon Drive, said that when he rides his bicycle he finds cars terribly annoying, but when he's in his car, he finds bicyclists just as annoying. He said that it's time to have a bicycle committee in Portola Valley.

Bonnie Sibley, Santa Maria Avenue, suggested the committee under discussion be a "bicycle/pedestrian" committee, because people who walk also need safe places to do so, particularly in light of the national focus on exercise and outdoor activity.

Nate McKitterick, Wayside Road – who chairs the Portola Valley Planning Commission – said that both AB 32 (the Global Warming Solutions Act) and Portola Valley's Resolution No. 2267-2006 (endorsing the U.S. Mayors' Climate Protection Agreement) obligate the Town to promote increased bicycle activity as part of the effort to encourage alternate forms of transportation. He said that the Town should not only establish a bicycle committee, but charge it with advocating increasing the use – the safe use – of bicycles. Mr. McKitterick said that he's discussed the bicycle issue with Police Commissioner Ed Davis, who also sits on the Traffic Committee, Traffic Committee Chair Chris Buja and Mayor Driscoll, and it's also come up to a certain extent with the Planning Commission.

Mr. McKitterick said that when Menlo Park was considering changes to the intersection of I-280 and Sand Hill Road, he spoke with the Town Planner about guidelines for construction of bike lanes and intersections, and learned that planners have little guidance in terms of designing bicycle-safe intersections. Even Caltrans guidelines (Highway Design Manual Chapter 1000, Bikeway Planning and Design) provide little help, because while a minimum 4-foot-wide bike lane may be the standard, Caltrans doesn't recommend that minimum in areas where speed limits exceed 34 mph. Portola Valley's posted speed is 35 mph, he added, but the actual average speed is higher. He'd like to see the Town explore whether roads could be widened enough to put in bike lanes, and examine other ways to make bicycling safer. Further, Mr. McKitterick said that he doesn't believe this is something the Traffic Committee should undertake; it should be a committee charged specifically with finding ways to promote the increase in bicycling activities. He recommended that committee members include the Traffic Committee chair, the Police Commissioner (because of the interaction with law enforcement officials), plus representatives of the Planning Commission (because of the planning issues involved), the Architectural and Site Control Commission (because signage issues may arise that must be considered in the context of the environment that the Town fosters), the Sustainability Committee (because this is clearly a sustainability issue) and the bicycling community at large (because they can help reach out to people to help the Town advocate increasing safe cycling).

Ms. Bacon asked what role the new Stanford trail (Alpine Road C-1 Trail) might play in the context of this discussion. Mr. Young said that it will be an 8-foot-wide asphalt surface that is appropriate for bicycle as well as pedestrian use. The trail will run between the Ford Field area and Arastradero Road.

Jeff Long, (inaudible), said that as a casual recreational cyclist, he doesn't think many recreational cyclists will move over to trails, because they consider riding on the side of the road the efficient way to go.

Councilmember Toben asked whether the C-1 trail would comply with Chapter 1000 specifications for a Class Bikeway. Mr. Young said no, it was designed as a path that allows bicycle traffic up to a certain speed. Mayor Driscoll added that the trail will be curbed several places to make it a more desirable place to walk – which probably would make it less desirable to ride.

Mayor Driscoll asked the Council to comment on whether a committee should be created and whether it should be part of the Traffic Committee or a separate body.

Councilmember Richards said that a combined Bicycle/Traffic Committee would elevate the level of bicyclists so that they aren't set apart as "secondary citizens" in terms of road use. He cited the Council's efforts to draw a good cross-section of users when it was working on revitalizing the Trails & Paths Committee as a similar situation.

Councilmember Wengert said that she agrees with Mr. McKitterick and Mr. Davis, who also recommended a separate Bicycle Committee. (Mr. Davis expressed his views in a May 11, 2011 memorandum to the Council, Ms. Howard, Mr. Buja, Trails & Paths Committee Chair Susan Gold and San Mateo County Sheriff's Department Lt. Larry Schumaker.) Given that the magnitude of bicycle-related issues is so much greater than it was 10 years ago, Councilmember Wengert said that a distinct advisory committee is appropriate. She said that as she's watched bicycling blossom at many levels, from commuting to recreation to simply being a way to rely less on cars, it's clear that the roads aren't adequate to serve this burgeoning population and that the issues will only grow larger.

One reason to avoid embedding a bicycle committee in the Traffic Committee is to avoid creating the initial conflict that Mr. Marra mentioned in his remarks, Councilmember Wengert added. She said that a separate committee would deal with various issues specifically related to biking, from safety and law enforcement to community outreach, and recalled the good work done by Sherry Cagan to address such issues in the context of equestrian encounters with pelatons.

Councilmember Toben said that he's not convinced that a separate bicycle committee is the best way to go. He acknowledged Mr. Davis' point that advocating for bicycling isn't appropriate to mix in with the Traffic Committee, but judging from what can happen when a particular, single-interest group comes to dominate a committee, he's leery of advocacy groups formally convened as Town committees. He said that because he's a mediator at heart, he believes the way to improve the level of shared commitment and values is to have people with differing views talk things out, and a combined Traffic/Bicycle Committee could serve that purpose.

However, Councilmember Toben said that he might be persuaded to a standalone Bicycle Committee under certain circumstances. He considers the committee membership that Mr. McKitterick suggested "very much out of the norm" for the way the Town's committee structures work, and believes it also would be a mistake to have Bicycle Committee membership confined to pelatoners. However, he would consider a separate body formed in the same manner that the Trails & Paths Committee was recently revitalized – not a narrow, single-interest group but a cross-section of open-minded citizens. He also said that he would like to know more about the Woodside Bicycle Committee – whether it's been effective, whether it represents the community at large, etc.

Mayor Driscoll said that he prefers the combined approach. The perspective of reenergizing the Traffic Committee provided his initial impetus, but he also noted the parallel between Trails & Paths Committee (responsible for the physical use of trails) and the Traffic Committee (responsible for the use of roads). In that context, he said, adding the bicycle function to the Traffic Committee would represent an expanded group of users, promote dialogue and resolve conflict – rather than confronting the possibility of two separate committees taking opposite positions on the same physical asset. As Mayor Driscoll put it, he opts for a combined committee not to diminish the bicycle issue but to enrich the traffic discussion with an additional constituent group. He said that he agrees with Councilmember Toben about advocacy groups, which invite conflict down the road.

Councilmember Wengert said that she wouldn't necessarily view a Bicycle Committee as an advocacy group. For example, among the first tasks in its charter would be to look at the issue of bike lanes, which she doesn't consider advocacy but which clearly needs input from a traffic perspective. She said she wouldn't want to see the bicycle issues lost in a broader traffic context, because the impact of bicycling is what's changing the mix, compounded by the convergence of simultaneously growing numbers of bicycles and cars. She said that it's important for the bicycle interests to be fully represented in all dimensions, which even go beyond Town boundaries. Referring to Mayor Driscoll's memorandum, she said that for bicycle riders, Portola Valley is part of a loop that also passes through Woodside, Palo Alto and Menlo Park, and in that respect, it makes the bicycle issue more regional in nature than the charges of other Town committees.

Ms. Lloyd said that when she was involved in re-drawing the proposal for the new Alpine Road/I-280 intersection, she was unable to contact anyone in Portola Valley. She said that people in Ladera got together and sent a letter to the San Mateo County Board of Supervisors.

Councilmember Richards said that he still favors a combined committee. Like Councilmember Toben, he would like to know more about Woodside's experience with its Bicycle Committee.

Councilmember Toben said that he also favors a combined committee. He's not concerned about insufficient articulation of the case for improvements to bicycle facilities.

While it's neither her own view nor her preference, Councilmember Wengert said that if the Council opts for the combined approach, she would discourage embedding it in the existing Traffic Committee but reestablish the group from the ground up. Mayor Driscoll agreed, adding that he believes the existing members of the Traffic Committee also would be happy with that.

Mr. McKitterick said the reason to have a bicycle committee that advocates for safely increasing bicycling reiterates his earlier point – that the Town is under a legal obligation to do so in order to meet greenhouse gas emission targets. He said that what he proposed is not a place for drivers and bicyclists to "work it out," but a committee composed of people who understand the issues and think seriously about them – not the pelaton enthusiasts and not people who advocate for cars – from the perspectives of planning, the environment, aesthetics and traffic and try to come up with solutions. Mayor Driscoll said that as he sees it, none of what Mr. McKitterick suggests is impossible with a combined committee.

Lovinda Beal, Portola Road, told about being carried away by ambulance as the result of an accident while she was riding her bicycle in Portola Valley. She said that she's attended some Traffic Committee meetings as a guest of Mr. Buja. From her perspective, she said that it would be better to have a separate bicycle committee. She said that she sees an advocacy opportunity as well as safety role for such a committee, and noted that the bicycling community's interests go beyond the roads and the previously mentioned loop – mountain bikers, for instance.

Mayor Driscoll said that it seems the majority is leaning toward a combined committee. Councilmember Richards said that was also his preference.

Councilmember Wengert, referring to Ms. Lloyd's problem about not having a point of contact regarding bicycle issues in Portola Valley, said that problem would remain if the Traffic Committee absorbed the bicycle issues. Mayor Driscoll said that it would be a Traffic & Bicycle Committee, making the identification quite clear.

Councilmember Toben said that in dealing with the Trails & Paths Committee issues last year, the first step was to change the charter to underscore certain objectives that had not been highlighted in the past. This included encouraging more public participation in trails-related activities. He said that in a similar fashion, the Traffic & Bicycle Committee should be obligated (as Mr. McKitterick suggested) to encourage bicycle use as well as address issue of traffic-bicycle compatibility, etc.

In response to Councilmember Richards' question regarding why the Traffic Committee has dwindled, Mayor Driscoll said that one reason is that critical situations arise only intermittently. Mr. Buja agreed that either specific incidents or specific questions have triggered Traffic Committee activity.

Infrastructure/Roads

In terms of infrastructure, Mr. Young defined a State bicycle lane as a 4- or 5-foot lane for bicycles that is separated from the vehicular traffic lanes – 4 feet if it has no curb, 5 feet if it has a curb. If vehicle speeds exceed 35 mph, he said, Caltrans recommends wider bike lanes, but it does not specify the width. Mr. Young said that when Portola Valley does the striping, most of the areas will come out from 5 to 6 feet wide.

Mr. Mader said that the General Plan's Trails & Paths Element includes references to bike lanes, bike routes and bike paths. At one time, it showed bike lanes in both Portola Valley and Ladera. In 2003, when the element was revised, there was discussion about multi-use facilities, equestrian use and bike lane concepts. The committee – which to Mr. Mader's recollection didn't include much representation from the cycling community – changed bike "lanes" to bike "routes." About the same time, Mr. Mader said that he'd asked Brad Peyton (Public Works Committee member) to inventory Alpine Road and Portola Road from a bicyclist's perspective. Mr. Peyton's color-coded map shows shoulder widths, revealing areas on both sides of the roads where 5-foot bike lanes might be feasible, as well as utility poles, culverts, etc. Along the 50,000 feet of roadway Mr. Peyton mapped, Mr. Mader said that approximately 78% could accommodate a 5-foot width relatively easily. The remaining 22% would require major measures, such as retaining walls, to reach that 5-foot target.

Mayor Driscoll said that he hoped the Council could reach consensus on whether the Town should determine the estimated cost of installing bikeways for Portola Road and Alpine Road, plus the spur from Alpine Road to Corte Madera Elementary School. Mr. Young said that he'd engaged Alta Planning + Design – which San Mateo County used for its bicycle and pedestrian plan – to take a look at Portola Valley's system. He estimated that the Town could get a study completed for less than \$10,000. As for development funds, he added, the Town could apply, on a competitive basis, for TDA (Transportation Development Act) and Congestion Management Program funding. Mr. Young said that the Town also could identify and upgrade trouble spots from its own budget.

Vice Mayor Derwin (from the audience) asked whether the Town could use Measure M money for this; Mr. Young was not sure. Ms. Howard did not think so. Mayor Driscoll said that staff could investigate the answer to that question.

As a first pass, Councilmember Wengert said that she considers it imperative to evaluate the possibilities. It would be appropriate for the reconstituted committee to make a recommendation, in combination with Mr. Young.

Mayor Driscoll said that staff will obtain a proposal from Alta on a program to install Class II bikeways (4 and 5 feet wide) on the arterial roads. Although it does not seem practical to pursue the program on Westridge Drive at this time, staff will also look into possible signage there and on other secondary roads. Councilmember Toben suggested that the Town have Alta look at a few locations on Westridge Drive and provide a diagnosis of the situation there, because even though it isn't an arterial, it's a prominent thoroughfare, heavily used by bicyclists, with a lot of vegetation and blind curbs.

Because no parking is permitted in bike lanes, Mr. McKitterick noted that among the other issues that will have to be addressed in envisioning these bikeways will be parking for Valley Presbyterian Church, Our Lady of the Wayside Church and other places where people now park all the time. Mr. Buja said that although it may defeat the purpose of having bike lanes, unless it's posted, parking is permissible in bike lanes.

Enforcement

Mayor Driscoll invited ideas about helping law enforcement maximize public safety. He said that he'd indicated to Lt. Schumaker that the most likely trouble spots in terms of serious public safety issues are the high-speed curbs, where drivers sometimes cross the white line. He cited the area in front of Alpine Hills Tennis & Swimming Club as an example, where bicyclists are laboring up the hill and probably one car in every five cuts across the white line to cut the corner.

Lt. Schumaker indicated that the law enforcement effort is "hit or miss," responding to a great extent to complaints. The law enforcement resources are limited as well, so it's difficult to concentrate on an area when the deputies have to respond to a call for service elsewhere. He said the Sheriff's Department does some outreach, talking to riders, as well as participating in Honor the Stop four times a year and zero-tolerance days for distracted driving. He said that a lot of the accidents the Department has reviewed – not only for Portola Valley but also Woodside and other areas – have been at intersections where drivers don't see the bicyclist when making a turn. The CHP reports the same for the rest of California.

Ms. Lloyd asked if striping the turns might discourage motorists from cutting across the line, noting an area going up La Cuesta Drive in Ladera that makes them go around. Lt. Schumaker said that road bumps and rumble stripes that discourage motorists also upset neighbors. Ms. Lloyd said the ones she's talking about are just painted on.

Vice Mayor Derwin (from the audience) said that Los Altos has done some good things in its Safe Routes to Schools, using berm-type islands that serve to separate cars from bikes. Mayor Driscoll suggested that as bikeways are evaluated, the road-treatment aspect is another thing to consider.

Lt. Schumaker said that it's also important to consider that California requirements pertaining to State highways (such as Alpine Road) may differ from Town requirements for its own roads. In response to a question from Mayor Driscoll, he said that enforcement probably would be somewhat easier with bikeways that are formally designated and signed as such. They would certainly be safer, he added.

Ms. Bacon asked if any regulations govern bicyclists' use of cell phones. Lt. Schumaker said that it's the same as with cars.

(5) Discussion and Council Action – Changes to the Traffic Committee Charter [8:45 p.m.]

Vice Mayor Derwin returned to the dais.

Ms. Howard said that the Traffic Committee doesn't seem to have a charter per se, just by reference in the ordinance, which should be repealed because it's out-of-date. She said that at this time, the Council appears to be looking at something along the lines of a "Bike/Traffic Safety Committee," with an entirely new charter. She said that the process probably should be similar to what the Council did with the Trails & Paths Committee, in creating a membership that is committed to the new charter.

Mayor Driscoll suggested that staff develop a new charter for the reconstituted committee that involves safety, some advocacy for bicycle use and safe driving and advising the Town Engineer concerning infrastructure issues. To foster a new environment, Councilmember Wengert added coordinating outreach activities and serving as a point of communication to the list of committee responsibilities. Councilmember Wengert suggested a connection with Safe Routes to School as well.

As for committee membership, Mayor Driscoll said that the Police Commissioner would be involved in a liaison capacity, and it might be appropriate to consider members from outside of Portola Valley. Councilmember Toben suggested that Shelly Sweeney be appointed to the new committee, and serve in a dual capacity since she already serves on the Trails & Paths Committee and has been a major leader in the Safe Routes to School Coalition.

(6) Recommendation by Assistant Town Manager – Introduction of Ordinance Regulating Commercial Activity on Town Center Property [8:54 p.m.]

- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance Adding Chapter 12.10 [Commercial Use of Town Outdoor Recreational Facilities] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code (Ordinance No. __)

Ms. McDougall reported that the Town Attorney's office took on the challenge of coming up with a draft ordinance that dealt with the intensity and frequency issues that the Council wanted the ordinance to include. Staff believes that the revised draft would be a workable tool for addressing issues that may arise without being over-regulatory.

Mayor Driscoll observed that the regulations will kick in when a commercial use displaces individual use.

Councilmember Toben said that he was very impressed with how well the revised draft addressed a vexing problem a few meetings ago. He described it as a "strong and elegant solution."

Mr. McKitterick, too, said he thought the solution was great.

Councilmember Toben moved to approve the Introduction and First Reading of Title, Waive Further Reading, and Introduce an Ordinance Adding Chapter 12.10 [Commercial Use of Town Outdoor Recreational Facilities] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code.

**Town of Portola Valley
Nature & Science Committee**

Date: Sep 2, 2011
To: Angie Howard, Portola Valley Town Manager
From: G E Comstock
Re: Request for an OK on R/C Flying at Town Center

Dear Angie,

Per telecon, will you please add this item to the agenda for the next meeting of the Town Council?

We are asking for two workday mornings plus Saturday, evenly distributed through the week to improve the chance of a fit with interested person's calendars.

Thanks,

George

Agenda Item -

In order to further educational opportunities in the sciences, and in the development of skills and self-esteem among our youth, as well facilitating the development of new hobby interests among all citizens, we ask the Town Council to designate the baseball field at Town Center for "Open Flying" of R/C model planes year around on Tuesday, Thursday, and Saturday from Sunrise to 9 AM subject to the conditions enumerated below.

George Comstock spoke with Tony the morning of the Aug 18 about the scheduling, and he has given it his 100% agreement and support, subject to these conditions.

He has also spoken with Carol Goodstein at the Springdown Equestrian Center about whether flight noise disturbs the horses. She told me that the May 19, 2011 Flight Night on the Soccer Field was mostly not audible at all, and in the odd moment, barely so, causing no disturbance to the horses. She suggested keeping the flying mainly over the baseball field, which is further from the horses than the soccer field, just to be sure.

In addition, George has flown his R/C "Slow-Stick" model plane on six occasions starting at times ranging from 6:30 to 9 AM in the last three weeks. During those sessions he has seen tennis players on two days, Tony on one day, and no one else on the fields or in sight anywhere except on Portola Road. Looks like there will be very little interference with others on Town property during the requested hours.

Conditions (to be posted on a permanent sign at the field):

This Town Center Baseball field is reserved for R/C model plane flying from Sunrise to 9AM Tuesday, Thursday, and Saturday except during field maintenance operations.

Non-Flyers: Stay OFF the fields during flight operations!

Beginning fliers: You are welcome when under the instruction of a qualified pilot

Pilots: You must hold current AMA membership

Only "Park Flyer" models allowed

Do not overfly tennis courts or the equestrian center

Electric power only, no gas engines

No turbine or ducted fan propulsion systems

Planes in the air must be kept at least 75 feet from non-flyers

The Town will not be responsible for models lost in the trees.

**Presentation for Town Council meeting on September 14, 2011
Submitted by Yvonne Tryce**

For years, the Town has sponsored the collection of nature artifacts that is under my State Department of Fish and Game permit. All required fees have always been paid entirely by me as holder of the permit.

This permit is required for holding the materials whether any collecting is done or not. Active collecting has ceased, but we had an anonymous donation of a small bird nest, a donation of a hawk electrocuted as it grabbed a squirrel on a high voltage pole, and I added a moth that fell out of our garage door as it opened.

The Nature and Science Committee has been actively trying to find a new home for the Nature Center in Portola Valley. Our most viable options are with the Mid-peninsula Regional Open Space District which has recently acquired the Woods Estate (The Hawthorns) here in Portola Valley which it plans to operate as a part of the Windy Hill preserve. It is currently evaluating the property and working out plans for how the space should be used. We are hopeful that they will include a Nature Center. However, we are also staying open to other options which may arise.

In the meantime, we would appreciate the Town's patience and cooperation to maintain the existing natural history archives which are currently housed mostly in a closet of the Buckeye activity room. The permit recently came due and when the Town Manager was approached for the usual signatures designating the Town as my sponsor for the permit, the Town Manager declined to sign it and referred me to the Town Council to appeal for a signature. Since this Town Council meeting was scheduled for a date later than the date that Fish and Game wanted the forms, I contacted the state and was asked to go ahead and submit my permit report and fees, and send in the sponsor signatures whenever they were obtained. The Nature and Science Committee at their special meeting on August 26, 2011 agreed that the Town Council should be asked for the required two signatures at their next regular meeting.

RECEIVED
SEP 07 2011
TOWN OF PORTOLA VALLEY



California Natural Resources Agency
DEPARTMENT OF FISH AND GAME

Reset Print

2011 SCIENTIFIC COLLECTING PERMIT APPLICATION

SCIENTIFIC COLLECTING PERMIT

Doc. ID: _____

DFG USE ONLY

THIS PERMIT IS VALID: FROM / / THROUGH / / PERMANENT ID NUMBER SC-002778

PERMIT, AMENDMENTS AND REPORT OF SPECIMENS COLLECTED OR SALVAGED MUST BE IN IMMEDIATE POSSESSION WHILE COLLECTING

SCIENTIFIC COLLECTING IS NOT ALLOWED UNDER THE AUTHORITY OF A SPORT FISHING LICENSE

NEW RENEWAL - SC-002778 When renewing, Report of Specimens Collected or Salvaged MUST BE ATTACHED or application will be returned.
CHECK ONE: RESIDENT—\$64.63 NONRESIDENT—\$216.56 STUDENT—\$21.63—RESIDENT AND NONRESIDENT

BEFORE COMPLETING APPLICATION: Read instructions, permit descriptions, mandatory conditions, and number authorizations requested or issued. Complete all appropriate sections of the application (sponsor's section may be required). Type or print clearly.

SECTION 1 - INDIVIDUAL PERMITTEE INFORMATION - Complete only if applying as an individual.

OWNER'S FIRST NAME Yvonne M.I. B LAST NAME Tryce DRIVER'S LICENSE OR DMV ID NUMBER B1491304 STATE CA

AFFILIATION Portola Valley Nature Center Check here if you want future correspondence mailed to your affiliation. TITLE Director

PERMITTEE'S MAILING ADDRESS 90 Joaquin Road DAY TELEPHONE (650) 851-8888 FAX NUMBER ()

CITY Portola Valley STATE CA ZIP CODE 94028 E-MAIL ADDRESS ytryce@yahoo.com

HAIR COLOR Brown/grey EYE COLOR blue HEIGHT 5'5" WEIGHT 135 lbs SEX MALE FEMALE DATE OF BIRTH 06/04/33

AFFILIATION'S MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SECTION 2 - ENTITY PERMITTEE - Complete only if applying as a qualified entity.

Only California certified small businesses or aquariums accredited by the Association of Zoos and Aquariums (AZA) who use temporary employees or volunteers to conduct activities are eligible for an entity permit. Proof MUST be submitted with this application of being a California certified small business or aquarium accredited by the AZA.

PERMITTEE'S BUSINESS NAME _____ DAY TELEPHONE () FAX NUMBER ()

PERMITTEE'S MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PRINCIPAL SCIENTIFIC INVESTIGATOR INFORMATION - Provide information for the full-time permanent employee responsible for providing adequate supervision and training of the temporary employees and volunteers listed below.

FIRST NAME _____ M.I. _____ LAST NAME _____ TITLE _____

DRIVER'S LICENSE OR DMV ID NUMBER _____ STATE _____ DAY TELEPHONE () E-MAIL ADDRESS _____

List ALL temporary employees or volunteers that will be working under the Principal Scientific Investigator named above. Attach a separate list if needed. An amendment form and fee must be submitted, approved, and returned to you by the Department before you can add or remove temporary employees and volunteers from this list.

FIRST NAME	LAST NAME	DRIVER'S LICENSE OR DMV ID NUMBER	STATE

FOR DEPARTMENT OF FISH AND GAME USE ONLY
AUTHORIZATIONS AND CONDITIONS ARE ON PAGE FOUR

REVIEWED BY/DATE _____ CASHIERED BY/DATE _____ TRANSACTION# _____ LRB ROUTED TO/DATE _____

1. _____ 2. _____ 3. _____



California Natural Resources Agency
 DEPARTMENT OF FISH AND GAME
 2011 SCIENTIFIC COLLECTING PERMIT APPLICATION (Continued)

FIRST NAME Yvonne	M.I. B.	LAST NAME OR BUSINESS NAME (If qualified entity) Tryce	PERMANENT ID NUMBER SC-002778
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SECTION 3 - PERMIT INFORMATION

USE OF PERMIT: CHECK ALL APPLICABLE BOXES

- BIOLOGICAL CONSULTING (generally, catch and release only)
 RESEARCH
 MUSEUM COLLECTION
 BIOLOGICAL COLLECTION SERVICES
 STATE, FEDERAL OR OTHER AGENCY BIOLOGIST
 EDUCATION
 OTHER

WILDLIFE AND ACTIVITY: Reminder - You must provide justification in Section 5 for each wildlife and activity circled here.

Circle the type of wildlife to be taken AND circle the type of activity requested: S=sacrifice; R=capture and release; C=take into captivity; SL=salvage; M=mark

MAMMALS	S	R	C	(SL)	M	FRESHWATER FISHES	S	R	C	M
BIRDS* Other activity	S	R	C	(SL)	M	FRESHWATER INVERTEBRATES	S	(R)	C	M
REPTILES	S	(R)	C	(SL)	M	ANADROMOUS FISHES	S	R	C	M
AMPHIBIANS	S	(R)	(C)	SL	M	MARINE FISHES	S	R	C	SL
VERNAL POOL/TERRESTRIAL INVERTEBRATES	S	(R)	(C)	(SL)	M	MARINE AQUATIC PLANTS	S		C	(SL)
						MARINE/TIDAL INVERTEBRATES	S	R	C	(SL)

*See Mandatory Condition "L"

CHECK ONE: Other SCP permittees are involved in activity or project. YES NO (If yes, list the permittees below. Attach separate list if needed.)

FIRST NAME	LAST NAME	SCIN NUMBER
		SC-
		SC-
		SC-

SECTION 4 - SPONSOR INFORMATION

Students, teachers and individuals collecting on behalf of an organization that they are not affiliated with must all have two members of the organization sponsor them. Sponsors must fully complete this section of the application. Students must have two faculty members with affiliation to the student's college or university sponsor the student. Elementary and secondary school teachers must be sponsored by their principal. In some other cases, the DFG may review an application and determine that a sponsor is needed and will request this information directly from the applicant or organization.

SPONSOR'S FIRST NAME	M.I.	LAST NAME	DAY TELEPHONE
			(650) 851-1700
TITLE	ORGANIZATION		E-MAIL ADDRESS
T	Town of Portola Valley		
MAILING ADDRESS	CITY	STATE	ZIP CODE
765 Portola Road	Portola Valley	CA	94028

SPONSOR'S CERTIFICATION/SIGNATURE: I verify the take described in this application is required by this organization. DATE

SPONSOR'S FIRST NAME	M.I.	LAST NAME	DAY TELEPHONE
			(650) 851-1700
TITLE	ORGANIZATION		E-MAIL ADDRESS
	Town of Portola Valley		
MAILING ADDRESS	CITY	STATE	ZIP CODE
765 Portola Road	Portola Valley	CA	94028

SPONSOR'S CERTIFICATION/SIGNATURE: I verify the take described in this application is required by this organization. DATE

APPLICANT CERTIFICATION

By checking all boxes, I hereby declare that the following information is provided in this application and in the justification section.

Purpose
 Species + Numbers to be collected
 Collection Locations
 Species Disposition
 Methods/Activity (Standard Exceptions)
 Attached Federal/State Permit(s) (Applicable/Not Applicable - Circle appropriate one)

I understand that if I fail to provide all information, circle items or check the boxes, my application may be denied. I certify that I have read, understand, and agree to abide by, all conditions of this permit and attachments, the applicable provisions of the FGC, and the regulations promulgated thereto. I certify that I am not currently under any Fish and Game license or permit revocation or suspension, and that there are no other legal or administrative proceedings pending that would disqualify me from obtaining this permit. I agree that if I make any false statement as to any fact required as a prerequisite to the issuance of this permit, the permit is void and will be surrendered where purchased, and I understand that I may be subject to prosecution pursuant to FGC Section 1054 or to other administrative actions pursuant to Section 746, Title 14, of the CCR.

APPLICANT SIGNATURE	DATE
X Yvonne B. Tryce	Aug. 18, 2011



California Natural Resources Agency
 DEPARTMENT OF FISH AND GAME
 2011 SCIENTIFIC COLLECTING PERMIT APPLICATION (Continued)

FIRST NAME <i>Vonne</i>	M.I. <i>B.</i>	LAST NAME OR BUSINESS NAME (If qualified entity) <i>Tryce</i>	PERMANENT ID NUMBER <i>SC-002778</i>
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SECTION 5 - PERMIT JUSTIFICATION - Required for ALL activities, including permit renewals.

CHECK HERE IF PROPOSING TO TAKE STANDARD EXCEPTION SPECIES

IS A FEDERAL OR ADDITIONAL STATE PERMIT REQUIRED? YES NO
 (If yes, attach copies.)

PROVIDE START AND END DATE AND/OR EXPLAIN SEASONAL REQUIREMENTS FOR YOUR WORK. <i>Displays year-round, classes scheduled periodically</i>	START <i>/ /</i>	END <i>/ /</i>
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REMINDER - You must provide justification here for each wildlife and activity circled in Section 3. Use the space below to summarize your proposed research, as follows: purpose (include scientific or educational need for the requested activity); methods/techniques (include equipment/gear) and the reason for using them; species or groupings and numbers to be collected, if known (include scientific and common names); and collection locations (include counties and specific locales and reasons for choosing them). If you propose to collect in a marine protected area (MPA), give the proper name of the MPA and explain why collection is required within the MPA. If you are working in areas where special status species (listed, fully protected, or species of special concern) are expected to be incidentally captured, explain why collection is required in these areas, and describe how your methods/techniques and equipment/gear will avoid or minimize take of non-target sensitive species. If requesting standard exceptions, marking/tagging, captivity, or sacrifice, specific details as described above must be included for each species and activity requested. Also list all standard exceptions and/or non-standard methods (see Mandatory Conditions/Numbered Authorizations) in tabular format, along with the information requested above. Note: If you are working in areas where special status species are expected to be incidentally captured, you shall include such anticipated species in your list of standard exceptions. You may be asked to send in a *detailed* study proposal for standard exception species during the review process. Attach additional pages if needed. Attach complete copies of appropriate federal permits and additional State permits (e.g., Memorandum of Understanding) to avoid delay of processing.

2011 Scientific Collecting Permit Application

Section 5 – Permit Justification

SC - 002778

The permit is needed for activities related to a small display of natural artifacts on display at the Portola Valley Town Center and for the activities of primarily young children taking nature classes taught by the Permittee, Yvonne Tryce, at the Town Center.

Mammals: We accept salvaged mammal specimens either fresh or preserved but do not capture, or kill any mammals. Salvaged mammal specimens are used for educational displays and for instructional use for classes.

Birds: We accept salvaged bird specimens either fresh or preserved but do not capture or kill any birds. Salvaged bird specimens are used for educational displays and for instructional use for classes.

Reptiles: We accept salvaged reptile specimens either fresh or preserved but do not kill any reptiles. Occasionally a class will locate a small lizard or snake in their explorations, and the animal will be contained and observed briefly before releasing. Salvaged specimens are used for educational displays and for instructional use for classes.

Amphibians: The Peninsula Humane Society donated a western toad to the Nature Center a number of years ago which we continue to care for. In addition, a class will sometimes find pollywogs or frogs at our creek and these may be contained and observed briefly before releasing.

Vernal Pool/Terrestrial Invertebrates: Banana slugs, insects, spiders, worms, and other invertebrates also are sometimes captured, observed, and then released. Sometimes dead specimens of insects or spiders are salvaged for the archives to use for educational use in classes and in displays. This year, some of the insects will be displayed at a Town "Insect Day" event sponsored by the Town Nature and Science Committee.

Fresh Water Invertebrates: Sometimes a jar of pond water is kept in the classroom for close observation of the small organisms it contains.

Marine Aquatic Plants and Marine/Tidal Invertebrates: There are a number of salvaged tidal specimens in our archives, and, although we do not seek them, we will accept donations of specimens to be used for teaching about the oceans.



California Natural Resources Agency
DEPARTMENT OF FISH AND GAME
2011 SCIENTIFIC COLLECTING PERMIT APPLICATION (Continued)

FIRST NAME <i>Yvonne</i>	M.I. <i>B.</i>	LAST NAME OR BUSINESS NAME (if qualified entity) <i>Tryce</i>	PERMANENT ID NUMBER SC- 002778
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SECTION 6 - CONDITIONS, AUTHORIZATIONS, AND APPROVALS

FOR DEPARTMENT OF FISH AND GAME USE ONLY

<input type="checkbox"/> PAGES OF ATTACHMENTS NOTED IN THIS PERMIT SHALL REMAIN WITH THIS PERMIT AT ALL TIMES.	ISSUED BY/DATE
CONDITIONS, AUTHORIZATIONS, AND APPROVALS ARE AS FOLLOWS:	

DFG REVIEWER(S) SIGNATURE		
1.	2.	3.



U.S. FISH & WILDLIFE SERVICE - MIGRATORY BIRD PERMIT OFFICE
 2800 Cottage Way, Room W-2606, Sacramento, California 95825

Portola Valley
 Nature Center

PERMITTEE: Yvonne Bergen Tryce
 ADDRESS: 90 Jaquin Road
Portola Valley, CA 94028

Office Use Only
 Date Completed Report
 rec'd in Regional Office
 Initials

PERMIT NUMBER: MB 774 222 - 0
 REPORT FOR CALENDAR YEAR: 2010
 REPORT DUE DATE: 1/31/2011

Check here if reporting a change of name, address, or contact information

PHONE: (650) 851-8888 Email: ytryce@yahoo.com

INSTRUCTIONS: This form is for reporting activities conducted under Special Purpose Possession Permits for both Live and Dead birds. Type or print the information requested below for all activities conducted under your permit during the report year, and return the completed report to the above address by the due date. Use of this form is not mandatory, but the same information must be submitted. A supplemental sheet is available if needed. Filing an annual report is a condition of your permit. Failure to file a timely report could result in suspension of your permit. You must submit a report even if you had no activity during the year. **MAKE SURE YOU SIGN & DATE THE CERTIFICATION STATEMENT BELOW BEFORE YOU SUBMIT YOUR REPORT.** (Ref. 50 CFR parts 13 & 21)

Species Inventory (Common Name)	Live (L) or Dead (D - describe part)	Date acquired	Date Disposed of	From whom acquired or to whom transferred (Name/Organization, City, State, Permit #)	Total Number of Programs the bird was used for (including on- and off-site)	If on Static Display, number of days the facility was open to the public
Buteo jamaicensis (Red-tailed hawk)	D - electrocuted on power pole	10/14/10		Donated by Lovetrine Taylor of Portola Vly, CA who found it at base of pole	2	public
5 small nest	N/A	9/20/10		unknown donor		various

CERTIFICATION: I certify that the information in this report is true and correct to the best of my knowledge. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.

Signature: Yvonne Bergen Tryce Date: 1/27/11

U.S. FISH & WILDLIFE SERVICE - MIGRATORY BIRD PERMIT OFFICE
(See attached addresses)

Office Use Only
Date Completed Report
rec'd in Regional Office
Initials: / /

PERMITTEE: Yvonne Bergen Tryce
SPECIAL PURPOSE - SALVAGE - ANNUAL REPORT

ADDRESS: 90 Joaquin Road
Portola Valley CA 94028
City State Zip Code
PERMIT NUMBER: MB 77422a - 0
REPORT FOR CALENDAR YEAR: 2009
REPORT DUE DATE: Jan 31, 2010
PHONE: (650) 851-8888 Email: ytryce@yahoo.com

Check here if reporting a change of name, address, or contact information **INSTRUCTIONS:** Type or print the information requested below for all migratory birds salvaged under your permit during the report year, and return the completed report to the above address by the due date. Use of this form is not mandatory, but the same information must be submitted. A supplemental sheet is available if needed. Filing an annual report is a condition of your permit. Failure to file a timely report could result in suspension of your permit. You must submit a report even if you had no activity during the report year. Please make sure you sign and date the certification below before you submit your report. (Ref. 50 CFR parts 13 & 21)

SPECIES (Common Name)	WHERE (State)	NUMBER SALVAGED		LOCATION OF FINAL DISPOSITION (Name & Address of Institution)	COMMENTS
		BIRDS	NESTS		
No new activity				Preserved birds, nests, and feathers are still at the Portola Valley Town Center, 765 Portola Road, Portola Valley, CA. However, until freezer space can be arranged, frozen birds are in a freezer in the science department at Corte Madera School, 4575 Alpine Road, Portola Valley, CA.	

CERTIFICATION: I certify that the information in this report is true and correct to the best of my knowledge. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.

Signature: Yvonne Bergen Tryce
Rev 11/2007 0

Date: 12/28/09



State of California—The Resources Agency
DEPARTMENT OF FISH AND GAME
SCIENTIFIC COLLECTING REPORT OF SPECIMENS CAPTURED OR SALVAGED

PERMITTEE'S FIRST NAME Yvonne
PERMITTEE'S SIGNATURE Yvonne Tryce
PERMITTEE'S M.I. B.
LAST NAME Tryce
DATE Aug. 18, 2011
AFFILIATION Town of Portola Valley
DAY TELEPHONE 650-851-8888
MAILING ADDRESS 90 Jayuin Road
CITY Portola Valley
STATE CA
ZIP CODE + 4 94028
FAX NUMBER

I certify this is a true and correct report of all specimens captured or salvaged under the authority of my Scientific Collecting Permit
 In checking this box I agree to the above statement.

Common Name	Scientific Name	(Mandatory) County	UTM			Geodetic		Horizontal Datum	Method of Capture	Received or Date Captured See Attachment M M M M M M M M M M M M	Number Captured (SEX)		Total Capt
			Easting	Northing	Zone	Longtude	Latitude				M	F	
Red-tailed hawk	Buteo jamaicensis	San Mateo				122°13'59"	37°22'53"		Salvage	10/14/10		X	1
Small nest	N/A	San Mateo				122°13'59"	37°22'53"		Salvage	9/20/10			
Ceanothus moth	Hyalophora euryalus	San Mateo				123°12'10"	37°20'41"		Salvage	4/10/11		X	1



State of California—The Resources Agency
 DEPARTMENT OF FISH AND GAME
 SCIENTIFIC COLLECTING REPORT OF SPECIMENS CAPTURED OR SALVAGED

PERMITTEE'S FIRST NAME: YVONNE
 LAST NAME: Tryce
 CITY: Portola Valley
 STATE: CA
 ZIP CODE + 4: 94028
 AFFILIATION: Town of Portola Valley
 PERMIT # 002771

MAILING ADDRESS: 90 Jaywin Road
 DAY TELEPHONE: 650-851-8888
 FAX NUMBER: [blank]

PERMITTEE'S SIGNATURE: Yvonne Tryce
 DATE: Aug. 18, 2011
 SPONSOR'S NAME: [blank]
 SPONSOR'S EMAIL ADDRESS: [blank]
 SPONSOR'S NAME: [blank]

Common Name	Scientific Name	(Mandatory) County	UTM			Coordinates (Either UTM or Geodetic)			Date Captured	Number Captured (SEX)			Total Capt	
			Easting	Northing	Zone	W Longitude	N Latitude	Horizontal Datum		Method of Capture	M	F		UNK
Red-tailed hawk	Buteo jamaicensis	San Mateo				123°13'54"	37°22'53"	Salvage	10/14/10			X	1	
Small nest	N/A	San Mateo				122°13'59"	37°22'53"	Salvage	9/20/10				1	
Geomethus moth	Hyalophora euryalus	San Mateo				123°12'10"	37°20'41"	Salvage	4/10/11			X	1	

Addendum to Scientific Collecting Report of Specimens Captured or Salvaged

SC-002778

We are only including new acquisitions on this list. Previous listing sent to the state have included our full collection.

Both the red-tailed hawk with a squirrel in its talons, which died by being electrocuted on a telephone pole, and the small bird nest were brought in (unsolicited) by local residents. They are now at our Portola Valley Town Center location: 765 Portola Road, Portola Valley, CA 94028. The nest is on display, but the hawk has only been shown to classes. We are not actively seeking donations until we have more suitable display space.

The location of the Portola Valley Nature Center archives is currently at the Town Center with a rather small area for display. The frozen specimens are still being stored in the freezer of the science department at Corte Madera School, 4575 Alpine Road, Portola Valley, CA 94028. We are actively seeking a better location in Town for the Nature Center and, through the Town Nature and Science Committee, are currently in discussion with the Mid-peninsula Regional Open Space District regarding some of their facilities.

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also, complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery AUG 26 2011</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p>CA Dept of Fish & Game James Fong, Chief License & Revenue Branch 1740 North Market Blvd. Sacramento, CA 95834</p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>2. Article Number (Transfer from service label)</p>	<p>7011 0110 0001 5202 3859</p>
<p>PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540</p>	

RICHARD TRYCE
 YVONNE B. TRYCE
 80 JOAQUIN RD.
 PORTOLA VALLEY, CA 94028-8115

90-7182/3222
 8612974522

2419

Date: Aug 18, 2011

Pay to the order of: California Dept. of Fish and Game \$ 64.⁶³
 sixty four and ⁶³/₁₀₀ Dollars

Washington Mutual Bank
 Leaders Financial Center 1326
 3130 Alpine Road, Ste. 170
 Portola Valley, CA 94028

800-788-7000
 24 hour Customer Service

Notes: Yvonne Tryce MP

⑆322271627⑆ 8612974522⑆ 2419

**Presentation for Town Council meeting on September 14, 2011
Submitted by Yvonne Tryce**

For years, the Town has sponsored the collection of nature artifacts that is under my State Department of Fish and Game permit. All required fees have always been paid entirely by me as holder of the permit.

This permit is required for holding the materials whether any collecting is done or not. Active collecting has ceased, but we had an anonymous donation of a small bird nest, a donation of a hawk electrocuted as it grabbed a squirrel on a high voltage pole, and I added a moth that fell out of our garage door as it opened.

The Nature and Science Committee has been actively trying to find a new home for the Nature Center in Portola Valley. Our most viable options are with the Mid-peninsula Regional Open Space District which has recently acquired the Woods Estate (The Hawthorns) here in Portola Valley which it plans to operate as a part of the Windy Hill preserve. It is currently evaluating the property and working out plans for how the space should be used. We are hopeful that they will include a Nature Center. However, we are also staying open to other options which may arise.

In the meantime, we would appreciate the Town's patience and cooperation to maintain the existing natural history archives which are currently housed mostly in a closet of the Buckeye activity room. The permit recently came due and when the Town Manager was approached for the usual signatures designating the Town as my sponsor for the permit, the Town Manager declined to sign it and referred me to the Town Council to appeal for a signature. Since this Town Council meeting was scheduled for a date later than the date that Fish and Game wanted the forms, I contacted the state and was asked to go ahead and submit my permit report and fees, and send in the sponsor signatures whenever they were obtained. The Nature and Science Committee at their special meeting on August 26, 2011 agreed that the Town Council should be asked for the required two signatures at their next regular meeting.

RECEIVED
SEP 07 2011
TOWN OF PORTOLA VALLEY



California Natural Resources Agency
DEPARTMENT OF FISH AND GAME

Reset Print

2011 SCIENTIFIC COLLECTING PERMIT APPLICATION

SCIENTIFIC COLLECTING PERMIT

Doc. ID: _____

DFG USE ONLY

THIS PERMIT IS VALID: FROM / / THROUGH / / PERMANENT ID NUMBER SC-002778

PERMIT, AMENDMENTS AND REPORT OF SPECIMENS COLLECTED OR SALVAGED MUST BE IN IMMEDIATE POSSESSION WHILE COLLECTING

SCIENTIFIC COLLECTING IS NOT ALLOWED UNDER THE AUTHORITY OF A SPORT FISHING LICENSE

NEW RENEWAL - SC-002778 When renewing, Report of Specimens Collected or Salvaged MUST BE ATTACHED or application will be returned.
CHECK ONE: RESIDENT—\$64.63 NONRESIDENT—\$216.56 STUDENT—\$21.63—RESIDENT AND NONRESIDENT

BEFORE COMPLETING APPLICATION: Read instructions, permit descriptions, mandatory conditions, and number authorizations requested or issued. Complete all appropriate sections of the application (sponsor's section may be required). Type or print clearly.

SECTION 1 - INDIVIDUAL PERMITTEE INFORMATION - Complete only if applying as an individual.

OWNER'S FIRST NAME Yvonne M.I. B LAST NAME Tryce DRIVER'S LICENSE OR DMV ID NUMBER B1491304 STATE CA

AFFILIATION Portola Valley Nature Center Check here if you want future correspondence mailed to your affiliation. TITLE Director

PERMITTEE'S MAILING ADDRESS 90 Joaquin Road DAY TELEPHONE (650) 851-8888 FAX NUMBER ()

CITY Portola Valley STATE CA ZIP CODE 94028 E-MAIL ADDRESS ytryce@yahoo.com

HAIR COLOR Brown/grey EYE COLOR blue HEIGHT 5'5" WEIGHT 135 lbs SEX MALE FEMALE DATE OF BIRTH 06/04/33

AFFILIATION'S MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SECTION 2 - ENTITY PERMITTEE - Complete only if applying as a qualified entity.

Only California certified small businesses or aquariums accredited by the Association of Zoos and Aquariums (AZA) who use temporary employees or volunteers to conduct activities are eligible for an entity permit. Proof MUST be submitted with this application of being a California certified small business or aquarium accredited by the AZA.

PERMITTEE'S BUSINESS NAME _____ DAY TELEPHONE () FAX NUMBER ()

PERMITTEE'S MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PRINCIPAL SCIENTIFIC INVESTIGATOR INFORMATION - Provide information for the full-time permanent employee responsible for providing adequate supervision and training of the temporary employees and volunteers listed below.

FIRST NAME _____ M.I. _____ LAST NAME _____ TITLE _____

DRIVER'S LICENSE OR DMV ID NUMBER _____ STATE _____ DAY TELEPHONE () E-MAIL ADDRESS _____

List ALL temporary employees or volunteers that will be working under the Principal Scientific Investigator named above. Attach a separate list if needed. An amendment form and fee must be submitted, approved, and returned to you by the Department before you can add or remove temporary employees and volunteers from this list.

FIRST NAME	LAST NAME	DRIVER'S LICENSE OR DMV ID NUMBER	STATE

FOR DEPARTMENT OF FISH AND GAME USE ONLY

AUTHORIZATIONS AND CONDITIONS ARE ON PAGE FOUR

REVIEWED BY/DATE _____ CASHIERED BY/DATE _____ TRANSACTION# _____ LRB Routed To/Date _____

1. _____ 2. _____ 3. _____



California Natural Resources Agency
DEPARTMENT OF FISH AND GAME
2011 SCIENTIFIC COLLECTING PERMIT APPLICATION (Continued)

FIRST NAME Yvonne	M.I. B.	LAST NAME OR BUSINESS NAME (If qualified entity) Tryce	PERMANENT ID NUMBER SC-002778
----------------------	------------	---	----------------------------------

SECTION 3 - PERMIT INFORMATION

USE OF PERMIT: CHECK ALL APPLICABLE BOXES

- BIOLOGICAL CONSULTING (generally, catch and release only) RESEARCH MUSEUM COLLECTION BIOLOGICAL COLLECTION SERVICES
 STATE, FEDERAL OR OTHER AGENCY BIOLOGIST EDUCATION OTHER

WILDLIFE AND ACTIVITY: Reminder - You must provide justification in Section 5 for each wildlife and activity circled here.

Circle the type of wildlife to be taken AND circle the type of activity requested: S=sacrifice; R=capture and release; C=take into captivity; SL=salvage; M=mark.

MAMMALS	S	R	C	(SL)	M	FRESHWATER FISHES	S	R	C	M
BIRDS* Other activity _____	S	R	C	(SL)	M	FRESHWATER INVERTEBRATES	S	(R)	C	M
REPTILES	S	(R)	C	(SL)	M	ANADROMOUS FISHES	S	R	C	M
AMPHIBIANS	S	(R)	(C)	SL	M	MARINE FISHES	S	R	C	SL
VERNAL POOL/TERRRESTRIAL INVERTEBRATES	S	(R)	(C)	(SL)	M	MARINE AQUATIC PLANTS	S		C	(SL)
						MARINE/TIDAL INVERTEBRATES	S	R	C	(SL)

*See Mandatory Condition "L"

CHECK ONE: Other SCP permittees are involved in activity or project. YES NO (If yes, list the permittees below. Attach separate list if needed.)

FIRST NAME	LAST NAME	SCIN NUMBER
		SC-
		SC-
		SC-

SECTION 4 - SPONSOR INFORMATION

Students, teachers and individuals collecting on behalf of an organization that they are not affiliated with must all have two members of the organization sponsor them. Sponsors must fully complete this section of the application. Students must have two faculty members with affiliation to the student's college or university sponsor the student. Elementary and secondary school teachers must be sponsored by their principal. In some other cases, the DFG may review an application and determine that a sponsor is needed and will request this information directly from the applicant or organization.

SPONSOR'S FIRST NAME	M.I.	LAST NAME	DAY TELEPHONE
			(650) 851-1700
TITLE		ORGANIZATION	E-MAIL ADDRESS
T		Town of Portola Valley	
MAILING ADDRESS		CITY	STATE
765 Portola Road		Portola Valley	CA
			ZIP CODE
			94028

SPONSOR'S CERTIFICATION/SIGNATURE: I verify the take described in this application is required by this organization.

	DATE
X	

SPONSOR'S FIRST NAME	M.I.	LAST NAME	DAY TELEPHONE
			(650) 851-1700
TITLE		ORGANIZATION	E-MAIL ADDRESS
		Town of Portola Valley	
MAILING ADDRESS		CITY	STATE
765 Portola Road		Portola Valley	CA
			ZIP CODE
			94028

SPONSOR'S CERTIFICATION/SIGNATURE: I verify the take described in this application is required by this organization.

	DATE
X	

APPLICANT CERTIFICATION

By checking all boxes, I hereby declare that the following information is provided in this application and in the justification section.

- Purpose Species + Numbers to be collected Collection Locations Species Disposition
 Methods/Activity (Standard Exceptions) Attached Federal/State Permit(s) (Applicable/Not Applicable - Circle appropriate one)

I understand that if I fail to provide all information, circle items or check the boxes, my application may be denied. I certify that I have read, understand, and agree to abide by, all conditions of this permit and attachments, the applicable provisions of the FGC, and the regulations promulgated thereto. I certify that I am not currently under any Fish and Game license or permit revocation or suspension, and that there are no other legal or administrative proceedings pending that would disqualify me from obtaining this permit. I agree that if I make any false statement as to any fact required as a prerequisite to the issuance of this permit, the permit is void and will be surrendered where purchased, and I understand that I may be subject to prosecution pursuant to FGC Section 1054 or to other administrative actions pursuant to Section 746, Title 14, of the CCR.

APPLICANT SIGNATURE	DATE
X Yvonne B. Tryce	Aug. 18, 2011



California Natural Resources Agency
 DEPARTMENT OF FISH AND GAME
 2011 SCIENTIFIC COLLECTING PERMIT APPLICATION (Continued)

FIRST NAME <i>Vonne</i>	M.I. <i>B.</i>	LAST NAME OR BUSINESS NAME (If qualified entity) <i>Tryce</i>	PERMANENT ID NUMBER <i>SC-002778</i>
----------------------------	-------------------	--	---

SECTION 5 - PERMIT JUSTIFICATION - Required for ALL activities, including permit renewals.

CHECK HERE IF PROPOSING TO TAKE STANDARD EXCEPTION SPECIES

IS A FEDERAL OR ADDITIONAL STATE PERMIT REQUIRED? YES NO
 (If yes, attach copies.)

PROVIDE START AND END DATE AND/OR EXPLAIN SEASONAL REQUIREMENTS FOR YOUR WORK. <i>Displays year-round, classes scheduled periodically</i>	START <i>/ /</i>	END <i>/ /</i>
--	---------------------	-------------------

REMINDER - You must provide justification here for each wildlife and activity circled in Section 3. Use the space below to summarize your proposed research, as follows: purpose (include scientific or educational need for the requested activity); methods/techniques (include equipment/gear) and the reason for using them; species or groupings and numbers to be collected, if known (include scientific and common names); and collection locations (include counties and specific locales and reasons for choosing them). If you propose to collect in a marine protected area (MPA), give the proper name of the MPA and explain why collection is required within the MPA. If you are working in areas where special status species (listed, fully protected, or species of special concern) are expected to be incidentally captured, explain why collection is required in these areas, and describe how your methods/techniques and equipment/gear will avoid or minimize take of non-target sensitive species. If requesting standard exceptions, marking/tagging, captivity, or sacrifice, specific details as described above must be included for each species and activity requested. Also list all standard exceptions and/or non-standard methods (see Mandatory Conditions/Numbered Authorizations) in tabular format, along with the information requested above. Note: If you are working in areas where special status species are expected to be incidentally captured, you shall include such anticipated species in your list of standard exceptions. You may be asked to send in a detailed study proposal for standard exception species during the review process. Attach additional pages if needed. Attach complete copies of appropriate federal permits and additional State permits (e.g., Memorandum of Understanding) to avoid delay of processing.

2011 Scientific Collecting Permit Application

Section 5 – Permit Justification

SC - 002778

The permit is needed for activities related to a small display of natural artifacts on display at the Portola Valley Town Center and for the activities of primarily young children taking nature classes taught by the Permittee, Yvonne Tryce, at the Town Center.

Mammals: We accept salvaged mammal specimens either fresh or preserved but do not capture, or kill any mammals. Salvaged mammal specimens are used for educational displays and for instructional use for classes.

Birds: We accept salvaged bird specimens either fresh or preserved but do not capture or kill any birds. Salvaged bird specimens are used for educational displays and for instructional use for classes.

Reptiles: We accept salvaged reptile specimens either fresh or preserved but do not kill any reptiles. Occasionally a class will locate a small lizard or snake in their explorations, and the animal will be contained and observed briefly before releasing. Salvaged specimens are used for educational displays and for instructional use for classes.

Amphibians: The Peninsula Humane Society donated a western toad to the Nature Center a number of years ago which we continue to care for. In addition, a class will sometimes find pollywogs or frogs at our creek and these may be contained and observed briefly before releasing.

Vernal Pool/Terrestrial Invertebrates: Banana slugs, insects, spiders, worms, and other invertebrates also are sometimes captured, observed, and then released. Sometimes dead specimens of insects or spiders are salvaged for the archives to use for educational use in classes and in displays. This year, some of the insects will be displayed at a Town "Insect Day" event sponsored by the Town Nature and Science Committee.

Fresh Water Invertebrates: Sometimes a jar of pond water is kept in the classroom for close observation of the small organisms it contains.

Marine Aquatic Plants and Marine/Tidal Invertebrates: There are a number of salvaged tidal specimens in our archives, and, although we do not seek them, we will accept donations of specimens to be used for teaching about the oceans.



California Natural Resources Agency
DEPARTMENT OF FISH AND GAME
2011 SCIENTIFIC COLLECTING PERMIT APPLICATION (Continued)

FIRST NAME <i>Yvonne</i>	M.I. <i>B.</i>	LAST NAME OR BUSINESS NAME (if qualified entity) <i>Tryce</i>	PERMANENT ID NUMBER SC-002778
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SECTION 6 - CONDITIONS, AUTHORIZATIONS, AND APPROVALS

FOR DEPARTMENT OF FISH AND GAME USE ONLY

<input type="checkbox"/> PAGES OF ATTACHMENTS NOTED IN THIS PERMIT SHALL REMAIN WITH THIS PERMIT AT ALL TIMES.	ISSUED BY/DATE
CONDITIONS, AUTHORIZATIONS, AND APPROVALS ARE AS FOLLOWS:	

DFG REVIEWER(S) SIGNATURE		
1.	2.	3.



U.S. FISH & WILDLIFE SERVICE - MIGRATORY BIRD PERMIT OFFICE
 2800 Cottage Way, Room W-2606, Sacramento, California 95825

Portola Valley
 Nature Center

PERMITTEE: Yvonne Bergen Tryce
 SPECIAL PURPOSE - POSSESSION FOR EDUCATION - ANNUAL REPORT

ADDRESS: 90 Jaquin Road PERMIT NUMBER: MB 774 222 - 0
Portola Valley, CA 94028 REPORT FOR CALENDAR YEAR: 2010
 City State Zip Code
 Check here if reporting a change of name, address, or contact information
 REPORT DUE DATE: 1/31/2011

PHONE: (650) 851-8888 Email: YTryce@yahoo.com

INSTRUCTIONS: This form is for reporting activities conducted under Special Purpose Possession Permits for both Live and Dead birds. Type or print the information requested below for all activities conducted under your permit during the report year, and return the completed report to the above address by the due date. Use of this form is not mandatory, but the same information must be submitted. A supplemental sheet is available if needed. Filing an annual report is a condition of your permit. Failure to file a timely report could result in suspension of your permit. You must submit a report even if you had no activity during the year. MAKE SURE YOU SIGN & DATE THE CERTIFICATION STATEMENT BELOW BEFORE YOU SUBMIT YOUR REPORT. (Ref. 50 CFR parts 13 & 21)

Office Use Only
 Date Completed Report rec'd in Regional Office: _____
 Initials: _____

Species Inventory (Common Name)	Live (L) or Dead (D) - describe part	Date acquired	Date Disposed of	From whom acquired or to whom transferred (Name/Organization, City, State, Permit #)	Total Number of Programs the bird was used for (including on- and off-site)	If on Static Display, number of days the facility was open to the public
Buteo jamaicensis (Red-tailed hawk)	D - electrocuted on power pole	10/14/10		Donated by Lovetrine Taylor of Portola Vg, CA who found it at base of pole	2	public
5 small nest	NA	9/20/10		unknown donor		various

CERTIFICATION: I certify that the information in this report is true and correct to the best of my knowledge. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.

Signature: Yvonne Bergen Tryce Date: 1/21/11
 Form 3-202-5 Rev 11/007

U.S. FISH & WILDLIFE SERVICE - MIGRATORY BIRD PERMIT OFFICE
(See attached addresses)

Office Use Only
Date Completed Report
rec'd in Regional Office
Initials: _____

PERMITTEE: Portola Valley Nature Ctr. SPECIAL PURPOSE - SALVAGE - ANNUAL REPORT
Yvonne Bergen Tryce

ADDRESS: 90 Joaquin Road Portola Valley CA 94028
City State Zip Code
PERMIT NUMBER: MB 77422a - 0
REPORT FOR CALENDAR YEAR: 2009
REPORT DUE DATE: Jan 31, 2010
PHONE: (650) 851-8888 Email: ytryce@yahoo.com

Check here if reporting a change of name, address, or contact information **INSTRUCTIONS:** Type or print the information requested below for all migratory birds salvaged under your permit during the report year, and return the completed report to the above address by the due date. Use of this form is not mandatory, but the same information must be submitted. A supplemental sheet is available if needed. Filing an annual report is a condition of your permit. Failure to file a timely report could result in suspension of your permit. You must submit a report even if you had no activity during the report year. Please make sure you sign and date the certification below before you submit your report. (Ref. 50 CFR parts 13 & 21)

SPECIES (Common Name)	WHERE (State)	NUMBER SALVAGED		LOCATION OF FINAL DISPOSITION (Name & Address of Institution)	COMMENTS
		BIRDS	NESTS		
No new activity				Preserved birds, nests, and feathers are still at the Portola Valley Town Center, 765 Portola Road, Portola Valley, CA. However, until freezer space can be arranged, frozen birds are in a freezer in the science department at Corte Madera School, 4575 Alpine Road, Portola Valley, CA.	

CERTIFICATION: I certify that the information in this report is true and correct to the best of my knowledge. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.

Signature: Yvonne Bergen Tryce Date: 12/28/09
Rev 11/2007 0



State of California—The Resources Agency
 DEPARTMENT OF FISH AND GAME
 SCIENTIFIC COLLECTING REPORT OF SPECIMENS CAPTURED OR SALVAGED

PERMITTEE'S FIRST NAME: **YVONNE** PERMITTEE'S LAST NAME: **TRYCE** PERMIT # **002777**
 MAILING ADDRESS: **90 JAVAYUN ROAD** CITY: **Portola Valley** STATE: **CA** ZIP CODE + 4: **94028** AFFILIATION: **Town of Portola Valley** DAY TELEPHONE: **650-851-8888** FAX NUMBER:

DATE: **Aug. 18, 2011** SPONSOR'S NAME: _____ SPONSOR'S EMAIL ADDRESS: _____ SPONSOR'S NAME: _____
 I certify this is a true and correct report of all specimens captured or salvaged under the authority of my Scientific Collecting Permit.
 PERMITTEE'S SIGNATURE: **Yvonne Tryce**
 In checking this box I agree to the above statement.

Common Name	Scientific Name	(Mandatory) County	UTM		Zone	Coordinates (Either UTM or Geodetic)			Horizontal Datum	Method of Capture	Received ² Date Captured _{Salvaged}			Number Captured (SEX)		Total Capt
			Easting	Northing		Geodetic	W Longitude	N Latitude			M	F	M	F		
															UN	
Red-tailed hawk	Buteo jamaicensis	San Mateo				122°13'59"	37°22'53"		Salvage	10/14/10				X		See attachment
Small nest	N/A	San Mateo				122°13'59"	37°22'53"		Salvage	9/20/10						
Ceanothus moth	Hyalophora euryalus	San Mateo				123°12'10"	37°20'41"		Salvage	4/10/11				X		

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SC-002778

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<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also, complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery AUG 26 2011</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p>CA Dept of Fish & Game James Fong, Chief License & Revenue Branch 1740 North Market Blvd. Sacramento, CA 95834</p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>2. Article Number (Transfer from service label)</p>	<p>7011 0110 0001 5202 3859</p>

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-1540

RICHARD TRYCE
YVONNE B. TRYCE
 80 JOAQUIN RD.
 PORTOLA VALLEY, CA 94028-8115

90-7182/3222
 8612974522

2419

Date: Aug 18, 2011

Pay to the order of: California Dept. of Fish and Game \$ 64.⁶³

sixty four and ⁶³/₁₀₀

Dollars  Security Feature Income Double on Back.

WaMu Washington Mutual Bank
 Leaders Financial Center 1326
 3130 Alpine Road, Ste. 170
 Portola Valley, CA 94028 800-788-7000
 24 hour Customer Service

Notes:

⑆32227⑆1627⑆ 8612974522⑆ 2419

Yvonne Tryce ^{MP}

#10

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – August 26, 2011

-
- ☐ 1. E-mail from Dan Ghiorso to Steve Toben regarding an evacuation exercise – August 26, 2011
 - ☐ 2. Information regarding Community Meetings on the Alpine Trail
 - ☐ 3. Memorandum to San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for September 2011 – August 26, 2011
 - ☐ 4. September 2011 Meeting Schedule
 - ☐ 5. San Mateo County Sheriff's Office Town of Portola Valley Crime Activity Report for April – June, 2011 (8 pages)
 - ☐ 6. Special Nature and Science Committee Meeting – Friday, August 26, 2011
 - ☐ 7. Cancellation of the Traffic Committee Meeting scheduled for Thursday, September 1, 2011
 - ☐ 8. Action Agenda – Special Joint Planning Commission/ASCC Field Meeting – Monday, August 22, 2011
 - ☐ 9. Action Agenda – Regular Town Council Meeting – Wednesday, August 24, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation to the State of the San Francisco Estuary Conference September 20 – 21, 2011
- ☐ 2. Invitation to attend Acterra's Harvest Brunch on Sunday, October 2, 2011
- ☐ 3. Invitation to attend Baymec's 27th Anniversary Dinner on Saturday, September 24, 2011

From: Steve Toben [stoben@florafamily.org]
Sent: Friday, August 26, 2011 8:53 AM
To: Sharon Hanlon
Subject: FW: Evacuation exercise

Sharon –

Please put in Digest. Thx.

S.

From: Dan Ghorso [mailto:DGhorso@woodsidefire.org]
Sent: Friday, August 26, 2011 8:23 AM
To: Steve Toben
Cc: Angela Howard; craanes@alum.mit.edu; Kevin Butler; Jerry Nave; Emil Picchi; Bob Bender; Denise Enea
Subject: RE: Evacuation exercise

Hi Steve, I am sorry I didn't get back to you sooner, I took a couple of days off to spend with my boys prior to the school year starting. As far as a scale, I was hoping for the bigger the better. I understand that PV wants to make this a successful exercise and I agree completely. When we get a better read from the county local fire agencies we can then decide on which neighborhood would be best suited for the drill. We have already done a drill/evacuation in PV Ranch, so I think they would be out of the running do to speak. I think Westridge would be "too easy" if that is possible. We may be able to take the Highlands and some of the lower area across Portola road like Wyndham or neighboring areas. I think we will have to wait and see. We will make sure PV has plenty of advance notice (months) so as to prepare the area for this drill.

Planning ahead, I think the best time of year to do this would be mid to late September. My only fear is just like back in 2003 when we were doing a Wildland drill (late October), we got called out to Southern Cal on the Grand Prix, Old Fire and Cedar event. That would effectively shut down any drill we would be doing. As you know, August thru October are our most active months in this state. Still I think that would provide us with the "wake-up call" at the right time. Open to suggestions.

I have instructed our training chief BC Butler to reach out to the County agencies to get a commitment of participation. Once we get a read on that, we can set a date and starting the planning phase for the event.

I will contact, OES, Sheriff's Office, CERPP, PSC, Cal Fire etc....

I was thinking (about 4am this morning) what if we had a BBG after the event with all the responders and the evacuees. Be good to get some immediate feedback. Afterwards (weeks) we (Woodside Fire) can write up an after incident critique and share that with all.

Anyhow, didn't mean to get so long winded, looking for input and or wishes from anyone.

Thanks all,
Stay Safe
Dan

*Daniel J. Ghiorso
Fire Chief
Woodside Fire Protection District
3111 Woodside Road
Woodside, CA 94062
(650) 851-1594 Office
dghiorso@woodsidefire.org*



From: Steve Toben [<mailto:stoben@florafamily.org>]
Sent: Wednesday, August 24, 2011 10:06 AM
To: Dan Ghiorso
Cc: 'Angela Howard'; 'Chris Raanes'
Subject: Evacuation exercise

Hi Dan,

I read the minutes of the last PV EPC meeting last night and was pleased to read about your ideas for an evacuation exercise. I was wondering what scale of activity you had in mind. It's one thing to evacuate the Woodside Highlands with its 85 homes or the PV Ranch; it's another to evacuate Westridge and Golden Hills. And of course a Townwide evacuation would be an altogether different deal.

I'm mindful of the great effort required to mobilize multiple fire agencies to participate in an exercise, and I want to be sure PV does its part to make such an exercise successful.

Regards,

Steve

If you are interested in attending
Angie
Page 107 2

Community Meetings on the Alpine Trail

San Mateo County will host two community meetings to hear your opinion on the condition of the Lower Alpine Trail running alongside Alpine Road and on concepts for potentially improving the trail.



Meeting Schedule

Thursday, Sept. 15: 7 to 9 p.m.

Tuesday, Sept. 20: 7 to 9 p.m.

Both meetings will be held at the Ladera Oaks Swim and Tennis Club, 3249 Alpine Road Portola Valley, CA 94028.

The meetings will have the same agenda. You need only attend one meeting.

The meetings will be hosted by David Holland, San Mateo County Assistant County Manager, and will be moderated by an independent facilitator. This will ensure all ideas and comments are heard.

In addition, San Mateo County will host a walking tour of the trail DETAILS TO COME

Background

The Lower Alpine Trail extends from the Menlo Park border through unincorporated San Mateo County along Alpine Road to the Portola Valley border. The trail is used by pedestrians and bicyclists.

Stanford University has offered San Mateo County up to \$10.2 million to improve the trail and to move Alpine Road further from San Francisquito Creek in certain areas to improve sight lines and limit erosion. Stanford is required to offer the funding under a January 2006 agreement with Santa Clara County to offset some of the environmental impact from building on campus.

The San Mateo County Board of Supervisors rejected the offer in 2008 and again in 2010. Under the terms of the January 2006 agreement, the offer will be withdrawn at the end of this year unless the date is extended by Stanford and San Mateo County and the money will be paid to Santa Clara County.

The Board of Supervisors in July authorized County staff to conduct a public outreach campaign to hear from members of the public. These two meetings, which will be identical in format and content, are intended to gather information regarding:

- The current conditions on the Lower Alpine Trail
- Concepts for improving the trail, including width and location, and moving Alpine Road

San Mateo County staff will provide background information and attendees will have the opportunity to study concept maps.

San Mateo County is creating a website where viewers can read documents and maps related to the Lower Alpine Trail. The site will be at <http://www.co.sanmateo.ca.us/alpinetrail>

Comments may also be sent to alpinetrail@smcgov.org

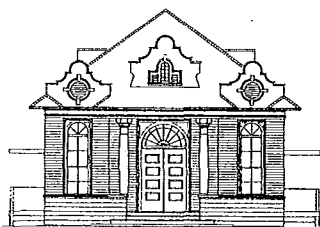
Based on comments at the meetings and delivered via mail or e-mail, County staff will report back to the community with potential recommendations at two public meetings. These meetings will be:

Thursday, Sept. 29, 7 to 9 p.m.

Tuesday, Oct. 4, 7 to 9 p.m.

Both meetings will be held at the Ladera Oaks Swim and Tennis Club, 3249 Alpine Road Portola Valley, CA 94028.

For more information, contact Marshall Wilson, San Mateo County communications director, at (650) 363-4153 or at mwilson@smcgov.org



MEMORANDUM

TOWN OF PORTOLA VALLEY

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

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

September 5: Town Hall Closed / Labor Day / 8:30 am – 5:00 pm

Town of Portola Valley

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

SEPTEMBER 2011 MEETING SCHEDULE

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

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

Wednesday, September 14, 2011

Wednesday, September 28, 2011 – **Special Meeting, 7:00 PM at The Sequoias**

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

Council Liaison – Ann Wengert

Wednesday, September 7, 2011

Wednesday, September 21, 2011

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

Council Liaison – John Richards

Monday, September 12, 2011

Monday, September 26, 2011

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

Council Liaison – John Richards

Thursday, September 8, 2011

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

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

Council Liaison – John Richards

Tuesday, September 27, 2011

CULTURAL ARTS COMMITTEE – (Meets 2nd Thursday of every month)

Council Liaison – Maryann Derwin

Thursday, September 8, 2011 at 1:00 PM

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

Conference Room at Town Hall

Council Liaison – Steve Toben

Thursday, September 8, 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 2nd Thursday) alternate even numbered months

Council Liaison – Ann Wengert

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Steve Toben

As announced

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

Council Liaison – Steve Toben

Monday, September 19, 2011

PUBLIC WORKS COMMITTEE

Council Liaison – Ann Wengert

As announced

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

Council Liaison – Maryann Derwin

Monday, September 19, 2011

TEEN COMMITTEE

Council Liaison – Maryann Derwin

As announced

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

Council Liaison – Ted Driscoll

Thursday, September 1, 2011 – **Cancelled Meeting**TRAILS & PATHS COMMITTEE – 8:15 AM (2nd Tuesday of each month, or as needed)

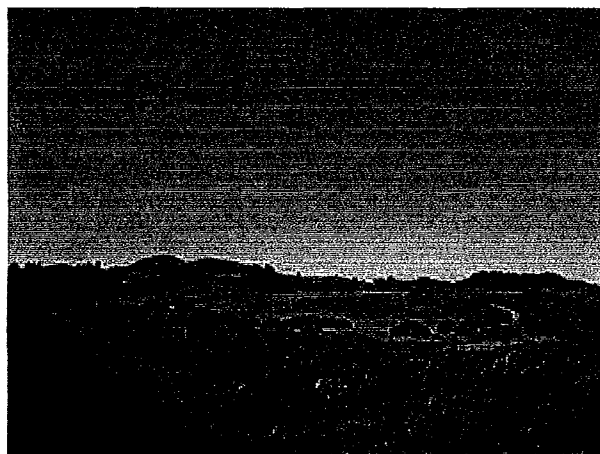
Council Liaison – Ted Driscoll

Tuesday, September 13, 2011 – 8:15 AM

San Mateo County Sheriff's Office

Town of Portola Valley

Crime Activity Report



Quarterly Summary

April - June, 2011

Greg Munks
Sheriff

San Mateo County Sheriff's Office

Crime Activities Town of Portola Valley

Quarterly Summary

April - June, 2011

Table of Contents

Quarterly Comparisons

Total Activities.....	1
Crime Related Activities.....	1
Traffic Related Activities	2
Citations Issued	2
Summary of Quarterly Crime Statistics.....	3-6

San Mateo County Sheriff's Office

Crime Activities Town of Portola Valley

Quarterly Comparison for Year of 2011

Total dispatched and self-initiated activities:

	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
Activities	776	534			1310

Crime related - reported and self-initiated activities:

<i>Type</i>	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
Homicide	0	0			0
Rape	0	0			0
Robbery	0	0			0
Assault	2	0			2
Burglary - Other*	0	0			0
Burglary - Auto	1	1			2
Theft	0	1			1
Auto Theft	0	0			0
Arson	0	0			0
Kidnap	0	1			1
Missing Person or Runaway	1	3			4
Firearm Discharge	2	1			3
Suspicious Circumstance**	46	24			70
Disturbances (F/N)***	0	7			7
Drug Activities	0	1			1
Vandalism	1	1			2
Intoxicated Person	1	0			1
Alarm Commercial	0	0			0
Alarm Other	86	76			162
Emergency Medical	4	11			15
Domestic Violence	1	0			1
Total Crime Activities	145	127			272

* Commercial / Residential

** Includes suspicious persons and vehicles

*** (F) Family / (N) Neighbor

San Mateo County Sheriff's Office

Crime Activities Town of Portola Valley

Quarterly Comparison for Year of 2011

Traffic related - reported and self-initiated activities:

<i>Type</i>	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
Enforcement Stops	222	114			336
Drunk Driving	0	3			3
Abandoned Vehicles	0	0			0
Vehicles Towed	0	0			0
Traffic Investigation*	15	21			36
Accidents -Total	11	14			25
Property	8	8			16
Injury	3	6			9
Total Traffic Activities	248	152			400

* Includes investigation of speeding vehicles, reckless drivers, parking violations, traffic hazards, traffic controls, etc.

Citations Issued:

<i>Type</i>	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
Citations Issued - Moving	170	118			288
Citations Issued - Parking	8	3			11
Citations Issued - Bicycles	32	46			78
Total Traffic Citations	210	167			377

SUMMARY OF PORTOLA VALLEY

CRIME STATISTICS

April – June, 2011

<u>DATE</u>	<u>CRIME</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
04/11/11	Vandalism #11-1642	500 Blk. Portola Road	Victim parks her vehicle at the Windy Hill parking lot to hike on the local trails. While on the trail she encounters a subject who she has had previous dealings with. As the two pass the subject says something to the victim and then flashes an offensive gesture with her right hand. The victim continues on her hike and when she returns to her car she finds that someone had vandalized her car.
04/11/11	Incident Report #11-1652	Portola Rd. / Portola Green Circle	Deputy was dispatched to the area of Portola Road and Portola Green Circle on the report of a mountain lion sighting. Upon arrival, the Deputy checked the area for approximately 15 minutes, but was unable to locate the lion. The Reporting Party stated that he was driving north on Portola Road, near Portola Green Circle. He slowed his car down when he thought he saw a deer in the roadway. As he drove closer to the animal he determined that the animal was a mountain lion because it walked low to the ground and had a long tail. The Sheriff's Office OES Liaison placed an alert out to the public. California Fish and Game were also contacted and advised.
04/21/11	Residential Burglary #11-1819	800 Blk. Portola Rd.	Unknown suspect(s) enter a residence via a locked front sliding glass door. The victim is currently taking inventory of items that were stolen from her residence.
05/03/11	Arson #11-2017	Alpine Rd. / Arastradero Rd.	Deputies made contact with a suspicious vehicle on the side of Alpine Road just east of Arastradero Rd. The deputies were unable to see inside of the vehicle due to a thick plume of smoke and or chemicals emanating from inside of the vehicle. Fire, EMS, HAZMAT, and OES teams were dispatched and treated this as a hazardous materials scene. HAZMAT cleared the vehicle and

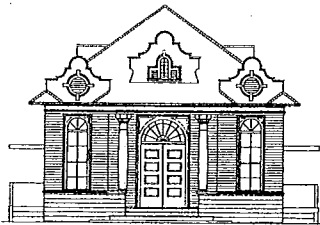
determined that nobody was inside of it. They obtained samples from the car and determined the chemical in the car was gasoline, used as an accelerant to set the vehicle on fire. The vehicle was towed from the scene.

05/09/11	Vandalism #11-2111	884 Portola Rd.	Unknown suspects broke the bathroom window at Parkside Grille. The restaurant is located at 884 Portola Road. The cost of the damage is approximately \$400.00 US dollars. There is no evidence or suspect information at this time.
05/12/11	Traffic #11-2145	100 Blk. Hawkview St.	Unknown suspect(s) caused a scuff mark and scratches on the left rear bumper area of the Victim's vehicle by unknown means. The Victim's vehicle was parked in a public parking area next to 1 Hawkview Street in Portola Valley. There are no leads or Suspect(s) information at this time. No note was left and there is no evidence. Victim requested a report for insurance purposes.
05/16/11	Incident Report #11-2194	900 Blk. Portola Road	The Reporting Party came to the Sheriff's Office to report she had lost her purse. The R/P stated that on 05/14/11 around 7:00 PM, she was attending a fundraiser. The R/P stated she forgot her purse in one of the portable toilets. The R/P cancelled all major credit cards.
05/20/11	Auto Burglary #11-2255	100 Blk. Stonegate Rd.	Unknown suspects entered the front gate of a residence and entered the three unlocked vehicles at the residence. They ransacked all three vehicles and stole approximately \$550.00 dollars from a purse located in a 2010 Audi an Ipod Touch located in a 2011 Hyundai valued at approximately \$300.00 dollars. The suspects were seen leaving in a dark colored sedan. It was believed that there were two occupants.
05/20/11	Theft #11-2257	100 Blk. Shawnee Pass	The Victim stated that she parked her Toyota in the driveway of her home on 05/19/11 and did not lock it. When she returned to her vehicle on 05/20/11 she found several items strewn in the front passenger area. The Victim realized that

someone had gone through her vehicle and noticed her husbands I-Phone 4 was missing. The Victim then contacted the Sheriff's Office for a report. Nothing else was taken. The I-Phone is approximately worth \$300.00. There is no evidence or suspect(s) at this time.

05/23/11	Drunk #11-2303	3000 Blk. Alpine Road	Jamie Yovani Ramirez from East Palo Alto was arrested for Public Intoxication. He was transported to the Maguire Jail and Booked. His vehicle was towed.
05/24/11	Theft #11-2330	100 Blk. Sausal Drive	The victim has noticed over the last four months that several pieces of jewelry are missing from her residence. The victim believes her two housekeepers are responsible for the theft. A check with her friends who use the same housekeepers revealed additional thefts. There are also reports of thefts from the San Mateo Police Department and Santa Clara County Sheriff's Department.
05/25/11	Residential Burglary #11-2345	500 Blk. Old La Honda Road	Unknown suspect(s) gained entry through a smashed window and stole jewelry worth approximately \$34,900.00. The identity and whereabouts of the suspect(s) are unknown at this time.
05/25/11	Theft #11-2349	100 Blk. Antonio Court	Two suspects' were employed by the victim as housekeepers. During the suspects' period of employment, pieces of the victim's jewelry started to slowly disappear piece by piece. The victim confronted both suspects' about the missing jewelry, but both denied having any knowledge about it. Similar incidents have occurred at two other residences where the suspects' are employed.
06/04/11	Theft #11-2493	1000 Blk. Westridge Drive	Unknown suspect(s) stole an approximate \$4,600.00 dollar white metal Cartier watch. The victim thought that her son was possibly responsible for the theft. The deputy spoke to the victim's son and he adamantly denied having any involvement. The deputy also spoke her son's friend who was with him during the time that the watch went missing. The friend also adamantly denied any

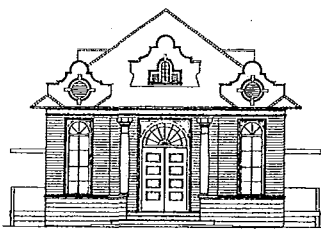
06/14/11	Lost Property #11-2657	100 Blk. Prado Court	involvement.
06/20/11	Theft #11-2768	4000 Blk. Alpine Rd.	At some unknown time between the San Jose airport and the Portland Oregon airport, the victim lost her Swedish passport. She was a former resident of Portola Valley and was staying at a friend's residence also in Portola Valley. There are no witnesses, no evidence and no leads in this case. This is a courtesy report for informational purposes only.
06/30/11	Commercial Burglary #11-2930	4000 Blk. Alpine Rd.	Unknown suspect entered the victim's unlocked Chevrolet at the Alpine Hills Swim Club. The suspect took her purse which contained her wallet and cell phone. There are no suspect leads.
06/30/11	Accident w/ Injuries #11-2933	500 Blk. Portola Road	Unknown suspect(s) broke into the computer lab at Corte Madera School and stole approximately 21 laptop computers valued at approximately sixteen thousand dollars. There was no one seen in the area and there is no suspect information at this time.
			Driver #1 was parking her vehicle in a designated parking stall when she mistakenly hit the accelerator causing the vehicle to jump the curb and collide with a 3' high retaining wall. This caused her vehicle to veer left down the side walk approx. 35' into a parked golf cart. The golf cart was then pushed into a stucco wall. The vehicle sustained moderate damage to its hood, grille, driver side fenders and rear quarter panel. Driver #'s vehicle was towed. The driver was incapacitated at the scene of the collision.



Town of Portola Valley
Special Nature and Science Committee Meeting
Friday, August 26, 2011 – 4:00 pm
Historic Schoolhouse at Town Center
765 Portola Road, Portola Valley, CA

SPECIAL 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. Discussion and possible action regarding sponsorship of natural history archives under Yvonne Tryce's state permit.
4. Adjournment:
Next meeting: Thursday, October 13, 2011 at 4:00 p.m.

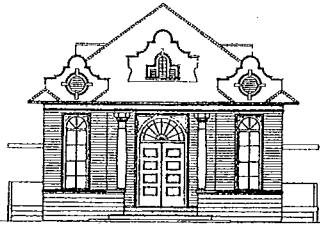


Town of Portola Valley
Traffic Committee Meeting
Notice of Cancellation
Thursday, September 1, 2011

MEETING CANCELLATION NOTICE

The regularly scheduled meeting of the **Traffic Committee** for Thursday, September 1, 2011 at 8:15 a.m. has been cancelled.

The next regularly scheduled meeting of the Traffic Committee is Thursday, October 6, 2011.



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

ACTION

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: 7:31 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr **(All present. Also present Tom Vlastic Town Planner; Carol Borck Planning Technician; John Richards Town Council Liaison; Alex VonFeldt 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. Old Business:
 - a. Revised CUP X7D-169 For Additional Floor Area and Impervious Surface Area on 229 Acre Property, 555 Portola Road, Neely/Myers **Commission heard public comment, discussed questions with project team, and provided comment on proposals.**
 - b. Architectural Review for House Additions, 134 Stonegate Road, Cashin **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
5. New Business:
 - a. Architectural Review for Guest House/Accessory Structure and Related Yard Improvements, 30 Possum Lane, Lautner **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member and staff prior to building permit issuance.**
 - b. Architectural Review for Conversion of an Existing Detached Accessory Structure to a Guest House, 280 Willowbrook Drive, Frangione/Vaughan **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member and staff prior to building permit issuance.**

6. Approval of Minutes: August 8, 2011 **Approved as corrected.**
7. Adjournment 8:42 p.m.

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

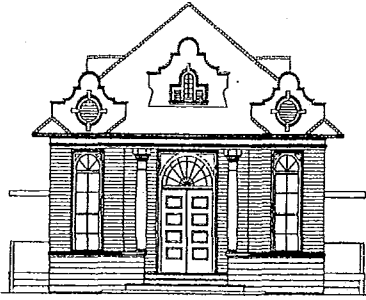
PUBLIC HEARINGS

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

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

Date: August 19, 2011

CheyAnne Brown
Planning & Building Assistant



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, August 24, 2011

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

Absent: Mayor Driscoll

ORAL COMMUNICATIONS

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

None

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

Approved 2-0-2 Council members Wengert and Richards abstained

- (2) **Ratification of Warrant List** – August 10, 2010

- (3) **Approval of Warrant List** – August 24, 2011

- (4) **Recommendation by Administrative Services Officer** – Annual Report of Fiscal Year Ending June 30, 2011
Budget and Interfund Transfers

Items 2, 3, & 4 Approved 4-0

REGULAR AGENDA (7:33 pm)

- (5) **Discussion and Council Action** - Recommendation by Town Planning Consultant for Administration of CEQA (California Environmental Quality Act) Requirements regarding Historical Resources

Recommended additional process to building or demolition permits, Town will prepare a list of outstanding architects and designers who have practiced in the Town at least 50 years and the Town Planning Consultant will obtain an estimate on the cost to produce an archeological map. Approved 4-0

- (6) **Recommendation by Town Clerk** – November 2011 Election (8:00 pm)

- (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. 2532-2011)

Council approved cancellation of the November 8, 2011 elections

3-0-1 Councilmember Wengert abstained

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (7) **Appointment by Mayor** – Request for Appointment of member to the Teen Committee (8:02 pm)

Maggie Law was appointed to the Teen Committee by the Mayor with Council concurrence
Approved 4-0

(8) Reports from Commission and Committee Liaisons (8:03 pm)

There are no written materials for this item.

Councilmember Richards – ASCC held a site meeting at 555 Portola Road to review a revised CUP. ASCC - Brandi presented the Energy Upgrade program and there was continued review of site improvements for Applewood Lane. The Conservation Committee is documenting records of all open space parcels in Town. Scheduled panel discussion on October 4 with Woodside Fire, Los Trancos Water District and MROSD to discuss habitat protection and fire clearance. The Committee also discussed clean-up of the Native Garden at Town Center.

Councilmember Wengert – Nature & Science Committee is looking into Flight Night as an annual event. They also plan to bring to the Council a recommendation to allow open flying daily at Town Center fields from sunrise to 8 A.M. Brandi presented the Energy Upgrade program. A start party is scheduled for September 16 and planning for Insect Activity Day on September 18. The Planning Commission met on September 17 for a preliminary review of revised CUP for the Neely/Myers project.

Councilmember Toben – The Parks and Recreation Committee discussed the desire to extend the turf portion of the softball field at Town Center. Also, there is some concern about glare at certain times of the day and the possibility of tree planting to help solve the problem.

Town Manager attended the August 11 Emergency Preparedness Committee meeting where discussion continued of acquiring a Low Power FM (LPFM) broadcasting station. The Committee also reviewed the joint meeting of the Council and Committee when Marin County gave its presentation. Fire Chief Dan Ghiorso is planning a Town evacuation drill in fall of 2012.

Vice Mayor Derwin – Cultural Arts Committee will hold an art show from October 3 to November 4 at the Priory with a reception scheduled for October 15. The Committee Chair is having a difficult time finding a replacement. C/CAG held a meeting discussing the gas explosion disaster with PG&E representatives and a large public attendance. The Sustainability Committee continues to work on the Smart Strip brochure and announced that the first of two Speaker Series will begin in the fall. A Committee member suggested including fire safety with the “Did you consider” project.

WRITTEN COMMUNICATIONS (8:46 pm)

(9) Town Council Weekly Digest – July 29, 2011

(10) Town Council Weekly Digest – August 05, 2011

#2 – Vice Mayor Derwin will follow up

(11) Town Council Weekly Digest – August 12, 2011

#1 – Council congratulated Assistant Town Manager on an excellent report

#1 – Vice Mayor Derwin announced that Portola Valley will host the October Council of Cities dinner meeting

(12) Town Council Weekly Digest – August 19, 2011

ADJOURNMENT: 8:50 pm**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

TOWN COUNCIL WEEKLY DIGEST

Friday – September 2, 2011

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- ☐ 1. Memorandum to Town Council from Brandi de Garmeaux regarding Environmentally Preferable Purchasing Policy Status Report (15 pages) – September 2, 2011
 - ☐ 2. Letters to members of the Town Council from Joseph Dworak regarding San Mateo County Lower Alpine Bicycle Trail – August 29, 2011
 - ☐ 3. Article by Sandy Brundage entitled “Atherton: Adapting for disaster” – August 26, 2011
 - ☐ 4. Month End Financial Report for the Month of August, 2011
 - ☐ 5. Agenda – Regular Planning Commission Meeting – Wednesday, September 7, 2011
 - ☐ 6. Agenda – Special Meeting of the Emergency Preparedness Committee – Thursday, September 8, 2011
 - ☐ 7. Agenda – Cable & Undergrounding Committee Meeting – Thursday, September 8, 2011
 - ☐ 8. Agenda – Cultural Arts Committee Meeting – Thursday, September 8, 2011
 - ☐ 9. Agenda – Teen Committee Meeting – Sunday, September 11, 2011
 - ☐ 10. Action Agenda – Special Joint Meeting of the Town Council and Emergency Preparedness Committee – Wednesday, August 31, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation to Bruce Hamilton’s Retirement Party on Thursday, September 29, 2011
- ☐ 2. Information regarding Candidates for the 2011-2012 Executive Committee of the Peninsula Division of the League of California Cities and invitation to the Annual Breakfast
- ☐ 3. “Labor” – September 2011



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability Coordinator
Carol Borck, Planning Technician
Michele Arana, Office Assistant
Tony Macias, Recreation Facilities Coordinator
Stacie Nerdahl, Administrative Services Officer
Skip Struthers, Maintenance Coordinator

DATE: September 2, 2011

RE: **Environmentally Preferable Purchasing Policy Status Report**

On June 14, 2006, the Town Council adopted an Environmentally Preferable Purchasing Policy (EPPP). The policy includes a requirement that an evaluation of the successes achieved in meeting the objectives of the policy be conducted and reported to the Town Council on an annual basis. This report complies with that requirement.

In 2009, Town Staff formed a “Green Team” to further the policy directives of the EPPP using the following five goals as a guide:

- Goal 1: Find areas where we can bring purchasing in accordance with the EPPP
- Goal 2: Capitalize on existing purchasing pools to save money where possible
- Goal 3: Capture and report achievements
- Goal 4: Raise staff awareness of environmental issues associated with purchases and engage them in the process
- Goal 5: Create a model for successfully purchasing environmentally preferable products and services that encourages other purchasers in our community to adopt similar goals

In the 2010-2011 fiscal year, the Green Team met twice as a group as well as one-on-one with the Sustainability Coordinator to discuss challenges, brainstorm methods to fully implement the policy directives, and review the successes. Generally, the discussions revolve around the following concepts:

- Energy Savings
- Procurement
- Reuse
- Recycling
- Tracking

As you will see in the report below, the Green Team continued to make progress in the 2010-2011 fiscal year and would like to give kudos to the Administration & Finance Department for their efforts in implementing the Paperless Council Packet and the Planning Department for computerizing the Business License Renewal process. As a result of all the paper reduction efforts, the number of copies produced in the main copier was **42,648** less in the 2010-2011 fiscal year than the 2009-2010 fiscal year. This is a **21% reduction** equivalent to 8.5 cases of paper (an analysis of the environmental impacts avoided is included in Attachment 1). In addition to furthering the EPPP in the 2010-2011 fiscal year, Town Hall was certified as a Green Business through the Bay Area Green Business Program. The Green Team uses the Green Business Program's certification checklist as a tool to further the EPPP and identify specific measures to research and/or implement each year. The status of the targeted measures for 2010-2011 are outlined below.

REPORT ON GREEN TEAM TARGETED MEASURES FOR 2010-2011

Targeted Measure	Status 2010-2011
<ul style="list-style-type: none"> ▪ Identify and implement a method for recycling CDs, DVDs and tapes. 	<p>→ Designated a location for gathering items; identified a recycling company (GreenDisk) and sent items in for recycling. In 2011-2012 we have budgeted for a "TechnoTrash" can that we will place in the copy room to collect and recycle these items.</p>
<ul style="list-style-type: none"> ▪ Research the possibility of sending faxes directly from employee workstations. 	<p>→ Surveyed employees and determined that it is more cost effective to train the few that use the fax machine how to scan and send via email instead. In addition, Public Works is looking into a system to send bid packages electronically.</p>
<ul style="list-style-type: none"> ▪ Research the possibility of using power management software programs that save energy by automatically turning off idle monitors and printers. 	<p>→ Through a survey of employees determined that the power management software was not necessary as all employees turn the computers off at night.</p>
<ul style="list-style-type: none"> ▪ Work with vendors to minimize and take back packaging and eliminate polystyrene. 	<p>→ Determined that this is not a significant issue; any polystyrene packaging included with deliveries is recycled locally.</p>
<ul style="list-style-type: none"> ▪ Collect junk mail and use a junk mail kit to reduce unwanted mail (do this once a year). 	<p>→ Worked with Accounting Assistant to collect junk mail and be removed from mailing lists. As a result of this effort, incoming junk mail has been reduced by approximately 70%.</p>
<ul style="list-style-type: none"> ▪ Research the feasibility of installing plug-load controllers that switch equipment off after working hours (e.g., water cooler). 	<p>→ See detailed table on following page (Town Hall Plug-Load Analysis and Implementation).</p>
<ul style="list-style-type: none"> ▪ Research possibility of using microfiber dusters, towels and mops to trap dust particles (to improve indoor air quality). 	<p>→ Determined current method was sufficient.</p>
<ul style="list-style-type: none"> ▪ Research possibility of becoming a fragrance-free and/or chemical-free facility. 	<p>→ Determined to be too controversial.</p>
<ul style="list-style-type: none"> ▪ Work with the Community Events Committee to improve the sustainability of Town Events. 	<p>→ In working with the Committee determined that a policy is needed. Staff will bring a policy to the Council for consideration.</p>

TOWN HALL PLUG-LOAD ANALYSIS AND IMPLEMENTATION

As part of the targeted measures for 2010-2011, Town staff completed a plug-load analysis of the appliances in the common areas in Town Hall. In addition, Town staff is experimenting with a controlled power switch in one work station. As a result of installing three timers and one controlled power switch, we are saving enough electricity **each week** to power Brandi's home in San Francisco for **two to three days!** Town staff will continue to measure plug loads and seek opportunities to reduced electricity use without compromising efficiency or staff time.

Item	Watts	Measure Taken	Savings (kWh per week)
Brandi's Work Station	4.2 (when all equipment is "off")	Testing Belkin "Conserve Switch" to turn off station when not in use.	.517
Coffee Maker	47	Installed timer to turn off from 7 pm – 7 am on weekdays and all weekend.	5.067
Fax Machine	5.6	No action as can't receive faxes when off.	0
Hole Puncher	2.7	Installed timer to turn off from 8 pm – 6 am on weekdays and all weekend.	.32
Mail Machine	23	Installed timer to turn off from 8 pm – 6 am on weekdays and all weekend.	2.714
Plotter	47 (on standby)	Turned off as only used a few times a month.	7.896
Stapler	1.0	Installed timer to turn off from 8 pm – 6 am on weekdays and all weekend.	.118
TV (Energy Star)	0	No action needed.	0
VCR	2.0	Unplugged when not in use.	0.336
Water Cooler	12.5 (average)	Installed timer to turn off from 8 pm – 8 am on weekdays and all weekend.	1.35

Total kWh savings per week	18.32
Total estimated dollar savings per week <i>(based on average charge of .12 per kWh)</i>	\$2.20
Investment (timers)	\$66.00
Payback	7-8 months
GHG emissions avoided per year <i>(based on PG&E's current accepted emissions factor for 2010: 0.559 lbs CO2 per kWh)</i>	533 lbs CO2

GREEN TEAM TARGETED MEASURES FOR 2011-2012

The Green Team has identified the following targeted measures for the 2011-2012 fiscal year. The Green Team will continue to meet on a regular basis to work toward carrying out these next steps and identify additional opportunities to advance the EPPP.

- ❑ Bring zero waste event policy to Town Council for consideration.
- ❑ Continue encouraging Town Committees to receive an email only packet; if don't make significant progress, take proposal to Town Council.
- ❑ Continue plug-load analysis and research Smart Strip availability for work stations from PG&E.
- ❑ Develop strategy to ensure staff keeps the EPPP in mind when researching and making purchases.
- ❑ Fill out junk mail kits for staff still receiving a large amount of junk mail.
- ❑ Handle outdoor pest control in-house to find less-toxic or non-toxic alternatives to control gophers.
- ❑ Identify vendors to target to make environmentally preferable purchasing easier (e.g., Copymat).
- ❑ Meet with sports leagues to encourage recycling and waste reduction at Town fields.
- ❑ Prepare materials to include in event rental agreement for Town facilities with information on zero waste events and expectations regarding recycling; for entities that use the Town facilities for free, include a list of things that we do not allow (e.g., expanded polystyrene) and a list of expectations regarding recycling, etc.
- ❑ Process 90% of business license renewals via email for 2012-2013 fiscal year.
- ❑ Research feasibility of adding clause to annual agreement for usage of fields that includes zero waste policy for Snack Shack sales.
- ❑ Research potential consequences of using recycled toner cartridges in Hewlett Packard printers.
- ❑ Research the cost/benefit of installing timer switches or occupancy sensors in the custodial closets in Town Hall and the Community Hall (where lights are often left on).
- ❑ Research the possibility of replacing the current water cooler, which uses 5-gallon plastic jugs with a water cooler that filters the water (eliminating the environmental impact of the use of the plastic jugs as well as the greenhouse gas emissions resulting from delivery).
- ❑ Send monthly email to staff for reporting EPPP successes and challenges.
- ❑ Work with Public Works Department to send bid packages electronically.
- ❑ Work with staff to set duplex printing from computer station as default.

As requested by the Council, the remainder of the report is formatted to reflect the various policy elements and the efforts that have been made in each area since the last report. As the Council is fully aware of the extensive efforts put forth to achieve LEED certification for the Town Center project, that information is not included in this report.

POLICY ELEMENTS, STATUS AND CURRENT EFFORTS

POLICY

3.1 General

3.1.1 *Purchase products and services that, to the greatest extent practicable, minimize environmental impacts, toxics, pollution, and hazards to workers and the community; and*

Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce green house gas emissions, use unbleached or chlorine-free manufacturing process, are lead-free and mercury-free and use wood from sustainably harvested forests.

The Town currently purchases the following items containing recycled and post-consumer waste content (PCW) as noted below:

Item	Content
Binders	41% PCW
Business Cards	50% recycled; 30% PCW
Business Note Holders	100% PCW
Dividers	20% recycled
Envelopes for Letterhead	50% recycled; 30% PCW
Facial Tissue	100% recycled
Garbage Can Liners	30% PCW
Hanging Folders	100% PCW
Kitchen Paper Towels	100% recycled; 40% PCW
Letterhead Stock	100% PCW
Lined Writing Pads	100% recycled
Mailing Labels (new in 2011)	100% recycled PCW; 100% recyclable adhesive
Manila Envelopes	100% recycled; 50% PCW
Multi-fold Paper Towels for Restrooms	100% recycled; 40% PCW
Padded Mailers	90% recycled; 50% PCW
Paperclips	100% recycled; 50% PCW
Photo Copy/Printer Paper	100% PCW
Post It Notes	30% PCW
Scissors	70% PCW
Toilet Seat Covers	100% recycled; 30% PCW
Toilet Tissue	100% recycled; 20% PCW

Status of previous efforts:

- In all cases regarding printed materials, we purchase products containing soy-based ink. Additionally, the above noted products can cost more on a per unit basis than items made from virgin materials. For instance, as of August 2011 a case of recycled copy paper is \$6 more than conventional paper (price fluctuates). These additional costs can often be offset by savings in other areas, such as reduced paper use.

- The Town was using a mix of diesel/bio-diesel in the tractor utilized for maintenance when bio-diesel was available at PV Fuel. This practice has been discontinued until the return of the bio-diesel at Portola Valley Garage.
- When it is determined that additional copies of plans for residential permits are necessary, staff requests that they be printed on recycled paper.
- The Town employs “green event” practices for Town events including the following practices:
 - Compostable cups for serving beverages and a water crock that can be used with 5-gallon water bottles
 - Recycled paper products
 - Reusable tablecloths, baskets and napkins for refreshments (avoids transport, rental cost and industrial laundering practices)
 - 50-cup coffee maker and hot water container
 - Condiments in large containers versus single packets
 - Compostable stir sticks for coffee (i.e., dried fettuccine pasta)
 - Marketing and invitations sent via email, web postings and eventbrite.com
- Recycled products purchased prior to 2010-2011 fiscal year
 - Recycling and waste bins for Town Hall with a minimum 35% recycled content
 - Shelving for sustainability series materials with 30% recycled content
 - Postcards for marketing the Green Business Program printed on 100% recycled paper using nontoxic soy inks and varnish, chemistry-free plates, and 100% wind power
 - Earth Day Fair banners produced on a recycled, recyclable, reusable banner material instead of a conventional vinyl banner (www.greenbanners.com)

Recent efforts:

- Brochures for the Energy Upgrade Portola Valley program printed on 100% recycled paper using nontoxic soy inks and varnish, chemistry-free plates, and 100% wind power by a certified Green Business.
- Purchased new key cabinet made from 50% recycled materials.

POLICY**3.2 Source Reduction**

3.2.1 *Whenever practicable and cost-effective, without reducing safety, workplace productivity and/or effectiveness, the Town will reduce waste, and purchase fewer products.*

Status of previous efforts:

- Staff purchased reusable water bottles for Town Staff, water carafes for use at Town Council meetings and a water crock that can be used with the 5-gallon water bottles for providing water at events. These items negate the need for single-use water bottles.
- Staff purchased reusable dishes and silverware for use in the staff kitchen.
- In addition to using at least 30% recycled content paper for Town notices, staff uses a half-sheet postcard style mailer instead of a full-sheet leaflet. This has resulted in using less paper as well as reduced printing costs:
 - Cost for leaflet printing: \$334
 - Cost for postcard printing: \$216
 - Savings: \$118 per mailer

- In December 2009, staff began utilizing one of the trays on the black & white printer as a “draft” tray. Paper that had been previously printed on one side with mistakes was saved and used for this draft tray. However, in June 2010, the Town’s IT Consultant expressed concern that this practice would reduce the life of the printer. Staff is now utilizing the surplus letterhead with the names of our elected and appointed officials for this “draft” tray. The paper printed with mistakes is now saved and used for scratch paper.
- Finance Department efforts to reduce paper use:
 - In November 2009, began printing deposits to PDF instead of paper. In addition, a check scanning device allows bank deposits to be processed directly from the desktop, eliminating twice weekly trips to the bank (unless there is cash). The check scanning device also generates reports which provide a front-and-back PDF copy of each check, eliminating copying. Annual savings of six to seven reams of paper.
 - In December 2010, began printing all financial reports to PDF instead of paper. Annual savings of approximately four reams of paper.
- Planning Department efforts to reduce paper use:
 - In August 2009, developed a template and began sending out meeting notices without an envelope. This has resulted in a savings of approximately **7,000 envelopes** and **\$625** since the practice was implemented.
 - In June 2010, began providing copies of staff reports and agendas to applicants via email only. In addition, the mailing list for Planning Commission and Architectural & Site Control Commission agendas is email only.
 - Applicants are asked to submit only one full size copy of plans and the rest 11” X 17” (when feasible).
- The Facilities Maintenance staff makes a practice of reclaiming and storing materials in the “bone yard” for reuse in other projects. Reused or salvaged materials were used on the following projects *prior* to the 2010-2011 fiscal year:
 - Replacement of benches at Rossotti’s bleachers
 - Installation of traffic barriers
 - Installation of visual screens at water pump station on Portola Road at Westridge
 - Construction of retaining walls along trails
 - Court numbers at new Tennis Courts
- Additional picnic tables at the Town Center were made from wood salvaged from old fence posts and timbers.

Recent efforts:

- For the business license renewal process for the 2010-2011 fiscal year, the Planning Staff updated the renewal form to include a space for email address. This allowed for 439 of the 775 notices (57%) to be emailed instead of mailed for the 2011-2012 renewal process. This resulted in a savings of approximately \$250 for envelopes, paper and postage, as well as staff time reduced for processing the mailing. In addition to sending the outgoing renewal notice via email, the Planning Staff worked with Ed Davis to create an automatic system for sending out the current business license via email instead of snail mail. The Planning Department received very positive feedback from local businesses on this new process.
- Staff implemented a system for recycling plastic bags and film plastic in accordance with GreenWaste Recovery Inc.’s desired methods.
- Staff collects peanuts and foam from deliveries; expanded polystyrene is mailed to a company in Hayward that recycles it for free. Peanuts and other types of non-recyclable foam are taken to the UPS Store in Ladera or Sharon Heights for re-use.
- Tennis shoes are collected at Town Hall and delivered to the Nike store for recycling into playground and synthetic court surfaces; **201 shoes** were recycled in the 2010-2011 fiscal year.

- As mentioned above, the maintenance staff makes a practice of reclaiming and storing materials in the “bone yard” for reuse in other projects. Reused or salvaged materials were used in the 2010-2011 fiscal year on the following projects:
 - Culvert covers were made from old picnic benches
 - Picnic benches were repaired with salvaged wood
 - Water bars and sign posts on trails were made from salvaged wood and pipes
 - Bollards for paths at Town Center were made from reclaimed fence posts and umbrella stands
 - Walking bridge on Toyon Trail was made from salvaged wood
 - Springdown Bridge was made from stone found on the property
 - Owl house for Ford Field was gifted from the Priory
 - Ford Field Parking Lot was repaved with 10 semi-truck loads of grindings from the Town’s road re-paving project, which avoided 10 loads of base rock being trucked in from the South Bay. When there is no use for the Town, the grindings from road resurfacing projects are donated to surface the roads on the old logging compound behind the Town Center (no cost to the Town). If there are excess grindings, they are transported to a recycler where the new asphalt is picked up. Re-using the grindings locally eliminates the cost and material resources to buy new grindings as well as the cost and emissions to off-haul and dispose of the old grindings.
 - Fill for the new C-1 trail was sourced from local excavation projects instead of purchasing new fill.
 - Base rock for the new C-1 trail was sourced from asphalt removed and ground up from the old Alpine Road paved trail.



3.2.2 *Whenever practicable, without reducing safety, workplace productivity and/or effectiveness, the Town will purchase remanufactured products such as laser toner cartridges, tires, furniture, equipment and automotive parts.*

Status of previous efforts:

- As indicated in the previous report, the Town found a reliable source for remanufactured toner cartridges. The use of the remanufactured toner cartridges results in a significant savings over new cartridges. However, the Town’s IT Consultant expressed concern that the remanufactured cartridges will reduce the life of the printers. Staff is looking into this issue and will modify the purchasing of the remanufactured cartridges as necessary.
- Additional items re-used or purchased second hand:
 - Reused a surplus cart from the old school buildings as a projector stand for presentations instead of purchasing a new stand.
 - Purchased a used suitcase to store and transport the Town Center green building display.
 - Purchased a used scale for a junk mail display.
 - Sourced a used chair mat for employee work station.

Recent efforts:

- The Town took possession of a donated tractor and trailer

POLICY

3.3 Recycled Content Products

3.3.1 *Copiers and printers will be compatible with recycled content materials and supplies.*

Status of Previous Efforts:

- Copiers and printers purchased *prior* to 2010-2011 fiscal year:
 - Sharp copier purchased in 2009 is compatible with recycled content materials and has an innovative ink recycled system. It is also set up for automatic duplex printing from employee workstations.
 - All existing printers are compatible with 100% post-consumer waste recycled paper.

POLICY

3.4 Energy and Water Savings

3.4.1 *Where applicable, equipment will be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.*

Status of previous efforts:

- Equipment purchased *prior* to 2010-2011 fiscal year:
 - GEM electric vehicle to be used around the Town Center property.
 - Rechargeable, LED lights to supplement the Town Center lighting (when needed) as well as to serve as temporary lighting in an emergency.

Recent efforts:

- Over a six-month period, Town staff worked with Integral Group (the firm that designed the Town Center's mechanical systems) to fine tune building equipment to reduce gas use; gas use was reduced by 11% in the 2010-2011 fiscal year as compared to the 2009-2010 fiscal year.

3.4.3 *Where applicable, the Town will purchase products for which the U.S. EPA Energy Star certification is available. When Energy Star labels are not available, the Town will choose energy-efficient products that are in the upper 25% of energy efficiency designated by the Federal Energy Management Program.*

Status of previous efforts:

- Energy Star products purchased prior to 2010-2011 fiscal year:
 - Sharp copier; also meets the "EcoLogo," Environmental Choice Canada standard, which indicates reduced environmental impact over the product's life cycle.
 - Dell laptops (2); both meet the EPEAT Silver standard. EPEAT is a system that helps purchasers evaluate, compare and select electronic products based on their environmental attributes.
 - Sony LCD TV for the Emergency Operation Center.

POLICY

3.6 Landscaping

3.6.1 *Whenever possible, all landscape renovations, construction and maintenance undertaken by the Town, including workers and contractors providing landscaping services, will employ Bay-Friendly Landscaping or sustainable landscape management techniques for design, construction and maintenance, including, but not limited to, integrated pest management, grass cycling, drip irrigation, composting, and procurement and use of mulch and compost produced from regionally generated plant debris and/or food waste programs.*

Status of previous efforts:

- Instead of bagging and hauling grass clippings, grass cycling is practiced on Town fields through a mulching attachment on the mower.
- All yard waste from the Town Center is collected in a yard waste bin serviced by GreenWaste Recovery, Inc., which is turned into compost at the Z-Best composting facility in Gilroy.
- Town fields are top dressed with compost purchased from the Z-Best composting facility.
- Staff keeps the grass a little longer so gophers are less likely to dig it up.
- To eliminate pests that feed on scraps, staff is cleaning out and scrubbing the garbage cans on a regular basis.
- Staff reminds regular users of the fields and picnic areas to put down garbage can lids and to take away food scraps.

Recent efforts:

- Staff sources mulch from trees that are cut down locally and chipped (the mulch is stored at Spring Down until needed).
- In April 2011, Town staff instituted a worm composting bin in Town Hall to compost food scraps from staff lunches and serve as an educational demonstration.
- The Town collaborated with California Water Service Company, the Holland/Yates Family and Earth Saver's Club for Kids to create a native sod demonstration plot at the Town Center. The four types of native sod are now fully established. As compared to the adjacent soccer field, the native sod is water 12 minutes once per week in the summer compared to 28 minutes every second or third day. Based on a 30-day month, this results in an ~85% reduction in watering. The native sod demonstration plot has also required significantly less maintenance: the plot is mowed once or twice per year compared to once or twice per week for the adjacent soccer field (during the growing season). However, one plot of sod was replanted due to wear spots from soccer field traffic and damage from dog use. This is an indication that these types of native sod may not be suitable for high-traffic areas such as the Performance Lawn.

POLICY

3.7 Toxics and Pollution

3.7.1 *Whenever practicable, no cleaning or disinfecting products (i.e. for janitorial or automotive use) will contain ingredients that are carcinogens, mutagens, or teratogens. These include chemicals listed by the U.S. EPA or the National Institute for Occupational Safety and Health on the Toxics Release Inventory and those listed under Proposition 65 by the California Office of Environmental Health Hazard Assessment.*

Status of previous efforts:

- As part of the LEED Certification, the Town Center employed green cleaning practices. These green cleaning practices include the use of Green Seal Certified Cleaners, which have replaced several potentially harmful products including ammonia. Staff had encountered difficulty cleaning the waterless urinals with the green cleaning products, but discovered that changing the filter every six months eliminated this problem.
- The Town purchased a vacuum for the Town Center, which has a certified H.E.P.A. filter standard and the CRI Seal of Approval for vacuums recommended by the LEED standard for existing buildings. The CRI (Carpet and Rug Institute) Seal of Approval program identifies effective carpet cleaning solutions and equipment that clean carpet right the first time and protect a facility's carpet investment.

Recent efforts:

- As part of the Green Business certification program, staff removed all aerosols and hazardous products (e.g. old cleaners, paint) from Town Hall and the library and recycled them through San Mateo County's "Very Small Generator" program.
- Staff replaced the aerosol air freshener in Town Hall bathrooms with a biodegradable, food grade, non-aerosol air freshener.
- Staff reminds the contractor for the twice yearly cleaning to only use green cleaners; staff also sourced an environmentally friendly wood polish for the tables in the library.
- Additional vacuum purchased in 2011 that meets that same standards listed above.

3.7.3 All surfactants and detergents will be readily biodegradable and, where practicable, will not contain phosphates.

Status of previous efforts:

- The Town purchases Green Seal Certified liquid hand soap, which is dye-free, fragrance-free and phosphate-free. Staff uses a biodegradable and phosphate-free dish soap and dishwasher detergent in the break room.

3.7.4 Whenever practicable, the Town will manage pest problems through prevention and physical, mechanical and biological controls.

Status of previous efforts:

- Staff uses compost tea applications and a slow release fertilizer in maintenance of the Town's athletic fields during the summer and fall. A fast-release fertilizer is needed in the summer.
- To deal with pests inside the Town Center, staff is reminded to observe proper food storage practices to prevent pests; mechanical traps are used when pest management is necessary.

Recent efforts:

- Staff regularly captures spiders, snakes and lizards in Town Hall and releases them outdoors.

3.7.5 *The Town will use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, adhesives, furniture and casework.*

Recent efforts:

- Staff sourced low-VOC paint to repaint the Community Hall.

POLICY

3.8 Forest Conservation

3.8.1 *Whenever practicable, the Town will procure wood products such as lumber and paper that originate from forests harvested in an environmentally sustainable manner. When possible, the Town will give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system will include independent third-party audits, with standards equivalent to, or stricter than those of the Forest Stewardship Council certification.*

Status of previous efforts:

- As the Council is aware, FSC lumber has been used extensively throughout the Town Center project including the fence between the Town Center and Christ Church.
- Staff sourced and purchased reusable nametags for staff and Council Members made from FSC certified wood.

POLICY

3.9 Agricultural Bio-Based Products

3.9.2 *Whenever practicable, paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged.*

Status of previous efforts:

- Staff purchases compostable bags for use in animal waste bag dispensers that are installed in areas around the perimeter of the Town Center.
- Staff discontinued the purchase of compostable “plastic” cups (made from corn) for use at events because they are difficult to distinguish from petroleum-based plastic in the GreenWaste recycling process. Staff is instead purchasing compostable paper cups for use at events.
- Staff sourced and purchased literature display racks made from bamboo.

Recent efforts:

- Staff switched from plastic to paper cups in break room (for guests), which are made from 100% renewable resources and certified compostable.

Paper Reduction Efforts 2010-2011 Environmental Impacts Avoided

Paper Calculator Input:

Paper Name: Baseline Paper
Paper Grade: Uncoated Freesheet
Quantity (per year): 425 pounds
Percent Recycled Content: 100

Lifecycle Environmental Impact

Wood Use	0 tons
Net Energy	5 million BTU's
Purchased Energy	5 million BTU's
SO ₂	5 pounds
Greenhouse Gases	722 pounds CO ₂ equiv.
NO _x	2 pounds
Particulates	1 pounds
Hazardous Air Pollutants (HAP)	0 pounds
Volatile Organic Compounds (VOCs)	0 pounds
Total Reduced Sulfur (TRS)	0 pounds
Wastewater	2,204 gallons
Biochemical Oxygen Demand (BOD)	1 pounds
Total Suspended Solids (TSS)	2 pounds
Chemical Oxygen Demand (COD)	6 pounds
Solid Waste	249 pounds

Explanation of Data Values

The Paper Calculator is based on research done by the Paper Task Force, a peer-reviewed study of the lifecycle environmental impacts of paper production and disposal.

Wood Use

Wood use measures the amount of wood required to produce a given amount of paper.

The number of typical trees assumes a mix of hardwoods and softwoods 6-8" in diameter and 40' tall. Calculated collaboratively by Conservatree and Environmental Paper Network based on data from Tom Soder, Pulp & Paper Technology Program, University of Maine, as reported in Recycled Papers: The Essential Guide, by Claudia G. Thompson, The MIT Press, 1992.

The Baseline Paper Paper uses 0 tons, made from about 0 trees

Net Energy

The Paper Calculator includes an energy credit for energy that is created by burning paper – or the methane that decomposing paper creates – at the end of its life. The Net Energy takes the total amount of energy required to make the paper over its life cycle, and subtracts this energy credit. If most of the energy used to make the paper is purchased, then the energy credit might make the Net Energy lower than the Purchased Energy. The average U.S. household uses 91 million BTUs of energy in a year. The Baseline Paper Paper uses 5 million BTU's, the equivalent of about 0 homes/year

Purchased Energy

A subset of total energy, **purchased energy** measures how much energy comes from purchased electricity and other fuels. The unit of measure is British Thermal Units (BTUs). The average U.S. household uses 91 million BTUs of energy in a year. The Baseline Paper Paper uses 5 million BTU's, the equivalent of about 0 homes/year

Sulfur dioxide (SO₂)

Chemical compound produced when boilers burn fuel that contains sulfur. Of the fuels used in the paper industry, oil and coal generally contain the highest quantities of sulfur. **Sulfur dioxide** contributes to air pollution problems like acid rain and smog. The average 18-wheel truck emits 5.5 pounds of SO₂ in a year.

The Baseline Paper Paper uses 5 pounds, the equivalent of about 1 18-wheelers/year

Greenhouse Gases

Greenhouse gases, including carbon dioxide (CO₂) from burning fossil fuels and methane from paper decomposing in landfills, contribute to climate change by trapping energy from the sun in the earth's atmosphere. The unit of measure is CO₂ equivalents. The average car emits 11,013 pounds of CO₂ in a year.

The Baseline Paper Paper uses 722 pounds CO₂ equiv., the equivalent of about 0 cars/year

Nitrogen oxides (NO_x)

Nitrogen Oxides (NO_x, which include NO and NO₂) are products of the combustion of fuels that contain nitrogen. NO_x contribute to acid rain and can react with volatile organic compounds and sunlight in the lower atmosphere to form ozone, a key component of urban smog. The average 18-wheel truck emits 261 pounds of NO_x in a year.

The Baseline Paper Paper uses 2 pounds, the equivalent of about 0 18-wheelers/year

Particulates

Particulates are small particles generated during combustion, and pose a range of health risks, including asthma and other respiratory problems, when inhaled. The average urban bus emits 11.2 pounds of particulate matter in a year.

The Baseline Paper Paper uses 1 pounds, the equivalent of about 0 buses/year

Hazardous Air Pollutants (HAP)

Hazardous Air Pollutants are any of a group of 188 substances identified in the 1990 Clear Air Act amendments because of their toxicity.

The Baseline Paper Paper uses 0 pounds

Volatile Organic Compounds (VOCs)

Volatile Organic Compounds (VOCs) are a broad class of organic gases, such as vapors from solvent and gasoline. VOCs react with nitrogen oxides (NOx) in the atmosphere to form ground-level ozone, the major component of smog and a severe lung irritant.

The Baseline Paper Paper uses 0 pounds

Total Reduced Sulfur (TRS)

Total Reduced Sulfur compounds cause the odor associated with kraft pulp mills. Exposure to TRS emissions has been linked to symptoms including headaches, watery eyes, nasal problems, and breathing difficulties.

The Baseline Paper Paper uses 0 pounds

Wastewater

Wastewater measures the amount of process water that is treated and discharged to a mill's receiving waters. Wastewater volume indicates both the amount of fresh water needed in production and the potential impact of wastewater discharges on the receiving waters. 1 Olympic-sized swimming pool holds 660,430 gallons.

The Baseline Paper Paper uses 2,204 gallons, the equivalent of about 0 swimming pools

Biochemical Oxygen Demand (BOD)

Biochemical Oxygen Demand (BOD) measures the amount of oxygen that microorganisms consume to degrade the organic material in the wastewater. Discharging wastewater with high levels of BOD can result in oxygen depletion in the receiving waters, which can adversely affect fish and other organisms. Average home discharges 186 pounds of Biochemical Oxygen Demand (BOD) in a year.

The Baseline Paper Paper uses 1 pounds, the equivalent of about 0 homes/year

Total Suspended Solids (TSS)

Total suspended solids (TSS) measure solid material suspended in mill effluent, which can adversely affect bottom-living organisms upon settling in receiving waters and can carry toxic heavy metals and organic compounds into the environment. The average home discharges 207 pounds of Total Suspended Solids (TSS) in a year.

The Baseline Paper Paper uses 2 pounds, the equivalent of about 0 homes/year

Chemical Oxygen Demand (COD)

Chemical Oxygen Demand (COD) measures the amount of oxidizable organic matter in the mill's effluent. Since wastewater treatment removes most of the organic material that would be degraded naturally in the receiving waters, the COD of the final effluent provides information about the quantity of more persistent substances discharged into the receiving water. The average home discharges 465 pounds of Chemical Oxygen Demand (COD) in a year.

The Baseline Paper Paper uses 6 pounds, the equivalent of about 0 homes/year

Solid Waste

Solid Waste includes sludge and other wastes generated during pulp and paper manufacturing, and used paper disposed of in landfills and incinerators. 1 fully-loaded garbage truck weighs an average of 28,000 pounds (based on a rear-loader residential garbage truck).

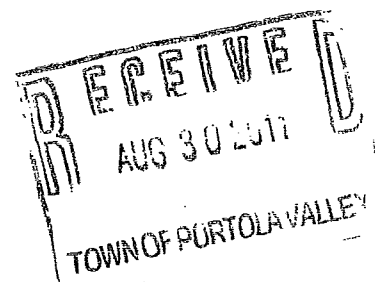
The Baseline Paper Paper uses 249 pounds, the equivalent of about 0 garbage trucks

Environmental impact estimates were made using the Environmental Paper Network Paper Calculator. For more information visit www.papercalculator.org.

JOSEPH E. DWORAK
5933 Alpine Road
Portola Valley, CA 94028

August 29, 2011

Hon. Ted Driscoll, Mayor
Portola Valley Town Hall
765 Portola Road
Portola Valley, CA 94028



Re: San Mateo County Lower Alpine Bicycle Trail

Dear Mayor Driscoll:

My wife Susan, our two children and I are recent additions to the Town of Portola Valley having departed the urban life of Naglee Park in San Jose. Although Portola Valley has many attributes, its selling point, at least for my children, was the bicycle trails and all of us use them regularly.

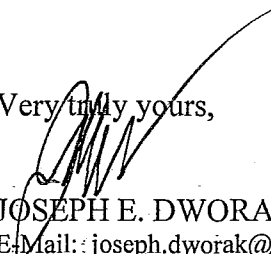
I saw the construction of the trail along Alpine Road, and I wondered, having come from cash strapped San Jose, how a smaller town could afford the project. I inquired and learned that the construction funds were made available through some arrangement with Stanford University, but there was some public pressure not to accept the money. Obviously, reasonable minds can disagree, but my family would like to extend its thanks to the Town of Portola Valley for accepting the funds from Stanford University and constructing in the Town of Portola Valley the multi-use bicycle and pedestrian trail along Alpine Road. If my children are representative, every other child within the Town of Portola Valley would likely also extend their appreciation. My family would also like to see the trail extended and believe it should be.

After we acclimated ourselves to the Town of Portola Valley on our bicycles, we decided to venture to the Stanford Shopping Mall. The experience was a bit harrowing. I recounted my observations and concerns about the danger in a letter to each Supervisor of the County of San Mateo. A copy of one of the letters is enclosed for your review.

I realize I am but one voice, and, admittedly, a new voice. Nevertheless, please read the enclosed letter, and if you also believe that the multi-use bicycle and pedestrian trail between the Town of Portola Valley and the Stanford Shopping Center should be completed using the funds from Stanford, please express your collective support to the San Mateo County Board of Supervisors.

Thank you.

Very truly yours,


JOSEPH E. DWORAK
E-Mail: joseph.dworak@berliner.com

JED:cb
Enclosure

BERLINER COHEN
ATTORNEYS AT LAW

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JONATHAN D. WOLF

KATHLEEN K. SIPLE
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JOLIE HOUSTON
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KATHLEEN F. SHERMAN
ALAN D. NIEBEL
SANDRA G. SEPULVEDA
MARCO M. CAMPAGNA
DEBBIE Y. BAE
MARY KATHARINE WILSON
LISA L. GORECKI
TYLER A. SHEWEY

RETIRED
SAMUEL J. COHEN
ROBERT W. HUMPHREYS

Branch Office - Merced, CA

OF COUNSEL
HUGH L. ISOLA
TERRY L. ALLEN
STEVEN L. HALLGRIMSON
FRANK R. UBHAUS
ERIC WONG
NANCY L. BRANDT

August 24, 2011

Hon. Dave Pine, District 1
San Mateo County Supervisor
Hall of Justice
400 County Center
Redwood City, CA 94063

Re: San Mateo County Lower Alpine Bicycle Trail

Dear Supervisor:

This letter concerns the multi-use bicycle and pedestrian trail on the east side of Alpine Road between the Town of Portola Valley and the Stanford Shopping Center over the unincorporated lands of San Mateo County.

We moved from San Jose to the Town of Portola Valley and purchased a home located toward the end of Alpine Road. My wife, Susan, and I have two children. We are pleased with our move, thankful for the bicycle trails, and applaud the wisdom of the Town of Portola for establishing the trails in their jurisdiction.

Recently, we ventured to the Stanford Shopping Mall using the trail. The trail from the upper end of Alpine Road to the Ladera Shopping Center posed little risk. However, from there to Interstate 280 and beyond, up to the Stanford Golf Course, we found the trail hazardous, and I will refer to that section as the "Dangerous Area".

On our first trip we discovered that in the Dangerous Area, the trail is not well designed or maintained. We considered whether to proceed on the other side of Alpine Road and face traffic, but that seemed unreasonably dangerous to do. We maneuvered through this area the best we could without calamity, however, our return trip proved to be more perilous. Due to the uncertainty of the location of the trail in the Dangerous Area, the children traveled the frontage road adjacent to Alpine Road only to be accosted by a neighbor who was perturbed that children were riding on that road. We profusely apologized, and asked where to go. Heeding his direction, we proceeded along the guard rail until arriving at the Alpine off ramp at Interstate 280 where a potentially life altering event almost occurred. An automobile exited the freeway, and

the driver looked left toward Portola Valley to see how to merge with oncoming traffic. My daughter, proceeding from the Stanford area, was simply not in his sight. There is no doubt that the driver did not see my daughter waiting to cross the off ramp because as he whisked by, I saw the startled facial expressions of alarm on the passengers in the automobile who did happen to see my daughter.

On our next trip to the Stanford Shopping Mall, having already been scolded by a neighbor for using the frontage road, my children dared bicycling between the guard rail and the traffic on Alpine Road in the Dangerous Area. Experienced cyclists can whiz through this area using Alpine Road without concern. They have full command of their bicycles and possess the skills to safely share Alpine Road with automobiles. Children are not experienced road cyclists. Their path is less linear, needs a wider space and is imperiled by automobiles that, due to their speed, sometimes drift to the side of the roadway where it curves. To lesson the risk of being hit by a car, we dismounted and walked until the trail became safe near the golf course. An off-road trail for use by both pedestrians and young cyclists would eliminate the risk of being hit by a car.

As a result of these activities, I wanted to know why children and less experienced bicyclists, including me, are at risk and I learned that the area is truly life threatening. The Palo Alto Daily Post on November 9, 2010, reported that a skilled bicyclist was killed in this area. I have also learned that a bicycle path along, but safely away from Alpine Road has yet to be installed, despite the offer of Stanford University to fund its construction. Candidly, I am at a loss to understand why the County of San Mateo would not readily accept the funds to construct a multi-use bicycle and pedestrian trail. Such a trail would allow families to bicycle without being a hazard to themselves and to experienced road cyclists or automobiles if forced to use Alpine Road. I would also think the County might wish to minimize its possible liability because it is a matter of time, it seems to me, before someone else is seriously injured. Although I am not a personal injury lawyer, I am familiar with the applicable rules in this area because I am an adjunct faculty member at San Jose State University in the Department of Hospitality, Recreation and Tourism Management responsible for the course covering these areas of law. I suggest that to allow the Dangerous Area to persist creates a substantial risk of injury to less experienced bicyclists despite their exercise of due care, as those terms are set forth in Government Code §830(a).

Bicycling should be as safe as possible for everyone, not just skilled riders who use Alpine Road. Children need the protection of a multi-purpose bicycle and pedestrian path. Please eliminate the risk of someone being severely injured or killed, and build the trail that Stanford University will fund. Thank you.

Very truly yours,
BERLINER COHEN


JOSEPH E. DWORAK
E-Mail: joseph.dworak@berliner.com

JED:dt

Atherton: Adapting for disaster

by Sandy Brundage

Almanac Staff

Friday, August 26, 2011 publication

On a sunny afternoon at an outdoor cafe, disasters are far from the minds of most people -- but Peter Carpenter and Scott Barnum aren't most people. Discussions of earthquakes, Hurricane Katrina, and camp toilets only whet their appetites.

The problem is how to make disaster appealing to everyone else. ADAPT, a 501(c)3 nonprofit group of Atherton volunteers dedicated for the past eight years to teaching people how to help themselves and others when disaster strikes, only has about 30 active members. "It's very frustrating that the level of interest is so low," Mr. Carpenter said. "It's hard work to organize neighborhoods because people don't think it's a problem."

Atherton presents a particular challenge for ADAPT since there's no town center and the first responders -- the firefighters and police -- generally live outside town, according to Mr. Carpenter and Mr. Barnum.

There are also geographic peculiarities, such as the neighborhood located along Walsh Road, with one way in and one way out. Heavy vegetation makes the area ripe for a fire during the dry summers. There's an evacuation route that follows a horse trail to Interstate 280, and another that hops a fence to a golf course. But given how mobile today's society is, the ADAPT members wonder how many people now living in that area remember the plan.

The City Council used to have a disaster committee, until disinterest and lack of resources killed it, they said. The general affluence of the area also contributes, leading some to believe that enough money will buy solutions even in the face of earthquakes. Wealth isn't always an obstacle, though. Mr. Carpenter estimates the town probably has more ham radio operations per capita than anywhere else. "Boys and their toys, and deep pockets," he said. Both he and Mr. Barnum practice talking over the network every month.

Ideally, what ADAPT looks like from their perspective is this: A system of 16 neighborhoods, each with a coordinator that oversees the block captains, who are supported by other volunteers. All neighborhoods would be able to plug into the ham radio network; currently, only six of the 16 can. ADAPT also needs at least eight more coordinators to fill out the network.

The government's rule of thumb is to plan on surviving without outside assistance for 72 hours. ADAPT thinks 90 days is more realistic.

Mr. Carpenter shared one of his many experiences as a first responder to illustrate the need to expect the unexpected. In the aftermath of Hurricane Katrina, he said, the Menlo Park Fire Protection District thought its response team was ready for anything, armed with cell phones, satellite phones, and high-limit credit cards.

"First message we got back was 'nothing works,'" he recalled. "The cell phones were down, no one could take credit cards. We had to put someone on a private plane with a bag of cash. The team came back looking like refugees after 16 days there without resupplying."

As ADAPT fights to create a solid framework for survival within its own boundaries, some residents may look to civic leaders for guidance. The group wants to create a disaster preparedness section on the town's website and also get funding for putting a cache of emergency equipment, such as pumps and lights, in each neighborhood. While Interim City Manager John Danielson has been very receptive, according to Mr. Barnum, it's a struggle to keep the interest of the council.

"My sense is that someone gets on the council, and they feel like they're paying their dues," Mr. Carpenter said. "I disagree with that, being on the fire district board. It doesn't relieve me of my responsibility to help."

Two of the five council members polled by the Almanac seem actively engaged in disaster planning. Vice Mayor Bill Widmer said he meets regularly with ADAPT members, while Councilman Jerry Carlson responded that both he and his wife completed the community emergency response training (CERT) offered through the fire district.

Another CERT training will be held in September, and ADAPT plans to host a pancake breakfast fundraiser in October. The group meets on the first Saturday of each month at 9 a.m. in Atherton council chambers at 91 Ashfield Road.

Contact Scott Barnum at microbarny@msn.com for more information.



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: August 2011

C A S H	Bank of America	\$	175,724.34
	Local Agency Investment Fund (0.381%)	\$	7,962,312.16
	Total Cash	\$	8,138,036.50

F U N D S	05 General Fund	\$	2,340,037.47
	08 Grants	\$	15,043.00
	10 Safety Tax	\$	107,688.15
	15 Open Space	\$	3,054,184.01
	20 Gas Tax	\$	373.97
	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	\$	15,264.77
	65 Road Fees	\$	345,634.06
	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.	\$	188,686.66
95 Arrowhead Mdws M.D.	\$	(1,799.67)	
96 Customer Deposits	\$	1,473,898.66	
	Total Fund Balance	\$	8,138,036.30

A C T I V I T Y R E C A P	Beginning Cash Balance:	\$	8,135,849.92
	Revenues for Month:	\$	528,883.18
	LAIF Interest Deposit (0.00%)	\$	-
	Total Revenues for Month:	\$	528,883.18
	Warrant List 8/10/11	\$	(250,168.37)
	Warrant List 8/24/11	\$	(155,617.89)
	Payroll	\$	(123,039.70)
	Total Expenses for Month:	\$	(528,825.96)
	Total JE's and Void Checks:	\$	2,129.36
	Ending Cash Balance	\$	8,138,036.50

FISCAL HEALTH SUMMARY:

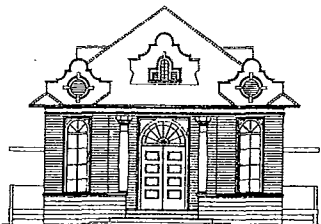
Unreserved/Spendable Percentage of General Fund: 62.83%

Adopted Town Policy is 60%

Days of Running Liquidity of Spendable General Fund: 229

GASB recommends no less than 90 days

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



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

AGENDA

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. Request for Time Extension, Collocation Planning, CUP-X7D-132 (Verizon) and X7D-138 (AT&T), Existing Antenna Facilities at the Priory
2. *Preliminary* Review of Proposed Lot Line Adjustment application X6D-212, APN: 080-040-060, Alpine Road/Rapley & Simonic Trails, Pratt
3. Public Hearing – Addition of Proposed Chapter 18.41, Wireless Communication Facilities, to the Zoning Ordinance

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: August 17, 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
September 7, 2011
Page Two

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

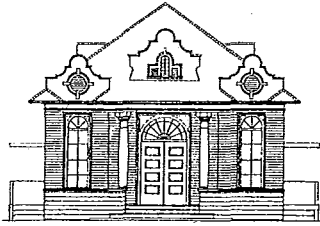
PUBLIC HEARINGS

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

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

Date: September 2, 2011

CheyAnne Brown
Planning & Building Assistant



TOWN OF PORTOLA VALLEY

Special Meeting of the Emergency Preparedness Committee

Thursday, September 8, 2011 - 8:00 AM

Alder Room / Community Hall

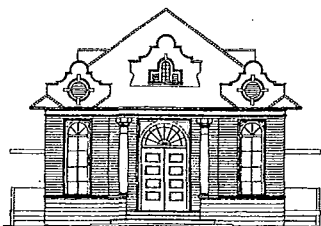
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of August meeting
4. Discuss Low Power FM emergency radio proposal
5. Review and discuss the August 31 Town Council/EPC joint meeting
 - Lessons learned
 - Follow up
6. Discuss Town Evacuation exercise
7. Discuss CERPP relationship and develop action items
8. Review outreach plans, next postcard to residents
9. Subcommittee reports
10. Other Business
11. Adjourn promptly at 9AM



Special Meeting Location in the Alder Room of the Community Hall

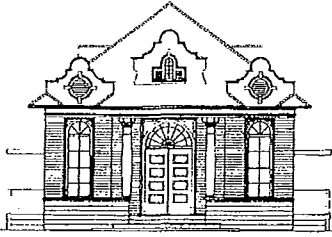


TOWN OF PORTOLA VALLEY
Cable & Undergrounding Committee
Thursday, September 8, 2011 – 8:15 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Minutes: Approval of July minutes
3. Communications from Members of the Public
4. Old Business
 - a. Undergrounding
 - Evaluation of other city's policy on undergrounding aerial drops to homes and businesses
 - Samcat
5. New Business
6. Adjournment:

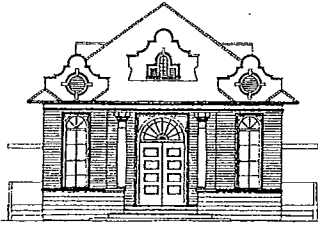
Next meeting on November 10, 2011 at 8:15 am



Town of Portola Valley
Cultural Arts Committee
Thursday, September 8, 2011 – 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications (topics for future meetings)
3. Approval of Minutes from August 11, 2011
4. Who will be our new Chairs and/or who will run the October meeting?
5. Music series: what to do next year, make any changes (6 instead, art present...)
6. Update on the Community Art show at the Priory
7. Holiday Art Fair, is it happening, who is organizing?
8. Alternative activities for the CAC i.e. fun, speakers, field trips
9. Next meeting: October 18th, at 1:00 pm
10. Adjournment



TOWN OF PORTOLA VALLEY
Teen Committee Meeting
Sunday, September 11, 2011 - 4:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order. Welcome – particularly to our new members Julia and Maggie.
2. Oral Communications
3. Approval of minutes from June meeting
4. Movie Night re-scheduled? Probably for Sat, September 17
5. Dance dates – report from Sharon
6. Sharing the Bounty
 - Report from Katie Putnam, Georgia Savoca, and Georgia Reid on planting
 - Report from Ellen Moore, Katherine, and Georgia Reid on watering schedule
 - Will we have a crop?
7. Bill and Jean Lane Civic Involvement Project: Questions? Shall we plan to meet as a committee on Wed nights when the Town Council meets to make it easier for members who wish to stay and participate in this project?
8. Set regular meeting date and time
9. Adjournment



TOWN OF PORTOLA VALLEY

7:00 PM – Special Joint Meeting of the Town Council
and Emergency Preparedness Committee
Wednesday, August 31, 2011
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:04 PM – CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

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

Mayor Driscoll Absent

Committee members Boice, Howes, Kabcenell, Koin, Kopf-Sill, Chair Raanes, Rothrock and Taylor

ORAL COMMUNICATIONS

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

None

REGULAR AGENDA

(1) Emergency Earthquake Simulation Exercise at Town Center

Town Manager Angela Howard and Emergency Preparedness Committee member Derry Kabcenell opened the meeting by defining its purpose, to test the Emergency Information Center (EIC), housed in the Historic Schoolhouse, staffed by Council members.

Public Works Director Howard Young took the meeting participants on a tour of the storage containers that house emergency water and medical supplies. The tour also included the location of barricades, manual fuel pump and fuel tank used for refueling the diesel generator.

Points taken from the debriefing of the emergency exercise were; 1) Clarify the relationship between the EIC and The Sequoias, 2) Proposed use of various colored lights as an alternative to directional signs to distinguish the buildings, 3) Assign and Public Information Officer to deliver updates to public and press, not the Mayor, 4) Don't disseminate informational updates that you don't know to be 100% accurate 5) Place a basic first aid kit in the Schoolhouse.

ADJOURNMENT: 8:45 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

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

TOWN COUNCIL WEEKLY DIGEST

Friday – September 9, 2011

- 1. Memorandum to Town Council and Emergency Preparedness Committee from Steve Toben regarding August 31, 2011 Emergency Preparedness Meeting – September 8, 2011
- 2. Information regarding ADA Symposium on Tuesday, October 11, 2011
- 3. SamTrans – Caltrain – An overview (29 pages) – August 3, 2011
- 4. Agenda – ASCC Meeting – Monday, September 12, 2011
- 5. Agenda – Special Meeting of the Emergency Preparedness Committee – Tuesday, September 13, 2011
- 6. Agenda – Special Sustainability Committee Meeting – Tuesday, September 13, 2011
- 7. Agenda – Trails and Paths Committee Meeting – Tuesday, September 13, 2011

Attached Separates (Council Only)

- 1. Request for support for Meals on Wheels by dining out on October 4, 2011
- 2. Invitation to “Nature’s Inspiration” on Sunday, October 2, 2011
- 3. Invitation to ABAG’s Fall General Assembly on Thursday, October 13, 2011
- 4. Invitation to the Council of Cities Dinner/Meeting on Friday, September 23, 2011
- 5. Comcast California – Special Edition
- 6. Midpeninsula Regional Open Space District’s Annual Report 2010 - 2011
- 7. The Voice – 2011 Third Quarter
- 8. Western City – September 2011

Town of Portola Valley

Memorandum

To: Town Council and Emergency Preparedness Committee

From: Steve Toben

Re: August 31 Emergency Preparedness Meeting

Date: September 8, 2011

I appreciate the work of the staff and the Emergency Preparedness Committee in staging our disaster simulation last week. I have a few reflections coming out of the exercise.

First, the use of the Schoolhouse as the Emergency Information Center is a good move in my opinion. It seems likely that many town residents who either need help or want to help following a disaster will come to Town Center. We all understand that it would be preferable for residents to stay in their neighborhoods and focus their efforts within their CERPP divisions, but unfortunately we have no assurance that all CERPP divisions will be operational, and residents will naturally gravitate to Town Center. For those who need help, the Emergency Information Center will therefore be a live intake location for incidents that will need to be referred via radio to the Emergency Operations Center or handled on the spot (e.g., immediate conveyance of injured individuals to the Emergency Medical Center).

As for those who come to Town Center wanting to volunteer, I have a number of thoughts. First, I think the protocol should be to direct them back to their neighborhoods if the CERPP divisions are reporting a need for search and rescue volunteers, road clearing, etc. However, there is also likely to be a need for volunteers operating out of Town Center both in the immediate aftermath of disaster and in the days following. I believe thought should be given to the jobs that are likely to be needed right after an earthquake and then in subsequent days. Ideally, we would have a big white board listing jobs, gear requirements (gloves, boots, vehicles, etc.), shifts that need filling, and sign-up spaces including contact information. This could be prepared in advance. Volunteer jobs would include, for example, Town Center campus runners (who could be younger residents), drivers from Town Center to the Sequoias infirmary, search and rescue teams, road clearing teams, building inspectors, etc.¹

¹ In the past I have advocated for the inclusion of our Public Works Committee in our disaster planning, as they would be the logical group to run road clearing and search and rescue teams, assuming Howard Young and our maintenance staff are not available. Other town committees could also be a ready-made source of trained volunteers. I hope that one of the fifth Wednesday meetings next year will consist of an all-committee training.

I have serious concern about the one-size-fits-all form for volunteer registration that was used last week. It is not well designed, in my opinion, and very cumbersome. The requirement that anyone who shows up with the desire to help must submit detailed information, including social security numbers, is inappropriate. We need to think about a tiered system that would require more information for tasks that involve a greater level of responsibility and potential liability to the town, for example, medical workers and structural engineers. Somebody simply wanting to be a runner on the site or to hand out diapers shouldn't have to fill out a bureaucratic form.

Pre-designation of an official Volunteer Coordinator might be worth considering. This could be a good role for someone on the staff. The effective use of volunteers requires deft management to capitalize on the diverse skills of volunteers and to keep them productively engaged. Sometimes the best response to an eager volunteer may be a polite message that we have nothing for them to do.

Next, I believe that we as town council members need to understand what strengths and limitations we each bring to the mix in the aftermath of disaster. For example, I was delighted for Ann Wengert to handle radio communications during the disaster drill last week. She has experience in this area that I do not have, and she handled this responsibility far better than I would have. Similarly, John Richards would be ideal to coordinate the deployment of volunteer structural engineers to examine homes damaged by the earthquake, assuming Howard is unavailable or occupied with different tasks. John would be the perfect person to oversee home inspections in the days following the earthquake – an assignment where I would be inept.

By the same token some council members may feel uncomfortable functioning as public spokespersons for the Town. It is critical for the town's official spokesperson – whether he or she is the mayor or another council member – to convey continually to the media and our residents the sense that we know what we are doing. If that is not conveyed, there could be grave, long term damage to the public perception that the town is competently managed.

On a more granular level, I think it is a high priority to establish contact early on with the Sequoias to determine the capacity of their infirmary to accept incoming wounded. I was sobered by Diana Koin's comment last that there is actually little medical aid that will be available at the Emergency Medical Center, even for basic suturing, since water will be scarce. Presumably there will be more capacity at the Sequoias, but this is not a certainty. This issue requires more attention, including the perennial question of who will staff the EMC. It causes me to question whether there is value in having an EMC at all.

Let me end by reiterating my appreciation for our volunteers and town staff in addressing our emergency preparedness.

From: District2_SupervisorCaroleGroom District2_SupervisorCaroleGroom [District2_SupervisorCaroleGroom@smcgov.org]
Sent: Tuesday, September 06, 2011 4:35 PM
To: District2_SupervisorCaroleGroom@smcgov.org
Subject: ADA Symposium Invitation - 10/11/11
Attachments: CoD ADA Accessibility Conference Flyer.pdf

Dear City Council Members and City Managers,

In March of next year, new ADA (Americans with Disabilities Act) amendments will go into effect. The San Mateo County Commission on Disabilities is offering a FREE symposium on Tuesday, October 11, 2011 from 10:00 a.m. to 4:30 p.m. at the Silicon Valley Community Foundation (1300 South El Camino Real, San Mateo). The program will address the changes and include ADA Transition Plans, ADA programmatic access and ADA building evaluations and inspections. The keynote speaker will be attorney, Joe Cotchett. We are encouraging city council members and city managers to attend. In addition, we are requesting your city clerks to invite your Planning Commissioners, Parks Commissioners, Building Department heads and building inspectors, as well. Please see the attached flyer for further information. RSVP to the Commission on Disabilities at (650)573-2480 or cmcculloh@co.sanmateo.ca.us by October 3rd. Seating is limited.

Sincerely,

Carole Groom, President

San Mateo County Board of Supervisors



“Moving Beyond Barriers” ADA Accessibility Symposium for Local Governments

*You Are Cordially Invited to Attend
FREE!*

New ADA Amendments go into effect in March 2012.

Will you be ready?



Tuesday, October 11, 2011

10:00 a.m. to 4:30 p.m.

**Silicon Valley Community Foundation
Conference Center**

1300 S. El Camino Real, San Mateo, CA 94402

Keynote Speaker

**Joseph W. Cotchett, Esq.
Cotchett, Pitre & McCarthy, LLP**

Conference Topics:

**ADA Transition Plans
ADA Programmatic Access
ADA/Building Evaluations/Inspections & More!**

**Co-Sponsored by the San Mateo County Board of Supervisors
&**

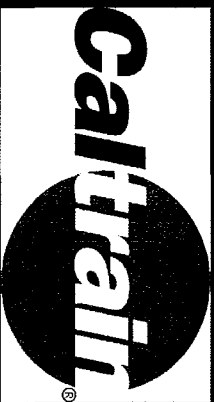
Commission on Disabilities

Please RSVP by October 3rd to: cmcculloh@co.sanmateo.ca.us (650) 573-2480

SamTrans

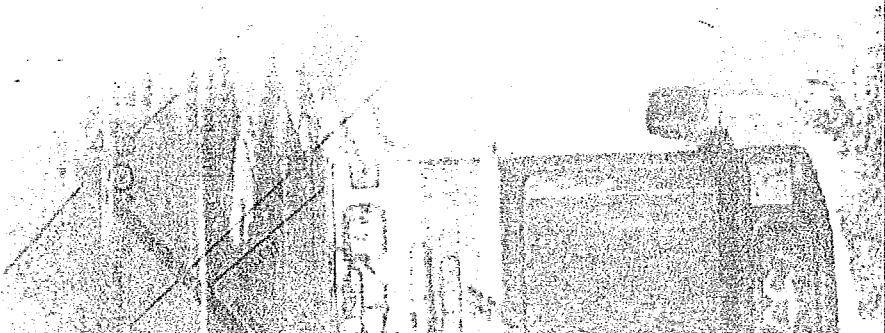
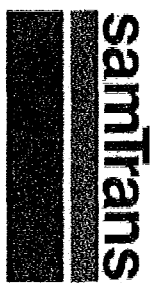
Caltrain – An Overview

Presentation:
San Mateo County Mayors
August 3, 2011



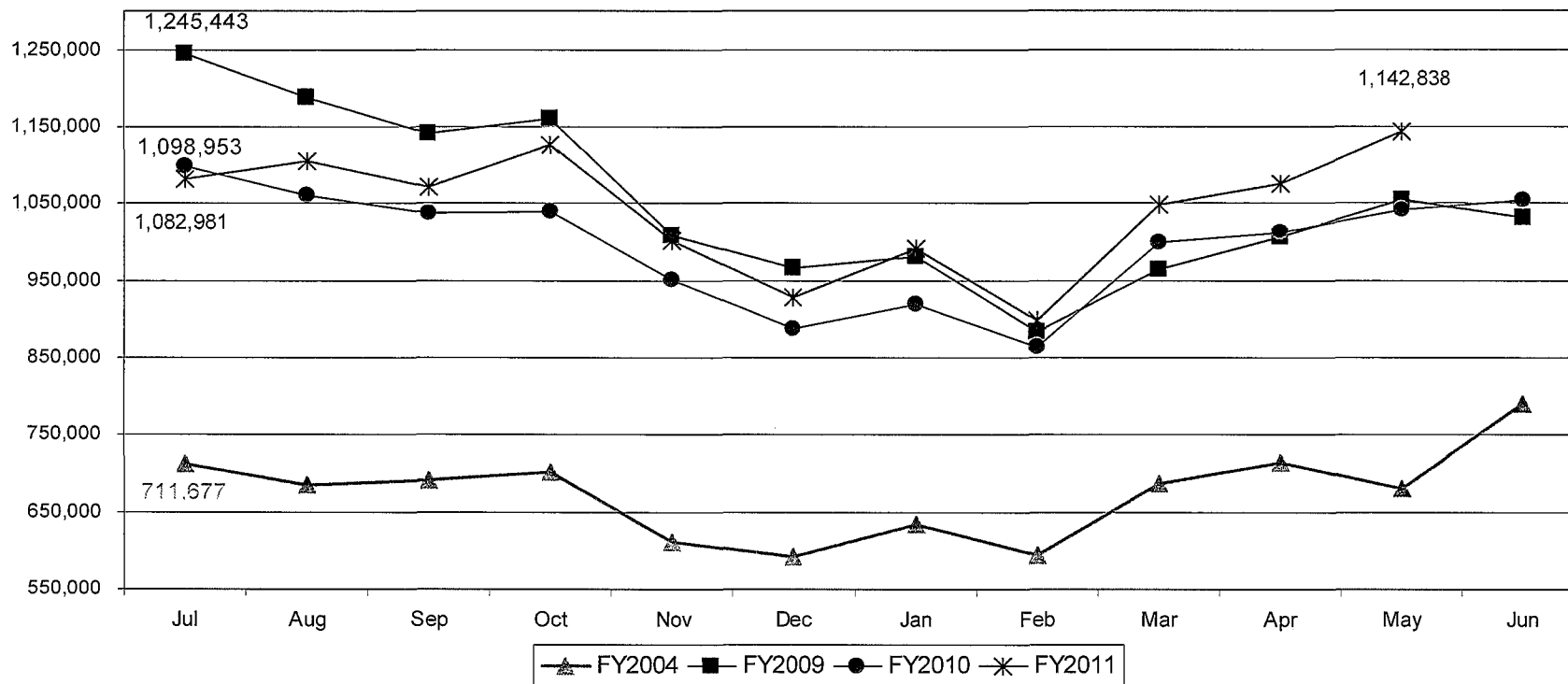
Caltrain – An Overview

- Key Caltrain statistics
- Caltrain budgets
- SamTrans budgets
- Next Steps/Discussion



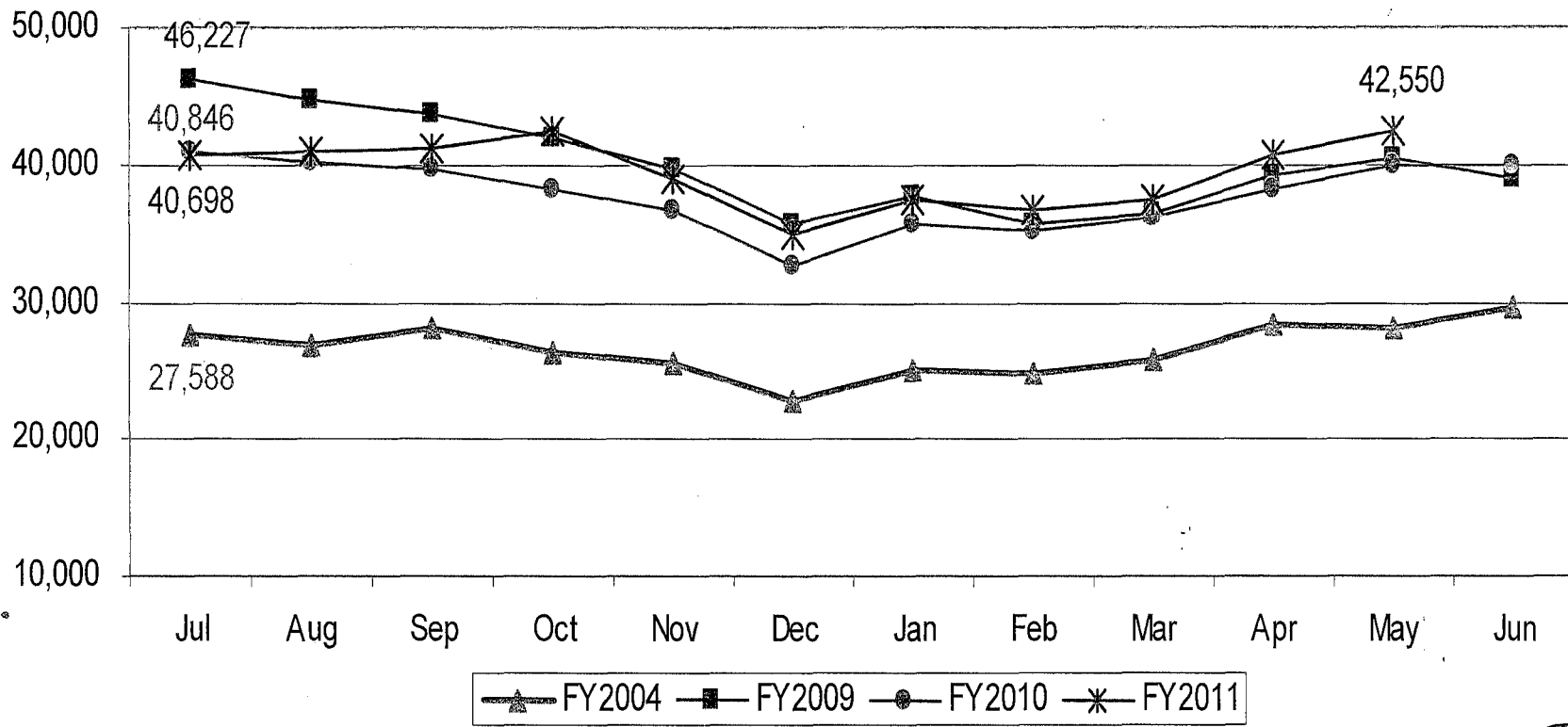
Caltrain Monthly Ridership

samTrans



Caltrain Average Weekday Ridership

samTrans



Caltrain Ridership by Station



27 stations increased ridership 2010 vs. 2011

San Francisco	1,119	Hillsdale	202	Sunnyvale	195
22 nd St.	256	Belmont	22	Lawrence	54
Bayshore	19	San Carlos	172	Santa Clara	79
SSF	78	Redwood City	288	College Park	16
San Bruno	71	Menlo Park	92	San Jose	211
Millbrae	226	Palo Alto	554	Tamien	38
Burlingame	89	California Ave.	151	Blossom Hill	27
San Mateo	182	San Antonio	2	Morgan Hill	8
Hayward Park	87	Mountain View	424	Gilroy	4

2 stations had no increase

Capitol	-2	San Martin	0
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Caltrain Stations Top 10 2010 vs 2011



Station	2010 90 trains		2011 86 trains		Change In AWR	% AWR Growth
	Rank	AWR	Rank	AWR		
San Francisco	1	8,673	1	9,791	1,119	12.9%
Palo Alto	2	3,905	2	4,459	554	14.2%
Mountain View	3	3,264	3	3,688	424	13.0%
San Jose Diridon	4	2,698	4	2,910	211	7.8%
Millbrae	5	2,485	5	2,712	226	9.1%
Redwood City	6	2,036	6	2,324	288	14.1%
Hillsdale	7	1,835	7	2,037	202	11.0%
Sunnyvale	8	1,736	8	1,931	195	11.2%
Menlo Park	9	1,377	9	1,469	92	6.7%
San Mateo	10	1,282	10	1,463	182	14.2%

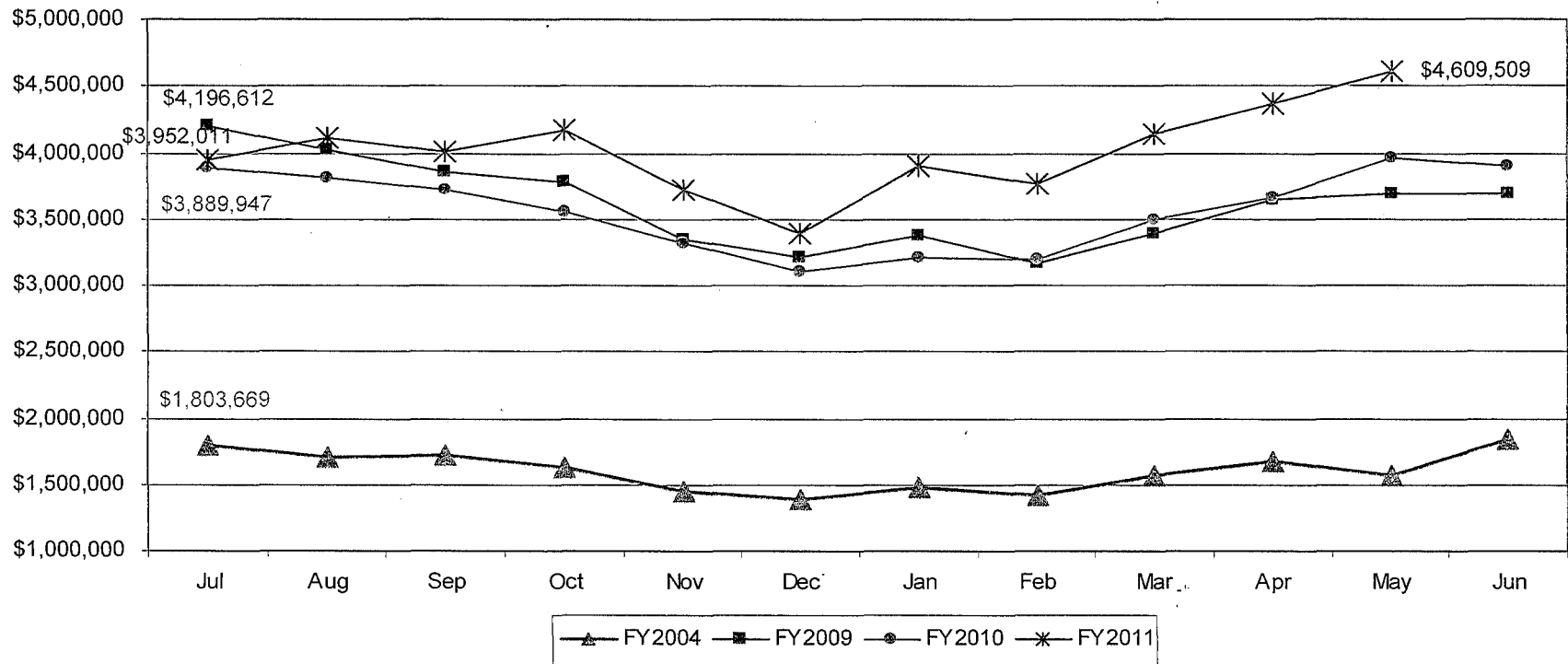
Caltrain Ridership County-by-County Comparison



County	2010 AWR	2011 AWR	Change	%
San Francisco	9,726	11,120	1,394	14.3%
San Mateo	11,842	13,352	1,510	12.7%
Santa Clara	15,210	16,971	1,761	11.6%
TOTAL	36,778	41,442	4,664	12.7%



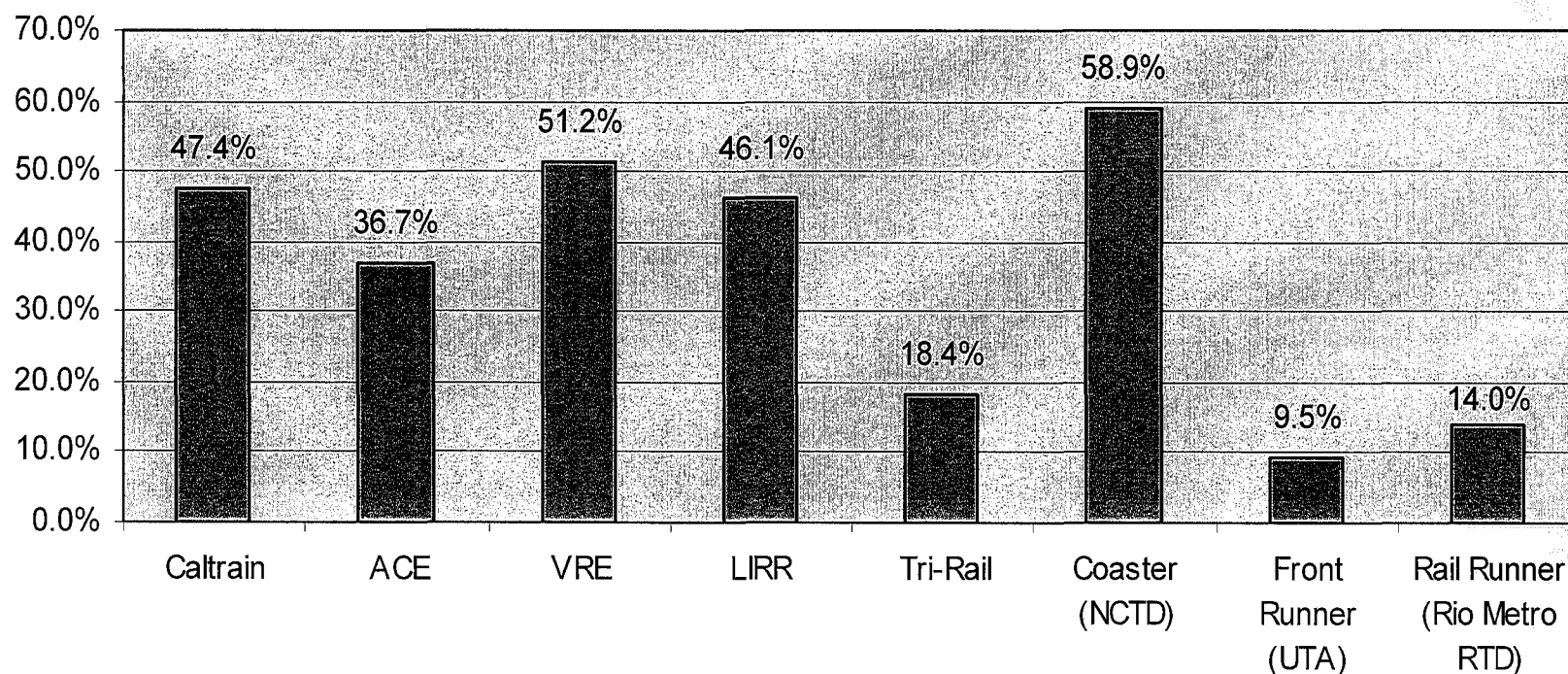
Caltrain Fare Revenue



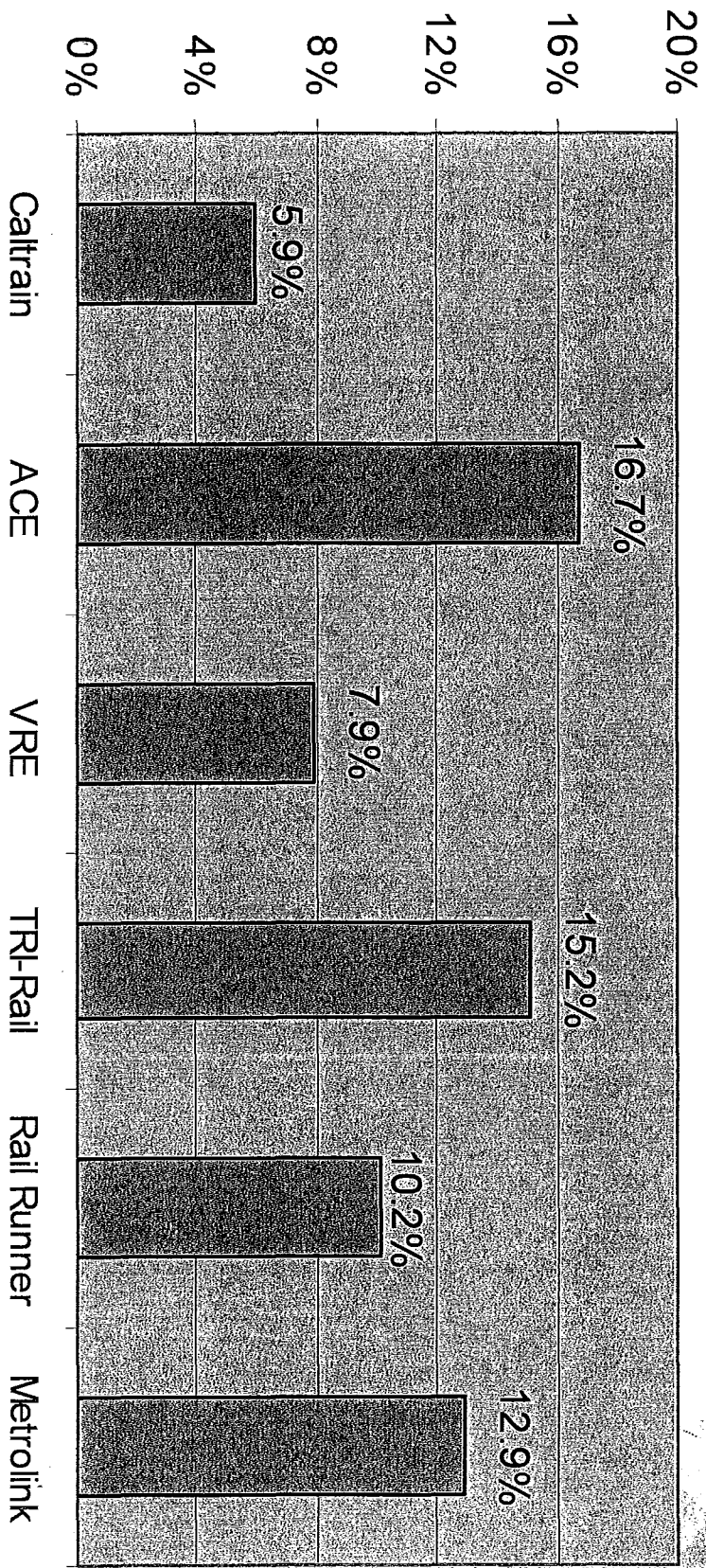
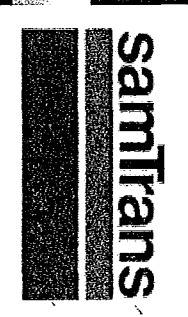
Commuter Railroads Farebox Recovery Comparison

samTrans

Caltrain's farebox recovery ratio is comparable with other commuter rail systems in the country.



Caltrain Administrative Staff Cost Comparison



Caltrain Usage

The logo for samTrans, featuring the text "samTrans" in a bold, sans-serif font. Below the text are two horizontal bars, the top one is white and the bottom one is black.

Frequency

- 66% ride 4+ days/week
- 85% make a round trip

Ridership Tenure

- 52% riding for more 2+ years
- 35% riding for 1 year or less

Transit Dependent

- 38% had no access to a car



Caltrain - Trip Purpose



Most customers commute to work.

Trip Purpose	2010	2007
Work	74%	74%
Leisure	14%	12%
School	8%	9%
Shopping	3%	4%
Airport	1%	1%



Caltrain - Main Reasons for Riding



Customers want to avoid traffic and relax.

Reason	total 2010 / 2007	Weekday Peak 2010 / 2007	Weekend 2010 / 2007
Avoid traffic	52% / 38%	59% / 44%	26% / 18%
Save money	36% / 28%	40% / 31%	17% / 14%
Don't have a car/don't drive	29% / 26%	22% / 20%	51% / 49%
Relax / reduce stress	40% / 26%	43% / 28%	27% / 20%
Help environment	35% / 25%	38% / 27%	24% / 20%
Productive use of time	32% / 21%	36% / 23%	16% / 13%



SamTrans

SamTrans FY2012 Operating Budget



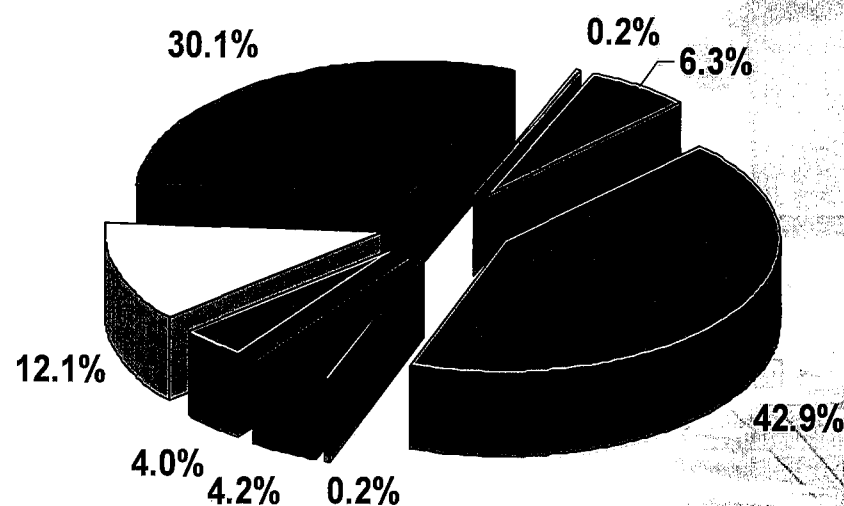
SamTrans FY2012 Operating Budget Revenues



Fares	\$17.4
Local TDA & STA Funds & Oper. Grants	43.2*
Pass-through to Other Agencies	0.3
Measure A & AB434	9.0
Sales Tax	61.5
Investment Interest	0.3
Other Income	6.0
Other Sources	<u>5.7</u>
Total Revenues	\$143.4

In millions

*Includes PM funding (\$6.9 million)



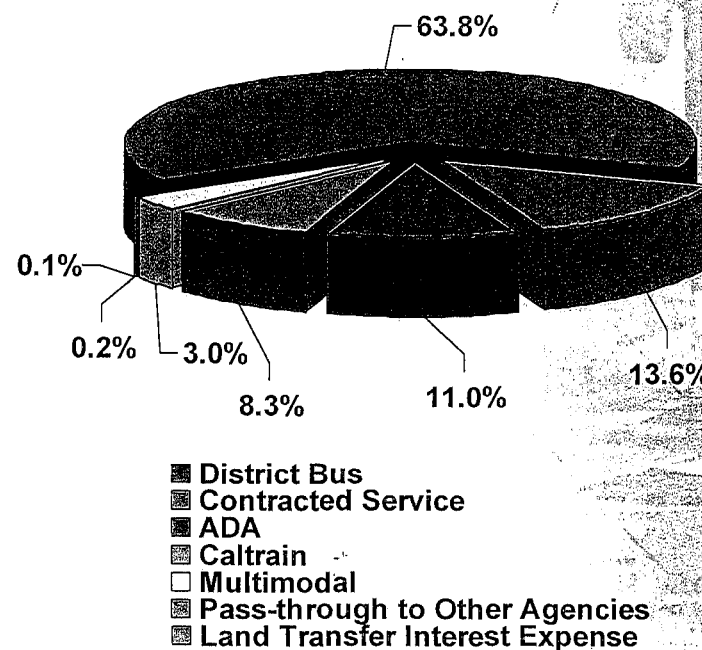
- Fares
- Local TDA & STA Funds & Oper Grants
- Pass-through to Other Agencies
- Measure A & AB434
- Sales Tax
- Investment Income
- Other Income
- Other Sources



SamTrans FY 2012 Operating Budget Expenses

samTrans

Motor Bus	
District-operated	\$81.9
Contracted Service	17.5
ADA	14.1
Caltrain	10.6
Multimodal	3.9
Pass-through to Other Agencies	0.3
Land Transfer Interest Expense	<u>0.1</u>
Total	\$128.4



SamTrans FY 2012 Operating Budget



Total Revenues	\$143.4
Total Expenses	(128.4)
Sales Tax Allocation – Capital	<u>(5.0)</u>
Operating Surplus	10.0
Bond Proceeds Interest	1.9
Debt Service Requirement*	<u>(24.5)</u>
Total Uses of Reserves	(\$12.6)

In millions

* (Debt service for BART - \$12.7 million)



samTrans

Caltrain FY2012 Operating Budget

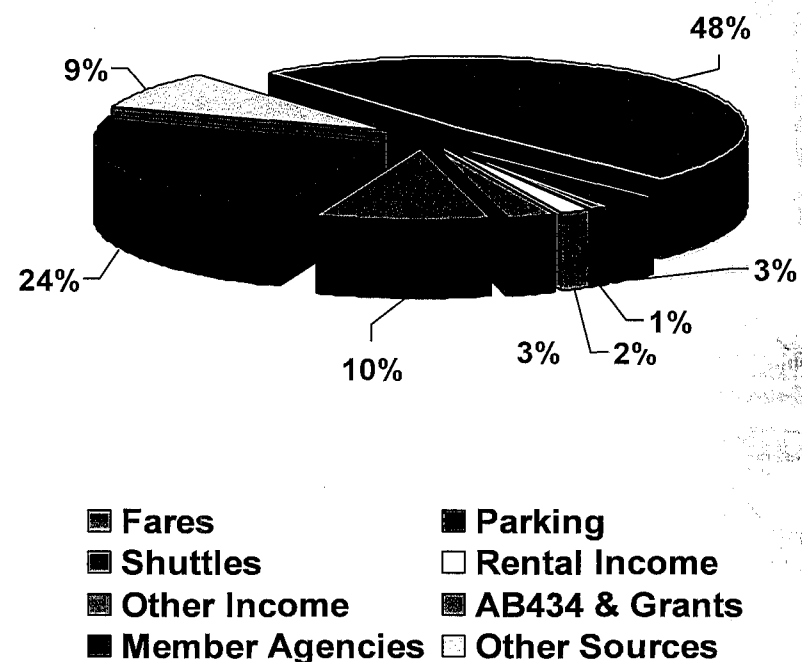


Caltrain FY 2012 Operating Budget Revenues



Fares	\$50.7
Parking	2.8
Shuttles	1.2
Rental Income	1.7
Other Income	2.9
AB434 & Grants	10.2
Member Agencies	25.3
Other Sources	<u>9.0</u>
Total Revenue	\$103.8

In millions



Caltrain FY 2012 Operating Budget Member Contributions



	<u>San Francisco</u>	<u>San Mateo</u>	<u>Santa Clara</u>	<u>Total</u>
FY2012				
Operating				
Contribution	\$4,510,684	\$10,620,000	\$10,206,572	\$25,337,256

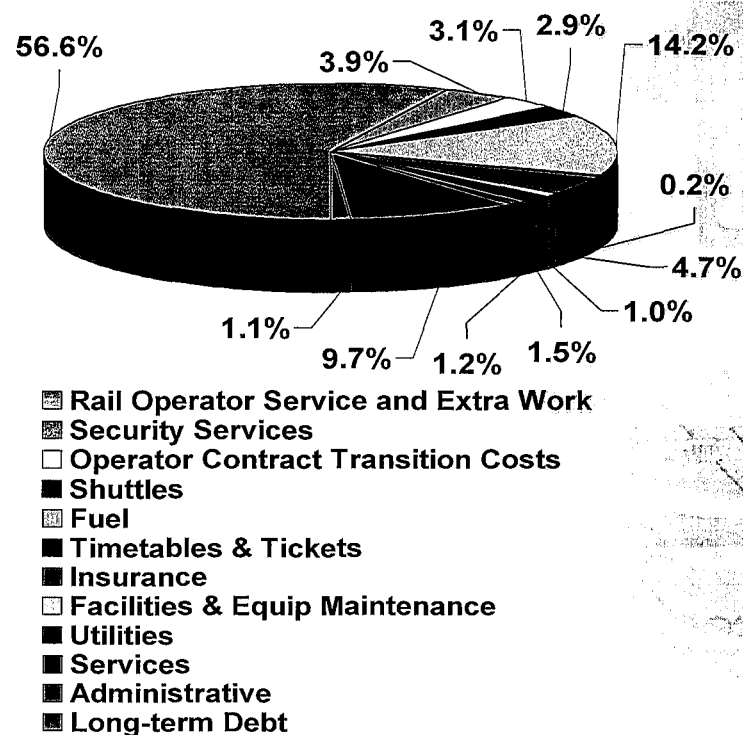


Caltrain FY 2012 Operating Budget Expenses



Rail Op Service and Extra Work		\$58.8
Security Services		4.1
Operator Contract Transition Costs	3.2	
Shuttles		3.0
Fuel		14.6
Timetables & Tickets	0.2	
Insurance	4.9	
Facilities and Equip Maint.		1.0
Utilities		1.6
Services		1.2
Administrative		10.1
Long-term Debt	<u>1.1</u>	
Total Expenses		\$103.8

In millions



Caltrain Operating Budget

Historical Use of One-time Funds



FY2012	\$7.5 million in FY2011 savings
FY2011	\$6.2 million in FY2010 savings
FY2010	\$3.7 million in fuel savings and \$2 million ARRA grant
FY2009	\$6 million in operating savings
FY2008	\$4.6 million; \$3.8 million in rail operator contract and fuel savings and \$800,000 in excess fare revenue





Calttrain FY2012 Capital Budget



Caltrain FY 2012 Capital Budget Funding Sources



Fund Category	\$ Amount
Federal Grants	\$39.6 million
State and Regional Grants	\$9.5 million
Other	\$2.8 million
AB 664 Bridge Tolls	\$0.64 million
JPB Member Agency Contribution – <i>Revised Request</i>	\$12.06 million
Total	\$64.6 million

Caltrain FY 2012 Capital Budget Member Contributions

The logo for samTrans, featuring the text "samTrans" in a bold, sans-serif font. The "s" and "a" are lowercase, while "mTrans" are uppercase. The logo is contained within a white rectangular box with a black border.

Staff deliberated with the three members and the proposed amounts are as follows:

San Mateo: \$4.0 million

Valley Transportation Authority: \$3.1 million

San Francisco: \$2.73 million

\$2.40 million: SFCTA

\$0.33 million: SFMTA



Caltrain FY 2012 Capital Budget

Comparison of Preliminary and Proposed



Program	Preliminary Budget	Proposed (\$2.73m per Partner)	Difference
State of Good Repair: Station	\$1.6 million	\$0.4m	\$1.2m
State of Good Repair: Right of way; Signals & Communication	\$28.9 million	\$28.9m	\$0
State of Good Repair: Rolling Stock	\$10.8 million	\$8.2m	\$2.6m
Legal Mandate	\$18.0 million	\$18.0m	\$0
Peninsula Rail Program	\$1.6 million	\$1.6m	\$0
Enhancements	\$1.5 million	\$1.5m	\$0
Support	\$2.2 million	\$2.0m	\$0.2m
Total	\$64.6 million	\$60.6m	\$4.0m

Caltrain FY 2012 Capital Budget

Impact of proposed changes

The logo for samTrans, featuring the text "samTrans" in a bold, sans-serif font. The "s" and "a" are lowercase, while "mTrans" are uppercase. The logo is positioned in the top right corner of the slide, above a dark horizontal bar.

- Postpone upgrade to public address systems at 22nd Street and Sunnyvale stations project
- Reduce the Rolling Stock State-of-Good-Repair by \$2.6 million
- Reduce Capital Project Development by \$250,000



Caltrain FY 2012 Capital Budget Impact to rolling stock project

The logo for samTrans, featuring the text "samTrans" in a bold, sans-serif font. Below the text is a horizontal bar with a white top section and a black bottom section.

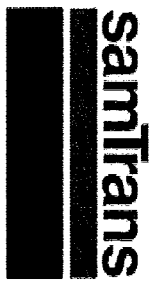
In FY2011, due to funding constraint, deferred \$4.9 million of Rolling Stock Rehabilitation needs out of a \$12.5 million request

In FY2012, due to on-going funding constraint, will defer another \$2.6 million out of a \$10.8 million request

Risk:

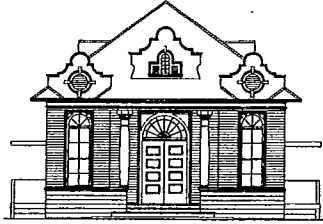
- Exposure to greater risk of reliability and availability issues with fleet
- Some deferred subsystem work may result in in-service failures and added operating expense
- Deferred work will accumulate and require greater levels of investment later





Next Steps: Questions Discussion





**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, September 12, 2011
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

7:30 PM - REGULAR AGENDA*

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

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

4. Old Business:
 - a. Follow-up Review, Architectural Review For Garage Replacement, 155 Grove Drive, Reimund
5. New Business:
 - a. Proposed Lot Line Adjustment X6D-212, Apline Road (Rapley & Simonik Trails), Lands of Deborah & Crawford Pratt
6. Approval of Minutes: August 22, 2011
7. Adjournment

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: September 9, 2011

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Special Meeting of the
Emergency Preparedness Committee
Tuesday, September 13, 2011 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of August meeting
4. Discuss Low Power FM emergency radio proposal
5. Review and discuss the August 31 Town Council/EPC joint meeting
 - Lessons learned
 - Follow up
6. Discuss Town Evacuation exercise
7. Discuss CERPP relationship and develop action items
8. Review outreach plans, next postcard to residents
9. Subcommittee reports
10. Other Business
11. Adjourn promptly at 9AM

6



TOWN OF PORTOLA VALLEY
Special Sustainability Committee Meeting
Tuesday, September 13, 2011 – 9:00 AM
Community Hall – Buckeye Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Review of Acterra High Energy Homes Software
4. Adjournment



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, September 13, 2011 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – August 9, 2011
4. Financial Review
5. Old Business
 - a) Alpine Rd. / C1 Path update
 - b) Hitching rack - Update
 - c) Grove Trail - Update
6. New Business
 - a) Trail Work – August
 - b) Future meetings
7. Other Business
8. Adjournment

Enclosures:
Minutes of August 9, 2011
Financial Review
Trail Work and Map for August

#14

There are no written materials for this agenda item.

#15

There are no written materials for this agenda item.