



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, May 9, 2012

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

CONSENT AGENDA

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of April 25, 2012 (3)
- (2) **Approval of Warrant List** – May 9, 2012 (10)
- (3) **Recommendation by Town Attorney** – Authorize Mayor to sign Third Addendum to Agreement Between the (21) County of San Mateo and the Town of Portola Valley to Toll Statutes of Limitations for Claims Regarding Property Tax Administration Fees

REGULAR AGENDA

- (4) **Recommendation by Town Clerk** – Purchase of Sound System for the Historic Schoolhouse (29)
- (5) **Recommendation by Interim Assistant Town Manager and Public Works Director** – Update on Community (32) Fundraising Effort and Adoption of a Resolution Approving Plans and Specification – Ford Field Renovation Project #2011-PW02
 - (a) Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the Ford Field Renovation Project #2011-PW02 (Resolution No. __)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (6) **Appointment of Portola Valley Police Commissioner** – Gary Nielsen (37)
There are no written materials for this item.
- (7) **Appointment by Mayor** – Members to the Portola Road Corridor Task Force (38)
- (8) **Reports from Commission and Committee Liaisons** (39)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (9) **Town Council Weekly Digest** – April 27, 2012 (40)
- (10) **Town Council Weekly Digest** – May 4, 2012 (55)

CLOSED SESSION

- (11) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (65)
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. 839 APRIL 25, 2012

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 Jeff Aalfs, Ted Driscoll and Ann Wengert; Vice Mayor John Richards; Mayor Maryann Derwin

Absent: None

Others: Angela Howard, Town Manager
Barbara Powell, Interim Assistant Town Manager
Sharon Hanlon, Town Clerk
Leslie Lambert, Planning Manager
Howard Young, Public Works Director
Sandy Sloan, Town Attorney

ORAL COMMUNICATIONS

Joseph Rosas, a Sunnyvale resident, is running for State Assembly Representative seat for District 24. He invited Councilmembers to a Candidate Forum on May 18, 2012 at the Cupertino Community Hall.

Michael Gross, GreenWaste Recovery's Director of Sustainability, said the organization will have a booth at the Portola Valley Earth Day celebration on April 28, 2012. He also indicated that GreenWaste's May 1, 2012 invoicing to residents (including a 2.93% rate increase per Item 6 on the agenda) will go out with a quarterly newsletter and that the Town's Clean-Up Program is scheduled for May 5, 2012.

- (1) Presentation: Proclamation from Assembly Member Rich Gordon honoring Angela Howard for her many years of Public Service

Mayor Derwin introduced Joey Vaughan, Field Representative from Assembly Member Rich Gordon's office, who presented a proclamation to Angela Howard in recognition of her many, much-appreciated years of public service. Then, "in denial" about this being Ms. Howard's last Town Council meeting before retiring as Town Manager, Mayor Derwin invited Councilmember Wengert to make a few remarks.

Councilmember Wengert commented on the dedication, commitment, professionalism, patience, sense of humor, fairness, steadfast leadership and consummate skills that Ms. Howard brought to the Town throughout her career. She noted that her greatest challenge and accomplishment was the Town Center project, a Herculean task that started in 1995, grew in intensity in 2004 and finally concluded with a triumphant grand opening in 2007. Councilmember Wengert also credited Ms. Howard with building "our small but very special staff into one of the best we could hope for" and deftly managing "a disparate group of Town Council members."

- (2) Presentation: Recognition of 20-Year Anniversary of Leslie Lambert, Planning Manager

Honoring Planning Manager Leslie Lambert in celebration of her 20th anniversary on the Town staff, Mayor Derwin described her as graceful, authentic, unassuming, upbeat, sympathetic, always ready to listen or help, and "the best face" of Portola Valley – not to mention her "killer wardrobe and great shoes." Dealing with thorny, intractable issues between applicants and the Town, and sometimes nasty problems among neighbors, she said, "everyone ends up loving Leslie." Mayor Derwin also praised Ms. Lambert for the way she's dealt with the trauma she suffered in a fall in January 2011, pushing the boundaries, hastening her recovery and so characteristically considering how she can help others in the same position. Mayor Derwin cited an article entitled "Half Baked" in the Bay Area Brain Injury Task Force newsletter in which Ms. Lambert wrote, "I'm beginning to realize that it's not so important for me to be

back at the same job . . . but it is important for me to look to the future and see what I can do to help others who have also had brain injuries or similar conditions.”

In expressing her thanks, Ms. Lambert said it also was important for her to come to Ms. Howard’s last meeting as Town Manager. In the hospital after her accident, she said, “The first thing I remembered was Angie . . . and Wednesday. I called my husband ‘Wednesday’ for a number of weeks, and I think it had to do with going to Planning Commission and Town Council meetings every Wednesday.”

CONSENT AGENDA [7:48 p.m.]

- (3) Approval of Minutes: Regular Town Council Meeting of April 11, 2012 [*removed from Consent Agenda*]
- (4) Ratification of Warrant List: April 25, 2012 in the amount of \$190,406.08
- (5) Recommendation by Sustainability & Resource Efficiency Coordinator: Adoption of an Ordinance to Ban Polystyrene-Based Food Service Products
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Section 8.04.040 [Chapter 4.107 of County Code Adopted – Sanitation and Health] to Title 8 [Health & Safety] of the Portola Valley Municipal Code (Ordinance No 2012-395)
- (6) Recommendation by Interim Assistant Town Manager: Adoption of a Resolution Approving Annual Franchise Agreement Rate Adjustment for GreenWaste Recovery, Inc.
 - (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 2550-2012)

By motion of Councilmember Driscoll, seconded by Councilmember Richards, the Council approved Items 4-6 on the Consent Agenda with the following roll call vote:

Aye: Councilmember Aalfs, Driscoll, Wengert, Vice Mayor Richards, Mayor Derwin

No: None

REGULAR AGENDA [7:49 p.m.]

- (3) Approval of Minutes: Regular Town Council Meeting of April 11, 2012

Councilmember Wengert moved to approve the minutes, as amended, of the Regular Town Council Meeting of April 11, 2012. Seconded by Vice Mayor Richards, the motion carried 4-0-2 (Aalfs and Driscoll abstained).

Pending the arrival of Parks and Recreation Committee Chair Jon Myers, Item 7 was held in abeyance.

- (8) Appointment by Mayor: Members to the Portola Road Corridor Task Force [*7:51 p.m.*]

Ms. Howard said that commissions and committees were polled for recommendations for members to serve on the Portola Road Corridor Task Force. The Bicycle, Pedestrian and Traffic Safety Committee hasn’t yet made a recommendation.

Council concurred with the Mayor's approval of committee and commission recommendations, discussed the addition of Mr. Young as staff liaison and Councilmember Aalfs as Council liaison, and agreed that only one representative from the Town Planner's office would be appointed to the task force.

Council moved concurrence with the Mayor's approval of committee and commission recommendations and liaison appointments to the Portola Road Corridor Task Force. The Bicycle, Pedestrian and Traffic Safety Committee representative will be added to the task force roster.

- (9) Request from Parks & Recreation Committee Chair: Request for Approval to Install Banner on Ford Field Fence for Community Fundraising Effort [8:42 p.m.]

Ms. Powell said that the two locations approved for banners, Town Center and Ford Field, are both occupied, so Mr. Myers is asking Town Council to approve placing the fundraising banner elsewhere at Ford Field and make an exception to the existing policy that requires taking such requests to the ASCC prior to Council approval.

Mr. Myers arrived at the meeting. He said that because Ford Field's outfield fence consists of 3x10-foot sections, the left-field fence would be perfect for the 3x10-foot fundraising banner. In response to Councilmember Aalfs, he said the banner would face the parking lot rather than the bleachers. In response to Vice Mayor Richards, he said that driving past, it wouldn't be very visible from the street.

Councilmember Wengert said it makes sense to hang the banner where it would make the point that the field needs renovation and where it would be visible to the target audience. She also said it's particularly important to have it up before Little League season winds up.

Councilmembers agreed to banner placement in the requested location through mid-June 2012 without ASCC review.

- (7) Recommendation by Interim Assistant Town Manager and Public Works Director: Update on Community Fundraising Effort and Adoption of a Resolution Approving Plans and Specification – Ford Field Renovation Project #2011-PW02 [8:01 p.m.]

- (a) Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the Ford Field Renovation Project #2011-PW02 (Resolution No ____)

Ms. Powell said that, after considerable discussion at its April 11, 2012 meeting, the Town Council decided to postpone a decision on the Ford Field renovation project pending additional information. She pointed out a table in the April 25, 2012 staff report that breaks out the financial picture, including donations as of April 19, 2012.

Ms. Powell responded to some of the questions Councilmembers raised at the previous meeting:

- The Sand Hill Foundation will not consider the Little League's \$50,000 pledge toward its matching funds commitment because, as the foundation's executive director informed her, the \$50,000 pledge was made before the Sand Hill Foundation's.
- Ms. Howard would address whether any funding might be available in the FY2012-2013 budget.

Later in the meeting, Ms. Howard said she hadn't nailed down budget figures yet, but if the Town Council wants to cover part of the expense as capital improvements it could perhaps go as high as \$50,000 or \$75,000. She said if the Town gets in the State queue early, she's confident in receiving the grant funding because the project is relatively small. Worst-case scenario and no State funds come through, the Town would have to draw from reserves to cover the expense.

- The State indicated a two- to six-week turnaround time for grant funds. Ms. Powell noted that two weeks is way too optimistic, whether the money is reimbursed or requested upfront – which is possible once the Town has a project schedule to submit with the request.
- In terms of a deadline for expending State funds, the grant specifies June 30, 2015, but the State advised Ms. Powell to set the cutoff date six weeks earlier to ensure getting final paperwork in on time for processing. Considering the off-again, on-again nature of these grants, Ms. Powell said the sooner the Town gets into the queue for funding, the more secure its position will be.

Mr. Myers said that the fundraising plan is to collect more than \$100,000 to ensure obtaining the full \$100,000 in matching funds from the Sand Hill Foundation, and that within a short time he expects to be able to work out an additional commitment – as much as \$50,000 more – from the Little League. He said further discussions with the Sand Hill Foundation will be needed to confirm whether its donation would match a Little League donation that goes beyond the original \$50,000 level.

The community fundraising so far has produced \$18,000, Mr. Myers said, but he thinks it's still early in the process. Some individuals have indicated intentions to make big donations, but the amounts aren't firm and the checks haven't been written. In response to Councilmember Aalfs, Mr. Myers confirmed that the \$18,000 raised so far grows to \$36,000 when matched by the Sand Hill Foundation commitment.

Assuming \$100,000 total from the Little League, \$100,000 from the Sand Hill Foundation, the \$18,000 raised so far and \$232,212 in State grant funds, the total to date comes to more than \$450,000 toward the balance of the project estimate of about \$540,000, Mr. Myers said. That's close to 85% he said.

Ms. Howard pointed out that Ms. Powell is still negotiating with Sand Hill Foundation on a few points, because its conditions currently indicate a fundraising deadline of December 31, 2012 and an "all or nothing" commitment (i.e., it would not be a dollar-for-dollar donation, but the full \$100,000 contingent on community fundraising that also produces at least \$100,000). It also needs to be determined whether Sand Hill Foundation would count anything that comes from the Town budget toward the \$100,000.

In response to Councilmember Wengert, Mr. Myers said he expects to make considerable progress toward the community fundraising goal within the next four to six weeks.

Councilmember Wengert said that inasmuch as the Little League is essentially the only Ford Field user, it would be reasonable to ask the Little League to share with the Town in filling the gap if there's a shortfall in funds. Lindsay Bowen said he couldn't speak officially for the Little League, but he'd be concerned that the shared-liability approach might lead other communities such as Menlo Park and Woodside to get in line for funds when they're thinking about renovating fields where Little League also plays. At the same time, he said the Little League very much wants to see the Ford Field renovation completed, because it's the showcase field.

Mr. Myers said shared liability is a great idea, and because the fundraising committee is presently working with the Little League on increasing its commitment anyway, it's an ideal time to put forth the approach Councilmember Wengert suggested.

Vice Mayor Richards indicated that under normal circumstances, Public Works wouldn't put out a project to bid without having money for it in hand, but he asked what would happen if this went out to bid and no contract was awarded. Mr. Young said it would have meant a lot of wasted time, but the Town has the right to cancel all bids. As for how far the timetable can be pushed, Mr. Young said construction can't start any later than mid-July 2012 if it's to be completed by mid-October 2012, which is already two weeks into the rainy season. Working backward, he said the bid would have to be awarded by June 20, 2012. The Town Council approving a bid at its May 9, 2012 meeting could work, but any later would be problematic.

Pending fundraising pledges and resolution of the Sand Hill Foundation agreement, the Town Council agreed to carry this item over to the May 9, 2012 meeting.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(10) Reports from Commission and Committee Liaisons [8:58 p.m.]

Councilmember Aalfs:

(a) Architectural and Site Control Commission (ASCC)

The Portola Road Corridor Plan was the major discussion item on the ASCC agenda at its meeting on April 23, 2012.

(b) Historic Resources Committee

Discussing its budget request for FY2012-2013 at the April 5, 2012 meeting, the Committee decided to include an additional waterproof file cabinet.

(c) Open Space Acquisition Advisory Committee

At its April 3, 2012 meeting, the Committee discussed the Spring Down pond shoreline repair, which is still waiting for the Army Corps of Engineers permit to come through, and reconsidering a proposal for a nature trail off Wayside Road.

(d) Planning Commission

During a budget discussion at its April 18, 2012 meeting, the Planning Commission talked about exploring possible modification to and/or clarification of CUP procedures as they pertain to large parcels.

(e) Emergency Preparedness Activities

Councilmember Aalfs said that he, along with Councilmember Wengert and Vice Mayor Richards, observed the evacuation drill on April 19, 2012. Several professionals commented that Town staff did a great job, but as Councilmember Aalfs pointed out, his concern is that staff won't be on hand if and when an emergency evacuation becomes necessary after business hours; in that case, the burden would fall on the Town Council.

He said that while he has a sense how an Emergency Operations Center (EOC) should be set up, it would help to have some bullet points to serve as a guide, know how to work the walkie-talkies, etc. Upon hearing about the Emergency Preparedness Committee's site-wide drill last year, Councilmember Aalfs said he has some catching up to do.

Councilmember Wengert pointed out that fire and earthquake emergencies are much different, in part because a fire situation involves many more levels of control, with the Woodside Fire Protection District in the command-and-control position. A key point that came out of this evacuation exercise, she said, was the importance of elected officials as well as staff programming emergency contact numbers into phones and PDAs.

Councilmember Driscoll:

(f) Conservation Committee

Meeting on April 24, 2012, the Committee discussed its rain-delayed broom pull earlier in the month, which managed to eliminate only a tiny fraction of the invasive French broom in the Town right-of-way. Because Public Works is occupied with thistle, the Committee

will submit a request for additional funds to hire a contractor to help. In addition, an abundance of French broom has been identified on private property in Westridge.

(g) Bicycle, Pedestrian and Traffic Safety Committee

The Silicon Valley Bicycle Coalition's Bike Advocacy Summit on April 17, 2012 included a closed session in which elected and appointed officials, such as law enforcement, identified their main issues. Councilmember Driscoll reported that both he and Woodside Mayor Dave Tanner brought up essentially the same thing – a large number of recreational riders and group rides. Councilmember Driscoll also said he'd indicated that Portola Valley was about to consider installation of bike lanes.

After this session, he said, Coalition members approached him about meeting with Town representatives to go over ideas about bike lanes and best practices. That meeting took place this afternoon (April 25, 2012), Councilmember Driscoll said, with Committee member Shandon Lloyd and Mr. Young also in attendance. A big message that came across, he said, was that in certain stretches, such as passing areas, bike lanes should be wider than the standard four feet. There was also discussion about the white lines being painted in some other color instead, and installing noise strips (less jarring versions of rumble strips)..

The Coalition wants to continue with the meetings of elected and appointed officials, and asked if he would represent Portola Valley, Councilmember Driscoll said, to which he replied he'd have to clear it with the Town Council.

Councilmember Wengert:

(h) Parks and Recreation Committee

As Mr. Myers indicated earlier, the focus of the Committee's April 16, 2012 meeting was Ford Field.

Vice Mayor Richards:

(i) Emergency Preparedness Committee

The Committee's April 12, 2012 meeting featured:

- Committee member Diana Koin, the group's medical coordinator, reporting on the registry she's working to resuscitate.
- A San Mateo County Sheriff's Department deputy describing the emergency exercise program held in San Carlos.
- An introduction to Teresa Bowerman, the Town's newly assigned EPC administrative coordinator, and her role.

(j) Cultural Arts Committee

During a Special Meeting on April 19, 2012, the Committee discussed:

- Upcoming musical events, featuring Tribal Heat (June 19, 2012) and a bluegrass group (August 23, 2012).

- Its budget needs for FY2012-2013.

Mayor Derwin:

(k) Community Events Committee

Meeting on April 17, 2012, the Committee focused on:

- The Town Picnic (June 9, 2012), including the ribbon-cutting ceremony for the Dwight Crowder (C1) Trail.
- Blues & BBQ (September 16, 2012), on track with the help of a subcommittee of residents.

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

C/CAG held a board retreat in San Carlos on April 12, 2012, with the emphasis on the Sustainable Communities Strategy (SCS) and the Regional Housing Needs Allocation (RHNA). Participants included Metropolitan Transportation Commission (MTC) Executive Director Steve Heminger and Association of Bay Area Governments (ABAG) Planning Director Ken Kirkey. Mayor Derwin reported that communities remain upset about their allocations, because SCS focuses growth along the transit corridor.

WRITTEN COMMUNICATIONS [8:41 p.m.]

(11) Town Council April 13, 2012 Weekly Digest – None

(12) Town Council April 20, 2012 Weekly Digest

- (a) #1 – Memo from Karen Kristiansson, Principal Planner, Spangle & Associates, to Angela Howard – Update on the Draft Preferred Scenario for SCS and draft RHNA numbers – March 29, 2012

The Council concurred with Mayor Derwin to send the letter Ms. Kristiansson drafted to give ABAG and MTC feedback on the Jobs-Housing Connection Scenario developed as part of the SCS process.

Ms. Sloan said that Ms. Kristiansson's communication brought to mind a newsletter from The Sequoias she found on her desk when she returned from vacation. Its page 1 article was about adding 60 units near the reservoir to accommodate The Sequoias of Coalinga, which had been severely damaged by an earthquake. An unnamed Town representative had assured The Sequoias that Portola Valley would truncate the normal development process to accommodate this need. Ms. Sloan said she sent emails to Ms. Howard, Ms. Lambert and Town Planner Tom Vlasic asking who might know about this. Everyone was in a dither; then Ms. Sloan found a blurb on page 7 reporting that *The Sequoian* in her hands (dated April 1, 2012) had come up with an April Fool's Day first page prank.

ADJOURNMENT [8:55 p.m.]

Mayor Derwin adjourned the meeting in honor of Angela Howard.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

MAY 9, 2012

Date: 05/02/2012

Time: 10:55 am

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TOWN OF PORTOLA VALLEY

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

ROBIN ADLER	Deposit Refund	13071	05/09/2012	
			05/09/2012	
12 REDBERRY RIDGE	1232		05/09/2012	0.00
PORTOLA VALLEY	BOA	46534	05/09/2012	0.00
CA 94028				1,417.40

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,417.40	0.00

Check No.	46534	Total:	1,417.40
Total for	ROBIN ADLER		1,417.40

MIKE AGOFF	Spring Instructor Fee	13072	05/09/2012	
			05/09/2012	
2341 KEHOE AVENUE	0016		05/09/2012	0.00
SAN MATEO	BOA	46535	05/09/2012	0.00
CA 94403				10,195.20

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	10,195.20	0.00

Check No.	46535	Total:	10,195.20
Total for	MIKE AGOFF		10,195.20

ANIMAL DAMAGE MGMT INC	April Pest Control	13081	05/09/2012	
			05/09/2012	
16170 VINEYARD BLVD. #150	804		05/09/2012	0.00
MORGAN HILL	BOA	46536	05/09/2012	0.00
CA 95037	59101			310.00

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

Check No.	46536	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

AT&T (2)	April MW	13069	05/09/2012	
			05/09/2012	
P.O. BOX 5025	877		05/09/2012	0.00
CAROL STREAM	BOA	46537	05/09/2012	0.00
IL 60197-5025				63.81

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	63.81	0.00

Check No.	46537	Total:	63.81
Total for	AT&T (2)		63.81

BACKYARD CARNIVALS	Deposit for Town Picnic Rental	13073	05/09/2012	
			05/09/2012	
3381 VINCENT ROAD	834		05/09/2012	0.00
PLEASANT HILL	BOA	46538	05/09/2012	0.00
CA 94523	3312			637.50

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

MAY 9, 2012

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Date: 05/02/2012

Time: 10:55 am

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TOWN OF PORTOLA VALLEY

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

05-52-4147	Picnic/Holiday Party	637.50	0.00	
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Check No.	46538	Total:	637.50
Total for	BACKYARD CARNIVALS		637.50

BANK OF AMERICA	April Statement	13074	05/09/2012	
Bank Card Center			05/09/2012	
P.O. BOX 53155	0022		05/09/2012	0.00
PHOENIX	BOA	46539	05/09/2012	0.00
AZ 85072-3155				1,076.91

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4165	Sustainability Committee	158.47	0.00
05-58-4240	Parks & Fields Maintenance	101.83	0.00
05-64-4308	Office Supplies	238.78	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4335	Sustainability	59.95	0.00
05-64-4336	Miscellaneous	209.06	0.00
08-64-4335	Sustainability	298.83	0.00

Check No.	46539	Total:	1,076.91
Total for	BANK OF AMERICA		1,076.91

TERESA BOWERMAN	Emer Prep Consult, 4/17-4/20	13044	05/09/2012	
			05/09/2012	
P.O. BOX 814	1020		05/09/2012	0.00
EL GRANADA	BOA	46540	05/09/2012	0.00
CA 94018	3			481.64

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	481.64	0.00

TERESA BOWERMAN	Emerg Prep Consult, 4/23-4/27	13075	05/09/2012	
			05/09/2012	
P.O. BOX 814	1020		05/09/2012	0.00
EL GRANADA	BOA	46540	05/09/2012	0.00
CA 94018	4			599.28

Check No.	46540	Total:	1,080.92
Total for	TERESA BOWERMAN		1,080.92

CALIFORNIA WATER SERVICE CO	Statement 03/14 - 04/12	13070	05/09/2012	
			05/09/2012	
3351 EL CAMINO REAL	0011		05/09/2012	0.00
ATHERTON	BOA	46541	05/09/2012	0.00
CA 94027-3844				1,123.24

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,123.24	0.00

Check No.	46541	Total:	1,123.24
Total for	CALIFORNIA WATER SERVICE CC		1,123.24

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

MAY 9, 2012

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Date: 05/02/2012

Time: 10:55 am

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TOWN OF PORTOLA VALLEY

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

CITY CLERKS ASSOC OF CA	2012 City Clerk's Handbook	13062	05/09/2012	
Collen Nicol, MMC			05/09/2012	
3900 MAIN STREET	1231		05/09/2012	0.00
RIVERSIDE	BOA	46542	05/09/2012	0.00
CA 92501				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	40.00	0.00

Check No.	46542	Total:	40.00
Total for	CITY CLERKS ASSOC OF CA		40.00

COMCAST	WiFi, 4/21 - 5/20	13045	05/09/2012	
			05/09/2012	
P.O. BOX 34744	0045		05/09/2012	0.00
SEATTLE	BOA	46543	05/09/2012	0.00
WA 98124-1744				72.48

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	72.48	0.00

Check No.	46543	Total:	72.48
Total for	COMCAST		72.48

CSG CONSULTANTS INC	Temp Build Inspector, 3/22/12	13046	05/09/2012	
			05/09/2012	
1700 S. AMPHLETT BLVD	622		05/09/2012	0.00
SAN MATEO	BOA	46544	05/09/2012	0.00
CA 94402	022007			195.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	195.00	0.00

Check No.	46544	Total:	195.00
Total for	CSG CONSULTANTS INC		195.00

CULLIGAN	April Statement	13047	05/09/2012	
			05/09/2012	
P. O. BOX 5277	0250		05/09/2012	0.00
CAROL STREAM	BOA	46545	05/09/2012	0.00
IL 60197-5277	09428815			50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	50.00	0.00

Check No.	46545	Total:	50.00
Total for	CULLIGAN		50.00

DENISE DE SOMER	Catering for Retirement Party	13086	05/09/2012	
		6022	05/09/2012	
17 DOLPHIN COURT	1367		05/09/2012	0.00
HALF MOON BAY	BOA	46533	05/09/2012	0.00
CA 94019				3,271.16

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	3,271.16	0.00

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

Check No.	46533	Total:	3,271.16 H
Total for	DENISE DE SOMER		3,271.16

LISA FREECIA	Facility Deposit Refund	13053	05/09/2012	
			05/09/2012	
4 SHECKNER CT.	1030		05/09/2012	0.00
MENLO PARK	BOA	46546	05/09/2012	0.00
CA 94025				100.00

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

Check No.	46546	Total:	100.00
Total for	LISA FREECIA		100.00

MOLLY GILBERT	Facility Deposit Refund	13054	05/09/2012	
			05/09/2012	
1671 WALNUT STREET	1031		05/09/2012	0.00
SAN CARLOS	BOA	46547	05/09/2012	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.	46547	Total:	100.00
Total for	MOLLY GILBERT		100.00

HORIZON	Supplies for Field Maint	13082	05/09/2012	
			05/09/2012	
P.O. BOX 52758	0289		05/09/2012	0.00
PHOENIX	BOA	46548	05/09/2012	0.00
AZ 85072-2758	1N083712			188.29

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	188.29	0.00

Check No.	46548	Total:	188.29
Total for	HORIZON		188.29

J.W. ENTERPRISES	Portable Lavs, 4/19 - 5/16	13048	05/09/2012	
			05/09/2012	
1689 MORSE AVE	829		05/09/2012	0.00
VENTURA	BOA	46549	05/09/2012	0.00
CA 93003	161598			235.32

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	235.32	0.00

Check No.	46549	Total:	235.32
Total for	J.W. ENTERPRISES		235.32

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

PETER KATZ	Refund CH Deposit	13049	05/09/2012	
			05/09/2012	
155 MAPACHE DRIVE	1027		05/09/2012	0.00
PORTOLA VALLEY	BOA	46550	05/09/2012	0.00
CA 94028				1,000.00

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

Check No.	46550	Total:	1,000.00
Total for	PETER KATZ		1,000.00

DAVID KLINE	Facility Deposit Refund	13055	05/09/2012	
Menlo Park Legends Baseball			05/09/2012	
10 ARBOL CT.	1032		05/09/2012	0.00
MENLO PARK	BOA	46551	05/09/2012	0.00
CA 94025				500.00

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

Check No.	46551	Total:	500.00
Total for	DAVID KLINE		500.00

JON KROSNICK	Music at Earth Day Event	13076	05/09/2012	
			05/09/2012	
180 GOLDEN OAK DRIVE	1366		05/09/2012	0.00
PORTOLA VALLEY	BOA	46552	05/09/2012	0.00
CA 94028				300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	300.00	0.00

Check No.	46552	Total:	300.00
Total for	JON KROSNICK		300.00

DAVID LAMAR	Refund CH Deposit	13050	05/09/2012	
			05/09/2012	
120 SUNRISE DRIVE	1028		05/09/2012	0.00
WOODSIDE	BOA	46553	05/09/2012	0.00
CA 94062				1,000.00

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

Check No.	46553	Total:	1,000.00
Total for	DAVID LAMAR		1,000.00

LESLIE LAMBERT	Mileage, Mar/Apr	13077	05/09/2012	
			05/09/2012	
501 MOORPARK WAY	0291		05/09/2012	0.00
MOUNTAIN VIEW	BOA	46554	05/09/2012	0.00
CA 94041				90.46

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	90.46	0.00

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

Check No.	46554	Total:	90.46
Total for	LESLIE LAMBERT		90.46

NICHOLS CONSULTING ENGG	2011-12 Street Resurf Design (Final Design Costs)	13085	05/09/2012	
1885 S. ARLINGTON AVE	0183		05/09/2012	0.00
RENO	BOA	46555	05/09/2012	0.00
NV 89509	2			5,385.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	5,385.00	0.00

Check No.	46555	Total:	5,385.00
Total for	NICHOLS CONSULTING ENGG		5,385.00

O. NELSON & SON	Repairs to Shady Oak Trail	13083	05/09/2012	
3355 TRIPP ROAD	634		05/09/2012	0.00
WOODSIDE	BOA	46556	05/09/2012	0.00
CA 94062	140/142			8,550.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	8,550.00	0.00

Check No.	46556	Total:	8,550.00
Total for	O. NELSON & SON		8,550.00

PERS HEALTH	May Health Premiums	13078	05/09/2012	
VIA EFT	0108		05/09/2012	0.00
	BOA	46557	05/09/2012	0.00
				15,117.65

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	15,117.65	0.00

Check No.	46557	Total:	15,117.65
Total for	PERS HEALTH		15,117.65

PG&E	April Statements	13061	05/09/2012	
BOX 997300	0109		05/09/2012	0.00
SACRAMENTO	BOA	46558	05/09/2012	0.00
CA 95899-7300				569.20

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	569.20	0.00

Check No.	46558	Total:	569.20
Total for	PG&E		569.20

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

PORTOLA VALLEY HARDWARE	April Statement	13068	05/09/2012	
			05/09/2012	
112 PORTOLA VALLEY ROAD	0114		05/09/2012	0.00
PORTOLA VALLEY	BOA	46559	05/09/2012	0.00
CA 94028				308.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	286.38	0.00
05-66-4340	Building Maint Equip & Supp	21.62	0.00

Check No.	46559	Total:	308.00
Total for	PORTOLA VALLEY HARDWARE		308.00

BARBARA POWELL	Emer Prep Education Exercise	13051	05/09/2012	
			05/09/2012	
290 PARKSIDE DRIVE	676		05/09/2012	0.00
PALO ALTO	BOA	46560	05/09/2012	0.00
CA 94306				29.77

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	29.77	0.00

BARBARA POWELL	Reimb Staff Service Awards	13063	05/09/2012	
			05/09/2012	
290 PARKSIDE DRIVE	676		05/09/2012	0.00
PALO ALTO	BOA	46560	05/09/2012	0.00
CA 94306				28.12

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	28.12	0.00

Check No.	46560	Total:	57.89
Total for	BARBARA POWELL		57.89

RALPH ANDERSEN & ASSOCIATES	Final Pmt Recruitment Consult	13064	05/09/2012	
			05/09/2012	
5800 STANFORD RANCH ROAD	1358		05/09/2012	0.00
ROCKLIN	BOA	46561	05/09/2012	0.00
CA 95765	10790			13,292.29

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	13,292.29	0.00

Check No.	46561	Total:	13,292.29
Total for	RALPH ANDERSEN & ASSOCIATE		13,292.29

JEN RATAY	Facility Deposit Refund	13052	05/09/2012	
			05/09/2012	
260 S. CASTANYA WAY	1029		05/09/2012	0.00
PORTOLA VALLEY	BOA	46562	05/09/2012	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.	46562	Total:	100.00
Total for	JEN RATAY		100.00

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

RON RAMIES AUTOMOTIVE, INC.	2000 Trailer Maintenance	13056	05/09/2012	
			05/09/2012	
115 PORTOLA ROAD	422		05/09/2012	0.00
PORTOLA VALLEY	BOA	46563	05/09/2012	0.00
CA 94028	38257			227.39

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	227.39	0.00

Check No.	46563	Total:	227.39
Total for	RON RAMIES AUTOMOTIVE, INC.		227.39

SIERRA PACIFIC TURF SUPPLY INC	Spray for Fields	13079	05/09/2012	
			05/09/2012	
P.O. BOX 84	842		05/09/2012	0.00
CAMPBELL	BOA	46564	05/09/2012	0.00
CA 95009	0374567-IN			308.59

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	308.59	0.00

Check No.	46564	Total:	308.59
Total for	SIERRA PACIFIC TURF SUPPLY IN		308.59

SPANGLE & ASSOCIATES	3/23 - 4/19/2012 Statement	13065	05/09/2012	
			05/09/2012	
770 MENLO AVENUE	0121		05/09/2012	0.00
MENLO PARK	BOA	46565	05/09/2012	0.00
CA 94025-4736				39,384.70

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	18,427.00	0.00
96-54-4198	Planner - Charges to Appls	13,866.70	0.00

Check No.	46565	Total:	39,384.70
Total for	SPANGLE & ASSOCIATES		39,384.70

STATE COMP INSURANCE FUND	April Premium	13066	05/09/2012	
			05/09/2012	
PO BOX 7980	0122		05/09/2012	0.00
SAN FRANCISCO	BOA	46566	05/09/2012	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.	46566	Total:	2,547.42
Total for	STATE COMP INSURANCE FUND		2,547.42

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

STATE CONTROLLER'S OFFICE	Annual Street Report 10/11 FY	13067	05/09/2012	
			05/09/2012	
DEPARTMENTAL ACCTG OFC	0218		05/09/2012	0.00
SACRAMENTO	BOA	46567	05/09/2012	0.00
CA 94250-5877	22245			1,251.29

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	1,251.29	0.00

Check No.	46567	Total:	1,251.29
Total for	STATE CONTROLLER'S OFFICE		1,251.29

SUSTAINABLE SILICON VALLEY	Member Dues	13057	05/09/2012	
			05/09/2012	
P.O. BOX 576	921		05/09/2012	0.00
SANTA CLARA	BOA	46568	05/09/2012	0.00
CA 95052-0576	1094			1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	1,000.00	0.00

Check No.	46568	Total:	1,000.00
Total for	SUSTAINABLE SILICON VALLEY		1,000.00

SHELLY SWEENEY	Spring Instructor Fee	13080	05/09/2012	
			05/09/2012	
285 GRANDVIEW DRIVE	407		05/09/2012	0.00
WOODSIDE	BOA	46569	05/09/2012	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.	46569	Total:	2,304.00
Total for	SHELLY SWEENEY		2,304.00

CHRISTINE TAYLOR	Facility Deposit Refund	13058	05/09/2012	
			05/09/2012	
35 GROVE DRIVE	1033		05/09/2012	0.00
PORTOLA VALLEY	BOA	46570	05/09/2012	0.00
CA 94028				250.00

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

Check No.	46570	Total:	250.00
Total for	CHRISTINE TAYLOR		250.00

BARBARA TEMPLETON	March/April Transcription	13059	05/09/2012	
			05/09/2012	
304 MELVEN COURT	369		05/09/2012	0.00
SAN LEANDRO	BOA	46571	05/09/2012	0.00
CA 94577-2011	692			1,867.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,867.50	0.00

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

Check No.	46571	Total:	1,867.50
Total for	BARBARA TEMPLETON		1,867.50

THERMAL MECHANICAL, INC	Bi-Monthly Maintenance (Mar)	13084	05/09/2012	
425 ALDO AVENUE	955		05/09/2012	0.00
SANTA CLARA	BOA	46572	05/09/2012	0.00
CA 95054	51702			1,426.00

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

Check No.	46572	Total:	1,426.00
Total for	THERMAL MECHANICAL, INC		1,426.00

TOTLCOM, INC.	Labor, Remote Programing	13060	05/09/2012	
65 HANGAR WAY	349		05/09/2012	0.00
WATSONVILLE	BOA	46573	05/09/2012	0.00
CA 95076	207739			75.00

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

Check No.	46573	Total:	75.00
Total for	TOTLCOM, INC.		75.00

Total Invoices:	43	Grand Total:	117,069.61
		Less Credit Memos:	0.00
		Net Total:	117,069.61
		Less Hand Check Total:	3,271.16
		Outstanding Invoice Total:	113,798.45

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 9, 2012

Claims totaling \$117,069.61 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

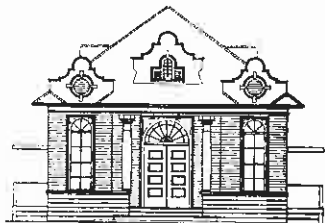
Nick Pegueros, Treasurer

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: Honorable Mayor and Councilmembers

FROM: Sandy Sloan, Town Attorney

DATE: May 1, 2012

RE: **Property Tax Administration Dispute with County**

RECOMMENDATION: Approve and Authorize the Mayor to sign the Third Addendum to Agreement Between the County of San Mateo and the Town of Portola Valley to Toll Statutes of Limitations for Claims Regarding Property Tax Administration Fees.

BACKGROUND: Please see the attached March 9, 2012 email from Ben Fay and the December 15, 2008 memorandum to me from Ben Fay.

cc: Town Manager

**THIRD ADDENDUM TO AGREEMENT BETWEEN
THE COUNTY OF SAN MATEO AND THE TOWN OF PORTOLA VALLEY
TO TOLL STATUTES OF LIMITATIONS FOR CLAIMS
REGARDING PROPERTY TAX ADMINISTRATION FEES**

WHEREAS, the Town of Portola Valley (the “Town”) and the County of San Mateo (the “County”) (collectively the “Parties”) may become involved in litigation regarding the County’s calculation of the property tax administration fee (the “PTAF”) as related to the Triple Flip (Rev. & Tax Code § 97.68) and the Vehicle License Fee swap (Rev. & Tax Code § 97.70) that the County charges the Town, pursuant to the Revenue and Taxation Code, beginning in the fiscal year 2004-05;

WHEREAS, the Town filed a claim with the County seeking a refund of the amount of PTAF that the Town claims the County overcharged the Town in the 2006-07 and 2007-08 fiscal years;

WHEREAS, the Parties entered into a tolling agreement on February 18, 2009 (the “Tolling Agreement”);

WHEREAS, the Town subsequently filed claims with the County seeking refunds of the amount of PTAF that the Town claims the County overcharged the Town in the 2008-09 and 2009-10 fiscal years, and the County denied these claims;

WHEREAS, the County and the Town agreed to and signed addenda to the Tolling Agreement that extended the Tolling Agreement to the Town’s claims for the 2008-09 and 2009-10 fiscal years. A copy of the Tolling Agreement and the addenda for the 2008-09 and 2009-10 fiscal years is attached hereto as Exhibit “A”;

WHEREAS, the Town has now filed a Claim with the County seeking a refund of the amount of PTAF that the Town claims the County overcharged the Town in the 2010-11 fiscal year (the “2010-11 Claim”);

WHEREAS, the Town and County are aware that other cities and counties in other areas of the State are involved in litigation concerning the calculation of the PTAF, and the Parties desire to avoid litigation in order to allow time to evaluate the law as it develops on this state-wide issue;

WHEREAS, the Parties now wish to bring the 2010-11 Claim within the scope of the Tolling Agreement;

WHEREAS, the Tolling Agreement is currently set to expire on July 1, 2012, and the Parties now wish to extend the expiration date of the Tolling Agreement by one year to July 1, 2013.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Parties agree to toll the applicable statutes of limitations for either party to file a claim, complaint, or petition against the other with respect to the calculation of the PTAF for the 2010-11 fiscal year, including, but not limited to, the applicable statutes of limitations for the Town to file a complaint or petition seeking a refund or reallocation to the Town of the PTAF that the Town contends the County overcharged the Town for the 2010-11 fiscal year, which the Town contends resulted in an under-allocation of property taxes to the Town for the 2010-11 fiscal year.

2. The Town and the County agree not to file any claims and not to initiate or participate in litigation against each other related to the PTAF for the 2010-11 fiscal year while this agreement is in effect.

3. The automatic expiration date of the tolling period as set forth in subdivision b of section 5 of the Tolling Agreement is extended by one year from July 1, 2012 to July 1, 2013. The provision for termination of the Tolling Agreement by notice of a party under subdivision a of section 5 of the Tolling Agreement remains in effect.

4. Notification to Benjamin P. Fay, as provided in section 8, subdivision a, of the Tolling Agreement shall be to the following address: Benjamin P. Fay, Jarvis, Fay, Doport & Gibson, LLP, 492 Ninth Street, Suite 310, Oakland, CA 94607, (510) 238-1404 (fax).

5. This agreement constitutes the entire understanding of the Parties with respect to the tolling of the Town's and the County's claims as set forth in Section 1 above, and correctly states the rights, duties, and obligations of each Party as of the effective date of this agreement. Any prior understandings, promises, negotiations, or representations between the parties not expressly stated in this document are not binding.

6. Subsequent modifications of this agreement, including but not limited to the extension or amendment of the agreement, shall not be valid or effective unless set forth in writing and signed by the Parties. The Parties anticipate that they may amend this Agreement to include claims brought by the Town regarding the calculation of PTAF for future fiscal years.

7. The Parties hereby also incorporate sections 2, 3, 5, 8, 9, 10, and 11 of the Tolling Agreement into this Addendum (as modified by sections 3 and 4 above).

FOR THE COUNTY OF SAN MATEO

Dated: _____

By: _____

John Beiers
County Counsel of the County of San Mateo

FOR THE TOWN OF PORTOLA VALLEY:

Dated: _____ By: _____
Maryann Moise Derwin
Mayor of the Town of Portola Valley

Approved as to form for the Town of Portola Valley:

Dated: _____ By: _____
Sandy Sloan
Town Attorney of the Town of Portola Valley

From: Benjamin Fay [<mailto:bfay@jarvisfay.com>]

Sent: Friday, March 09, 2012 12:17 PM

To: Gregory J. Rubens; Gus Guinan; Hal Toppel; Jean B. Savaree; Joan L. Cassman; John Bakker; Kathleen A. Kane; Marc L. Zafferano; Sandy Sloan; Michelle Kenyon; Pamela Thompson; Roger C. Peters; Shawn Mason; William L. McClure

Subject: Property Tax Administration Fees

You may have been wondering what has been happening in this matter.

The last activity was in February of 2011, when I sent you the last extension of the tolling agreement, bringing the 2009-10 tax year into the agreement.

The tolling agreement now currently covers the 2006-07, 2007-08, 2008-09 and 2009-10 tax years. The agreement is set to expire on July 1, 2012.

Last fall, we did not begin the process of extending the tolling agreement to the 2010-11 tax year because it appeared that the Supreme Court would likely rule on the case that will decide this issue -- *City of Alhambra v. County of Los Angeles* -- before such an extension would be needed. However, although the case has been fully briefed since last March, the Supreme Court has still not set a date for oral argument. It therefore appears that we do need to extend the tolling agreement to include the 2010-11 tax year, as well as to extend the expiration date of the tolling agreement.

The somewhat cumbersome process that we have followed each year in order to extend the tolling agreement has been for us to present claims for the new tax year and to sign an addendum to the tolling agreement that would bring the tax year into the tolling agreement. The Board of Supervisors would then deny the claims and approve the addenda, and the County Counsel would then sign the addenda and send them back to me with the claim-rejection letters.

This time, as well as bringing the 2010-11 tax year into the tolling agreement, we will also need to extend the termination date of the tolling agreement by one year to July 1, 2013.

In order for our claims to be timely, we will need to submit them by June 30, 2012. Out of an abundance of caution, I would like to have the extension of the tolling agreement signed by the County before July 1, 2012.

In order to proceed in this manner, I will work out with the County Counsel's office an addendum to the tolling agreement that will bring our claims for the 2010-11 tax year into the tolling agreement and will extend the expiration date of the agreement to July 1, 2013.

I will then send each of you the addendum for your approval. If you need city council approval, please plan to take it to your council in April, or early May at the latest. I will then send the signed agreements and the claims to the County Council at the end of May for the County to take action before the end of June. (I will need to confirm with County that this can go to the Board in June.)

Please let me know if you have any questions.

Ben

Benjamin P. Fay
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 www.jarvisfay.com

CONFIDENTIAL MEMORANDUM

ATTORNEY-CLIENT PRIVILEGED

DATE: December 15, 2008

TO: Sandy Sloan
 Town Attorney
 Town of Portola Valley

FROM: Benjamin P. Fay *BF*
 Special Counsel

RE: Property Tax Administration Fee Dispute – Proposed Tolling Agreement

Summary

I have negotiated with the County Counsel of the County of San Mateo a tolling agreement for the Town's claims against the County for the excess property tax administration fees that the County began deducting from the Town's property tax allocations in the 2006-07 fiscal year. The amount of this deduction in that fiscal year was \$1,971.

Similar deductions are being made by most counties in the State. There are currently lawsuits proceeding against the County of Los Angeles and the County of Fresno challenging this practice. Lawsuits against other counties are likely to be filed.

The essence of this dispute is a question of statutory interpretation. This tolling agreement would give the Town and the County time to wait and see how the other lawsuits around the state are resolved – in particular, to see whether there is a decision by a court of appeal. In this way, the Town and the County could avoid costly litigation.

This agreement will freeze the Town's claims as they exist at the time of the execution of the agreement. It also freezes any claim the County may have against the Town.¹ The agreement will last until July 1, 2012 or until one party terminates it with 45 days' notice. By July 1, 2012, we should have direction from the courts on this matter.

¹ The County has said that it might argue that it should have charged more PTAF in the 2004-05 and 2005-06 fiscal years. I do not think this is a very strong argument.

Re: Property Tax Administration Fee Dispute – Proposed Tolling Agreement
Date: December 15, 2008
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This tolling agreement is also being offered to the cities of Brisbane, Burlingame, Colma, East Palo Alto, Foster City, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Discussion

The County assesses and collects all of the property taxes in the County. It then allocates these taxes to the various government entities in the County – cities, school districts, special districts, ERAF (the Educational Revenue Augmentation Fund), and the County itself. The County is allowed to charge each entity that receives property taxes that entity's share of the costs the County incurs in assessing, collecting, and allocating these taxes.² This is called the Property Tax Administration Fee, or "PTAF." The amount of PTAF an entity is charged is directly proportional to the amount of property taxes the County collects for it. The PTAF is deducted from each entity's property tax allocation and is added to the County's property tax allocation. Schools and ERAF are not charged PTAF. Instead, the cost of collecting property taxes for schools and ERAF are borne by the County.

In the 2003-04 and the 2004-05 fiscal years, the Legislature implemented the "Triple Flip" and the "VLF Swap."³ Under the Triple Flip, ¼ point (0.25%) of the sales tax that had been received by cities went to the State. The State then made the cities whole by diverting property taxes from ERAF into the Sales and Use Tax Compensation Fund, from which cities are then compensated for the lost sales tax. The "VLF Swap" arose out of the reduction in the Vehicle License Fee, or VLF. When the state reduced the VLF, at first it made up the lost revenues to the cities with the VLF backfill – a direct payment from the State's general fund to cover the lost revenues. The VLF Swap then replaced this backfill by again diverting property taxes from ERAF, this time into the Vehicle License Fee Property Tax Compensation Fund, from which cities are compensated for the lost VLF. The Legislature provided that beginning in the 2006-07 fiscal year, the counties could charge the cities for the administrative cost of implementing the Triple Flip and the VLF Swap.⁴

In the 2006-07 fiscal year, the counties increased the PTAF they charge to cities. The increase, however, was more than just the cost of implementing the Triple Flip and the VLF Swap. It also included the cost of assessing, collecting, and allocating the property taxes that are collected for ERAF and then diverted to the Sales and Use Tax Compensation Fund and the Vehicle License Fee Property Tax Compensation Fund and used to reimburse the cities for the sales tax and VLF lost to the State. For the Town of Portola Valley, the amount of the increase in the 2006-07 fiscal year was \$1,971. This increase will likely grow a little each year.

² Rev. & Tax. Code § 95.3.

³ Rev. & Tax. Code §§ 97.68 and 97.70.

⁴ Rev. & Tax. Code § 96.75.

Re: Property Tax Administration Fee Dispute – Proposed Tolling Agreement
Date: December 15, 2008
Page: 3

In my opinion, the Town's PTAF should not include the property taxes that are allocated to ERAF, but then used to compensate the Town for the sales tax and VLF taken by the state. The League of California Cities' tax specialist has agreed, and the State Controller's auditors have privately agreed, but the State Controller has adopted a neutral position.⁵ I do not believe that the counties' interpretation is supported by the relevant code provisions, and the counties' interpretation is inconsistent with the purposes of the Triple Flip and VLF Swap legislation, which was to make cities and counties whole after the State took their sales tax and VLF. The Legislature was cognizant that the counties would incur additional costs associated with the Triple Flip and VLF Swap calculations, and it specifically authorized counties to charge cities for the incremental costs of shifting these funds, but the counties are trying to recover more.⁶

Remaining Steps to Effectuate the Agreement

All of the cities in our coordinated group are receiving copies of this agreement, and their city councils will be considering this agreement in December or January. It is hoped that they will all approve the agreement and send it back to me. Once I have received all of the signed agreements, except those that might be rejected by a council, I will forward them to the County Counsel, who will first have the Board of Supervisors formally deny the claims and will then sign the agreements.

In June of 2009, we will need to file claims with the County for the increased PTAF charged for the 2008-09 fiscal year, and then amend the tolling agreement to bring that claim into this agreement. We will want to continue doing this until either the agreement is terminated or the dispute is resolved.

⁵ I have discussed this matter with the audit department of the State Controller's office. I was concerned that they might issue an audit for San Mateo County that would confirm the County's PTAF calculations. They told me that they are about to issue a property tax audit for San Mateo County and the audit will note that the calculation of the PTAF is a matter of dispute that is being determined by the courts, and will neither confirm nor invalidate the County's PTAF calculations.

⁶ Rev. & Tax. Code § 97.75



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: May 9, 2012

RE: Purchase of Sound System for the Historic Schoolhouse

RECOMMENDATION:

It is recommended that the Town Council approve the proposed amplification and speaker system and installation for the Historic Schoolhouse, which will be funded in the 2012/2013 budget at a cost of \$8,745.41.

BACKGROUND:

For the past few years staff has experienced increased difficulty in capturing Council and comment from the audience on our current recording system. Although our current microphone/recording system has been sufficient for the majority of recordings as of late we have experienced missing verbiage due to lack of amplification.

At the current Mayor's request, I began researching a sound system for the Schoolhouse that would both satisfy our needs to ensure a clear record of the Council meetings as well as needed amplification for the attending audience.

After research and contacting a few of our neighboring cities I found AV Integrators the best choice to provide the desired product and service for our needs.

The attached quote consists of amplification and speaker system, recorder, individual microphones for Council, staff and one hand-held for public and/or presentation use, installation, and training.

Once the 2012/2013 budget is approved the system will be purchased and installed.

Dave Fabian, with AV Integrators will be in the audience to answer any questions you may have regarding the system and installation.

Attachment "A" – Quote from AV Integrators

Nick Pegueros

Nick Pegueros, Town Manager

PROPOSALSubmitted By: *Dave Fabian*

AV-integrators



131 Industrial Road, Suite 1
Belmont, CA 94002
Phone: 650-593-8333
FAX: 650-593-8330
Mobile: (650) 520-7347
Email: dave@av-integrators.com

Customer: Town of Portola Valley 765 Portola Road Portola Valley, CA 94028	Proposal Date May 1, 2012 Proposal Valid Until June 1, 2012 Quote No. 12104-2 Sales Tax Rate 8.250%
Contact: Sharon Hanlon Phone: (650) 851-1700 FAX: Email: shanlon@portolavalley.net Project: Audio Reinforcement and Recording System for Town Hall	Terms 50% with order, balance upon invoice F.O.B. ORIGIN
Notes:	Delivery: 14 days ARO

Item	Qty	Manufacturer	Part Number	Item Description
AMPLIFICATION AND SPEAKER SYSTEM				
1	1	JBL	CONTROL 25AV-WH	PREMIUM MONITOR SPEAKER. 5.25" TWO-WAY VENTED SYSTEM, HIGHLY WEATHER RESISTANT WITH INDOOR/OUTDOOR, STAINLESS STEEL GRILLE, 100° X 100° COVERAGE, 200 W PROGRAM POWER, 70V/100V TAPS OF 60W, 30W AND 15W (AND 7.5 W AT 70V), PLUS 8 OHM THRU, BUILT-IN INVISIBALL® INSTALLATION SYSTEM, IN WHITE. INCLUDES MTC-PC SEALED-ENTRANCE PANEL COVER. PRICED AS EACH, PACKED AS PAIRS. MASTER PACK QUANTITY: 6 PIECES.
2	1	STEWART AUDIO	CVA50-1	50W X 1 @ 25V/70V (INCL. P/S)
				Section Subtotal
				\$419.27
SOLID STATE AUDIO RECORDER				
3	1	D&M PROFESSIONAL	DN-F450	SD SOLID STATE AUDIO RECORDER/PLAYER
				Section Subtotal
				\$591.54
MICROPHONE PROCESSING SYSTEM AND MICROPHONES				
4	1	SYMETRIX	JUPITER 12	CONFIGURABLE 12X4 AUDIO DSP WITH TWELVE (12) MIC/LINE INPUTS WITH PHANTOM POWER, AND FOUR (4) LINE OUTPUTS.
5	1	SYMETRIX	ARC-2E	MENU-DRIVEN WALL PANEL ADAPTIVE REMOTE CONTROL FOR SYMETRIX DSPS.
6	1	FSR	DSKB-1G	1 GANG DESKTOP MOUNTING ENCLOSURE.
7	8	SHURE	MX418D/C	CARDIOID-18" DESKTOP GOOSENECK CONDENSER MICROPHONE, ATTACHED 10' XLR CABLE, LOGIC FUNCTIONS, PROGRAMMABLE SWITCH AND LED INDICATOR, ATTACHED DESKTOP BASE
8	1	SHURE	ULXS24/58-G3	WIRELESS MICROPHONE SYSTEM. INCLUDES ULX2 HANDHELD TRANSMITTER WITH SM58 MICROPHONE CAPSULE AND ULXS4 RECEIVER.
				Section Subtotal
				\$5709.50

IMPORTANT NOTE: The designs, concepts, equipment lists, prices and specifications represented herein are confidential information and shall remain the intellectual property of AV Integrators, Inc. No portion thereof shall be copied or disclosed to others without the written consent of AV Integrators, Inc. Signature hereon or otherwise issuance of evidence of purchase commitment by buyer constitutes acceptance of AV Integrators, Inc. Terms and Conditions available at <http://www.av-integrators.com/terms>



Project: Audio Reinforcement and Recording System for Town Hall

Item	Qty	Manufacturer	Part Number	Item Description	
9	1	MIDDLE ATLANTIC	RK6	RACK AND POWER DISTRIBUTION 6 SPACE (10 1/2"), 16" DEEP BLACK LAMINATE READY-TO-ASSEMBLE RACK	
10	1	MIDDLE ATLANTIC	PD-915R	9 OUTLET, SINGLE 15 AMP CIRCUIT, SURGE/SPIKE PROTECTED RACKMOUNT POWER DISTRIBUTION W/9' CORD, BLACK POWDERCOAT FINISH	
				Section Subtotal	\$205.47
11	1	AV-INTEGRATORS	IMAT	MATERIALS INSTALLATION MATERIALS	
				Section Subtotal	\$100.00
12	1	AV-INTEGRATORS	INSTALLATION LABOR	PROGRAMMING AND INSTALLATION LABOR AND TRAINING TECHNICAL INSTALLATION SERVICES.	
13	1	AV-INTEGRATORS	ENGINEERING AND SYSTEM PROGRAMMING	ENGINEERING AND AUDIO DSP PROGRAMMING	
14	1	AV-INTEGRATORS	STAFF TRAINING	STAFF TRAINING SESSION TO CONSIST OF 1 SESSION OF NO LONGER THAN 2 HOURS IN LENGTH.	
				Section Subtotal	\$1140.00

Approved by: _____	Total Equipment	\$7025.78
Date: _____	Sales Tax	\$579.63
	Total Non-Taxable Items	\$1140.00
Scope Of Work Approved by: _____	System Grand Total	\$8745.41
Date: _____		

IMPORTANT NOTE: The designs, concepts, equipment lists, prices and specifications represented herein are confidential information and shall remain the intellectual property of AV Integrators, Inc. No portion thereof shall be copied or disclosed to others without the written consent of AV Integrators, Inc. Signature hereon or otherwise issuance of evidence of purchase commitment by buyer constitutes acceptance of AV Integrators, Inc. Terms and Conditions available at <http://www.av-integrators.com/terms>



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Barbara Powell, Interim Assistant Town Manager
Howard Young, Public Works Director

DATE: May 9, 2012

RE: **Update on Community Fundraising Effort and Adoption of a Resolution Approving Plans and Specifications -- Ford Field Renovation Project #2011-PW02**

Recommendation:

1. That the Town Council determines whether to proceed with the Ford Field Renovation Project by releasing a bid package and receiving bids from contractors; and
2. That the Town Council adopts the attached Resolution approving plans and specifications for the Ford Field Renovation Project and calling for sealed bids for this project.

Background:

Approval of design and community fundraising effort:

At its January 11, 2012 meeting, the Town Council approved:

1. The design for renovation of Ford Field dated August 23, 2011, prepared by Carducci & Associates and;
2. A community fundraising effort.

Project costs and fundraising to date:

Item	Amount
Project total including all costs (hard, soft and expenditures to date)	\$587,994
Town expenditures to date (conceptual design/public process; design; Geotechnical report)	(\$ 48,451)
Sub-total	\$539,543
Construction estimate \$495,776 (including soft costs)	
Construction contingency \$ 43,767	
\$539,543	
State Grant Funds	\$232,212
Anticipated Little League Donation	* \$100,000
Donations Received On-line as of 5/2/2012	\$ 16,550
Anticipated match from Sand Hill Foundation	\$ 16,550
<i>Funds Needed for Project</i>	\$ 174,231

*Written commitment to date: \$50,000; verbal commitment: \$100,000

Postponement of approval of plans and specifications: At its April 11, 2012 and April 25, 2012 meetings, the Town Council reviewed staff reports about the outcome of community fundraising to date, and a recommendation to adopt a Resolution approving plans and specifications for the project.

At the April 25, 2012 meeting, the Public Works Director indicated staff would have to release a bid package shortly after the May 9, 2012 Council meeting in order to complete the project in calendar year 2012. Jon Myers, Chair, Parks & Recreation Committee provided the Council with an update about community fundraising effort, noting that approximately \$18,000 had been raised to date (not included the pledge from Little League). Outgoing Town Manager Angela Howard indicated it might be possible to identify \$50,000 to \$75,000 in the fiscal year 2012-13 budget as an allocation toward the project. However, she stressed a revenue projection has not yet been prepared, nor have anticipated expenditures been calculated.

The Council requested that staff provide additional information about:

1. Whether the Sand Hill Foundation would consider a budget allocation from the Town as eligible for matching funds; and
2. Whether the Sand Hill Foundation would consider the increase in the pledge from the Little League as eligible for matching funds.

Sand Hill Foundation matching grant: Staff contacted Ash McNeely, the Foundation's Executive Director. Ms. McNeely indicated a Town budget allocation could be considered as eligible for matching funds. Ms. McNeely also indicated that if the increase in the Little League's pledge was offered as a result of the matching grant from the Sand Hill Foundation, it might be considered eligible for matching funds.

Update on community fundraising to date: At its May 9, 2012 meeting, the Council will receive an additional update on community fundraising from Jon Myers, Chair, Parks & Recreation Committee.

Issue Statement/Discussion:

Requested direction to staff: Staff is seeking a decision from the Council about whether to immediately move forward with the renovation project. If the Council decides to move forward with the project, staff will schedule the review and award of bids at the Council's Special Meeting scheduled for **June 20, 2012** (since the regular June 13, 2012 meeting has been cancelled due to an anticipated lack of quorum).

Call for Sealed Bids: The preparation of construction documents for this project is completed. In general, this project will include demolition, installation of new fencing, backstop, bleachers, dugouts, batting cage, paths, irrigation, grass, and infield. A copy of the Plans and Specifications are available for review at Town Hall in the Office of the Town Clerk.

The estimated construction cost of this project, including a 10% contingency, but **not including soft costs**, is \$481,443. This project was not included in the fiscal year 2011-12 budget, due to the unknown status of State funding and Little League fundraising at the time of budget adoption. Project hard and soft costs will be budgeted in fiscal year 2012/2013. Due to State funding and the sod establishment period that is dependent on weather conditions, the intent is to start the project in the current fiscal year and complete the project in the 2012/2013 fiscal year. Bid results will be brought forth to the Council for approval and award. The following is the revised schedule for this project:

Item	Previous Schedule	Revised Schedule
Public Advertisement	Week of April 16, 2012	Week of May 14, 2012
Bid Opening	Week of May 7, 2012	Week of June 4, 2012
Town Council review/ contract award	Week of May 21, 2012	June 20, 2012 Special meeting
Construction begins	Week of June 18, 2012	Week of July 16, 2012
Construction completed	Week of October 15, 2012	Week of October 29, 2012
Sod establish complete	Week of Dec. 24, 2012	Week of January 7, 2012

Approved:



Nick Pegueros, Town Manager

Attachment:

Resolution

RESOLUTION NO. _____ 2012

A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY
APPROVING PLANS AND SPECIFICATIONS AND
CALLING FOR BIDS FOR THE
FORD FIELD RENOVATION PROJECT
No. 2011-PW02

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

Section 1. The Town Council hereby approves and adopts plans and specifications for certain work in the Town known as the Ford Field Renovation Project.

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

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

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

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

Section 6. The sealed proposals or bids shall be delivered to the Public Works Director of the Town on or before 1:00 p.m., on the 5th day of June, 2012, or other date as amended by the Public Works Director, at the Office of the Town Clerk in the Town Hall, 765 Portola Road, Portola Valley, California, said time being not less than ten (10) days from the time of the first publication of said Notice. Bids will be publicly opened, examined, and the Town Manager will take action awarding the contract or rejecting all bids not later than forty-five (45) days after the expiration of the time prescribed for the receipt of bids; provided the award may be made after the expiration of the specified times, if the bidder shall not have given to the Council notice in writing of the withdrawal of such bid on proposal.

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

PASSED AND ADOPTED this 9th day of May, 2012.

Maryann Moise Derwin, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

#6

There are no written materials for this agenda item.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Nick Pegueros, Town Manager

FROM: Leslie Lambert, Planning/Building Services Advisor

DATE: May 9, 2012

RE: Portola Road Corridor Taskforce

As a follow up to the appointments made by the Town Council on April 25, 2012, staff has received additional information from the Chair and Vice-Chair of the following Commissions/Committees and request the following addition and change.

- Add: Bicycle, Pedestrian and Traffic Committee – Leslie Latham
- Change: Conservation Committee from Marianne Plunder to Judith Murphy

The Portola Road Corridor Taskforce:

- ASCC - Danna Breen
- Bicycle, Pedestrian and Traffic Committee - Leslie Latham
- Conservation Committee - Judith Murphy
- Open Space Committee – Gary Nielsen
- Planning Commission – Nate McKittrick
- Trails & Paths Committee – Judith Hasko
- Staff Liaison – Howard Young
- Town Council Liaison – Jeff Aalfs
- Town Planning Consultant – Karen Kristiansson

#8

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – April 27, 2012

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-
- ☐ 1. Letter from Leland Yee, California State Senator, 8th District, to Chairperson Dan Richards of High Speed Rail Authority - The Future of High Speed Rail in San Mateo County – April 19, 2012
 - ☐ 2. Memo from Barbara Powell, Interim Assistant Town Manager – Change of date for the Meet and Greet of new Town Manager – April 26, 2012
 - ☐ 3. Email from Teresa Bowerman, Emergency Preparedness Consultant to the Portola Valley Town Council – Request for availability to attend the Joint PV-Woodside Recognition Reception scheduled for June 28, 2012 – April 26, 2012
 - ☐ 4. Announcement – Portola Valley Clean-Up Day, scheduled for Saturday, May 5, 2012
 - ☐ 5. Announcement – Prescription Drug Disposal Program, scheduled for Saturday May 5, 2012
 - ☐ 6. May 2012 Meeting Schedule
 - ☐ 7. Memorandum to San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for May 2012
 - ☐ 8. Agenda – Bicycle, Pedestrian & Traffic Safety Committee Meeting – May 2, 2012
 - ☐ 9. Agenda – Regular Meeting of the Planning Commission – May 2, 2012
 - ☐ 10. Action Agenda – Regular Town Council Meeting – Wednesday, April 25, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation from HEART “Executive Briefing and Lunch to Benefit HEART” – May 7, 2012
- ☐ 2. 2012 Annual Report from HEART
- ☐ 3. Letter to Mayor Derwin from Acterra regarding Request for Funding
- ☐ 4. San Mateo County Mosquito and Vector Control's “Entomology Report” – March 2012
- ☐ 5. Estuary News – April 2012
- ☐ 6. San Mateo County Sheriff's Crime Activity Report for January – March, 2012

STATE CAPITOL
SACRAMENTO, CA 95814
TEL (916) 651-4008
FAX (916) 327-2186

DISTRICT OFFICES
400 S. EL CAMINO REAL
SUITE 630
SAN MATEO, CA 94402
TEL (650) 340-8840
FAX (650) 340-1661

HIRAM JOHNSON
STATE OFFICE BUILDING
455 GOLDEN GATE AVE.
SUITE 14200
SAN FRANCISCO, CA 94102
TEL (415) 557-7857
FAX (415) 557-7864

SENATOR.YEE@SENATE.CA.GOV

WWW.SEN.CA.GOV/YEE

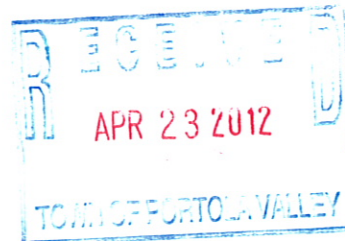
California State Senate

SENATOR LELAND Y. YEE, PH.D.
EIGHTH SENATE DISTRICT

余胤良博士
加州參議院



STANDING COMMITTEES
GOVERNMENTAL
ORGANIZATION
HUMAN SERVICES
LABOR & INDUSTRIAL
RELATIONS
SELECT COMMITTEES
ASIAN PACIFIC ISLANDER
AFFAIRS
BAY AREA SUSTAINABLE
DEVELOPMENT AND
ECONOMIC PROGRESS
CALIFORNIA'S PUBLIC
RECORDS & OPEN
MEETING LAWS



April 19, 2012

Chairperson Dan Richard
High Speed Rail Authority
770 L St., Suite 800
Sacramento, CA 95814

Dear Chairperson Richard:

I am writing to you regarding the future of High Speed Rail in San Mateo County.

Over the past several months, City Councils throughout my district have expressed great concern regarding High Speed Rail. A recurring theme has been the failure of the High Speed Rail Authority to build consensus around the project in San Mateo County.

If you wish to calm the furor that has defined much of the debate over High Speed Rail in the county, the Authority must reach out to these communities and find a common ground. I respectfully request that you explain the Authority's plan to mitigate these past failures and the efforts moving forward for a compromise that satisfies all parties, including the various San Mateo County Mayors and their City Councils.

I thank you for your attention to this matter. Please contact my District Director Dan Lieberman at (650) 340-8840 if you have any questions or concerns.

Sincerely,

Leland Y. Yee, Ph.D.
California State Senate
LYY:dl/T4

Cc: Mayor Richard Garbarino, City of South San Francisco; Mayor Raquel Gonzalez, City of Colma; Mayor Clifford R. Lentz, City of Brisbane; Mayor Sal Torres, City of Daly City; Mayor Jim Ruane, City of San Bruno; Mayor Marge Colapietro, City of Millbrae; Mayor Jerry Deal, City of Burlingame; Mayor Thomas M. Kasten, Town of Hillsborough; Mayor Brandt Grotte, City of San Mateo; Mayor Art Kiesci, City of Foster City; Mayor Dave Warden, City of Belmont; Mayor David Tanner, Town of Woodside; Mayor Maryann Moise Derwin, Town of Portola Valley



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Town Council
FROM: Barbara Powell, Interim Assistant Town Administrator
DATE: April 26, 2012
RE: Change of Date - Meet and Greet New Town Manager

Since Nick will begin his service to the Town on Tuesday, May 1, 2012, we have changed the meet and greet reception to that morning, at 9:00 a.m. I have sent an Outlook invite to each of you.

Refreshments will be served!

We hope you will join us.

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

From: Teresa Bowerman
Sent: Thursday, April 26, 2012 2:17 PM
To: Maryann Derwin; John Richards; Jeff Aalfs; Ted Driscoll; Ann Wengert
Cc: Angela Howard
Subject: The Joint PV-Woodside Recognition Reception

Good Afternoon Mayors and Members of the Town Council,

In reference to The Joint PV-Woodside Recognition Reception, I will also need to inquire with Nick Pegueros when he arrives on May 1st on his availability to attend the event, which is tentatively scheduled for Thursday, June 28th, 2012. Janet Koelsch informed me that Kevin Bryant is able to attend on this date, and she is inquiring with her Mayor and Town Council if their schedules permit them to join us as well.

As you know, the reception includes an appreciation of service for Portola Valley and Woodside Town Councils. When you have an opportunity, may I find out your availability regarding the proposed date?

Thus far, Council Member Ted Driscoll is able to attend. Vice-Mayor John Richards will be out of the country.

Mayors and Members of the Town Council, I sincerely appreciate your time.

Have a lovely day!

Kind regards,

Teresa Bowerman
Emergency Preparedness Consultant
Town of Portola Valley

From: Teresa Bowerman
Sent: Friday, April 20, 2012 4:43 PM
To: Maryann Derwin; John Richards; Jeff Aalfs; Ted Driscoll; Ann Wengert
Cc: Angela Howard
Subject: Tentative Date for CERPP Recognition Reception

Dear Mayors and Members of the Town Council,

Greetings! This is Teresa Bowerman, the Town's Emergency Preparedness Consultant. Thank you for this opportunity to assist the Town of Portola Valley in enhancing its preparedness for emergencies and disasters.

The Town of Portola Valley and the Town of Woodside are planning a joint Portola Valley/Woodside recognition reception for CERPP Committee members, CERPP Division Leaders, CERPP Board, the Emergency Preparedness Committee, Town of Woodside Public Safety Committee, the Woodside Fire Board, the Fire Chief, the Fire Marshall, and both Town Councils.

I will be collaborating with Janet Koelsch of Woodside to plan and organize the recognition reception. The tentative date for this event, which will be held in our Community Hall, is Thursday, June 28th, 2012. It will be a wine and hors d'oeuvres reception from approximately 6:00 p.m. to 7:30 p.m. What is your availability to attend on this date?

Mayors and Members of the Town Council, thank you very much for your time.

Have a wonderful weekend!

Kind regards,

Teresa Bowerman
Emergency Preparedness Consultant
Town of Portola Valley

Town of Portola Valley Clean-Up Day
Saturday, May 5, 2012

Ford Baseball Field
3399 Alpine Rd
From 8 a.m. to 11 a.m.
(or until bins reach full capacity)

Portola Valley Town residents ONLY – Proof of residency is required. The clean-up notice previously mailed to you must be presented or a copy of your most recent GreenWaste invoice in order to use the bins. Copies of Clean-Up notice **WILL NOT** be accepted.

Items that are accepted:

- House and lawn furniture: sofas, mattresses, box springs, patio chairs
- TV and computer monitors
- Rugs and carpet
- Appliances: washers, dryers, ranges and water heaters
- Refrigerators and freezers that DO NOT contain CFC
- Up to 30-gallons per household of rock, dirt, asphalt and concrete
- Up to 30-gallons per household of construction or demolition debris
- Plastic toys
- Radios and stereos
- Bicycles and exercise equipment
- Pots and pans
- Small metal appliances
- Scrap metal not to exceed 40 pounds and no more than 2 feet long
- Wood waste: unpainted and untreated
- Tree trimmings which are less than 6 inches in diameter and less than 6 feet long

Items that are NOT accepted:

- Tires
- Hazardous waste: oil, paints, liquids, chemicals/pesticides, sharps (hypodermic needles)
- Fuel cans or engine parts containing oil, grease, gasoline etc.
- Appliances that contain CFC's: refrigerators, freezers
- Lawn mowers and hedgers containing gasoline or other hazardous materials
- Large amounts of rock, dirt, asphalt and concrete
- Large pieces of plate glass
- Wet garbage
- Items you recycle with your regular service

For more information call **GreenWaste Recovery** at **650.568.9900** or **800.944.4388**

Household Hazardous Waste (HHW)? Call the County of San Mateo HHW Program at **650.372.6200** or visit www.smhealth.org/hhw

visit us at www.greenwaste.com



Prescription Drug Disposal Program

Saturday, May 5, 2012
8:00 a.m. – 11:00 a.m.
Ford Field

The Town of Portola Valley is sponsoring a PRESCRIPTION DRUG DISPOSAL PROGRAM in conjunction with the spring Neighborhood Clean-up Day.

Disposing of expired medications by either throwing them in the trash or flushing them down the drain can cause very detrimental impacts on the environment. Fortunately, we now have an environmentally-friendly means to dispose of unwanted prescription drugs.

Bring your old prescription medications to Ford Field on Neighborhood Clean-up Day, Saturday, May 5th from 8:00 a.m. through 11:00 a.m.

- *Remove pills from the bottles and place them in a plastic zip-lock bag*
- *Please, **NO over-the-counter products***

A San Mateo County Sheriff's Office Deputy will be on hand to accept and properly dispose of the medication.

For more information, please contact Barbara Powell at 851-1700, ext. 218.

Town of Portola Valley

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

MAY 2012 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, May 9, 2012

Wednesday, May 23, 2012

Wednesday, May 30, 2012 – **JOINT SPECIAL MEETING** with the EMERGENCY PREPAREDNESS COMMITTEE

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

Council Liaison – Ted Driscoll (for months Jan, Feb & Mar)

Wednesday, May 2, 2012

Wednesday, May 16, 2012

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

Council Liaison – Jeff Aalfs

Monday, May 14, 2012

Monday, May 28, 2012 - **CANCELLED**

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE (Meets 1st Wednesday of every month)

Council Liaison – Ted Driscoll

Wednesday, May 2, 2012 – 8:15 AM

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

Council Liaison – John Richards

Thursday, May 10, 2012

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As needed

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

Council Liaison – Ted Driscoll

Tuesday, May 22, 2012

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

Council Liaison – John Richards

Thursday, May 10, 2012 at 1:00 PM

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2nd Thursday) in the EOC /
Conference Room at Town Hall
Council Liaison – John Richards
Thursday, May 10, 2012

FINANCE COMMITTEE
Council Liaison – Jeff Aalfs
As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM
Council Liaison – Ted Driscoll
As announced

HISTORIC RESOURCES COMMITTEE
Council Liaison – Jeff Aalfs

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

OPEN SPACE ACQUISITION ADVISORY COMMITTEE
Council Liaison – Jeff Aalfs

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 3rd Monday)
Council Liaison – Ann Wengert
Monday, May 21, 2012

PUBLIC WORKS COMMITTEE
Council Liaison – Ted Driscoll
As announced

SUSTAINABILITY COMMITTEE – 4:00 PM (Meets 3rd Monday)
Council Liaison – Maryann Derwin
Monday, May 21, 2012

TEEN COMMITTEE
Council Liaison – Jeff Aalfs
As announced

TRAILS & PATHS COMMITTEE – 8:15 AM (2nd Tuesday of each month, or as needed)
Council Liaison – Ann Wengert
Tuesday, May 8, 2012 – 8:15 AM



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: April 25, 2012
SUBJ: Town Center Reservations for May 2012

Following is the current schedule of events for the Town Center and surrounding area for May 2012.

- May 5:** Clean Up Day & Prescription Drug Disposal / Ford Field Parking Lot / 8:00 am – 11:00 am
- May 12:** Pacific Therx Run/Walk / Portola Road / 7:30 am – 12:00 noon
- May 28:** Memorial Day Observed / Town Hall Closed



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee

Wednesday, May 2, 2012 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to Order
2. Oral Communications
3. Approve Minutes from April 4, 2012 meeting
4. Summer Camp at Ormondale
5. Earth Day participation status
6. Committee Effectiveness and Logistics (Ed)
 - Increase time allocated to committee meetings vs. additional meetings
7. Sub Committee Reports (Enclosed)
8. Bike Summit Report
9. Adjourn



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, May 2, 2012 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. Continued discussion of Portola Road Taskforce and Draft Background Report
2. Proposed General Plan Formatting Revisions

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: April 18, 2012

Adjournment

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

PUBLIC HEARINGS

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

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

Date: April 27, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY

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10

7:30 PM – Regular Town Council Meeting
Wednesday, April 25, 2012
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Aalfs, Mayor Derwin, Councilmember Driscoll, Vice Mayor Richards, Councilmember Wengert
All Present

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.

Joseph Rosas, announced his candidacy for State Assembly Representative, District 24, and invited Council to attend the Candidate Forum on May 18 at the Cupertino Community Hall.

Michael Gross, Director of Sustainability for GreenWaste, announced their presence at the April 28 Portola Valley Earth Day celebration, Clean-Up Program for the Town on May 5 and the rate increase notice that will be included in the May 1 newsletters mailed to residents.

(1) **PRESENTATION –**

Proclamation from Assembly Member Rich Gordon honoring Angela Howard for her many years of Public Service

Joe Vaughan, Field Representative for Assemblyman Gordon, presented Ms. Howard with a proclamation and thanked her for her many years of public service. Councilmember Wengert thanked Ms. Howard for her 21 years of dedication, commitment, professionalism, patience, sense of humor, fairness and steadfast leadership. Council concurred.

(2) **PRESENTATION –** Recognition of 20 year Anniversary of Leslie Lambert, Planning Manager

Mayor Derwin thanked Ms. Lambert for her many years of service to the Town. When she thinks of Leslie she thinks of the best face of Portola Valley and her many qualities of being graceful, authentic, unassuming, upbeat, sympathetic, and always ready to listen, not to mention her killer wardrobe and great shoes! Council concurred. Ms. Lambert thanked Council, Staff and Residents for the many wonderful years of service, support and understanding.

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.

(3) **Approval of Minutes –** Regular Town Council Meeting of April 11, 2012

Approved as Amended 3-2 with Councilmember Driscoll and Aalfs abstaining

(4) **Approval of Warrant List –** April 25, 2012

(5) **Recommendation by Sustainability & Resource Efficiency Coordinator –** Adoption of an Ordinance to Ban Polystyrene-Based Food Service Products

- (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Section 8.04.040 [Chapter 4.107 of County Code Adopted – Sanitation and Health] to Title 8 [Health & Safety] of the Portola Valley Municipal Code (Ordinance No.2012-395)

(6) **Recommendation by Interim Assistant Town Manager –** Adoption of a Resolution Approving Annual Franchise Agreement Rate Adjustment for GreenWaste Recovery, Inc.

- (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. 2550-2012)

Items 4, 5 & 6 Approved 5-0**REGULAR AGENDA**

- (7) **Recommendation by Interim Assistant Town Manager and Public Works Director** – Update on Community Fundraising Effort and Adoption of a Resolution Approving Plans and Specification – Ford Field Renovation Project #2011-PW02
- (a) Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the Ford Field Renovation Project #2011-PW02 (Resolution No. __)

Pending fundraising pledges and clarification of the Sand Hill Foundation agreement, this item will be brought back to the Council at its May 9 meeting

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Appointment by Mayor** – Members to the Portola Road Corridor Task Force

Council approved proposed appointments as reflected in staff report with the addition of Howard Young as staff liaison and Councilmember Aalfs as Council liaison. It was agreed that there will be only one appointed liaison from the Town Planners office. All appointments will be made at the May 9 Council meeting

- (9) **Request from Parks & Recreation Committee Chair** - Request for Approval to Install Banner on Ford Field Fence for Community Fundraising Effort

Council approved proposed banner placement without ASCC review and extended display period to mid June.

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

There are no written materials for this item.

Councilmember Aalfs – ASCC major discussion item was the Portola Road Corridor Task Force. The Historic Resource Committee will include an additional waterproof file cabinet in their budget. The Open Space Committee discussed the Spring Down pond that is still waiting on the Army Corps of Engineers permit to come through and the proposed Nature Trail from last year is worth reconsideration. The Planning Commission is looking at a modification of CUP procedures on large parcels.

Councilmember Driscoll – The Conservation Committee will be requesting additional funds to hire a contractor to pull the invasive French Broom that is abundant and found to be in the Towns right-a-way. Ted attended a bike summit which included a closed session for elected and appointed officials where everyone was asked to identify their main issues. Ted said the Town was considering installation of bike lanes. A meeting was held with the bike coalition on installation of bike lanes and their suggested best practices.

Councilmember Wengert attended a Parks & Recreation Committee meeting where Ford Field Renovation was discussed. Councilmember Wengert attended the Fire Evacuation Exercise held on April 19. Emergency phone numbers should be programmed into personal electronic devices.

Vice Mayor Richards attended an Emergency Preparedness Committee meeting, Diana Koin, medical coordinator for the group is working on setting up a registry. Teresa, newly assigned EPC administrative coordinator, was introduced. Vice Mayor Richards attended the Fire Evacuation Exercise held on April 19. The Cultural Arts Committee discussed their budget and upcoming musical events, Tribal Heat on June 19 and a Blue Grass group on August 23.

Mayor Derwin attended a Community Events Committee meeting where the Town Picnic, which will include the ribbon cutting for the C1 Trail, was discussed and a subcommittee of residents was formed to help with this year's Blues & BBQ event.

WRITTEN COMMUNICATIONS

- (11) **Town Council Weekly Digest** – April 13, 2012

None

- (12) **Town Council Weekly Digest** – April 20, 2012

#1 – Council approved request to submit letter

ADJOURNMENT: 8:55 pm

TOWN COUNCIL WEEKLY DIGEST

Friday – May 4, 2012

-
- ☐ 1. Agenda – Regular Planning Commission Meeting – may 2, 2012
 - ☐ 2. Memo to Mayor and Town Council from Barbara Powell – Portola Valley Tick Study – May 5 & 6, 2012
 - ☐ 3. Agenda – Trails & Paths Committee – May 8, 2012
 - ☐ 4. Agenda – Cable & Utilities Undergrounding Committee – May 10, 2012
 - ☐ 5. Agenda – Emergency Preparedness Committee – May 10, 2012
 - ☐ 6. Agenda – Cultural Arts Committee – May 10, 2012
 - ☐ 7. Month End Financial Report – April 2012
 - ☐ 8. Agenda – Trails & Paths Committee – May 8, 2012

Attached Separates (Council Only)

- ☐ 1. National League of Cities – Leadership Training Institute – “Formulating Effective Economic Development Policy: Marketing and Communications Strategies” – May 17-19, 2012
- ☐ 2. San Mateo County Jobs for Youth Annual Fundraising Breakfast – May 24, 2012
- ☐ 3. League of California Cities Annual Conference & Expo – September 5-7, 2012



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING**
765 Portola Road, Portola Valley, CA 94028
Wednesday, May 2, 2012 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

**ACTION
AGENDA**

Call to Order, Roll Call 7:31 p.m.

Commissioners Gilbert, McIntosh, McKitterick, Chairperson Von Feldt, and Vice-Chairperson Zaffaroni (**McIntosh absent. Also present: Tom Vlasic Town Planner; Karen Kristiansson Principal Planner; Carol Borck Planning Technician; Jeff Aalfs Town Council Liaison**)

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.

Commissioner Zaffaroni commented that any commissioner planning on being absent from a Planning Commission meeting should inform either Carol Borck or CheyAnne Brown as soon as possible prior to the meeting.

Regular Agenda

1. Continued discussion of Portola Road Taskforce and Draft Background Report **Kristiansson provided Taskforce update, summary of issues to be addressed, and the next steps to be taken. Commission further discussed bike lanes and safety.**
2. Proposed General Plan Formatting Revisions **Kristiansson summarized GP formatting changes.**

Commission, Staff, Committee Reports and Recommendations

Vlasic provided update on Priory CUP amendment that will be coming before the commission likely in June and status of Sprint application for CUP renewal at the Priory.

Approval of Minutes: April 18, 2012 **Approved with corrections (3-0-1; McKitterick abstained due to absence from 4/18/12 meeting.)**

Adjournment 8:06 p.m.

ASSISTANCE FOR PERSONS WITH DISABILITIES

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PUBLIC HEARINGS

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

Date: April 27, 2012

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Town Council
FROM: Barbara Powell, Interim Assistant Town Administrator
DATE: May 3, 2012
RE: Portola Valley Tick Study

As you can see from the attached flyer, the Bay Area Lyme Fund, which has an office here in Portola Valley, is undertaking a tick sampling study on May 5 and 6 in Portola Valley. They may take samples on the Springdown Open Space property, Town trails and/or Town fields.

The organization is covered by Workers' Compensation Insurance and will have all volunteers sign a waiver of liability.

I wanted to let you know about this in case anyone asks about the sampling study.

Attachment

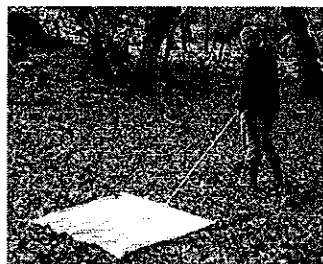
Volunteers Needed May 5-6

For the Portola Valley Tick Study

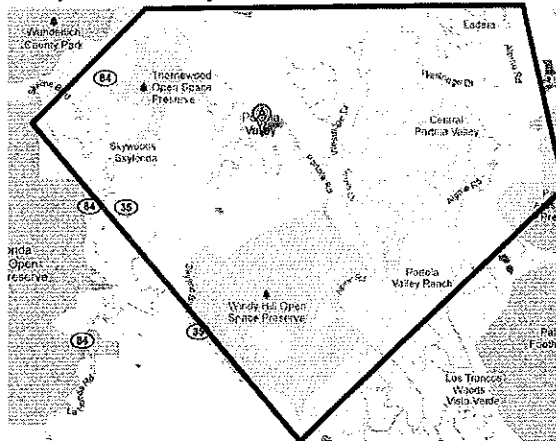
Key Objectives

- Identify the average infection rates of nymphs and adult ticks in Portola Valley and parts of Woodside
- Identify the areas where large numbers of infected ticks are located
- Identify whether there are any correlations in the landscape
- Identify if ticks have any co-infections
- Compare results with similar studies in northern California
- Correlate results with human activity

Sampling Techniques



Proposed Study Area



Method

- Characterize Portola Valley habitats (e.g. grassland, chaparral, oak woodland, redwood forest and garden)
- Determine habitat-Lyme disease relationships
- Use standard flannel blanket technique for sampling
- Drag 100m-transects to determine tick density
- Test *Borrelia burgdorferi* DNA using polymerase chain reaction (PCR) analysis, and the strain of *Borrelia* will be characterized by DNA sequencing
- Test for co-infections using UCSF "Tick Chip"
- Begin sampling May 5 and May 6

Resources



Lead Investigator: Dan Salkeld
Stanford University Lecturer



Principle Investigator: Eric Lambin
Professor, Stanford University

DNA Analysis: Nate Nieto
Research Scientist University of Nevada

Community volunteer samplers:
10 - 20 volunteers

Would you like to volunteer?
Contact the Bay Area Lyme Fund
bonnie@bayarealyme.org

650.530.2439

Bonnie Crater

415.265.1804

Funding from the Bay Area Lyme Foundation – Endorsed by Portola Valley Lyme Action



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, May 8, 2012 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from April 10, 2012
4. Financial Review and Budget Discussion
5. Old Business
 - a) Table at Town Picnic and Ribbon Cutting for Dwight Crowder Memorial Trail – June 9
 - b) Update from Shelli Sweeney on Parks and Recreation meeting; coordination with Stanford
 - c) Staffing table; discussion of materials
 - d) Website update status report
 - e) Discussion of Updating Signage Regarding Leashes for Dogs on certain trails
6. New Business
 - a) Trail Work – April 2012
7. Other Business
8. Adjournment

Enclosures:
Minutes from Regular Meeting of April 10, 2012
Financial Review
Budget Background Materials
Trail Work and Map for March 2012
Website update draft



TOWN OF PORTOLA VALLEY
Cable & Undergrounding Committee
Thursday, May 10, 2012 – 8:15 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Minutes: Approval of January and November minutes
3. Communications from Members of the Public
4. Old Business
 - a. Undergrounding and PG&E Rule 20A. We will meet with the following PG&E employees to discuss the status of our Rule 20A undergrounding project and new Rule 20 program rules.
 - Kathy Lavezzo, Account Executive
 - Donna Pontrello, Program Liaison – Rule 20A
 - Jim Hogan, Government Affairs
 - b. Samcat
 - c. New member recruitment
5. New Business
6. Adjournment:

Next meeting on July 12, 2012 at 8:15 am



TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, May 10, 2012 - 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 April meeting
4. Review and debrief on neighborhood evacuation exercise – lessons learned
5. Review Emergency Broadcast (AM) Radio project
 - Possible recommendations of project to town council for May 23 agenda
6. Review proposal to participate in Ham Radio Field Day – June 23/24
 - Sponsored via PV Ham Radio Operations
 - Support from EPC?
 - Permit required?
7. Subcommittee reports
8. Other business
9. Adjourn promptly at 9AM

Note: Chris Raanes, Chair, will be dialing into this meeting



TOWN OF PORTOLA VALLEY
Cultural Arts Committee
Thursday, May 10, 2012 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (topics for future meetings)
3. Approval of April 19, 2012 minutes (the minutes were unavailable at time of packet distribution. Will be handed out at the meeting)
4. Old Business:
 - a) Music in the Park series - Paige
 - b) Town Picnic
 - c) Blues & BBQ
 - d) Revised budget
 - e) Art tour
5. New Business:
 - a) Budget – New and additional items. Draft copy ready to submit to the Town.
6. Adjournment

➔ To ensure a quorum will be met please contact Sue Chaput or Marie Margolin if you are unable to attend this meeting.



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: April 2012

C A S H	Bank of America	\$39,640.09
	Local Agency Investment Fund (0.383%)	\$7,729,132.76
	Total Cash	\$7,768,772.85
F U N D S	05 General Fund	\$2,780,534.65
	08 Grants	5,259.79
	10 Safety Tax	35,314.59
	15 Open Space	3,240,734.32
	20 Gas Tax	32,204.63
	22 Measure M	(20,000.00)
	25 Library Fund	413,476.56
	30 Public Safety/COPS	8,800.57
	40 Park in Lieu	6,219.87
	45 Inclusion In Lieu	158,750.97
	60 Measure A	150,073.90
	65 Road Fees	305,212.77
	75 Crescent M.D.	79,196.42
	80 PVR M.D.	13,623.92
	85 Wayside I M.D.	5,718.00
	86 Wayside II M.D.	(86,604.79)
	90 Woodside Highlands M.D.	170,479.41
95 Arrowhead Mdws M.D.	(1,799.67)	
96 Customer Deposits	471,576.94	
	Total Fund Balance	\$7,768,772.85
A C T I V I T Y R E C A P	Beginning Cash Balance:	\$7,302,076.22
	Revenues for Month:	837,063.76
	LAIF Interest	7,056.47
	Total Revenues for Month:	\$844,120.23
	Warrant List 4/11/2012	(\$118,243.00)
	Warrant List 4/25/2012	(190,406.08)
	Payroll	(126,966.67)
	Total Expenses for Month:	(\$435,615.75)
	Total JE's and Void Checks:	\$58,192.15
		Ending Cash Balance

FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund:	74.66%
<i>Adopted Town Policy is 60%</i>	
Days of Running Liquidity of Spendable General Fund:	273
<i>GASB recommends no less than 90 days</i>	

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.

#11

There are no written materials for this agenda item.