



TOWN OF PORTOLA VALLEY

7:30 PM – Special Town Council Meeting

Wednesday, September 12, 2012

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

1

SPECIAL 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** – Special Town Council Meeting of August 29, 2012 (3)
- (2) **Approval of Warrant List** – September 12, 2012 (8)
- (3) **Approval of Response Letter** to the San Mateo County Civil Grand Jury Report “Does San Mateo County Need 13 Separate Police Dispatch Centers?” (22)
- (4) **Endorsement of Applications** to the County of Santa Clara for available funding of recreational facilities (37)

REGULAR AGENDA

- (5) **Discussion - Planning Commission and ASCC Commissioner Vacancies** – Application and Selection Process (58)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (6) **Reports from Commission and Committee Liaisons** (63)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (7) **Town Council Weekly Digest** – August 31, 2012 (64)
- (8) **Town Council Weekly Digest** – September 7, 2012 (79)

CLOSED SESSION

- (9) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Government Code Section 54956.8
Properties: Town-owned lots in Blue Oaks subdivision
Town negotiators: Town Attorney and Councilmember Wengert
Under negotiation: price and terms of payment

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).

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 845 AUGUST 29, 2012

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

Present: Councilmembers Jeff Aalfs and Ann Wengert; Vice Mayor John Richards; Mayor Maryann Derwin

Absent: Councilmember Driscoll

Others: Howard Young, Public Works Director
Sharon Hanlon, Town Clerk
Leigh Prince, Town Attorney Representative

ORAL COMMUNICATIONS [7:32 p.m.]

Nicole Pasini, Branch Manager for the Portola Valley Library since late June 2012, said she wanted to introduce herself and let Councilmembers know she's available to answer their questions and address any concerns they have about library services.

CONSENT AGENDA [7:33 p.m.]

- (1) Approval of Minutes: Regular Town Council Meeting of August 8, 2012
- (2) Ratification of Warrant List: August 22, 2012 in the amount of \$108,381.17
- (3) Recommendation from Public Works Director: Approve purchase of 2012 John Deere tractor
 - (a) Adoption of a Resolution of the Town Council of Portola Valley Approving and Authorizing the Disposition of Surplus Property (Resolution No. 2569-2012)

By motion of Vice Mayor Richards, seconded by Councilmember Wengert, the Council approved the Consent Agenda with the following roll call vote:

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

No: None

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (4) Reports from Commission and Committee Liaisons [7:34 p.m.]

Councilmember Aalfs:

- (a) Nature and Science Committee

Town Historian Nancy Lund updated Committee members on the Hawthornes/Woods property at their meeting on August 16, 2012.

Councilmember Wengert:

- (b) Trails and Paths Committee

Primary topics discussed at the August 14, 2012 meeting were:

- The Portola Road Corridor Task Force report.
- Potential Dwight Crowder (C-1) Trail improvements.
- Trail maintenance work at Hayfields and Black Oak Trails.

Vice Mayor Richards:

(c) Open Space/Historic Resources

The Hawthornes/Woods property subcommittee met with Midpeninsula Regional Open Space District (MROSD) representatives. Members are pleased with the process of looking into options for the property.

(d) Conservation Committee

Meeting on August 28, 2012, the Committee:

- Approved a tree permit request to remove redwoods at the Ranch House.
- Adopted guidelines for removing redwoods.

Mayor Derwin:

(e) Sustainability Committee

Meeting on August 20, 2012, Committee members:

- Enjoyed a presentation by Town resident Camille Bossut on High Energy Homes and how to identify causes of unnecessary energy use. Ms. Bossut also discussed a project that won a Best Environmental Project award. It was based on the hypothesis that more than 5% of home energy is consumed by vampire current, such as plugloads. In addition, she shared energy-saving tips for various homes, depending on the power they use (e.g., conventional versus solar).
- Heard from Steve Schmidt, developer of the High Energy Homes model and founder of High Energy Audits. He announced that the program has exceeded California Energy Commission's energy-reduction goals. He said they expected it would take 1,000 homes to hit the CEC target, but they did it with only 176. The program has signed up 200 households in Mountain View, he told the Committee, which he attributes to sending homeowners inserts with their water bills, offering free smart strips and hosting educational workshops.
- Received updates on the Green Towns SunShares group buy program, the Regional Integrated Climate Action Planning Suite (RICAPS) project; and Cal Water's conservation goals.
- Discussed the Tuesday Harvest Series, which starts up again on September 11, 2012, with a speaker on water harvesting and conservation. Marc Hellmann, founder of Earth Energy Landscaping & Premier Ponds, has entitled his talk "Blue is the New Green."

Committee member Virginia Bacon reported an estimated count of 576 pools in Town, based on a list she obtained via First American Title. According to research, pools use 49% more energy, so the Committee will target pools next year.

In addition, Mayor Derwin reported:

- Los Altos Hills is discussing a controversial proposal to require disclosure of energy bills as part of home sales.
- A Green Home Tour of two or three properties is planned for October 2012.
- The next Sustainability Committee meeting is scheduled for September 17, 2012.

(f) Firewise Committee

The Committee met on August 9 2012, and:

- Received an “inside scoop” briefing on the brush fire that burned about five acres near Arastradero and Alpine Roads the day before.
- Discussed the new High Fire Danger Signs program, which is ready to begin.
- Heard a presentation about a Rapid Notify, Inc. system that uses notification software to send alerts out to residents in emergency and disaster situations. Mayor Derwin said Portola Valley may consider joining Woodside in making that service available. Ms. Hanlon, who also attended the meeting, said she’d like to learn how the system handles an overload of calls.

Mayor Derwin pointed out another service that’s ready to go county-wide, but the absence of a Spanish translator in the Sheriff’s Office apparently put it on hold.

Mayor Derwin also told the Council that a Citizens Emergency and Response Preparedness Program (CERPP) refresher class originally scheduled for October 6, 2012 must be rescheduled.

(g) Council of Cities

Featured at the August 24, 2012 dinner meeting at the Ritz Carlton in Half Moon Bay was a historical presentation about the U.S. Marshals Service, presented by Don O’Keefe, U.S. Marshal for the Northern District of California. A former Half Moon Bay Police Chief, he also served more than 25 years in the San Mateo County Sheriff’s Office.

For the September 28, 2012 Council of Cities dinner in Belmont, Mayor Derwin expects the Hetch Hetchy Reservoir to be the presentation topic.

(h) Local Government Commission

The Local Government Commission has been hosting dinner forums with elected officials, to which Councilmembers have standing invitations. Mayor Derwin said she attended the last forum, which featured presentations on EcoDistricts by a Portland architect and a member of the Portland Sustainability Institute.

As Mayor Derwin explained, the EcoDistrict concept basically represents a way of achieving sustainability rapidly within neighborhoods and districts. One example she

relayed involved a housing development near a school, with the graywater from the homes used to flush the toilets at the school.

She said the EcoDistrict discussion brought to mind places such as The Sequoias, where sustainability involves not only the built environment but also infrastructure and the community of people.

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

At the C/CAG Board meeting on August 9, 2012, one item on the agenda involved a legislative update, plus reviewing and acting upon C/CAG legislative policies, priorities, positions. As for the resolution prompted by the City of Needles – a Resolution Requesting Consideration of Suspension of Implementation or Revision of the California Global Warming Solutions Act (AB 32 of 2006) – C/CAG’s Legislative Committee had recommended a neutral position be presented to the League of California Cities, which will vote on the resolution at its September 7, 2012 conference.

Mayor Derwin explained to the Council that she spoke up, providing a distilled version of Ms. de Garmeaux’s presentation at the Town Council meeting on August 8, 2012, during which she (Ms. de Garmeaux) made a strong case for opposing the resolution. The argument won over C/CAG, which is now on record in opposition to the resolution.

An item on the OneBayArea Grant (OBAG) Cycle 2 also was on the C/CAG agenda. Adopted by the Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG), the program would involve a swap of transportation funds with the San Mateo County Transportation Authority and a way for communities to opt in.

Finally, Mayor Derwin said, Executive Director Rich Napier announced his plans to retire in October 2012.

WRITTEN COMMUNICATIONS [7:50 p.m.]

(5) Town Council August 10, 2012 Weekly Digest

- (a) #6 – Memo from League of California Cities (Peninsula Division) – Ballot for 2012-2013 Executive Committee of the Peninsula Division and announcement on the League’s 2012 Annual Conference

Mayor Derwin will attend the 2012 Annual Conference, Cities Guiding Health Government, September 5-7, 2012 in San Diego.

(6) Town Council August 17, 2012 Weekly Digest

- (a) #5 – Letter from Cliff Lentz, Mayor of Brisbane – Request for appointment to HEART Board

Mayor Derwin reported that Mayor Lentz was reappointed to the HEART (Housing Endowment and Regional Trust) Board.

(7) Town Council August 24, 2012 Weekly Digest – None

- (a) #3 – Newspaper article forwarded by Town Manager – “City Housing Called Discriminatory”

Mayor Derwin said the article that Town Manager Nick Pegueros included in the Digest was very interesting.

CLOSED SESSION [7:54 p.m.]

(8) Conference with Real Property Negotiator

Government Code Section 54956.8
Properties: 900 Portola Road and Town-owned lots in Blue Oaks subdivision
Town negotiators: Town Attorney and Councilmember Wengert
Negotiating parties: Geoff and Colleen Tate
Under negotiation: price and terms of payment

REPORT OUT OF CLOSED SESSION

Ms. Prince reported that Council agreed to the purchase and sale agreement for property located at 900 Portola Road.

ADJOURNMENT [8:20 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/12/2012

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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

A-A LOCK & ALARM INC	Removal of Broken Key	13457	09/12/2012	
			09/12/2012	
1251 EL CAMINO REAL	0001		09/12/2012	0.00
MENLO PARK	BOA	46974	09/12/2012	0.00
CA 94025-4208	228412			155.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	155.00	0.00

Check No.	46974	Total:	155.00
Total for	A-A LOCK & ALARM INC		155.00

ALMADEN PRESS INC	Blues & BBQ Invites	13458	09/12/2012	
		00006050	09/12/2012	
2549 SCOTT BLVD	688		09/12/2012	0.00
SANTA CLARA	BOA	46975	09/12/2012	0.00
CA 95050	90219			5,171.66

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Community Events Committee	5,171.66	5,171.66

Check No.	46975	Total:	5,171.66
Total for	ALMADEN PRESS INC		5,171.66

ALMANAC	Annual Membership Renewal	13459	09/12/2012	
			09/12/2012	
450 CAMBRIDGE AVE	0048		09/12/2012	0.00
PALO ALTO	BOA	46976	09/12/2012	0.00
CA 94306				60.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	60.00	0.00

Check No.	46976	Total:	60.00
Total for	ALMANAC		60.00

ANIMAL DAMAGE MGMT INC	August Pest Control	13492	09/12/2012	
			09/12/2012	
16170 VINEYARD BLVD. #150	804		09/12/2012	0.00
MORGAN HILL	BOA	46977	09/12/2012	0.00
CA 95037	61634			310.00

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

Check No.	46977	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

ARC	Plan Copies	13460	09/12/2012	
			09/12/2012	
P.O. BOX 192224	0112		09/12/2012	0.00
SAN FRANCISCO	BOA	46978	09/12/2012	0.00
CA 94119-2224	617939			53.18

GL Number	Description	Invoice Amount	Amount Relieved
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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

05-64-4336	Miscellaneous	53.18	0.00	
		Check No. 46978	Total:	53.18
		Total for ARC		53.18

AT&T (2)	September M/W	13461	09/12/2012	
			09/12/2012	
P.O. BOX 5025	877		09/12/2012	0.00
CAROL STREAM	BOA	46979	09/12/2012	0.00
IL 60197-5025				64.06

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4152	Emerq Preparedness Committee	64.06	0.00	
		Check No. 46979	Total:	64.06
		Total for AT&T (2)		64.06

BACKYARD CARNIVALS	Equipment Rentals, Blues & BBQ	13462	09/12/2012	
		00006053	09/12/2012	
3381 VINCENT ROAD	834		09/12/2012	0.00
PLEASANT HILL	BOA	46980	09/12/2012	0.00
CA 94523				3,785.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4146	Community Events Committee	3,785.00	3,785.00	
		Check No. 46980	Total:	3,785.00
		Total for BACKYARD CARNIVALS		3,785.00

BANK OF AMERICA	August Statement	13463	09/12/2012	
Bank Card Center			09/12/2012	
P.O. BOX 53155	0022		09/12/2012	0.00
PHOENIX	BOA	46981	09/12/2012	0.00
AZ 85072-3155				91.41

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4165	Sustainability Committee	2.49	0.00	
05-64-4311	Internet Service & Web Hosting	9.99	0.00	
05-64-4336	Miscellaneous	78.93	0.00	
		Check No. 46981	Total:	91.41
		Total for BANK OF AMERICA		91.41

ROSS BARDWELL	Building Permit Refund	13469	09/12/2012	
			09/12/2012	
110 GOLDEN OAK DRIVE	1156		09/12/2012	0.00
PORTOLA VALLEY	BOA	46982	09/12/2012	0.00
CA 94028				269.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4228	Miscellaneous Refunds	269.00	0.00	
		Check No. 46982	Total:	269.00
		Total for ROSS BARDWELL		269.00

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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

BAY AREA LYME FUND	Reimb, Business License Fees	13464	09/12/2012	
			09/12/2012	
884 PORTOLA ROAD, SUITE A7	1159		09/12/2012	0.00
PORTOLA VALLEY	BOA	46983	09/12/2012	0.00
CA 94028				220.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	220.00	0.00

Check No.	46983	Total:	220.00
Total for	BAY AREA LYME FUND		220.00

CALPERS	August Retirement	13465	09/12/2012	
FISCAL SERVICES DIVISION			09/12/2012	
ATTN: RETIREMENT PROG ACCTG	0107		09/12/2012	0.00
SACRAMENTO	BOA	46984	09/12/2012	0.00
CA 94229-2703				13,901.21

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	13,901.21	0.00

Check No.	46984	Total:	13,901.21
Total for	CALPERS		13,901.21

DANIEL CASTRO	Band Performance, Blues & BBQ	13515	09/12/2012	
		00006060	09/12/2012	
15 VISTA VERDE WAY	1160		09/12/2012	0.00
PORTOLA VALLEY	BOA	46985	09/12/2012	0.00
CA 94028	22152			1,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Community Events Committee	1,500.00	1,500.00

Check No.	46985	Total:	1,500.00
Total for	DANIEL CASTRO		1,500.00

RENA CHNG	Refund, Litter Deposit	13467	09/12/2012	
			09/12/2012	
221 VISTA VERDE	1158		09/12/2012	0.00
PORTOLA VALLEY	BOA	46986	09/12/2012	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.	46986	Total:	100.00
Total for	RENA CHNG		100.00

COMCAST	WiFi, 8/21 - 9/20	13470	09/12/2012	
			09/12/2012	
P.O. BOX 34744	0045		09/12/2012	0.00
SEATTLE	BOA	46987	09/12/2012	0.00
WA 98124-1744				67.46

GL Number	Description	Invoice Amount	Amount Relieved
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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

05-64-4318	Telephones	67.46	0.00	
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Check No.	46987	Total:	67.46
Total for	COMCAST		67.46

CSG CONSULTANTS INC	July Building Inspections	13517	09/12/2012	
1700 S. AMPHLETT BLVD	622		09/12/2012	0.00
SAN MATEO	BOA	46988	09/12/2012	0.00
CA 94402	022699			2,808.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	2,808.00	0.00

Check No.	46988	Total:	2,808.00
Total for	CSG CONSULTANTS INC		2,808.00

MEDINA EARL	Facility Deposit Refund	13471	09/12/2012	
3517 FOURTEEN MILE DRIVE	1155		09/12/2012	0.00
STOCKTON	BOA	46989	09/12/2012	0.00
CA 95219				100.00

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

Check No.	46989	Total:	100.00
Total for	MEDINA EARL		100.00

BIRA FELDMAN	Refund, Litter Deposit	13468	09/12/2012	
5 QUAIL	1157		09/12/2012	0.00
PORTOLA VALLEY	BOA	46990	09/12/2012	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.	46990	Total:	100.00
Total for	BIRA FELDMAN		100.00

FIRST AMERICAN TITLE COMPANY	Escrow for 900 Portola Rd.	13473	09/12/2012	
VIA HAND DELIVERY	471		09/12/2012	0.00
	BOA	46973	09/12/2012	0.00
				100,000.00

GL Number	Description	Invoice Amount	Amount Relieved
45-00-4376	900 Portola Road	100,000.00	0.00

Check No.	46973	Total:	100,000.00 H
Total for	FIRST AMERICAN TITLE COMPAN		100,000.00

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

RICHARD GIVENS	Refund, Litter Deposit	13474	09/12/2012	
			09/12/2012	
617 VETERANS BLVD, STE. 106	558		09/12/2012	0.00
REDWOOD CITY	BOA	46991	09/12/2012	0.00
CA 94063				100.00

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

Check No.	46991	Total:	100.00
Total for	RICHARD GIVENS		100.00

JEANNIE GOLDMAN	Instructor Fees, Summer 2012	13475	09/12/2012	
			09/12/2012	
741 MANZANITA ROAD	706		09/12/2012	0.00
WOODSIDE	BOA	46992	09/12/2012	0.00
CA 94062				4,584.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	4,584.00	0.00

Check No.	46992	Total:	4,584.00
Total for	JEANNIE GOLDMAN		4,584.00

ANDREW HAMEL	C&D Deposit Refund	13476	09/12/2012	
			09/12/2012	
20 ARAPAHOE	1153		09/12/2012	0.00
PORTOLA VALLEY	BOA	46993	09/12/2012	0.00
CA 94028				1,900.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,900.00	0.00

Check No.	46993	Total:	1,900.00
Total for	ANDREW HAMEL		1,900.00

HORIZON	Field Supplies	13477	09/12/2012	
			09/12/2012	
P.O. BOX 52758	0289		09/12/2012	0.00
PHOENIX	BOA	46994	09/12/2012	0.00
AZ 85072-2758				526.44

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	526.44	0.00

Check No.	46994	Total:	526.44
Total for	HORIZON		526.44

IAHB	Reimb, Business License Fees	13480	09/12/2012	
			09/12/2012	
4370 ALPINE ROAD, SUITE 209	1152		09/12/2012	0.00
PORTOLA VALLEY	BOA	46995	09/12/2012	0.00
CA 94028				360.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	360.00	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.	46995	Total:	360.00
Total for	IAHB		360.00

ICMA	August, Deferred Compensation	13478	09/12/2012	
VANTAGE POINT TFER AGTS-304617			09/12/2012	
C/O M&T BANK	0084		09/12/2012	0.00
BALTIMORE	BOA	46996	09/12/2012	0.00
MD 21264-4553				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	100.00	0.00

Check No.	46996	Total:	100.00
Total for	ICMA		100.00

INFORMATION STATION SPECIALIST	Port Emer Radio Transmitter	13518	09/12/2012	
		00006058	09/12/2012	
P.O. BOX 51	1361		09/12/2012	0.00
ZEELAND	BOA	46997	09/12/2012	0.00
MI 49464	1021207-A			13,534.50

GL Number	Description	Invoice Amount	Amount Relieved
30-70-4478	CIP12/13 Equipment	13,534.50	13,534.50

Check No.	46997	Total:	13,534.50
Total for	INFORMATION STATION SPECIAL		13,534.50

KEVIN W. HARPER, CPA & ASSOC	Gann Review	13511	09/12/2012	
		00006066	09/12/2012	
20885 REDWOOD ROAD, SUITE 202	1151		09/12/2012	0.00
CASTRO VALLEY	BOA	46998	09/12/2012	0.00
CA 94546				1,910.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,910.00	1,910.00

Check No.	46998	Total:	1,910.00
Total for	KEVIN W. HARPER, CPA & ASSOC		1,910.00

RENE LACERTE	Refund, Temp Occupancy Dep	13482	09/12/2012	
			09/12/2012	
35 ANTONIO COURT	647		09/12/2012	0.00
PORTOLA VALLEY	BOA	46999	09/12/2012	0.00
CA 94028				10,000.00

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

Check No.	46999	Total:	10,000.00
Total for	RENE LACERTE		10,000.00

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

MAZE & ASSOCIATES	Audit Services	13483	09/12/2012	
			09/12/2012	
3478 BUSKIRK AVENUE	879		09/12/2012	0.00
PLEASANT HILL	BOA	47000	09/12/2012	0.00
CA 94523				65.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	65.00	0.00

Check No.	47000	Total:	65.00
Total for	MAZE & ASSOCIATES		65.00

MARTIN MILLER	Refund, C&D Deposit	13484	09/12/2012	
			09/12/2012	
	553		09/12/2012	0.00
PORTOLA VALLEY	BOA	47001	09/12/2012	0.00
CA 94028				3,100.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	3,100.00	0.00

Check No.	47001	Total:	3,100.00
Total for	MARTIN MILLER		3,100.00

JON MYERS	Reimb, PV Adult Soccer	13485	09/12/2012	
			09/12/2012	
4540 ALPINE ROAD	900		09/12/2012	0.00
PORTOLA VALLEY	BOA	47002	09/12/2012	0.00
CA 94028				1,861.94

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4160	Parks & Rec Adult Sports	1,861.94	0.00

Check No.	47002	Total:	1,861.94
Total for	JON MYERS		1,861.94

NAT'L NOTARY ASSN	NNA Member Dues, Hanlon	13481	09/12/2012	
			09/12/2012	
	806		09/12/2012	0.00
	BOA	47003	09/12/2012	0.00
				52.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	52.00	0.00

Check No.	47003	Total:	52.00
Total for	NAT'L NOTARY ASSN		52.00

PEELLE TECHNOLOGIES, INC	Digitization of Plans	13512	09/12/2012	
		00006062	09/12/2012	
197 EAST HAMILTON AVE	961		09/12/2012	0.00
CAMPBELL	BOA	47004	09/12/2012	0.00
CA 95008	TOPV1958			999.36

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	999.36	999.36

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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

PEELLE TECHNOLOGIES, INC	Digitization of Plans	13513	09/12/2012	
		00006061	09/12/2012	
197 EAST HAMILTON AVE	961		09/12/2012	0.00
CAMPBELL	BOA	47004	09/12/2012	0.00
CA 95008	TOPV1957			620.37

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	620.37	620.37

Check No.	47004	Total:	1,619.73
Total for	PEELLE TECHNOLOGIES, INC		1,619.73

PERS HEALTH	September Health Premium	13486	09/12/2012	
			09/12/2012	
VIA EFT	0108		09/12/2012	0.00
	BOA	47005	09/12/2012	0.00
				14,136.54

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	14,136.54	0.00

Check No.	47005	Total:	14,136.54
Total for	PERS HEALTH		14,136.54

PG&E	August Statements	13487	09/12/2012	
			09/12/2012	
BOX 997300	0109		09/12/2012	0.00
SACRAMENTO	BOA	47006	09/12/2012	0.00
CA 95899-7300				255.91

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	255.91	0.00

Check No.	47006	Total:	255.91
Total for	PG&E		255.91

PORTOLA VALLEY ASSOCIATES	Refund, C & D Deposit	13493	09/12/2012	
			09/12/2012	
29 VALLEY OAK	736		09/12/2012	0.00
PORTOLA VALLEY	BOA	47007	09/12/2012	0.00
CA 94028				3,800.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	3,800.00	0.00

Check No.	47007	Total:	3,800.00
Total for	PORTOLA VALLEY ASSOCIATES		3,800.00

PORTOLA VALLEY HARDWARE	August Statement	13488	09/12/2012	
			09/12/2012	
112 PORTOLA VALLEY ROAD	0114		09/12/2012	0.00
PORTOLA VALLEY	BOA	47008	09/12/2012	0.00
CA 94028				722.48

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	402.54	0.00

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

05-66-4340	Building Maint Equip & Supp	319.94	0.00	
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Check No.	47008	Total:	722.48
Total for	PORTOLA VALLEY HARDWARE		722.48

PRINTER ASSIST	Supplies & Repairs, Plotter	13489	09/12/2012	
P.O. BOX 1533	944	00006054	09/12/2012	0.00
PALO ALTO	BOA	47009	09/12/2012	0.00
CA 94302-1533	6407			850.48

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	850.48	850.48

Check No.	47009	Total:	850.48
Total for	PRINTER ASSIST		850.48

GINA RAYFIELD	Refund, Facility Deposit	13490	09/12/2012	
55 ADAIR LANE	1150		09/12/2012	0.00
PORTOLA VALLEY	BOA	47010	09/12/2012	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.	47010	Total:	100.00
Total for	GINA RAYFIELD		100.00

RON RAMIES AUTOMOTIVE, INC.	F-150 Maintenance	13491	09/12/2012	
115 PORTOLA ROAD	422		09/12/2012	0.00
PORTOLA VALLEY	BOA	47011	09/12/2012	0.00
CA 94028	39272			425.74

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	425.74	0.00

Check No.	47011	Total:	425.74
Total for	RON RAMIES AUTOMOTIVE, INC.		425.74

ERIC ROSEN	Instructor Fees, Summer 2012	13494	09/12/2012	
1261 BRIARBERRY COURT	1149		09/12/2012	0.00
SAN JOSE	BOA	47012	09/12/2012	0.00
CA 95131				348.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	348.00	0.00

Check No.	47012	Total:	348.00
Total for	ERIC ROSEN		348.00

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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

SAN MATEO SHERIFF	1st Qtr. Law Enforcement	13496	09/12/2012	
OFFICE OF EMERGENCY SERVICES			09/12/2012	
400 COUNTY CENTER	0119		09/12/2012	0.00
REDWOOD CITY	BOA	47013	09/12/2012	0.00
CA 94063-0978	9292			217,024.25

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4282	San Mateo County Sheriff's Ofc	154,057.25	0.00
30-62-4284	COPS Addl Traffic Patrols	62,967.00	0.00

Check No.	47013	Total:	217,024.25
Total for	SAN MATEO SHERIFF		217,024.25

SHARP BUSINESS SYSTEMS	August Copies	13498	09/12/2012	
			09/12/2012	
DEPT. LA 21510	0199		09/12/2012	0.00
PASADENA	BOA	47014	09/12/2012	0.00
CA 91185-1510	C750524-541			18.39

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	18.39	0.00

Check No.	47014	Total:	18.39
Total for	SHARP BUSINESS SYSTEMS		18.39

SHOPKICK	Refund, Facility Deposit	13497	09/12/2012	
			09/12/2012	
558 WAVERLY STREET, SUITE 200	1147		09/12/2012	0.00
PALO ALTO	BOA	47015	09/12/2012	0.00
CA 94301				100.00

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

Check No.	47015	Total:	100.00
Total for	SHOPKICK		100.00

SIERRA PACIFIC TURF SUPPLY INC	Fertilizer for Fields	13499	09/12/2012	
			09/12/2012	
P.O. BOX 84	842		09/12/2012	0.00
CAMPBELL	BOA	47016	09/12/2012	0.00
CA 95009	0383012-IN			470.89

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	470.89	0.00

Check No.	47016	Total:	470.89
Total for	SIERRA PACIFIC TURF SUPPLY IN		470.89

SMC CITY MGRS' ASSN	Annual Dues, 2012	13495	09/12/2012	
City of Millbrae			09/12/2012	
ATTN: FRAN NELSON	0118		09/12/2012	0.00
MILLBRAE	BOA	47017	09/12/2012	0.00
CA 94030				250.00

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

05-64-4322	Dues	250.00	0.00	
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Check No.	47017	Total:	250.00
Total for	SMC CITY MGRS' ASSN		250.00

SPANGLE & ASSOCIATES	July 19 - August 16 Statement	13500	09/12/2012	
			09/12/2012	
770 MENLO AVENUE	0121		09/12/2012	0.00
MENLO PARK	BOA	47018	09/12/2012	0.00
CA 94025-4736				40,981.40

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCC	2,414.00	0.00
05-52-4162	Planning Committee	4,826.00	0.00
05-54-4196	Planner	14,412.60	0.00
96-54-4198	Planner - Charges to Appls	19,328.80	0.00

Check No.	47018	Total:	40,981.40
Total for	SPANGLE & ASSOCIATES		40,981.40

STAPLES	July Statement	13501	09/12/2012	
			09/12/2012	
STAPLES CREDIT PLAN	430		09/12/2012	0.00
DES MOINES	BOA	47019	09/12/2012	0.00
IA 50368-9020				722.29

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	722.29	0.00

Check No.	47019	Total:	722.29
Total for	STAPLES		722.29

STATE COMP INSURANCE FUND	September Premium	13502	09/12/2012	
			09/12/2012	
PO BOX 748170	0122		09/12/2012	0.00
LOS ANGELES	BOA	47020	09/12/2012	0.00
CA 90074-8170				3,226.67

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	3,226.67	0.00

Check No.	47020	Total:	3,226.67
Total for	STATE COMP INSURANCE FUND		3,226.67

THEME PARTY PRODUCTIONS	Props for Annual Blues & BBQ	13503	09/12/2012	
		00006056	09/12/2012	
165 JEFFERSON DRIVE	791		09/12/2012	0.00
MENLO PARK	BOA	47021	09/12/2012	0.00
CA 94025				535.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Community Events Committee	535.00	535.00

Check No.	47021	Total:	535.00
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for	THEME PARTY PRODUCTIONS	535.00
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THERMAL MECHANICAL, INC	July Bi-Monthly Maintenance	13504	09/12/2012	
425 ALDO AVENUE	955		09/12/2012	0.00
SANTA CLARA	BOA	47022	09/12/2012	0.00
CA 95054	PM-53111			1,426.00

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

Check No.	47022	Total:	1,426.00
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Total for	THERMAL MECHANICAL, INC	1,426.00
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TREE SPECIALIST	Trail Work, Weed Removal	13506	09/12/2012	
1198 NEVADA AVE	839		09/12/2012	0.00
SAN JOSE	BOA	47023	09/12/2012	0.00
CA 95125				5,600.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	5,600.00	0.00

Check No.	47023	Total:	5,600.00
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Total for	TREE SPECIALIST	5,600.00
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RICHARD VAUGHN	Refund, Facility Deposit	13507	09/12/2012	
41 STONEGATE	1146		09/12/2012	0.00
PORTOLA VALLEY	BOA	47024	09/12/2012	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.	47024	Total:	1,000.00
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Total for	RICHARD VAUGHN	1,000.00
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VENTANA EDU	Traffic Safety Prog, Bike Comm	13508	09/12/2012	
Wynn Kageyama			09/12/2012	
423 BECADO DRIVE	1145		09/12/2012	0.00
FREMONT	BOA	47025	09/12/2012	0.00
CA 94539	44			300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4143	BicyclePedTraffic Committee	300.00	0.00

Check No.	47025	Total:	300.00
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Total for	VENTANA EDU	300.00
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

VISTA VERDE ASSOCIATES INC	Opening Act, Blues & BBQ	13516	09/12/2012	
		00006065	09/12/2012	
15 VISTA VERDE WAY	1353		09/12/2012	0.00
PORTOLA VALLEY	BOA	47026	09/12/2012	0.00
CA 94028	22153			900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Community Events Committee	900.00	900.00

Check No.	47026	Total:	900.00
Total for	VISTA VERDE ASSOCIATES INC		900.00

WEI MIN WANG	Refund, Facility Deposit	13509	09/12/2012	
			09/12/2012	
346 WAYSIDE ROAD	1144		09/12/2012	0.00
PORTOLA VALLEY	BOA	47027	09/12/2012	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.	47027	Total:	1,000.00
Total for	WEI MIN WANG		1,000.00

WOODSIDE FIRE PROTECTION DISTR	Signage, High Fire Danger	13510	09/12/2012	
			09/12/2012	
3111 WOODSIDE ROAD	709		09/12/2012	0.00
WOODSIDE	BOA	47028	09/12/2012	0.00
CA 94062	PV-Town-1			41.12

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	41.12	0.00

Check No.	47028	Total:	41.12
Total for	WOODSIDE FIRE PROTECTION DI		41.12

Total Invoices:	57	Grand Total:	462,704.75
		Less Credit Memos:	0.00
		Net Total:	462,704.75
		Less Hand Check Total:	100,000.00
		Outstanding Invoice Total:	362,704.75

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
September 12, 2012

Claims totaling \$462,704.75 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: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Acting Administrative Services Director

DATE: September 12, 2012

RE: **Response to 2011-12 Grand Jury Report
Does San Mateo County Need 13 Separate Police Dispatch Centers?**

RECOMMENDATION

It is recommended that the Town Council review and authorize Mayor Derwin to send the attached letter of response to Honorable Gerald J. Buchwald, Judge of the Superior Court, regarding the Civil Grand Jury Report on **Does San Mateo County Need 13 Separate Police Dispatch Centers?**

BACKGROUND

Each year the County's Civil Grand Jury continues its role of providing oversight of the operations of local governments, school districts and special districts. This year, the Grand Jury examined and issued reports for 12 issues, including the above referenced report. The Town is now requested to respond to the Grand Jury within 90 days. Because the Town contracts with the San Mateo County Sheriff's Department for law enforcement services, including police dispatch, the Town will cooperate with the County Sheriff's Department for implementation of police dispatch services as determined.

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

ATTACHMENTS

1. Letter of Response
2. Exhibit A – Grand Jury Report – Does San Mateo County Need 13 Separate Police Dispatch Centers?

APPROVED – Nick Pegueros, Town Manager *N.P.*

Town of Portola Valley

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

September 12, 2012

The Honorable Gerald J. Buchwald
Judge of the Superior Court
Hall of Justice
400 County Center, 8th floor
Redwood City, CA 94063-1655

**RE: Response to 2011-12 Grand Jury Report
Does San Mateo County Need 13 Separate Police Dispatch Centers?**

Dear Judge Buchwald:

The Town Council for the Town of Portola Valley ("Town") has reviewed the recommendations in the above-referenced Grand Jury Report that affect the Town and approved the following responses at its public meeting on September 12, 2012:

Does San Mateo County Need 13 Separate Police Dispatch Centers?

Recommendation No. 1

"Off-peak hour" programs be implemented in which smaller cities contract with larger dispatch centers to take over dispatch during off-peak hours such that no city has fewer than two dispatchers on duty at any one time.

Response No. 1

The Town contracts with the San Mateo County Sheriff's Department for law enforcement services, including dispatch services. Therefore, the Town is not in a position to implement this recommendation. The Town will cooperate with the Sheriff's Department, as necessary, to implement this recommendation.

Recommendation No. 2

The City Council members take a leadership role on behalf of their constituents to drive consolidation of police dispatch across the County.

Honorable Gerald J. Buchwald
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Response No. 2

The Town contracts with the San Mateo County Sheriff's Department for law enforcement services, including dispatch services. Therefore, the Town is not in a position to implement this recommendation. The Town will cooperate with the Sheriff's Department, as necessary, to implement this recommendation.

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

Sincerely,

Maryann Moise Derwin
Mayor

cc: Town Council
Town Manager
Town Attorney



Does San Mateo County Need 13 Separate Police Dispatch Centers?

[Issue](#) | [Background](#) | [Findings](#) | [Conclusions](#) | [Recommendations](#) | [Responses](#) | [Attachments](#)

Issue

Are multiple independent police dispatch centers in San Mateo County necessary or cost effective?

Summary

The population of the cities of San Mateo County is 720,000. This population is served by 15 fire departments and/or districts, including the County's, and 16 police departments including the Sheriff.¹ There is one dispatch center that deploys emergency information for fire and medical emergencies. Thirteen separate dispatch centers deploy emergency information for police.

Dispatch centers are those that respond to 9-1-1 calls for fire, medical and police. This Grand Jury report focuses on the redundancy of police dispatch centers in our County.

The Grand Jury advocates for continued consolidation of police dispatch services. Consolidation is good fiscal policy. All the cities that have consolidated—and the taxpayers in those cities—have benefitted fiscally from consolidation. Cities that have consolidated with other cities spend on average \$11.59 less per 9-1-1 call. Furthermore, dispatch consolidation enhances safety because it provides dispatch depth for handling large emergencies, justifies having a dedicated dispatch team not distracted by tangential responsibilities, and provides better training programs for the intense dispatcher job. Cities that have consolidated this service with other cities report no drop-off in the quality of service.

During the last 12 years, efforts to consolidate dispatch have been successful. The number of police dispatch centers has been reduced from 22 to 13. To continue and to accelerate the process, the elected leaders of the cities of San Mateo County should drive the effort to consolidate dispatch services and should not be distracted by perceived problems and pressures to resist change. Also smaller cities should contract with larger cities or the County Public Safety Communications Center to manage police dispatch during off-peak hours such that no city has less than two dispatchers on duty at any one time.

Background

Public safety dispatchers work in dispatch centers and are responsible for dispatching fire and medical crews and/or law enforcement officers to emergencies that occur within their

¹ Excludes the police district of Broadmoor.

jurisdictions. Dispatch centers receive and document incoming calls, transmit messages to appropriate personnel, and maintain logs of the daily activities with the help of computer aided dispatch systems (CADs). They operate 24 hours per day, 365 days per year.

What happens when you call 9-1-1 from a landline in San Mateo County? All 9-1-1 calls in San Mateo County are transmitted to dispatch centers. If you are calling 9-1-1 from a landline in one of the cities in Figure 1, your call will be received directly by dispatchers at the San Mateo County Public Safety Communications Center (PSC). The information you provide will be entered into a CAD that police dispatchers and dispatchers for fire and medical emergency at the PSC can instantly see. If you are calling from a landline in one of the cities in Figure 2, a dispatcher in a local police department will answer your call. If the call involves medical emergency or fire, that call will be forwarded to the PSC and entered into the CAD system there. The dispatcher answering the call will see the address from which a landline call is made.

What happens when you call 9-1-1 from a cell phone in San Mateo County?

If you are calling from a cell phone, the CAD will determine the area from which you are calling, but not your specific location, so more information will be required from you. Also, if there are no cell towers to triangulate your call, your call will be automatically routed to the California Highway Patrol, and several minutes may pass until you are connected to the nearest dispatch center. Forty to 60 percent of calls are from cell phones.

Fire and Medical dispatch

There are 15 different fire departments or districts in San Mateo County. Whether your call goes to the PSC directly as in Figure 1, or the call is forwarded from a police station per Figure 2, all 9-1-1 calls for fire and emergency medical services in the County are dispatched through a single operation, the PSC.

When you connect with the PSC for fire or emergency medical, the PSC will dispatch an Advanced Life Support provider from the closest fire station and the closest ambulance to the scene regardless of what city or district those emergency vehicles are in. If you live in an urban area, emergency personnel from your fire department should arrive within 6 minutes and an ambulance (or transport vehicle, as ambulances are sometimes called) should arrive within 13 minutes of your call—unless the ambulance call is specifically cancelled. Of non-police calls, about 4 percent are for fire and over 60 percent are for medical help. Others are for lock-outs and other non-emergency requests.

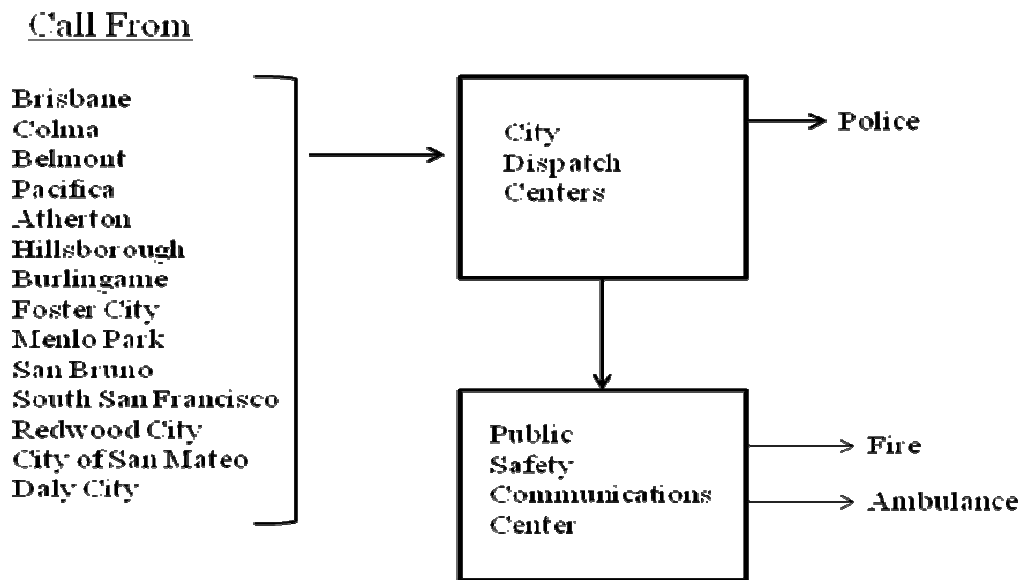
Police Dispatch

There are 16 Police Departments, including the San Mateo County Sheriff, in San Mateo County. Thirteen of those departments (including the Sheriff) maintain their own police dispatch. Two departments contract with other cities and one department contracts with the County for police dispatch. Five cities in the County do not have their own police departments; they contract with the Sheriff's Office for all police services including dispatch. This report focuses on police dispatch and the potential for consolidating police dispatch services.

Figure 1



Figure 2



Issues Pertaining to the Consolidation of Police Dispatch

Table 1 below shows how the 20 cities in San Mateo County, arranged by population, provide dispatch services. It is designed to show which cities contract out services, which cities manage their own and the comparative costs. With respect to call volume, note that some cities define call volume as the total number of calls received, while others define call volume as the number of calls to which dispatchers respond. With respect to the number of dispatchers, some cities may employ per diem dispatchers not included here and, in many cities, dispatchers have duties in addition to dispatch.

Table 1**SAN MATEO COUNTY CITIES THAT CONTRACT FOR POLICE DISPATCH**

Agency	Contracts With	Population 2010	Call Volume	# Dispatchers	Annual Cost (\$)	Cost per Call (\$)
Brisbane	City of San Mateo	4,282	7,778		140,000	18
Town of Portola Valley	County*	4,353	2,454		40,820	17
Town of Woodside	County*	5,287	5,289		81,906	15
Half Moon Bay	County*	11,324	13,525		203,341	15
Millbrae	County*	21,532	21,000		233,832	11
East Palo Alto	County	28,155	32,000		799,081	25
San Carlos	County*	28,406	28,480**		461,000	17
Pacifica	SSF	37,234	28,196		600,000	21

*Also contracts for police services with County Sheriff

Average \$18.45

** 1year call volume before going to County

SAN MATEO COUNTY CITIES THAT PROVIDE OWN POLICE DISPATCH

Town of Atherton		7,500	6865	9*	\$328,392	48
Hillsborough		10,825	12,101	4	616,000	51
Belmont		25,835	27,525	5	729,936	27
Burlingame		28,806	30,864	6	891,491	29
Foster City		30,567	32,241	6	911,000	28
Menlo Park		32,026	44,161	8	1,583,192	39
San Bruno		41,114	28,959	6	831,714	29
South San Francisco		63,632	62,613	13	2,041,922	32
Redwood City		76,814	79,930	11	2,163,799	27
City of San Mateo		97,207	68,767	13	1,881,747	27
Daly City		101,823	72,632	16	2,041,305	28

Average \$30.04

* Atherton employs 9 part-time dispatchers.

Note: Some call volumes were extrapolated from less than 12 months data. Pacifica has been with SSF since 10/3/11.

Colma is not listed above because it contracts only its nighttime coverage to SSF and because its high cost per call is anomalous. Data for Colma is 1,792 population, 7,162 calls per year, 5 dispatchers, annual cost of \$897,700 and average cost per call of \$125.

1. Cost Effectiveness

The data from Table 1 demonstrate that it is less expensive to consolidate services with another agency than to run a standalone dispatch operation. The average cost per call for cities that contract out dispatch services is \$18.45 while the average cost for cities that operate their own dispatch is \$30.04. Not shown in Table 1 is that cities such as San Mateo, Redwood City, Menlo Park and South San Francisco can reduce their costs by bringing in one or more partners. As one city manager told the Grand Jury: expect a 15% to 20% in cost savings just from sharing overhead.

2. Dispatch Depth

Some small cities, per Table 1 above, have just a few dispatchers and may have only one dispatcher on duty at any given time.

For example, when the gas line in San Bruno exploded on September 9, 2010, at about 6:11 pm, there was only one dispatcher on duty in the San Bruno Police Department to handle a huge volume of 9-1-1 calls. The dispatcher was soon joined by one person from the Records Department, but they were overwhelmed by the number of calls. About 26 minutes later, personnel from the PSC and others arrived in San Bruno and set up Emergency Dispatch at the scene.

To prevent the one-dispatcher scenario, Colma has contracted with South San Francisco for night dispatch service. South San Francisco has a minimum of two dispatchers on duty at all times. The PSC has a minimum of 9 dispatchers at all times. All those interviewed believe that maintaining depth in dispatch centers is desirable.

Related to dispatch depth, some smaller cities lack critical mass to employ dispatchers or dispatch supervisors who are fully dedicated to the dispatch role. In these cases they are asked to assume additional responsibilities. Some of those interviewed by the Grand Jury expressed strong feelings that a dispatcher's job is intense and should not be combined with other-distracting responsibilities.

3. Levels of Service

Each city establishes its own level of service for police. For instance, some police departments respond to non-injury auto accidents while others do not. Concern is sometimes raised that the consolidated police dispatch center cannot handle these differences between jurisdictions effectively. In interviews the Grand Jury learned that these differences are typically accommodated without problem.

4. Technology Infrastructure

Every police dispatch center depends upon a complex assortment of hardware and software including CAD systems, records management systems and either digital or analog radio communications systems. From interviews the Grand Jury found that CAD systems used by the PSC and city police dispatch centers generally are not interoperable. Various system vendors and technologies have been utilized across the County. There are also new and emerging federal standards for public safety communications systems and, in some cases, federal grants are available for local government agencies to upgrade to newer systems.

Given the diversity of CAD, records management and communications systems used in law enforcement agencies across the County, systems migration represents an important factor to be evaluated whenever consolidation of dispatch centers is being considered. From interviews, the Grand Jury learned that technology consolidation can be and has been managed effectively in the several cases of police dispatch consolidation already completed in the County.

5. Some Police Dispatch Consolidation Experiences

Within San Mateo County three cities have contracted with other cities to provide dispatch services (not including the contracting of over-night dispatch by Colma to South San Francisco).

San Carlos – Menlo Park. In 2006, San Carlos contracted with Menlo Park for dispatch services. A 2008 report by the San Mateo County Civil Grand Jury investigated the impact of the consolidation.² The report noted that the one-time cost to the San Carlos Police Department for CAD and records management system consolidation was \$186,000. But the report also said that consolidation saved San Carlos approximately \$244,000 per year in reduced staffing costs, such that even in the first year savings were achieved. The report said that call response times for both cities remained at the same three to five minutes level that they were prior to the consolidation. The report concluded that the dispatch center consolidation "...has allowed both communities to have access to a state-of-the-art communications system that greatly enhances the ability of the police dispatchers to serve a much larger geographical area and still maintain the former high level of service. In the process, the consolidation has been financially beneficial to both SCPD and MPPD." It should be noted that San Carlos contracted with the County Sheriff's office for all law enforcement services including dispatch in late 2010.

Pacifica – South San Francisco. In 2011, as part of overall city budget cuts of \$1.5 million, the Pacifica Police Department was asked to reduce department expenses by \$630,000 per year. The Pacifica City Council approved the Police Department's recommendation to contract its police dispatch services to South San Francisco, saving Pacifica approximately \$300,000 per year. As was the case with San Carlos and Menlo Park, equipment modifications were required, and Pacifica received a \$300,000 federal grant to install a new and compatible records management system. Pacifica expected to save \$280,000 to \$300,000 in its first year of outsourcing dispatch services, although there were cost overruns in the transition. An official from Pacifica told that Grand Jury that the first six months with South San Francisco police dispatch has been excellent with the transition being almost seamless with no observable impact on response times.

Brisbane – San Mateo. In 2003, the City of Brisbane ended its contract for police dispatch with the PSC and contracted instead with the City of San Mateo, in order to take advantage of expanded services including a modernized records management system that the merger would provide. New software was required for the change. There was no fiscal impact cited for this change.³ The current annual cost to Brisbane is \$140,000.

² http://www.sanmateocourt.org/documents/grand_jury/2007/police_com_services.pdf

³ <http://mail.smrn.com/pipermail/brsnet/2003-August/000348.html> Staff reports. See VIII, item A.

In interviews the Grand Jury heard that South San Francisco, the City of San Mateo, Menlo Park, Redwood City, and the PSC all have the capacity to extend their dispatch services to additional cities.

6. The County Dispatch Option

As was noted above, the dispatch relationship between Menlo Park and San Carlos ended when San Carlos contracted with the San Mateo County Sheriff for police services. All cities that contract with the Sheriff for police also use the PSC for dispatch, per Table 1 above. Six cities contract with the PSC through the Sheriff, and one city, East Palo Alto, has its own police department but contracts with the PSC for dispatch.

The PSC employs 10 police dispatchers and 15 fire dispatchers. Eight of its dispatchers are cross-trained to execute all dispatch duties. There are at least nine dispatchers and one supervisor on duty at all times. While the fire / medical dispatch function in the PSC has a back-up agreement with the City of Redwood City, the police dispatch function has no back-up agreement with another facility.

The PSC with the Sheriff's Office has operated a records management system called Tiburon since 1999. While it was state-of-the-art at the time, technology has evolved to the point where it is now lacking important capabilities that other local dispatch operations have. The Sheriff's Office is now in the process of transitioning to a newer records management system called RIMS, which is also used by many police dispatch operations in the County, including Daly City, South San Francisco, Foster City, Menlo Park, Pacifica, Half Moon Bay, San Carlos, Belmont, Atherton, East Palo Alto and Redwood City. The conversion, expected to be complete by the end of 2012, will enhance interoperability with other cities using the RIMS system and make it easier for more cities to contract with the Sheriff for police and dispatch services in the future.

Most individuals from the cities interviewed by the Grand Jury said it would not be viable for the PSC to become the sole provider of police dispatch services in the County because:

- The PSC does not currently have the physical capacity at its present location to absorb all County police dispatch.
- There should be at least one other dispatch center in the County, in a geographically disparate area, to manage risk.

7. Police vs. Fire Dispatch

The PSC is the dispatch center for the County-wide "mutual aid" system. This means that in an emergency, whether it is for fire or police or both, public safety officials are directed to respond regardless of geographical boundaries. It is a seamless response system which is admired by all those interviewed by the Grand Jury.

Fire and emergency dispatch and police dispatch operate over different networks, due in part to historical factors. However, there are real differences in response requirements. Fire and emergency response situations tend to be what are called "static" or focused on one location. When a dispatcher deals with a medical emergency he or she works from a computer driven

protocol in which the problem is ascertained and advice to deal with it is given to the caller while help is on the way.

Police response situations are by contrast often “dynamic” or in motion, requiring more two-way communication between dispatchers and police officers in the field and potentially more cooperation in the field. Much of the call volume is “police initiated” rather than citizen initiated, informing the dispatcher, for example, that the police officer is involved with a traffic violation.

The Sheriff’s geographical jurisdiction is countywide, and so is the coverage for its primary and secondary channels. A County-wide Mutual Aid Channel (called the Green Channel) is common to all police agencies in the County and all dispatch centers. It allows for communications coordination for incidents requiring mutual aid or communication between agencies where the scope of communication is larger than the one provided by agency primary channel, and supports the adage that “crime knows no boundaries.” Car chases would be a common Green Channel use. The footprint for the Green Channel is San Francisco to south of Mountain View. The County also operates a Homeland Security funded service called “cop link” linking San Mateo and its cities to other counties in our geographical region.

8. Other Attempts Made To Consolidate Police Dispatch Services

The City Managers in the County have been considering and promoting the sharing of police dispatch and other services for 12 years and under the pressure of shrinking revenues have been making incremental progress. However, in interviews the Grand Jury was told that there is continual reluctance from some City Councils to institute change, in part due to reluctance to give up local autonomy.

Investigation

To research this report, the San Mateo County Civil Grand Jury surveyed the Cities and police departments of the County and interviewed:

- Representatives from the County Communications Public Safety Center
- A City Manager representing the Association of City Managers
- Two Fire Chiefs
- Three Police Chiefs and other police personnel
- A Sheriff’s Office representative.

Findings

The Grand Jury finds that:

1. In San Mateo County there are 15 different fire departments or districts, all of which use the Public Safety Communications Center for dispatch. The Redwood City Fire Station on Marshall Street is the back-up facility for fire dispatch.
2. There are 16 Police Departments in the County, including the San Mateo County Sheriff.

3. The number of police dispatch centers in the County has been reduced from 22 to 13 over the last 12 years.
4. For those cities operating their own dispatch centers the average cost per call is \$30.04. For those cities contracting out dispatch the average cost per call is \$18.45. Some of the cost difference is due to the fact that dispatchers in many cities perform additional duties while cities that contract out are just paying for dispatch services.
5. Pacifica and San Carlos each realized large cost savings when they contracted with other cities for police dispatch. These savings, taken together with the low cost per call noted above for cities contracting out dispatch, demonstrate that consolidation of police dispatch represents a significant cost reduction opportunity for cities with a standalone police dispatch function.
6. Some municipal police dispatch centers have only one dispatcher on duty at certain times. Some have a minimum of two.
7. Larger police dispatch centers have dedicated dispatch teams, not distracted by tangential responsibilities, and tend to provide better training programs for the intense dispatch job.
8. The PSC has a minimum of nine dispatchers on duty at all times.
9. There is no back-up for the law enforcement dispatch portion of the PSC, even though the PSC itself is a back-up center for other police dispatch centers in the County.
10. No single dispatch site is currently available that can handle all police dispatch. Several dispatch centers, including South San Francisco, the City of San Mateo, Redwood City, Menlo Park and the PSC, have facilities with the capacity to expand to provide police dispatch services to additional jurisdictions.
11. The County Sheriff owns, and the PSC operates, the “Green Channel” (a proprietary radio communications channel) which enables interoperability across all law enforcement departments and through which mutual aid from emergency-response agencies is achieved.
12. All those interviewed believe that dispatch consolidation is beneficial, and most of those interviewed believe the County should have more than one dispatch center.
13. Factors that hinder consolidation include the perceived need for local dispatchers, the fact that some dispatchers also have other responsibilities, the incompatibility of equipment, and differences in the levels of service offered by various police departments. Grand Jury interviews revealed that cities that have completed consolidation of police dispatch have found these issues to be manageable.
14. Elected officials in some cities have been reluctant to consolidate police dispatch.

15. All cities that have outsourced police dispatch services, either to other cities or to the County, pay considerably less for dispatch services without degradation of service.

Conclusions

The Grand Jury concludes that:

1. The consolidation of dispatch departments is fiscally prudent, and fiscally beneficial to all parties involved.
2. The operation of dedicated dispatch centers in smaller jurisdictions is not cost effective and presents the challenges of providing adequate coverage during non-peak hours and sufficient coverage if a major emergency occurs.
3. Dispatchers operate under intense pressure when responding to 9-1-1 calls. They should be well-trained and free from competing responsibilities during their work shifts.
4. Dispatch consolidation enhances safety because it provides dispatch depth for handling large emergencies, justifies having a dedicated dispatch team not distracted by tangential responsibilities, and enables better training programs.
5. Several dispatch centers can easily accommodate more dispatch consoles and represent excellent alternatives for other cities considering contracting for police dispatch services.
6. A back-up arrangement with another facility for the law enforcement dispatch function in the Public Safety Communications Center should be developed.
7. Most of the objections to consolidation are not significant obstacles in practice. These include the perceived need for proximity, the different levels of service police departments provide, and differences of equipment in a quickly changing technological environment.
8. Interoperability with other regions of the state and nation can, and in the future will, improve response to natural and man-made disasters and facilitate the consolidation of public safety dispatch functions regionally.
9. The Grand Jury believes that in the long term the County would be well-served by consolidating law enforcement dispatch to two to three regional centers within the County.
10. City Councils should take a leadership role in driving consolidation of police dispatch centers.

Recommendations

The Grand Jury recommends to the City Councils of the Cities of San Mateo County that:

1. “Off-peak hour” programs be implemented in which smaller cities contract with larger dispatch centers to take over dispatch during off-peak hours such that no city has fewer than two dispatchers on duty at any one time.
2. The City Council members take a leadership role on behalf of their constituents to drive consolidation of police dispatch across the County.

The Grand Jury recommends to the County Board of Supervisors that it:

1. Directs the County Office of Public Safety Communications to develop an arrangement with another facility for back-up of its law enforcement dispatch functions.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: September 12, 2012

RE: **Endorsement of applications to the County of Santa Clara for available funding of recreational facilities**

The Town was notified on August 8, 2012 by the County of Santa Clara that funds were available to be applied for recreational purposes on a competitive basis that satisfies the intent of the required mitigation for development that occurred at Stanford University. This development mitigation is what also funded the C-1 Alpine Road paved path project (aka Dwight Crowder Memorial Path) that was completed this year by the Town.

Applications were due on September 6, 2012, a very short time frame of four weeks. Staff decided to attempt to take advantage of this opportunity and submitted three applications which are attached for the: Ford Field Renovation Project, Triangle Park Renovation Project, and Spring Down Pond Project.

The County of Santa Clara Board of Supervisors will be reviewing all received applications on October 9, 2012. Applications can be withdrawn at a later date if required.

BACKGROUND

Stanford University provided \$10.4 million to the County of Santa Clara and transferred to County of Santa Clara an obligation to mitigate loss of recreational opportunities on the Stanford campus due to development permitted under its General Use Permit, which was approved by the County of Santa Clara Board of Supervisors in 2000. This has resulted in a unique one-time funding opportunity. There are one-time funds to pay in whole or in part for recreational facilities (e.g. trails, parks, athletic facilities) on Stanford's campus or in "geographic proximity" to the campus which included the Town of Portola Valley.

APPROVED – Nick Pegueros, Town Manager *N.P.*

Attachments
 Submittal to County of Santa Clara- 3 applications

TOWN of PORTOLA VALLEY

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

September 6, 2012

Sylvia Gallegos, Deputy County Executive
East Wing – Eleventh Floor
County Government Center
70 W. Hedding Street
San Jose, California 95110

RECEIVED

Mace Daily

SEP 6 12 3:28PM

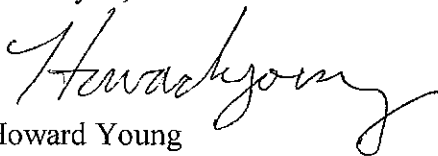
**Re: Response to County of Santa Clara call for projects
Applications for recreational projects**

Dear Sylvia Gallegos,

Enclosed are the Town of Portola Valley's applications for 3 recreational projects.

If there are any questions, please contact me at 650-851-1700 x 214 or email at hyoung@portolavalley.net

Thank you,



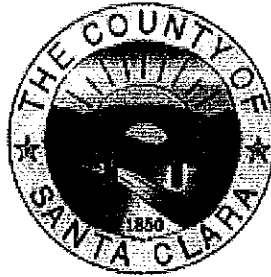
Howard Young
Public Works Director

Enclosed (with original and 7 copies as directed):

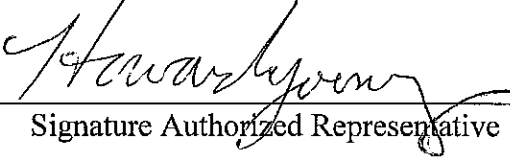
1. Application for Spring Down Pond Project
2. Application for Ford Field Renovation / Expansion project
3. Application for Triangle Park Expansion project

APPLICATION FORM

County of Santa Clara



Application Due Date: 5pm, Thursday, September 6, 2012

PROJECT NAME Spring Down Pond Project		Requested Amount	<u>\$135,975.00</u>
		Other Funding Sources	<u>\$ 0</u>
Project Physical Address 765 Portola Road Portola Valley, CA 94028		Estimated Total Project Cost	<u>\$ 135,975.00</u>
		Nearest Cross Street	Westridge Drive
Applicant (entity applying for the grant) Town of Portola Valley		Applicant's Mailing Address Town of Portola Valley 765 Portola Road Portola Valley, CA 94028	
AUTHORIZED REPRESENTATIVE			
<u>Howard Young, Public Works Director</u> Name (<i>typed or printed</i>) and Title		<u>hyoung@portolavalley.net</u> Email Address	650-851-1700x214 Phone
DIRECTOR/PRESIDENT/CEO			
<u>Nick Pegueros, Town Manager</u> Name (<i>typed or printed</i>) and Title		<u>npegueros@portolavalley.net</u> Email Address	650-851-1700x215 Phone
DAY-TO-DAY CONTACT for ADMINISTRATION of the Funds (<i>if different from AUTHORIZED REPRESENTATIVE</i>)			
<u>Howard Young, Public Works Director</u> Name (<i>typed or printed</i>) and Title		<u>hyoung@portolavalley.net</u> Email Address	650-851-1700x214 Phone
I represent and warrant that this Application describes the intended use of the requested funding to complete the project items identified. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application, including required attachments, is accurate.			
		9/6/12	
Signature Authorized Representative		Date	
Print Name	<u>Howard Young</u>		
Title	<u>Public Works Director</u>		

1. *Project Description*

- Describe the proposed recreational project to be funded. What form(s) of recreation does the project enable?

Turn existing manmade irrigation stock pond into a vernal pool (seasonal pond) on an existing open space lot that the Town owns and the community utilizes for recreational purposes.

The six acre lot was purchased by the Town with open space funds with the purpose of restoration to its original state and offering recreation uses. It is the site of the former Spring Down Equestrian Center. The purpose of the project is to restore the pond area and provide a water feature (vernal pool) and to support the natural ecosystem and to provide for public recreation purposes. The four horse rinks were removed several years ago and the lot was seeded with native grass seed. A perimeter trail was installed around the lot for recreational purposes. The remaining phase of the project is to address the existing man made irrigation stock pond. The existing stock pond feature is not natural, unsightly, surrounded by a cyclone fence, and a public safety hazard.

The project would involve removal of the cyclone fence, removal of the man made berm, vegetation clearing, grading area to remove steep slopes, placing approximately 200 yards of fill material in the pond to make it shallower, wood fence restoration, and landscaping. The result would be a new safe vernal pool for the public to enjoy.

The project enables users of the existing trails to experience a vernal pool, its associated native landscaping, and wildlife.

- Provide the location of the project.

The Project is located at 765 Portola Road, Portola Valley, CA 94028. The lot is adjacent to the Town's public tennis courts.

- Is the project part of a long-range project (multi-phased)? If so, where does the project fit into the anticipated larger program?

Yes. The horse rinks were removed several years ago and the lot was seeded with native grass seed. A perimeter trail was installed last year around the lot for recreational purposes for pedestrians, cyclists, and equestrians. The remaining phase of the project is to address the existing man made irrigation stock pond.

2. *Project Purpose*

How would the proposed recreational project benefit the target beneficiaries, i.e., existing or new Stanford campus residents and facility users?

The open space lot and Pond is available to the public for hiking, biking, horse riding, and other recreational purposes. We believe this would be a regional attraction for residents of the Town of Portola Valley, Menlo Park, Atherton, Palo Alto, Woodside, Ladera, and Stanford. These areas are consistent with the applications enclosed map titled "Boundary of Recreational and Open Space Facilities Outside Stanford Lands as Identified in the EIR"

3. *Budget*

- Provide the total project budget and the basis for the funding level request.

The estimated total project budget is \$135,975.00. This includes a 5% construction contingency.

- Identify the amount and provide evidence of other sources of matching funding, if any, and the entity that is committing these funds.

Other funding sources include:

None

- Contingency Funding: Discuss how funds will be identified for contingencies and, if not, how contingencies would be addressed if discovered during the project.

A standard 5% of the construction estimate has been allocated for construction contingencies. This was included in the total project costs.

4. *Available Funds*

\$10,379,474 is available on a one-time basis to fund in part or in whole eligible projects.

Yes, understood and agree.

5. *Project Timeline*

Attach a timeline indicating the key milestones (such as, design, engineering, construction) for project completion.

Time line:

Estimated Environmental regulatory permits April 2013

Final design completed May 2013

Bid June 2013

Construction begin August 2013

Construction complete October 2013

6. *CEQA Compliance*

Grant projects require compliance with the California Environmental Quality Act (CEQA) *before the grant is awarded*. Attach one of the following, if available:

1. Notice of Exemption filed with, and stamped by, the county clerk, *or*
2. Initial Study with a Negative Declaration and a copy of the Notice of Determination filed with, and stamped by the county clerk, *or*
3. Initial Study and an Environmental Impact Report and a copy of the Notice of Determination filed with, and stamped by the county clerk.

Yes, understood and agree.

7. *Execution of Project Agreement*

The applicant is required to execute a legally binding Project Agreement with the County of Santa Clara, which includes the Grant Scope /Cost Estimate for the project. The scope of work cannot be materially changed once the grant is awarded and the Project Agreement is executed.

Yes, understood and agree.

8. *Operation and Maintenance*

As a condition of grant approval, the applicant must make the property available for public access and recreational use, and continuously operate and maintain the property for the benefit of the public. Ongoing maintenance of the property is the sole responsibility of the applicant.

Yes, understood and agree.

9. *Public Access*

Demonstrate public accessibility, including hours of operation.

Yes, understood and agree.

10. *Required Regulatory Permits*

Attach a list of existing and additional permits required to complete the grant project, if applicable, the status of each, and indicate when permit approval would occur.

Permits required: Army Corp of Engineers, Water Quality Control Board, and Department of Fish and Game, Federal Fish and Wildlife Service.

11. *Insurance*

Grantees must meet the insurance requirements in the Project Agreement and agree to the indemnification obligation.

Yes, understood and agree.

12. *Prevailing Wages*

A grant project is considered a public work within the meaning of Labor Code Section 1720, to which the provisions of Labor Code Section 1771 et seq. apply. Grantees shall comply with all of the applicable provisions of the Labor Code, including, but not limited to, pay, or cause to be paid, prevailing wages. All agreements with third parties for work or services needed to complete the grant project must include prevailing wage requirements.

Yes, understood and agree.

13. *Progress Reports*

Grantees must submit written progress reports to the Office of the County Executive on May 1 and November 1 each year while the Project Agreement is active.

Yes, understood and agree.

14. *Record Retention*

The grantee must maintain grant project records (including paper and electronic media, as appropriate) showing compliance with all aspects of the Project Agreement for three years after completion of the grant project.

All grant project records must be made available to the County within five working days of the County's reasonable notice. If the County determines that the grantee used the grant for ineligible costs, or other terms of the Project Agreement were breached, the County may take any authorized actions under the Project Agreement and require the grantee to repay the grant, with interest at the rate earned on County's investments, and the cost of the audit.

Yes, understood and agree.

15. *Submission of Application*

Submit one (1) unbound original and seven (7) copies of the complete application to:

Sylvia Gallegos, Deputy County Executive
East Wing – Eleventh Floor
County Government Center

70 W. Hedding Street
San Jose, California 95110

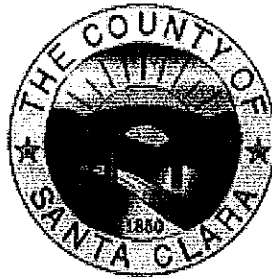
Due Date: 5pm, Thursday, September 6, 2012.

Questions shall be directed to Sylvia Gallegos at (408) 299-5106.

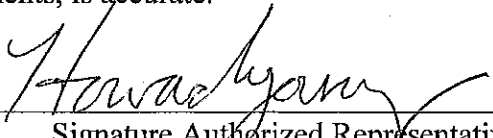
Applications must be hand-delivered or arrive by mail by this deadline.

APPLICATION FORM

County of Santa Clara



Application Due Date: 5pm, Thursday, September 6, 2012

PROJECT NAME Ford Field Renovation/Expansion Project		Requested Amount	\$ 324,627.00
		Other Funding Sources	\$ 457,912.00
Project Physical Address 3399 Alpine Road Portola Valley, CA 94028		Estimated Total Project Cost \$ 782,539.00	
		Nearest Cross Street	Westridge Drive
Applicant (entity applying for the grant) Town of Portola Valley		Applicant's Mailing Address Town of Portola Valley 765 Portola Road Portola Valley, CA 94028	
AUTHORIZED REPRESENTATIVE			
<u>Howard Young, Public Works Director</u> Name (typed or printed) and Title		<u>hyoung@portolavalley.net</u> Email Address	<u>650-851-1700x214</u> Phone
DIRECTOR/PRESIDENT/CEO			
<u>Nick Pegueros, Town Manager</u> Name (typed or printed) and Title		<u>npeguereos@portolavalley.net</u> Email Address	<u>650-851-1700x215</u> Phone
DAY-TO-DAY CONTACT for ADMINISTRATION of the Funds (if different from AUTHORIZED REPRESENTATIVE)			
<u>Howard Young, Public Works Director</u> Name (typed or printed) and Title		<u>hyoung@portolavalley.net</u> Email Address	<u>650-851-1700x214</u> Phone
I represent and warrant that this Application describes the intended use of the requested funding to complete the project items identified. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application, including required attachments, is accurate.			
		<u>9/6/12</u>	
Signature Authorized Representative		Date	
Print Name	<u>Howard Young</u>		
Title	<u>Public Works Director</u>		

1. *Project Description*

- Describe the proposed recreational project to be funded. What form(s) of recreation does the project enable?

The proposed project is to expand the existing Ford Field Baseball Park in the Town of Portola Valley located at 3399 Alpine Road with a new ballpark providing improved site accessibility, enhanced capacity, and improved safety. In general, the work consists of demolition and new installation of the outfield, infield, irrigation, backstop, bleachers, dugouts, and batting cage. Plans and Specifications for this project are 90% complete and ready for public bidding in Spring 2013.

Recreational form: Little League Baseball.

- Provide the location of the project.

The Project is located at Ford Field 3399 Alpine Road, Portola Valley, CA 94028

- Is the project part of a long-range project (multi-phased)? If so, where does the project fit into the anticipated larger program?

No

2. *Project Purpose*

How would the proposed recreational project benefit the target beneficiaries, i.e., existing or new Stanford campus residents and facility users?

The Ford Field is used by residents of the Town of Portola Valley and Little League Baseball Teams which consists mainly of children from Portola Valley, Menlo Park, Atherton, unincorporated San Mateo County, Woodside, and Stanford. These areas are consistent with the applications enclosed map titled "Boundary of Recreational and Open Space Facilities Outside Stanford Lands as Identified in the EIR"

In addition, the Ford Field Parking lot is used by many residents of the region including Stanford University students for parking to access the Town of Portola Valley's recreational paths and trails.

3. *Budget*

- Provide the total project budget and the basis for the funding level request.

The estimated total project budget is \$782,539.00. This includes a 5% construction contingency of \$34,497.10 and soft cost of \$58,100.00. The engineers construction estimate is \$689,942.00.

The Town has already completed and paid for 90% of the design (plans and specs)

- Identify the amount and provide evidence of other sources of matching funding, if any, and the entity that is committing these funds.

Other funding sources include:

- A. State of California, Natural Resources Agency, Department of Parks and Recreation- Roberti-Z'Berg-Harris- Block Grant C0231217 for \$12,212.00**
- B. State of California, Natural Resources Agency, Department of Parks and Recreation- Per Capita Grant C0231083 for \$220,000.00**
- C. Dorothy Ford \$87,850.00 matching grant (up to \$100,000.00 if fully matched)**
- D. Other individual donors: \$37,850.00**
- E. Little League Commitment letter to donate \$100,000.00**

Total \$457,912.00

- Contingency Funding: Discuss how funds will be identified for contingencies and, if not, how contingencies would be addressed if discovered during the project.

5% of the engineers construction estimate will be allocated for construction contingencies. Any remaining contingencies funds can be directed towards future maintenance.

4. *Available Funds*

\$10,379,474 is available on a one-time basis to fund in part or in whole eligible projects.

Yes, understood and agree

5. *Project Timeline*

Attach a timeline indicating the key milestones (such as, design, engineering, construction) for project completion.

Time line:

Design completed January/February 2013

Bid February/March 2013

Construction begin April/May of 2013

Construction complete November 2013

6. *CEQA Compliance*

Grant projects require compliance with the California Environmental Quality Act (CEQA) before the grant is awarded. Attach one of the following, if available:

1. Notice of Exemption filed with, and stamped by, the county clerk, *or*
2. Initial Study with a Negative Declaration and a copy of the Notice of Determination filed with, and stamped by the county clerk, *or*
3. Initial Study and an Environmental Impact Report and a copy of the Notice of Determination filed with, and stamped by the county clerk.

Yes, understood and agree

7. *Execution of Project Agreement*

The applicant is required to execute a legally binding Project Agreement with the County of Santa Clara, which includes the Grant Scope /Cost Estimate for the project. The scope of work cannot be materially changed once the grant is awarded and the Project Agreement is executed.

Yes, understood and agree

8. *Operation and Maintenance*

As a condition of grant approval, the applicant must make the property available for public access and recreational use, and continuously operate and maintain the property for the benefit of the public. Ongoing maintenance of the property is the sole responsibility of the applicant.

Yes, understood and agree

9. *Public Access*

Demonstrate public accessibility, including hours of operation.

Yes, understood and agree

10. *Required Regulatory Permits*

Attach a list of existing and additional permits required to complete the grant project, if applicable, the status of each, and indicate when permit approval would occur.

None / NA

11. *Insurance*

Grantees must meet the insurance requirements in the Project Agreement and agree to the indemnification obligation.

Yes, understood and agree

12. *Prevailing Wages*

A grant project is considered a public work within the meaning of Labor Code Section 1720, to which the provisions of Labor Code Section 1771 et seq. apply. Grantees shall comply with all of the applicable provisions of the Labor Code, including, but not limited to, pay, or cause to be paid, prevailing wages. All agreements with third parties for work or services needed to complete the grant project must include prevailing wage requirements.

Yes, understood and agree

13. *Progress Reports*

Grantees must submit written progress reports to the Office of the County Executive on May 1 and November 1 each year while the Project Agreement is active.

Yes, understood and agree

14. *Record Retention*

The grantee must maintain grant project records (including paper and electronic media, as appropriate) showing compliance with all aspects of the Project Agreement for three years after completion of the grant project.

All grant project records must be made available to the County within five working days of the County's reasonable notice. If the County determines that the grantee used the grant for ineligible costs, or other terms of the Project Agreement were breached, the County may take any authorized actions under the Project Agreement and require the grantee to repay the grant, with interest at the rate earned on County's investments, and the cost of the audit.

Yes, understood and agree

15. *Submission of Application*

Submit one (1) unbound original and seven (7) copies of the complete application to:

Sylvia Gallegos, Deputy County Executive
 East Wing – Eleventh Floor
 County Government Center
 70 W. Hedding Street
 San Jose, California 95110

Due Date: 5pm, Thursday, September 6, 2012.

Questions shall be directed to Sylvia Gallegos at (408) 299-5106.

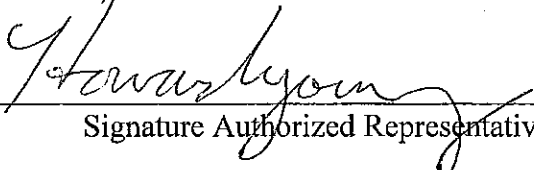
Applications must be hand-delivered or arrive by mail by this deadline.

APPLICATION FORM

County of Santa Clara



Application Due Date: 5pm, Thursday, September 6, 2012

PROJECT NAME Triangle Park Expansion Project		Requested Amount	<u>\$112,000.00</u>
		Other Funding Sources	<u>\$ 0</u>
Project Physical Address Intersection of Alpine Road and Portola Road Portola Valley, CA 94028		Estimated Total Project Cost <u>\$ 112,000.00</u>	
		Nearest Cross Street	Alpine Road
Applicant (entity applying for the grant) Town of Portola Valley		Applicant's Mailing Address Town of Portola Valley 765 Portola Road Portola Valley, CA 94028	
AUTHORIZED REPRESENTATIVE			
<u>Howard Young, Public Works Director</u> Name (typed or printed) and Title		<u>hyoung@portolavalley.net</u> Email Address	<u>650-851-1700x214</u> Phone
DIRECTOR/PRESIDENT/CEO			
<u>Nick Pegueros, Town Manager</u> Name (typed or printed) and Title		<u>npeguereos@portolavalley.net</u> Email Address	<u>650-851-1700x215</u> Phone
DAY-TO-DAY CONTACT for ADMINISTRATION of the Funds (if different from AUTHORIZED REPRESENTATIVE)			
<u>Howard Young, Public Works Director</u> Name (typed or printed) and Title		<u>hyoung@portolavalley.net</u> Email Address	<u>650-851-1700x214</u> Phone
I represent and warrant that this Application describes the intended use of the requested funding to complete the project items identified. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application, including required attachments, is accurate.			
 Signature Authorized Representative		<u>9/6/12</u> Date	
Print Name	<u>Howard Young</u>		
Title	<u>Public Works Director</u>		

1. *Project Description*

- Describe the proposed recreational project to be funded. What form(s) of recreation does the project enable?

The proposed project is to expand the existing Triangle Park in the Town of Portola Valley located at the intersection of Alpine and Portola Roads. In general, the work consists of demolition and new installation of the lawn area, irrigation system, benches, 120' of asphalt walkways, 200' of decomposed granite walkways, concrete ramp, landscaping, grading, and asphalt parking areas. This project will be consistent with the Town's Conceptual plan for the site completed in 2009.

The project enables continued recreation of uses of the parks lawn areas, picnic tables, and walking paths. The park is along a popular bicycle route and is a popular rest stop for bicyclist.

- Provide the location of the project.

The Project is located at Triangle Park at the corner of Alpine Road and Portola Road, Portola Valley, CA 94028

- Is the project part of a long-range project (multi-phased)? If so, where does the project fit into the anticipated larger program?

No

2. *Project Purpose*

How would the proposed recreational project benefit the target beneficiaries, i.e., existing or new Stanford campus residents and facility users?

Triangle Park is used by residents of the Town of Portola Valley and students of the local middle school located 1,500 feet away. In addition, due to its convenient location at the corner of Alpine and Portola Roads, many bicyclists and runners use it as a meeting place, rest stop, and water stop. We believe the users of the park consist mainly of people from Portola Valley, Menlo Park, Atherton, Palo Alto, Woodside, Ladera, and Stanford. These areas are consistent with the applications enclosed map titled "Boundary of Recreational and Open Space Facilities Outside Stanford Lands as Identified in the EIR".

3. *Budget*

- Provide the total project budget and the basis for the funding level request.

The estimated total project budget is \$112,000. This includes a 5% construction contingency.

- Identify the amount and provide evidence of other sources of matching funding, if any, and the entity that is committing these funds.

Other funding sources include:

None

- Contingency Funding: Discuss how funds will be identified for contingencies and, if not, how contingencies would be addressed if discovered during the project.

A standard 5% of the construction estimate will be allocated for construction contingencies. Any remaining contingencies funds can be directed towards future maintenance.

4. *Available Funds*

\$10,379,474 is available on a one-time basis to fund in part or in whole eligible projects.

Yes, understood and agree

5. *Project Timeline*

Attach a timeline indicating the key milestones (such as, design, engineering, construction) for project completion.

Time line:

Final design completed July 2014

Bid August / September 2014

Construction begin October / November 2014

Construction complete December 2014

6. *CEQA Compliance*

Grant projects require compliance with the California Environmental Quality Act (CEQA) *before the grant is awarded*. Attach one of the following, if available:

1. Notice of Exemption filed with, and stamped by, the county clerk, *or*
2. Initial Study with a Negative Declaration and a copy of the Notice of Determination filed with, and stamped by the county clerk, *or*
3. Initial Study and an Environmental Impact Report and a copy of the Notice of Determination filed with, and stamped by the county clerk.

Yes, understood and agree

7. *Execution of Project Agreement*

The applicant is required to execute a legally binding Project Agreement with the County of Santa Clara, which includes the Grant Scope /Cost Estimate for the project. The scope of work cannot be materially changed once the grant is awarded and the Project Agreement is executed.

Yes, understood and agree

8. *Operation and Maintenance*

As a condition of grant approval, the applicant must make the property available for public access and recreational use, and continuously operate and maintain the property for the benefit of the public. Ongoing maintenance of the property is the sole responsibility of the applicant.

Yes, understood and agree

9. *Public Access*

Demonstrate public accessibility, including hours of operation.

Yes, understood and agree

10. *Required Regulatory Permits*

Attach a list of existing and additional permits required to complete the grant project, if applicable, the status of each, and indicate when permit approval would occur.

None / NA

11. *Insurance*

Grantees must meet the insurance requirements in the Project Agreement and agree to the indemnification obligation.

Yes, understood and agree

12. *Prevailing Wages*

A grant project is considered a public work within the meaning of Labor Code Section 1720, to which the provisions of Labor Code Section 1771 et seq. apply. Grantees shall comply with all of the applicable provisions of the Labor Code, including, but not limited to, pay, or cause to be paid, prevailing wages. All agreements with third parties for work or services needed to complete the grant project must include prevailing wage requirements.

Yes, understood and agree

13. Progress Reports

Grantees must submit written progress reports to the Office of the County Executive on May 1 and November 1 each year while the Project Agreement is active.

Yes, understood and agree

14. Record Retention

The grantee must maintain grant project records (including paper and electronic media, as appropriate) showing compliance with all aspects of the Project Agreement for three years after completion of the grant project.

All grant project records must be made available to the County within five working days of the County's reasonable notice. If the County determines that the grantee used the grant for ineligible costs, or other terms of the Project Agreement were breached, the County may take any authorized actions under the Project Agreement and require the grantee to repay the grant, with interest at the rate earned on County's investments, and the cost of the audit.

Yes, understood and agree

15. Submission of Application

Submit one (1) unbound original and seven (7) copies of the complete application to:

Sylvia Gallegos, Deputy County Executive
East Wing – Eleventh Floor
County Government Center
70 W. Hedding Street
San Jose, California 95110

Due Date: 5pm, Thursday, September 6, 2012.

Questions shall be directed to Sylvia Gallegos at (408) 299-5106.

Applications must be hand-delivered or arrive by mail by this deadline.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: September 12, 2012

RE: **Planning Commission and ASCC Commissioner Vacancies - Application and Selection Process**

RECOMMENDATION

Authorize Town staff to advertise upcoming vacancies on the Planning Commission and Architecture and Site Control Commission and to schedule interviews before the Town Council on November 28, 2012.

BACKGROUND

The Planning Commission is a five member body established by Chapter 2.20 (attached) of the Town's Municipal Code. Commissioners are appointed to four-year terms by the Town Council. Commissioner Gilbert's term expired in January, 2012. The terms of Commissioners McKitterick, Von Feldt, and Zaffaroni will expire in January, 2013.

The ASCC, also a five member body, is established by Chapter 2.16 (attached) of the Town's Municipal Code. Commissioners are appointed to four-year staggered terms by the Town Council. The four-year terms for Commissioners Breen, Hughes, and Warr will expire in January, 2013.

DISCUSSION

The purpose of this report is to receive Council input on the existing application and selection process and to receive direction on the advertisement of upcoming vacancies.

Application Process – Notice of vacancies are posted on the Town's website, at Town Center, Nathhorst Triangle, and Village Square, and may be published in *The Almanac*.

Residents interested in serving on a Commission must submit a letter of interest to the Council. **With the Council's approval, staff will advise the Commissioners with expiring terms of the opportunity to reapply and post notices of the vacancies as outlined in this paragraph, including the attached advertisement in *The Almanac*.** The advertisement will run for four weeks beginning October 16th.

Selection Process – At a noticed special meeting prior to a regular Council meeting and open to the public, the council will interview each candidate individually for interest and qualifications. At the regular Council meeting, the Council will deliberate and appoint the commissioner(s). When a commissioner's four-year term expires, he/she must apply to be reappointed. **With the Council's approval, staff will schedule interviews with applicants at a special meeting on November 28, 2012.** If the number of applicants is high, staff would recommend interviewing the Planning Commission candidates on November 28th and ASCC candidates on December 12th.

FISCAL IMPACT

The cost of placing the advertisements for the vacancies in *The Almanac* are included in the Town's adopted budget and estimated not to exceed \$1,500.

ATTACHMENTS

1. "Chapter 2.20 – Planning Commission", Portola Valley Municipal Code
2. "Chapter 2.16 – Architectural and Site Control Commission", Portola Valley Municipal Code
3. Draft Advertisement for publication in *The Almanac*

ATTACHMENT #1

Portola Valley, California, Code of Ordinances >> TITLE 2 - ADMINISTRATION AND PERSONNEL >> CHAPTER 2.20 - PLANNING COMMISSION >>

CHAPTER 2.20 - PLANNING COMMISSION

Sections:

[2.20.010 - Created—Members.](#)

[2.20.020 - Powers and duties.](#)

[2.20.030 - Meetings.](#)

2.20.010 - Created—Members.

Pursuant to the provisions of Section 65300 of the Government Code of the state, a planning commission consisting of five members is created.

(Ord. 1965-53 § 1, 1965; Ord. 1964-17 § 1, 1964)

2.20.020 - Powers and duties.

The planning commission shall have the powers and duties set forth in the Government Code and the general laws of the state, and as set forth in the ordinances of the council, which shall include the following:

- A. Prepare a master plan for the development of the town, for recommendation to the council;
- B. Recommend such ordinances and resolutions to the council as are necessary to implement the master plan;
- C. Supervise the land use in the town, by conducting necessary public hearings and acting upon applications for zoning amendments, conditional use permits, variances from the existing ordinances, subdivisions, resubdivisions, and building permits;
- D. Reappraise, redefine and submit changes, where necessary, in the master plan at regular intervals, not to exceed two years, to the council.

(Ord. 1965-40 § 1 (2405.11), 1965)

2.20.030 - Meetings.

The planning commission shall hold at least one regular public meeting each month, and may establish its meeting schedule, procedure for conduct of meetings, and its meeting place as it deems necessary.

(Ord. 1965-40 § 1 (2405.12), 1965)

ATTACHMENT #2

Portola Valley, California, Code of Ordinances >> TITLE 2 - ADMINISTRATION AND PERSONNEL >> CHAPTER 2.16 - ARCHITECTURAL AND SITE CONTROL COMMISSION >>**CHAPTER 2.16 - ARCHITECTURAL AND SITE CONTROL COMMISSION****Sections:**

[2.16.010 - Established.](#)

[2.16.020 - Membership and term of office.](#)

[2.16.030 - Powers and duties.](#)

[2.16.040 - Meetings.](#)

2.16.010 - Established.

The architectural and site control commission of the town shall be, and it is, established.

(Ord. 1965-40 § 1 (2405.20), 1965)

2.16.020 - Membership and term of office.

The architectural and site control commission of the town shall consist of five members. The members shall be appointed by the mayor with the concurrence of the council. The members shall serve four-year staggered terms. At the end of each member's term, the vacancy shall be noticed. In the event a vacancy occurs during the term of office, a new member may be appointed by the mayor to fill the unexpired term of the office in which the vacancy exists, with the concurrence of the council.

(Ord. 2006-362, § 1, 2006; Ord. 1965-40, § 1 (1405.21), 1965)

2.16.030 - Powers and duties.

The architectural and site control commission shall have the powers and duties to assist and advise the planning commission of the town, established by the ordinances of the town, which ordinances and powers and duties may be modified from time to time, and which shall include the following:

- A. Study and make recommendations for disposition of all building permits;
- B. Review and make recommendations on all requests for variances from the town ordinances;
- C. Study and make recommendations on problems and potential solutions on all applications for subdivisions and resubdivisions;
- D. Study and make recommendations on architectural design and landscaping of all nonresidential structures and areas in the town and along all town roads;
- E. Study and make recommendations on ordinances for grading, signs, private roads, and such other items as the planning commission shall direct;
- F. Hearing, and acting upon, abatements and appeals regarding violations of zoning ordinances and building codes;
- G. Supervision of such rulings of the planning commission as shall be directed.

(Ord. 1965-40 § 1 (2405.22), 1965)

2.16.040 - Meetings.

The architectural and site control commission shall hold at least one regular public meeting each month, and may establish its meeting schedule, procedure for conduct of meetings, and its meeting place as it deems necessary.



**PLANNING COMMISSION
AND
ARCHITECTURAL & SITE CONTROL COMMISSION
VACANCIES**

The Town Council of the Town of Portola Valley is accepting letters of interest from town residents to serve on the Architectural and Site Control Commission and the Planning Commission beginning in January, 2013.

All interested residents are requested to please submit a letter of interest to the Town Council via the Town Clerk at shanlon@portolavalley.net by Friday, November 9, 2012.

More information about these Commissions can be found on the Town's website: www.portolavalley.net

#6

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – August 31, 2012

- ☐ 1. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, September 5, 2012
- ☐ 2. Agenda – Teen Committee – Wednesday, September 5, 2012
- ☐ 3. Agenda – Community Events Committee – Wednesday, September 5, 2012
- ☐ 4. Meeting Cancellation Notice – Planning Commission – Wednesday, September 5, 2012
- ☐ 5. Action Agenda – Town Council Special Meeting – Wednesday, September 29, 2012
- ☐ 6. Email to the Town Council from Susan Thomas, member of the Cultural Arts Committee – Resignation of membership to the Cultural Arts Committee
- ☐ 7. Memo to the Town Council from Stacie Nerdahl, Acting Administrative Services Director – Increase to San Mateo County Animal Control and Licensing Fees – effective October 1, 2012
- ☐ 8. Email to the Town Council from resident Mark Bronder – Wyndham Drive Lot Sizes – August 29, 2012
- ☐ 9. Email to the Town Council from residents Lynn and Bud Eisberg – 900 Portola Road – August 28, 2012
- ☐ 10. Memo to Sheriff's Dept from Town Clerk – Town Center Reservations for September 2012
- ☐ 11. September 2012 Meeting Schedule

Attached Separates (Council Only)

- ☐ 1. No Communications received



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee
Wednesday, September 5, 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 July 11, 2012 meeting
4. New items –
 - PV Ranch striping (Steve/Howard)
 - Crosswalks on Alpine (Steve/Howard)
 - Bike lane study (Steve/Howard)
5. Subcommittee and Ad Hoc Committee Reports -
 - Roadways (Shandon)
 - SRTS (Kari, Leslie) Bike/Walk to School dates; Bike Rodeo dates for Ormondale and Corte Mader Schools; LCI training approval; Improving Alpine Trail from CMS to AH Club
 - Communications (Patt)
 - Corridor (Leslie)
6. Status/Update on past items:
 - Portola Road/Priory monitoring (Steve/Howard)
 - Status of 2 signs at Windy Hill (Howard)
 - Arastradero/Alpine monitoring
7. Adjournment

Enclosure: Traffic Report – July 2012



TOWN OF PORTOLA VALLEY
Teen Committee Meeting
Wednesday, September 5, 2012 - 7:00 PM
Buckeye Room at Town Center
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order. Welcome.
2. Oral Communications
3. Approval of minutes from May meeting (minutes will be handed out at the meeting)
4. Blues & BBQ. They may have a few games more targeted to teens – we may be asked to do more than serve soft drinks and petting zoo
5. Coordination with library for another Movie Night or other event
6. Fall dance
7. Bill and Jean Lane Civic Involvement Project. Most of members have attended 3 Council meetings. We will plan to go to a court asap. Other ideas? Fyi – <http://www.icivics.org/> is a new site set up with former Supreme Court Justice Sandra O'Connor's support to encourage middle school students to learn about government. We can perhaps play with this – and then can think if there are ways we might use it for our project?
8. Outreach for CM members: Katherine to speak to leadership at CM, Sharon to put in Tuesday Post – need 6 & 7 graders and a parent to help.
9. Next meeting – schedule: Can someone take on scheduling meetings? Meet outside – buy pizza? Outreach for younger members?
10. Adjournment. Those interested in attending the Town's Blues & BBQ go to Historic Schoolhouse



3⁶⁷

Town of Portola Valley
COMMUNITY EVENTS COMMITTEE
Wednesday, September 5, 2012 – 7:00 PM
Historic Schoolhouse
765 Portola Road
Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Roll Call
3. Open Forum / Oral Communications
4. Approval of Minutes from Meeting of August 7
5. Discussion, Planning, Task Delegation, etc., for Blues & BBQ – Sept 16th
6. Discussion, Planning, Task Delegation, etc., for Volunteer Holiday Party – Nov 30th
7. Adjourn

***Committee members *please* confirm attendance (yes or no) to Karen, Mobley at kspmobley@gmail.com or (650) 529-1211.**



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: CheyAnne Brown, Planning Technician
DATE: August 31, 2012
RE: Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, September 5, 2012 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, September 19, 2012 at 7:30 p.m.

cc: Town Manager
Town Council
Town Planner
The Almanac
Barbara Templeton

This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: August 31, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY

7:30 PM – Special Town Council Meeting
Wednesday, August 29, 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

Absent: Councilmember Driscoll

ORAL COMMUNICATIONS

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

None

CONSENT AGENDA

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of August 8, 2012
- (2) **Ratification of Warrant List** – August 22, 2012
- (3) **Recommendation from Public Works Director** - Approve Purchase of 2012 Tractor
 - (a) Adoption of a Resolution of the Town Council of Portola Valley Approving and Authorizing the Disposition of Surplus Property (Resolution No. 2569-2012)

Items 1, 2 and 3 Approved 4-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (4) **Reports from Commission and Committee Liaisons**
There are no written materials for this item.

Councilmember Aalfs – Nature & Science Committee reported an update on the Woods Property.

Councilmember Wengert – Trails & Paths Committee reviewed the PV Corridor Task Force report and will forward their comments to the ad-hoc committee. Public Works Director Young reviewed application process for grant from Santa Clara County. The Committee discussed trail maintenance work at Hayfields and Black Oak Trail.

Vice Mayor Richards – The Woods Property subcommittee met with MROSD and is pleased with the process of looking into options for the property. Conservation Committee adopted the Committee's guidelines for removal of redwood trees and approved a tree permit request to remove redwoods at the Ranch House.

Mayor Derwin – The Sustainability Committee heard a presentation by Town resident Camille Bossut on “High Energy Homes” and how to identify the cause of unnecessary energy use. Steve Schmidt, developer of the High Energy Homes model announced they achieved CEC goals with 176 homes, exceeding target savings. The Tuesday Harvest Series starts up again on Tuesday, September 11 with a speaker on water harvesting. Committee member Virginia Bacon reported an estimated total count of pools in Town, which use 49% more energy, which the committee will target next year. The Firewise Group met and heard a presentation from Rapid Notification, notification software for alerting residents of emergency disaster. The Town of Los Altos Hills is considering disclosure of energy bills before the sale of a house and also including plug load items as part of their green building program. There will be another green home tour in October. Council of Cities was held at the Ritz Carlton and heard a historical presentation about US marshals. The September Council of Cities dinner proposed topic will be on Hetch Hetchy. The new High Fire Danger signs will begin being used. The CERPP refresher class that was scheduled for October 6 must be rescheduled. C/CAG reported on legislative budget reports. C/CAG reported a neutral view on the AB32 bill so Mayor Derwin shared information by Sustainability Coordinator Brandi de Garneau of why to oppose, C/CAG agreed and will now oppose. Executive Director, Rich Napier announced his retirement.

WRITTEN COMMUNICATIONS

(5) **Town Council Weekly Digest** – August 10, 2012

#6 – Mayor Derwin will attend the 2012 League of California Cities Annual Conference

(6) **Town Council Weekly Digest** – August 17, 2012

#5 – Mayor Derwin reported that Cliff Lentz was appointed to the HEART Board

(7) **Town Council Weekly Digest** – August 24, 2012

ADJOURNED TO CLOSED SESSION: 7:54 pm

CLOSED SESSION

(8) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code Section 54956.8

Properties: 900 Portola Road and Town-owned lots in Blue Oaks subdivision

Town negotiators: Town Attorney and Councilmember Wengert

Negotiating parties: Geoff and Colleen Tate

Under negotiation: price and terms of payment

REPORT OUT OF CLOSED SESSION: Assistant Town Attorney Prince reported that Council agreed to the purchase and sale agreement for property located at 900 Portola Road

ADJOURNMENT: 8:20 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

Subject: Resignation from CAC

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

From: linda@lolsonassociates.com [mailto:linda@lolsonassociates.com]
Sent: Tuesday, August 28, 2012 8:37 AM
To: Susan Thomas
Cc: Sharon Hanlon
Subject: resigning from CAC

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

From: Susan Thomas [mailto:poodlest@sbcglobal.net]
Sent: Thursday, August 23, 2012 5:26 PM
To: linda@lolsonassociates.com
Subject: CAC

Ladies

It is time to relinquish my voting seat on the CAC - I will be involved and always interested in this community group because it is about ART and the importance it brings to any village - will also finish up with the "tile plaque" as promised - this gives someone else and opportunity to become a member of a creative group of women and share their unique interests Let me know if there is anything else that needs to be done -- thanks artfully susan thomas



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Acting Administrative Services Director

DATE: August 17, 2012

RE: **Increase to San Mateo County Animal Control and Licensing Fees**

Portola Valley contracts with San Mateo County for the provision of animal control and licensing services. The County contracts with the Peninsula Humane Society & SPCA (PHS) for all field and shelter services. Fees are set by ordinance for the unincorporated areas of the County and the twenty cities contracting with the County.

In order to support recovery of costs incurred in providing animal control services to meet and enforce county ordinances and state law, the County recently adopted an ordinance increasing its fees, effective October 1, 2012.

The County reports that animal control and licensing fees have not increased since 2003, while the program has seen a 33% increase in field and sheltering costs through the animal control contract with the PHS.

A survey of over 20 neighboring city and county agencies was conducted in order to gauge animal control and licensing fees with other jurisdictions. The fee increases will make county animal control and licensing fees commensurate with comparable jurisdictions and relieve the cities and county of some of the financial burden while maintaining acceptable levels of service to the contracting cities. The fees do not exceed cost recovery for the various animal control programs, and the county estimates that the revenue from the fee increases is estimated to decrease the contracting cities' portion by \$385,560.

A sampling of the fee increases is provided below:

License Fee	Old Fee Amount (per year)	New Fee Amount (per year)
Unaltered dog	\$30	\$50
Unaltered cat	\$11	\$15
Altered dog	\$12	\$20
Altered cat	\$6	\$7

8 Harrobert
8/29/12 TC⁷³

Subject: FW: Wyndham Drive Lot Sizes

Resent-From: <mderwin@portolavalley.net>
From: <markbronder@comcast.net>
Subject: Wyndham Drive Lot Sizes
Date: August 29, 2012 9:10:43 AM PDT
To: <mderwin@portolavalley.net>, <jrichards@portolavalley.net>, <tdriscoll@portolavalley.net>, <jaalfs@portolavalley.net>, <awengert@portolavalley.net>

To: Town Council of Portola Valley
Fm: Mark Bronder, 218 Wyndham
Sj: Wyndham Drive Lot Sizes

There has been lip service that any development of the property at Al's Nursery would be consistent with nearby neighborhoods. Well, let's look at Wyndham Drive:

- * 29 homes on 394,057 square feet (9.05 acres) without the road.
- * The **average** lot size is 13,588 square feet (.31 acres).
- * Only two lots (6,098 and 6,360 sq. ft.) are less than 8,300 square feet. Only seven lots are less than 10,500 square feet.
- * We measure the road as 1,584 feet long x 25 feet wide = 39,600 square feet (.91 acres, or a 10% factor for the road).

Applying the average Wyndham lot size plus 10% for a road, only **five** houses could be built on Al's Nursery. We've heard talk of 8, 10, 12, or 14 houses on Al's Nursery. Of course, 10 houses would be **DOUBLE** Wyndham's density, and 14 would be nearly **TRIPLE** Wyndham's density.

The proposed high density housing at the Al's Nursery property would:

- * Be completely inconsistent with Wyndham Drive
- * Set a dangerous precedent for PV
- * **Ghettoize** our part of PV, as opposed to spreading the burden around the town
- * *Seriously impact our property values*
- * Degrade the existing PV aesthetics

In addition, of seven vacant land properties for sale in PV, Al's Nursery is the most expensive per acre. Again, you are throwing Wyndham under the bus.

I want to reiterate my opposition to high density housing in PV. We have created an organization called Keep Portola Valley Rural, have raised money, launched a website, and engaged counsel. We intend to fight.

Mark Bronder

P.S. Here are the Wyndham Drive lot sizes:

Outside Circle

3	13,500
15	12,600
111	17,400
119	12,200
127	8,600
135	16,500
143	28,300
203	23,000
207	13,500
219	27,791
233	10,280
239	25,700
255	14,800
303	13,900
311	11,300
319	9,100
323	8,300
10	9,600
2	11,800

Inside Circle

100	14,976
110	10,920
118	8,712
202	10,500
206	11,800
218	13,920
222	11,700
230	10,900
314	6,098
322	6,360

394,057

9 HAWAII
8/29/12 TC⁷⁵

From: Lynn and Bud Eisberg [ACEisberg@aol.com]
Sent: Tuesday, August 28, 2012 8:16 AM
To: Ted Driscoll; John Richards; Maryann Derwin; Jeff Aalfs; Ann Wengert
Cc: Nick Pegueros; TownCenter; TownCenter
Subject: 900 Portola Rd.

Members of the Portola Valley Town Council-

We would like to voice our opposition to the purchase of the former Al's Nursery property by the Town. As neighbors of the proposed project we were surprised and upset by the letter of intent announcement in June. The process that led up to that point was handled poorly and should have involved the neighborhood and the greater community.

We have heard the town desires 10-12 units on the parcel. That would create a density much too high to be anywhere near compatible with the Wyndham Dr. neighborhood. The precedent such a project could set for other parts of the town is not in keeping with what this community has been about. There are other ways to handle the affordable housing issue and the whole town should be involved in these decisions.

We feel the town should focus on second units spread around the town and change regulations as appropriate to encourage this. Since there appears to be no real long-term plan beyond development on the nursery parcel, this is the direction the town would go anyway. Decisions would be made by individual property owners instead of having high density projects forced upon neighborhoods and the controversies that result.

This is a rather complicated plan proposed by the Council for the nursery property. There could also be a risk to the taxpayers if the project does not go as proposed and incurs a loss.

We ask the town to stop negotiating for 900 Portola Rd. and to begin addressing these important questions together as a community.

Sincerely,

Bud and Lynn Eisberg
233 Wyndham Dr.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: August 31, 2012
SUBJ: Town Center Reservations for September 2012

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

September 3: Town Hall Closed / Labor Day / 8:30 am – 5:00 pm

September 16: Blues & BBQ / Town Center / 2:30 – 7:00 pm

September 16: Planet Z Charity Bike Ride / Portola and Alpine / 8:30 to 9:00 am

September 29: Canary Foundation Bike Ride / Portola and Alpine / 5:00 am to 5:00 pm

Town of Portola Valley

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

SEPTEMBER 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, September 12, 2012 – **Annual meeting in the Redwood Grove**
 Wednesday, September 26, 2012

PLANNING COMMISSION – 7:30 PM (Meets 1st & 3rd Wednesdays)
 Council Liaison – John Richards (for months July, Aug & Sept)
 Wednesday, September 5, 2012 – **Cancelled**
 Wednesday, September 19, 2012

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM (Meets 2nd & 4th Mondays)
 Council Liaison – Jeff Aalfs
 Monday, September 10, 2012
 Monday, September 24, 2012

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE (Meets 1st Wednesday of every month)
 Council Liaison – Ann Wengert
 Wednesday, September 5, 2012

CABLE TV COMMITTEE – 8:15 AM (Meets 2nd Thursday) alternate odd numbered months
 Council Liaison – Ted Driscoll
 Thursday, September 13, 2012

COMMUNITY EVENTS COMMITTEE
 Council Liaison – Maryann Derwin
 Wednesday, September 5, 2012 at 7:00 PM

CONSERVATION COMMITTEE – 7:45 PM (Meets 4th Tuesday)
 Council Liaison – John Richards
 Tuesday, September 25, 2012

CULTURAL ARTS COMMITTEE – (Meets 2nd Thursday of every month)
 Council Liaison – John Richards
 Thursday, September 13, 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, September 13, 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, September 17, 2012

PUBLIC WORKS COMMITTEE

Council Liaison – Ted Driscoll
As announced

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

Council Liaison – Maryann Derwin
Monday, September 17, 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, September 11, 2012 – 8:15 AM

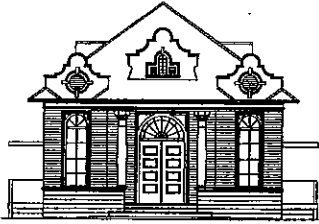
TOWN COUNCIL WEEKLY DIGEST

Friday – September 7, 2012

-
- ☐ 1. Agenda – Joint ASCC & Planning Commission – Monday, September 10, 2012
 - ☐ 2. Cancellation Notice – Trails and Paths Committee – Tuesday, September 11, 2012
 - ☐ 3. Agenda – Emergency Preparedness Committee – Thursday, September 13, 2012
 - ☐ 4. Agenda – Cable & Utilities Undergrounding Committee – Thursday, September 13, 2012
 - ☐ 5. Agenda – Cultural Arts Committee – Thursday, September 13, 2012
 - ☐ 6. Agenda – Woodside Fire Protection District – Monday, September 10, 2012
 - ☐ 7. Tuesday Harvest Presentation “Blue is the New Green” – Tuesday, September 11, 2012
 - ☐ 8. Article from Mercury News – “Portola Valley residents fear plan to build cluster of affordable homes could spoil town’s rural feel” – September 6, 2012
 - ☐ 9. Council of Cities Dinner Meeting – Friday, September 28, 2012
 - ☐ 10. Memo from Town Manager, Nick Pegueros re: – Weekly Update – Friday, September 7, 2012

Attached Separates (Council Only)

- ☐ 1. SMC Ass’n of Grand Jurors – Lunch with speaker Jerry Hill – Friday, September 28
- ☐ 2. Midpeninsula Regional Open Space District – Quarterly News – Fall 2012
- ☐ 3. The California Consumer – Summer 2012
- ☐ 4. Labor – September 2012 – Volume 74, Number 9
- ☐ 5. Estuary – August 2012 – Volume 21, Number 4
- ☐ 6. Western City – September 2012



1.
80

**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, September 10, 2012
Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

JOINT ASCC & PLANNING COMMISSION FIELD MEETING*

4:00 p.m., 302 Portola Rd Meeting is for Preliminary Consideration of Proposed Conditional Use Permit Amendment to View the Site and Proposed Changes (there will be no discussion of the artificial turf matter at this time) (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order:

2. Roll Call: Breen, Clark, Hughes, Koch, Warr

3. Oral Communications:

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

4. Old Business:

a. Continued Review of Conditional Use Permit Amendment X7D-30 for a parcel merger, expanded athletic field and regulation size track with artificial turf infill, 302 Portola Road, Woodside Priory (note that the artificial turf matter will not be discussed at this time)

b. Follow-up Review for Revised Landscaping/Lighting, 210 Golden Oak Drive, Jones

c. Architectural Review for Residential Redevelopment and Site Development Permit X9H-640, 260 Mapache Drive, Davison *review continued to 9/24/12 at applicant's request*

d. Architectural Review for Agricultural Building and Cabana, 555 Portola Road, Neely

5. New Business:

a. Architectural Review for Proposed Landscaping, Swimming Pool, Terraces, and Other Site Improvements, Site Development Permit X9H-641, 40 Tagus Court, Joondeph

6. Approval of Minutes: August 13, 2012

7. Adjournment

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: September 7, 2012

Carol Borck
Planning Technician



Town of Portola Valley
Trails and Paths Committee Meeting
Notice of Cancellation
Tuesday, September 11, 2012

MEETING CANCELLATION NOTICE

The regularly meeting of the
Trails and Paths Committee scheduled for
Tuesday, September 11, 2012 at 8:15 a.m. has
been cancelled



TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, September 13, 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 August meetings
4. Review Emergency Broadcast (AM) Radio project
 - Update
 - Discussion on 'operating policy'
5. Discussion of Medical Corps
6. Discussion of alternate EOC
7. Discussion of "Quick Cards"
 - Updates required?
8. Subcommittee reports
9. Review of Goals
10. Other Business
11. Adjourn promptly at 9AM



TOWN OF PORTOLA VALLEY
Cable & Undergrounding Committee
Thursday, September 13, 2012 – 8:15 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Minutes: Approval of July minutes
3. Communications from Members of the Public
4. Old Business
 - Town Council Resolution. The Committee will review proposed necessary changes to the Council’s resolution of July 28, 2010, which established the undergrounding district. The Committee will review and approve a memo to the Town Council to authorize allocation of resources (e.g., Howard Young’s time) to comply with PG&E’s revised requirements.
 - Samcat
 - New member recruitment
5. New Business
6. Adjournment:

*Enclosures: Resolution with regard to undergrounding #2500-2010
Application to join Committee – Dar Hay*

Next meeting on November 8, 2012 at 8:15 am



TOWN OF PORTOLA VALLEY
Cultural Arts Committee
Thursday, September 13, 2012 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of August minutes
4. Old Business:
 - a) Music in the Park review
 - b) Blues & BBQ update
 - c) Holiday Faire update
 - d) Quilt project update
 - e) Tile project update
 - f) Art Show at the Priory update
 - g) School House Community Painting update
 - h) Increase size of our committee status
5. New Business:
 - a) Collaboration with PV Women's Club for art projects
 - b) Jasper Ridge 40th anniversary photography exhibit
 - c) AC outlet for soccer field
 - d) Leadership for October CAC meeting
6. Adjournment

AGENDA
WOODSIDE FIRE PROTECTION DISTRICT
 BOARD OF DIRECTORS MEETING
 September 10, 2012 7:00 P.M.
 STATION #7, 3111 WOODSIDE ROAD
 WOODSIDE, CALIFORNIA 94062

ROLL CALL:

ORAL COMMUNICATIONS: Public

CONSENT AGENDA:

All items on the consent agenda are approved by one roll call motion unless a request is made that an item be transferred to the regular agenda for separate discussion. Any items on the regular agenda may be transferred to the consent agenda.

REGULAR AGENDA:

1. Minutes of the July 30, 2012 Board of Directors Meeting.
2. Financial Reports July 2012.
3. Statement of Accounts July 2012.
4. Warrant List July 2012.
5. Fiscal Year Spreadsheet 2012-2013.
6. Consolidated Monthly Incident Reports July 2012.
7. Approval of Final Budget FY 2012-2013.
8. Resolution #246 Authorizing Transfer of Funds
9. Resolution #247 Establishing Appropriations Limits

**PLEASE
POST**

STAFF REPORTS:

NEW BUSINESS: Cal/OSHA Consultation October 2012

OLD BUSINESS: MFW/Chassis

WRITTEN COMMUNICATIONS:

CLOSED SESSION:

ADJOURNMENT:

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of members of the Board. The Board has designated the office of the Woodside Fire Protection District, located at 3111 Woodside Road, Woodside, CA, for the purpose of making those public records available for inspection. The documents are also available on the District's Internet Web site. The website is located at www.woodsidefire.org.



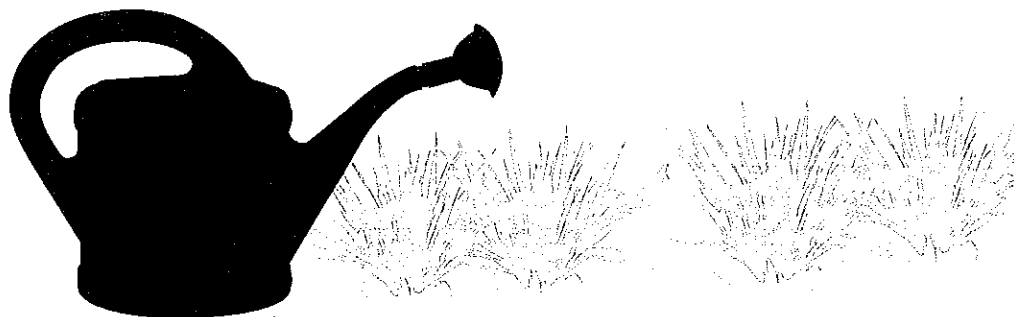
tuesday harvest

presents

Cultivating fresh and local ideas, every second Tuesday of the month.

Blue is the New Green: Water Harvesting and Conservation

September 11, 2012
7:00 pm
Portola Valley Town Center - Community Hall



Whether it's rainwater harvesting or water-saving irrigation practices, water conservation is the new green! As energy efficiency within the home has brought our awareness to the true costs of home ownership, the consciousness of water usage outside the home has emerged. Designing beautiful, functional and water-saving landscapes include easily maintained rainwater-harvesting systems. From clearing algae & mosquito-infested lakes to creating beautiful, self-sustaining ponds & waterfalls, learn from Marc, a local Aquascape and RainXchange Certified Contractor, how gathering and conserving rainwater is the new direction for green homes.

Next Tuesday Harvest topic:
Eating Local
Visit www.portolavalley.net to see future topics and bios.

Portola Valley residents fear plan to build cluster of affordable homes could spoil town's rural feel

By Bonnie Eslinger Daily News Staff Writer San Jose Mercury News

Posted:

MercuryNews.com

MercuryNews.com

The tranquility of rural Portola Valley has been disturbed by the town's plan to buy the 1.68-acre Al's Nursery site at 900 Portola Road for eventual construction of eight or more below-market-rate homes.

In voting 4-0 on Aug. 29 to authorize the land purchase, the Portola Valley Town Council agreed that more affordable homes are needed to comply with a state law.

But residents -- particularly those who live near the planned development -- say a cluster of homes would spoil the town's pastoral atmosphere, resulting in lower property values.

Mark Bronder, who lives on Wyndham Drive next to the Al's Nursery site, said the 29 households on his street have hired a lawyer to fight the town's development plans.

"It's not elitism," Bronder said Wednesday. "We want to preserve the character of the place. It's woodsy, and each house is very private. It's nothing to do with we're worried about the type of people (who would move in)."

Town Manager Nick Pegueros said Portola Valley has to provide at least eight housing units that are affordable to families with moderate incomes. He said any plan to build below-market-rate housing would be vetted through a public process to ensure "the development is consistent with the feel and nature of the community. The town might fit up to 12 homes on the site, he said.

"We're balancing the various competing interests the best we can," Pegueros added.

The town made a commitment to provide affordable homes in 2009 when it adopted a state-mandated housing element plan.

At that time, officials thought those homes could be built on land the town owned within the Blue Oaks subdivision, but Pegueros said subsequent discussions with developers convinced them that wouldn't be financially feasible because the hillside's grade is too steep. So the town began seeking other options.

The town intends to now sell its Blue Oaks property to pay \$2.6 million for the 900 Portola Road site, Pegueros said.

Bronder argues that the parcel is too small for eight to 12 homes and notes that his neighbors also feel it's unfair to put all affordable homes in one spot instead of spreading them throughout the town.

"They're jamming it next to us," he said. "We are bearing the whole burden."

To address their concerns, the town has put up a page on its website about the housing element and possible implications of ignoring the state mandate.

"Without a certified housing element, the Town could be open to a legal challenge and face potentially significant penalties," the website says. "For example, the Town could be prohibited from issuing any building permits or planning approvals, may be required to allow development at a density of 20 units per acre, or be required to pay

attorney fees."

Pegueros pointed out that Menlo Park recently settled a lawsuit filed by three local nonprofits over the city's failure to complete an updated housing element. The city now is working overtime to find locations for up to 1,975 needed homes, he said.

"There are some individuals who say the town should do nothing and ignore the mandate. We can look to what's happening in Menlo Park and say there are consequences to not meeting the requirements that are set down by the state," Pegueros said. "We're being proactive, we're following the rules. Portola Valley is doing what we've been asked to do."

The town would not build the homes or manage the affordable housing program, but it would offer the land to a developer willing to take on those tasks, Pegueros said.

The town could face legal action no matter what it does, however.

The Wyndham Drive residents have indicated they might sue the town if it tries to build too many homes on the Al's Nursery site, Bronder said.

"We didn't retain counsel for window dressing," he added.

The average sales price of a Portola Valley home in 2008 was more than \$2.1 million, according to the town's 2009 housing element.

Email Bonnie Eslinger at beslinger@dailynewsgroup.com; follow her at twitter.com/bonnieeslinger.

San Mateo County



COUNCIL of **CITIES**

Dinner/Meeting Announcement
Friday, September 28, 2012

Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.

Location
Iron Gate Restaurant
 1360 El Camino Real
 (Between Ralston & Harbor)
 Belmont
 650 592-7893

Schedule

6:00 pm	Reception (No-Host Bar)
6:30 pm	Business meeting
6:45 pm	Dinner
7:30 pm	Program
8:30 pm	Adjourn

Please contact Chair Maryann Moise Derwin if you wish to bring up an item for group discussion or give a committee report.
 Telephone: (650) 279-7251 or email: maryann@maryannmoise.com


Menu
Salad

Choice of entrée:
Chicken Marsala
Filet of Sole
Pasta Primavera

Dessert
Coffee, Tea

\$45.00 per person

RSVP w/entrée choice by Friday, September 21
 650-595-7413, or cclerk@belmont.gov
 Make checks payable to: City of Belmont
 Mail to: City Clerk, One Twin Pines Lane, Suite 375
 Belmont, CA 94002

San Mateo County
COUNCIL  *of CITIES*

Business Meeting
Friday, September 28, 2012, 6:30 p.m.

- ❖ Call to Order
- ❖ Roll Call and Introductions of Mayors, Council Members and Guests
- ❖ Welcome by Mayor Dave Warden
- ❖ SMC Board of Supervisors Report
- ❖ Approval of Minutes of Previous Meeting and Treasurer's Report
- ❖ Committee Reports
- ❖ Old Business
- ❖ New Business
- ❖ Announcements
- ❖ Next Meeting: City of San Carlos, Friday, October 26, 2012

Program:

Restore or Retain the Hetch Hetchy Reservoir?

Recently there has been renewed discussion regarding the fate of the nearly 90 year old Hetch Hetchy Reservoir that provides over 2.5 million users, water and power resources. Since San Mateo County receives a majority of its water supply from the Hetch Hetchy Water System via the San Francisco PUC, our cities have a vested interest in the outcome of this ongoing discussion.

Representatives from both sides of the Hetch Hetchy Reservoir issue will provide their insight and compelling arguments into the wisdom of either alternative.

Mike Marshall, Executive Director for Restore Hetch Hetchy will speak in support of removing the reservoir; and

Matt Regan, Vice President of Public Policy for the Bay Area Council will speak in favor of retaining the reservoir.

Join us for a lively debate on this important topic.

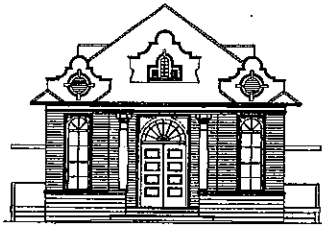
Directions to the Iron Gate

From Highway 101:

Take the Ralston Avenue exit, go west (right turn if coming from the north, left turn if coming from the south). Turn left on El Camino, just under the Caltrain tracks. Restaurant is two blocks on the right, just past Safeway.

From Highway 280:

Take the Highway 92/Ralston exit. Turn left (east) after exiting freeway. Travel approximately three miles to El Camino. Turn right. Restaurant is two blocks on the right.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: September 7, 2012
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended September 7, 2012.

- Submitted Applications for Recreational Facility Funding** – Howard completed three applications for recreational facility funding and delivered them to the County of Santa Clara on Thursday. The project applications were for Ford Field, Triangle Park, and Springdown Pond. The County has over \$10.4 million available from Stanford University to improve recreational facilities in the areas around the Stanford campus. As reported in the Mercury News this week, the City of Palo Alto and Stanford University submitted a \$10.4 million application to fund the “Connecting the Bay to Ridge” project. To access the article - <http://tinyurl.com/090712a>
- Meeting with Committee Chairs** – John Richards and I met with the committee chairs on Thursday evening to discuss various challenges experienced by the committees. As a result of the discussion, staff will look at new and creative ways to recruit volunteers and will also look at potential revisions to the Committee Handbook that would reduce procedural burdens on committees. Any revisions would require Council approval. Another outcome of the meeting was that the chairs of the Public Works Committee and Community Events Committee expressed interest in the possibility of merging their committees with others.
- Hedges at 140 Shawnee Pass** – In July staff worked with the property owner at 140 Shawnee Pass to abate a hazardous situation resulting from hedges that the owner

planted in the Town's right-of-way. Staff received a second complaint from the owner's neighbors that additional safety concerns exist. Attached is the letter sent to the property owner. It is important to note that the Town has an obligation to abate known hazardous conditions. There is no doubt that plantings in the Town's right-of-way exist at other properties in our community. Our policy is to address the removal of those plantings when a building permit is requested for the property. However, in this situation, the plantings create a hazardous entry/exit point at the property owner's driveway and the neighbors have brought this to the Town's attention. Town staff will work with the property owner to the greatest extent possible but the safety hazard must be abated.

4. **Pension Reform Goes to the Governor** - The Assembly and Senate have sent a pension reform package (AB340) to the Governor which includes several structural changes to help strengthen the solvency of CalPERS. The legislation, if signed, is expected to have an immediate impact on the Town by requiring employees to contribute 7% of their pay (currently paid by the Town) toward their pension plan. Other provisions would reduce benefits for new hires beginning January 1, 2013. CalPERS will provide a comprehensive analysis of the legislation's impact if signed by the Governor.

TOWN of PORTOLA VALLEY

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

September 7, 2012

Mr. Ronald Boyer
140 Shawnee Pass
Portola Valley, CA 94028

Dear Mr. Boyer,

On August 21, 2012, the Town received a letter raising the concern that the hedge and other vegetation located within the Town's right-of-way at 140 Shawnee Pass pose a line-of-sight safety hazard to pedestrians, bicycles and vehicles traveling along Shawnee Pass. Specifically, the concern is that a vehicle exiting your driveway does not have the minimum Caltrans line-of-sight safety distance guideline of 150 feet due to the height and location of the hedge and other vegetation within the Town's right-of-way.

The Public Works Director, Howard Young and the Interim Planning Manager, Steve Padovan, conducted a site visit of your property to determine if the hedge and other vegetation inhibit the line-of-sight from your driveway and pose a safety hazard to the public. Based on our observations, the hedge and other vegetation substantially limit the ability of a driver, either backing out or moving forward in your driveway, from visually identifying pedestrians, bicyclists and vehicles using Shawnee Pass until the driver has cleared the hedge line. As a result, a portion of the vehicle actually enters the paved roadway before the driver can establish an adequate line-of-sight distance. This poses a safety issue to you and the public generally. An additional site visit by Mr. Young confirmed that the hedge and additional vegetation are located within the Town's right-of-way.

Under the Town's Municipal Code Section 12.12.010, this obstruction is considered an encroachment and per Section 12.12.120(c), "No encroachment of any kind, which impedes, obstructs or denies pedestrian, vehicular or other lawful travel within the limits of the public right-of-way or which impairs adequate sight-distance or safe pedestrian or vehicular traffic, will be permitted."

Therefore, based on the Town's analysis of the line-of-sight safety hazard, as described above, and the fact that the hedge and other vegetation are located within the Town's right-of-way, it has been determined that the hedge must be removed and other vegetation trimmed back through the following procedure:

- Apply for and obtain an Encroachment Permit with the Public Works Department (fee will be waived) in order to do the removal work in the public right-of-way.
- Remove the encroachment, specifically the hedge and other vegetation within the public right-of-way.

140 Shawnee Pass – Hedge Removal
September 7, 2012
Page 2

- Upon completion of vegetation removal, please contact the Town at (650) 851-1700 ext. 216 to schedule a final inspection.

You are kindly requested to apply for the Encroachment Permit within thirty (30) calendar days of this letter. Once the permit is issued to you, vegetation removal and final inspection must occur within thirty (30) calendar days from the permit date of issuance.

We thank you for your cooperation in this matter, and if you have any questions, please contact me at spadovan@portolavalley.net or by phone at (650) 851-1700 ext. 212. You may also contact the Public Works Director, Howard Young, at (650) 851-1700 ext. 214.

Sincerely,



Steve Padovan
Interim Planning Department Manager

c: File
Public Works Director
Town Manager