



TOWN OF PORTOLA VALLEY

7:00 PM – Special Town Council Meeting

Wednesday, October 24, 2012

The Sequoias Hanson Hall

501 Portola Road, Portola Valley, CA 94028

SPECIAL MEETING AGENDA

7:00 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.

- (1) **PRESENTATION** – Community Events Committee; Report on Blues and BBQ (3)
- (2) **PRESENTATION** – Jayme Ackemann, SamTrans Government Affairs Officer Executive Director; Report on (4) SamTrans Service Plan
- (3) **PRESENTATION** – Nicole Pasini, Branch Manager for Portola Valley and Woodside Library's; San Mateo County Library's 2011-12 Annual Report (18)

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.

- (4) **Approval of Minutes** – Regular Town Council Meeting of October 10, 2012 (35)
- (5) **Approval of Warrant List** – October 24, 2012 (47)

REGULAR AGENDA

- (6) **Discussion by Town Manager** – Options to Improve Committee Volunteer Experience (56)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (7) **Report from Town Manager** – Update on Staffing Plan (66)
There are no written materials for this item.
- (8) **Reports from Commission and Committee Liaisons** (67)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (9) **Town Council Weekly Digest** – October 12, 2012 (68)
- (10) **Town Council Weekly Digest** – October 19, 2012 (82)

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).

#1

There are no written materials for this agenda item.

The logo for samTrans, featuring the word "samTrans" in a bold, black, sans-serif font. Below the text are two horizontal bars: a red one on top and a blue one on the bottom. The entire logo is enclosed in a white rectangular box with a thin black border.

samTrans

DRAFT SamTrans Service Proposal Public Outreach

**Town of Portola Valley
501 Portola Road
October 24, 2012**

San Mateo

Plan Purpose

The logo for samTrans, featuring the text "samTrans" in a bold, sans-serif font. Below the text are two horizontal bars: a red one on top and a blue one on the bottom.

Give riders more of what works

- Provide more effective service where the riders currently need it

Less of what does not work

- Discontinue routes that aren't working

Try new things

- Try new ways of delivering transportation services

Why We Are Here

The logo for samTrans, featuring the text "samTrans" in a bold, sans-serif font. Below the text are two horizontal bars: a red one on top and a blue one on the bottom.

Streamlined Service

+

Improved Frequency

+

Alternative Service

Increased Ridership



Budget Balancing Act

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SamTrans financial health is one of the key considerations

- Addressing a structural deficit
- Debt obligations & Caltrain contributions
- Ridership is trending downward
- SSP does not fix the structural deficit

Do more with what we have, while living within our means

Planning For Tomorrow's Riders

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A wellness program will

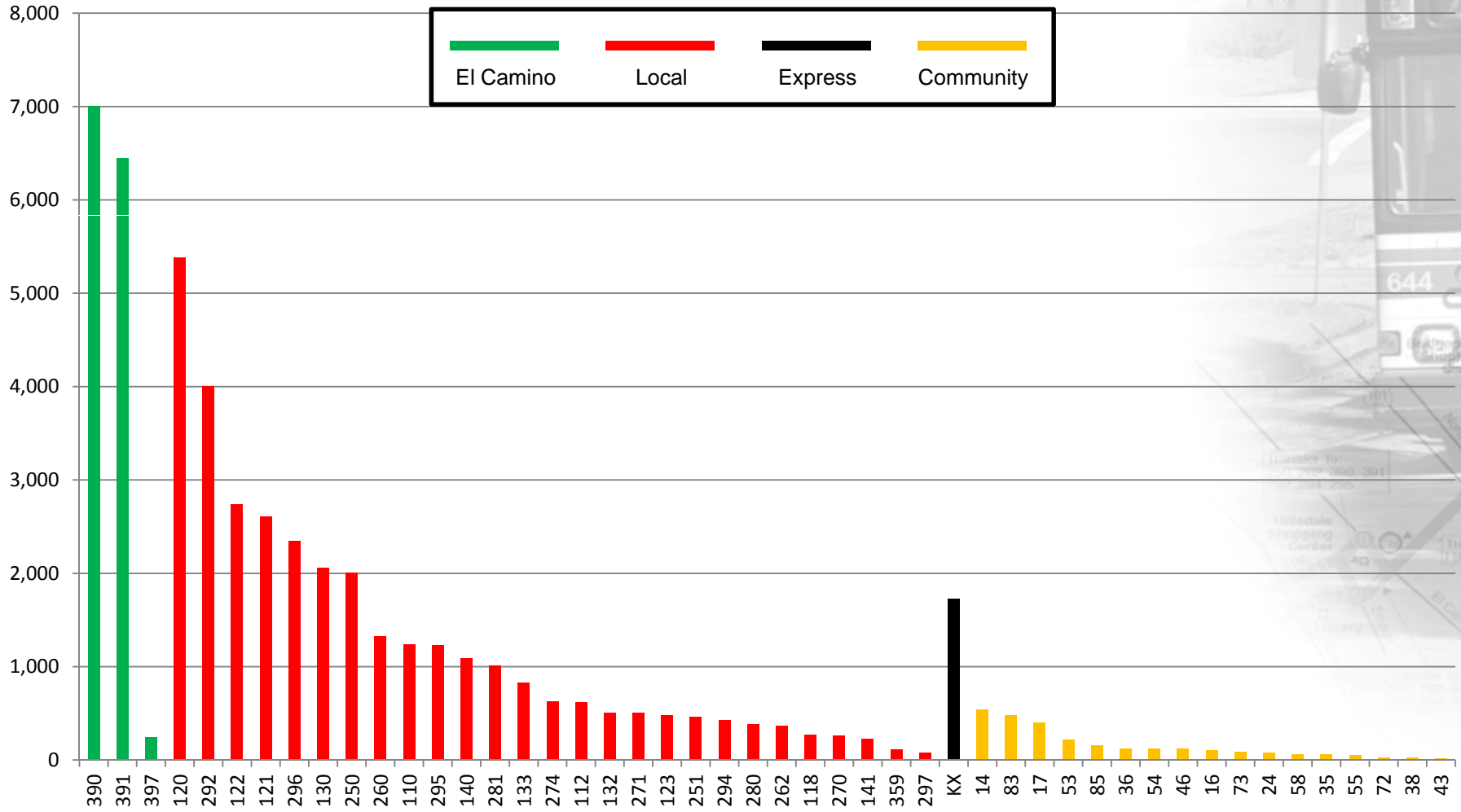
- Create a strong foundation for continual improvement
- Reflect the riders' changing needs over time
- Keep our services relevant and efficient
- Address the financial conditions in a healthy way: by growing our ridership rather than trying to cut service to save money

This is a first step towards making our system healthier

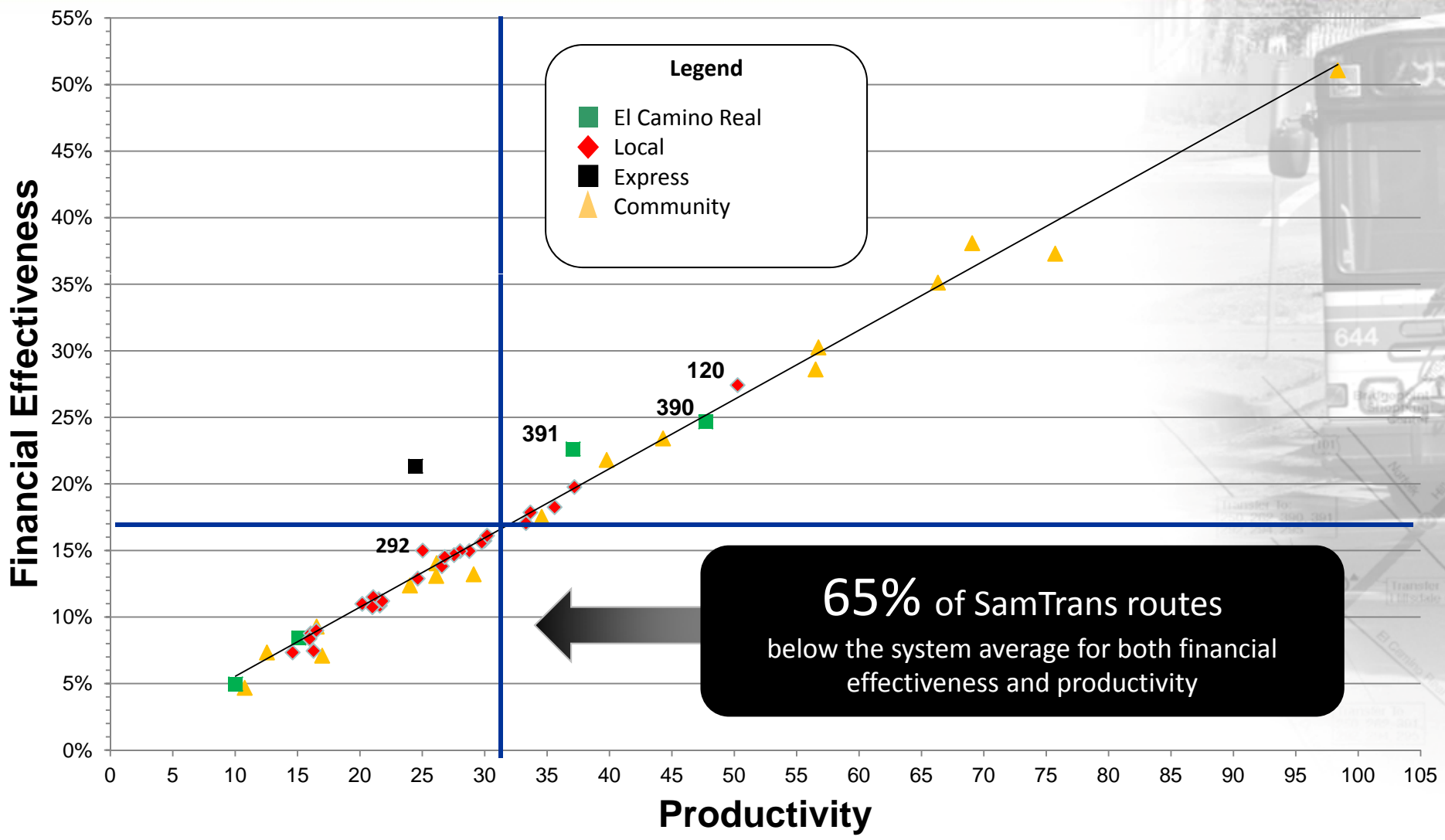
Weekday Ridership



Weekday Boardings



Route Performance



Service Proposals

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- **Service Improvements**
 - El Camino Real improvements
 - Enhance service areas in high demand based on population and job growth
- **Modify Services**
 - Minor service reductions
 - Schedule changes
 - Route changes
- **Discontinue Services**
- **New Routes**
 - Alternative Service Pilot Program (San Carlos and Pacifica)

DRAFT: South County Proposals



Route	Service Proposal
KX	Shorten route to operate between Redwood City Caltrain Station and SFO all day with peak-only service into SF on weekdays only. Hourly service between Redwood City and SFO on weekends
72	No change recommended
73	No change recommended
83	No change recommended
85	No change recommended
270	Realign route between Redwood City Caltrain and Florence/17 th along Marshall Street, Broadway and Bay Road, increasing frequency to 30 minutes. Discontinue the route segment along Bayshore Road. Discontinue Saturday service.
271	Operate for school trips only and discontinue all-day schedule.
274	Discontinue Saturday service.
275	A new route will replace the most productive portion of the existing Route 295 along Woodside Road and operate at 30-minute daytime frequency on weekdays.
280	<i>Candidate for discontinuation.</i> ALTERNATIVE: Route 296 provides 15-minute service within 1/4 to 1/2 mile of 280, East Palo Alto shuttles operate along Pulgas Ave where coverage is lost
281	Minor route adjustments including terminating the route at Palo Alto Transit Center and straightening the alignment along Newbridge Street in East Palo Alto. Weekday frequency increased to 15 minutes.
296	Improve service to every 15 minutes during weekdays and 30 minutes on Saturday

Improve ECR and Modify SF Service



- **Service recommendation:**
 - Consolidate 390/391 (ECR) to simplify the service, improve reliability and increase the frequency
 - Modify Route KX & Route 292 SF service to peak periods* only
 - Discontinue Route 391 SF service
 - No change to Route 397 late night service

Route	Connection Point	Available Transit Options
KX	SFO (off-peak and weekends)	BART
292	San Bruno/Arleta Avenue (off-peak)	Muni 8X, 8AX/BX, 9, 9L, T Line, Caltrain
391	Daly City BART	BART, Muni 14, 14L, 14X

\$6.75 One-way Trip

~50 minutes

*Includes Muni fare & additional travel time

*AM Peak: 6am – 9am
PM Peak: 3pm – 6pm

Public Outreach Process

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Public outreach effort for fall 2012:

- Presentations to City/Town Councils
- Rider Forums
- Public Workshops
- Community Colleges
- Public Hearing



Upcoming Public Event

samTrans



Thursday, Oct. 25, 1:30 p.m. – 3 p.m.

SamTrans offices

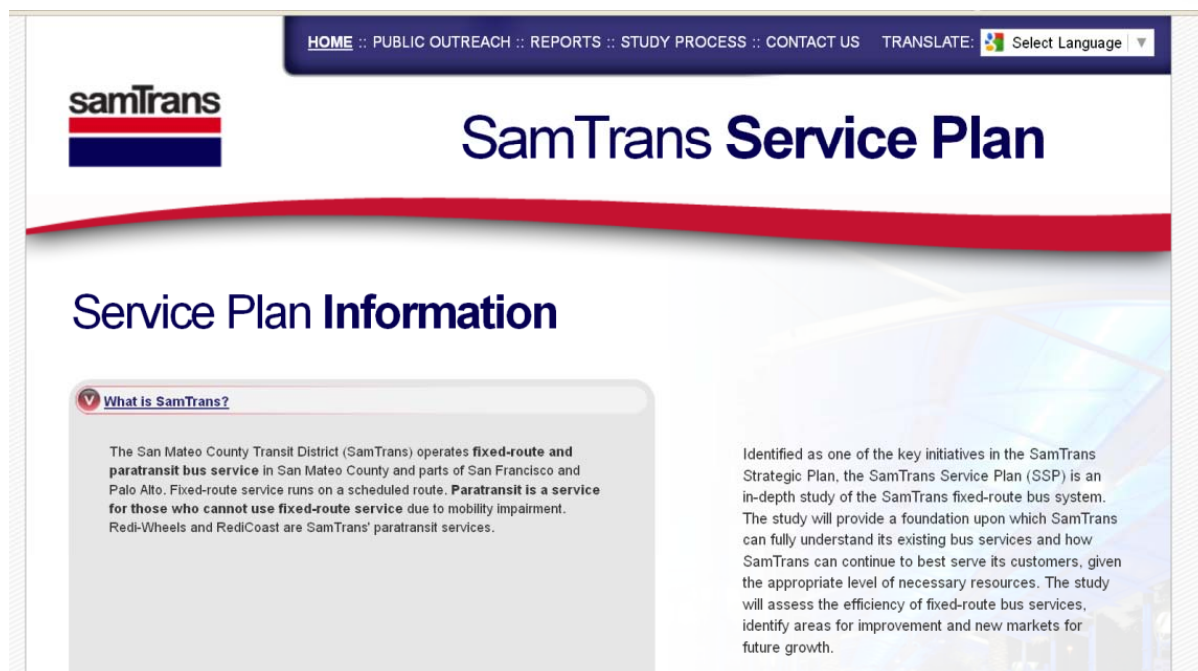
1250 San Carlos Ave., San Carlos





Learn More!



- Website: www.samtrans.com/ssp
- Email: ssp@samtrans.com
- Phone: 650-508-6338



HOME :: PUBLIC OUTREACH :: REPORTS :: STUDY PROCESS :: CONTACT US TRANSLATE:  Select Language ▼

 **SamTrans Service Plan**

Service Plan Information

What is SamTrans?

The San Mateo County Transit District (SamTrans) operates **fixed-route and paratransit bus service** in San Mateo County and parts of San Francisco and Palo Alto. Fixed-route service runs on a scheduled route. **Paratransit is a service for those who cannot use fixed-route service** due to mobility impairment. Redi-Wheels and RediCoast are SamTrans' paratransit services.

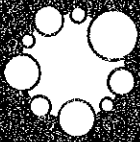
Identified as one of the key initiatives in the SamTrans Strategic Plan, the SamTrans Service Plan (SSP) is an in-depth study of the SamTrans fixed-route bus system. The study will provide a foundation upon which SamTrans can fully understand its existing bus services and how SamTrans can continue to best serve its customers, given the appropriate level of necessary resources. The study will assess the efficiency of fixed-route bus services, identify areas for improvement and new markets for future growth.

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samTrans

The background of the slide is a blue-tinted image. On the right side, there is a close-up of the front of a white bus with a red and blue stripe. The bus has the number "295" on its destination sign, a wheelchair accessibility symbol, and the "samTrans" logo. Below the windshield, the number "644" is visible. On the left side, there is a faint, semi-transparent map of the San Mateo area, showing various landmarks and streets. The text "San Mateo" is visible on the map.

Thank You



Library Administration
125 Lessingia Court
San Mateo, CA 94402
(650) 312-5258

Atherton Branch
2 Dinkelspiel Station Lane
Atherton, CA 94027
(650) 328-2422

Belmont Branch
1110 Alameda de las Pulgas
Belmont, CA 94002
(650) 591-8286

Brisbane Branch
250 Visitacion Avenue
Brisbane, CA 94005
(415) 467-2060

East Palo Alto Branch
2415 University Avenue
East Palo Alto, CA 94303
(650) 321-7712

Foster City Branch
1000 E. Hillside Boulevard
Foster City, CA 94404
(650) 574-4842

Half Moon Bay Branch
620 Correas Street
Half Moon Bay, CA 94019
(650) 726-2316

Millbrae Branch
1 Library Avenue
Millbrae, CA 94030
(650) 697-7607

Pacifica-Sharp Park Branch
104 Hilton Way
Pacifica, CA 94044
(650) 355-5196

Pacifica-Sanchez Branch
1111 Terra Nova
Pacifica, CA 94044
(650) 359-3397

Portola Valley Branch
765 Portola Road
Portola Valley, CA 94028
(650) 851-0560

San Carlos Branch
610 Elm Street
San Carlos, CA 94070
(650) 591-0341

Woodside Branch
3140 Woodside Road
Woodside, CA 94062
(650) 851-0147

October 9, 2012

The Honorable Mayor and
Members of the Town Council
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Mayor Derwin and Members of the Town Council,

It is our privilege to present the San Mateo County Library Annual Report for the 2011-12 fiscal year. The report clearly demonstrates that library services are a meaningful part of the quality of life of all Portola Valley residents. Library use is flourishing with growing numbers of borrowers, circulation, public access computer use and participation in programs.

The Portola Valley Library accomplished much during the past year. Over 91,000 patrons visited the library this past year, which is a 12% increase over the previous year. While visiting us, patrons checked out 95,000 books, CDs, DVDs and other library materials. Additionally, over 93% of patrons who responded to the Library's Customer Satisfaction Survey indicated that they are satisfied or very satisfied with library services in Portola Valley. The Library continues to maintain a strong position as a community resource and destination place in the Portola Valley community.

The Friends of the Portola Valley Library continue to be a strong advocate and supporter of the library, and, along with the Town, have been important partners to us throughout the years. We have enjoyed tremendous support from the community and Town; thank you for your continued support of the Library.

Sincerely,

Anne-Marie Despain
Director of Library Services

Nicole Pasini
Portola Valley Library Manager

CC: Nick Pegueros, Town Manager



SAN MATEO COUNTY LIBRARY

2012 ANNUAL REPORT

VISION

Connect. Discover. Evolve.

MISSION

The San Mateo County Library provides innovative, dynamic services that connect our diverse community with opportunities for individual growth and enrichment.

STRATEGIC GOALS

Destination Libraries: Create welcoming spaces that promote a sense of community pride and facilitate customer-centered services.

Collections and Services: Develop and deliver outstanding library collections and services that reflect the interests and needs of our diverse customer base.

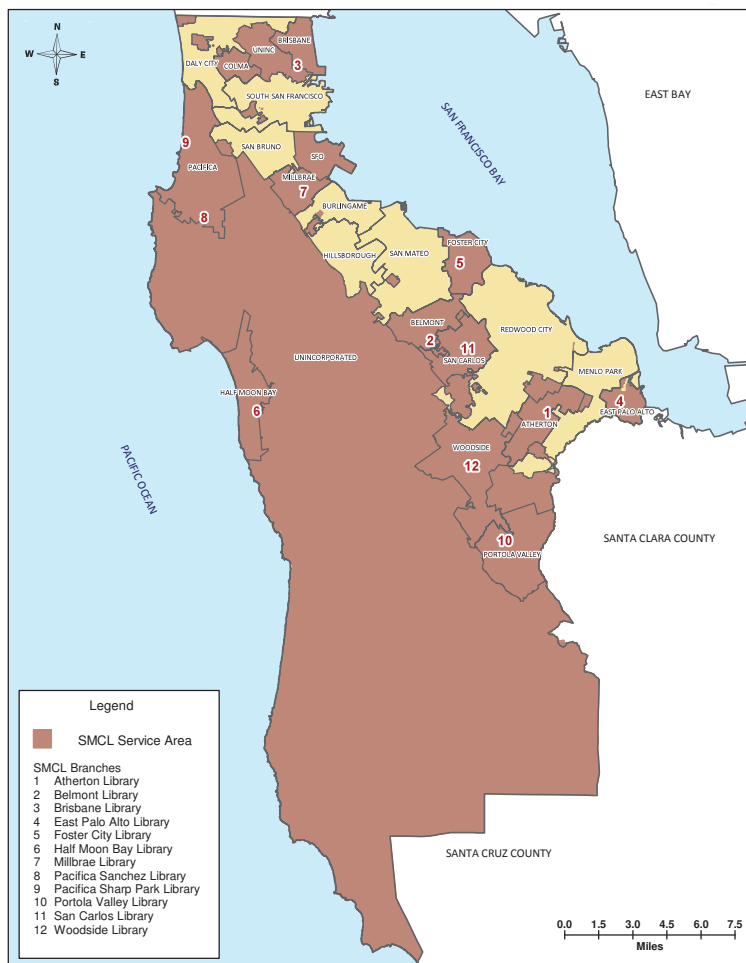
Community Engagement: Raise awareness and visibility of San Mateo County Library services and increase recognition of the Library as an essential community asset.

Organizational Culture: Become a learning organization that continuously assesses community needs and develops staff to provide excellent customer service.

JPA GOVERNING BOARD MEMBERS

- Kathy McKeithen, Atherton
- Dave Warden, Belmont
- Terry O'Connell, Brisbane
- Laura Martinez, East Palo Alto
- Pam Frisella, Foster City (Chair)
- Marina Fraser, Half Moon Bay
- Marge Colapietro, Millbrae
- Pete DeJarnatt, Pacifica
- Maryann Derwin, Portola Valley (Vice Chair)
- Karen Clapper, San Carlos
- Carole Groom, San Mateo County
- Anne Kasten, Woodside

SAN MATEO COUNTY LIBRARY SERVICE AREA



The San Mateo County Library (SMCL) is a Joint Powers Authority (JPA) comprised of the cities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside, and the unincorporated areas of San Mateo County.

DIRECTOR'S MESSAGE

The San Mateo County Library is pleased to present our 2012 Annual Report. This report is a reflection of our collective communities as well as each individual who visits our libraries. It also showcases the tremendous efforts of the Library JPA, staff, volunteers, and our many community partners who provide the services and programs that support our mission and strategic goals.

San Mateo County libraries are building community and changing lives every day. Using dynamic partnerships, innovative technology and community based programming, our libraries have helped promote child development through play, improve community gathering spaces, honor local heritage, support families and children during the first stages of life, introduce teens to the work environment, encourage a love of reading and the spoken word, increase operational efficiencies, and more. The Annual Report highlights a few of these creative and significant accomplishments.

In fiscal year 2011-2012, 3.8 million books and other library materials were checked out and 2.3 million people visited our libraries. Over 700,000 free one-hour Internet and computer sessions were provided and 11,000 new library cards were given out. Based on these service statistics, the San Mateo County Library received a star-rating for the fourth consecutive year from Library Journal. Library Journal is the library field's leading

professional publication. This year, 7,513 public libraries were rated and 262 qualified as star libraries. The San Mateo County Library was ranked 18th nationwide and 3rd in California among public libraries with similar budgets.

The Library is a high performing organization that compares extremely favorable to other public libraries in the nation. Use of our libraries is well above the national mean and tax dollars are yielding a high level of community value. Being ranked among the best public library systems in the country demonstrates the importance our community places on their local libraries and the services we provide.

As Director of Library Services, I am deeply proud of the accomplishments in this report and want to thank the Library JPA Governing Board and Operations Committee, our wonderful volunteers and Friends of the Library groups, and the exceptional library staff for their outstanding contributions and dedication.



Anne-Marie Despain
Director of Library Services

“I am very proud to have chaired the Library JPA Governing Board; through the representation of each member we have been able to make great decisions. I have seen many changes and truly believe we are on a great path for success paved by the incredible staff of our library system.” –Foster City Council Member and Library JPA Governing Board Chair Pam Frisella



INNOVATIVE PROGRAMS: Library Technology

The Library continues to implement innovative and cost-effective technology solutions to address customer needs. This year the Library introduced Radio Frequency Identification (RFID). Used in a library setting, RFID replaces outdated barcode technology and significantly improves checkout and check-in processes. Customers now have the ability to check out several items simultaneously, rather than just one item at a time. This faster checkout process greatly improves the customer experience. Additional benefits include increased staff productivity and greater security for library materials.

There have been several studies measuring the value of RFID technologies. The California State Library investigated the benefits of RFID implementation and found that there were significant savings in the number of staff needed to provide circulation services and handle materials, freeing up staff to have more meaningful interactions with patrons. Materials are now made available to customers in a much more efficient manner. Implementing RFID technology allows the Library to address increasing public use while operating within available resources.

“I love this library! Incredible selection and easy checkout. Love the ease of the new checkout system.”
 –San Mateo County Library Customer



INNOVATIVE PROGRAMS: Library Collections

Studies have shown that early exposure to art and music promotes activity in the brain and contributes to successful childhood development and literacy. Many local schools are eliminating these programs and often families cannot afford to engage in these activities. Two innovative library programs support this community need.

Earlier this year, the East Palo Alto Library created a unique guitar lending library. The project was identified as a need due to the well documented social and educational benefits of musical expression and lack of music education programs for youth

in the East Palo Alto community. Guitars are now available for checkout at the Library and weekly music lessons are offered by volunteers.

Another new service is the museum pass program called Discover & Go. It provides library cardholders with free passes to the Bay Area's best museums and cultural attractions. Passes are accessed online rather than traditional physical passes that must be checked out at a Library. Libraries and museums make great partners as they both seek to spark imagination and encourage exploration.

“Discover & Go provides accessible resources that are aligned with our mission to nurture literacy in all youth and families.” –Executive Director of Zeum Audrey Yamamoto



COMMUNITY ENGAGEMENT: Library Events

The Library has been referred to as a family's best friend. It is fun, free and an educational way to engage all members of the family. San Mateo County Library strives to offer services and programs that support the public's desire for community gathering experiences by offering dynamic programs that encourage family participation, honor heritage and highlight unique events. This year, three programs illustrated community engagement at its finest.

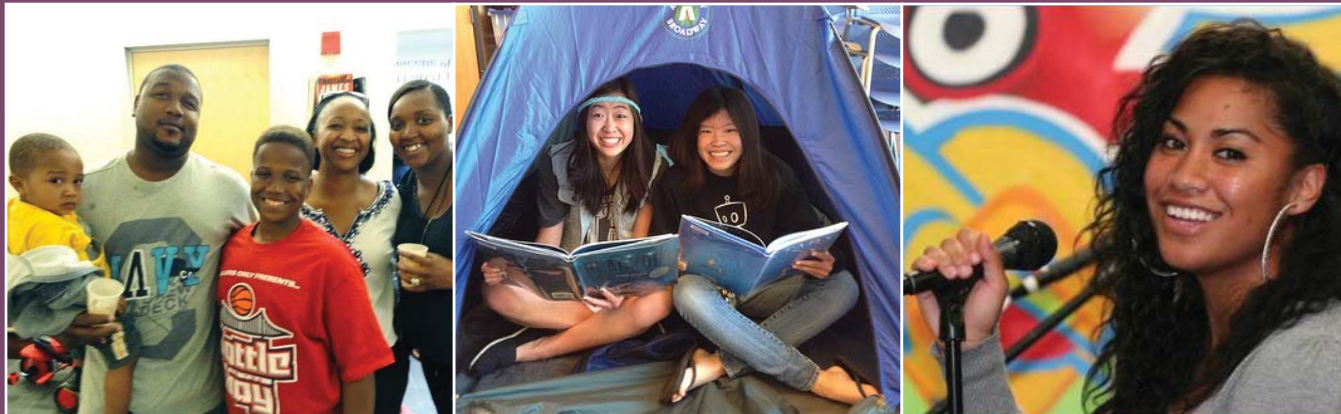
Exploring Space At the San Carlos Library, families participated in a once-in-a-lifetime event by viewing a solar eclipse event. Local patron and amateur astronomer Bob Black pitched his idea for a family program at the library and staff helped plan and execute this rare after-hours event. Families were instructed on how to create sun viewing devices that allowed them to experience the eclipse both inside and outside of the Library. Telescopes were available for patrons to use; an astronomy video series was presented in the community rooms; and lots of activities and crafts were available for kids to enjoy. Community news reports credited the interior library dome as one of the best places in the county to witness the eclipse.

Local Traditions East Palo Alto Library regularly builds community through family oriented programs such as their annual Sweet Potato Pie Competition. Members of the community showcased their original creations, which included family secret recipes passed down through the generations. East Palo Alto’s community leaders made up the panel of judges who selected the very best, while those in attendance sampled pies and lobbied for their favorite. East Palo Alto Mayor Laura Martinez summed up the day nicely: “These functions do build community.”

Celebrating Diversity In honor of Asian Pacific American Heritage Month, the Foster City Library hosted its third annual celebration. A full day of family activities centered on storytelling, music, and literature. Story time events for children included farm fairytales and a special guest—a very large goose. High school students demonstrated traditional Chinese instruments in which the audience was invited to play. The day culminated in a moving program in which Japanese internees read their own stories from the anthology, “Making Home from War: Stories of Japanese American Exile and Resettlement.”

“We are fortunate to have such a wonderful Library. The Library presented several wonderful programs honoring Asian Pacific Americans and their accomplishments.”
 –Foster City Councilmember Steve Okamoto





RAISING READERS: Library Poets

Poetry can be a powerful medium for literacy. It encourages children and adults to reflect on language in interesting and powerful ways and builds language awareness through the reading of poetry. Libraries promote National Poetry Month every April with a wide variety of programs for all ages. This year, two very successful programs are noteworthy.

The Belmont Library staff collaborated with Carlmont High School to connect teen students with the Library through poetry. Students were encouraged to enter the first Belmont Library Teen

Poetry Contest with an overwhelming response of 230 entries. Six young poets were honored at a celebration at the Library.

Now in its 13th year, the Portola Valley Library partnered with the Portola Valley School District to sponsor their annual Portola Valley Library Poetry Contest. The longevity and popularity of this program is a testament to the impact that poetry and the oral tradition has on a community. From a record 438 entrants, 31 children shared their poems at a culminating town-wide reading and celebration.

“Surely the poet-gods of Mount Olympus were in attendance as well and smiling as the event unfolded into a charmed local marking of National Poetry Month.” –Friends of the Portola Valley Library Board Member Lenora Ferro



RAISING READERS: Library Playtime

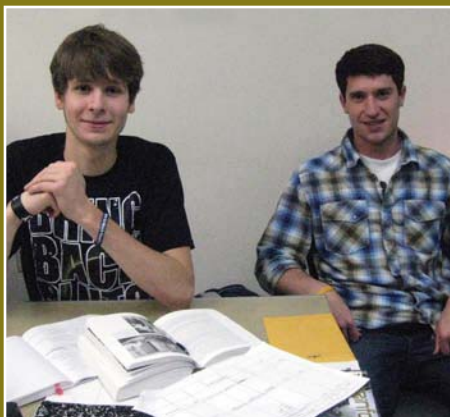
Recent studies have shown that playtime is essential to growing up healthy and benefits child development. The Half Moon Bay Library became the system's first Family Place™ provider. It serves the dual purpose of disseminating parenting information and promoting early literacy through imaginative play. The library environment is designed to engage children; connect parents with resources; and attract non-traditional library users.

In a similar program the Library partnered with Life Steps Foundation to provide Play & Stay: A Family Learning Workshop. Supported with funding from

First 5 San Mateo and the Silicon Valley Community Foundation, workshops were held in Pacifica, East Palo Alto, Half Moon Bay and Pescadero. Led by an early childhood specialist, they focused on language development and sensory play.

Family Place™ and Play & Stay create networks for families that nurture a child's development during the critical first years and help ensure all children enter school ready and able to learn.

"The Family Place™ program proves that libraries can be educational—and loud, raucous and fun."
—Youth Services Librarian Karen Choy



DYNAMIC PARTNERSHIPS: Library Connections

The Library has built strong relationships with San Mateo County agencies and other unique organizations in the Bay Area. Working collaboratively, the Library is better able to provide needed services and quality programs to address the needs of our communities. The following examples of successful partnerships this year illustrate our commitment to a community approach.

Teen Enrichment The Belmont Library and City of Belmont Parks and Recreation Department teamed up to provide coordinated teen services through a new community partnership. The mutual goal was to promote growth and enrichment among the teen population in Belmont. Both the Library and the City recognized that youth ages 12-18 are a core population served by each jurisdiction. Combining staff resources and a shared approach to service delivery has improved outcomes associated with the recreational, technological, and informational needs of teens. Approximately 800 teens a month attend these library programs.

Preserving Memories Another highly successful collaboration between the Library and the schools has been the Noche de Cuentos/Night of Stories program. The mission of Noche de

Cuentos is to promote and preserve the art of storytelling within Latino communities. Working closely with local elementary schools on the coastside, children collected, wrote and illustrated family storybooks based on their family stories. Once the stories were completed, an evening celebration was planned for the students to share their work with their family, friends and the community at large. Noche de Cuentos promotes community, reading, public speaking and self-esteem.

Reading Companions As part of an innovative partnership with the Peninsula Humane Society and the SPCA, pet assisted therapy teams help children improve their reading skills and make a new four-legged friend. The mere presence of an animal helps children become more confident readers. Through the Library's Paws for Tales Program, children have the opportunity to read aloud to a therapy animal at most of the San Mateo County libraries. One young child was brought to the program because he had never completed reading an entire book on his own. Sure enough, after meeting and reading to a trained therapy dog, the boy read an entire book from cover to cover!

"The Belmont Library Teen Center is a safe and convenient place for students to meet up, hang out and work on school projects." –Belmont Park and Recreation Staff
Stephan Schultz





MAKING A DIFFERENCE: Library Volunteers

In a community grassroots effort to create growth and improve opportunities for youth, the East Palo Alto Library has been an integral partner with local schools and organizations. Due to a high rate of unemployment among teenagers in East Palo Alto, the Library created a teen volunteer work experience component to augment the Library's afterschool learning program.

Through State Library funding, Teens Engaging In Employment Now (TEEN) was established as a new volunteer program to provide a wide range of workforce development opportunities for teens.

Participants completing the program gained the skills, experience and confidence needed to obtain meaningful employment and seek higher education opportunities while growing a sense of community and volunteerism. Additionally, the young children who were tutored by these teens made significant gains in their reading ability, with 65% improving by at least one grade level and 43% improving by two grade levels in just eight months.

"The TEEN project provides an excellent opportunity for teen volunteers to gain the skills needed to obtain meaningful employment and to seek higher education possibilities." –California State Librarian Stacey Aldrich



MAKING A DIFFERENCE: Library Friends

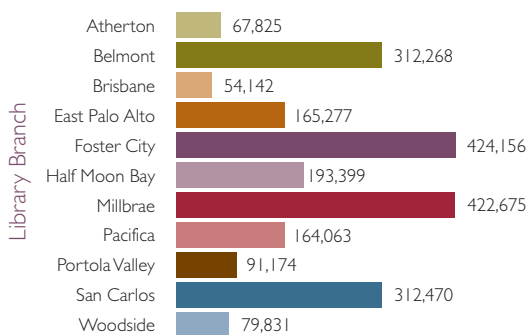
Library supporters have a tremendous impact on our libraries; two longtime Friends were honored this year. Adele Carney received a proclamation from the Belmont City Council, commemorating her work on behalf of the Friends of the Belmont Library. The extraordinary success of her fundraising efforts has supported many library programs throughout the years. Elaine Pitts received the City's highest honor when she was inducted into the Foster City Community Walk of Fame. Under Elaine's 20-year leadership, the Friends of the Foster City Library raised funds to support a new library in 1997 as well as a recent building renovation in 2009.

All of our libraries are fortunate to have the enthusiastic support of our Friends of the Library groups. Many programs and special projects would not be possible without this additional support. The recent interior remodel at the Millbrae Library is an example of how the Friends' hard work benefits our communities. Thanks to their generous support the Library was able to make a number of facility enhancements including the addition of a custom-made mural in the Kid's Place.

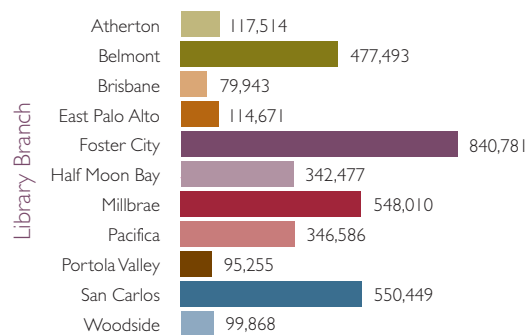
"My love for libraries as a source of information and enjoyment dates back to my youth. The library has continued to be there for me as a necessary complement to my education and my need to know in an ever changing world." –Friends of the Foster City Library Board Member Elaine Pitts

NUMBERS AT WORK

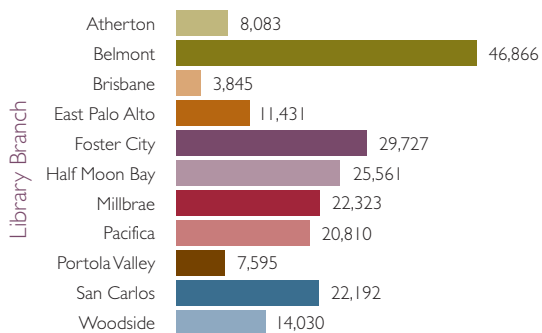
LIBRARY VISITORS



ITEMS CIRCULATED



PROGRAM ATTENDANCE



2,287,280

Total Library Visitors

3,756,016

Total Items Circulated

215,321

Total Program Attendance

NUMBERS AT WORK

12

Number of Libraries

270,925

Population of Service Area

8.4

Library Visits per Capita

760,866

Number of Items in Library Collection

64%

Library Card Holders as a Percent of the Population

607,456

Number of eBranch Visits

13.9

Circulation per Capita

365

Number of Public Computers

19,902

Number of Volunteer Hours

6,726

Number of Programs and Events Offered

34,021

Number of eBook and Audio Downloads

90%

Percent of Customer Survey Respondents Rating Services Good or Excellent



Select photos by Scott Bushman Photography and the Half Moon Bay Review. This report is available online at smcl.org.

San Mateo County Library

125 Lessingia Court
San Mateo, CA 94402
650.312.5258
www.smcl.org



SAN MATEO COUNTY LIBRARY
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PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 848 OCTOBER 10, 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, Ted Driscoll and Ann Wengert; Vice Mayor John Richards, Mayor Maryann Derwin

Absent: None

Others: Nick Pegueros, Town Manager
Sharon Hanlon, Town Clerk
Brandi de Garreaux, Sustainability & Resource Efficiency (SURE) Coordinator
Howard Young, Public Works Director
Sandy Sloan, Town Attorney
Leigh Prince, Town Attorney Representative

ORAL COMMUNICATIONS [7:33 p.m.]

Council approved a request from Mr. Pegueros to provide a written response to the letter received from Keep PV Rural regarding Blue Oaks property.

Turkey Trot: Extending an invitation to participate in Applied Materials Silicon Valley Turkey Trot 2012, Kellie Drenner said it's a fun, healthy way to start the holiday season. In its eighth year, the event will take place Thanksgiving morning, November 22, 2012 in downtown San Jose. Ms. Drenner said the program includes 5K and 10K runs as well as a walk and several special competitions, one of which is the Mayors' Cup Challenge. Cities earn per-person points for registering mayors, vice mayors, councilmembers, city managers, planning commissioners, etc. Even if the officials can't attend on the day of the run, Ms. Drenner encouraged registration by the November 20, 2012 deadline to rack up points. She said cities will be split into four population-based categories. Portola Valley thus will compete with Atherton, Los Altos Hills, Monte Sereno and Woodside, all with populations of less than 25,000 people.

Kathleen King, who served two terms as Saratoga Mayor, said that after the Mayors' Cup Challenge, participants will gather in a CEO tent to mix with executives from a number of high-tech Silicon Valley companies. Ms. King said that the Turkey Trot – founded and produced by the Silicon Valley Leadership Group Foundation – gets bigger and bigger each year, with many groups treating it as a reunion. Last year's event drew 21,000 people – 4,000 more than anticipated; 25,000 are expected this year.

The event, which has raised more than \$2.2 million for charities since its inception, supports Second Harvest Food Bank, the Housing Trust of Santa Clara County, and the Children's Health Initiative of Santa Clara County. Last year, Ms. King said, the event brought in \$200,000 to provide 200 children with healthcare coverage (medical, dental, vision and mental health) for one year.

Other: Mark Bronder, Wyndham Drive, said he attended the Planning Commission meeting on October 3, 2012, and one of the commissioners said he'd seen plans for a 12-unit development at 900 Portola Road. When told there are no plans, Mr. Bronder asked when he would see plans, and why no one has replied to his attorney's request for documents. Ms. Prince said that attorney Alexis Pelosi not only received a letter in response to her request, but she also spoke with her personally.

- (1) Presentation: Len Materman, Executive Director, San Francisquito Creek Joint Powers Authority with San Francisquito Creek Joint Powers Authority (JPA) Projects and Opportunities [7:37 p.m.]

Mr. Materman said the San Francisquito Creek Watershed encompasses 46 square miles, starting in the hills in Woodside and Portola Valley and going to San Francisco Bay. The creek itself is unusual in that it

remains in a quite natural state, he said, unlike many other creeks on the Peninsula and in the South Bay. Mr. Materman said San Francisquito Creek technically originates at Searsville Lake, although major tributaries come into it, including Los Trancos Creek.

The primary flood plain in the San Francisquito Creek watershed extends from Middlefield Road east toward the Bay, across East Palo Alto, Palo Alto and Menlo Park. In February 1998, floods damaged 1,700 properties in those communities and unincorporated areas further upstream. Mr. Materman said about 20 homeowners in Portola Valley also sought assistance from FEMA's National Flood Insurance Program due to flood damage.

An independent government agency comprising East Palo Alto, Palo Alto and Menlo Park as well as the Santa Clara Valley Water District and the San Mateo County Flood Control District, the JPA formed the next year. Its charge was to address flooding issues, provide emergency response agencies with information to improve their ability to respond and collaborate, enhance the creek and watershed environment, support the natural function and maintenance of the creek channel, create opportunities for recreation and build connectivity between neighborhoods.

Mr. Materman summarized the organization's current focus – tantamount to a four-point mission statement:

- Transform San Francisquito Creek from a divisive liability into a unifying asset.
- Bring people to the waterway but get them out of floodplain.
- Build an agency not only about San Francisquito Creek but for the communities united by the creek. As an example, he said, Menlo Park provided matching funds for a Baylands project the JPA is involved in with East Palo Alto, Menlo Park and the U.S. Fish & Wildlife Service.
- Capitalize on opportunities that address issues of common interest and value the agency's regional nature.

Over the past four years, Mr. Materman said, an increasing number of projects has increased the JPA's operating budget 26% to about \$600,000, with substantial reserves also supporting project growth. The capital budget went from zero in 2008 to \$16 million for FY2013-2014.

Mr. Materman showed slides depicting what various downstream projects – starting with the Bay and moving upstream – will do to shrink the flood plains. A project from San Francisco Bay to Highway 101 will increase creek flow capacity and place a series of flood holds and levees to capture water coming down from the hills, expanding the capacity to handle a 100-year tide and 50 years of sea-level rise (estimated at 26 inches annually, which is more aggressive than the 16-inch standard the State and Bay Conservation and Development Commission use, Mr. Materman said). As well, the JPA is working with CalTrans to replace Highway 101 overcrossings and doing some work within the channel. Taken together, those projects will provide 50-year protection for the flood plain. After additional work to come later, including flood walls and underground bypass culverts, a tidal flood plain will remain but the creek flood plain will be gone.

According to Mr. Materman, the JPA has \$1.5 million in State grants, combined with \$600,000 from East Palo Alto and Menlo Park, to start design and complete the environmental review of the Bay levee system from Redwood City on the north to the creek. For the south side, he said the JPA wrote the grant that the Santa Clara Water District received to do the same there.

This suite of projects summarizes much of the JPA's current efforts, he said, and in addition to the flood-protection element, it includes strong environmental and recreational components. A new levee would close the gap in the Bay Trail, for instance, and downstream, widening the creek channel and taking land from the Palo Alto golf course will create 14 acres of new wetlands. Further, opening up the creek

channel for Baylands is exciting, because under moderate to high flows, the work JPA is doing will create a natural mouth to the system, which hasn't been done since the 1930s, when the creek was channelized. Another benefit is that the work will enable PG&E to move its most important gas transmission line away from homes.

Working with Stanford University, the JPA also has identified three potential sites, all on Stanford property, to detain waters during major storm events upstream. Mr. Materman said that Stanford is also looking at the future of Searsville Dam and how it plays into the reservoir.

In terms of recreational pieces, he referred to a trail along Sand Hill Road by the Stanford Shopping Center, the Bay Trail and trails along city streets, but essentially there are no trails near the creek between El Camino Real and Highway 101. Mr. Materman said the JPA will start design work and an Environmental Impact Report (EIR) on a trail there in about a month, and extending the trail on Woodland Avenue in East Palo Alto also is on its list of projects.

SFCJPA is about to certify the EIR SF Bay-Highway 101 project before construction begins. It has also begun the design of the Newell Road and Pope-Chaucer Street bridges. Next month, work will begin on the EIR for the suite of flood plain, ecosystem and recreation projects between Highway 101 and El Camino Real. Also on the organization's to-do list over the next two years are to:

- Develop a watershed plan to support additional JPA funding proposals, outreach and long-term management strategies.
- Complete design and an EIR for the new Bay levee system from Mountain View to Redwood City.
- Create a special finance district to fund construction. Mr. Materman said a proposal for a two-county, three-city special assessment district is up for discussion at the November 2012 JPA Board meeting. Noting that flood insurance costs residents about \$1,300 annually, and the idea is to trade half that amount in on a special assessment to help remove the risk of flooding.
- Continue work on annual maintenance, invasive species eradication and property owner consultation related to erosion.
- Pursue a regional emergency early response/early warning system.

Long-term, Mr. Materman said the organization wants to work as a regional watershed-wide body and broaden its coverage scope in all directions. With a strong track record in grant awards; including \$8 million for construction last fall and \$1.5 million for the Bay levee system this past summer, he explained that a relationship between Portola Valley and the JPA would be helpful as it ramps up its "grant machine." He identified several issues of mutual interest and concern between the JPA and the Town:

- Fire, which threatens lives, property and water quality and increases flood risk.
- Water storage, which mitigates effects of drought and reduces flood risk.
- Stable creek banks, which reduce the erosion rate, thus preserving land and property values while reducing stormwater pollution and flood risk.
- Impervious surfaces, which diminish water quality and increase flood risk.

Mr. Materman said he came to the Council meeting to start a conversation with Portola Valley officials, suggesting that a relationship might begin with staff attending JPA Board meetings to get to know the organization. Board members, all elected officials, are San Mateo County Supervisor Dave Pine, Menlo

Park Mayor Kirsten Keith, East Palo Alto Vice Mayor Ruben Abrica, Santa Clara Valley Water District 7 Director Brian Schmidt, and Palo Alto Councilmember Pat Burt, who serves as Chair.

Councilmember Driscoll recalled that when the Town was approached to join the JPA 10 to 15 years ago, the proposal was for Portola Valley to pay the same amount as communities with much larger populations and much bigger tax bases. He said the Town didn't join because it couldn't justify the cost.

Mayor Derwin said Mr. Materman is suggesting sending representatives to JPA meetings from time to time to begin with.

Councilmember Wengert asked whether the "cost of admission" for communities has changed over the years. Mr. Materman said that an increase this year, prompted by a deficit that had the JPA dipping into its reserves, raised the rate to \$108,000 for each of the five member agencies. When the JPA was founded in 1999, it was \$68,000 per agency, and jumped to \$98,000 in about 2004, not long before he came on as Executive Director. Rather than thinking in terms of "membership fees," he said he'd like to figure out what makes sense to bring Portola Valley to the table.

Alex Von Feldt, Creek Park Drive, said she supports Portola Valley getting somewhat involved with the JPA. She emphasized that the watershed is a unique resource; almost every other creek is a concrete culvert but luckily that never happened to San Francisquito Creek. Largely natural, she said it supports the most viable remaining native steelhead trout population in the South Bay. Ms. Von Feldt indicated, too, that all of Portola Valley's gulches and creeks are part of this watershed – with Los Trancos Creek, Sausal Creek and Corte Madera Creek all feeding into it– and what we do in Town affects neighboring communities down below.

Jerry Hearn, Los Trancos Woods, said that beyond the Board meetings, other JPA activities occur regularly, and Mr. Materman is very good about reaching out for conversations about educational efforts and ecosystem news. Mr. Hearn said that's another way in which Portola Valley could play a role. Looking way into the future, as water becomes scarcer, this is an opportunity to use the watershed to unite communities within it more than they are now.

Councilmember Driscoll asked whether the JPA has a position on the Searsville Dam. Mr. Materman said that Searsville Lake is apparently 90% to 95% full, and when it's full, there will be a liability that's coming over that dam. The JPA has analyzed that again and again, and the Army Corps of Engineers has done so as well. The JPA is very carefully monitoring the situation, because it wants that liability reduced rather than exacerbating a flooding problem. In terms of whether Searsville should be for water storage, whether the dam should be removed for the sake of the steelhead, how research would be affected, how the properties upstream would be affected, depending on the scenario – it's an incredibly complex issue, Mr. Materman said. The Stanford Searsville Working Group is in the process of making an assessment, he added, and while the Board hasn't taken a position, the JPA is at the table and providing the group with technical data the JPA and the Corps gathered over a seven-year period.

Councilmember Driscoll said some edification would be valuable because the issue is so complicated and there's no simple solution.

Vice Mayor Richards said he appreciated Ms. Von Feldt's comments, because whatever we do in Portola Valley affects what happens downstream. Considering the Town's "environmental ethos," it makes perfect sense at least to be aware of what's going on in the watershed.

Councilmember Wengert agreed with Vice Mayor Richards, and said she thinks it's a matter of taking small steps to see what makes the most sense in terms of participation. Clearly, she said, the issue is regional in scope and increasingly important.

Councilmember Driscoll said the appropriation was much more than the Town could justify 10 or 15 years ago, but in any case, Portola Valley should be involved in some way.

Mayor Derwin and Councilmember Aalfs agreed also. Mayor Derwin said she believes Ms. de Garneau has had conversations with Mr. Materman and Mr. Pegueros, and would be willing to attending JPA meetings.

Mr. Materman noted that JPA Board members have consistently expressed interest in Portola Valley's involvement, so he's pleased to start a dialogue.

Junk Mail Opt-Out: Ms. de Garneau displayed a pile of papers from Mr. Pegueros's file cabinet that represents the junk mail a typical adult receives each year – 41 pounds worth. She said the Town is about to launch a new program in cooperation with Catalog Choice for Communities, an online service that lets people easily log in to a secure account and opt out of unwanted mail and phone books. It's a programmed website that includes messages and web links, including a direct link to the Town website. Catalog Choice requires no IT resources, Ms. de Garneau said, and is supported by a promotion and outreach plan and customized materials. Portola Valley became involved as part of its strategy to reduce waste. At this time, she said, the Town is running at diversion rate of about a 77%, but anything to minimize the waste stream will help.

By stopping waste at the source, Ms. de Garneau said, the mail and phone book opt-out system reduces the collection and disposal costs that are passed on to the community. It also gives the Town a positive way of engaging citizens in mutually beneficial effort. Catalog Choice saves citizens time and hassle, reduces the opportunity for identity theft (e.g., not receiving unwanted credit card offers in the mail) and minimizes mail pileups that cue potential burglars that homeowners are away.

The Town has been using this program for about a year, and has produced some impressive results. Ms. de Garneau said the Town saved the equivalent of two mature trees, diverted 656 pounds of greenhouse gas emissions, eliminated 233 pounds of solid waste and saved 1,580 gallons of water. Because data is recorded by zip-code, no personal information would be accessible, but the Town would be able to see the Portola Valley's collective impact on solid waste diversion via Catalog Choice.

Ms. de Garneau said the system is easy to use. Signed up at home, she said she sets her junk mail aside and spends about 10 minutes each month logged into the site (portolavalley.catalogchoice.org) to remove herself from mailing lists, even those of nonprofit organizations.

Broad outreach will be conducted over the next few weeks, encouraging residents to start now to stop the waste coming in next year. Ms. de Garneau said the goal is to enroll 1,000 Portola Valley accounts by December 2013. She said a good number of residents are enrolled already, a high rate among the communities that participate in the Catalog Choice program

Ms. de Garneau offered some motivational statistics:

- Americans will spend eight months over their lifetimes opening junk mail and throwing away much of it unopened.
- Municipalities in the U.S. spend an estimated \$320 million in local taxes to dispose of unsolicited direct mail each year.
- More than 800,000 phone books are delivered annually, the equivalent of five pounds of paper for every man, woman and child.
- Nearly 70% of U.S. adults rarely or never even use a phone book.

She said she thinks the community will embrace this new service and appreciate the Town's sponsorship.

Councilmember Driscoll asked whether less material in residents' recyclables bins as a result of this program would reduce the Town's diversion rate. Ms. de Garneau said she didn't think so.

CONSENT AGENDA [8:11 p.m.]

(2) Approval of Minutes: Regular Town Council Meeting of September 26, 2012 [*removed from Consent Agenda*]

(3) Ratification of Warrant List: October 10, 2012 in the amount of \$130,556.17

By motion of Councilmember Driscoll, seconded by Councilmember Wengert, the Council approved Item 3 on the Consent Agenda with the following roll call vote:

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

No: None

(2) Approval of Minutes: Regular Town Council Meeting of September 26, 2012 [*removed from Consent Agenda*] [8:12 p.m.]

Councilmember Driscoll moved to approve the minutes, as amended, of the Regular Town Council Meeting of September 26, 2012. Seconded by Councilmember Aalfs, the motion carried 5-0.

REGULAR AGENDA [8:13 p.m.]

(4) Recommendation by Public Works Director: Proposed Removal of Oak Tree at Ford Field

By way of background, Mr. Young said the Council and the public extensively discussed the large oak tree at Ford Field in 2008, by which time decay had hollowed it from its base up 15 feet toward its crown. Concerns led the Town to obtain reports from four arborists, all of whom indicated that the tree should be removed. Staff requested alternatives for preservation. Ultimately, the Council decided to trim the tree to lighten its load, wrap wire fencing around it, install a support post to reinforce the decaying trunk, and cease use of the adjacent dugout.

Later, when the potential renovation of Ford Field went out to bid, Mr. Young said, the construction costs led the Council to reject all bids and reevaluate the project, but in the process, the Town obtained an updated report on the oak tree from an arborist and an analysis from the Town's insurance provider's risk manager. Both recommended removing the tree. Mr. Young said the Little League and members of the Parks and Recreation Committee also have expressed concerns about the tree as a safety hazard.

After a long discussion during a joint site meeting of the Parks and Recreation and Conservation Committees on September 17, 2012, Mr. Young reported, they voted unanimously to recommend removing the tree unless reasonable mitigation steps could be taken to eliminate the risk and liability to the Town. He followed up by exploring potential mitigation measures, including a discussion of options with landscape architect Carducci & Associates. Two alternatives emerged: move either the field or the tree. Moving the tree would cost up to \$30,000, with no guarantee that it could survive the move – and it would still require fencing, post supports and irrigation. After evaluating a number of factors that would be involved, Mr. Young concluded that moving the field couldn't pass the "reasonability" test. Accordingly, he said staff agrees that the tree should be removed, at a cost of about \$1,800. The tree could be memorialized, though, he added. Among ideas offered: install the trunk in an open field as a wildlife habitat, put up a plaque on the current site of the tree, plant a young oak nearby, and harvest seedlings/acorns from the old oak.

Councilmember Driscoll said that in 2008, he was amazed by such healthy foliage on a tree that was supposedly in such an advanced state of decay. He may have argued in favor of saving the tree then, he said, but now there's no sense in spending what it would cost to move either the tree or the field.

Jon Silver, Portola Road, thanked Mr. Young for the thorough report. He said the tree has been a miracle of nature, and if it were to survive a move, it would no longer be a miracle of nature but a miracle of engineering. For the tree to be hit by lightning would be its perfect ending, a natural death, he said, but otherwise he favors removing the tree, harvesting a few acorns and saving the old oak's trunk as a habitat for lizards, snakes, field mice and other critters.

Councilmember Driscoll said when the Council considered the tree in 2008, Deirdre Clark indicated it had been struck by lightning in the 1950s, which is what led to the decay in the trunk.

Ms. Von Feldt said that although the chance of getting live trees from acorns is slim, harvesting the acorns is a natural mitigation measure.

Speaking for the Parks and Recreation Committee Lindsay Bowen, Portola Road, said members went to Ford Field to check out the tree, and in the interest of safety recommend its removal.

Councilmember Wengert thanked Mr. Howard, the arborists and everyone else involved for a terrific job in evaluating the situation. She said it's pretty clear we've reached the end of the road for the tree.

Councilmember Driscoll asked whether something would have to be installed to create shade over the dugout once the tree is gone. Mr. Bowen said yes, but it would be part of the redesign of the stands in the renovation project.

Vice Mayor Richards said taking the tree down would be the right decision. Mayor Derwin and Councilmember Aalfs also said they agreed that the time has come to remove the tree. Mayor Derwin said she favored the idea of harvesting acorns or seedlings.

Councilmember Aalfs moved to approve staff recommendations to obtain a contractor to: 1) remove the old oak tree at Ford Field; 2) direct staff, the Parks and Recreation Committee and the Conservation Committee to develop a plan to memorialize the tree and/or plant a replacement nearby; and 3) harvest acorns and seedlings from the oak. Seconded by Councilmember Wengert, the motion carried 5-0.

- (5) Recommendation by the Cable & Utilities Undergrounding Committee: Request for Revision to formerly adopted Resolution #2500-2010 establishing the Alpine Road Undergrounding District [8:38 p.m.]

As liaison to the Committee, Councilmember Driscoll said the Committee has been trying to get some of PG&E's Rule 20A funds used for some of the undergrounding the Town has planned, in part because it would be good for the public to see those funds being used. Since the Council adopted a resolution establishing an Underground Utility District in July 2010, the California Public Utilities Commission (CPUC) and PG&E have changed the qualification process for Rule 20A funds.

M.J. Lee, Meadowood Drive, said Mr. Young advised the Committee that the rule changes would cause the Town to incur some additional expenses. At about the same time, she said that Bob Bondy, a retired PG&E field supervisor "who knows every telephone pole in the Town," joined the Committee. He then worked with PG&E people and developed the plan presented in the September 20, 2012 memo Ms. Lee submitted to the Town Council as Interim Committee Chair. She said the Town has sufficient Rule 20A credits now to undertake Phase 1, to underground cables and wires along the stretch of Alpine Road from just south of Nathorst Avenue to just south of Hillbrook Drive. PG&E estimates a cost of \$400,000 to undertake that section, and if the Town Council approves a new resolution by December 2012, the project could be completed by the third quarter of 2015.

Ms. Lee said she hoped the Council would discuss Phase 2 at tonight's meeting. Phase 2 would pick up where Phase 1 left off, extending the undergrounding to near the foot of Golden Oak Drive, to approximately the middle of the parking lot at the Alpine Hills Tennis & Swim Club. Mr. Bondy said the site was chosen so poles wouldn't be visible coming downhill on Alpine Road.

If the Town chooses not to proceed on its own with Phase 2, Ms. Lee said, accumulating credits at the rate of about \$15,000 annually, it would take until 2050 to bank enough credits with PG&E under Rule 20B to cover the estimated \$541,000 Phase 2 cost.

As for Phase 1, using Rule 20A funds would obligate cable and telephone companies to participate in undergrounding their lines at no cost to the Town, Mr. Bondy explained, and the Phase 1 area was selected because the financial impact of the Town having to pay for that would be greater than in the Phase 2 area.

Mr. Bondy said that Phase 1 basically would eliminate four power poles, six telephone poles and many strands of wire. Phase 1 also would have the greatest visual impact, because driving past Hillbrook Drive, you notice the sagging telephone cables toward the road, forced toward the ground because the CPUC requires PG&E to trim the tops of the trees causing the trees to sag down to the wires.

Councilmember Driscoll said he hopes the Council would consider funding Phase 2 over a few years to take advantage of some of the economies of moving into Phase 2 right after completing Phase 1. He emphasized that more clarification would be needed before the Council would be asked to make that decision.

In response to Mayor Derwin and Councilmember Wengert, Mr. Bondy affirmed that the Town has more than enough credits for Phase 1 already, but Rule 20A and Rule 20B funds cannot be mingled to carry credits over into Phase 2. He said the design element of Phase 2 might be an exception, but that is uncertain. He also suggested that excess Rule 20A credits might be applied toward incorporating the first part of Phase 2 into Phase 1, to the extent the credits would cover the cost.

Councilmember Driscoll, who reiterated his point about the importance of doing something about undergrounding that the public could see, said he suspects homeowners in some residential areas in the Undergrounding District might choose to underground utilities on their properties at their own expense.

Councilmember Wengert said she fully agrees with moving on with Phase 1 and shares others' desire to underground to the maximum extent possible. However, she said it would take fairly significant analysis to prepare in anticipation of spending nearly \$500,000 – over whatever time period. She wouldn't want to give the impression that the Town would commit to any significant amount.

Mr. Bondy said that at the least, Phase 1 and Phase 2 could be designed together.

Vice Mayor Richards, a previous liaison to the Committee, said the cost differential between then and now is staggering.

Mr. Bondy said that undergrounding PG&E cable can cost 10 times more than overhead lines, but the telephone company uses the same wire, whether overhead or underground. But even under Rule 20B, he said, there's a delta – the Town wouldn't pay 100% of the cost of undergrounding the non-PG&E utilities in Phase 2, but rather the difference between installing new lines overhead or putting them underground.

Vice Mayor Richards said a Mello-Roos assessment may be a potential vehicle for funding Phase 2.

Councilmember Aalfs said he'd like to see what the Town would have to add to its budget for Phase 2 under scenarios for different timeframes, such as 10 years or 20 years. He said the data could be developed fairly quickly without a lot of analysis.

Councilmember Driscoll said in addition to the aesthetics, safety issues are involved in undergrounding. Firefighters wouldn't have to contend with lines overhead or downed lines while trying to fight fires, he said, relating a story of downed electrical wires killing a police officer. In addition, the issue of power outages caused by tree limbs falling on the lines goes away with undergrounding.

Councilmember Driscoll moved to direct staff to revise an acceptable new resolution to establish an Underground Utility District on Alpine Road to pursue Phase 1 as described. Seconded by Vice Mayor Richards, the motion carried 5-0.

Council also directed the Cable and Utilities Undergrounding Committee to work with Mr. Young to refine Phase 2 options.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [8:52 p.m.]

- (6) Recommendation by Administrative Services Director: Revisions to Application for use of Town Fields, Tennis/All Sports Court, Ford Field Parking Lot and Town Center Picnic Area [8:53 p.m.]

Mr. Pegueros noted that the Town has received two requests from private schools to use Town fields in a structured manner, scheduled once a week, and the current application form doesn't distinguish between public and private schools. He asked the Council to not only consider a modification to add that information, but also to adopt an appropriate fee schedule to help offset maintenance costs. Mr. Pegueros also pointed out that both Corte Madera Elementary and the Woodside Priory have facilities that the Town may use on a reciprocal basis, which probably justifies their no-fee status.

Since preparation of the staff report, he added, he's learned that a home school uses the Town Center regularly for certain classes. Consequently, he said that fees would apply to three schools.

Mayor Derwin asked whether fees have been discussed with the two applicants, Woodland School and Creekside School. Mr. Pegueros said that Creekside actually had come in as a nonprofit group and in that capacity already is paying the fee that would be proposed.

Councilmember Driscoll moved to revise the cited application to 1) include a new Local Private Schools category, with fee schedule structured the same as Local Nonprofit and Local Informal groups (\$3 per person per use plus a \$500 deposit) and 2) replace the existing Schools category with Local Partner Agencies (no fees, no deposits). Seconded by Councilmember Aalfs, the motion carried 5-0.

- (7) Reports from Commission and Committee Liaisons [8:56 p.m.]

Councilmember Wengert:

- (a) Silicon Valley Bicycle Coalition

Councilmember Wengert attended the October 2, 2012 meeting of the Silicon Valley Bicycle Coalition's Regional Roadway Safety Solutions Subcommittee. Having joined the group on two occasions, she suggested that if the subcommittee continues, it would make sense for Mr. Young to represent the Town instead of a Councilmember, because the group is focused on dealing with infrastructure issues and questions, specific intersections and linkages between communities such as roadways and trails.

- (b) Bicycle, Pedestrian and Traffic Safety (BP&TS) Committee

The Committee, which Councilmember Wengert described as "very robust, moving forward," discussed installation of parking signs at Windy Hill parking lot at its October 3, 2012 meeting, as well as progress on the Alpine Hills crosswalk and the range of potential solutions that might apply.

On the school front, some community members spoke up about enforcement of drop-off rules at Corte Madera School. The Committee reported that on a recent Bike-to-School Day, 205 students rode to Ormondale – "a huge uptake," as Councilmember Wengert put it.

BP&TS and Trails and Paths Committees both had significant discussions about changing the Alpine Trail, Councilmember Wengert reported, particularly as the trail moves from the intersection of Alpine and Portola Roads down to the Alpine Hills Tennis & Swimming Club. From a Safe Routes to School perspective, crossing Alpine Road in two locations presents safety and mobility issues.

Addressing the Alpine Trail issue, Leslie Latham, Grove Drive, said she was speaking both as a resident and member of the BP&TS Committee. She and Judith Hasko, a Trails and Paths Committee member, both sent requests to the Council asking for priority to be placed on an effort to get an easement or other right on Midpeninsula Regional Open Space District (MROSD) property as a starting point for relocating and upgrading the trail. The trail project would eliminate the need for two Alpine Road crossings and the eyesore cyclone fence as well as reduce traffic/pedestrian conflicts at the Golden Oak Drive intersection.

Ms. Hasko, who noted that the easement request involves an area along the edge of the Woods/Hawthornes part of MROSD lands, said that while members of both committees understand that a variety of issues need to be resolved with respect to this property generally, they sense the timing seems right to work on this easement issue now.

In response to Mayor Derwin, Ms. Sloan said the Council could direct staff to work with the committee liaisons and/or the MROSD in this regard.

Mr. Pegueros also noted that the BP&TS Committee had scheduled a bicycle lane study special meeting on October 15, 2012. Mayor Derwin said she would attend because Councilmember Wengert cannot.

(c) Trails and Paths Committee

In addition to reviewing Alpine Trail issues and opportunities in the same vein as the BP&TS Committee, at its October 9, 2012 meeting the Trails and Paths Committee discussed signage and a recent equestrian accident that underscored the importance of driveway scoring. The property owner at the accident site is working to address the issue.

(d) SFO Airport/Community Roundtable

An introduction to the complex Metroplex Project was on the agenda of the October 3, 2012 Airport Roundtable meeting. An FAA representative discussed the next phase of NextGen technology, a three-year project that would include linking all air spaces in the Bay Area and beyond – as far east as Reno and as far north as the Oregon border. Councilmember Wengert reported that the Metroplex Project team would be working on the environmental assessment in the last year of the three-year program.

After aggressive probing on the part of Roundtable members, she said it was clear that the priorities have been on improving efficiency via a stepladder configuration of glide paths for both departures and arrivals, enhancing safety, saving fuel and conserving energy. “That is the priority of NextGen,” Councilmember Wengert said. “Noise was not on the radar.” Roundtable members stressed to the FAA representative the importance of considering input from the communities represented on the Roundtable.

Councilmember Aalfs:

(e) Planning Commission

The proposed Blue Oaks lot-line adjustment (LLA) on the agenda of the October 3, 2012 meeting generated considerable discussion.

(f) Architectural and Site Control Commission (ASCC)

At a site meeting on October 8, 2012, the ASCC continued discussion on the proposal for a driveway and bridge from Ford Field across Los Trancos Creek to the Ryland Kelley property. At its regular meeting afterward, Commissioners also (like the Planning Commission) discussed the proposed Blue Oaks LLA.

Mayor Derwin:

(g) Firewise Committee

The Committee discussed Rapid Notify Software, Go Bags, and the possibility of a Firewise class in the Los Trancos Water District in the spring of 2013. Members also talked about a recent car fire in a garage on Joachin Road, which apparently didn't spread because the homeowner had created so much fire-management work, despite the fact that a downed wire delayed firefighters.

A Citizen Emergency Response Training (CERT) refresher class was held on October 7, 2012.

(h) Council of Cities

During a stimulating, sometimes contentious evening in Belmont on September 28, 2012, the Council of Cities heard about the possible future of the Hetch Hetchy Reservoir from Mike Marshall, Executive Director of Restore Hetch Hetchy and Matt Regan, Vice President of Public Policy for the Bay Area Council.

(i) Housing Endowment and Regional Trust (HEART)

Mayor Derwin reported going to an ad hoc HEART group meeting on October 9, 2012 to help ensure HEART retains members and that they understand the benefits of being part of the organization. In part, she explained, HEART is trying to fill a need for affordable housing left by the dissolution of redevelopment agencies.

She said that HEART Executive Director Mark Moulton, who also serves as Executive Director of the Housing Leadership Council of San Mateo County, told her that housing advocacy groups are closely watching Portola Valley's efforts to increase its affordable housing.

(j) Tuesday Harvest Speaker Series

Part of the series of programs that feature fresh and local ideas to give Town residents tools and resources to live more sustainably, "Eating Local: Benefits that Extend Beyond the Palate & the Plate" was on the agenda for the October 9, 2012 edition of the Town's Tuesday Harvest Speaker Series. The program featured Amy Cox, founder of subURBAN homestead and slow food expert.

(5) Nature and Science Committee

The Nature & Science Committee will hold a Star Party on October 12, 2012.

WRITTEN COMMUNICATIONS [9:24 p.m.]

- (8) Town Council September 28, 2012 Weekly Digest – None
- (9) Town Council October 5, 2012 Weekly Digest
- (a) #12 – Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, September 28, 2012

Councilmember Driscoll thanked Mr. Pegueros for his weekly updates in the Council Digest.

Relative to Item 2 in his update, Mayor Derwin asked why it was necessary for attorney Alexis Pelosi to submit a second Public Records Act (PRA) request for documents. Ms. Prince explained that Ms. Pelosi's first request was fulfilled, but it was very broad in nature and covered a large volume of documents. Narrowing the scope pursuant to a conversation between Ms. Sloan and Ms. Pelosi, Ms. Pelosi subsequently decided she still wanted some other documents. To that extent, Ms. Prince explained, her second request covered items she'd removed from her first request.

In response to Councilmember Driscoll, Ms. Prince explained that most of the documents Ms. Pelosi has requested have to be photocopied, because the documents were created long enough ago that there were no electronic versions. Mr. Pegueros added that to the extent possible, digitized files would be sent instead of paper copies.

Following up on a Written Communications item that came up during the Town Council's September 26, 2012 meeting, Mayor Derwin reported that the Town has a nominee for the 2012 Mayors' Diversity Award. She said Portola Valley's honoree will be Chris Bradshaw, Founder/President of the *African Library Project*.

CLOSED SESSION [9:30 p.m.]

- (10) Conference with Real Property Negotiators
- Government Code Section 54956.8
 Properties: Town-owned lots in Blue Oaks subdivision
 Negotiating parties: Town Attorney and Councilmember Wengert
 Under negotiation: price and terms of payment

REPORT OUT OF CLOSED SESSION

No reportable actions.

ADJOURNMENT [10:00 p.m.]

Mayor

Town Clerk

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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

ARC	Blueprints	13633	10/24/2012	
			10/24/2012	
P.O. BOX 192224	0112		10/24/2012	0.00
SAN FRANCISCO	BOA	47110	10/24/2012	0.00
CA 94119-2224				341.99

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	163.60	0.00
45-00-4376	900 Portola Road	178.39	0.00

Check No.	47110	Total:	341.99
Total for	ARC		341.99

AT&T	September Statement	13634	10/24/2012	
			10/24/2012	
P.O. BOX 9011	441		10/24/2012	0.00
CAROL STREAM	BOA	47111	10/24/2012	0.00
IL 60197-9011				217.37

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	217.37	0.00

Check No.	47111	Total:	217.37
Total for	AT&T		217.37

JAMIE AXT	Facility Deposit Refund	13608	10/24/2012	
			10/24/2012	
321 ALEXANDER AVENUE	1134		10/24/2012	0.00
REDWOOD CITY	BOA	47112	10/24/2012	0.00
CA 94061				100.00

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

Check No.	47112	Total:	100.00
Total for	JAMIE AXT		100.00

CAROL BORCK	Mileage Reimbursement, Borck	13609	10/24/2012	
			10/24/2012	
2122 REDBUSH TERRACE	0268		10/24/2012	0.00
SAN JOSE	BOA	47113	10/24/2012	0.00
CA 95128				140.97

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	140.97	0.00

Check No.	47113	Total:	140.97
Total for	CAROL BORCK		140.97

CALIFORNIA BLDG STANDARDS COMM	BSC Report, July - Sept 2012	13610	10/24/2012	
			10/24/2012	
2525 NATOMAS PARK DRIVE	458		10/24/2012	0.00
SACRAMENTO	BOA	47114	10/24/2012	0.00
CA 95833				188.10

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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

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4224	BSA/SMIP Fees	188.10	0.00	

Check No.	47114	Total:	188.10
Total for	CALIFORNIA BLDG STANDARDS C		188.10

CALIFORNIA CHAMBER OF COMMERCE	2013 Employee Poster	13611	10/24/2012	
	CID#510550		10/24/2012	
P.O. BOX 526020	847		10/24/2012	0.00
SACRAMENTO	BOA	47115	10/24/2012	0.00
CA 95852-6020	CID#510550			32.75

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	32.75	0.00	

Check No.	47115	Total:	32.75
Total for	CALIFORNIA CHAMBER OF COMM		32.75

CALIFORNIA WATER SERVICE CO	8/14 - 9/14 Statement	13612	10/24/2012	
			10/24/2012	
3351 EL CAMINO REAL	0011		10/24/2012	0.00
ATHERTON	BOA	47116	10/24/2012	0.00
CA 94027-3844				11,271.51

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	11,271.51	0.00	

Check No.	47116	Total:	11,271.51
Total for	CALIFORNIA WATER SERVICE CC		11,271.51

CARDUCCI & ASSOCIATES INC	Ford Field - Reimbursables	13635	10/24/2012	
			10/24/2012	
555 BEACH STREET, FOURTH FLOOR	0344		10/24/2012	0.00
SAN FRANCISCO	BOA	47117	10/24/2012	0.00
CA 94133	7554, 7493			1,952.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4214	Miscellaneous Consultants	1,952.00	0.00	

Check No.	47117	Total:	1,952.00
Total for	CARDUCCI & ASSOCIATES INC		1,952.00

CITY OF REDWOOD CITY	September IT Support	13613	10/24/2012	
			10/24/2012	
P.O. BOX 3629	586		10/24/2012	0.00
REDWOOD CITY	BOA	47118	10/24/2012	0.00
CA 94064-3629	BR27955			1,867.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4216	IT & Website Consultants	1,867.00	0.00	

Check No.	47118	Total:	1,867.00
Total for	CITY OF REDWOOD CITY		1,867.00

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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

CITY OF SAN CARLOS	Dinner Mtg, Derwin	13614	10/24/2012	
			10/24/2012	
600 ELM STREET	1327		10/24/2012	0.00
SAN CARLOS	BOA	47119	10/24/2012	0.00
CA 94070				45.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	45.00	0.00

Check No.	47119	Total:	45.00
Total for	CITY OF SAN CARLOS		45.00

CLEANSTREET	Sept Street/Litter Clean-up	13636	10/24/2012	
			10/24/2012	
1937 W. 169TH STREET	0034		10/24/2012	0.00
GARDENA	BOA	47120	10/24/2012	0.00
CA 90247-5254	68732			4,187.76

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping	3,376.86	0.00
20-60-4266	Litter Clean Up Program	810.90	0.00

Check No.	47120	Total:	4,187.76
Total for	CLEANSTREET		4,187.76

CULLIGAN	October Statement	13616	10/24/2012	
			10/24/2012	
P. O. BOX 5277	0250		10/24/2012	0.00
CAROL STREAM	BOA	47121	10/24/2012	0.00
IL 60197-5277				50.00

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

Check No.	47121	Total:	50.00
Total for	CULLIGAN		50.00

DEL RIO ROOFING	Refund C&D Deposit	13617	10/24/2012	
			10/24/2012	
HOLD AT COUNTER	630		10/24/2012	0.00
	BOA	47122	10/24/2012	0.00
				1,000.00

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

Check No.	47122	Total:	1,000.00
Total for	DEL RIO ROOFING		1,000.00

DEPARTMENT OF CONSERVATION	SMISHMF, July - Sept 2012	13627	10/24/2012	
Division of Administrative			10/24/2012	
801 K STREET MS22-15	0054		10/24/2012	0.00
SACRAMENTO	BOA	47123	10/24/2012	0.00
CA 95814-3531				384.38

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

05-56-4224	BSA/SMIP Fees		384.38	0.00
		Check No.	47123	Total:
		Total for	DEPARTMENT OF CONSERVATIO	384.38

GO NATIVE INC	C-1 Trail Maintenance	13637	10/24/2012	
	PVTC Landscape Maintenance		10/24/2012	
P.O. BOX 370103	632		10/24/2012	0.00
MONTARA	BOA	47124	10/24/2012	0.00
CA 94037	2421, 2422			4,104.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-60-4272	C-1 Bio Maintenance	2,204.00	0.00	
05-66-4342	Landscape Supplies & Services	1,900.00	0.00	
		Check No.	47124	Total:
		Total for	GO NATIVE INC	4,104.00

JEANNIE GOLDMAN	Instructor Fees, Fall 2012	13618	10/24/2012	
			10/24/2012	
741 MANZANITA ROAD	706		10/24/2012	0.00
WOODSIDE	BOA	47125	10/24/2012	0.00
CA 94062				11,142.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	11,142.00	0.00	
		Check No.	47125	Total:
		Total for	JEANNIE GOLDMAN	11,142.00

J.W. ENTERPRISES	Portable Lavs, 10/4 - 10/31	13620	10/24/2012	
			10/24/2012	
1689 MORSE AVE	829		10/24/2012	0.00
VENTURA	BOA	47126	10/24/2012	0.00
CA 93003	164633			235.32

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4244	Portable Lavatories	235.32	0.00	
		Check No.	47126	Total:
		Total for	J.W. ENTERPRISES	235.32

JORGENSON SIEGEL MCCLURE & FLEGEL	September Statement	13619	10/24/2012	
			10/24/2012	
1100 ALMA STREET	0089		10/24/2012	0.00
MENLO PARK	BOA	47127	10/24/2012	0.00
CA 94025				9,091.75

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4182	Town Attorney	9,091.75	0.00	
		Check No.	47127	Total:
		Total for	JORGENSON SIEGEL MCCLURE &	9,091.75

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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

LEAGUE OF AMERICAN BICYCLISTS	LCI Seminar, 10/1 - 10/3	13621	10/24/2012	
		00006069	10/24/2012	
1612 K STREET N.W., SUITE 510	1139		10/24/2012	0.00
WASHINGTON	BOA	47128	10/24/2012	0.00
DC 20006	3620			900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4143	BicyclePedTraffic Committee	900.00	900.00

Check No.	47128	Total:	900.00
Total for	LEAGUE OF AMERICAN BICYCLIS		900.00

MUNICIPAL CODE CORPORATION	Online Muni Code, 10/12-9/13	13622	10/24/2012	
			10/24/2012	
P.O. BOX 2235	788		10/24/2012	0.00
TALLAHASSEE	BOA	47129	10/24/2012	0.00
FL 32316	00222168			500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	500.00	0.00

Check No.	47129	Total:	500.00
Total for	MUNICIPAL CODE CORPORATION		500.00

ODR ROOFING	Refund C&D Deposit	13623	10/24/2012	
			10/24/2012	
5334 KNIGHTS ESTATES	1346		10/24/2012	0.00
SAN JOSE, CA 95135	BOA	47130	10/24/2012	0.00
CA 95135				1,000.00

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

Check No.	47130	Total:	1,000.00
Total for	ODR ROOFING		1,000.00

PERS HEALTH	November Health	13625	10/24/2012	
			10/24/2012	
VIA EFT	0108		10/24/2012	0.00
	BOA	47131	10/24/2012	0.00
				15,111.12

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	15,111.12	0.00

Check No.	47131	Total:	15,111.12
Total for	PERS HEALTH		15,111.12

DARCI REIMUND	Refund C&D Deposit	13624	10/24/2012	
			10/24/2012	
155 GROVE DRIVE	0178		10/24/2012	0.00
PORTOLA VALLEY	BOA	47132	10/24/2012	0.00
CA 94028				1,400.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,400.00	0.00

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

Check No.	47132	Total:	1,400.00
Total for	DARCI REIMUND		1,400.00

SAN MATEO CO INF SERVICES	September M/W	13638	10/24/2012	
455 COUNTY CENTER, 3RD FLOOR	0307		10/24/2012	0.00
REDWOOD CITY	BOA	47133	10/24/2012	0.00
CA 94063	1YPV11209			76.00

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

Check No.	47133	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SMALL BUSINESS BENEFIT PLAN TR	November Dental/Vision	13626	10/24/2012	
	0132		10/24/2012	0.00
BELMONT	BOA	47134	10/24/2012	0.00
CA 94002-0156				2,010.10

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,010.10	0.00

Check No.	47134	Total:	2,010.10
Total for	SMALL BUSINESS BENEFIT PLAN		2,010.10

SMC AIRPORT ROUNDTABLE	2012-13 Annual Contribution	13615	10/24/2012	
Mail Drop PLN122			10/24/2012	
VIRGINIA DIEHL, CTY PLANNING	487		10/24/2012	0.00
REDWOOD CITY	BOA	47135	10/24/2012	0.00
CA 94063				750.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	750.00	0.00

Check No.	47135	Total:	750.00
Total for	SMC AIRPORT ROUNDTABLE		750.00

CONNIE STACK	Instructor Fees, Fall 2012	13628	10/24/2012	
			10/24/2012	
10127 LAMPLIGHTER SQUARE	648		10/24/2012	0.00
CUPERTINO	BOA	47136	10/24/2012	0.00
CA 95014				1,528.80

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,528.80	0.00

Check No.	47136	Total:	1,528.80
Total for	CONNIE STACK		1,528.80

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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

STAPLES	September Statement	13632	10/24/2012	
			10/24/2012	
STAPLES CREDIT PLAN	430		10/24/2012	0.00
DES MOINES	BOA	47137	10/24/2012	0.00
IA 50368-9020				473.86

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	473.86	0.00

Check No.	47137	Total:	473.86
Total for	STAPLES		473.86

LAURA STEC	Reimbursement, Blues & BBQ	13640	10/24/2012	
			10/24/2012	
1100 WESTRIDGE DRIVE	1133		10/24/2012	0.00
PORTOLA VALLEY	BOA	47138	10/24/2012	0.00
CA 94028				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Community Events Committee	50.00	0.00

Check No.	47138	Total:	50.00
Total for	LAURA STEC		50.00

SHELLY SWEENEY	Instructor Fees, Fall 2012	13629	10/24/2012	
			10/24/2012	
285 GRANDVIEW DRIVE	407		10/24/2012	0.00
WOODSIDE	BOA	47139	10/24/2012	0.00
CA 94062				3,744.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	3,744.00	0.00

Check No.	47139	Total:	3,744.00
Total for	SHELLY SWEENEY		3,744.00

TOWNSEND MGMT, INC	September Applicant Charges	13630	10/24/2012	
			10/24/2012	
P.O. BOX 24442	609		10/24/2012	0.00
SAN FRANCISCO	BOA	47140	10/24/2012	0.00
CA 94124				1,520.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,520.00	0.00

Check No.	47140	Total:	1,520.00
Total for	TOWNSEND MGMT, INC		1,520.00

TURF & INDUSTRIAL EQUIPMENT CO	Replacement Parts for Mower	13639	10/24/2012	
			10/24/2012	
2715 LAFAYETTE STREET	513		10/24/2012	0.00
SANTA CLARA	BOA	47141	10/24/2012	0.00
CA 95050	IV98295			38.76

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	38.76	0.00

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

Check No.	47141	Total:	38.76
<u>Total for</u>	TURF & INDUSTRIAL EQUIPMENT		38.76

U.S. BANK EQUIPMENT FINANCE	October Lease	13641	10/24/2012	
			10/24/2012	
P.O. BOX 790448	472		10/24/2012	0.00
ST. LOUIS	BOA	47142	10/24/2012	0.00
MO 63179-0448	213048564			498.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	498.68	0.00

Check No.	47142	Total:	498.68
<u>Total for</u>	U.S. BANK EQUIPMENT FINANCE		498.68

Total Invoices: 33

Grand Total:	75,953.22
Less Credit Memos:	0.00
Net Total:	75,953.22
Less Hand Check Total:	0.00
Outstanding Invoice Total:	75,953.22

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
October 24, 2012

Claims totaling \$75,953.22 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



OPTIONS TO IMPROVE COMMITTEE VOLUNTEER EXPERIENCE

Town Council Meeting
October 24, 2012

Purpose

To open a discussion with the Town Council on options to address challenges expressed by Committee chairs in their meeting with the Vice Mayor on September 6, 2012.

Current Committees

**16 appointed
advisory
committees**

Bicycle, Pedestrian and Traffic Safety (BPTS)

Cable and Utilities Undergrounding

Community Events

Conservation

Cultural Arts

Emergency Preparedness (EPC)

Finance

Geologic Safety

Historic Resources

Nature and Science

Open Space Acquisition

Parks & Recreation

Public Works

Sustainability

Teen

Trails and Paths

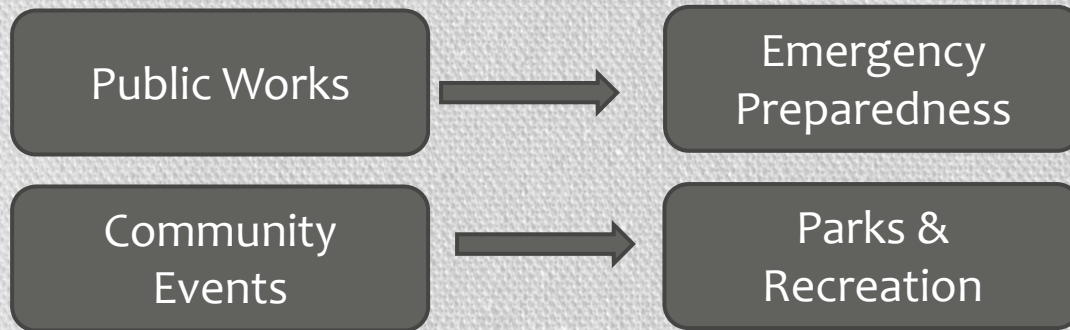
Committee Facts

- 16 committees
- 133 seats
- 117 appointed committee members
- 96 meetings per year
- 25 committee sponsored events
- Est. 18,000+ volunteer hours per year (equivalent of 9 full-time staff members)

Meeting with Committee Chairs

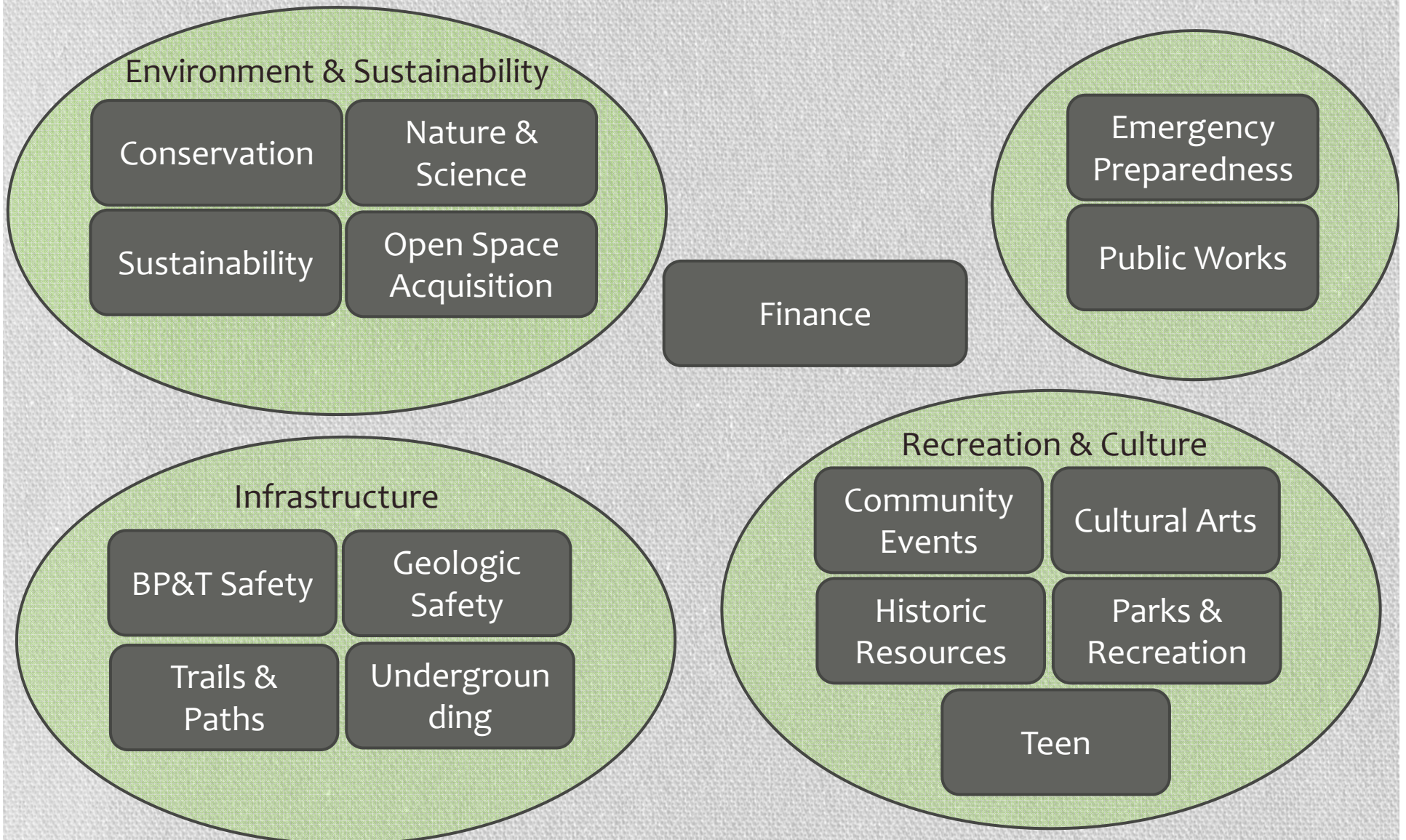
- Committee chairs met with Vice Mayor on 9/6/12
- Common concerns expressed
 - Recruitment and retention of committee members
 - Cumbersome processes (Brown Act requirements)
 - Busy lives of volunteers (difficulties with quorums)
 - Lack of staff support at meetings
- Request for Town Manager to take a look at various options to address concerns including:
 - Voluntary mergers between committees
 - Reducing red-tape associated with volunteer committees

Option – Voluntary Combination



BP&T Safety	Conservation	Cultural Arts	Finance
Geologic Safety	Historic Resources	Nature & Science	Open Space Acquisition
Sustainability	Teen	Trails & Paths	Undergrounding

Option – Merge Related Committees



Other options

- Decrease committees size (from X to 5)
- Establish a community events volunteer corps – guided by staff
- Change agenda and meeting minutes requirements
- Allow committees to meet only as needed, no set schedule
- A focused volunteer recruitment effort
- Others?

Challenges identified for staff

- Difficulty coordinating events between all committees
- Time and frequency of meetings
- Maintaining control over committee revenues and expenditures

Next Steps

- Council discussion
- Provide direction to staff

#7

There are no written materials for this agenda item.

#8

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – October 12, 2012

- ☐ 1. Agenda – Sustainability Committee – Monday, October 15, 2012
- ☐ 2. Agenda – Bicycle, Pedestrian & Traffic Safety Special meeting – Monday, October 15, 2012
- ☐ 3. Agenda – Parks & Recreation Committee – Monday, October 15, 2012
- ☐ 4. Agenda – Planning Commission – Wednesday, October 17, 2012
- ☐ 5. Agenda – Community Events Committee – Tuesday, October 16, 2012
- ☐ 6. Action Agenda – Town Council - Wednesday, October 10, 2012
- ☐ 7. Email from Keep PV Rural re: – Blue Oak’s Planned Unit Development Amendment and Below-Market Rate Housing in Portola Valley – Request to agendize this item
- ☐ 8. Memo from Town Manager, Nick Pegueros re: – Weekly Update – Friday, October 12, 2012

Attached Separates (Council Only)

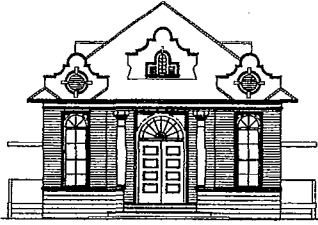
- ☐ 1. Invitation to The 11th Annual Housing Leadership Day – Friday, October 26, 2012
- ☐ 2. Western City – October 2012
- ☐ 3. Silicon Valley Community Foundation – One: Innovation through Philanthropy - fall 2012
- ☐ 4. Labor – October 2012 – Volume 74, Number 10



TOWN OF PORTOLA VALLEY
Special Sustainability Committee Meeting
Monday, October 15, 2012 3:30 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes from August 20, 2012
4. Presentation & Discussion with Los Trancos County Water District Board on Water Conservation Incentives
5. Update on Programs
 - a. Acterra High Energy Homes Program
 - b. Energy Upgrade Portola Valley
 - c. Green Towns SunShares
 - d. Tuesday Harvest Speaker Series
 - e. Climate Action Plan and Greenhouse Gas Emissions Inventory
6. Update on Projects/Outreach
 - a. New Homeowner Engagement Program
 - b. Light Bulb Testing Kit
 - c. Detective Kit
 - d. Green Home Tour
7. Next Steps, Next Meeting Date & Reminders
 - a. Next Meeting on Monday, November 19th
8. Announcements
 - a. Hands-On Native Garden Container Workshop – October 27th
 - b. Behavior in Energy & Climate Change Conference – November 11th – 14th
 - c. New Stop Junk Mail Service – Catalog Choice
9. Adjournment by 5:00 p.m.



TOWN OF PORTOLA VALLEY
Special Bicycle, Pedestrian and Traffic
Safety Committee

Monday, October 15, 2012 – 7:00 PM
Alder Room of the Community Hall
765 Portola Road, Portola Valley, CA

SPECIAL MEETING AGENDA

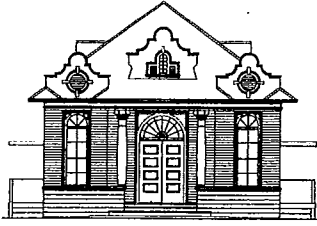
1. Call meeting to Order
2. Oral Communications
3. Portola Valley bike lanes report



Note special meeting location and time!

Enclosures:

Background documents for the Bike Lane Study Discussion
Recommendations for Portola and Alpine Road Bicycle Lane Design – Fehr and Peers



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, October 15, 2012 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: September 17, 2012 (*5 minutes*)
4. Reports from Staff and Council (*5 minutes*)
5. Ford Field Renovation Update (*45 minutes*)
6. Revisions to Application of Field Use of Town Fields (*30 minutes*)
7. Adjournment

Next meeting: November 19, 2012



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, October 17, 2012 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. *Preliminary* Review of Site Development Permit X9H-640, 260 Mapache Drive, Davison
2. *Preliminary* Review of Proposed Lot Line Adjustment X6D-213, Nebrig – Hall, 20 and 30 Granada Court
3. Study Session – Portola Road Corridor Plan Project and Report from Taskforce
4. Study Session – Zoning Ordinance Update Project
5. Review of Conservation Committee Guidelines on Redwoods

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: October 3, 2012

Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

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

PUBLIC HEARINGS

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

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

Date: October 12, 2012

CheyAnne Brown
Planning Technician



Town of Portola Valley
COMMUNITY EVENTS COMMITTEE
Tuesday, October 16, 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 September 5, 2012
5. Discussion, Wrap-Up, etc., for Blues & BBQ – Sept 16th
6. Discussion, Planning, Task Delegation, etc., for Volunteer Appreciation Holiday Party – Nov 30th
7. Adjourn

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



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, October 10, 2012

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

Council approved a request from Town Manager, Nick Pegueros to provide a written response to the letter received from Keep PV Rural regarding Blue Oaks property.

Kellie Drenner and Kathleen King invited Council to participate in the Silicon Valley Turkey Trot 2012 event which benefits multiple family charities within Silicon Valley.

- (1) **PRESENTATION** – Len Materman, Executive Director, San Francisquito Creek Joint Powers Authority with San Francisquito Creek Joint Powers Authority Projects and Opportunities

Following presentation by Mr. Materman, Council agreed to send one staff member to attend future JPA meetings to assess how the JPA and the Town might collaborate in the future.

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.

- (2) **Approval of Minutes** – Regular Town Council Meeting of September 26, 2012

Approved as Amended 5-0

- (3) **Approval of Warrant List** – October 10, 2012

Approved 5-0

REGULAR AGENDA

- (4) **Recommendation by Public Works Director** – Proposed Removal of Oak Tree at Ford Field

Council agreed to remove the oak tree, move the trunk to adjacent field for habitat and to plant acorns and seedlings from the tree nearby. Approved 5-0

- (5) **Recommendation by the Cable & Utilities Undergrounding Committee** – Request for Revision to formerly adopted Resolution #2500-2010 establishing the Alpine Road Undergrounding District

Council approved proposed Phase 1 project, covered by (Rule 20A) credit and staff will bring back to Council a revised resolution reflecting changes Phase 1 for 20A funds. Staff directed to begin discussion regarding funding options to construct Phase 2 (Rule 20B) undergrounding project. Approved 5-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (6) **Recommendation by Administrative Services Director** – Revisions to Application for use of Town Fields, Tennis/ All Sports Court, Ford Field Parking Lot and Town Center Picnic Area

Approved 5-0

(7) Reports from Commission and Committee Liaisons

There are no written materials for this item.

Councilmember Wengert – Attended the Regional Roadway Safety Solutions meeting and suggested if the subcommittee continues that Public Works Director Young take Councilmember Wengert's place in attending meetings since discussion will be more relevant to the Director's role with the Town. Bicycle, Pedestrian & Traffic Safety (BP&TS) discussed installation of parking signs at Windy Hill parking lot, Alpine Hills crosswalk and enforcement, and drop off at Corte Madera School. A request was received from both BP&TS and Trails Committee to work with MROSD and ask for a 15' easement for the Alpine Road Trail. Staff will begin to work with MROSD on this project. Airport Roundtable heard a description of the Metroplex Project, linking air flights/space. In the environmental report the priorities were efficiency, safety, saving fuel but noise affect was not included. The Airport Roundtable suggested the group should gather input from surrounding communities regarding this topic. Trails & Paths Committee discussed an equestrian accident from last week which prompted the importance of driveway scoring. The property owner is working to address the issue.

Councilmember Driscoll – No Reports

Councilmember Aalfs – Both Planning Commission and the ASCC looked at lot lines at Blues Oaks. The ASCC continued discussion on the Kelley proposal for a driveway and bridge.

Mayor Derwin – The Rapid Notify Software and Go Bags were discussed at the Firewise meeting. There was CERT refresher class held on October 7. September Council of Cities heard a presentation on proposed future of Hetch Hetchy Reservoir. The Nature & Science Committee will hold a Star Party on October 12th. The Green Speaker Series held on October 9 heard lecture on Eating Local.

WRITTEN COMMUNICATIONS

(8) Town Council Weekly Digest – September 28, 2012

None

(9) Town Council Weekly Digest – October 5, 2012

#8 – Councilmember Driscoll thanked Town Manager for his weekly update included in the Council Digest

#8 – Attorney Prince reported there was a second PRA received from Attorney Alexis Pelosi which will be ready for delivery on Friday, October 11

CLOSED SESSION: 9:30 pm

(10) 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: No Reportable Action

ADJOURNMENT: 10:00 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.

From: Keep PV Rural [keepvrrural@gmail.com]
Sent: Tuesday, October 09, 2012 8:28 PM
To: Maryann Derwin
Cc: Ted Driscoll; Jeff Aalfs; John Richards; Ann Wengert; TownCenter; Nick Pegueros
Subject: Council Agenda Item-Request

October 8, 2012

Maryann Derwin, Mayor

Town Councilmembers

Town of Portola Valley

765 Portola Road

Portola Valley, CA

Re: Blue Oak's Planned Unit Development Amendment and Below-Market Rate Housing in Portola Valley – Request for Item to be placed on Town Council Agenda

Dear Mayor Derwin and Town Councilmembers:

On Wednesday night, we participated in the Town Planning Commission's preliminary review of the proposed amendment to the Blue Oaks Planned Unit Development (PUD) and unfortunately left the meeting with more questions than answers. As a result, we are writing, on behalf of our friends and neighbors, and as residents of Wyndham Drive, one of the neighborhoods directly impacted by the Town's proposed actions, **to request that the Town Council place this same item on its agenda for its next meeting or hold a special meeting to discuss these issues.** While we understand that the Town Council has held hearings in the past on below-market rate (BMR) housing and its "potential" future use of the lots its owns in Blue Oaks and the lot it seeks to own (i.e., the former Al's Nursery site), these discussions were broad and general in nature. As the hearing on Wednesday night clearly showed, the Town now has a plan it intends to implement and it is imperative that the community, and those residents most impacted by the proposed plans, be informed and have an opportunity to weigh in early in the process, before any final decisions have been made.

Specifically, we request that the Town Council hold a hearing similar to the one held Wednesday night and be prepared to answer specific questions about the Town's plans. To assist the Town we have compiled a list of key items discussed or mentioned at Wednesday nights' hearing that we believe, at a minimum, should be addressed. They are as follows:

- If the Blue Oak's PUD Amendment, as proposed, is granted now and the City owned lots become market rate lots, is the Town not at further risk of being more out of compliance with its state BMR requirements given that the Town's proposed use of the Al's Nursery site has not been entitled and the Town does not currently own the site?

- Once the PUD Amendment is approved, has the Town not then backed itself into a corner to develop BMR at the Al's Nursery site even if the community and neighbors do not believe that is the best location for that type of housing?
- How does the Town know that the Al's Nursery site can be successfully developed with BMR units at a density that makes sense in Portola Valley? Does the Town have a plan or proposal from a developer to construct the BMR units? If the Town swaps the Blue Oak lots for the Al's Nursery site what prevents the Town from being in the same situation as currently exists?
- Will the funds from the potential sale of the Blue Oak lots be enough to fund both the purchase of the Al's Nursery site and any additional costs it may incur to develop BMR units on that site? If not, how does the Town intend to cover any potential additional costs? Will it use funds already in the inclusionary housing fund? Will it start a new fundraising campaign? Will it use the Town's general funds or funds raised as part of other fundraising campaigns?
- If BMR units cannot be developed on the Al's Nursery site, does the Town have an alternate plan for the use of that property?

We understand the Town's need to provide BMR units and its legal obligation to do so. Portola Valley, however, is a small, intimate community and we are concerned that the Town is moving forward so quickly with a plan without adequately involving the community and the individuals that would be most impacted by the proposed changes. We request the Town Council slow down and take the time necessary to hear from the community. Please place this item on the agenda so that everyone's voices and concerns can be heard.

Sincerely,

KEEP PV RURAL and community supporters:

Peter and Betty Bradford-127 Wyndham Dr.

David Bailey and Gwynn Masada-230 Wyndham Dr.

Kerry Bratton-110 Wyndham Dr.

Mark Bronder-218 Wyndham Dr.

Hugh and Laura Cornish-143 Wyndham Dr.

Carrie and Craig Davis-311 Wyndham Dr.

Mike and Yvonne Deggelman-100 Wyndham Dr.

Geraldine de Pottere-323 Wyndham Dr.

Bob and Carol Dillon-886 Portola Rd.

Louis and Carol Ebner-255 Wyndham Dr.

Richard and Sondra Eckstein—208 Wyndham Dr.

Lynn and Bud Eisberg-2333 Wyndham Dr.

Lynn and Don Jacobson-115 Farm Rd.

Eleanor Noe-15 Wyndham Dr.

Cindy Payne-311 Wyndham Dr.

John Pene and Vivian Yang-239 Wyndham Dr.

Susan Phelps-222 Wyndham Dr.

Norma Remke-303 Wyndham Dr.

George and Eileen Schiel-319 Wyndham Dr.

Katherine Terhune and Earl Ratcliff-10 Wyndham Dr.

Patricia and Ray Williams-3 Wyndham Dr.

cc: Tom Vlastic, Town Planner
Nick Pegueros, Town Manager
Planning Commission



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: October 12, 2012
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended October 12, 2012.

1. **Leash Law Signs at Town Center** – Recent activity at Town Center prompted the reinstallation of the leash law signs around the facility. Commercial dog walkers have been frequenting the campus, often allowing their dogs to run off lead. Town staff will advise dog owners of the leash law but it is important to note that we do not have a dedicated enforcement officer. Our hope is that the community will heed the signs and respect others using the facility.
2. **Meeting with Lt. Reid** – Staff met with Police Commissioner Gary Nielsen, BPTS Committee Chair Steve Marra, and Lieutenant Tim Reid to discuss Sheriff's Office services and enforcement issues in Town. Attention was also paid to the Sheriff's Office new reporting template. Overall the meeting was a good step towards maintaining open communication between the various parties, and we look forward to future meetings.
3. **Shake Out 10/18/12 at 10:18AM** – Staff is participating in the state-wide "Shake Out" earthquake preparedness exercise on October 18th. We will have two groups, each assigned different scenarios. The first scenario will encompass the majority of Town staff and assumes that the earthquake occurs while they are at home. The remaining staff members (no more than 2) will be provided a scenario that the earthquake occurs while they are at Town Hall and they will be asked to open the EOC. If anyone on the Town Council is available to participate, please let me know. Over 9 million Californians will participate in the Shake Out this year. More information can be found at: www.shakeout.org.

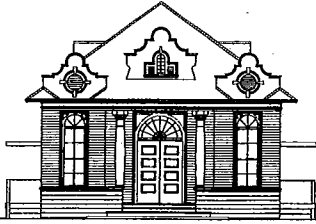
TOWN COUNCIL WEEKLY DIGEST

Friday – October 19, 2012

- ☐ 1. Agenda – Finance Committee – Monday, October 22, 2012
- ☐ 2. Agenda – ASCC – Monday, October 22, 2012
- ☐ 3. Agenda – Conservation Committee – Tuesday, October 23, 2012
- ☐ 4. Action Agenda – Planning Commission – Wednesday, October 17, 2012
- ☐ 5. Letter from Nick Pegueros, Town Manager - Response to questions from Keep PV Rural – October 15, 2012
- ☐ 6. Issued Building Permit Activity – September 2012
- ☐ 7. Mailer sent to all Portola Valley residents regarding meetings to discuss Sudden Oak Death on Friday, October 26 and Saturday, October 27, 2012
- ☐ 8. Memo from Town Manager, Nick Pegueros re: – Weekly Update – Friday, October 19, 2012

Attached Separates (Council Only)

- ☐ 1. Email from Lorna Fear, Ecology Action / Request for Council support of San Mateo Homeowner Workshop – Thursday, November 1, 2012
- ☐ 2. Email from Rebecca Romero, City Selection Committee Secretary – Clarification regarding nomination to the Speaker of the Assembly's Office for the California Coastal Commission – Request for nomination, City of Santa Cruz Councilmember Lynn Robinson and Monterey County Supervisor Jane Parker
- ☐ 3. Joint Venture Silicon Valley Network – Wireless Communication Initiative – October 2012
- ☐ 4. San Mateo County Mosquito and Vector Control's "District Report" – September 2012
- ☐ 5. The League of Women Voters – Bay Area Monitor – October/November 2012
- ☐ 6. MTC Report – Fall 2012



TOWN OF PORTOLA VALLEY
Finance Committee
Monday, October 22 – 5:30 PM
Town Hall Conference Room
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communication
3. Approve minutes from June 5, 2012 meeting
4. Review Basic Financial Statements for fiscal year ending June 30, 2012
5. Update on Employee Benefits
6. Update on 900 Alpine Road
7. Adjournment



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, October 22, 2012
Special Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL FIELD MEETING*

4:00 p.m., Blue Oaks (convene at the intersection of Buck Meadow Drive and Redberry Ridge) Afternoon session for consideration of proposals for Blue Oaks PUD amendment and Lot Line adjustment. (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 – Architectural Review For Residential Redevelopment, And Site Development Permit X9H-640, 260 Mapache Drive, Davison
 - b. Proposed Amendment to Blue Oaks PUD X7D-137, Lot Line Adjustment X6D-214, Lots 23-26, 3 & 5 Buck Meadow Drive, Town of Portola Valley
 5. New Business:
 - a. Proposed Lot Line Adjustment X6D-213, 20 and 30 Granada Court, Nebrig-Hall
 - b. Architectural Review And Site Development Permit X9H-642, House Additions, Remodeling And Guest House, 55 Stonegate Road, Hughes
 - c. Architectural Review for House Additions, 35 Golden Oak Drive, Pedersen
 6. Review of Conservation Committee Guidelines on Redwoods
 7. Approval of Minutes: October 8, 2012
 8. Adjournment:
-

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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PUBLIC HEARINGS

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

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

Date: October 19, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, October 23, 2012 - 7:45 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - September 25, 2012
4. A. Site Permits
 - 260 Mapache
 - The Priory
 - Ford Field bridge easement
- B. Tree Permits
 - Oak tree removal request - 115 Russell
5. Old Business
 - A. Native plant Garden at Town Center - Alex
 - B. Update Town Open Space parcels management/owners - Shady Trail
 - C. Tip of the month Plunder? right-of-way plants
 - D. Portola Road Task Force
 - E. Weeding checklist/creek maintenance/traffic
 - F. Wildlife incentive garden program - Marge
 - G. Final native plant lists for town website site and ASCC - recommended, discouraged, invasive
 - H. Invasive plant initiative (incl.pampas grass) Plunder
 - I. Committee cooperation ASCC/Trails/Open Space
 - J. Our website
 - K. PV Post electronic - next deadline
 - L. Draft of fines for trees out/no permit
 - M. Coyote brush removal from open space
6. New Business
 - A. Boilerplate to add to site reports: discourage planting in Town right-of-way
 - B. Website plant lists
 1. Dodonea viscosa freezes! Remove from list?
 2. Needs no water List?
 3. Deer Resistant List?
 - C. Germinate oak seedlings from Ford Field tree acorns
7. Action Plan
8. Announcements
9. Adjournment



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, October 17, 2012 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

ACTION
AGENDA

Call to Order, Roll Call 7:30 p.m.

Commissioners Gilbert, McIntosh, McKitterick, Chairperson Von Feldt, and Vice-Chairperson Zaffaroni **(All present – McIntosh arrived 7:35 p.m. and left at 9:50 p.m.) (Also present: Tom Vlastic Town Planner; Karen Kristiansson Associate Planner; Carol Borck Planning Technician; Steve Padovan Interim Planning Manager, Ann Wengert Town Council Liaison; Judith Murphy Conservation Committee Chairperson)**

Oral Communications **None.**

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

Regular Agenda

1. *Preliminary* Review of Site Development Permit X9H-640, 260 Mapache Drive, Davison **Vlastic provided background to project, explaining cut and fill parameters to the Commission. Commission provided comment and was generally supportive of the project.**
2. *Preliminary* Review of Proposed Lot Line Adjustment X6D-213, Nebrig – Hall, 20 and 30 Granada Court **Vlastic and the project applicant provided summary and background to the Lot Line Adjustment request. Commission was supportive of the proposal.**
3. Study Session – Portola Road Corridor Plan Project and Report from Taskforce **Kristiansson provided summary of the study and goals outline. Commission reviewed goals and provided comments, concerns, and suggested clarifications.**
4. Study Session – Zoning Ordinance Update Project **Kristiansson provided summary of proposed method of ordinance updates and answered Commissioners' questions. Commission supported moving forward and bringing both the organizational aspect and text revisions to the next study session. Continued to 11/7/12 meeting.**
5. Review of Conservation Committee Guidelines on Redwoods **Padovan presented background to the guidelines' development. Commission discussed level and intent of enforcement and provided supportive feedback.**

Commission, Staff, Committee Reports and Recommendations **None.**

Approval of Minutes: October 3, 2012 **Approved (4-0) as corrected.**

Adjournment: **10:20 p.m.**

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

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

PUBLIC HEARINGS

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

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

Date: October 12, 2012

CheyAnne Brown
Planning Technician

Town of Portola Valley

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

October 15, 2012

Keep PV Rural
via Electronic Mail
keepvrrural@gmail.com

Re: Correspondence dated October 8, 2012

Dear Keep PV Rural,

Attached please find answers to the questions posed in your email to Mayor Derwin and Town Councilmembers dated October 8, 2012.

If you have any additional questions, please feel free to contact me directly by phone at (650) 851-1700 x215 or by email to npegueros@portolavalley.net.

Sincerely,

/s/ Nick Pegueros

Attachment – “Keep PV Rural Questions and Answers” 2 pages

cc: Town Council
Town Attorney
Town Planner
Bud Eisberg

Keep PV Rural Questions and Answers

Q1: If the Blue Oak's PUD Amendment, as proposed, is granted now and the City owned lots become market rate lots, is the Town not at further risk of being more out of compliance with its state BMR requirements given that the Town's proposed use of the AI's Nursery site has not been entitled and the Town does not currently own the site?

A1: The PUD amendment will only become effective upon the successful sale of the Blue Oaks lots AND the successful purchase of 900 Portola Road. As such, the matter before the Planning Commission will not jeopardize the Town's entitlements at Blue Oaks if the AI's Nursery sale does not go through. Furthermore, the certified Housing Element includes the possibility of the Town selling the Blue Oaks lots and using the proceeds from the sale to purchase a site with fewer constraints. In certifying the Housing Element, the State has confirmed this option as a valid way for the town to meet our affordable housing goals.

Q2: Once the PUD Amendment is approved, has the Town not then backed itself into a corner to develop BMR at the AI's Nursery site even if the community and neighbors do not believe that is the best location for that type of housing?

A2: No. The Town will work with the community to develop a project that hopefully has broad based support. Of course, full consensus is a noble goal, but rarely a reality. Town officials are committed to a robust public process that ensures that any project is designed to minimize its impact on the neighbors, the scenic corridor, and meets the Town's affordable housing obligations. If that public process leads to no housing being built at 900 Portola Road, the Town will work on an alternative location to meet our mandate.

Q3: How does the Town know that the AI's Nursery site can be successfully developed with BMR units at a density that makes sense in Portola Valley? Does the Town have a plan or proposal from a developer to construct the BMR units? If the Town swaps the Blue Oak lots for the AI's Nursery site what prevents the Town from being in the same situation as currently exists?

A3: The Town won't know the likelihood of success of an affordable housing project on the AI's Nursery site until the Town owns 900 Portola Road and can present developers with site specifics and obtain proposals/plans from those affordable housing developers. The Town currently has no plans or proposals for an affordable housing project on the AI's Nursery site. There is always a risk that a project at a density supported by the community may not be financially feasible. However, we know from our research in past years that the site and building constraints present at Blue Oaks would make that site more difficult to develop with moderate income housing than the AI's Nursery site. If after a robust public process, no affordable housing project is approved for the AI's Nursery site, the Town would explore alternatives for meeting its affordable housing obligations.

Q4: Will the funds from the potential sale of the Blue Oak lots be enough to fund both the purchase of the Al's Nursery site and any additional costs it may incur to develop BMR units on that site? If not, how does the Town intend to cover any potential additional costs? Will it use funds already in the inclusionary housing fund? Will it start a new fundraising campaign? Will it use the Town's general funds or funds raised as part of other fundraising campaigns?

A4: The Town's goal is to optimize the net proceeds from the sale of the Blue Oaks lots to purchase 900 Portola Road. If there is a small gap between the two numbers, the Town Council could elect to use the Inclusionary Housing Fund and possibly appeal to a few philanthropic individuals/organizations to help complete the transaction. If the gap is too large, the Town will likely abandon the transaction. The bottom line is that the Town will not sell the Blue Oaks lots unless it has the funds necessary to purchase 900 Portola Road. In no uncertain terms, the only funds that will be used for this project are those from the sale of the Blue Oaks lots, those deposited in the Inclusionary Housing Fund, or those donated specifically for this purpose. General Fund, Open Space Acquisition Funds, other special funds, or other funds raised for non-inclusionary housing purposes will not be used for this project.

Q5: If BMR units cannot be developed on the Al's Nursery site, does the Town have an alternate plan for the use of that property?

A5: If affordable housing ultimately cannot be built at 900 Portola Road, the Town will still own the real estate that could be sold to pursue alternatives to satisfying the Town's affordable housing obligations.

Town of Portola Valley

Issued Building Permit Activity: September 2012

	Permits This Month	Permits FY 12-13 To Date	Total Valuation This Month	Total Valuation FY 12-13 To Date	Application Fees Collected This Month	Application Fees FY 12-13 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 12-13 To Date	Total Fees Collected FY 12-13	Total Fees Collected FY 11-12
New Residence	0	1	0	737,100	0.00	4,364.25	0.00	2,836.77	7,201.02	11,241.86
Commercial/Other	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Additions	1	8	340,440	1,251,565	2,340.21	10,779.16	1,521.14	6,248.22	17,027.38	17,243.50
Second Units	0	0	0	0	0.00	0.00	0.00	0.00	0.00	5,736.64
Remodels	0	9	0	958,000	0.00	10,977.50	0.00	3,774.63	14,752.13	21,838.23
Pools	0	0	0	0	0.00	0.00	0.00	0.00	0.00	8,346.29
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	1	0	5,500	0.00	152.50	0.00	87.50	240.00	181.25
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Other	15	49	329,854	1,433,782	6,610.50	21,802.25	1,462.00	1,970.31	23,772.56	17,869.11
	16	68	670,294	4,385,947	8,950.71	48,075.66	2,983.14	14,917.43	62,993.09	82,456.88
Electrical	5	25	0	0	320.73	1,707.75	0.00	0.00	1,707.75	3,086.19
Plumbing	1	16	0	0	124.65	1,817.00	0.00	0.00	1,817.00	2,673.45
Mechanical	4	13	0	0	543.65	1,445.00	0.00	0.00	1,445.00	1,890.45
Total Permits	26	122	670,294	4,385,947	9,939.74	53,045.41	2,983.14	14,917.43	67,962.84	90,106.97



COMBATING SUDDEN OAK DEATH

"SOD Blitz" Results

October 26th

Prevention Training

October 27th

IN OTHER NEWS:

The Town now sponsors a free, online service that lets you opt-out of unwanted catalogs, coupons, donation requests, yellow pages and other junk mail.



Did you know? Americans spend 8 months per lifetime dealing with bulk mail, throwing away much of it unopened.

Get started now and **get your life back!**
<https://portolavalley.catalogchoice.org>

Town of Portola Valley
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Portola Valley, CA 94028

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94025
Permit No. 581

Portola Valley & Woodside
COMBATING SUDDEN OAK DEATH

SOD Blitz Results

Friday, October 26 @ 7:00 P.M.
Independence Hall
2955 Woodside Road, Woodside

Prevention Training

Saturday, October 27 @ 1:30 P.M.
Meet at Portola Valley Ranch House
1 Indian Crossing, Portola Valley

Sudden Oak Death (SOD) continues to make an impact on our community. Oaks are dying in our backyards, neighborhoods, and open space lands.

Thank you to all the "citizen scientists" who have contributed to the understanding of the distribution of Sudden Oak Death in our communities.

➔ *Matteo Garbelotto, Adjunct Associate Professor in the Dept. of Environmental Science, Policy, and Management, UC Berkeley, will present the results of the "SOD Blitz" (collection of data by citizens in June of this year) on Friday and lead the training on Saturday.*

For more information, contact:

Steve Padovan, Town of Portola Valley
851-1700 x212 or spadovan@portolavalley.net

Kevin Bryant, Town of Woodside
851-6790 or kbryant@woodsidetown.org





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: October 19, 2012
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended October 19, 2012.

1. **Meeting with Blue Oaks HOA** – Councilmember Wengert, Planning Commission McIntosh, and staff met with representatives from the Blue Oaks HOA to discuss the Town's application for PUD amendments and lot line adjustments at our lots in Blue Oaks. The Planning Commission is on schedule to hold a public hearing on the matter at their November 7th meeting.
2. **Shake Out 10/18/12 at 10:18AM** – Staff participated in the annual Shake Out exercise. I was quite impressed by their preparedness and efficiency. The focus of the exercise was on the very strong likelihood that most of Town staff would be home during a disaster. They were encouraged to think through the steps they'd take at home before reporting to the EOC.
3. **Kudos from Ed Davis re: Condition of Town Roads** – Please see the attached email from Ed Davis congratulating Howard on his decade-long attention to the Town's roads. The official report from the MTC comparing public agencies has not been released but, as you can see from Ed's analysis, our roads are among the best. Howard will make a presentation to the Council when the official report is available.

Nick Pegueros

From: Edward Davis <ed@davisdata.com>
Sent: Wednesday, October 10, 2012 5:56 PM
To: Howard Young
Cc: Nick Pegueros
Subject: Portola Valley PCI score

Howard,

After you mentioned yesterday that Portola Valley obtained a **83%** pavement condition index (PCI) score (again, congratulations!) I went back to look at my 2010 notes.

About two years ago San Mateo County had a score of (71). Within CA the highest-ranked pavement was in the city of Brentwood, with a PCI score of (86). Other top-ranked cities were: Belvedere, in Marin County (84); Dublin, in Alameda County (82); Los Altos, in Santa Clara County (82); and Foster City, in San Mateo County (81).

At the low end: Solano County city of Rio Vista score of (42); Sonoma County (45) ; Larkspur, in Marin County (45); St. Helena, in Napa County (46); and Orinda, in Contra Costa County (49).

You have put us up there with the best. Keep up the good work and as a resident let me again say thanks,

Ed

Nick, I suggest you include this good news in your "Weekly Update".