



TOWN OF PORTOLA VALLEY

7:30 PM – Town Council Meeting

Wednesday, January 23, 2013

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

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** – Report from Jessica Stanfill Mullin, Regional Public Affairs Manager, Peninsula Division, League of California Cities with an Overview of the League and Division

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 December 12, 2012
- (3) **Ratification of Warrant List** – January 9, 2013
- (4) **Approval of Warrant List** – January 23, 2013
- (5) **Recommendation by Acting Administrative Services Director** – Disposal of Surplus Property
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Disposition of Surplus Property (Resolution No. __)
- (6) **Recommendation by Sustainability Coordinator** – Second Reading and Adoption of a Reusable Bag Ordinance For the Town of Portola Valley
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Section 8.04.060 [Reusable Bags] to Title 8 [Health & Safety] of the Portola Valley Municipal Code (Ordinance No. __)
- (7) **Recommendation by the Sustainability Committee** – Proposed revision to Committee Charter
- (8) **Appointment by Mayor** – Request for Appointment of Member to the Emergency Preparedness Committee
- (9) **Appointment by Mayor** – Request for Appointment of Member to the Trails & Paths Committee
- (10) **Appointment by Mayor** – 2013 Commissions and Committees

REGULAR AGENDA

PUBLIC HEARING

- (11) **PUBLIC HEARING - Recommendation by Public Works Director** – Revise and Reestablish an Underground Utility District on Alpine Road from Nathorst Avenue to 150 Feet North of Hillbrook Drive
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Revise and Reestablish an Underground Utility District on Alpine Road from Nathorst Avenue to 150 feet North of Hillbrook Drive (Resolution No. __)
- (12) **Recommendation by Karen Kristiansson, Senior Planner** – Request to Approve Towns Participation and Allocation in the Regional Housing Needs Subregion and Allocation
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Recognizing the Participation of the Town of Portola Valley in the San Mateo County Subregion for the Regional Housing Needs Allocation Process and Accepting the Allocation Assigned by the Subregion for the Town of Portola Valley (Resolution No. _____)

(13) **Recommendation by Town Manager** – Consideration of Draft Affordable Housing Ad-Hoc Committee Charter

(14) **Recommendation by Town Manager** – Approval of new Job Descriptions and Salary Ranges

- (a) Assistant to the Town Manager
- (b) Administrative Technician Series
- (c) Planning Director
- (d) Assistant Planner

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(15) **Recommendation by Town Manager** – Adoption of Revised Commission/Committee Handbook

(16) **Appointment by Mayor** – 2013 Commission and Committee Council Liaisons

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

There are no written materials for this item.

WRITTEN COMMUNICATIONS

(18) **Town Council Weekly Digest** – December 14, 2012

(19) **Town Council Weekly Digest** – December 21, 2012

(20) **Town Council Weekly Digest** – January 4, 2013

(21) **Town Council Weekly Digest** – January 11, 2013

(22) **Town Council Weekly Digest** – January 18, 2013

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.

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 852 DECEMBER 12, 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: Sharon Hanlon, Town Clerk
Brandi de Garneau, Sustainability & Resource Efficiency Coordinator
Tom Vlastic, Town Planner
Sandy Sloan, Town Attorney
Nick Pegueros, Town Manager

Mayor Derwin asked those who wished to speak to any items on the agenda to fill out speaker cards, and come to the lectern and use the microphone to speak.

ORAL COMMUNICATIONS [7:31 p.m.]

Laura Fanucchi, Associate Director of HIP Housing, said she came to the meeting to distribute HIP Housing's 2013 calendars to Councilmembers and staff. She said that HIP Housing sponsors a contest every year in which students from kindergarten to fifth grade draw pictures of their homes and write statements about what their home means to them. Of about 300 entries, HIP selects 12 to create the calendars, which are used as outreach tools to educate the community about HIP's programs, such as home sharing and self-sufficiency for families with children, and the properties it owns and manages.

Ms. Fanucchi relayed one of the statements a student wrote about her home: *What my home means to me is a place to create my thoughts. I come up with an idea at home and then I spread it at school.* So, Ms. Fanucchi said, "this outreach calendar really gets kids thinking about the value of having a place to call home, because a lot of people in San Mateo County struggle with their housing. It's one of the most expensive areas in the nation to live in and we're very thankful for your support in providing housing to help us create a place to call home for people here in this county. Ms. Fanucchi said that HIP Housing places about 1,400 people a year in housing. "We can't do that work alone and we're very fortunate to have your support," she said. "It really means a great deal to our organization."

Corey Bullock, who said he will be the liaison from State Sen. Jerry Hill's office to Portola Valley, relayed Sen. Hill's commendations on the term well served by Mayor Derwin and congratulate the new mayor. He said he gave his personal contact information to Ms. Hanlon, and would welcome calls from Councilmembers at any time.

Jeremy Dennis, District Director for State Assembly member Rich Gordon, said Assembly member Gordon sent regrets that he couldn't attend tonight but also wanted me to extend thanks and appreciation to Mayor Derwin and looks forward to working with the Council in the upcoming year.

REORGANIZATION OF THE TOWN COUNCIL [7:35 p.m.]

(a) Election of Mayor

During the first meeting in December of every year, Mayor Derwin said, the Town Council elects a new Mayor and Vice Mayor. "But before this old mayor leaves," she said, "she has a few things say."

While one vexing issue took center stage in 2012, she said affordable housing wasn't the only thing that the Town Council did this year. We also wrestled with significant staff transitions, including the replacement of our longstanding former Town Manager, Angie Howard, with our new Town Manager.

She said that after Mr. Pegueros came on board, he took a long, hard look at the staff and Town needs and came up with a plan that shifted responsibilities and areas of oversight, resulting in a sort of reorganized Town Hall and many happy staff members, not to mention that he no longer needed to fill the vacant Assistant Town Manager slot. Also in the staff transitions category, Mayor Derwin said, "We had to say goodbye to our beloved Planning Manager, Leslie Lambert, who had to retire early due to a traumatic brain injury. This was very hard for all of us, so this has also been a very emotional year."

Besides the aforementioned issues, Mayor Derwin said the Council was busy with many other things in 2012. Among them:

- We cut a celebratory ribbon for the new Dwight Crowder Memorial Path along Alpine Road.
- We installed horse crossing signs at both Town entrances, reinforcing Portola Valley's historic rural character.
- We secured \$33,000 in grant funds for the installation of two electric-vehicle (EV) charging stations at Town Center.
- We outsourced payroll to ADP, including revisions to the in-house time sheet process.
- We successfully completed a monster 18-month grant evaluation report and two six-month reports for Community Hall at relatively breakneck speed.
- We worked with committee volunteers to bring back Blues & BBQ after a two-year hiatus.
- We installed a sound system in the Historic Schoolhouse. We paid off our CalPERS side fund pension liability at significant savings to the taxpayers.
- We began positive discussions with Midpeninsula Regional Open Space District (MROSD) about trail expansion on Alpine Road along the Hawthorns/Woods property.
- We completed a memorandum of understanding with local businesses to ensure that Portola Valley has supplies during the event of an emergency.
- We will soon announce our first 911 Rapid Notify System, which could be a lifesaver in an emergency.
- We worked with the Woodside Fire Protection District and the town of Woodside to execute a high fire danger warning sign program.
- We adopted a balanced budget on time – which doesn't happen everywhere in San Mateo County.
- Due to our amazing Public Works Director, we rank as one of the highest jurisdictions in the whole Bay Area in terms of roadway conditions.
- We launched a newly configured committee, the Bicycle, Pedestrian and Traffic Safety Committee, which has been going full speed ahead.

In addition, Mayor Derwin said, after personally begging for years, we finally found some Safe Routes to School people from the School District, namely Cary Wiest and some community members from the new BP&TS Committee, namely Leslie Latham, to put in the hard work to apply – successfully – for grant money for Safe Routes to School.

Continuing with her list of Town Council activities over the past year, she said:

- We teamed up with schools and students and key SamTrans staff to work on bus issues in Town.
- We finally have a presence at the regional San Francisquito Creek Joint Powers Authority (JPA) and Ms. de Garneau is attending meetings.
- We instituted a Catalog Choice program to reduce unwanted junk mail.
- We successfully developed and implemented the Energy Upgrade Program, with one of the highest participation rates per capita in the entire state.
- We worked with Acterra on High Energy Homes Program, and of the five participating communities, Portola Valley had the highest percentage of participants per capita and placed first in their Town challenge.
- We held a Tuesday Harvest Speaker Series with six speaker events to engage more residents in sustainability practices.
- We worked with the PG&E Community Energy Manager, Group Energy and the Bay Area Climate Collaborative on Green Towns SunShares to organize a solar group buy and energy assessment group buy with five other high-energy-using towns and again, Portola Valley had the highest number of participants.
- We did an inventory at The Sequoias, developing an energy and water inventory process for assessing residential units in the development, training students from Woodside High School Green Academy to work with staff to assess 40 residential units.
- We worked with Cal Water to promote a high-efficiency toilet replacement program to benefit local businesses.
- We had a very successful Earth Day, collaborating with a science teacher at Corte Madera to create an up-cycling art contest.

And, she added, we made it through the recent huge storm, thanks to the efforts of the Public Works Committee and specifically Steve Hedlund, Joe Fil, Bud Eisberg, Mark Paris and Wil Patterson. Mayor Derwin credited “our stalwart volunteers” for the fact that the Town “has been able to do more with less for almost 50 years.”

Mayor Derwin said Michael Barber, an aide to San Mateo County Supervisor Dave Pine, recently called Portola Valley the most efficient city in the county, citing the fact that we have the fewest employees, one of the lowest ratios of residents to employees, and one of the lowest average employee salaries – and yet manage to do more than many cities two or three times our size. It’s a real honor, Mayor Derwin said.

Regionally, she added, she’s been proud to bring Portola Valley’s voice to the City/County Association of Governments (C/CAG) Board, the Council of Cities, the Library JPA Board and Resource Management Climate Protection Committee, where the Town continues to receive wide acclaim for cutting-edge work in sustainability.

And while it hasn't always been pleasant, she concluded, it has been a privilege to serve as Mayor. She particularly thanked Vice Mayor Richards and Mr. Pegueros – with whom she met every single Monday morning, her “fiery Irish ancestry often bubbling to the surface, leaving nowhere for these two gentlemen to take cover.” She said that her colleagues on the Town Council – “who have struggled with me through 22 closed sessions and many difficult meetings” have each been “an inspiration, each a small profile in courage.” As former Planning Commissioner Leah Zaffaroni pointed out at the Volunteer Appreciation Party on December 4, 2012, Mayor Derwin said, there are no career politicians in Portola Valley government. We do it because we feel the call to service and a pull to community. We do it because we think it is the right thing to do.

To the members of the audience, whether in attendance tonight “to give us hell” or at the holiday party at the fire station with your kids, or home wrapping gifts, Mayor Derwin expressed her thanks for their “strong and clear voices, even when we don't agree, because you are the constant living reminder of our messy, painful, chaotic but ultimately beautiful system of government that is democracy.”

“And now,” Mayor Derwin concluded, “It's time to turn a new page and elect a new Mayor for 2013.”

Councilmember Wengert nominated John Richards to serve as Mayor for next year. Seconded by Councilmember Aalfs, John Richards was elected Mayor by a vote of 4-0.

(b) Election of Vice Mayor

Mayor Richards called for nominations for Vice Mayor.

Councilmember Derwin nominated Ann Wengert for Vice Mayor. Seconded by Councilmember Aalfs, Ann Wengert was elected Vice Mayor by a vote of 4-0.

(1) Presentation: Emergency Preparedness Committee (EPC) Report on Emergency Broadcast AM Radio System [7:45 p.m.]

EPC Chair Chris Raanes noted two firsts – he's first to address the new Mayor, he said, and “I've never seen such a crowd come out for an Emergency Preparedness meeting.” He introduced his EPC colleagues present, Craig Taylor, Bud Trapp, John Boice and Diana Koin. Thanking the Council for the its attention to the EPC, he said it's wonderful for volunteers not only to do what they like to do but to feel the support from the Council and staff. He said the EPC really feels that support: “We get a lot of interaction, we get your time.”

Mr. Raanes said he wanted to bring everyone up to speed on the emergency AM radio station system, discuss the next steps and give a demonstration. He explained that in April 2012, when the Town conducted a wildfire emergency evacuation exercise, it became clear that it's absolutely critical to have a way to get information to Town residents quickly, in real time. After a protracted emergency situation, such as an earthquake, it's equally critical to be able to issue updates.

The communication systems at the Town's Emergency Operations Center (EOC) enable the EOC to “know things that people will want to know,” Mr. Raanes said. The EOC can reach the authorities in Sacramento and San Mateo, talk to the Woodside Fire Protection District, local government service organizations and public safety organizations. “Getting that information to the Town residents is the problem we're trying to solve,” he said.

He explained that after a long process, the Town now possesses an FCC license – low-power AM radio station 1680. It will be housed at and run from Town Center most of the time, but it's completely portable. Thus, he said, if we can't get to Town Center, or something's happened to the building, or we've moved to an alternate emergency operation center, or the nature of the emergency is such that it would be better to run it from maybe the intersection of Portola Road and Alpine Road due to a wildfire evacuation, this system is entirely portable.

He showed pictures, with the antenna on a tripod, the radio unit in one box, and another box with the power equipment that than run the system for days. The unit has been set up and tested to make sure it runs properly and to verify necessary coverage. He said coverage is excellent – not 100% but in the 90s and very good. Testers drove around and took measurements of signal strength from the top of Alpine Road to Ladera up to Vista Verde. They checked all the corners and have a complete map, he said.

Although the system is now basically functional, the EPC has a few things still to do in early 2013, including training staff to run it and establish policy and procedure as to how and when the system will be used. Mr. Raanes said that options include breaking out the box when the time comes to get information out, or leaving the system running 24/7 with a recorded message to the effect of, “This is an emergency radio station, in an actual emergency tune here but for now we’ll just remind you that there is a Town Council meeting next Wednesday night” – a public-service type announcement. The advantage of the 24/7 operation would be having residents become accustomed to tuning their radio to 1680 and checking in every once in a while, he said.

And then finally, he added, residents all need to know that we have this capability, that we have a radio station on AM Channel 1680. We need to announce it in the newsletter, talk about it at public events and possibly distribute refrigerator magnets to remind everyone at home to tune their radios to 1680 in times of emergency. He also encouraged everyone to have a battery-operated radio.

Demonstrating the unit playing a pre-recorded announcement, Mr. Raanes said computers make producing messages very easy. In response to Councilmember questions, he said he has used several software programs, including Quicktime on his Macintosh. Anything that creates an MP3 file would work, he indicated. For broadcast, the radio picks up the latest MP3 file uploaded to memory stick.

In response to an unidentified woman from the audience, Mr. Raanes said the radio station could be used for any non-commercial purpose by Town government, including public-service announcements. Resident, Virginia Bacon, said the Town should start using the radio now, because just in recent days, downed trees have taken down lines and many residents have had no way of communicating with the telephone company.

CONSENT AGENDA [7:58 p.m.]

- (2) Approval of Minutes: Special Town Council Meeting of November 28, 2012 [*removed from Consent Agenda*]
- (3) Ratification of Warrant List: December 12, 2012 in the amount of \$186,420.87

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

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

No: None

- (4) Approval of Minutes: Regular Town Council Meeting of November 28, 2012

Councilmember Driscoll moved to approve the minutes, as amended, of the Special Town Council Meeting of November 28, 2012. Seconded by Councilmember Derwin, the motion carried 5-0.

REGULAR AGENDA [8:01 p.m.]

- (4) Report from Sustainability Coordinator: Proposed Adoption of a Reusable Bag Ordinance for the Town of Portola Valley
- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Section 8.04.060 [Reusable Bags] to Title 8 [Health & Safety] of the Portola Valley Municipal Code (Ordinance No ___)

Ms. de Garneau introduced Dean Peterson, Director of the Environmental Health for San Mateo County, to help answer any questions. She said staff is recommending that the Council adopt a reference to the County's reusable bag ordinance and agree to participate in the program Environmental Impact Report (EIR) and adopt the California Environmental Quality Act (CEQA) findings.

As Ms. de Garneau explained, this is a regional initiative that began when San Mateo County invited other jurisdictions in both San Mateo and Santa Clara Counties to participate in an effort to analyze the environmental effects of a reusable bag ordinance. San Mateo County serves as a lead agency for the EIR with 24 jurisdictions, including Portola Valley, participating as Responsible Agencies.

The intent of the effort and ordinance is to provide uniform, consistent regulations in a broad geographical area and avoid giving any one merchant an unfair advantage. The ordinance would reduce the environmental impacts associated with plastic bags, avoid litter, discourage the use of paper bags and encourage use of reusable bags. The County Environment Health Department would help in enforcement, which the Town would be unable to do on its own, Ms. de Garneau said. However, she added that the merchants who would be most affected by the ordinance support it.

For shoppers, she said the ordinance would mean no more single-use plastic bags distributed at the registers. The ordinance provides for a minimum 10-cent fee on paper bags made of recycled and recyclable materials until January 2015, when the fee would increase. Ms. de Garneau explained that the fee has a twofold purpose – to help reimburse merchants for potential additional costs of buying recyclable bags and to encourage consumers to bring their own reusable bags. The ordinance would allow protective bags for produce, meat and prescriptions, as well as small items in hardware stores.

The ordinance would be scheduled to take effect regionally on April 22, 2013 – Earth Day. That gives consumers ample time to locate reusable bags as alternatives to plastic and paper bags, and also gives merchants a chance to use up bags they have on hand, Ms. de Garneau said. Enforcement would be based on complaints and random check.

Showing the Council a map of the 24-community EIR study area, she pointed out neighboring communities that already have adopted some provisions of the ordinance, including Palo Alto, San Jose, Sunnyvale and an unincorporated area of Santa Clara County. After the Draft Program EIR was issued with public review from June 22, 2012 through August 6, 2012), the Final Program EIR was issued on August 31, 2012, with the public review period closing on September 10, 2012. No negative impacts were identified. Ms. de Garneau noted that the document incorporates comments of support from a number of Portola Valley residents.

According to Ms. de Garneau, residents of the 24 cities participating in this effort use an estimated at 552 million plastic bags per year, 95% of which would be replaced by reusable and/or recyclable-content paper bags. Restaurant use would account for the remaining 5% of plastic bags still in use. In Portola Valley, she said, each resident accounts for about 531 plastic bags each per year, or about 2 million total.

Vice Mayor Wengert asked whether any local merchants resisted the proposed ordinance. Ms. de Garneau said the only merchant currently using plastic bags was reluctant to express anything to the Council and thought the move toward a ban on plastic bags was inevitable. She discussed some

options that could work with this merchant, such as saving boxes that merchandise came in and offering those to customers as an alternative.

Jeff Cristina, Berger Drive, San Jose, representing GreenWaste Recovery, said the organization is very supportive of the ban and likes the fact that Portola Valley would accept the County's ordinance instead of adopting its own. That approach would avoid any type of competitive disadvantages to the businesses, he said.

Ms. de Garmeaux showed photos to help explain the GreenWaste Recovery process. She also said it's been amazing working with the County on this effort, that the Town couldn't have done it alone, and that the regional approach also could work well with other initiatives.

Councilmember Driscoll pointed out that because almost all businesses in Town did not use plastic bags, we were pretty much on one side of this issue.

Councilmember Derwin moved to read the title, waive further reading and introduce an ordinance of the Town Council of the Town of Portola Valley adding Section 8.04.060 [Reusable Bags] to Title 8 of the Portola Valley Municipal Code, and to concur with County findings regarding CEQA. Seconded by Councilmember Aalfs, the motion carried 5-0.

PUBLIC HEARING [8:11 p.m.]

- (5) Report from Town Planner: Public Hearing for Town Council Review of November 7, 2012 Planning Commission approval of amendments to Blue Oaks PUD X7D-137 and Lot Line Adjustment X6D-214, Lots 23-26, 3 and 5 Buck Meadow Drive (59)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley approving amendments to Blue Oaks PUD X7D-137 and Lot Line Adjustment X6D-214 (Resolution No. 2573-2012)

- (6) Report from Town Attorney: Public Hearing Concerning Sale of Town-Owned Property – Blue Oaks lots
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Taking Final Action on the Sale of Town-Owned Property Located at 3 and 5 Buck Meadow Drive (Resolution No. 2574--2012)

Mayor Richards had a statement to make before getting into these items. He said his family moved to Portola Valley in 1954 when he was four years old. His parents, both teachers, were looking for an inexpensive place and settled on Corte Madera Road, in a really vibrant community. The people, who were really involved in the community, were his mentors as he grew up, Mayor Richards said. They taught him civic engagement, gave him a real feeling for the core values of the Town, and impressed on him the fact that those values weren't only about the look of the Town but also an attitude, caring and a spirit of open dialog.

Mayor Richards said he's happy to say that spirit remains alive and well, judging by the number of people who turned out tonight. He said he knows it's been a hard road, and thanked the people from Keep PV Rural, who participated in brainstorming sessions over the past few weeks and some informal sessions where we were trying to get a handle on the complexities and the history of below market rate (BMR) housing issue. He said he's encouraged and hopeful about reaching a place together where "we can manage the inevitability of change while preserving our community values at the same time."

Mayor Richards said everyone on the Council is willing to do whatever necessary to keep the process as open as possible. Due to the size of the audience, he asked speakers to submit speaker cards, use the microphone, and try to limit comments to about three minutes each.

He then invited Mr. Vlastic to make his presentation.

Mr. Vlastic said that after consideration of programs in the Town's adopted Housing Element, the Council decided to pursue the sale of the four affordable housing lots in Blue Oaks. To accomplish that, staff and the Planning Commission were directed to consider amendments to the Blue Oaks Planned Unit Development (PUD) provisions to change those four lots into two lots and to remove the BMR provisions associated with them, so they could be sold and the funds generated from the sale could be used for affordable housing options in other locations, one of them being possibly 900 Portola Road.

On November 7, 2012, Mr. Vlastic continued, the Planning Commission found the proposed amendments to the Blue Oaks PUD categorically exempt from CEQA and determined that two alternative were possible regarding the lots. One alternative was for the PUD to be amended to accommodate two market-rate lots for sale, with specific provisions. The second – reflecting information developed by Blue Oaks residents who had indicated an interest in purchasing the lots – would reserve one lot for permanent open space and use the other lot for market-rate housing. The assumption with the second alternative was that a single entity would purchase both lots, Mr. Vlastic explained. At that point, the Council's intention was to sell both lots so the funds could be used at least initially in efforts to purchase 900 Portola Road.

On November 14, 2012, the Council considered the Planning Commission's action and chose to review it, largely to provide a forum for a number of the comments that were presented at the Planning Commission meeting to be heard by the Town Council. A number of people felt that they hadn't had an opportunity to share their feelings with the Council, Mr. Vlastic said, and Planning Commissioners felt they could not respond to a number of the questions raised. Consequently, the Council decided to set tonight's meeting, which was duly noticed. The actions before the Council are discussed in the staff report dated December 12, 2012. At this point, Mr. Vlastic said, staff's position is that the Council should uphold the actions of the Planning Commission.

He noted that several items identified at the November 7, 2012 Planning Commission meeting were echoed in comments offered at the November 14, 2012 Town Council meeting. The staff report summarizes those, he said, pointing out three fundamental issues:

- Whether the sale at Blue Oaks was premature
- Whether the Blue Oaks Subdivision's responsibilities for affordable housing would be deleted and that the Town wouldn't be complying with its own ordinances
- Whether broader environmental review should be associated with the sale of the Blue Oaks lots and the purchase of 900 Portola Road.

The staff report evaluates each one of those issues, he said, and there also are comments in the minutes from the November 7, 2012 Planning Commission meeting from staff, particularly the Town Planner and the Town Attorney, addressing the issues and the conclusions that in fact, over a number of years the Town has tried to develop the Blue Oaks lots with additional efforts made by the Town Attorney and then-Town Manager to reach out to the five affordable housing developers who had been contacted previously. This outreach did not generate any indication of a better opportunity to develop the Blue Oaks lots.

So after considerable time – over at least a decade of effort – he said, the Town has concluded that it is time to move ahead. The Town identified an opportunity to do so, and consider the purchase of 900 Portola Road and the opportunity to sell the lots in Blue Oaks. Our Housing Element requires us to show some progress in a program that's specifically related to the Blue Oaks lots, Mr. Vlastic said. At a minimum, even if we do nothing but put the money in the bank, the sale of the lots would enable the Town to show the state that we've made an effort consistent with the Housing Element as we go through our next Housing Element update.

If the Town uses those funds to purchase 900 Portola Road, Mr. Vlastic said, there would still be a significant process to go through, which could lead to a conclusion that whatever an affordable housing developer needs may not be possible there. At that stage, we'd have to undertake a diligent review to determine how to channel those funds to generate the BMR units we had hoped for in Blue Oaks. In the meantime, he added, the responsibility of affordable housing for Blue Oaks under the Town ordinances has been met, the lots did come to the Town, the developer satisfied all of the requirements and so this will be fully consistent with Town ordinances.

Relative to the project definition and the possibility of it being considered piece-mealing, specifically that we make a decision on Blue Oaks with the intention to purchase 900 Portola Road, he emphasized that there is no project for 900 Portola Road and no certainty that there would be. With the soils issues that have been identified, the Town Council will have to determine when and if the property could be obtained, he said. If not, the funds would be banked, and as we work on the next Housing Element update, determine how best to use those funds to develop the required affordable-housing units.

Mr. Vlastic identified three possible options presented by Keep PV Rural during a recent meeting with staff.

- 1) Not sell the Blue Oaks lots. However, Mr. Vlastic said, unless the Town sells these lots, when the next Housing Element update comes around, we'd be back where we were when the last Housing Element was certified, with no idea how the state would react to the fact that we were unable to show any progress whatsoever. He said that showing progress is important.
- 2) Sell the Blue Oaks lots, bank the funds and go through a full and open Housing Element process to determine how best to spend those funds.
- 3) Sell the Blue Oaks lots, complete the purchase of 900 Portola Road, and then go through a full and open Housing Element process.

Mr. Vlastic stressed that no matter what the outcome – whether the lots are not sold or whether they're sold and the money goes in the bank, or whether 900 Portola Road is purchased with the funds, any of the options that we've talked about – the next Housing Element go-round will be a full and open effort. It will be a complicated process, but certainly with the public heavily involved to make sure no one misunderstands what is going on. Obviously, he added, some people did not necessarily understand the full provisions of the 2009 certified Housing Element.

Just as a follow-up to the staff report, Mr. Vlastic added, the Buck Meadow LLC has moved ahead and put together a purchase agreement with the Town for the Blue Oaks lots consistent with Alternative 2 in the Planning Commission's action of November 7, 2012, which would leave Lot A in open space and Lot B as a potential market-rate lot. So the PUD provisions have been drafted in that form and, depending on the Council's actions tonight, if the sale moves ahead, the provisions consistent with Planning Commission action would be confirmed with the sales agreement.

Ms. Sloan pointed out that Items 5 and 6 on tonight's agenda are separately noticed public hearings, one on PUD amendments and the lot line adjustment, and the second for final action on the sale of the Blue Oaks lots. To emphasize some of Mr. Vlastic's points, she said that it was in the late 1990s when the Blue Oaks developer was required to set aside four lots for eight for-sale moderate-income housing units. The developer had the choice of constructing these units or deeding the lots to the Town, and ultimately decided to deed them to the Town. From about 2000 to 2009, she continued, various Town Councils and Town staff talked with five different affordable-housing developers about the feasibility of the Blue Oaks lots. They were Bridge Housing, Eden Housing, EAH Housing, Palo Alto Housing Corporation and Habitat for Humanity. And these companies were talked to in 2000, 2003, three of them again in 2009, and three of them again earlier in 2012, Ms. Sloan said.

She reiterated Mr. Vlasic's point that considering the sale of Blue Oaks lots was part of the discussion with the 2009 Housing Element, which involved several public hearings. By adopting that Housing Element in 2009, she explained, the Town Council specifically adopted the provision that an alternative to developing the Blue Oaks lots would be to sell them and use the money for an alternative location.

In September 2012, the Town entered into a listing agreement to offer these lots for sale, she continued. Three offers were received, and an agreement with the Blue Oaks LLC, a group of homeowners, was entered into in November 2012. That purchase agreement is conditioned upon two public hearings. The first, which took place on November 28, 2012, is covered her staff report dated December 5, 2012. The second public hearing is tonight. And as Ms. Sloan's December 5, 2012 report points out, in the event of any protests to the sale of the Blue Oaks lots, the vote of the Council must be four-fifths to proceed with the sale, rather than a simple majority.

Although these public hearings concern Blue Oaks, Ms. Sloan noted that the Town also has entered into a purchase and sale agreement to buy the property at 900 Portola Road. One of the conditions to finalizing that sale is that all hazardous materials be cleaned up and the County issue a closure rider by December 19, 2012, she said. Since it is highly unlikely that this cleanup can happen by then, and because the Council will not meet again this year, in closed session before tonight's meeting adjourns, the Council will discuss extending that contract. Ms. Sloan said that public comments on that issue are also welcome during the public hearings on the Blue Oaks matters, before the Council goes into the closed session. In closing, Ms. Sloan emphasized that the Town has no project and no plan for 900 Portola Road. If the Town completes the purchase of that property, discussions with affordable-housing developers would begin to explore the possibilities for the site.

Mr. Pegueros said that subsequent to publication of the Town Council packet for this evening, Town staff met with Keep PV Rural representatives. Copies of meeting notes that were circulated to the Council are at the back table for members of the public, he said.

Mr. Pegueros characterized the meeting as very productive in the sense that it gave both sides the opportunity to express concerns about affordable housing at 900 Portola Road. The Keep PV Rural representatives outlined three possibilities for the Council to act on this evening, as Mr. Vlasic mentioned earlier in his report. The first would be to not sell the Blue Oaks lots at this time, which would leave us exactly where we were before the last Housing Element update. The second would be to sell the Blue Oaks lots and bank the funds rather than purchase 900 Portola Road, and then look at how these funds could be used as part of the next Housing Element update. And the third recommendation, which is the least desirable to the Keep PV Rural representatives, would be to sell Blue Oaks and purchase 900 Portola Road once the hazardous materials had been remediated.

According to Mr. Pegueros, one of the most productive outcomes of the meeting was a discussion of what would happen if the Town sells Blue Oaks and then has those funds to either purchase 900 Portola Road or use for other BMR housing purposes. While the Keep PV Rural representatives didn't prefer the option of selling Blue Oaks and using those funds for other purposes, they stated that it would be reasonable if the Town Council offered the following commitments:

- First and foremost would be to launch a comprehensive review of the 2014 Housing Element early in 2013.
- The second would be to establish an ad hoc committee on affordable housing, with a broad spectrum of community members to really study the details and the complexities surrounding affordable housing and provide input to the Housing Element preparation. Affordable housing is a single piece of the Housing Element so there would be that benefit of a special group attending to that single issue.

- And then finally, if the Town purchased 900 Portola Road, that the Town assess development possibilities at the site and if development is feasible, that development not move forward until the Housing Element is certified by the State Department of Housing and Community Development.

If the site is not feasible for affordable housing, the Keep PV Rural representatives recommended that the Town consider selling the 900 Portola Road site as soon as possible and then using those funds as part of the next Housing Element review, Mr. Pegueros said. As Mr. Vlasic mentioned earlier, he stressed that the group preferred to not sell Blue Oaks. However, he added, the process outlined would address important issues and concerns that we've heard in the last several weeks.

Mayor Richards opened the public hearing.

George Comstock, Alamos Road, said he's pleased to see the Council taking serious action on the question of meeting a variety of obligations relevant to affordable housing in Portola Valley. Some years ago, when he was a Councilmember, he said the Council also went through a period in which it approached this matter but in a rather amateur (immature?) way. He said he's impressed by the diligence and care with which this Council is examining all the ramifications of the possibilities that are currently developing. He strongly urged carrying forward with all due deliberate speed.

As Mr. Comstock put it, the Town has a moral obligation to continue in the tradition of America. He said he felt a surge with the phrase "with liberty and justice for all" during the Pledge of Allegiance, because it bears on this topic. We are a nation of immigrants, he stated, with the onus of having expelled the original inhabitants and depriving them of liberty and justice, and we have a moral obligation to avoid repeating such morally unacceptable behavior. America could easily have been 13 countries expanding to 50 countries, a Balkan North America, but the fact that a great variety of immigrants came here over a period of 200 to 300 years has helped avoid that. He said the U.S. has been an example for the world with respect to liberty and justice and he thinks Portola Valley should play its own role in that regard.

Mr. Comstock said he views Jesus Christ as having been an outstanding teacher of mankind. He set moral standards that we should keep in mind as we approach problems of this sort. With respect to people who teach our children in this Town, he said most of them simply cannot afford to live where they work. In conclusion, Mr. Comstock said it's imperative to pay attention to state laws, and he's hopeful that the election that considered questions of this order in the past can serve as an encouragement for moving forward in a positive direction. He recalled a referendum gaining approval of 48% of the voters of the Town at the time, noting that if only 30 people had voted the other way, we'd be much further along the path of affordable housing than we are now.

Ruth Koehler, Portola Road, said she stepped up from her comfortable rocking chair at The Sequoias and come out on this cold, dark night to tell the Council she supports its efforts to implement the housing plan, the sale of the Blue Oaks properties, the banking of the money, and the purchase of 900 Portola as it is feasible. She said she has confidence that this Town can develop attractive affordable housing that will fit with the existing environment. And who will live there? The Town will have the ability to give priority to people who work in Portola Valley. She referred to "our local wonderful library" as an example. Only one person there, a part-time employee, lives in Portola Valley. The others commute from Pacifica and other environs. Ms. Koehler also offered an analogy. Fifty years ago, she said, the San Mateo County Board Supervisors imposed The Sequoias on rural Portola Valley. Many of the people who opposed that development now live in The Sequoias and are happy to spend the rest of their lives in such a comfortable environment.

Leslie Latham, Grove Drive, declared her support for this first major step in selling the Blue Oaks lots, but on a more tactical level, she said she's probably one of many people very confused about fact versus opinion when she reads the *PV Forum*. The Town has a great website full of information on this, she said, but it would be useful to update the information so that people can keep up to speed in terms of separating fact from opinion.

Andy Browne, Santa Maria Drive, said he and his wife have lived in Portola Valley for 55 years and put four children through schools here. As a former teacher, he said, he's looked at the affordable housing issue from the point of view of education in the schools. We pride ourselves on our good schools, he said, and one of the best things any school can do is prepare students to deal with all kinds of possibilities, including all kinds of ways of making money. That's not the only goal in the world, he noted, but it's a valid one. Mr. Browne said he believes that a wider variety of people in Portola Valley would result in better schools, and students better able to compete in the real world rather than the fancy one we have in Portola Valley. It's a great place to live, he said, and "we can make it greater."

Mark Bronder, Wyndham Drive, said he protests the sale of the acreage at Blue Oaks and wants to see the original plan for eight BMR units there carried out. "What's wrong with this picture?" he asked. Instead of building the BMR units in a neighborhood of 32 homes on 280 acres, the Town wants to build the units on a property one-third smaller, more expensive but less desirable property next to our neighborhood. We have 29 homes on 10 acres, and face another already approved high-density development on a 1.5-acre parcel next to Sausal Creek. Mr. Bronder said it's an unfair double burden, and the Town is trying to construct a high-density corridor next to our homes.

According to Mr. Bronder, the Town hasn't made a rigorous attempt to build the BMR units at Blue Oaks. To make his case, he said five developers were contacted between 2000 and 2004, the time of tremendous housing boom in the U.S. Some builders said they wouldn't undertake the job for less than 20 units. So at most, three or four actually visited the site. Habitat for Humanity said they would build the units, but the Town rejected it because they work on weekends and would have been in violation of the Town noise ordinance. Mr. Bronder said the developers who visited the site told the Town that the slope of the property would increase construction costs, perhaps prohibitively. Remember, Mr. Bronder said, "this was during the feeding frenzy for construction resources." The Town seemingly relied on this intelligence for eight years, and since then has hardly done anything from what Mr. Bronder said he could ascertain. We were recently told they've contacted three BMR developers since then – three contacts in eight years.

So the Town wants to swap a superior, much more livable 2.6-acre parcel for a one-third smaller, less desirable property that was formerly Al's Nursery, Mr. Bronder continued, and in the process set what must be a new record price per acre for land in Portola Valley. The reasons given for the swap is that the nursery property is flat, easier to build on, he said, but how about the cost of the hazmat cleanup and the seven-figure extension of sewer system? If the Town uses a septic system, he added, there would be a lot to explain to the Douglases, who haven't been able to use their property for years because they don't want to pay \$800,000 or more a sewer hookup to their fairly modest building.

Other reasons Mr. Bronder cited for the Town's interest in the property at 900 Portola Road is the proximity of services and transportation. He said services include a pricey restaurant, a dry cleaners and feed store? As for transportation, he said he thought the BMR units were intended for people who already work in Portola Valley. He said he assumed these people already own cars and would keep them.

Another reason for choosing the 900 Portola Road property, Mr. Bronder said, was that building the units would be consistent with the density of nearby neighborhoods. Wyndham Drive is not a high-density neighborhood, with about one-third acre per home. To be consistent with that density, only five homes could be built at 900 Portola Road, and only four at Sausal Creek. Even then, Mr. Bronder said, it would be denser than the current zoning.

In closing, Mr. Bronder said that while he appreciates the recent conversations with the Town, he still has a problem with the fact that neighbors weren't consulted beforehand. The whole thing was presented as "a *fait accompli*," he said, and "I find that unacceptable."

Bud Eisberg, Wyndham Drive, spoke on behalf of Keep PV Rural, which was formed last summer by Wyndham Drive residents after the surprise announcement of the intention by the Town to purchase 900 Portola Road for eight or more affordable housing units. He stated that Keep PV Rural doesn't oppose affordable housing, and that in fact the 29 homes on Wyndham Drive represent the type of diversity that

affordable housing laws promote. Since he's lived there, Mr. Eisberg said, neighbors have included five teachers, small business owners, a lawyer, contractors, Stanford professor, a baker, successful business people and retirees on fixed incomes. Mr. Eisberg said that being called elitist is far from the truth. "We have a history of volunteerism from this small neighborhood," he stated, citing a mayor, councilperson, Parks and Recreation Committee chair, members of the Trails and Paths Committee and Public Works Committee, ASCC members. He said that one of Portola Valley's founding fathers who lived in the neighborhood served on the Conservation Committee for many years.

Because answers were not forthcoming early on about the Town's efforts to develop BMR housing at Blue Oaks, Mr. Eisberg said that public records requests produced evidence of minimal interaction in all the documentation with developers and none since 2005. He said mistakes have been made with affordable housing at Blue Oaks, but his neighborhood became concerned because the burden was going to fall there. The Town states its intention to purchase 900 Portola Road specifically for affordable housing, he said, yet without a development plan anyone would be concerned about a nearby project with potential high density. Eight units would almost triple the area's 20M zoning, he said.

Noting that tonight's meeting is the first time residents have been officially able to address the Council on our concerns, he said, and tonight the Council will vote on the sale of Blue Oaks. He stated that the public should have been involved, instead of years in site evaluation and deal-making by Town officials behind closed doors. The Windmill School asked for neighborhood support for their project, which is exactly the process the Town recommends, he said, but the Town didn't share its intentions and the transaction involving 900 Portola Road was "sort of presented as a done deal," as Mr. Bronder mentioned.

Mr. Eisberg said that being public sometimes is messy but it's the right way to go. He concluded by protesting this resolution. He said it has not been proven that the public interest and convenience requires the sale. Further, he said he certainly does not approve of the Town's purchase of 900 Portola Road with no plan, and opposes extending the purchase contract.

Onnolee Trapp, Portola Road, said she's enjoyed just about every year she's spent in Portola Valley – and she's lived here since 1968. She said she appreciated Mayor Richards' remarks about the type of Town this is and has been for a very long time, and also appreciates the Council's efforts to comply with the state's requirements for the diversity of housing in every town in the state. She said Portola Valley has an obligation to help fulfill the requirement for housing for people who want to work in the Silicon Valley area and would like to be able to live in our Town, as well as people who serve in our Town. It's impossible to find a place to live in Portola Valley for those who ultimately become employed at The Sequoias, she said, which results in high turnover. "People just cannot continue to drive so far to get to work there," she stated, "and they are not paid just minimum wage, they are paid very well."

Ms. Trapp said she recognize that this is the beginning of a long process for the Town Council. "You're not going to solve your problem tonight," she said. "You're going to be working through a lot of issues over the next several months or possibly even years." She said she hopes it won't take that long, but every bit of the way the process will be open to the public and that we'll end up with a product that everybody can live with happily in Portola Valley."

John Pene, Wyndham Drive, said he supports Keep PV Rural, believes in what it's doing and appreciates those who volunteer the view of the Council and hearing us out. Because most points have been made already, he said he'd want to avoid making the same mistake that was made with the Blue Oaks development, acquiring land that was useless for BMR needs. He said that he and his wife protest the purchase of any land without a well thought-out general BMR-compliance plan. Piecemeal is not the answer.

Annaloy Nickum, Grove Court, said she's lived in Portola Valley since 1976 as a renter. Having lived a number of places, she said she considers herself extraordinarily blessed. She said she loves Portola Valley and has followed many of the issues over the years, and was deeply involved in the whole Blue Oaks process, including attempts by the Blue Oaks Homeowners Association to relocate the BMRs up next to Los Trancos Woods in an area that was designated open space. Ms. Nickum said she supports

the sale of the Blue Oaks lots, saying “it’s time to move on to find a better use for those spots.” In terms of the 900 Portola Road site, she said she doesn’t think there’s enough information yet to really justify purchasing the property. She posed two questions:

- How large a home the property could accommodate if it were to be used for a single family residence? If it were 6,000 square feet, she suggested perhaps it could be converted into four or five BMR units staying within the maximum square footage allowed for that lot and satisfying at least some of the numbers for BMR units.
- Have any of the affordable housing contractors have visited the site and provided an initial evaluation about its feasibility for developing BMR units? She said it would be a good idea to have at least some of that kind of information before moving forward with the sale.

Beverly Lipman, Favonio Road, said that she and husband have lived in Portola Valley 22 years and haven’t seen many changes in Town except for bigger houses in their neighborhood. She said she agrees with both Ms. Nickum and Ms. Trapp, and it’s imperative to comply with the state law. She also said she wanted to make certain that the audience understand the stress the Council is under. Ms. Lipman said that it might be helpful to get more of the community together, including those in Keep PV Rural, to work on a way to really solve this problem. She said she’d hate to see us start all over.

Louis Ebner, Wyndham Drive, said he’s lived there with great delight for about 27 years, his in-laws’ residency goes back about 50 years, and Herb Dengler was a long-time friend. Mr. Ebner addressed the 900 Portola Road purchase contract extension issue. He said part of the reason there’s so much stress in this process is that maybe the Council has taken too much of it on its own shoulders and there hasn’t been enough participation by the community. As Mr. Ebner put it, “there’s plenty of blame to go around for why nobody’s really happy with what’s going on, but the remedy seems to be pretty easy at hand.” That remedy, he said, is to develop what the California code calls a Specific Plan. It’s a recommendation as a subset of the General Plan that has to do with approaching particular projects of this type. A Specific Plan would include text and diagrams and talk about the proposed distribution, location, extent and intensity of major components of public and private transportation, all these things that everyone has strong opinions about.

Mr. Ebner noted that the Wyndham Drive neighborhood predates the Town and is a model of diversity, peace and serenity, with people who are happy, open and inviting. Far from not wanting to provide for our local firefighters, he said, “we invite them for our picnic every year and try and get to know them.” He said the tremendous diversity on his block ranges from “infants to storied ancients,” and the reason for the “flinch reaction” of Wyndhamites is that they haven’t been seriously considered. “To call us elitist is absolutely silly,” he stated. “We are deeply concerned about the Town, its future, its direction. We are very deeply concerned about that little area over the fence from us, largely because we loved Al and his enterprise for so long, and in that spirit we’re interested in seeing Windmill School occupy that property precisely because, as Karen, his daughter said, it’s really what Al would have preferred. Forgive us if we don’t give up so easily on that notion. Forgive our surprise when we discover that the Town has made tremendous efforts over a period of years to acquire that property and told us, the Wyndhamites, nothing about it.”

Mr. Ebner said that any way you look at it, it’s wrong. It’s wrong for the Council because it puts too much on the Council if there is not success. “Let us share the responsibility for making these decisions,” he said. His recommendation, he said, is a pretty simple and direct one – “Let’s open this thing up. It’s not a matter of starting over again. It’s a matter of having the opportunity for a new beginning.” Assuming the Blue Oaks sale goes through, he continued, the money could go a long way toward solving this Town’s BMR difficulties but the Town ought to get professional help to do it. He recommended banking the money and launching almost immediately into an open bid process, inviting developers to take a look at all of these properties that have been identified, consider the funds available, and show us how the Town could get the most bang for the bucks. If that turns out to be 900 Portola Road, then so be it. We have questions about it but we can get into those questions later.

Mr. Ebner said he thinks that would be the right solution, which would relieve the Council of the onus and the stress of feeling you have to operate behind closed doors in order to get anything done, without ill will from the Wyndhamites. In closing, he urged the Council to bank the money, take advantage of the exit from the contract at 900 Portola Road, go to an open bid process, and do the right thing. The right thing, he added, is a common sense economic feasibility study for the use of 900 Portola Road, "and let us see it. Don't buy a pig in a poke, without any plan, without any economic study to justify the expenditure."

Katherine Terhune, who said she's shocked to hear herself say she's lived on Wyndham Drive 40 years, teaches at Woodside Elementary. She said that considering the Blue Oaks property needs to go by the wayside because economic feasibility didn't play out there, it makes no sense to buy the property at 900 Portola Road without having first established, as Mr. Ebner described, an economic feasibility study and some sort of plan.

She also said she's aware that the 2009 Housing Element listed a number of properties and believes the Ad Hoc Committee was supposed to examine the economic feasibility of some of them. "I'm not aware if that has happened," she said, noting that 900 Portola Road was still privately owned at that time so it wasn't on the list anyway. But then, she said, the focus shifted without explanation to that property without looking more broadly. She said she would love to see a map such as those used in some other presentations identifying all those properties, not just by Assessor's Parcel Numbers (APNs) but real locations so we could join forces to work on this together.

The sale of Blue Oaks may be inevitable, Ms. Terhune acknowledged, to fulfill the need to show movement forward. Banking the money "sounds really smart," she said, noting that the broader the community participation in the process, the more options we'll have to look at. She said that she opposes extending the contract to buy the 900 Portola Road property. She said she'd like to see that put on hold so we can move forward in a broad way to undertake affordable housing, which is an important cause.

Mike Deggelman, said that he and his wife, Yvonne, have lived in Portola Valley for more than 30 years, and raised their four children here. A volunteer on the Parks and Recreation Committee for more than 10 years, he said he's been Chair a number of times and understands the Town's volunteer spirit. He congratulated and thanked our new Mayor and all of those serving on the Council. According to Mr. Adelman, the great American philosopher Yogi Berra was once asked about a restaurant replied, "Nobody goes there anymore, it's too crowded." Like a lot of Yogi-isms, it takes a second to figure out what he means. Regarding affordable housing, we're faced with many possible outcomes which could result some day in people saying nobody lives in Portola Valley anymore, it's too crowded. "We who were fortunate enough to live here in the good old days will know what they mean," he said.

Focusing on the economics of the proposed transactions, Mr. Deggelman said some magical thinking is required "to pretend that these transactions make any economic sense." He indicated that Town has been careful to suggest that no taxpayer money would be used to purchase property for affordable housing. "This is subterfuge at best and deceit at worst," he said. Yes, the Blue Oaks lots were deeded to the Town and no cash changed hands. How are these properties and their value not critical to the Town's ability to comply with California's affordable housing mandates? And how are Blue Oaks lots not an asset of the Town, an asset of our residents, an asset whose value should be protected and maximized? The Blue Oaks lots are to be sold to meet an artificial deadline, namely the simultaneous purchase of 900 Portola Road. How can a seller, seeking to optimize the selling price, accomplish this with buyers who know about the deadline and the need to sell? Under these conditions, Mr. Deggelman asserted, the Town cannot now that it's received fair market value for these properties. The proposed selling price of the Blue Oaks lots is \$2.88 million for a property that is about 2.68 acres in a development of 32 homes on about 280 acres of what could only be described as a spectacular rural setting.

In contrast, he said the proposed purchase price 900 Portola Road is up to \$3 million, more if the toxic remediation proves even more extensive, for approximately 1.5 acres located directly on Portola Road. This property was recently purchased by the current owners for \$2.575 million. It seems this property is worth whatever the Town can pay with Blue Oaks proceeds, along with money from the inclusionary

housing fund, or even possibly money from private donors. In other words, there is no fair market economic reality being applied to this transaction.

When viewing these proposed transactions together, Mr. Adelman asked whether anyone can pretend to make any sense of their economics. How can 900 Portola Road be worth more than the Blue Oaks property when it's about 45% smaller and in a less desirable location? He said these transactions can only be considered insider transactions, and if completed as proposed, a serious breach of the Town Council's fiduciary responsibility.

He concluded with another Yogi-ism: When you get to a fork in the road, take it. The Town Council tonight has come to that fork in the road. You can justify what you've proposed to do as legal. Or you can – and should – restart this process, honor the legacy of the Councilmembers before you who founded Portola Valley and left us with this beautiful Town. And then you can feel proud about your legacy and your contributions. In conclusion, Mr. Adelman said he protests the sale of the Blue Oaks lots at this time for this price and also protests the purchase of 900 Portola Road and any extension of the current contract.

Cindie White, Portola Road, said she and her husband own Jelich Ranch. Her family has lived in Town since 1971. She officially protested the purchase of 900 Portola Road and urged the Town Council not to extend the purchase contract deadline. She said she doesn't believe anyone on Town Council wants high density, but because that's where the purchase 900 Portola Road would lead, it's important to stop the process now and take a better look at it.

Ms. White said she's talked with a lot of people who didn't even know this was going on because it's happened very rapidly. Also, Ms. White pointed out, while the issues are complicated for the Council, they are complicated to the community. She said that people she talks to end up saying, "Wow, I didn't know that. I need to wrap my head around these issues before I can come make a statement." She also said that while it may appear that the process has been open, "the projects are intertwined, the sale of this, the revision of this, the purchase of this, it just sort of kind of happened fast."

Ms. White said she's spent a lot of time in the last month "getting down into the bowels" of the Housing Element and the General Plan and what's happened at these meetings and Keep PV Rural, and it's a lot. She said she thanks the Councilmembers for all the time they put in, and while she has not been involved, she's here now and intends to remain involved.

Ms. White said she hoped the Council would not extend the contract to give this process more time, so we can educate the community and get everybody involved. She said she also feel as if "it's a risky proposition, there's not enough information to guarantee, it's expensive, there's a lot of potential problems and that would up the price for the developers, which would mean more units, which would mean high density." Furthermore, if the residents of the BMR units have cars, will we need a stoplight?

She quoted from the Town's website: "Extensive residential development did not begin until after World War II. By the early 1960s many residents had become alarmed by increasing pressures for housing and business expansion. Therefore, in 1964, Portola Valley voted to incorporate in order to have local control over development. The goals were to preserve the beauty of the land, to foster low-density housing, to keep government costs low by having a cadre of volunteers, and to limit services to those necessary for the locals." Ms. White said she heard a lot of talk today about liberty and freedom, but she said she feels as if she's losing liberty and freedom with government coming in and telling us what to do. She also heard about our responsibility to provide affordable housing, and she also feels we have a responsibility to the environment and to the land and to keep the balance between wilderness and civilization.

Phil White, Portola Road said he cannot understand how a buyer can guarantee a seller equal to or more than what they paid for a property several months ago. That's a big issue. Secondly, he said that most people he's talked to – and he put signs up at Roberts, at the coffee shop, at Tom Ramies' Portola Valley Garage, at Mark's Drug Store – said they don't know this is going on. They all favor affordable housing. "We all would like our kids to be able to afford to move to Portola Valley," he said, but "if you don't tell the developer how many units to build, density becomes a problem. If you don't dictate how many units, the

developer will build as many units as he can, and then try to put a septic or sewer to service 20 or 30 units on that size lot.” There are other ways to affordable housing, he said, citing the Woodside example of secondary units in other places.

Eleanor Noe said she’s lived on Wyndham Drive 60 years, one year less than Eileen Schiel, who’s lived there the longest – 61 years – and has seen a lot of changes in her 88 years. One of the changes that’s upsetting and unfortunate, she said, is a change in the attitude of the Town’s political officials. “Now we have closed sessions, ad hoc committees with secret agendas and poor communication with Town residents about Town issues,” she said. “Of course it’s all legal but that doesn’t mean it is right or makes any sense or is in the Town’s best interest.” Ms. Noe said she remembers when the Town’s elected officials made an effort to reach out to the people, and when residents knew what was going on. She recommended that the Town Council not sell the Blue Oaks lots at this time, and not to buy 900 Portola Road and exchange the same set of problems we faced for all these years for a smaller, less valuable, contaminated piece of land with zero plans about what you’re going to do with it.

Eileen Schiel, Wyndham Drive, said she’s lived here since January 1, 1951 and also has seen many changes. She said, “We strongly want to keep Portola Valley rural. We have lived right next door to Al’s Nursery and had a very good relationship for all those years, but we do not want to see that purchased for affordable housing.”

Susan Phelps, said living on Wyndham Drive since 1995 makes her “relatively new on the block.” She said that although residents keep hearing the neighborhood isn’t diverse, she said, but as Mr. Eisberg pointed out, it has retirees on fixed incomes, Eleanor Noe’s husband was a steelworker, Eileen Schiel’s husband had the Red Wing Boot and Shoe Repair shop in Redwood City. She listed more – college professors, teachers, nurses, office managers, a waitress who works at The Sequoias. Ms. Phelps said she’s one of two single mothers on her block. She mentioned also volunteers at the schools, hospitals and in the community. “We are a well-established neighborhood and we’re hardworking, contributing members of the community who will be adversely impacted by high-density housing. Ms. Phelps said, “When you talk about ‘justice for all,’ we’d like to be included in that.”

Ms. Phelps said she doesn’t know Geoff and Colleen Tate, but has heard them described as philanthropists who have been very generous to the community. She said she sympathizes with their desire to recover their costs of the purchase price of Al’s Nursery, as well as the expense of soil remediation it required, and said it’s understandable that the Town would want to help them. “But I question whether it’s really in the Town’s best interest to commit Town assets to the purchase of 900 Portola Road from the Tates,” Ms. Phelps said. Is the property totaling 1.68 acres at 900 Portola Road actually worth \$3 million? She asked? She also noted that she hasn’t heard any discussion of the high cost to hook up the proposed development to the sewer and whether it will be necessary to increase the number of homes in order to keep their prices in an affordable range.

According to Ms. Phelps, the owners of 888 Portola Road, who had rented their building to the SPUR Projects Gallery, are being forced to hook up to the West Bay Sanitary District sewer for an exorbitant price, despite having a new, working septic system. She said she’s heard the price is close to \$900,000 for them to connect to the sewer. She asked whether we know what it will cost to hook up the proposed houses at 900 Portola Road just next door to the former SPUR Projects Gallery. If it turns out that the housing at 900 Portola Road is not feasible, either because of the cost of hooking up to the sewer or because a developer for the project cannot be found, she asked how likely it would be for the Town to be able to resell 900 Portola Road and at least break even. Ms. Phelps said that money from the sale of the Blue Oaks lots should not be squandered on an uncertain outcome. She said she protests the resolution on the agenda this evening and urged the Council not to purchase 900 Portola Road and not to extend the purchase contract deadline.

Kerry Bratton, Wyndham Drive, said she chose to live in Portola Valley rather than Menlo Park or Palo Alto because she wanted to live somewhere rural. She said she’s concerned that the Town is planning on spending \$3 million of taxpayer assets to buy 900 Portola Road without looking at the economic feasibility or having any plans at all. She said she’s concerned that if the Town sells the property to a BMR

developer, the developer will say that eight units are not feasible at 900 Portola Road. I'm concerned that the Town would lose control of this process and the next thing we'll know, there'll be high-density housing at 900 Portola Road. I protest the purchase of 900 Portola Road without any detailed plans.

Bob Dillon, Portola Road, said he and his wife have looked at the BMR process quite extensively. A credentialed high school teacher, he said he hasn't taught for a number of years but works as a contractor. In that capacity, he said he can see how contractors work when it comes to high-density housing, especially BMR-type projects, and the density at 900 Portola Road would be more than 12 units. He said he also fears the possibility of eminent domain where he lives. Mr. Dillon said that in a previous meeting Ms. Sloan had indicated to Ms. Douglas that probably wouldn't happen, but there are no assurances. He commended the Council for its efforts, the exhausting studies and input from the Town, but 900 Portola Road is not appropriate for BMR housing because it is not a transit corridor, he said. "It is not El Camino Real." Mr. Dillon said he opposes both the sale of the lots at Blue Oaks and spending money from that sale to purchase of 900 Portola Road because residents on Wyndham Drive and Portola Road haven't been given fair treatment and certainly not the extraordinary treatment extended to the Blue Oaks residents. Mr. Dillon acknowledged the need to "take care of the less fortunate in our society," but this (BMR housing mandate) is a bad law that emanates out of Sacramento. He said that if a law came down requiring liquor stores on every corner, we'd fight the law, not obey it just because it came out of Sacramento.

Paul Cushman, Portola Road, Woodside, said a couple of interesting narratives going on in this debate. One is around the role of government, the need for open and candid disclosure and dialogue. And it's centered on a 10-plus year struggle. He said he came to the meeting on behalf of Windmill School, which also for 10 years has been trying to find a home. In fact, Mr. Cushman said, he'd struggled for 10 years to get the support of the Town Council for Windmill School, an entity that not only enriches the lives of children but also our community. He said that he volunteers a lot at the school to help it "achieve its very noble gains." Mr. Cushman said it's important for the Council to think through where they are in this process, what's happening this evening, and navigate a path because they're "in one hell of a bonfire" now. He urged the Council to carefully look at the decision they'll make in a closed session and consider whether the commentary they've heard enables them to listen to what the residents are saying in their requests for open dialogue, for consideration of all options, and for support of other entities in the community that also serve the residents.

Mr. Cushman said the Council's decision would enable them to save face in a way that would protect them from litigious action. "You basically just let the contract drop and start the process and actually talk to the residents, talk to more developers, reconsider Blue Oaks and listen to what my fellow residents in the room have been really asking you to do this evening." In conclusion, he said he oppose the sale of the Blue Oaks lots and the purchase of 900 Portola Road, and thanked the Council for listening and his fellow residents for making their opinions very clear.

Marge DeStaebler, Santa Maria Avenue, has lived in Portola Valley since 1967. She said that she also lives in a very diverse community, which is a beneficial aspect of our neighborhoods and "we do support difference." One doesn't buy a home for \$50,000 now, she noted, so she favors affordable housing. Ms. DeStaebler said she wanted to speak primarily to the issue of selling the Blue Oaks lots. Many years ago, she said, the Conservation Committee looked at those lots, which are quite extraordinary – on a slope, with intermittent streams running through them, on land that's never landscaped so native plants there are a treasure. Having some of this land as open space would be a benefit, said, so she encourages selling the lots. She said the Council is beginning to work around how to use the money to get below market housing.

Ms. DeStaebler said she was present when the Habitat for Humanity spokesperson talked to the Town Council about all of the difficulties of developing the Blue Oaks lots – the soil type, the slope, the difficulty of access. It's not a place for BMR housing, she said. It's up to the Council, she said, to find a place that works for BMR housing. In the meantime, she said she strongly favors selling the sites so that some of the land will be preserved.

Ms. DeStaebler said she also went through the charette process for the Town Center, which was very contentious, with equal numbers of people pro and con. Thanks to that process, she said that now there are very few people who dislike, do not use and are discouraged with the process by which the Town Center was developed. If the same kind of process can be used for wherever BMR housing is located, she said it would come out as a positive situation for everyone.

Guy Worthington, Portola Valley Ranch, said he's lived in Portola Valley since 1995. He said he's struck by the fact that there are an aggregate of about \$6 million worth of transactions being considered here tonight and as such, he would have expected more detail about the rationale behind those transactions. In particular, he said that although he's heard and read about issues associated with developing the Blue Oaks lots, the information includes no specifics. Is it impossible or simply more expensive, he asked. If so, how much more expensive? The interviews with the developers should be available publicly so we can see in fact what it would cost, and what the impact would be.

If the decision must be made tonight, Mr. Worthington said he would oppose the sale of the Blue Oaks lots. Although he understands the lack of desire to delay, "two more weeks or a couple of more months on top of what sounds like a decade is not going to kill anything," he would recommend a delay to allow time to make all this information that presumably is there available. If the information isn't there, he continued, it needs to be because it's a very large transaction and it is an asset to the community.

In terms of 900 Portola Road, Mr. Worthington said that from what he'd been able to glean tonight, there's uncertainty as to whether a handful of units or many, and therefore also uncertainty about whether yet another project would have to be considered later to fulfill its affordable-housing obligation. Thus, Mr. Worthington said he can't support one \$3 million transaction followed by another, without sufficient information about the specifics of the cost of development, of the potential prices of those houses if they become available. He said it's not clear that there would be any resolution other than "kicking the can forward." He recommended delaying the decisions and making this information available so that everyone can all consider it. If the Council must decide tonight, he said he hoped the Council would not sell the lots at Blue Oaks and not purchase the 900 Portola Road property. "It sounds like you're just getting out of the frying pan and into the fire," he concluded.

Norma Remke, Wyndham Drive, said she's a retired teacher who taught in Portola Valley for 25 years and has lived here for 36 years, and volunteered with Girl Scouts, Cub Scouts, Little League, soccer and 4-H. She said she protests the sale of the Blue Oaks lots, the purchase of 900 Portola Road, and the extension of the purchase contract on 900 Portola Road. She said she has two main concerns. She said that she does not object to BMR housing at 900 Portola Road, but is worried about having 25 to 30 units there. She looked forward to having Windmill School there, but said she then started hearing rumblings about BMR housing, and every time she heard more, the numbers got higher and higher. She also worries about how this situation came to be, because she thought she was quite aware of what's going on around Town.

Jon Silver, Portola Road, said that he's struck by how much he's heard tonight that he agrees with. He said he supports the Council moving ahead with the sale of the Blue Oaks lots. Having attended many meetings over the years, he said that's he's convinced the Town has diligently pursued development of those lots for BMR housing, and it's not realistic to pursue it any longer. He said that since his early 20s, he's worked to preserve rural Portola Valley. Having known many of the Town founders personally, he said they supported moving forward with affordable housing. He mentioned an early Councilmember, Eleanor Boushey, as a strong proponent of affordable housing, as was Bill Lane, he said, and Bob Anderson, who was among those who first adopted the Town's Housing Element.

According to Mr. Silver, well-designed, small affordable-housing units would have a nice impact on the environment, as opposed to large, unaffordable monster homes, and can actually be a benefit for the Town. He also referred to Mayor Richards early point about the range of incomes is part of what it means to be a rural town. Mr. Silver said the Town he grew up in had farm workers and ranch hands living alongside teachers and Nobel laureates. "Fortunately, we still have some of that," he said. "It would be nice to have more of it going forward."

Mr. Silver said it would be fantastic to do what the Council did in 1989, his last term as a Councilmember, which was to appoint an ad hoc housing committee. He said the Housing Element we have today came out of that committee's work. To do that again, bring people in and make them feel a part of the process, is important going forward, and to start the next review of the Housing Element early. He said it's also important to get answers to the questions Mr. Deggelman and Mr. Ebner asked about the relative value of the two lots.

In terms of closed meetings, Mr. Silver said the only ones he's aware of have related to sale and purchase of real estate. Under state law, he declared, it would be foolish not to have such discussions in closed sessions. "If the public is to get the best deal possible," he said, "you need to be able to have frank discussions that the buyers and sellers you're dealing with aren't privy to – just as any of us would do in a private business transaction." Thus, he said there is no basis for the criticisms that the Council has not acted in an open and public-spirited way. Mr. Silver urged the Council to move forward and take some of the suggestions that critics have made to get a broad-based committee together.

Lynn Eisberg, Wyndham Drive, said that she and her husband, Bud, have lived there since they were married in 1983. Thanking the Council for giving Bud "something to do in his retirement," she said the reason he has this retirement job is a phone call from former Mayor and Councilmember Steve Toben informing them that the Town Council was going to buy 900 Portola Road, and he was going to act as a mediator. She said she disagrees with everything the Council is planning to do. "I think you need to put the brakes on," she said, "open it to the public, get a committee going." She said, "We want to comply with the law, but we also want to be able to trust our Town government. . . We don't feel what you're doing is right."

Pete Chargin, Santa Maria Avenue, said he's lived in Town for about 20 years. He urged the Council to have a plan when making large transactions, because it's extraordinarily dangerous to do so without a plan. In addition to the negotiated prices, he said, there are also sizeable transaction fees for the various agents to consider. If it's standard in real estate, at about 6%, he said, it's \$360,000, which is substantial. He also pointed out that selling the Blue Oaks lots now would definitely eliminate a BMR housing option. "If you're able to move forward in a very open way in terms of community involvement," Mr. Chargin said, "how silly would it be if it turns out that the best option is Blue Oaks?" He also said that he's not heard a compelling reason to move forward on any of these transactions at this time. He said that he understands the need to show forward progress, and he has seen such progress in terms of the openness and involvement of the community. He said that if he were in the state's shoes, he would not view the sale of a property considered for BMR housing, which cuts out that option, a sign of forward momentum. Thus, Mr. Chargin encouraged the Council to not move forward with any of the transactions being considered tonight.

Virginia Bacon, Golden Oak Drive, said that she's lived in Town long enough to see Blue Oaks become a subdivision, to see the Town wrestle through the Housing Element, sometimes with no one else in the audience. She said she was glad to see so many residents attending this meeting and expressing their views, because we so desperately need affordable housing. She said that a couple of years ago she researched the average size of homes in her neighborhood, and learned that it's about 3,000 square feet. New homes now are 5,000 to 6,000 square feet and larger, she said, and all these people who come in to service our homes need our help. And we need them, she said. "We employ them." She said she believes it's in the Town's best interest to sell the Blue Oaks lots, and to concur with the Planning Commission's decision, which would preserve one lot for open space and use the other for new development. "It makes a lot of sense to me," she said, "so I really hope the Town will go forward with it." She would want the Town to put the money in the bank and give second thoughts to buying 900 Portola Road until figuring out more what could be done with it, and consider what the people who need affordable homes really need. Would it be 750 square feet, 1,000 square feet? She said the Town has not looked at those issues. And "if you had to sell it for some reason," she asked, "could you sell it for what you bought it?" Ms. Bacon said that she wants very much to do something to move affordable housing forward, and second units aren't the answer. We have to find some more land, and consider re-zoning some properties. We have to consider transportation issues.

Uwe Horchner, Hidden Valley Lane, Woodside, said that he represents a family of five – three generations with more than 160 years in Portola Valley or Woodside. He strongly urged the Council to reject the resolution because it would set in motion a chain of events that would not be in the best interest of the Town’s residents and would result in the waste of significant taxpayers’ assets. He said that he believes the sale of the Blue Oaks lots is inevitable, and only makes sense inasmuch as these lots can never be developed for BMR use. They are located far from any services, and the high financial and environmental cost of building on those steeply sloped lots is too high to justify BMR housing.

Mr. Horchner said these lots should be sold with the goal of maximizing the financial and environmental benefits to the Town, but he does not support using the entire proceeds, plus money that’s accumulated in the inclusionary housing fund, to buy 900 Portola Road. In preparation for this meeting, Mr. Horchner said he reviewed the General Plan and other documents, and wanted further information.

He quoted Action Plan, 2493.1 (Inclusionary Housing Program): *Establish an ad hoc committee to explore the possibility of selling the Blue Oaks lots and using the funds from the sale to build eight or more units in another location in Town. The committee will identify and explore alternative locations, including the feasibility and cost of each possible site.*

The Council has specifically acknowledged that they don’t know whether the 900 Portola Road site is feasible for development of BMR housing, Mr. Horchner said, so purchasing that site would be inconsistent with the Housing Element. He referred to the adjusted Housing Needs Allocation table in the Housing Element (pages 28-30), which indicates that the Town meets its requirements in three of the four categories eligible for subsidized housing. In the extremely low income category, the group of the highest need, the Town’s plan exceeds the requirement by 17 units, he said. It has been pointed out that failure to comply with the Housing Element could result in severe penalties, but he stated that it’s inconceivable to think being short by only eight units in the least-needed category would represent reason enough to either penalize the Town or necessitate the Town’s expenditure of \$3 million on a lot that hasn’t even shown that it’s feasible for development.

In conclusion, Mr. Horchner urged the Council to reject the resolution and separate the two issues in a revised resolution that should authorize the sale of the Blue Oaks lots as soon as possible. He also urged the Council to not extend the purchase agreement on the 900 Portola Road property and enter no new agreements until after the suitability of the property for BMR development has been established in keeping with provisions of the Housing Element.

Susan Dworak, who lives “way up” on Alpine Road, said that although the 900 Portola Road property transaction would not necessarily affect her family directly, affordable housing has directly affected them in three other counties. Ms. Dworak said that having been in Town a little more than a year, she may be Portola Valley’s newest resident and has been “very welcomed in this wonderful community.” She said that sometime she wants to share how affordable housing can very seriously tap the resources of communities. She said she does not oppose it, but it must be done well. “Change is good,” she said. “Variety is good, but you have to have the right kind of change and the right kind of variety.”

According to Ms. Dworak, once the government gets involved, state and federal – there is nothing anyone can do. “You would be shocked at human behavior,” she said, “and when it rears its ugly head in any kind of affordable-housing context, you lose control.” She said you can’t control whether a teacher lives in an “affordable housing” unit or whether four people live there. “There might be eight to 10 kids in every one of those houses,” Ms. Dworak said. The definition of a family today is not what it was before, she added, so “we’re not talking about density, we’re talking about super-density. We just don’t know.” She said the Town needs a committee and very public discussion, sharing all of the information so we can make an adequate decision.

Joe Dworak, Alpine Road, said that he’d been a lawyer in downtown San Jose, and had to surrender several buildings due to changes in downtown San Jose. He said it seems that the Town Council has a real problem on its hands because the rules and regulations are imposed by the state. “This issue would not come up on its own,” he said. “It’s the Council’s obligation to meet state law.” He said that rather than

rush forward with a particular proposal integrating two different projects with substantial money at stake, it might be better – even with the risk of state sanctions – is to address the affordable housing issue with the next Housing Element review. That way, he stated, the people who have been so passionate about what they've said would have an open, clear forum in which to communicate their thoughts. In conclusion, Mr. Dworak said the matter said should be tabled for future review.

JoAnn Loulan, Los Trancos Circle, said she's lived there for nearly 26 years. Regarding the question of selling the Blue Oaks lots for \$2.8 million, she asked who determined that price because it seems quite low. She also said she didn't know how the Town could move forward on the purchase of the 900 Portola Road property considering the questions about toxic waste on that site. She said that she lives in Los Trancos Woods, which is a high-density community, and she loves it, so, "I'm all about let's get some affordable housing." However, she added, she is irritated by people talking about who would move into BMR housing. She said there's no way she could afford to buy a home in Portola Valley now, but she doesn't know what "affordable housing" means in terms of prices, because not many people can afford an \$800,000 house.

Don Jacobson, Farm Road, Hidden Valley, said that when this process began in August, the Town Council assured everyone that the Council would hold as many public hearings as necessary to satisfy public concerns. He said there should not be a vote tonight, because the process has been to short and needs to be opened up. "The more people who learn what's going on, the more people are interested," he said, "and a lot of people are just now learning about what we're doing here." Mr. Jacobson asserted, "There's no harm in continuing this process so the people who would like to be here and want to speak to this Council" may do so. "Give the community some time to take a hard look at this, to learn from it, to ask questions," he said. On the merits, he continued, the big question has never been answered: Will 900 Portola Road qualify for BMR housing? He asked, "Why isn't that laid out in all the documents and papers? How many homes are going to be there? How many people? How long can they be there? What are all the circumstances that surround putting 10 or 12 units" on that site? "And what is the impact on property values? Has that been put in some equation and considered by the Town? Should (the people in the neighborhood) have to lose 20% of the value of their property?" Mr. Jacobson said it seems "we've got a bird in the hand here with Blue Oaks. Maybe more should be done there. Why are we giving up 2.6 acres of already established BMR homes for 1.4 acres we don't even know if it's going to work? From a simple, sound business proposition," he said, "That does not make any sense."

2:59:52.5 Mayor Richards closed the public hearing, and after a brief break, asked staff to respond to some of the questions that came up during the comment period.

In response to Ms. Sloan asking what the Council wished to address, Councilmember Aalfs suggested discussing the next cycle of the Housing Element. Mr. Vlasic said that in 2013, it would be appropriate to start getting something together to turn in to the state in 2014, for the Housing Element for the period 2014 to 2022.

Councilmember Derwin said Ms. Loulan asked about a definition of affordable housing. Mr. Vlasic said that for moderate-rate housing, the sale price would be based on income levels in the range of \$90,000 for a family of two to \$123,000 for a family of four. The formula would be based on 34% of income that could be used for housing expenses.

Vice Mayor Wengert brought up the issue of how the Blue Oaks lots price was set. In terms of the process, she said anyone who is selling a home, commercial property or land relies on experts to do that. She said that the Town interviewed three very experienced realtors who operate in Portola Valley and deal with raw land sales, and during those interviews, they discussed possible prices. Thus, Vice Mayor Wengert said, "you're really testing the market before you even go to the market." In selecting the realtor, she said, "We were aggressive in our pricing, and we priced it at what we thought was the top of the fair market value range." Of three offers, the one accepted was the highest, at the full asking price, she said, "so we're very comfortable, as you would be in any real estate transaction of this type, that we not only did our due diligence relative to how it was priced, but in fact have a very positive outcome relative to the offer that's currently on the table."

Ms. Sloan added that nothing in the law requires obtaining an appraisal before selling. “You just let the market speak,” she said.

Mayor Richards said there was a question about the commissions on the transactions. Ms. Sloan said the agent representing the Town in the sale of Blue Oaks is charging a 4% commission – 2% for her, and 2% for the buyers’ agent. If the sale proceeds, she has committed to giving half of her 2% commission – 1% - - to the Town for affordable-housing purposes. That is included in the listing agreement, Ms. Sloan added, which is a public document.

There are no agents involved in the 900 Portola Road transaction, she said.

Ms Sloan said that one speaker indicated that if the Town buys 900 Portola Road, a developer would be able to do whatever they wanted. In response, she said, “Just to emphasize, as anyone who’s lived in Portola Valley knows, that is absolutely not true. Anybody that proposes any development goes through a very rigorous process. Any project would be very thoroughly vetted and have some public hearings.”

Mayor Richards referred to a comment regarding the effect of affordable housing on property values. Ms Sloan explained that there are four categories of affordable housing under state law –extremely low income, very low income, low income and moderate income. She said if you look at the HCD website or talk to affordable-housing developers, the data indicate that affordable housing for moderate-income people – which is what was intended for Blue Oaks and would be at 900 Portola Road – does not affect neighboring property values. She said that moderate-income housing would be for residents whose income is between 80% and 120% of the county median income. So while the housing is below market rate, she pointed out, it can be and usually is above the median income.

Ms. Sloan said that affordable housing financing is complicated. Sometimes federal tax credits and grants, state grants, county grants are involved, but none of that money flows to moderate-income housing, so there are no governmental controls on it. Thus, she said, there’s a lot more local freedom in terms of BMR housing for moderate-income people than there would be in the other categories.

Councilmember Derwin said that her friends in the affordable-housing community who advocate for low and very-low income housing don’t even consider moderate-income BMR housing as affordable housing.

Mayor Richards suggested the Council move into deliberations.

Councilmember Aalfs said the Council has certainly received a lot of input over the last several months about the Blue Oaks lots and what happens with the money. He said that he has been convinced for some time that Blue Oaks was not feasible for BMR housing, so he favors moving forward. He characterized the offer for those lots as “very good” and are “really doing about as well as we can in terms of taking that next step.” He said that he favors both resolutions.

Councilmember Driscoll said that he doesn’t think the Blue Oaks property would ever be developed for BMR housing, so he’d like to get the cash out of it now and put the housing somewhere else that makes more sense.

Councilmember Derwin said she applauds her predecessors who had the vision and the wisdom to produce an inclusionary housing ordinance, but the plan for Blue Oaks was flawed from the time the developer gave the lots to the Town because he said economically it would not work. She said, “We’ve been trying to build those things for 14 years. I know a lot of you say we haven’t,” she said, “but the seven years I’ve been on the Council there’s been a lot of activity trying to figure out how to get those damn things built, and they just aren’t going to happen.” She said that yes, Habitat for Humanity could build them. “That would be eight extremely modest units for low to very-low income people, plopped into the ritziest development in Town,” she said. And they would be building them on the weekends, which would violate our own noise ordinance. “It really just doesn’t make sense.”

Vice Mayor Wengert said she agreed with her colleagues. "This has been a very difficult issue that we have struggled with for a number of years at a number of different levels and different Councils," she said. She said she appreciated hearing a lot of the community's input relative to how to take the next step, which is something the Council will be discussing. She said the issue in front of us at this junction is one we should absolutely take advantage of, which is the sale of Blue Oaks for a very fair price, and a price that will enable us to have capital. If we can't build in Blue Oaks – and I think all of us are convinced, having spent all this time, done a lot of work that has indicated pretty clearly to anybody who's been involved with it over any period of time, that it was not a good option. And in fact, with this acquisition of the group that potentially is going to buy it creates some opportunities that Ms. Trapp referred to – open space – that was an unintended benefit of these negotiations." She said it's a real "win-win" for the community to have the Blue Oaks lots sold and monetize this land as we planned to do in the last adoption of the Housing Element, and then to move forward." She said she's excited about that opportunity because it will give us some breathing room and bandwidth to move forward. As a first step, she said she favors the sale of the Blue Oaks lots, and therefore the lot line adjustment.

Mayor Richards said that he agrees with his colleagues that this is an opportunity we would be remiss in passing up at this point. The attempts to build BMR housing at Blue Oaks were probably doomed from the beginning, he said. It's become painfully clear that it's not going to work. He said that even if we'd brought in Habitat for Humanity, the main issue wouldn't be a weekend work problem – it would be very low-cost units that would be so out of place in Blue Oaks.

Mayor Richards said he appreciates all the input tonight regarding next steps, and now has some new thoughts planted in his head that will be discussed going forward. In the meantime, he said that it's time to move forward with Blue Oaks.

Councilmember Driscoll moved approval of a Resolution of the Town Council of the Town of Portola Valley Approving Amendments to Blue Oaks PUD X7D-137 and Lot Line Adjustment X6D-214. Seconded by Councilmember Derwin, the motion carried 5-0.

Vice Mayor Wengert moved approval of a Resolution of the Town Council of the Town of Portola Valley its finding and intention to sell 3 and 5 Buck Meadow Drive pursuant to Government Code Section 37420. Seconded by Councilmember Aalfs, the motion carried 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS 3:26:00.3

- (7) Recommendation by the Bicycle, Pedestrian & Traffic Safety Committee: Proposed revision to Committee Charter [10:50 p.m.]

Mr. Pegueros said the committee was requesting authorization to change the start time its meetings from 8:15 a.m. to 8:00 a.m.

Vice Mayor Wengert moved approval of the requested change to the BP&TS Committee Charter. Seconded by Councilmember Derwin, the motion carried 5-0.

- (8) Report from Town Manager: Recommendation to consider modification to the Meeting Schedule

Mr. Pegueros said he's recommending that the Council consider modifying the upcoming schedule of Town Council meetings to:

- Cancel the regular meetings on December 26 2012 and January 9, 2013.
- Hold a Joint Study Session with the Planning Commission to discuss the General Plan's Meadow Preserve provisions on either January 23 or January 30, 2013 (which would be the fifth Wednesday, traditionally the meeting with the EPC).

He said Commissioners Arthur McIntosh and Nicholas Targ would be unable to attend on January 23, and Commissioners Nate McKitterick and Denise Gilbert would be unable to attend on January 30.

Councilmembers agreed to:

- Hold a regular Council meeting on January 23, 2013
- Cancel the regular meetings on December 26 2012 and January 30, 2013.
- Meet with the EPC on January 30, 2013
- Have Mr. Pegueros find a new date for the joint meeting with the Planning Commission

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

Councilmember Aalfs:

(a) Architectural and Site Control Commission (ASCC)

Meeting on December 10, 2012, the ASCC made three afternoon site visits for preliminary reviews of proposed residential developments that were continued to the evening meeting. Members visited:

- 187 Bolivar Lane, a 3.1-acre Westridge Subdivision property
- 45 Tagus Court, a 1.9-acre Alpine Hills parcel
- 10 Sioux Way, a 1.09-acre Arrowhead Meadows property

Councilmember Derwin:

(b) Firewise

Councilmembers Derwin and Driscoll attended the Firewise meeting. She reported that:

- The high fire danger signs have been taken down
- Woodside Fire Protection District Fire Marshal: Denise Enea might be able to obtain a state grant from FEMA
- Los Trancos and Vista Verde are very interested in a Firewise class, and Ms. Enea is considering teaching it
- There was a discussion about fuel deliveries in the event of an emergency
- Members don't particularly like the Go Bags on the market, so will make their own; the Fire Protection District will make a prototype, possibly with a list on the outside of the bag indicating its contents.
- There is confusion and distress over \$150 bills from the State Department of Equalization going out to unincorporated areas from Cal Fire, with \$35 deductions for properties that are protected by a fire district

Councilmember Aalfs said that all the data from AT&T has been geo-coded for the Rapid Notify system.

(c) Sustainability Committee

At a special meeting on December 3, 2012, Sustainability Committee members discussed a variety of topics:

- Steve Schmidt will provide an Acterra High Energy Homes update in January 2013
- The Boy Scouts have Energy Merit and Sustainability badges
- Energy Upgrade PV rebates will continue into 2013
- Upcoming Tuesday Harvest Speaker Series events include:
 - February 12, 2013 – Lighting Technology Changes and Green Design with Linda Sanford
 - March 12, 2013 – Our Homes: Getting to Net-Zero Energy with Ann Edminster
- The Sustainability Committee mission for 2013; many members wanted to focus on water, but Ms. de Garreaux says the push for energy upgrades should continue instead. They talked about developing sustainability monthly tips, similar to what the Conservation Committee does.
- A Green Homes Tour is slated for February or March and would include visits to a Net-Zero remodel by Chris Field and the George Salah house in Blue Oaks.

(d) City Selection Committee

Councilmember Derwin said the City Selection Committee would meet for elections on December 14, 2012. Although not required to do so, she said that Kevin Mullin is giving up his MTC seat to go on to serve in the California State Assembly. Five people are running for his seat, including Brisbane Mayor Cliff Lentz, Redwood City Mayor Alicia Aguirre, Half Moon Bay Vice Mayor Rick Kowalczyk, Millbrae Vice Mayor Gina Papan, and Burlingame Councilmember Jerry Deal. Councilmember Derwin said that at this point, she's leaning toward Ms. Papan because she's very strong, or Ms. Aguirre. Councilmember Driscoll said he could picture Ms. Papan doing a good job.

Vying for the San Mateo County Transportation Authority (SMCTA) Board seat to represent the southern cities are the incumbent, Redwood City Councilmember Rosanne Foust, and Atherton Vice Mayor Elizabeth Lewis. Vice Mayor Wengert said she spoke with Ms. Lewis at the Airport Roundtable Meeting.

Councilmember Derwin said she will be giving up her role as Chair, and her successor in that capacity will be either Half Moon Bay Councilmember Marina Fraser or Pacifica Councilmember Mary Ann Nihart. Councilmember Derwin said she advocates Ms. Fraser as Chair. With Ms. Nihart and Hillsborough Councilmember Marie Chuang seeking appointment as Vice Chair, Councilmember Derwin said she's leaning toward Ms. Chuang.

Mr. Pegueros asked Councilmember Derwin whether she's been representing Portola Valley as Mayor and voting as Mayor. Councilmember Derwin said she did a proxy. When Mayor Richards said he cannot serve on the City Selection Committee, Councilmembers agreed to give his proxy to Councilmember Derwin going forward.

Vice Mayor Wengert:

(e) Bicycle, Pedestrian & Traffic Safety Committee

Meeting on December 5, 2012, BP&TS Committee members voted on three bike-lane option recommendations:

- 1) To do nothing
- 2) To wider lanes only, with no official lane striping
- 3) To install standard, official bike lanes

By a 7-2 vote, they chose Option 2, to widen shoulders to five feet wherever possible, and to standardize the width to the maximum extent possible. The most compelling argument in favor was that this is most consistent with what neighboring communities are doing. There was a concern that Option 3 – which the two dissenting voters favored – would have created liability issues and a new set of problems.

As Public Works Director Howard Young had explained to the group, modification of Alpine and Portola Roads could take place over a 10-year period if it is planned to coincide with regular maintenance and repaving. The Committee voted 5-4 to go section by section, but try to accelerate the schedule. Vice Mayor Wengert said the Committee is aware that the Town would have to approve the costs associated with that.

The Committee also discussed whether to recommend prioritizing sections of the roads that are the most troublesome – specifically along Alpine Road in the area where it intersects Arastradero Road and along Portola Road in the vicinity of The Priory.

In response to Councilmember Derwin, Vice Mayor Wengert said that she believes the Committee is looking for C/CAG money to help.

(f) SFO Airport Community Roundtable

Meeting on December 5, 2012, members were very interested that Portola Valley had sent another letter to Rep. Anna Eshoo. Roundtable Chair Jeff Gee (Redwood City Vice Mayor) also sent a very strong letter to the Federal Aviation Administration, particularly focused on the NextGen metroplex issues and pushing hard for an open EIR process. Vice Mayor Wengert reported pushback from some of the SFO representatives, but indicated that the Roundtable is very much moving in the right direction.

(g) Trails and Paths Committee

At its December 11, 2012 meeting, the Committee discussed plants around the bench that's being installed along the Dwight Crowder trail. There were some complaints about bicyclists riding northbound, cutting off onto the trail at Family Farm Road and having a number of close calls with equestrians.

The trail near The Priory is of concern to both Trials and Paths and the BP&TS Committee, so the Committees plan to make a joint site visit and come up with a combined recommendation on a potential new configuration.

WRITTEN COMMUNICATIONS [11:20 p.m.]

(10) Town Council November 30, 2012 Weekly Digest

(a) #4 – Agenda – Planning Commission – Wednesday December 5, 2012

Mayor Richards asked whether the Planning Commission addressed The Priory's turf issue. Mr. Pegueros said the Commission gave some preliminary feedback on issues related to the EIR, and a public hearing will be held on February 6, 2013.

(11) Town Council December 7, 2012 Weekly Digest

(a) #16 – Memo from Town Manager, Nick Pegueros re: – Weekly Update – Friday, December 7, 2012

In terms of the storm recap (Item #1), Mr. Pegueros called the Council's attention to the fact that the cleanup effort relative to the deluge on December 2, 2012, was costly. The estimated \$12,000 cleanup cost represents of 60% of the Town's adopted storm-response budget for the year. It would have been even worse except for the efforts of the Public Works Committee – Mr. Hedlund, Mr. Eisberg, Mr. Patterson, Mr. Paris and Mr. Fil. Mr. Pegueros said that he's also particularly concerned because it's so early in the season.

The storm caused significant damage to AT&T's vault on Alpine Road across from Ford Field, where flooding destroyed all of the electronics that provide telephone and data service to a number of residents. AT&T worked around the clock to replace the equipment and service restoration began on Thursday, according to our contact at AT&T.

Councilmember Driscoll asked whether there's reason to believe the vault wasn't designed properly. Mr. Pegueros said the question seems to be whether it was properly inspected, and water got into cracks that opened up. He verified that the Town's outlay wasn't related to the AT&T facility issue.

Councilmember Derwin asked about the ABAG-PLAN insurance meeting (Item #4). In response, Mr. Pegueros said the Town purchased its liability and property damage insurance from the ABAG-PLAN, which is a Joint Powers Authority of 29 Bay Area communities. As a Board member, he attended the executive committee meeting on December 6, 2012, when some significant policy issues relating to the insurance group's long-term fiscal stability were discussed. One major issue, he explained, is the fact that some of the agencies are holding more insurance than they're paying premiums for, and the disparity is growing rather quickly. Part of the problem, too, is that the board's policies regarding premiums need approval of 100% of the JPA's 29 members.

CLOSED SESSION [11:28 p.m.]

(12) Conference with Real Property Negotiators

Government Code Section 54956.8

Properties: 900 Portola Road

Town negotiators: Town Attorney and Vice Mayor Wengert

Negotiating parties: Geoff and Colleen Tate

Under negotiation: price and terms of payment

REPORT OUT OF CLOSED SESSION: No Reportable Action

ADJOURNMENT [12:10 p.m.]

Mayor

Town Clerk

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

ANIMAL DAMAGE MGMT INC	December Pest Control	13845	01/09/2013	
			01/09/2013	
16170 VINEYARD BLVD. #150	804		01/09/2013	0.00
MORGAN HILL	BOA	47270	01/09/2013	0.00
CA 95037	64272			310.00

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

Check No.	47270	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

AT&T (2)	January M/W	13816	01/09/2013	
			01/09/2013	
P.O. BOX 5025	877		01/09/2013	0.00
CAROL STREAM	BOA	47271	01/09/2013	0.00
IL 60197-5025				65.02

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	65.02	0.00

Check No.	47271	Total:	65.02
Total for	AT&T (2)		65.02

BANK OF AMERICA	December Statement	13817	01/09/2013	
			01/09/2013	
Bank Card Center			01/09/2013	0.00
P.O. BOX 53155	0022		01/09/2013	0.00
PHOENIX	BOA	47272	01/09/2013	0.00
AZ 85072-3155				1,382.90

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4165	Sustainability Committee	1.23	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4312	Office Equipment	84.80	0.00
05-64-4322	Dues	110.00	0.00
05-64-4326	Education & Training	753.91	0.00
05-64-4336	Miscellaneous	422.97	0.00

Check No.	47272	Total:	1,382.90
Total for	BANK OF AMERICA		1,382.90

BAY AREA PAVING CO	Woodside H'lands, Road Maint	13818	01/09/2013	
			01/09/2013	
P.O. BOX 6339	567		01/09/2013	0.00
SAN MATEO	BOA	47273	01/09/2013	0.00
CA 94403	C49-108			1,790.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	1,790.00	0.00

Check No.	47273	Total:	1,790.00
Total for	BAY AREA PAVING CO		1,790.00

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CALIFORNIA BLDG STANDARDS COMM	BSC Report, Oct - Dec 2012	13819	01/09/2013	
			01/09/2013	
2525 NATOMAS PARK DRIVE	458		01/09/2013	0.00
SACRAMENTO	BOA	47274	01/09/2013	0.00
CA 95833				316.80

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP Fees	316.80	0.00

Check No.	47274	Total:	316.80
Total for	CALIFORNIA BLDG STANDARDS C		316.80

CALIFORNIA WATER SERVICE CO	10/13 - 11/14 Statement	13785	01/09/2013	
			01/09/2013	
3351 EL CAMINO REAL	0011		01/09/2013	0.00
ATHERTON	BOA	47275	01/09/2013	0.00
CA 94027-3844				1,759.90

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,759.90	0.00

Check No.	47275	Total:	1,759.90
Total for	CALIFORNIA WATER SERVICE CO		1,759.90

CALPERS	December - 12, Retirement	13820	01/09/2013	
FISCAL SERVICES DIVISION			01/09/2013	
ATTN: RETIREMENT PROG ACCTG	0107		01/09/2013	0.00
SACRAMENTO	BOA	47276	01/09/2013	0.00
CA 94229-2703				14,219.20

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	14,219.20	0.00

Check No.	47276	Total:	14,219.20
Total for	CALPERS		14,219.20

CITY CLERKS ASSOC OF CA	2013 CCAC Dues, Hanlon	13847	01/09/2013	
Rebekah Barr, MMC, 2nd VP			01/09/2013	
4381 BROADWAY, SUITE 201	1231		01/09/2013	0.00
AMERICAN CANYON	BOA	47277	01/09/2013	0.00
CA 94503	2013			80.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	80.00	0.00

Check No.	47277	Total:	80.00
Total for	CITY CLERKS ASSOC OF CA		80.00

CITY OF REDWOOD CITY	November IT Support	13786	01/09/2013	
			01/09/2013	
P.O. BOX 3629	586		01/09/2013	0.00
REDWOOD CITY	BOA	47278	01/09/2013	0.00
CA 94064-3629	BR28392			1,867.00

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

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	47278	Total:	1,867.00
Total for	CITY OF REDWOOD CITY		1,867.00

COLMA FIREMEN'S SOCIAL CLUB	Mtg/Dinner, Derwin/Pegueros	13809	01/09/2013	
			01/09/2013	
CAITLIN CORLEY, TOWN OF COLMA	600		01/09/2013	0.00
COLMA	BOA	47279	01/09/2013	0.00
CA 94014				80.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	80.00	0.00

Check No.	47279	Total:	80.00
Total for	COLMA FIREMEN'S SOCIAL CLUB		80.00

COMCAST	WiFi, 12/21 - 1/20	13821	01/09/2013	
			01/09/2013	
P.O. BOX 34227	0045		01/09/2013	0.00
SEATTLE	BOA	47280	01/09/2013	0.00
WA 98124-1744				77.23

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	77.23	0.00

Check No.	47280	Total:	77.23
Total for	COMCAST		77.23

CONTEMPORARY ENGRAVING CO.	PC/ASCC Nameplates	13787	01/09/2013	
			01/09/2013	
425 LAMBERT AVE	0191		01/09/2013	0.00
PALO ALTO	BOA	47281	01/09/2013	0.00
CA 94306	30566			61.23

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	61.23	0.00

Check No.	47281	Total:	61.23
Total for	CONTEMPORARY ENGRAVING CC		61.23

COTTON SHIRES & ASSOC. INC.	Applicant Charges, November	13788	01/09/2013	
			01/09/2013	
330 VILLAGE LANE	0047		01/09/2013	0.00
LOS GATOS	BOA	47282	01/09/2013	0.00
CA 95030-7218				12,209.62

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	12,209.62	0.00

Check No.	47282	Total:	12,209.62
Total for	COTTON SHIRES & ASSOC. INC.		12,209.62

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

CSG CONSULTANTS INC	November Inspector Services	13823	01/09/2013	
			01/09/2013	
1700 S. AMPHLETT BLVD	622		01/09/2013	0.00
SAN MATEO	BOA	47283	01/09/2013	0.00
CA 94402	023479			1,599.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	1,599.00	0.00

Check No.	47283	Total:	1,599.00
Total for	CSG CONSULTANTS INC		1,599.00

CULLIGAN	December Statement	13790	01/09/2013	
			01/09/2013	
P. O. BOX 5277	0250		01/09/2013	0.00
CAROL STREAM	BOA	47284	01/09/2013	0.00
IL 60197-5277				50.00

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

Check No.	47284	Total:	50.00
Total for	CULLIGAN		50.00

DAILY JOURNAL CORPORATION	Blue Oaks, Notice of Hearing	13791	01/09/2013	
CA Newspaper Service Bureau			01/09/2012	
	0337		01/09/2013	0.00
LOS ANGELES	BOA	47285	01/09/2013	0.00
CA 90012	B2399575-IN			176.47

GL Number	Description	Invoice Amount	Amount Relieved
45-00-4376	900 Portola Road	176.47	0.00

Check No.	47285	Total:	176.47
Total for	DAILY JOURNAL CORPORATION		176.47

DEPARTMENT OF CONSERVATION	SMISHMF, Oct - Dec 2012	13822	01/09/2013	
Division of Administrative			01/09/2013	
801 K STREET MS22-15	0054		01/09/2013	0.00
SACRAMENTO	BOA	47286	01/09/2013	0.00
CA 95814-3531				721.92

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP Fees	721.92	0.00

Check No.	47286	Total:	721.92
Total for	DEPARTMENT OF CONSERVATIO		721.92

MARYANN MOISE DERWIN	Reimbursement, 2012 Expenses	13824	01/09/2013	
			01/09/2013	
148 RAMOSO ROAD	0193		01/09/2013	0.00
PORTOLA VALLEY	BOA	47287	01/09/2013	0.00
CA 94028				1,732.49

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	1,732.49	0.00

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

Check No.	47287	Total:	1,732.49
Total for	MARYANN MOISE DERWIN		1,732.49

ESRI, INC.	GIS Maint Agreement	13825	01/09/2013	
		00006087	01/09/2013	
FILE #54630	0212		01/09/2013	0.00
LOS ANGELES	BOA	47288	01/09/2013	0.00
CA 90074-4630	92589848			1,390.75

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	1,390.75	1,390.75

Check No.	47288	Total:	1,390.75
Total for	ESRI, INC.		1,390.75

FEDEX	Shipping Charges	13792	01/09/2013	
			01/09/2013	
P.O. BOX 7221	0066		01/09/2013	0.00
PASADENA	BOA	47289	01/09/2013	0.00
CA 91109-7321	1-128-70832			60.42

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	60.42	0.00

Check No.	47289	Total:	60.42
Total for	FEDEX		60.42

TOM FRENCH	December Storm Damage	13826	01/09/2013	
			01/09/2013	
39 SANTA MARIA	0273		01/09/2013	0.00
PORTOLA VALLEY	BOA	47290	01/09/2013	0.00
CA 94028				550.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	550.00	0.00

Check No.	47290	Total:	550.00
Total for	TOM FRENCH		550.00

LISA HENNEFARTH	Refund Facility Deposit	13827	01/09/2013	
			01/09/2013	
470 CERVANTES ROAD	1117		01/09/2013	0.00
PORTOLA VALLEY	BOA	47291	01/09/2013	0.00
CA 94028				950.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	950.00	0.00

Check No.	47291	Total:	950.00
Total for	LISA HENNEFARTH		950.00

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

HILLYARD, INC	Janitorial Supplies	13793	01/09/2013	
			01/09/2013	
P.O. BOX 874338	531		01/09/2013	0.00
KANSAS CITY	BOA	47292	01/09/2013	0.00
MO 64187-4338	600373781			239.35

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	239.35	0.00

Check No.	47292	Total:	239.35
Total for	HILLYARD, INC		239.35

HORIZON	Fertilizer for Fields	13794	01/09/2013	
	Straw Wattles		01/09/2013	
P.O. BOX 52758	0289		01/09/2013	0.00
PHOENIX	BOA	47293	01/09/2013	0.00
AZ 85072-2758	1N106670,1N110240,1N111562			413.23

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	216.35	0.00
20-60-4260	Public Road Surface & Drainage	196.88	0.00

Check No.	47293	Total:	413.23
Total for	HORIZON		413.23

BRADLEY HOWE	Refund Deposit	13795	01/09/2013	
			01/09/2013	
4 GROVE COURT	374		01/09/2013	0.00
PORTOLA VALLEY	BOA	47294	01/09/2013	0.00
CA 94028				535.10

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	535.10	0.00

Check No.	47294	Total:	535.10
Total for	BRADLEY HOWE		535.10

JAMES ILLICH	Refund C&D Deposit	13796	01/09/2013	
	Reissue - Void #46700		01/09/2013	
	1226		01/09/2013	0.00
	BOA	47295	01/09/2013	0.00
				10,000.00

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

Check No.	47295	Total:	10,000.00
Total for	JAMES ILLICH		10,000.00

J.W. ENTERPRISES	Portable Lavs, 12/27 - 1/23	13828	01/09/2013	
			01/09/2013	
1689 MORSE AVE	829		01/09/2013	0.00
VENTURA	BOA	47296	01/09/2013	0.00
CA 93003	166045			235.32

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

05-58-4244	Portable Lavatories	235.32	0.00	
		Check No. 47296	Total:	235.32
		Total for	J.W. ENTERPRISES	235.32

JOHN DEERE COMPANY	Tractor, Parks & Fields	13797	01/09/2013	
		00006086	01/09/2013	
2000 JOHN DEERE RUN	1148		01/09/2013	0.00
CARY	BOA	47297	01/09/2013	0.00
NC 27513	112458869			23,641.82

GL Number	Description	Invoice Amount	Amount Relieved	
05-70-4478	CIP12/13 Equipment	23,641.82	23,641.82	
		Check No. 47297	Total:	23,641.82
		Total for	JOHN DEERE COMPANY	23,641.82

JORGENSON SIEGEL MCCLURE & FLEGEL	November Statement	13798	01/09/2013	
			01/09/2013	
1100 ALMA STREET	0089		01/09/2013	0.00
MENLO PARK	BOA	47298	01/09/2013	0.00
CA 94025				12,953.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4182	Town Attorney	12,028.00	0.00	
96-54-4186	Attorney - Charges to Appls	925.00	0.00	
		Check No. 47298	Total:	12,953.00
		Total for	JORGENSON SIEGEL MCCLURE &	12,953.00

ANDREA KOHLER	Refund Facility Deposit	13829	01/09/2013	
			01/09/2013	
100 CENTRAL	1115		01/09/2013	0.00
REDWOOD CITY	BOA	47299	01/09/2013	0.00
CA 94061				160.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4226	Facility Deposit Refunds	160.00	0.00	
		Check No. 47299	Total:	160.00
		Total for	ANDREA KOHLER	160.00

KPMG LLP	Grant Report/Evaluation	13799	01/09/2013	
			01/09/2013	
DEPT 0922	985		01/09/2013	0.00
DALLAS	BOA	47300	01/09/2013	0.00
TX 75312-0922	44609354			14,718.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4341	Community Hall	14,718.00	0.00	
		Check No. 47300	Total:	14,718.00
		Total for	KPMG LLP	14,718.00

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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

KUTZMANN & ASSOCIATES	Nov/Dec, Applicant Charges	13800	01/09/2013	
			01/09/2013	
39355 CALIFORNIA STREET	0090		01/09/2013	0.00
FREMONT	BOA	47301	01/09/2013	0.00
CA 94538				8,543.58

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	8,543.58	0.00

Check No.	47301	Total:	8,543.58
Total for	KUTZMANN & ASSOCIATES		8,543.58

LEAGUE OF CAL CITIES	2013 Annual Dues	13801	01/09/2013	
			01/09/2013	
1400 K STREET	0093		01/09/2013	0.00
SACRAMENTO	BOA	47302	01/09/2013	0.00
CA 95814	126677			2,929.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	2,929.00	0.00

Check No.	47302	Total:	2,929.00
Total for	LEAGUE OF CAL CITIES		2,929.00

J.G. LOVAZZANO	Refund Permit Fees	13846	01/09/2013	
			01/09/2013	
118 WYNDHAM DRIVE	1113		01/09/2013	0.00
PORTOLA VALLEY	BOA	47303	01/09/2013	0.00
CA 94028				6,707.28

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	6,707.28	0.00

Check No.	47303	Total:	6,707.28
Total for	J.G. LOVAZZANO		6,707.28

MIDPENINSULA ROOFING	Refund C&D Deposit	13802	01/09/2013	
			01/09/2013	
1326 MARSTEN ROAD	400		01/09/2013	0.00
BURLINGAME	BOA	47304	01/09/2013	0.00
CA 94028				2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	2,000.00	0.00

Check No.	47304	Total:	2,000.00
Total for	MIDPENINSULA ROOFING		2,000.00

KAREN MOBLEY	Reimbursement, Holiday Party	13803	01/09/2013	
			01/09/2013	
9 APPLEWOOD LANE	0298		01/09/2013	0.00
PORTOLA VALLEY	BOA	47305	01/09/2013	0.00
CA 94028				292.99

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	292.99	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.	47305	Total:	292.99
Total for	KAREN MOBLEY		292.99

DENISE MOHSENIN	Refund Facility Deposit	13830	01/09/2013	
			01/09/2013	
2083 PORTOLA ROAD	1116		01/09/2013	0.00
WOODSIDE	BOA	47306	01/09/2013	0.00
CA 94062				100.00

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

Check No.	47306	Total:	100.00
Total for	DENISE MOHSENIN		100.00

ELLEN MOORE	Reimb, Teen Dance Banners	13804	01/09/2013	
			01/09/2013	
PICK-UP AT COUNTER	677		01/09/2013	0.00
	BOA	47307	01/09/2013	0.00
				424.32

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4166	Teen Committee	424.32	0.00

Check No.	47307	Total:	424.32
Total for	ELLEN MOORE		424.32

PERS HEALTH	January Medical Premium	13805	01/09/2013	
			01/09/2013	
VIA EFT	0108		01/09/2013	0.00
	BOA	47308	01/09/2013	0.00
				16,648.85

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	16,648.85	0.00

Check No.	47308	Total:	16,648.85
Total for	PERS HEALTH		16,648.85

PG&E	December Statements	13832	01/09/2013	
			01/09/2013	
BOX 997300	0109		01/09/2013	0.00
SACRAMENTO	BOA	47309	01/09/2013	0.00
CA 95899-7300				3,702.29

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	3,702.29	0.00

Check No.	47309	Total:	3,702.29
Total for	PG&E		3,702.29

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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

DIANA RAINES	Holiday Party, Reimbursement	13833	01/09/2013	
			01/09/2013	
4205 ALPINE ROAD	0186		01/09/2013	0.00
PORTOLA VALLEY	BOA	47310	01/09/2013	0.00
CA 94028				570.61

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	570.61	0.00

Check No.	47310	Total:	570.61
Total for	DIANA RAINES		570.61

RON RAMIES AUTOMOTIVE, INC.	November Fuel Statement	13806	01/09/2013	
			01/09/2013	
115 PORTOLA ROAD	422		01/09/2013	0.00
PORTOLA VALLEY	BOA	47311	01/09/2013	0.00
CA 94028				808.54

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	808.54	0.00

Check No.	47311	Total:	808.54
Total for	RON RAMIES AUTOMOTIVE, INC.		808.54

ERIN ROSS	Refund Facility Deposit	13834	01/09/2013	
			01/09/2013	
45 SKYLINE DRIVE	1114		01/09/2013	0.00
REDWOOD CITY	BOA	47312	01/09/2013	0.00
CA 94062				250.00

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

Check No.	47312	Total:	250.00
Total for	ERIN ROSS		250.00

SAN MATEO CO INF SERVICES	November M/W	13789	01/09/2012	
			01/09/2013	
455 COUNTY CENTER, 3RD FLOOR	0307		01/09/2012	0.00
REDWOOD CITY	BOA	47313	01/09/2013	0.00
CA 94063	1YPV11211			76.00

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

Check No.	47313	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SHARP BUSINESS SYSTEMS	December Copies	13835	01/09/2013	
			01/09/2013	
DEPT. LA 21510	0199		01/09/2013	0.00
PASADENA	BOA	47314	01/09/2013	0.00
CA 91185-1510	C764240-541			18.13

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	18.13	0.00

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

Check No.	47314	Total:	18.13
Total for	SHARP BUSINESS SYSTEMS		18.13

SIERRA PACIFIC TURF SUPPLY INC	Seed for Fields	13807	01/09/2013	
			01/09/2013	
P.O. BOX 84	842		01/09/2013	0.00
CAMPBELL	BOA	47315	01/09/2013	0.00
CA 95009	0389635			206.22

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	206.22	0.00

Check No.	47315	Total:	206.22
Total for	SIERRA PACIFIC TURF SUPPLY IN		206.22

SMALL BUSINESS BENEFIT PLAN TR	January Dental/Vision	13808	01/09/2013	
			01/09/2013	
	0132		01/09/2013	0.00
BELMONT	BOA	47316	01/09/2013	0.00
CA 94002-0156				2,184.30

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,184.30	0.00

Check No.	47316	Total:	2,184.30
Total for	SMALL BUSINESS BENEFIT PLAN		2,184.30

SPANGLE & ASSOCIATES	11/22 - 12/19 Statement	13836	01/09/2013	
			01/09/2013	
770 MENLO AVENUE	0121		01/09/2013	0.00
MENLO PARK	BOA	47317	01/09/2013	0.00
CA 94025-4736				38,374.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCC	2,414.00	0.00
05-52-4162	Planning Committee	4,826.00	0.00
05-54-4196	Planner	13,177.50	0.00
96-54-4198	Planner - Charges to Appls	17,956.50	0.00

Check No.	47317	Total:	38,374.00
Total for	SPANGLE & ASSOCIATES		38,374.00

STAPLES	Office Supplies	13837	01/09/2013	
			01/09/2013	
STAPLES CREDIT PLAN	430		01/09/2013	0.00
DES MOINES	BOA	47318	01/09/2013	0.00
IA 50368-9020				395.87

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	395.87	0.00

Check No.	47318	Total:	395.87
Total for	STAPLES		395.87

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

STATE COMP INSURANCE FUND	January Premium	13838	01/09/2013	
			01/09/2013	
PO BOX 748170	0122		01/09/2013	0.00
LOS ANGELES	BOA	47319	01/09/2013	0.00
CA 90074-8170				3,226.67

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

Check No.	47319	Total:	3,226.67
Total for	STATE COMP INSURANCE FUND		3,226.67

TURF & INDUSTRIAL EQUIPMENT CO	Tractor Stabilizer	13810	01/09/2013	
			01/09/2013	
2715 LAFAYETTE STREET	513		01/09/2013	0.00
SANTA CLARA	BOA	47320	01/09/2013	0.00
CA 95050	IV99132			37.45

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	37.45	0.00

Check No.	47320	Total:	37.45
Total for	TURF & INDUSTRIAL EQUIPMENT		37.45

U.S. BANK EQUIPMENT FINANCE	January Copier Lease	13840	01/09/2013	
			01/09/2013	
P.O. BOX 790448	472		01/09/2013	0.00
ST. LOUIS	BOA	47321	01/09/2013	0.00
MO 63179-0448	219280955			435.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	435.21	0.00

Check No.	47321	Total:	435.21
Total for	U.S. BANK EQUIPMENT FINANCE		435.21

US POSTMASTER	2013 Renewal of Bulk Mail #581	13839	01/09/2013	
			01/09/2013	
Business Mail Entry Unit	0287		01/09/2013	0.00
3875 BOHANNON DRIVE	BOA	47322	01/09/2013	0.00
MENLO PARK				190.00
CA 94025				

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	190.00	0.00

Check No.	47322	Total:	190.00
Total for	US POSTMASTER		190.00

VERIZON WIRELESS	November/December Cellular	13841	01/09/2013	
			01/09/2013	
P.O. BOX 9622	0131		01/09/2013	0.00
MISSION HILLS	BOA	47323	01/09/2013	0.00
CA 91346-9622	1149929970			366.94

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

05-64-4318	Telephones		366.94	0.00
		Check No.	47323	Total:
		Total for	VERIZON WIRELESS	366.94

VISION INTERNET PROVIDERS INC	Monthly Web Host, Nov & Dec	13842	01/09/2013	
P.O. BOX 251588	827		01/09/2013	0.00
LOS ANGELES	BOA	47324	01/09/2013	0.00
CA 90025	23641			400.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4311	Internet Service & Web Hosting	400.00	0.00	
		Check No.	47324	Total:
		Total for	VISION INTERNET PROVIDERS IN	400.00

WALLI FINCH, TREASURER, WASC	2012 Westridge Assessment	13844	01/09/2013	
P.O. BOX 164	0258		01/09/2013	0.00
PORTOLA VALLEY	BOA	47325	01/09/2013	0.00
CA 94028				60.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4322	Dues	60.00	0.00	
		Check No.	47325	Total:
		Total for	WALLI FINCH, TREASURER, WASC	60.00

SCOTT WEBER	Reimbursement Weber work boots	13843	01/09/2013	
1610 MONTE DIABLO AVE	793		01/09/2013	0.00
SAN MATEO	BOA	47326	01/09/2013	0.00
CA 94401				107.99

GL Number	Description	Invoice Amount	Amount Relieved	
05-60-4267	Tools & Equipment	107.99	0.00	
		Check No.	47326	Total:
		Total for	SCOTT WEBER	107.99

WESTRIDGE GARDEN CLUB	Deposit Refund	13813	12/09/2013	
c/o Farnaz Madavi			01/09/2013	
500 WESTRIDGE DRIVE	658		12/09/2013	0.00
PORTOLA VALLEY	BOA	47327	01/09/2013	0.00
CA 94028				250.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4226	Facility Deposit Refunds	250.00	0.00	
		Check No.	47327	Total:
		Total for	WESTRIDGE GARDEN CLUB	250.00

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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

WOODSIDE PRIORY	Hall Rental, PV Holiday Fair	13814	01/09/2013	
			01/09/2013	
302 PORTOLA ROAD	0230		01/09/2013	0.00
PORTOLA VALLEY	BOA	47328	01/09/2013	0.00
CA 94028				400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	400.00	0.00

Check No.	47328	Total:	400.00
Total for	WOODSIDE PRIORY		400.00

DON YATES	Deposit Refund	13815	01/09/2013	
			01/09/2013	
50 BEAR PAW	562		01/09/2013	0.00
PORTOLA VALLEY	BOA	47329	01/09/2013	0.00
CA 94028				250.00

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

Check No.	47329	Total:	250.00
Total for	DON YATES		250.00

Total Invoices: 60

Grand Total:	194,302.01
Less Credit Memos:	0.00
Net Total:	194,302.01
Less Hand Check Total:	0.00
Outstanding Invoice Total:	194,302.01

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
January 9, 2013

Claims totaling \$194,302.01 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

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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

ACEC	2013 Planning Publications	13849	01/23/2013	
			01/23/2013	
1303 J ST., SUITE 450	1026		01/23/2013	0.00
SACRAMENTO	BOA	47330	01/23/2013	0.00
CA 95814				114.70

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	114.70	0.00

Check No.	47330	Total:	114.70
Total for	ACEC		114.70

MIKE AGOFF	Instructor Fees, Winter 2013	13861	01/23/2013	
			01/23/2013	
2341 KEHOE AVENUE	0016		01/23/2013	0.00
SAN MATEO	BOA	47331	01/23/2013	0.00
CA 94403				8,496.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	8,496.00	0.00

Check No.	47331	Total:	8,496.00
Total for	MIKE AGOFF		8,496.00

ALMANAC	Oct/Nov/Dec Advertising	13848	01/23/2013	
			01/23/2013	
450 CAMBRIDGE AVE	0048		01/23/2013	0.00
PALO ALTO	BOA	47332	01/23/2013	0.00
CA 94306	19515, 20116, 20817			3,654.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	3,654.00	0.00

Check No.	47332	Total:	3,654.00
Total for	ALMANAC		3,654.00

BECKS AND SONS	C&D Deposit Refund	13850	01/23/2013	
			01/23/2013	
6191 OCHO RIO DRIVE	1111		01/23/2013	0.00
SAN JOSE	BOA	47333	01/23/2013	0.00
CA 95123				1,000.00

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

Check No.	47333	Total:	1,000.00
Total for	BECKS AND SONS		1,000.00

CITY OF REDWOOD CITY	Dinner/Mtg, Derwin	13855	01/23/2013	
C/O Ms. Terrie Gillen			01/23/2013	
1017 MIDDLEFIELD ROAD	638		01/23/2013	0.00
REDWOOD CITY	BOA	47334	01/23/2013	0.00
CA 94063				40.00

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

05-64-4327	Educ/Train: Council & Commissn	40.00	0.00	
		Check No. 47334	Total:	40.00
		Total for	CITY OF REDWOOD CITY	40.00

CLEANSTREET	Nov/Dec Street/Litter Clean	13856	01/23/2013	
	Quarterly Service		01/23/2013	
1937 W. 169TH STREET	0034		01/23/2013	0.00
GARDENA	BOA	47335	01/23/2013	0.00
CA 90247-5254	69658,69340			5,613.31

GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4262	Street Sweeping	3,991.51	0.00	
20-60-4266	Litter Clean Up Program	1,621.80	0.00	
		Check No. 47335	Total:	5,613.31
		Total for	CLEANSTREET	5,613.31

CSMFO	2013 Dues, N. Pegueros	13852	01/23/2013	
			01/23/2013	
1215 K STREET	918		01/23/2013	0.00
SACRAMENTO	BOA	47336	01/23/2013	0.00
CA 95814				110.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4322	Dues	110.00	0.00	
		Check No. 47336	Total:	110.00
		Total for	CSMFO	110.00

CULLIGAN	January Service	13857	01/23/2013	
			01/23/2013	
P. O. BOX 5277	0250		01/23/2013	0.00
CAROL STREAM	BOA	47337	01/23/2013	0.00
IL 60197-5277				50.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	50.00	0.00	
		Check No. 47337	Total:	50.00
		Total for	CULLIGAN	50.00

DAVEY TREE EXPERT CO.	SOD Treatment, fields/trails	13858	01/23/2013	
			01/23/2013	
P.O. BOX 94532	0053		01/23/2013	0.00
CLEVELAND	BOA	47338	01/23/2013	0.00
OH 44101-4532	906436135			2,375.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	1,187.50	0.00	
20-60-4264	ROW Tree Trimming & Mowing	1,187.50	0.00	
		Check No. 47338	Total:	2,375.00
		Total for	DAVEY TREE EXPERT CO.	2,375.00

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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

DFM ASSOCIATES	2013 Elections Code	13859	01/23/2013	
			01/23/2013	
10 CHRYSLER	465		01/23/2013	0.00
IRVINE	BOA	47339	01/23/2013	0.00
CA 92618-2008				69.06

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	69.06	0.00

Check No.	47339	Total:	69.06
Total for	DFM ASSOCIATES		69.06

KATHERINE GILPIN	Reimbursement, Storm Damage	13860	01/23/2013	
	Crescent Maint District		01/23/2013	
196 CRESCENT AVENUE	1110		01/23/2013	0.00
PORTOLA VALLEY	BOA	47340	01/23/2013	0.00
CA 94028				319.00

GL Number	Description	Invoice Amount	Amount Relieved
75-00-4375	General Expenses	319.00	0.00

Check No.	47340	Total:	319.00
Total for	KATHERINE GILPIN		319.00

GO NATIVE INC	PVTC Landscape Maintenance	13862	01/23/2013	
			01/23/2013	
P.O. BOX 370103	632		01/23/2013	0.00
MONTARA	BOA	47341	01/23/2013	0.00
CA 94037	2458			1,216.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	1,216.00	0.00

Check No.	47341	Total:	1,216.00
Total for	GO NATIVE INC		1,216.00

HIGHWAY TECHNOLOGIES, INC	Street Sign, PGC	13864	01/23/2013	
			01/23/2013	
33946 TREASURY CENTER	0067		01/23/2013	0.00
CHICAGO	BOA	47342	01/23/2013	0.00
IL 60694-6300	65115893-001			72.25

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	72.25	0.00

Check No.	47342	Total:	72.25
Total for	HIGHWAY TECHNOLOGIES, INC		72.25

HILLYARD, INC	Janitorial Supplies	13865	01/23/2013	
			01/23/2013	
P.O. BOX 874338	531		01/23/2013	0.00
KANSAS CITY	BOA	47343	01/23/2013	0.00
MO 64187-4338	600527559			1,616.70

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

05-66-4340	Building Maint Equip & Supp	1,616.70	0.00	
------------	-----------------------------	----------	------	--

Check No.	47343	Total:	1,616.70
Total for	HILLYARD, INC		1,616.70

HINDERLITER, DE LLAMAS & ASSOC	Contract Services, 4Q-2013	13863	01/23/2013	
			01/23/2013	
1340 VALLEY VISTA DRIVE	1128		01/23/2013	0.00
DIAMOND BAR	BOA	47344	01/23/2013	0.00
CA 91765	0020139-IN			750.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	750.00	0.00

Check No.	47344	Total:	750.00
Total for	HINDERLITER, DE LLAMAS & ASS		750.00

HORIZON	Fertilizer/Field Supplies	13866	01/23/2013	
			01/23/2013	
P.O. BOX 52758	0289		01/23/2013	0.00
PHOENIX	BOA	47345	01/23/2013	0.00
AZ 85072-2758	1N114325			362.73

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	362.73	0.00

Check No.	47345	Total:	362.73
Total for	HORIZON		362.73

INT'L INSTITUTE OF MUNI CLERKS	2013 Dues, Hanlon	13867	01/23/2013	
			01/23/2013	
8331 UTICA AVENUE	635		01/23/2013	0.00
RANCHO CUCAMONGA	BOA	47346	01/23/2013	0.00
CA 91730				145.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	145.00	0.00

Check No.	47346	Total:	145.00
Total for	INT'L INSTITUTE OF MUNI CLERKS		145.00

LEAGUE OF CALIFORNIA CITIES	Annual LCC Peninsula Dues 2013	13868	01/23/2013	
			01/23/2013	
1400 K STREET, 4TH FLOOR	0093		01/23/2013	0.00
SACRAMENTO	BOA	47347	01/23/2013	0.00
CA 95814	1186			100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	100.00	0.00

Check No.	47347	Total:	100.00
Total for	LEAGUE OF CALIFORNIA CITIES		100.00

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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

LYNCH ELECTRIC & SONS INC	Electrical Work	13869	01/23/2013	
			01/23/2013	
1160 INDUSTRIAL ROAD, #18	1365		01/23/2013	0.00
SAN CARLOS	BOA	47348	01/23/2013	0.00
CA 94070	2012.373			365.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	123.20	0.00
25-66-4340	Building Maint Equip & Supp	241.80	0.00

Check No.	47348	Total:	365.00
Total for	LYNCH ELECTRIC & SONS INC		365.00

LYNGSO GARDEN MATERIALS INC	Sand, Storm Preparedness	13870	01/23/2013	
			01/23/2013	
19 SEAPORT BOULEVARD	923		01/23/2013	0.00
REDWOOD CITY	BOA	47349	01/23/2013	0.00
CA 94063	845265			462.14

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	462.14	0.00

Check No.	47349	Total:	462.14
Total for	LYNGSO GARDEN MATERIALS INC		462.14

METROPOLITAN TRANS COMMISSION	P-Tap 14 Funding, Road Design	13871	01/23/2013	
ATTN: Accts Rec, Elena Federis			01/23/2013	
P.O. BOX 45788	741		01/23/2013	0.00
SAN FRANCISCO	BOA	47350	01/23/2013	0.00
CA 94145-0788	AR8120			2,200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	2,200.00	0.00

Check No.	47350	Total:	2,200.00
Total for	METROPOLITAN TRANS COMMIS		2,200.00

NOLTE ASSOCIATES, INC	Land Survey - Blue Oaks Lots	13872	01/23/2013	
		00006070	01/23/2013	
P.O. BOX 93243	0104		01/23/2013	0.00
LAS VEGAS	BOA	47351	01/23/2013	0.00
NV 89193-3243	12100171			3,210.50

GL Number	Description	Invoice Amount	Amount Relieved
45-00-4376	900 Portola Road	3,210.50	3,200.00

NOLTE ASSOCIATES, INC	Speed Survey	13873	01/23/2013	
		00006081	01/23/2013	
P.O. BOX 93243	0104		01/23/2013	0.00
LAS VEGAS	BOA	47351	01/23/2013	0.00
NV 89193-3243	12120380			6,534.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Enqineer Services	6,534.00	6,534.00

Check No.	47351	Total:	9,744.50
Total for	NOLTE ASSOCIATES, INC		9,744.50

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

O. NELSON & SON	Storm Damage, Emergency Work	13874	01/23/2013	
			01/23/2013	
3355 TRIPP ROAD	634		01/23/2013	0.00
WOODSIDE	BOA	47352	01/23/2013	0.00
CA 94062	144			10,426.58

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	10,426.58	0.00

O. NELSON & SON	Emergency Storm Work, sand	13875	01/23/2013	
			01/23/2013	
3355 TRIPP ROAD	634		01/23/2013	0.00
WOODSIDE	BOA	47352	01/23/2013	0.00
CA 94062	146			358.25

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	358.25	0.00

O. NELSON & SON	Storm Damage	13876	01/23/2013	
			01/23/2013	
3355 TRIPP ROAD	634		01/23/2013	0.00
WOODSIDE	BOA	47352	01/23/2013	0.00
CA 94062	145			1,440.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	1,440.00	0.00

Check No.	47352	Total:	12,224.83
Total for	O. NELSON & SON		12,224.83

PAPA MEMBERSHIP	PAPA Seminar Reg., Macias	13886	01/23/2013	
			01/23/2013	
P.O. BOX 80095	346		01/23/2013	0.00
SALINAS	BOA	47353	01/23/2013	0.00
CA 93912				80.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	80.00	0.00

Check No.	47353	Total:	80.00
Total for	PAPA MEMBERSHIP		80.00

PERS HEALTH	February Health Premium	13877	01/23/2013	
			01/23/2013	
VIA EFT	0108		01/23/2013	0.00
	BOA	47354	01/23/2013	0.00
				16,648.85

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	16,648.85	0.00

Check No.	47354	Total:	16,648.85
Total for	PERS HEALTH		16,648.85

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

PORTOLA VALLEY HARDWARE	December Statement	13878	01/23/2013	
			01/23/2013	
112 PORTOLA VALLEY ROAD	0114		01/23/2013	0.00
PORTOLA VALLEY	BOA	47355	01/23/2013	0.00
CA 94028				732.47

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	83.66	0.00	
05-60-4267	Tools & Equipment	355.04	0.00	
05-66-4340	Building Maint Equip & Supp	293.77	0.00	

Check No.	47355	Total:	732.47
Total for	PORTOLA VALLEY HARDWARE		732.47

SAN MATEO CO INF SERVICES	December M/W	13879	01/23/2013	
			01/23/2013	
455 COUNTY CENTER, 3RD FLOOR	0307		01/23/2013	0.00
REDWOOD CITY	BOA	47356	01/23/2013	0.00
CA 94063	1YPV11212			76.00

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

Check No.	47356	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SMALL BUSINESS BENEFIT PLAN TR	February Dental/Vision	13880	01/23/2013	
			01/23/2013	
	0132		01/23/2013	0.00
BELMONT	BOA	47357	01/23/2013	0.00
CA 94002-0156				2,184.30

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4090	Health Ins Dental & Vision	2,184.30	0.00	

Check No.	47357	Total:	2,184.30
Total for	SMALL BUSINESS BENEFIT PLAN		2,184.30

THERMAL MECHANICAL, INC	Sept/Nov, Bi-Monthly Maint	13881	01/23/2013	
			01/23/2013	
425 ALDO AVENUE	955		01/23/2013	0.00
SANTA CLARA	BOA	47358	01/23/2013	0.00
CA 95054	PM-53771 & PM-54430			2,936.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4346	Mechanical Sys Maint & Repair	2,936.00	0.00	

Check No.	47358	Total:	2,936.00
Total for	THERMAL MECHANICAL, INC		2,936.00

TOWNSEND MGMT, INC	December Applicant Charges	13882	01/23/2013	
			01/23/2013	
P.O. BOX 24442	609		01/23/2013	0.00
SAN FRANCISCO	BOA	47359	01/23/2013	0.00
CA 94124				570.00

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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

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	570.00	0.00

Check No.	47359	Total:	570.00
Total for	TOWNSEND MGMT, INC		570.00

TRA ENVIRONMENTAL SCIENCES INC	Habitat Study, Springdown Pond	13883	01/23/2013	
			01/23/2013	
545 MIDDLEFIELD ROAD	924		01/23/2013	0.00
MENLO PARK	BOA	47360	01/23/2013	0.00
CA 94025	12-2534			516.40

GL Number	Description	Invoice Amount	Amount Relieved
15-68-4414	CIP Spring Down OpSpa Imp	516.40	0.00

Check No.	47360	Total:	516.40
Total for	TRA ENVIRONMENTAL SCIENCES		516.40

TREE SPECIALIST	Emergency/Storm Tree Work	13884	01/23/2013	
			01/23/2013	
1198 NEVADA AVE	839		01/23/2013	0.00
SAN JOSE	BOA	47361	01/23/2013	0.00
CA 95125				3,500.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	3,500.00	0.00

Check No.	47361	Total:	3,500.00
Total for	TREE SPECIALIST		3,500.00

TURF & INDUSTRIAL EQUIPMENT CO	Mower Repair	13885	01/23/2013	
		00006088	01/23/2013	
2715 LAFAYETTE STREET	513		01/23/2013	0.00
SANTA CLARA	BOA	47362	01/23/2013	0.00
CA 95050	RO18752			937.67

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	937.67	937.67

Check No.	47362	Total:	937.67
Total for	TURF & INDUSTRIAL EQUIPMENT		937.67

Total Invoices:	36	Grand Total:	79,281.91
		Less Credit Memos:	0.00
		Net Total:	79,281.91
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	79,281.91

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
January 23, 2013

Claims totaling \$79,281.91 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Nick Pegueros, Treasurer

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

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Stacie Nerdahl, Acting Administrative Services Director

DATE: January 23, 2013

RE: **Resolution of the Town Council of the Town of Portola Valley
Approving and Authorizing the Disposition of Surplus Property**

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution approving and authorizing the disposition of surplus property as described in Exhibit A.

BACKGROUND

The adopted budget for the current fiscal year included funds for the purchase of a new tractor for use in maintenance of the Town's parks and athletic fields, as the existing Kubota tractor was over 30 years old and had reached the end of its service life.

Town staff purchased a new John Deere tractor and loader in late 2012 and is therefore requesting Council's approval to declare as surplus property the old Kubota tractor and front loader.

FISCAL IMPACT

Staff will sell the Kubota tractor and loader via consignment or an auction-based medium. It is worth an estimated \$4,000 to \$5,000 and the funds from the sale will offset the costs related to purchasing the new John Deere tractor. The adopted budget for the new tractor was \$29,000 and the actual cost was \$23,640.

ATTACHMENT

1. Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Disposition of Surplus Property
2. Exhibit A – Detail of Surplus Property

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

RESOLUTION NO. _____-2013

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING
THE DISPOSITION OF SURPLUS PROPERTY**

WHEREAS, the Town Council of the Town of Portola Valley is the owner of certain property (Exhibit A) and has determined that such property is surplus.

NOW, THEREFORE, the Town Council of the Town does RESOLVE that such property be disposed of by Town staff as deemed appropriate to the Town's best interest.

PASSED AND ADOPTED this 23rd day of January, 2013.

By: _____
John Richards, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

Exhibit A

Item	Inventory Tag Number
Kubota tractor	93
Front loader	104



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: January 23, 2013

RE: **Adoption of Ordinance, Adding Section 8.04.060 [Reusable Bags] to Title 8 [Health & Safety] of the Portola Valley Municipal Code**

At its December 12, 2013 meeting, the Town Council introduced and approved, an ordinance adding Section 8.04.060 [Reusable Bags] to Title 8 [Health & Safety] of the Portola Valley Municipal Code.

The matter has come before the Council for second reading of the ordinance title, waiving further reading and adoption of the ordinance. If approved, the ordinance shall become effective thirty (30) days from the date of adoption and posting.

Recommendation

It is recommended that the Town Council adopt the attached ordinance adding Section 8.04.060 [Reusable Bags] to Title 8 [Health & Safety] of the Portola Valley Municipal Code.

Attachments: Ordinance for adoption

ORDINANCE NO. 2012-

ORDINANCE OF THE TOWN OF PORTOLA VALLEY ADDING SECTION 8.04.060 [REUSABLE BAGS] TO TITLE 8 [HEALTH & SAFETY] OF THE PORTOLA VALLEY MUNICIPAL CODE

WHEREAS, single-use carryout bags constitute a high percentage of litter, which is unsightly, costly to clean up, and causes serious negative environmental impacts; and

WHEREAS, the Town of Portola Valley (“Town”) has a substantial interest in protecting its residents and the environment from negative impacts from plastic carryout bags; and

WHEREAS, on October 23, 2012 the Board of Supervisors for the County of San Mateo (“County”) approved a Program Environmental Impact Report (“Program EIR”) and adopted an ordinance banning single-use carryout bags from stores, while requiring stores that provide reusable bags to charge customers ten cents (\$.10) per bag; and

WHEREAS, the County’s ordinance encouraged cities and towns within and neighboring the County to adopt similar ordinances and the County’s Program EIR specifically analyzed the possibility of 24 cities (18 cities within San Mateo County, including the Town of Portola Valley, and 6 cities in Santa Clara County) adopting the County’s ordinance within their own jurisdictions; and

WHEREAS, the Town intends this ordinance to fall within the scope of the County’s Program EIR and has, therefore, modeled this ordinance on the County’s ordinance.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does **ORDAIN** as follows:

1. ADDITION OF CODE. Section 8.04.060 [Reusable Bags] is hereby added to Title 8 [Health & Safety] of the Portola Valley Municipal Code to read as follows:

8.04.060 Reusable Bags

A. Chapter 4.114 “Reusable Bags” of Title 4 “Sanitation and Health” of the San Mateo County Ordinance Code, and any amendment thereto, is hereby adopted in its entirety by reference and made effective in the Town. Certified copies of Chapter 4.114 of Title 4, as adopted hereby, have been deposited with the Town

Clerk, and shall be at all times maintained by the Town Clerk for use and examination by the public.

B. The Environmental Health Division of the County of San Mateo is authorized to enforce, on behalf of the Town, Chapter 4.114 “Reusable Bags” of Title 4 “Sanitation and Health” of the San Mateo County Ordinance Code, and any amendments thereto, within the jurisdiction areas of the Town. Such enforcement authority includes, but is not limited to, the authority to hold hearings and issue administrative fines.”

2. SEVERABILITY. If any part of this ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or the applicability of this ordinance to other situations.

3. ENVIRONMENTAL REVIEW. On October 23, 2012, the County adopted a Program EIR that analyzed the impacts of this reusable bag ordinance if adopted in cities throughout the County, including the Town of Portola Valley, as well as neighboring jurisdictions. The Program EIR was adopted pursuant to the California Environmental Quality Act, Public Resources Code Section 21000 *et seq.* (“CEQA”) and California Code of Regulations, Title 14, Section 15000 *et seq.* (“CEQA Guidelines”). The Program EIR is incorporated by reference herein.

Pursuant to Section 15096 of the CEQA Guidelines, the Town acts as a responsible agency for adoption of this ordinance within the Town. Upon independent review of the Program EIR and all the evidence before it, the Town Council makes the following findings:

A. The Program EIR is complete, correct, adequate, and prepared in accordance with CEQA, CEQA Guidelines, and the public comment period; and

B. On the basis of the Initial Study, Notice of Preparation, Program EIR, and public comment received by both the County and the Town, there is no substantial evidence that the project as proposed will have a significant effect on the environment; and

C. Adoption of this ordinance and analysis of the Program EIR reflects the independent judgment of the Town Council; and

D. No subsequent environmental review is necessary as none of the conditions listed in CEQA Guidelines Section 15162(a) are applicable to the adoption of this ordinance. Adoption of this ordinance is an activity that is part of the program examined by the County’s Program EIR and is within the scope of the project described in the County’s Program EIR.

E. A Notice of Determination shall be filed pursuant to CEQA Guidelines sections 15094 and 15096.

4. EFFECTIVE DATE; POSTING. This ordinance shall become effective April 22, 2013, and shall be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

Town Clerk

By: _____
Mayor

APPROVED AS TO FORM:

Town Attorney

From: [Brandi de Garmeaux](#)
To: [Sharon Hanlon](#)
Subject: Sustainability Committee - Charter Change
Date: Tuesday, December 18, 2012 3:38:22 PM

Dear Town Council Members,

The Sustainability Committee would to request a charter change. At their July 16, 2012 meeting, per agenda item number 4, the Sustainability Committee voted to approve changing the Committee meeting start time to 3:30 p.m. and the Sustainability Committee Charter to reflect the change.

Best,

Brandi

Brandi de Garmeaux
Sustainability & Resource Efficiency Coordinator
Town of Portola Valley
650.851.1700 ext. 222

PROPOSED

SUSTAINABILITY COMMITTEE

MISSION:

The Portola Valley Sustainability Committee's mission is to assist the Town of Portola Valley in meeting the adopted greenhouse gas emissions reduction targets and the goals and objectives outlined in the Sustainability Element of the General Plan.

DUTIES & FUNCTION:

To be determined on an annual basis (Exhibit "A").

RESPONSIBLE TO:

The Town Council

COORDINATION AND LIAISON:

Town Council Liaison
Staff Liaison - Sustainability & Resource Efficiency Coordinator
Staff and Committees as necessary
Acterra Representative
Marketing experts as deemed necessary

MEMBERSHIP:

Minimum of seven (7) members appointed by the Mayor with Council concurrence for a one-year term. Chair appointed by Town Council.

MEETINGS:

Held on third Monday of each month at ~~4:00~~ **3:30 p.m.**

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

From: Ray Rothrock [mailto:ray@rothrockfamily.com]
Sent: Friday, January 04, 2013 9:45 AM
To: Chris Raanes
Cc: Sharon Hanlon
Subject: Re: EPC roster

Sharon, though the minutes are not yet published, the committee unanimously supports Stuart Young to become a member of the committee. If you could, please put Stuart's name before the Council to approve.

Ray

Sharon Hanlon

Subject: Application to Serve on Committee - EPC / Young

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

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

Sent: Friday, November 09, 2012 12:09 PM

To: Sharon Hanlon

Subject: Application to Serve on Committee - EPC / Young

Submission information

Submitter DB ID : 1783
Submitter's language : Default language
Time to take the survey : 6 min. , 40 sec.
Submission recorded on : 11/9/2012 12:09:05 PM

Survey answers

Full Name:*
Stuart Wesley Young

Name of Committee I'm Interested in Serving On:
(Please note that only the committees currently seeking volunteers are listed.) Cable & Utilities Undergrounding Committee

- Community Events Committee
- Cultural Arts Committee
- Emergency Preparedness Committee
- Open Space Acquisition Advisory
- Parks & Recreation Committee
- Teen Committee
- Trails & Paths

Email Address:*
stuart@tassy.com

Address (include city/zip):*
45 Las Piedras, Portola Valley CA 94028

Number of years in Portola Valley:*
since 1978

Home Telephone Number:*

Cellular Telephone Number:

Other Telephone Number:
Not answered

Preferred Telephone Contact Number
Home
Cell
Other

I prefer to receive Town communications via:

E-Mail (recommended)

U.S. Mail

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee:*

I am the Medical Officer on the Vista Verde emergency Preparedness Committee and feel the association with the corresponding committee in the Town would be useful in coordinating services. The current chairman, Ray Rothrock, and I have been friends for many years as well.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe:*

NO

From: Judith.Hasko@lw.com [mailto:Judith.Hasko@lw.com]
Sent: Monday, January 14, 2013 11:09 AM
To: John Richards
Cc: Sharon Hanlon
Subject: Trails and Paths Committee: Recommendation for Terry Lee

Town Council:

The Trails and Paths Committee recommends that Portola Valley appoint Terry Lee as a new member of our committee. We interviewed him at our January meeting and unanimously recommend that he be appointed. Let me know if you need anything else in support of this recommendation. Sharon Hanlon has his information.

Judith Hasko
Chair, Trails and Paths Committee

Subject: Application to Serve on ^{Lee} Trails Committee - Lee

Submission information

Submitter DB ID : 1782
Submitter's language : Default language
Time to take the survey : 4 min. , 53 sec.
Submission recorded on : 11/9/2012 12:57:36 AM

Survey answers

Full Name: *
Terry Lee

Name of Committee I'm Interested in Serving On:
(Please note that only the committees currently seeking volunteers are listed.) Cable & Utilities Undergrounding Committee

- Community Events Committee
- Cultural Arts Committee
- Emergency Preparedness Committee
- Open Space Acquisition Advisory
- Parks & Recreation Committee
- Teen Committee
- Trails & Paths

Email Address: *
terrylee@yahoo.com

Address (include city/zip): *
175 Fawn Lane, Portola Valley, CA 94028

Number of years in Portola Valley: *
2+

Home Telephone Number: *

Cellular Telephone Number:

Other Telephone Number:

Preferred Telephone Contact Number

- Home
- Cell
- Other

I prefer to receive Town communications via:
E-Mail (recommended)
U. S. Mail

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee: *

My name is Terry Lee. I understand there are vacancies on the Trails and Path Committee. I've reviewed some publically available information about this committee and have a strong interest in helping preserve and enhance the trails and paths as a unique resource in and for our community. A little about myself:

Lee

- I've been a resident of the mid peninsula since 1990, including Stanford, Palo Alto, Woodside and now Portola Valley since 2010.
- I am a long time trail hiker, runner (including of races up to 100 miles in length), and volunteer dating back to early 1980s in Bellevue / Seattle Washington state and since the 1990s on the mid peninsula of the Bay Area of California as well as around Northern California, North America, Europe, South America and Asia. I've been a running coach since 2001 dedicated to responsible use and maintenance of local trails by athletes from middle school youth to adults including senior citizens. I've also been a Midpeninsula Regional Open Space Preserve volunteer.
- I've also been a non profit, community, and volunteer organization leader for the last 25 years including at Hillsborough's The Nueva School (Board member and COO / CFO), San Jose's The Leukemia and Lymphoma Society (volunteer), and previously Seattle's The University of Washington Bookstore (Board member).
- Lastly, I have an educational background in policy, finance, and management including at the Stanford Graduate School of Business (MBA), University of Washington (Seattle) School of Business (BA), UC Berkeley Graduate School of Public Policy (Alfred P Sloan Fellowship), and Institut d'Etudes Politiques Paris (European Community Fellowship).

Please don't hesitate to let me know if there is additional information I can provide or if / how I may be of service.

Many thanks and best regards,

Terry Lee
 175 Fawn Lane
 Portola Valley, CA 94028
 terryylee@yahoo.com
 650 350 4529

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe: *

No

TOWN OF PORTOLA VALLEY

Committee and Commission Memberships – January 2013

Planning Commission – 5 Members

Gilbert, Denise (R)
McIntosh, Arthur “Chip” (R)
McKitterick, Nate (R)
Von Feldt, Alexandra (R)
Targ, Nicholas (N)

Architectural and Site Control Commission – 5 Members

Breen, Danna (R)
Clark, Jeff (R)
Hughes, Craig (R)
Koch, Megan (R)
Ross, David (N)

Ad-Hoc Springdown Master Plan Committee

Bourne, Jane (R)
Davis, Lynne (R)
DeStaebler, Marge (R)
Gold, Susan (R)
Goodstein, Stan and Carol (A)
Heiple, Paul (R)
Myers, Jon (R)
Nielsen, Gary (R)
Silver, Jon (R)
Smith, Mary (R)
Von Feldt, Alexandra (R)
Walter, Ron (R)
White, Phil and Cindie (A)

Bicycle, Pedestrian and Traffic Safety Committee – 11 Members Maximum

Baenen-Tapscott, Patricia (R)
Buja, Christopher (R)
Foster, Mark (R)
Holland, Edward (R)
Lachtman, Dale (R)
Latham, Leslie (R)
Lloyd, Shandon (R)
Marra, Steve (R)
Ruiz, Pedro (R)
Welch, Kevin (R)

VACANCY

Cable and Utilities Undergrounding Committee – 7 Members

Bondy, Bob (N)
Buja, Christopher (R)
Hay, Dar (N)
Lavine, Kenneth (R)
Lee, Merijane (R)

Cable and Utilities Undergrounding Committee (cont'd)

Pun, Ting (R)
Van Rensselaer, Cort (R)

Community Events Committee – 9 Members

Lewis, Jane (R)
Lund, Nancy (N)
Sweet, Meghan (R)

VACANCIES

Conservation Committee – 9 Members

Bourne, Jane (R)
DeStaebler, Marge (R)
Eastman, Jean (R)
Eckstrom, Don (R)
Heiple, Paul (R)
Kearney, Ann (R)
Murphy, Judith (R)
Plunder, Marianne (R)
Walz, Dieter (R)

Cultural Arts Committee – 12 Members

Breiner, Mimi (R)
Chaput, Sue (R)
Fowler, Jeannette (R)
Fulkerson, Paige (R)
Margolin, Marie (R)
Olson, Linda (R)
Tryce, Yvonne (R)

VACANCIES

Emergency Preparedness Committee – 5-11 Members

Boice, John (R)
Howes, David (R)
Koin, Diana (R)
Kopf-Sill, Anne (R)
Raanes, Chris (R)
Rothrock, Ray (R)
Taylor, Craig (R)

Finance Committee – 5 Members

Lavine, Kenneth (N)
Nielsen, Gary (R)
Savage, George (R)
Takei, Michele (R)
Urban, William (R)

Geologic Safety Committee – 5 Members

Breiner, Sheldon (R)
Fournier, Robert (R)
Tabor, Rowland (R)

Geologic Safety Committee – (cont'd)

Vedder, Jack (R)
Wrucke, Chet (R)

Historic Resources Committee – 5 Members Minimum

Anderson, Rick (R)
Ashley, Ellen (R)
Fowler, Jeannette (R)
Lipman, Jim (R)
Lund, Nancy (R)

Nature and Science Committee – 5- 9 Members

Browne, Andrew (R)
Diehl, Treena (R)
Field-Barth, Leslie (R)
Heiple, Paul (R)
Pierce, Andrew (R)
Robb, Jan (R)
Tryce, Yvonne (R)

Open Space Acquisition Advisory Committee – 7 Members Maximum

McIntosh, Arthur “Chip” (R)
Nielsen, Gary (R)
Paine, Ward (A)
Taylor, Craig (R)
Wick, Karin (R)

Parks and Recreation Committee – 13 Members

Bowen, Lindsay (R)
Brandman, Craig (R)
Haskell, Wendi (R)
LaValle, Simone (N)
Myers, Jon (R)

VACANCIES

Public Works Committee – 5 Members Minimum

Bowen, Lindsay (R)
Eisberg, Bud (R)
Fil, Joe (R)
Hedlund, Steve (R)
Paris, Mark (R)
Patterson, Wil (R)
Peyton, Brad (R)
Skadden, John (R)

Sustainability Committee – 7 Members Minimum

Bacon, Virginia (R)
Howes, David (N)
Mytels, Debbie (A)
Mashey, John (R)
Murphy, Judith (R)
Trapp, Onnolee (R)
Unnasch, Stefan (R)

Sustainability Committee – (cont'd)

Vaughan, Lance (R)

Teen Committee – 9 Members Minimum

Brandman, Julia (R)

Driscoll, Sharon (R)

Humphreys, Avery (R)

Law, Maggie (R)

Moore, Ellen (R)

Moore, Katherine (R)

Sarwal, Ruth (R)

Savoca, Georgia (R)

VACANCY

Trails and Paths Committee – 9 Members

Coleman, Joe (R)

Ferrari, Ellie (R)

Gold, Susan (R)

Hasko, Judith (R)

Paris, Judy (R)

Sweeney, Shelly (R)

VACANCIES



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: January 23, 2013

RE: **Revise and Reestablish an Underground Utility District Along Alpine Road**

RECCOMENDATION

Adopt a resolution to revise and reestablish an Underground Utility District along Alpine Road, a scenic corridor, between Nathhorst Avenue and 150 feet North of Hillbrook Drive.

BACKGROUND

On May 20, 2010, the Town Council approved the Cable and Utility Undergrounding Committee's request for the formation of a new Undergrounding District on Alpine Road and directed staff to prepare a resolution establishing Alpine Road between Nathhorst and the Town limits at Ladera as a PG&E Rule 20A Undergrounding District. On July 28, 2010, the Town Council adopted Resolution No. 2500-2010 and the establishment of the Undergrounding District enabled the Town to enter a statewide PG&E prioritization queue for a future undergrounding project utilizing Rule 20A funding.

On October 10, 2012, the Cable and Undergrounding Committee reported to the Town Council recent rule changes at PG&E that were approved by the California Public Utilities Commission (CPUC). To start the process again, the Town is required to adopt a revised resolution to establish the Undergrounding District area. Staff determined, after consulting with AT&T and the CPUC, that the Underground District area should only reflect the immediate work area and not extend any further (additional proposed underground areas and phases can be added at later dates). The Town Council directed staff to revise the resolution to establish an Underground Utility District on

Alpine Road to pursue Phase 1 described as Alpine Road between Nathhorst Avenue and 150 feet North of Hillbrook Drive.

DISCUSSION

Through Rule 20A, the CPUC requires PG&E to annually set aside funds for financing the undergrounding of overhead distribution facilities located on public streets within the Town. Telephone companies are required by CPUC Rule 32 (A2-32), Category 1 to provide funds on as needed basis to pay for their share of the cost of conversions. Cost participation rules for cable television are covered by the Cable TV franchise agreement. For Phase 1, PG&E has indicated that design would not begin until 2013 and potentially construction would begin sometime in 2016. The proposed underground utility district, as shown on the attached map, will require utility companies to remove utility poles and aerial cables from the public right of way and install a new improved underground system. Property owners will be required to modify their service connections to accept underground utility services prior to the removal of poles and aerial lines. Approximately five parcels and no affected overhead service laterals are along the proposed undergrounding district. All property owners along the original and current proposed revised undergrounding district were mailed a notification of this public hearing along with a brief update. Updating residents, utility companies, and the Council will be on-going until the project is completed. All procedures and work will be in accordance with the Town's adopted Underground Ordinance contained in Chapter 13.08. Any additional proposed phases of utility undergrounding such as Phase 2 from North of Hillbrook Drive to Golden Oak Drive, still need to be refined at the committee level and may be brought forth to the Council in the future for consideration.

FISCAL ANALYSIS

Mailing and staff costs are associated with the formation of the Underground Utility District. All eligible costs associated with the design and construction of the electrical undergrounding portion of the project will be directly taken by PG&E from the Towns Rule 20A allocated funds, which is currently at \$408,940.00. Telecommunications companies will use their corresponding funds to underground their respective facilities. Costs associated with PG&E general conditions and potential additional costs to the Town will be known and presented when project engineering has been completed by PG&E.

ATTACHMENT

1. Resolution with Boundary Map

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

RESOLUTION NO. _____

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY TO REVISE AND REESTABLISH AN UNDERGROUND UTILITY DISTRICT ON ALPINE ROAD FROM NATHHORST AVENUE TO 150 FEET NORTH OF HILLBROOK DRIVE

WHEREAS, the California Public Utilities Commission (“CPUC”) has authorized electric and telecommunication utilities to convert overhead utility lines and facilities to underground pursuant to Electric Rule 20A and Pacific Telephone Company Rule 32A, Category 1; and

WHEREAS, pursuant to certain criteria, CPUC rules allow participating cities to establish legislation authorizing the creation of underground utility districts within which existing overhead electric distribution and telecommunication distribution and service facilities will be converted to underground; and

WHEREAS, the Town of Portola Valley (“Town”) Municipal Code Chapter 13.08 [Underground Utility Districts] authorizes the Town Council to designate underground utility districts; and

WHEREAS, on July 28, 2010, the Town Council adopted Resolution #2500-2010 to establish an Underground Utility District on Alpine Road from Nathhorst Avenue to the Town Limits at Ladera; and

WHEREAS, the Town Council at its October 10, 2012 meeting directed staff to replace Resolution #2500-2010 with a revised resolution establishing an Underground Utility District on Alpine Road to pursue Phase 1 on Alpine Road between Nathhorst Avenue to 150 feet North of Hillbrook Drive; and

WHEREAS, the Town’s Public Works Director has consulted with the affected public utilities and the utilities have agreed that the proposed underground conversion district, designated the Alpine Road Portola Valley Underground Utility District and more particularly described in Exhibit A attached hereto and incorporated herein by reference, meets the criteria established by the rules of the CPUC, specifically, that the street or road or right-of-way is extensively used by the general public and carries a heavy volume of pedestrian or vehicular traffic; and

WHEREAS, each year the Town is notified by PG&E regarding the allocation of work credits for conversion of overhead electric distribution lines and facilities to underground, known as Rule 20A allocations; and

WHEREAS, the Town has consulted with PG&E and determined that the Town has accumulated Rule 20A work credits or PG&E has agreed that the Town may borrow against future credits sufficient to complete the proposed overhead to underground conversion project; and

WHEREAS, the Town Council has received a report from the Public Works Director and Cable and Undergrounding Committee recommending that the area identified in Exhibit A should be designated as an underground utility district within which all existing overhead poles, overhead wires and overhead equipment associated with the distribution of electric power, telecommunication services and cable television should be removed and replaced with underground wires and facilities; and

WHEREAS, the Town Council notified all affected property owners within the proposed Alpine Road Portola Valley Underground Utility District and invited same to attend a public hearing which was held on January 23, 2013, to discuss formation of the proposed district, and

WHEREAS, the Town Council did receive and consider the recommendation of the Public Works Director and did hear any and all objections or protests that were raised by the owners of property within the Alpine Road Portola Valley Underground Utility District pertaining to designating this area an underground utility district.

NOW THEREFORE, The Town Council of the Town of Portola Valley does hereby **RESOLVE** as follows:

1. The public interest requires the removal of all existing utility poles [excepting those poles supporting streetlights, traffic signals or trolley lines], overhead wires and associated overhead structures and installation of underground wires and facilities for supplying electric power, communication, or similar associated services within the areas as shown in Exhibit A, attached hereto, with such area being designated as the Alpine Road Portola Valley Underground Utility District.

2. The Alpine Road Portola Valley Underground Utility District is hereby established, the boundaries of which are shown on Exhibit A attached and incorporated by reference.

3. PG&E is directed to use the Town's allocated Rule 20A funds to initiate a project to underground existing overhead utilities within the Alpine Road Portola Valley Underground Utility District.

4. The utility companies, cable television services and other affected services shall commence work on installation of underground facility installation in the Alpine Road Portola Valley Underground Utility District and that as each phase of the project is complete and ready for conversion from overhead to underground utility facilities, all fronting property owners shall be notified by first class letter, postage pre-paid, of the schedule for conversion of all utility service lines.

5. PG&E shall use the underground conversion allocation computed pursuant to decisions of the CPUC for the purpose of providing to each premises requiring it in the Alpine Road Portola Valley Underground Utility District a maximum of one hundred feet of individual electric service trenching and conductor (as well as backfill, paving and conduit, if required) and each other serving utility shall provide service trenching and conductor in accordance with its rules and tariffs on file with the CPUC or as required by its Franchise Agreement with the Town.

6. PG&E shall use said underground conversion allowance allocation, up to a maximum amount of \$1,500 per service entrance excluding permit fees, for the conversion of electric service panels to accept underground service in the Alpine Road Portola Valley Underground Utility District, and each property owner shall be financially responsible for any and all costs not covered by the electric utility for the installation and maintenance of the conduit and termination box located on, under or within any structure on the premises served. The Town intends to accept an option made available by PG&E as per form 79-1113 (Rev 1/10) Agreement to Perform Tariff Scheduled Related Work - Rule 20A Electric Panel Service Conversions.

7. Upon notification as specified in 4, above, all property owners in Alpine Road Portola Valley Underground Utility District shall have underground electrical entrance facilities installed and inspected pursuant to the Town Electrical Code within 60 days and that should any property owner fail to install satisfactory underground electrical entrance facilities by the date specified in the notice, the electric utility shall notify the Public Works Director who shall, within 30 days direct the electric utility in writing to discontinue electrical service to the property, without recourse, pursuant to Rule 11 until electrical entrance facilities

are ready to accept underground electrical conductors and have passed the necessary inspection requirements.

8. Once all services have been converted from overhead to underground, the utility companies, cable television services and other affected services shall remove all poles (except as specified above) and associated overhead facilities in Alpine Road Portola Valley Underground Utility District, by December 31, 2016.

9. The creation and implementation of an underground utility district is categorically exempt under the California Environmental Quality Act by reason of the exemption provided by Section 15302(d) of Title 14 of the California Code of Regulations.

10. This Resolution hereby supersedes and replaces Resolution 2500-2010 adopted on July 28, 2010.

11. The Town Clerk is hereby instructed to notify all affected utilities and all persons owning property within the Alpine Road Portola Valley Underground Utility District. Such notification shall be made by mailing a copy of this resolution to all affected property owners as such are shown on the last equalized assessment roll to the affected utilities.

PASSED AND ADOPTED this 23rd day of January, 2013.

ATTEST:

Town Clerk

By: _____
Mayor

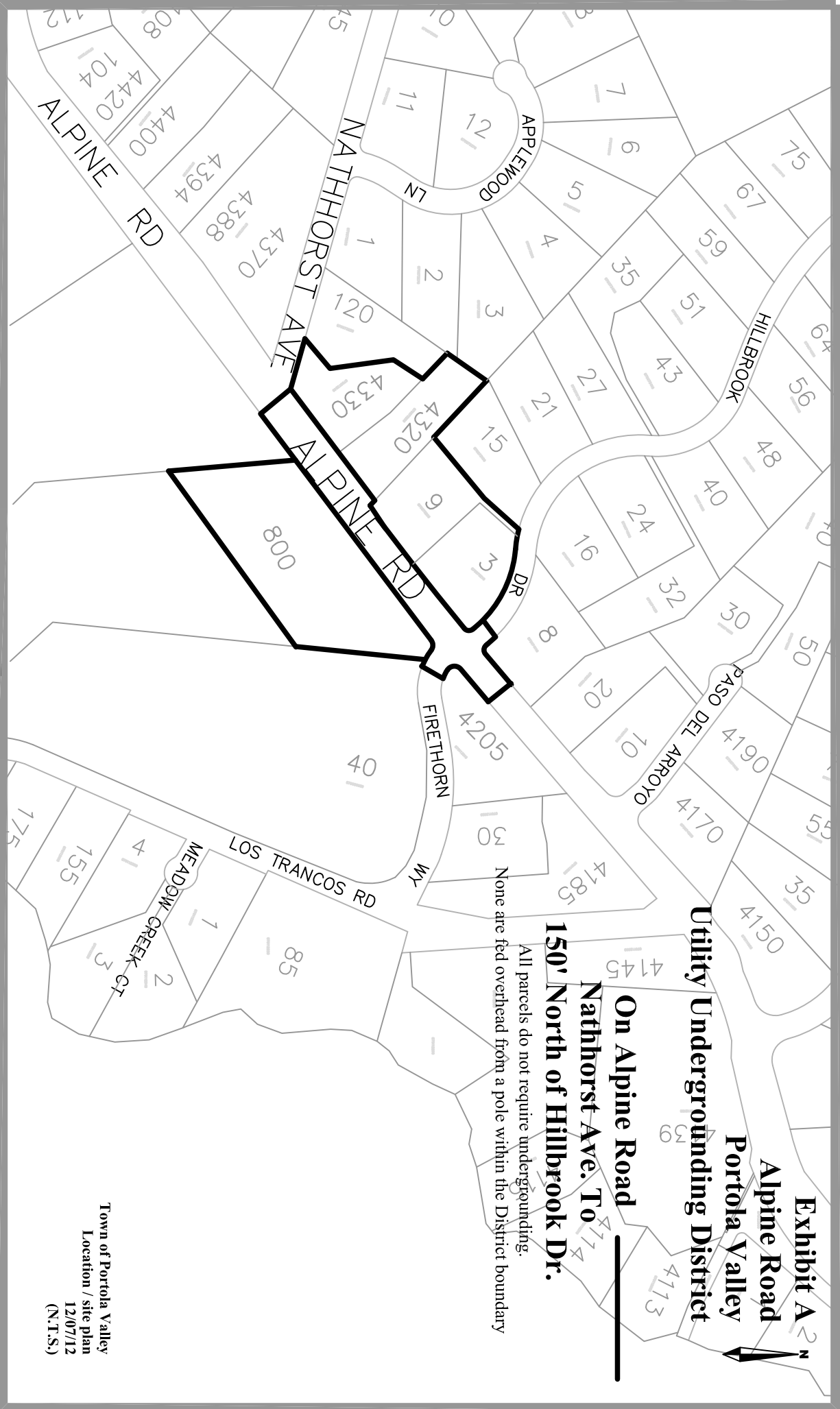


Exhibit A
Alpine Road
Portola Valley
Utility Undergrounding District

On Alpine Road
Nathorst Ave. To
150' North of Hillbrook Dr.

None are fed overhead from a pole within the District boundary
 All parcels do not require undergrounding.

Town of Portola Valley
 Location / site plan
 12/07/12
 (N.T.S.)



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Tom Vlastic, Town Planner
Karen Kristiansson, Principal Planner

DATE: January 23, 2013

RE: **Regional Housing Needs Subregion and Allocation**

RECOMMENDATION

Approve the attached resolution recognizing the participation of the Town of Portola Valley in the San Mateo County Subregion and accepting the town's Regional Housing Needs Allocation for the 2014 Housing Element.

BACKGROUND

State law mandates that the town update its housing element by December 30, 2014. One of the first steps in the state-mandated housing element update process is the development of the Regional Housing Needs Allocation (RHNA), which is the number of housing units at each affordability level for which each jurisdiction will need to plan. The RHNA development process starts with an overall allocation for the Bay Area that the state provides to ABAG. ABAG then has a process to develop a methodology for distributing that allocation among jurisdictions within the Bay Area. However, housing element law also allows jurisdictions to band together to form a "subregion." The participating agencies within a subregion are then able to obtain a subregional allocation from ABAG and determine their own housing allocation methodology for within the subregion.

Portola Valley participated in the San Mateo County Subregion during the preparation of the 2009 housing element and has been involved with the subregion process for the upcoming housing element update. In January 2011, the town council approved a resolution for formal participation in the subregion. A Subregional Policy Advisory Committee (PAC) and a Technical Advisory Committee (TAC) were formed and have been meeting since March 2011 to develop the methodology and proposed RHNA, with council member Ann Wengert representing the town on the PAC and principal planner

Karen Kristiansson representing the town on the TAC. The subregion submitted the final methodology to ABAG on July 26, 2012, and a proposed draft RHNA was prepared. On September 20, 2012, the PAC approved the proposed RHNA with minor changes, as shown in the attached table, dated November 19, 2012.

Portola Valley's proposed RHNA numbers for the 2014-2022 planning period includes the second-lowest number of affordable units in the county (only Colma has fewer). The town's numbers are shown in the table below:

Regional Housing Needs Allocation for Portola Valley for 2014-2022					
	Very Low	Low	Moderate	Above Mod.	Total
2014-2022 RHNA	21	15	15	13	64

The overall number of units assigned to the town is lower than the numbers for previous RHNAs, while the time period is longer. At the same time, the proportion of affordable units has increased because of a change in the allocation formula. Because of the lower overall number and the longer time frame, however, the average number of affordable units the town needs to plan for per year is very similar to what the town has previously faced (6.38 units per year for the 2014-2022 period compared to 6.14 units per year for 2007-2014).

DISCUSSION

Each jurisdiction in the subregion is now being asked to adopt a resolution to become a member of the countywide subregion for the 2014-2022 Housing Element cycle and to accept the proposed allocation. Portola Valley has one of the lowest allocations in the county, which is appropriate given the town's small size, rural character, and minimal public transportation. In addition, the number of affordable units (very low, low and moderate) assigned to the town averages slightly over 6 units per year, which is similar to the amount assigned for the 2007-2014 housing element cycle. As a result, we recommend that the town council adopt the attached resolution.

There has been discussion of whether the town could successfully reduce its RHNA obligations through a cooperative agreement with another jurisdiction. At the town council's request, staff could contact other jurisdictions in our subregion to investigate this possibility. Any agreement would need to be completed prior to ABAG's final approval of the subregional allocation, which is scheduled for June, and would only apply to the RHNA for the 2014-2022 housing element update. Because the Blue Oaks units were counted toward the 2007-2014 housing element requirements, however, the funds from the sale of the lots could not appropriately be used to reduce the town's RHNA for the 2014-2022 period.

Looking ahead, once each jurisdiction acts on the draft allocation, there will be time periods for comments and appeals. Final approval by ABAG is anticipated on June 18, 2013. At that point, more intensive work on the housing element update for 2014-2022 can begin. The town council's review of the work and recommendations from the Affordable Housing Ad-Hoc Committee in May/June 2013 could provide an opportunity

to begin the discussion of the affordable housing component of the next housing element update.

For this next housing element effort, there is a new incentive to complete the update on time. Jurisdictions that meet the deadline will not have to adopt another housing element for eight years, whereas those that miss the deadline will need to update their housing elements again in only four years. Moving forward on the housing element update process quickly will therefore be important for the town.

ATTACHMENTS

1. Proposed Draft RHNA for San Mateo County, dated 11/19/12
2. Resolution recognizing the participation of the Town of Portola Valley in the San Mateo County Subregion and accepting the town's Regional Housing Needs Allocation for the 2014 Housing Element

APPROVED – Nick Pegueros, Town Manager

Revised: 19NOV12	Draft Sub-Regional Allocation	Consensus Method: Use Regional Affordability Allocations with all Variance Concentrated in Above Moderate category, with some adjustments.				
San Mateo County RHNA Subregion Recommended Proposed Final Allocation	TOTAL	UNITS				
		Very Low	Low	Mod.	Above Mod.	
Atherton	93	35	26	29	3	3
Belmont	468	116	63	67	222	222
Brisbane	83	25	13	15	30	30
Burlingame	863	276	144	155	288	288
Colma	59	20	8	9	22	22
Daly City	1,350	400	188	221	541	541
East Palo Alto	467	64	54	83	266	266
Foster City	430	148	87	76	119	119
Half Moon Bay	240	52	31	36	121	121
Hillsborough	91	32	17	21	21	21
Menlo Park	655	233	129	143	150	150
Millbrae	663	193	101	112	257	257
Pacifica	413	121	68	70	154	154
Portola Valley	64	21	15	15	13	13
Redwood City	2,789	706	429	502	1152	1152
San Bruno	1,155	358	161	205	431	431
San Carlos	596	195	107	111	183	183
San Mateo	3,100	859	469	530	1242	1242
South San Francisco	1,864	565	281	313	705	705
Woodside	62	23	13	15	11	11
San Mateo Co. Uninc	914	153	103	103	555	555
Total	16,419	4595	2507	2831	6486	6486
Countywide Requirement	16,418	4595	2507	2830	6486	6486

RESOLUTION NO. _____-2013

RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
RECOGNIZING THE PARTICIPATION OF THE TOWN OF PORTOLA VALLEY
IN THE SAN MATEO COUNTY SUBREGION FOR THE
REGIONAL HOUSING NEEDS ALLOCATION PROCESS AND
ACCEPTING THE ALLOCATION ASSIGNED BY THE SUBREGION
FOR THE TOWN OF PORTOLA VALLEY

WHEREAS, the Association of Bay Area Governments (ABAG) is required by state law to administer the Regional Housing Needs Allocation (RNHA) process in the Bay Area, and

WHEREAS, under state law, ABAG may delegate administration of the program to local jurisdictions within any county that forms a sub-region for the purposes of distributing housing needs allocations among the members of the sub-region, and

WHEREAS, all cities in San Mateo County and the County of San Mateo adopted resolutions to form a sub-region that was approved subsequently by ABAG in March 2011, and

WHEREAS, the sub-region has completed the process to develop the proposed Final Allocation attached hereto.

NOW, THEREFORE, be it resolved that the Town of Portola Valley acknowledges its participation in the San Mateo County sub-regional Housing Needs Allocation Process and hereby accepts the proposed final allocation for the Town of Portola Valley for use in its housing element as the planning target for housing development for the planning period running from 2014 through 2022, and hereby agrees to the submittal of the final housing allocation to the Association of Bay Area Governments by the Executive Director of the City/County Association of Governments of San Mateo County, or designated agent, as administrative agent for the sub-region.

PASSED AND ADOPTED at the regular meeting of the Town Council of the Town of Portola Valley on _____.

By:

John Richards, Mayor

Attest: _____
Sharon Hanlon, Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: January 23, 2013

RE: Draft Affordable Housing Ad-Hoc Committee Charter

RECOMMENDATION

Town Council discussion and direction to staff on the draft charter for the Affordable Housing Ad-Hoc Committee.

BACKGROUND

At the regularly scheduled meeting on December 12, 2012, the Town Council directed staff to return with a plan to form an Ad-Hoc committee to investigate issues surrounding affordable housing.

DISCUSSION

The attached draft charter outlines objectives, duties and functions, membership, meetings, and required reports to the Town Council. With Council approval, staff will solicit applications for members to serve on the Committee. All applications will be reviewed by the Mayor and a recommendation to make appointments will be provided to the Council at their regularly scheduled meeting on February 13, 2013.

FISCAL IMPACT

The staff and consultant time required to support the Committee's efforts are estimated to exceed \$5,000. The recommendation is that the Town charge actual expenses incurred to the Inclusionary Housing Fund.

ATTACHMENTS

1. Draft Charter

Affordable Housing Ad-Hoc Committee

Charter

BACKGROUND

The Town of Portola Valley is confronted with the complex issue of planning for and encouraging the construction of affordable housing to meet the need of individuals and families who live or work in our community and make less than 120% of the San Mateo County area median income. With the Town's recent sale of the lots at Blue Oaks and attempt to purchase 900 Portola Road for affordable housing, a number of residents became aware of and interested in addressing the challenge of affordable housing in our community. The Town Council, therefore, has established the Affordable Housing Ad-Hoc Committee to focus on addressing some of the challenges associated with affordable housing in town.

OBJECTIVES

The Committee's objective is to develop an affordable housing mission statement for the town. Upon articulation of the mission statement, the Committee shall develop and prioritize recommended criteria to be used for evaluating potential affordable housing programs and sites. The Committee shall present their draft mission statement, proposed criteria, and final recommendations to the Town Council to help guide future affordable housing efforts in Portola Valley, including work on the 2014 Housing Element update.

DUTIES AND FUNCTIONS

The Committee will focus their efforts on the following:

1. Consider the need for affordable housing in town.
2. Articulate a mission statement for the provision of affordable housing that addresses all programs identified in the certified Portola Valley General Plan Housing Element (sections 2479 – 2493a, attached). Additional programs could be proposed.
3. Identify options to reconcile the Town's density restrictions with the economics of affordable housing construction.
4. Define and prioritize the criteria to be used for evaluating potential affordable housing programs and sites.

RESPONSIBLE TO:

Town Council

STAFF SUPPORT:

Technical Guidance - Town Planner's Office
Coordination - Town Manager or designee

MEMBERSHIP

The Mayor, with Council concurrence, shall appoint up-to nine (9) voting Committee members. The voting members must be either a Town resident or a representative from the Sequoias, Woodside Priory, or Portola Valley School District. In addition to the voting members, the Mayor shall appoint a non-voting member to serve as the Committee Chair. Every effort will be made to ensure that the Committee has representatives from neighborhoods across town.

MEETINGS

The Committee shall meet at 7:00PM in the Historic Old Schoolhouse at 765 Portola Road on the following days: February 19, March 5, March 19, April 2, April 16, April 30, and May 14. A meeting agenda shall be prepared and posted in advance of the meeting and in accordance with the Brown Act. Staff will prepare meeting minutes.

REPORTS

The Committee chair shall deliver a verbal progress report to the Town Council at its regularly scheduled meeting on March 27, 2013. The Committee shall provide a final written report to the Town Clerk no later than May 15, 2013 for inclusion on the Council's May 22, 2013 regular meeting agenda packet.

DRAFT

ATTACHMENT - Excerpts from certified Portola Valley General Plan
Housing Element

Programs, Quantified Objectives, and Action Plan

Programs

2479 Based on the background data, analysis, housing needs requirements, and town goals set forth in the previous sections of this housing element, the Town of Portola Valley has developed a number of housing programs. These programs are designed to meet the town's housing needs and implement the town's housing goals. Each program is described in detail below.

Program 1: Inclusionary Housing Requirements

2480 As a result of the 1990 housing element, the town adopted an ordinance requiring developers to provide 15 percent of new lots to the town for below market rate housing as part of every subdivision. The town currently holds title to four lots in the Blue Oaks subdivision for below market rate housing as a result of this program. While there have been difficulties in building housing on those lots, the town will put new effort into creating this housing, with the goal of building the homes by 2014. There are two alternatives that the town will explore further to achieve this goal, which are explained below.

2480a One alternative is to develop the eight units on the existing lots in the Blue Oaks subdivision. Previously, the non-profit housing developers contacted were not interested in pursuing a development this small. The town will talk with more housing developers to see if the changed economic climate and housing market would make development of these lots feasible at this point. By the end of 2010, the town will hold discussions with at least three housing developers, including Habitat for Humanity. As part of these discussions, the town will explore the option of building these units as "green" housing. To encourage development of the lots, the town will provide incentives, which could include providing the land at no cost, using in-lieu housing funds to pay some fees, and expediting the application and review process.

2480b The second alternative is to sell the Blue Oaks lots and use the funds from the sale to build eight or more below market rate units in another location in town. The town will establish an ad hoc committee to work on this alternative. During 2010, this committee will identify and explore alternative locations, including the feasibility and cost of each possible site. The committee will compare the cost of each site with the income that could be expected from the sale of the Blue Oaks lots.

- 2480c At the end of 2010, the town will assess the information collected on the two alternatives. In 2011, the town will make a decision about which alternative to pursue. If the units are to be built on the site, the town will aim to have a developer committed to the project by the end of 2011, with construction to start in 2012. If the units are to be built at another location, the town will aim to sell the Blue Oaks lots and purchase the new site by early 2012, to have a developer committed to building the units on the new site in 2012, and construction to start in 2013.
- 2480c Because of difficulties the town has experienced in getting housing built on lots that have been set aside, the town also intends to revise the inclusionary housing program to make the program more effective. Since no new subdivisions are anticipated during the next five years, this is a good time to assess and amend this program.
- 2480d Each year, staff will monitor the progress that has been made on this program and report to the Planning Commission on the progress compared with the goals set forth in this program. Monitoring will also consider whether the program in any way constrains the development of housing, and will identify any impacts on the cost and supply of housing. The program will be revised if necessary to meet the goals or mitigate any constraints or negative impacts.
- 2480e Objective: Eight BMR homes will be built on or funded by the Blue Oaks BMR lots during the planning period. To do this, the town will explore the alternatives of building the units on site, or selling the lots and using the funds to construct the units at another location. In either case, construction is anticipated to begin in 2012 or 2013.
- In addition, one BMR unit has been approved as part of the subdivision of Site 19, as described in the Site Inventory section of this housing element. This unit is expected to be built in 2009, with the five market rate units constructed soon thereafter. No other new subdivisions are anticipated in town before 2014.
- During the planning period, the town will also study the inclusionary housing program and revise it as necessary to make the program more effective. As part of the revision process, the town will consult local developers and builders to ensure that the requirements are not too onerous and that the program includes appropriate incentives. In addition, the town

will also monitor this program annually and adjust the program if necessary.

Program 2: Multifamily Housing

- 2481 As established in the previous housing element, multifamily housing projects are permitted on three sites – The Sequoias, Priory School and the Stanford Wedge – shown on Exhibit 8. This program has the following features:
1. **Planned Unit Developments and Conditional Use Permits.** The town’s regulations permit multifamily housing on the Stanford Wedge with a PUD. Multifamily housing on the Priory School site and the Sequoias have and can be permitted through amendments of the CUPs and/or PUDs governing those projects. Development on the Stanford Wedge could be accomplished pursuant to a CUP and a PUD . The PUD or CUP for a multifamily housing project shall control the siting and design of projects, the mix of units by income category of eligible occupants, methods of controlling rents and/or resale prices, provisions for ongoing management of the project and other matters deemed appropriate by the town.
 2. **Inclusion of Market Rate Units.** The purpose of this program is primarily to provide affordable (below market rate) housing. The town may permit the inclusion of market rate units in a project if it determines they are necessary to make a project feasible. However, substantially over half of the units in any multifamily affordable housing project must be affordable to moderate, low and very low income households according to guidelines issued annually by the U.S. Department of Housing and Urban Development (HUD). With the approval of the Planning Commission and Town Council, an exception to this requirement may be made for housing that is ancillary to the primary use of the site.
 3. **Floor Area and Density.** The floor area in multifamily housing projects shall not exceed that total floor area which would be permitted for the total number of single family houses which would be allowed on the property under existing zoning. The allowable floor area, together with the amount of developable land, determines the density of development on the site. At both the Woodside Priory and the Sequoias, only a portion of the site could be used for residential development. The paragraph below explains the potential floor area and density for the Stanford Wedge site.

4. **Potential for Affordable Housing at the Stanford Wedge.** The Stanford Wedge site (Site 44 in the Site Inventory section) is the only multifamily site that is largely vacant. A small stable is located on the site, which could be removed if the site were developed. A small portion of the site is located on the south side of Alpine Road. Altogether, the Stanford Wedge includes 89 acres of land, most of which is extremely steep with slopes in excess of 30%. The only developable portion that has access is some relatively flat land adjacent to Alpine Road. After accounting for required site setbacks, the developable portion of the site is 3.5 acres in size. Under current regulations, up to 28.48 market rate homes could be clustered together on this flat land. The town allows densities to increase up to three times when affordable multifamily housing is to be built, so that up to 85 units could then be built.

4. **Development Standards.** All multifamily housing projects are expected to meet all the normal general plan, zoning, subdivision and site development requirements that pertain to all residential development in the town, including Resolution No. 2279-2006 as amended. These standards are described earlier in this housing element, and include standards for road widths and right-of-ways as well as minimal landscaping standards. Current parking requirements are for 1 parking space for each studio or one-bedroom unit, and 2 parking spaces with two or more bedrooms. Development standards may be adjusted through a PUD where appropriate.

Particular care is expected to ensure the compatibility of the projects with adjacent neighborhoods and the town's rural environment.

5. **Occupancy.** The town considers this program particularly suited to providing housing for senior citizens and rental housing for households with incomes in the very low to low categories. If units are provided for sale, resale controls to preserve affordability will be required.

6. **Monitoring.** Each year, staff will monitor the progress that has been made on this program and report to the Planning Commission on the progress compared with the goals set forth in this program. The program will be revised if necessary to meet the goals.

2481a Objective: Fifteen new units have been built under this program in the past decade. At the Sequoias, eight new duplex units were constructed in 2003. Because these units are large, they are all considered to be in the above moderate income category. The Priory amended its use permit in 2001 to allow construction of

seven new units for staff. These attached units were constructed in 2002. According to the 2008 report on these units, they are now occupied by two low income, three moderate income and two above moderate income households.

In addition, the town has approved a master plan for the Priory School that would allow 11 additional units. School officials state that they anticipate constructing the homes within five years, and the provisions of their use permit mandate that the school work with town officials to ensure that these units meet the town's affordability guidelines. These units will be distributed roughly evenly between three income categories: four low income units, four moderate income units, and three above moderate income units.

The town will also monitor this program annually and adjust the program if necessary.

Program 3: Second Units

- 2482 Second units provide most of the affordable housing in town, and are the only type of affordable housing that can be produced in town by market forces without a significant subsidy. Town regulations allow second units in most of the town, as shown in Exhibit 9. Surveys of second unit rental rates show that most second units are affordable, both within Portola Valley and in San Mateo County as a whole. Second units are particularly appropriate for Portola Valley because of their compatibility with the rural nature of the town.
- 2482a To strengthen the second unit program, Portola Valley is proposing a number of actions. First, early in 2010, the town will amend the design review process for second units to allow second units created by converting space within an existing home on the first floor to be approved at the staff level rather than requiring review by the Architectural and Site Control Commission. Applications could be referred to the ASCC for their review at the judgment of staff. This program could assist older residents who want to remain in their homes, but need assistance or have a home that is too large.
- 2482b Second, the town will also amend its requirements to allow staff level approval of all second units 400 square feet or smaller that do not require a grading permit or tree removal permit. Current regulations require ASCC review for second units larger than 200 square feet. This will streamline the process for smaller second units. The town will adopt this amendment by mid-2010.

- 2482c Third, the town will provide increased technical assistance for homeowners. In particular, the town will develop a second unit manual with step-by-step guidance for homeowners considering building a second unit. The manual will discuss the steps a homeowner will need to take to successfully receive town approval of a second unit, and will also provide information and references to resources on issues such as choosing tenants, non-discrimination laws, leases and insurance. The manual will discuss both detached and attached second units, including those created by converting space within an existing home, and will be drafted by the end of 2010. In 2011, the manual will be available in printed form at Town Hall and the library, and will also be available electronically on the town's website.
- 2482d Fourth, the town will increase publicity about second units. Information will be posted on the town's website, including the technical assistance manual described above. In addition, the town will discuss second units in a newsletter sent to all residents. The newsletter will tell residents basic information about second units and will also tell them about the technical information manual.
- 2482e Finally, the town will monitor the number of second units being permitted annually. If the number of second units being permitted is lower than the number expected, the town will take action to increase second unit production. This could include one or more of the following actions: holding a workshop on second units, reducing fees for second units, further streamlining the second unit permit process, developing prototype floorplans for second units, increasing the size of second units allowed in the town, or allowing two second units on parcels with 7.5 acres or more.
- 2482f Objective: Currently, an average of 4.9 second units are constructed in Portola Valley each year. Through the actions described above, this rate is expected to increase to 6 units per year starting in 2010. As a result, a total of 34 new second units are expected to be built between July 2008 and June 2014.
- These are likely to provide housing for the same income categories as shown in the San Mateo County study completed in November 2008. Based on a conservative reading of that study, the 34 new second units will result in 17 units for extremely low income households, 2 for very low income, 3 for low income, 5 for moderate, and 7 for above moderate income households.
- The town will monitor this program annually and take additional steps to increase second unit production if necessary.

Program 4: Waiver of Fees

- 2483 As identified in the constraints analysis section of this element, the fees required for new development in Portola Valley may constrain the provision of affordable housing in town. To mitigate this constraint and to assist in the development of housing for lower income households, the town will amend the fee ordinances to allow fees to be waived for projects with at least 50% of units for households with moderate incomes or below. The Town Council will determine which fees, if any, will be waived for a particular project and whether they will be waived in whole or in part, based on the following criteria:
- The mix of units by income level;
 - The extent to which the units are anticipated to serve populations in town with a particular need for affordable housing, such as senior citizens and people who work in town;
 - The expected financial impact on the town of waiving fees; and
 - The financial feasibility of the project if the fees are not waived.
- 2483a Because fees are used to cover the town's costs, it is anticipated that most projects will receive only a partial fee waiver at best. Monies from the in-lieu fee fund may be used to pay some or all fees that cannot be waived.
- 2483b Objective: No housing units are expected to result directly from this program. Instead, the program helps to mitigate a constraint that may affect the provision of affordable housing in town. The town's objective for this planning period is to amend its fee ordinances to allow fees to be waived for projects with at least 50% of units for people with moderate incomes or below, as described above.

Program 5: Shared Housing

- 2484 As discussed in the section on housing characteristics, homes in Portola Valley tend to be large. For older residents who want to remain in their homes, maintaining a large home while living on their own may be difficult. One option, as discussed above, would be to convert a portion of a home to a second unit. Another option would be to simply find someone else to share the house. The Human Investment Project for Housing (HIP Housing) is a nonprofit organization that conducts a program in San Mateo County to match housing "providers" with housing "seekers." Rents are established on a case by case basis and can sometimes be partly defrayed by services. Although Portola Valley is currently in the area served by HIP Housing, there is no formal arrangement with the organization. Between 1995 and

2008, three people were matched with homes in Portola Valley, and twelve residents explored the possibility of sharing a home in another jurisdiction.

- 2484a Portola Valley will continue to work with the organization to publicize its service in the town. Publicity efforts could include running annual information pieces in the town newsletter, making materials available at town hall and the library, and posting information on the town web site.
- 2484b Objective: Participation in this program is likely to continue at the same rate, which would result in one more placement in the town by the end of the planning period in 2014.

Program 6: Emergency Shelters

- 2485 As is now required by state law, each jurisdiction with unmet homeless need must allow homeless shelters by right in at least one zoning district, so that new shelters could be provided to meet the need. Portola Valley lacks many of the services, including public transportation, that homeless people need. For that reason, the most logical place in the town for emergency shelters would be at the religious institutions, where additional services could more easily be provided. Portola Valley will therefore amend its zoning ordinance to allow emergency homeless shelters to locate on any of the three religious institution properties in town as a permitted use accessory to the religious institution use, with no conditional use permit or other discretionary approval required for the shelter. Standards for emergency shelters, such as setbacks and height limits will be the same as for other residential uses within the same zone.

According to the 2009 San Mateo County Homeless Census and Survey, there were three homeless people counted in Portola Valley. The new zoning ordinance standards will provide for enough capacity to more than meet this need.

- 2485a Objective: Develop and adopt this zoning ordinance amendment in early 2010.

Program 7: State-Required Density Bonus

- 2486 In accordance with the requirements of Government Code Section 65915, Portola Valley will adopt procedures to provide a density bonus and at least one other concession or incentive to developers of affordable housing. This program will be separate from the town's inclusionary lot program described above. Developers will be able to choose the program in which they wish to participate, as long as their development meets the required

minimum standards. The density bonus could assist in the development of housing for lower income households.

2486a State law requires local governments to adopt an ordinance specifying how the governments will provide incentives to developers who set aside a certain percentage of units, as specified in state law, for households that meet specified income restrictions. The incentives must consist of a density bonus and at least one of the following concessions, or other financial incentives of equivalent financial value:

- Modification of standards such as setback, square footage limits, and parking requirements;
- Approval of mixed use zoning if compatible with development in the area and doing so would reduce the cost of the housing development; or
- Other incentives or concessions that result in identifiable cost reductions.

Only developments of five or more housing units may qualify for this program, and the affordability of all units provided under this program must be preserved for at least 30 years.

2486b The town will determine the details of how this program will work as part of the process to develop and adopt the mandated ordinance.

2486c Objective: Develop and adopt these procedures and incentives during 2010 in order to assist in the development of multifamily housing for lower income households.

Program 8: Fair Housing

2487 Project Sentinel handles complaints of discrimination in the sale or rental of housing and in the mediation of tenant/landlord disputes in Portola Valley under the terms of a contract with San Mateo County. Information on this program will be posted or otherwise made available at Town Hall and the library, and on the town's website.

2487a Objective: No housing units are expected to result from this program. The town's objective is to provide brochures or post information sheets at Town Hall, the library and on the town's website to publicize this program.

Program 9: Removal of Constraints to Housing for People with Disabilities

2488 Several constraints on housing for people with disabilities were identified in the "Constraints" section of this housing element. To remove these

constraints, the town will need to change its zoning ordinance in four ways, to:

1. Allow residential facilities for six or fewer people by right, and ensure that the standards for these facilities are the same as for single family homes, as required by state law;
2. Allow group homes with seven or more people in the C-C and A-P zoning districts with a conditional use permit;
3. Update the definitions for residential facilities, group homes, and similar uses based on the state's definitions for these uses and the state's revised definition of "disability;" and
4. Allow access ramps to extend into required yards beyond what is currently permitted, and allow associated railings to be at least 42 inches in height to be consistent with Title 24.

In addition, the town will add a reasonable accommodations provision to the municipal code to allow regulations to be altered in specific instances when a reasonable and demonstrated need appears for a person with a disability. The town will use the model ordinance and other samples from HCD's website as models when developing the reasonable accommodations ordinance.

2488a Objective: Adopt these amendments during 2010.

Program 10: Housing Impact Fee

2489 To provide more resources for housing, the town will consider developing and adopting a housing impact fee. In a large sense, residents of Portola Valley benefit from the provision of affordable housing in town and throughout the region. This housing provides for those people who work in businesses, services and government, all of which are important to the needs of town residents and to the maintenance of property values in the town. The funds collected could be used to develop affordable housing in any suitable locations in the town. Having funds available could also open the possibility of providing funds to near-by jurisdictions in exchange for their assistance in meeting the town's housing needs. These funds could also potentially be used for participation in regional housing efforts, such as the Housing Endowment and Regional Trust of San Mateo County (HEART), which invests in affordable housing developments and provides homebuyer assistance.

- 2489a More study would be needed to determine whether a housing impact fee would make sense for Portola Valley, and what types of development should most logically be charged the fee. As part of this program, the town would start the process of examining approaches that have been taken to this type of fee in other communities, exploring the amount of funds that could realistically be produced, and determining what could be done with the funds. If the town then decides to proceed with developing a housing impact fee, a nexus study would need to be completed setting forth the basis for the fee in accordance with state law. The fee would need to be proportional to the impact.
- 2489b Objective: The town will begin studying the possibility of a housing impact fee in 2010, and could adopt a fee by 2011.

Program 11: Farmworker Housing Zoning Amendments

- 2490 The town will amend its zoning ordinance to comply with Health and Safety Code Sections 17021.5 and 17021.6. These sections require farmworker housing for six or fewer persons to be treated as single family homes, and farmworker dormitories to be treated as an agricultural land use.
- 2490a Objective: Adopt these amendments in 2010.

Program 12: Transitional and Supportive Housing Zoning Amendments

- 2491 The town will amend its zoning ordinance to comply with the provisions of SB2 related to transitional and supportive housing. This law requires transitional and supportive housing to be treated as a residential use and subject only to those restrictions that apply to other residential uses of the same type in the same zoning district.
- 2491a Objective: Adopt these amendments in 2010.

Program 13: Continue Existing Energy Conservation Measures and Implement Sustainability Element

- 2492 Portola Valley has had a number of regulations that encourage energy conservation for years. These include permitting solar installations, utilizing subdivision regulations that protect solar access, and supporting energy efficient design. In addition, most new development is clustered, which reduces impacts on the land. The town also requires native landscaping,

which reduces the need for both water and energy. All of these policies and regulations will continue.

In January 2009, Portola Valley adopted a Sustainability Element. The town has hired a Sustainability and Resource Efficiency Coordinator, and has implemented a voluntary “Build It Green” point system for new homes, major remodeling jobs and additions. The Sustainability Element lists a number of measures for encouraging energy conservation in new and existing homes. The town is already working on creating a mandatory green point system, pursuing programs for energy audits for homeowners, and implementing measures to improve energy efficiency.

- 2493a Objective: To continue existing green and energy conservation measures, and to implement the Sustainability Element, especially for new and existing homes.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: January 23, 2013

RE: **Approval of New Job Descriptions and Salary Ranges**

RECOMMENDATION

Town Council consideration and approval of job class specifications and salary range additions for the positions of:

1. Assistant to the Town Manager
2. Administrative Technician Series
3. Planning Director
4. Assistant Planner

BACKGROUND

An update on the planned staffing changes in the Town's Administration and Planning Departments was provided to the Town Council at their meeting on October 24, 2012. The Council was advised that new job classifications would be necessary to finalize the staffing plan. With the Council's approval of this recommendation, staff will begin recruiting for two vacant positions: Planning Director and Administrative Technician I. Three other classifications – Assistant to the Town Manager, Administrative Technician II, and Assistant Planner – will be filled through reclassification of existing staff.

DISCUSSION

The overall staffing reorganization plan impacts two departments: Administration and Planning, each discussed below.

Administration Department – Two new job class specifications and salary ranges are required to formalize the current operating structure in the Administration department. The job class specifications are:

- A. **Assistant to the Town Manager** – This job class specification provides skilled project management in two functional areas: 1) Administrative Services and 2) Sustainability and Special Projects. The job class specification is a modified version of the Town’s existing specifications for Administrative Services Officer, Sustainability Coordinator, and Assistant Town Manager.

The adopted budget provides for a full-time Administrative Services Director; however, after six months of various staffing trials, it was found that the workload of the Administrative Services Director was an unreasonable addition to the existing workload of the Administrative Services Officer. To accommodate the needs of the organization, the Administrative Services Officer and the Sustainability Coordinator have split the special project workload that has historically been performed by the Assistant Town Manager. Both individuals have retained the more complex and technical tasks, but more routine tasks have been or will be assigned to lower level staff. The Assistant to the Town Manager classification will be exempt from the Fair Labor Standards Act and, consistent with existing Town practice, incumbents would be awarded administrative leave to offset the loss of overtime pay.

While both will share the Assistant to the Town Manager title, each would be assigned to functional areas and possess functional titles as follows:

- i. Administrative Services Manager: This position will be assigned the full range of financial, risk management, information technology, and human resources management duties including supervision of assigned staff members. This position will provide oversight of the Community Hall facility use policies to ensure compliance with terms of the grants received to build the facility.
 - ii. Sustainability & Special Projects Manager: This position’s primary responsibilities will be the full range of sustainability efforts in Town. In addition, this position will manage various special projects oriented toward programs and services to Town residents.
- B. **Administrative Technician Series** – This job class specification was modeled after a similar structure in the Town of Colma and provides a job class to support the administrative needs of the Town. The adopted budget provides for a full-time Accounting Technician and a full-time Office Specialist. The Accounting Technician position is currently filled on an interim basis by Cindy Rodas. A temporary employee currently fills the vacant Office Specialist position. If the Council approves the Administrative Technician Series class, Cindy Rodas would be reclassified to Administrative Technician II and the recruitment for an Administrative Technician I would begin in February 2013.

Planning Department - Two job class specifications and salary ranges are required to begin the transition necessary in the Town's Planning Department from a consultant Town Planner to an in-house Planning Director/Town Planner. The job class specifications as proposed will provide the opportunity to recruit a department head level position, Planning Director, and allow for an internal promotion of a Planning Technician II to an Assistant Planner. The job class specifications are:

- A. **Planning Director** – Currently, the Town Planner position is assigned to a planning consultant (Tom Vlastic/Spangle Associates) who has had a long-term relationship with the Town. With the anticipated retirement of Town Planner Tom Vlastic, the Town must begin to build internal capacity to ensure that the community's planning needs are met in the tradition of excellence established by Spangle Associates.

The intent is to recruit a Planning Director over the next two months and transition planning services over the next one to two years to in-house staff. The Planning Director and consultant Town Planner will work closely together, under the direction of the Town Manager, to coordinate a realistic transition plan. As early as July 1, 2013, but depending on the success of the recruitment, the Planning Director would be designated "Town Planner" and Spangle Associates would transition to "Planning consultant." As a planning consultant, Spangle Associates would continue to provide services to the project applicants and assist with long-range planning needs such as the next Housing Element.

The budget currently funds a Planning Department Manager. However, upon consideration of the skills needed to facilitate a smooth transition, the experience of a Planning Director will better suit the Town's needs. During the initial transition, this plan is anticipated to add cost to the General Fund. Once the Planning Director has been on board for a few months and is ready to take over support of the Planning Commission and ASCC, the incumbent will be designated "Town Planner" and Spangle Associates retainer services will be reduced.

- B. **Associate Planner** – The Planning Department does not currently have a journey level planner; however, the current Planning Technician II, Carol Borck, has been appointed Acting Assistant Planner on a trial basis and has effectively managed a few smaller projects. With the Assistant Planner position fully authorized by the Town Council, the Assistant Planner would serve as the technical backup to the new Planning Director and provide the opportunity for succession planning.

FISCAL IMPACT

The fiscal impact of changes in the Administration Department was factored into the Town's 2012-13 adopted budget. To provide for the incremental increase in salary from the Planning Department Manager to Planning Director, however, the salary budget for 2012-13 requires a \$17,500 increase. Staff will strive to identify savings in other line items to fill the gap; however, if necessary, a budget amendment will be requested. The added cost of a Planning Director will be offset by reductions in consulting fees beginning in 2013-14.

The proposed salary ranges are in-line with salaries already included in the salary schedule. The Assistant to the Town Manager's salary range is equal to the Town Clerk salary range. The Planning Director's salary range is equal to the adopted range for Public Works Director. The Administrative Technician Series is equal to the salary of Planning Technician I/II. The Assistant Planner and Administrative Technician III are 15% higher than the Planning Technician II and Administrative Technician II, respectively.

ATTACHMENTS

1. Assistant to the Town Manager Job Class Specification
2. Administrative Technician Series Job Class Specification
3. Planning Director Job Class Specification
4. Assistant Planner Job Class Specification
5. Updated Salary Schedule
6. Updated Organization Chart

Attachment 1

TOWN OF PORTOLA VALLEY ASSISTANT TO THE TOWN MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction from the Town Manager, perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the Town; plan, coordinate, and participate in various program and administrative operations and activities including those having a community impact; and provide information and assistance to Town staff, Town Council members, and committee members. This classification may have the working title of Administrative Services Manager or Sustainability & Special Projects Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Conduct complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving Town issues, programs, policies, and procedures; select, adapt, and apply appropriate research and analytical techniques; gather and analyze data and information from various sources on a variety of topics.
- Perform a wide variety of administrative and analytical duties in support of Town Council; prepare and review staff reports and a variety of letters, brochures, and other correspondence.
- Oversee operations and activities of the Town website and is a liaison to the PV Forum; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- May serve as Public Information Officer; answer media inquiries; write and distribute press releases, newsletter and other public information.
- Participate in the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommend and implement resulting policies and procedures.
- Coordinate grant activities with Town staff and committees, including writing award and grant applications.
- Represent the Town at inter-governmental and community activities and meetings; serve on interview panels both in-house and for other public agencies.
- Participate in special projects including planning and implementation of special programs and events and complex research of new programs and services.
- Research and prepare technical and administrative reports and prepare presentations of issues to the Town Council, committees, and community groups.

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- Participate in the selection of Town staff members; provide or coordinates staff training; prepare and conducts evaluations; work with employees to correct insufficiencies; implement discipline procedures.
- Attend and participates in group meetings as required; stay abreast of new developments within assigned area of responsibility.
- Respond to emergency situations as required.
- Perform related duties as assigned.

When designated **Administrative Services Manager:**

- Manage the development and administration of the Town budget; submit budget recommendations; monitor expenditures; manage and maintain all financial records during fiscal year, including payables, receipts, payroll, general ledger, and banking, modifying system as appropriate.
- Manage or process payroll utilizing a payroll service; ensures the accuracy of the payroll master data files, fringe benefit enrollments and accruals, and earnings reported to the pension administrator.
- Maintain functionality of Town accounting software, ensuring applicable software updates and appropriate data maintenance is completed on a timely basis.
- Perform financial or related reporting requirements as needed by Town Council, Town Manager, staff, and/or committees/commissions, including design and setup of multiple level reports that may include embedded graphs and/or macros.
- Ensure that quarterly and annual federal and state payroll tax returns and IRS Form W-2 forms are prepared in an accurate and timely manner by the Town's payroll processing service; prepare and distributes annual tax documentation for consultants (1099).
- Manage Town's cash on hand, making appropriate transfers and deposits to investment fund as necessary; process and distributes Town's quarterly interest return from investment fund to all applicable Town funds.
- Identify and perform general ledger journal entries, budget amendments, or other revisions as necessary.
- Serve as staff to a variety of committees; prepare and present staff reports and other necessary correspondence.
- Oversee staff associated with Town finance activities and the Community Hall, including coordination and completion of all reports required by German granting agency.
- Provide support for Town fundraising projects, to include recordkeeping, donation tracking and acknowledgement and any subsequent reporting requests.
- Act as primary staff liaison for IT service issues and improvements within Town Hall.
- Provide management assistance for personnel services related to compensation and benefit administration.

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When designated **Sustainability & Special Projects Manager**:

- Develop, implement and promote environmental programs and policies related to water conservation, energy efficiency, waste management, recycling and transportation.
- Survey, plan, develop, and coordinate training and education of the general public, schools, businesses, and institutions in best practices of sustainability, green design and reuse and recycling of materials; plans events such as speaker series and Earth Day Fairs.
- Develop targeted outreach materials and delivers through traditional marketing, community-based social marketing and social media.
- Develop program materials and gives presentations to schools, businesses, community groups, institutional residents, and homeowners' associations.
- Work with the local schools and businesses to further energy efficiency, water conservation and waste reduction goals; identifies and coordinates special programs with outside agencies.
- Manage the Town's Green Business Program; guide businesses through the process.
- Conduct tours of the Town Center focused on green building features.
- Act as a resource to staff, residents, schools and businesses; fields, researches and responds to inquiries.
- Administer the Town's Environmentally Preferable Purchasing Policy (EPPP); set yearly goals; track and assist staff in bringing purchases in-line with EPPP; and identify opportunities to make operational processes more energy- and water-efficient.
- Develop and track Town Sustainability and Sustainability Committee budgets.
- Act as co-chair for Sustainability Committee.
- Manage GreenWaste Recovery contract; act as resource to residents and GreenWaste in resolving issues.
- Act as liaison to county and regional agencies and organizations; develop productive relationships with these entities and peers to identify program and funding opportunities that will assist the Town in reaching its sustainability goals.
- Develop productive working relationships with peers in similar towns to utilize resources and capitalize on economies of scale.
- Research and compile information for surveys and reports as requested from external agencies (e.g., CalRecycle Annual Report).
- Promote and monitor progress toward the Town's attainment of its commitments under the Mayors' Climate Protection Agreement and AB32; make recommendation for greenhouse gas emissions abatement including development and implementation of a Climate Action Plan.
- Measure the effects of Town programs in terms of improved resource efficiency, waste elimination, and reduction of greenhouse gases.
- Keep abreast of current developments, trends, and legislative actions in the field of waste management, water conservation, energy efficiency, sustainable buildings and other environmental programs; monitor and review legislation relevant to the Town.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a California municipal government.
- Principles of municipal government administration, organization, budget, and personnel management.
- Principles and practices of program, policy, and procedure evaluation and development.
- Principles of public administration.
- Advanced methods and techniques of data collection, research, and report preparation.
- Principles of business letter writing and report preparation.
- Principles and practices of state and local legislative process.
- Basic principles of supervision and training.
- Principles and practices of record keeping.
- Public relations and customer service techniques.
- Public speaking techniques.
- English usage, spelling, grammar, and punctuation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state and local laws, codes and regulations.

For Sustainability & Special Projects Manager only:

- Principles and practices of designing effective environmental programs and policies including principles of sustainability related to water conservation, energy efficiency, waste management, recycling and transportation.
- Principles of traditional marketing, community-based social marketing, social media marketing and community outreach.
- Principles of graphic design used to develop outreach materials; working knowledge of Adobe Illustrator, Photoshop and Acrobat.

Ability to:

- Perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the Town Manager involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the Town as a whole and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations as well as Town policies and procedures.
- Conduct various administrative and organizational studies and analyses on a wide variety of complex issues.

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- Analyze problems and processes, identify alternative and/or more efficient solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop, implement, and interpret Town policies, procedures, regulations, and codes.
- Research, analyze and evaluate Town-wide programs, policies, and procedures.
- Collect, evaluate, and interpret complex information and data.
- Coordinate a variety of complex tasks and assignments simultaneously.
- Prepare clear and concise technical, administrative, and/or financial reports.
- Assist with budget preparation and administration.
- Plan and organize work to meet changing priorities and deadlines.
- Operate office equipment including computers and supporting applications.
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.
- Independently prepare correspondence and memoranda.
- Effectively present information and respond to questions from internal and external customers including council members, committee and commission members, and the general public.
- Supervise and train assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

For Sustainability & Special Projects Manager only:

- Develop and maintain cooperative relationships with local schools, businesses, outside agencies and the public that enable the implementation of projects and programs that further the Town's sustainability goals.
- Develop creative and engaging community outreach materials, both in print and online formats.
- Prepare for and facilitate meetings for a wide-variety of groups, including Town committees.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training: A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, planning, or a related field.

Experience: Five years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of operations in a hands-on environment and the role of local government.

License or Certificate: Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification.

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FLSA STATUS

This classification is exempt from the Fair Labor Standards Act (FLSA) as an administrative employee whose primary duty is to the performance of office or non-manual work directly related to the management or general business operations of the Town. The incumbent will exercise discretion and independent judgment with respect to matters of significance. The incumbent will supervise personnel. If the incumbent supervises two FTE personnel, he or she will also be exempt from the FLSA as an executive employee.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public. Work schedule is standard business hours (currently 37.5 hours per week and may be amended or prorated) and frequent after-hours meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Attachment 2

TOWN OF PORTOLA VALLEY ADMINISTRATIVE TECHNICIAN SERIES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision or direction from management, and occasional functional and technical direction from others, performs a wide variety of general clerical, technical and/or administrative duties at differing levels of complexity and difficulty related to the overall administrative operations. Incumbents are normally expected to solve most work problems independently. Entry level incumbents refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual problems. Advanced level incumbents make recommendations, but do not have independent policy decision authority.

DISTINGUISHING CHARACTERISTICS

Assigned duties in this multi-level class range from routine to advanced/highly complex and function under direct supervision at the entry level to general direction at the highest level.

Administrative Technician I: This is the beginning journey level position. Employees at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of operating procedures and policies of the work unit. This class is distinguished from the Administrative Technician II in that the latter provides periodic advanced journey level clerical or technical support to a specific functional area.

Administrative Technician II: This is the mid journey level position. Employees at this level are distinguished from the beginning journey level position by the responsibility assumed, complexity of duties assigned and independence. Employees at this level perform more difficult duties that require greater responsibility, including performing technical clerical duties that require specialized knowledge relating to the area of assignment or are technical in nature. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. This level may have the functional title of Assistant to the Administrative Services Manager, Assistant to the Public Works Director, or Assistant to the Town Clerk depending on specialized duties assigned.

Administrative Technician III: This is the advanced position that may serve as the lead to the Administrative Technician I/II positions and may take direction from various management staff in different departments. This level is distinguished from Administrative Technician I/II in its ability to perform complex administrative tasks with little direction from his or her supervisor. The position also performs tasks requiring a high level of interaction with Town committees, Town Council members, the Town Manager.

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Administrative Technician Series Job Class Specifications
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REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Administrative Technician I:

- Perform general clerical duties related to various departments or areas, including filing, copying, preparing large mailings and verifying, recording and maintaining information on records.
- Type, enter, proofread and process a variety of documents, including general correspondence, reports, memos and statistical charts from rough drafts or verbal instructions; may compose routine correspondence.
- Operate standard office equipment and word processing, spreadsheet and other computer software programs.
- Respond to public inquires, both on the telephone and in person, and may refer to appropriate staff member for more specific information as needed.
- Process department reports and specific documents.
- Run computer reports as requested.
- Receive, sort and distribute incoming and outgoing mail.
- Place order for office supplies.
- Assist in the enrollment of participants in Town sponsored programs.
- Issue, receive, type and process various applications, reports, permits and other forms.
- Record payments and send delinquent notices when necessary.
- Maintain accurate records and files of program activities and event.
- Collect and process fees and charges.
- Check and tabulate statistical data; prepare routine statistical reports.
- Perform routine system back-up duties.
- Exercise excellent customer service, including patience and professionalism at all times.
- Exhibit and encourage behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property.
- Manage the Community Hall master calendar of events.
- May work a flexible schedule, including occasional evenings and weekends.
- Performs other duties as assigned.

Administrative Technician II:

In addition to responsibilities and duties listed for Administrative Technician I:

- Perform complex administrative clerical duties related to area of assignment such as; daily finance functions, purchasing, personnel activities, complex records management, liaison issues with office equipment.
- Maintain the Town's official website, under the direction of the Town Manager or designee.
- Proofread and edit correspondence, reports, proposals and contracts; composes correspondence as required.

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- Interpret, apply and explain policies and procedures related to area of assignment; respond to individuals requesting services related to area of assignment; prepare complex correspondence and supporting documentation relating to area of assignment.
- Collect and compile data for reports; prepares and routes reports as required.
- Perform monitoring functions to ensure deadlines are met.
- Determine appropriate accounting codes for expenditures.
- Provide backup to Administrative staff as appropriate and as requested.
- Conduct research and provide options to supervisor regarding procurement of supplies, services, etc.
- Coordinate telephone system management and training sessions.
- May work with confidential material occasionally.
- May provide clerical support to the Town Manager and Town Clerk related to FPCC requirements, election activities, Town Council ordinances, resolutions, agenda materials and meeting minutes, management and Council Members' scheduling, specialized correspondence for various managers and/or Council Members.
- Perform related duties as assigned.

Administrative Technician III:

In addition to responsibilities and duties listed for Administrative Technician II:

- Respond to complex public inquiries both on the telephone and in person, and refers to an appropriate staff member for more specific information as needed.
- Serve as lead of Administrative Technicians I/II.
- Coordinate public information activities including the design, publication and distribution of the Town's newsletter, website, and social media.
- Act as interdepartmental liaison relating to administrative or project support functions for the office and for compliance with Town regulations and practices relating to those functions.
- Provide advanced support to management and Council members.
- Assist and may initiate development of procedures, operating manuals, written material, budgets, forms, charts and/or other documents or projects.
- Serve on committees and task forces, as needed.
- Assist with risk management and work place safety activities.
- Proofread for accuracy, technical consistency, correct form, content and proper English usage; compose correspondence and memos.
- Research, compile and analyze data for reports; develop and maintain databases; may provide analytical support to management projects.
- Assist in the preparation of and post agendas and agenda materials under general direction.
- Prepare for inter- and intra- agency meetings.
- Take and prepare meeting minutes as necessary.
- Work on special projects.
- Work with sensitive and confidential material on a regular basis including personnel and litigation related files.
- Performs related duties as assigned.

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Proposed January 23, 2013

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Administrative Technician I and II:

Knowledge of:

- Modern office technology.
- Principles and practices of customer service.
- Methods and techniques of administrative analysis.
- Pertinent Federal, State, Town and department guidelines and procedures.
- Standard office and administrative policies and procedures.
- Computer applications involving word processing, spreadsheets, data entry, database access and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment, including a computer and applicable software.
- Business letter writing and the standard format for typed materials.
- Methods and techniques for basic report preparation and writing.
- Recordkeeping principles and practices.
- Basic mathematical principles.

Ability to:

- Represent Town in a positive manner.
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone.
- Follow written and oral instructions and procedures.
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation.
- Type accurately at a speed of 30 words per minute.
- Take accurate meeting minutes.
- Maintain confidentiality.
- Compile, correlate and analyze a large volume of written and numerical data.
- Conceive and effectively propose solutions to problems.
- Acquire knowledge of, interpret and apply policies, procedures, codes, regulations and laws related to assignment Town department, other functions of the town and other governmental agencies in a timely manner.
- Effectively train and/or educate other employees.
- Perform duties on a regular and consistent basis; meet critical deadlines.
- Process, input, compute and reconcile financial data.
- Provide general clerical support.
- Coordinate office functions.
- Make adjustments to standard operating procedures as is appropriate.
- Prepare and maintain accurate documents, records and reports.
- Maintain accurate office files.

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Administrative Technician Series Job Class Specifications
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Administrative Technician III:

In addition to responsibilities and duties listed for Administrative Technician II:

Knowledge of:

- Basic techniques of supervision.
- Specialized recordkeeping principles and procedures.
- Public administration principles; requirements of the Brown Act; California municipal legislative processes, records retention, and election laws and procedures; reporting requirements of the Political Reform Act of 1979 as amended.
- Personnel practices and procedures.

Ability to:

- Perform most complex administrative secretarial and clerical duties with speed and accuracy; understand and explain pertinent policies and procedures.
- Exercise sound judgment.
- Keep current knowledge of municipal law and procedures, election laws, political reform.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Administrative Technician I

- Education: Completion of high school or equivalent (e.g., GED), college coursework desirable.
- Experience*: Two years of increasingly responsible clerical, secretarial or technical experience, preferably with a municipality.
- Licenses or Certificates: Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification.

Administrative Technician II

- Education: Completion of high school or equivalent (e.g., GED), college coursework desirable.
- Experience*: Three years of increasingly responsible clerical, administrative or technical experience, preferably with a municipality.
- Licenses or Certificates: Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification.

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Administrative Technician III

- Education: Completion of high school or equivalent (e.g., GED), college coursework desirable.
- Experience*: Five years of increasingly responsible administrative and clerical experience involving frequent public contact, preferably with a municipality.
- Licenses or Certificates: Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification. California Municipal City Clerk Certification desirable; Must be able to attain within three years of appointment

*A Bachelor's degree may substitute for up to three years relevant experience

FLSA STATUS

This classification is non-exempt from the Fair Labor Standards Act (FLSA).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public. Work schedule is standard business hours (currently 37.5 hours per week and may be amended or prorated) and occasional after-hours meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Attachment 3

TOWN OF PORTOLA VALLEY PLANNING DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction of the Town Manager, serves as a Department Head level part of the management team and performs a variety of leadership, supervisory, administrative and technical work in the Planning Department, including overseeing the design review and planning process and other activities related to the physical development of the Town. Direct and indirect supervision over professional, technical and office personnel. The Planning Director may be designated the Town Planner by the Town Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide exceptional customer service; enable staff to perform assigned responsibilities; plan, organize, monitor, supervise, coordinate and participate in the Town's development process and code compliance.
- Provide staff support to the Planning Commission including oversight and coordination of the meeting agenda process and preparation of the meeting minutes.
- Provide staff support to the Architecture & Site Control Commission (ASCC) including oversight and coordination of the meeting agenda process and preparation of the meeting minutes.
- Respond to questions on key land use planning matters in a timely manner prioritizing those questions from the Town Manager, Town Council, Planning Commission, or ASCC.
- Work closely with the Public Works Director on all projects where there are both planning and public works issues involved.
- Attend pre-application meetings, as needed; oversee the review of development and building permit applications for completeness, consistency with zoning requirements and architectural/site development standards including, but not limited to, project applications, building permits, site development, subdivision, conditional use permits and variance applications; oversee the evaluation of alternatives and conformance with Town policies, ordinances, the General Plan and state and federal laws; prepare and present staff reports to the Architectural Site and Control Commission, Planning Commission and Town Council regarding such applications.

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- Confer with and provide oral and written information to property owners, contractors, developers, architects, engineers and the general public regarding conformance with standards, plans, specifications and codes; explain codes, requirements and procedures and evaluate alternatives.
- Oversee, motivate and evaluate personnel; provide or coordinate staff training, schedule staff, assign and monitor support tasks.
- Mentor and develop in-house staff to provide for succession planning.
- Meet regularly with assigned personnel to review status of assignments, help where needed and address issues.
- Communicate staff and consultant assignments and responsibilities clearly and in a manner that they are mutually understood to avoid duplicative effort and ensure efficient use of limited resources.
- Negotiate, coordinate and manage professional contracts.
- Resolve complex and sensitive customer issues.
- Respond to code violations; conduct code compliance and enforcement activities.
- Develop and implement studies, reports, recommendations, programs and services that are responsive to the community.
- Prepare and evaluate environmental assessment studies and documents;
- Provide technical information on codes, processes and guidelines to property owners, contractors, architects, engineers, other Town staff and the general public.
- Develop and recommend amendments and revisions to the General Plan, Municipal Code, and permitting/project approval process.
- Ensure the preparation of budgets and the effective use of budgeted funds.
- Oversee all functions of the department including: applications, fee and fine assessment and collection, plan review, design review approvals and permit issuance, inspection and occupancy.
- Analyze, interpret and explain codes, laws and departmental policies and procedures.
- Assure uniform interpretation of, consistent enforcement of, and compliance with codes.
- Represent the Town on intergovernmental committees, at regional meetings and conferences.
- When designated the Town Planner, perform the statutory duties outlined in the Town's municipal code.
- Other duties as assigned.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Incumbent should have excellent leadership, teambuilding, and communication and interpersonal skills; have a proven ability to effectively solve problems and communicate verbally and in writing, a thorough knowledge of zoning laws and comprehensive plans; extensive knowledge of planning programs and processes; a working knowledge of computer programs; and an ability to establish and maintain effective working relationships.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training: A Bachelor's degree from an accredited college or university with major course work in land-use planning, urban planning, landscape architecture or a closely related field. A Master's degree is highly desirable.

Experience: Five (5) years progressively responsible experience in municipal planning with at least two (2) years in a supervisory capacity or any equivalent combination of education and experience, additional education substituting on a year-for-year basis for the required experience.

Licenses or Certificates: Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification. AICP certification is highly desirable.

FLSA STATUS

This classification is exempt from the Fair Labor Standards Act (FLSA) as an administrative employee whose primary duty is to the performance of office or non-manual work directly related to the management or general business operations of the Town. The incumbent will exercise discretion and independent judgment with respect to matters of significance. The incumbent will supervise at least two FTE personnel and will be exempt from the FLSA as an executive employee.

Town of Portola Valley
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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public. Work schedule is standard business hours (currently 37.5 hours per week and may be amended or prorated) and frequent after-hours meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Attachment 4

TOWN OF PORTOLA VALLEY ASSISTANT PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction from the Planning Director, perform professional level work in land use areas including Planning, Building, and Public Works; provide customer service related to land use and permitting process; receive, review and process various plans and permits, and perform zoning plan review. This is the journey level class in the Planning Department and is distinguished from the Planning Technician level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class may be flexibly staffed by advancement from the Planning Technician II classification.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide information and direction to the public related to planning, building, and permit processing via telephone, e-mail, and front counter.
- Perform plan checks; review, log-in, and coordinate routing of various plans and permits ensuring follow-up design review items are submitted.
- Perform duties of staff liaison to the Architectural and Site Control Commission including, but not limited to, preparation of agendas, staff reports, hearing notifications and follow-up on action items; perform plan reviews for zoning and conditions as set forth by the ASCC; coordinate review and routing of plans and permits; ensure all required documents and all ASCC follow-up items are submitted and complete; prepare all permit issuance documents and letters; coordinate pre-construction meetings.
- Provide guidance and mentoring for Planning Technician position.
- Review development proposals and prepare staff reports to the Town Council, Planning Commission, ASCC and other committees.
- Make presentations to the Town Council, Planning Commission, ASCC, other Town committees, community groups and to the development community.
- Provide front counter assistance to residents, general public, vendors, contractors, architects or other professionals or office visitors and provide information within area of assignment; respond to requests for information and distribute appropriate forms, manuals, pamphlets or documents; accept applications and documents.
- Maintain regular contact with planning consultants regarding status of development projects.

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Proposed January 23, 2013

- Evaluate environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Calculate, receive and process fees for permits, documents, and other payments as required.
- Serve as Planning Department representative for building permit pre-construction meetings; explain planning approval conditions and regulations.
- Oversee Fund 96 deposit accounts; review and approve payments to consultants; track expenditures to ensure sufficient funds are on deposit; request additional funds to cover expenses; authorize refunds.
- Oversee the Town's Green Building Ordinance, including verification of project point calculations and certifications and assist public, architects, etc. with green building inquiries and education.
- Oversee the Town's Construction and Demolition Debris ordinance, including debris calculations, account management, and recycling compliance.
- Respond to various code enforcement issues through site inspections, written correspondence and verbal communications.
- Conduct project inspections to ensure conformance with conditions and ordinances.
- Update and maintain a variety of planning related databases.
- Create and plot maps and gather geographic data utilizing the Town's Geographic Information System.
- Type, proofread and word process a variety of correspondence, letters, forms, minutes and documents from rough drafts, verbal instruction; compile data and prepare various reports.
- Perform basic research, data gathering and basic analysis for written reports for staff and the public.
- Develop and maintain filing systems and records; modify systems as appropriate.
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.
- Assist in a variety of department operations and perform special assignments as assigned.
- Respond to emergency situations as required.
- Attend and participate in-group meetings; stay abreast of new developments within assigned area of responsibility.
- May serve on and/or provide technical and support staff assistance to various Town committees and task forces.
- Perform related duties as assigned.

Town of Portola Valley
Assistant Planner Job Class Specifications
Proposed January 23, 2013

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of land use permitting, Town's Municipal Code, Town's General Plan, and pertinent local, state, and federal laws, codes, and regulations.
- Proper use of English for business and report writing; proper use of spelling, punctuation and grammar
- Office administrative practices and procedures
- Customer service principles.
- Principles of basic site planning, architectural and engineering drawings, and map reading.
- Principles and procedures of financial record keeping and reporting.
- Modern office procedures, methods, and computer equipment including Geographic Information Systems.

Ability to:

- Learn, interpret, apply, and explain local, state, and federal regulations and standards related to land use.
- Read and understand complex construction plans, maps, and specifications to ensure accuracy.
- Perform responsible administrative work involving the use of independent judgment.
- Research, compile, analyze, interpret and prepare a variety of reports.
- Prepare correspondence and memoranda.
- Make accurate mathematical calculations.
- Effectively respond to requests and inquiries from staff and the general public.
- Understand and follow oral and written instructions.
- Work independently with limited supervision.
- Communicate clearly and concisely, both orally and written.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Operate modern office equipment (e.g., computers, copy machines, faxes, etc.).
- Type or enter data on a computer at a speed necessary for successful job performance.
- Maintain accurate records and files.
- Prioritize work, perform multiple tasks simultaneously and meet deadlines.
- Know and understand all aspects of job.
- Interpret, apply, and explain advanced regulations and standards related to land use.
- Respond to and assist in the resolution of difficult and sensitive development related inquiries and complaints.

Town of Portola Valley
Assistant Planner Job Class Specifications
Proposed January 23, 2013

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education: A Bachelor's degree from an accredited college or university with major course work in land-use planning, urban planning, landscape architecture or a closely related field. A Master's degree is highly desirable but not required.

Experience: Two years of increasingly responsible experience performing technical planning duties similar to that of a Planning Technician II with the Town of Portola Valley.

Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification. AICP certification and/or ICBO Permit Technician Certificate desired but not required.

FLSA STATUS

This classification is non-exempt from the Fair Labor Standards Act (FLSA).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public. Work schedule is standard business hours (currently 37.5 hours per week and may be amended or prorated) and frequent after-hours meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

Town of Portola Valley
Assistant Planner Job Class Specifications
Proposed January 23, 2013

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Attachment 5

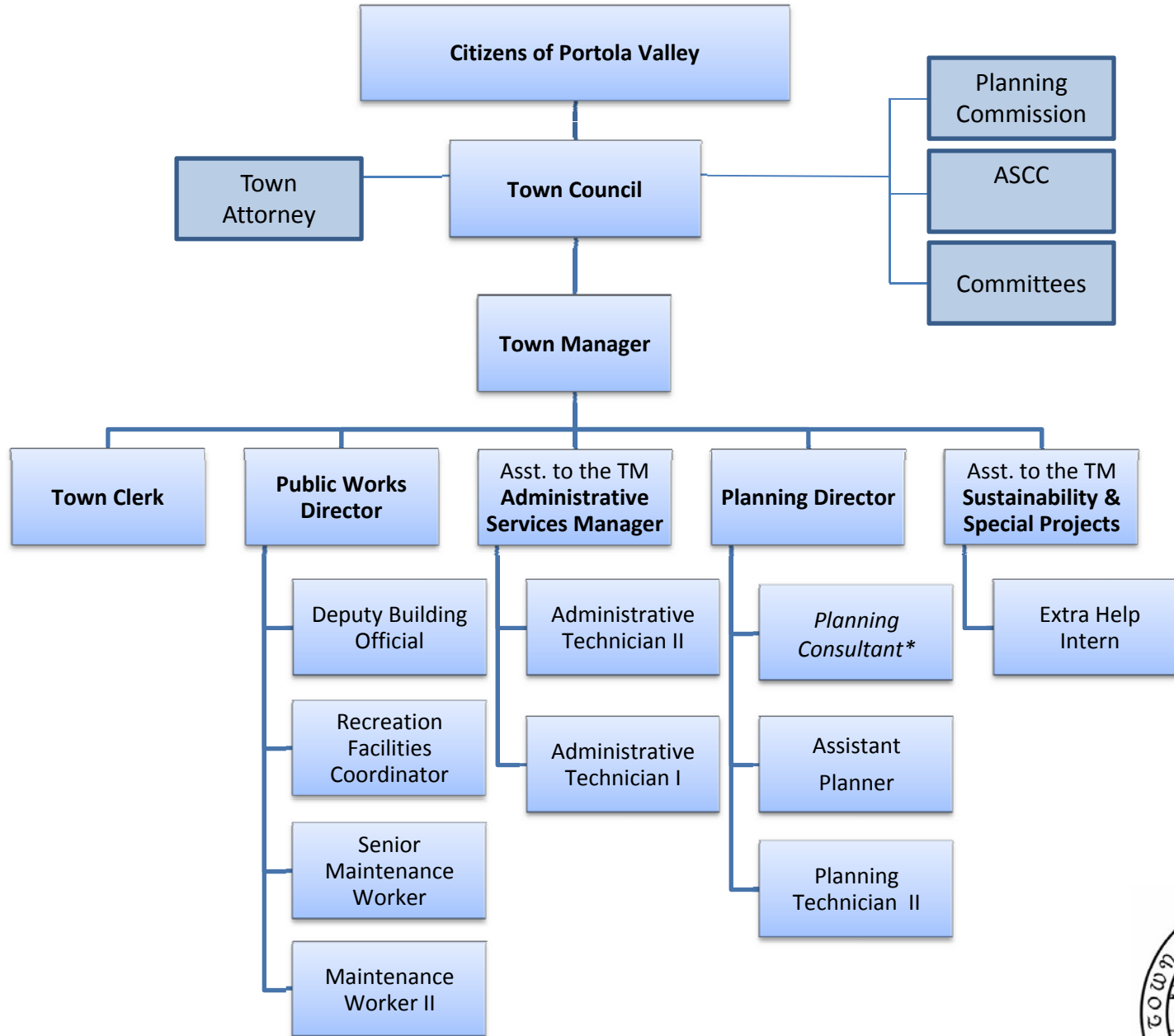
Town of Portola Valley
Salary Schedule - Proposed Revision
January 23, 2013

Effective February 1, 2013

	Annual Range		Hourly Range	
	Bottom	Top	Bottom	Top
Administration				
Town Manager	<i>set by contract</i>		<i>salary</i>	
Town Clerk	\$ 70,762	\$ 101,191	\$ 36.2880	\$ 51.8926
Assistant to the Town Manager	\$ 70,762	\$ 101,191	<i>salary</i>	
Administrative Technician III	\$ 54,384	\$ 77,766	\$ 27.8890	\$ 39.8799
Administrative Technician II	\$ 47,290	\$ 67,623	\$ 24.2513	\$ 34.6782
Administrative Technician I	\$ 42,991	\$ 61,475	\$ 22.0467	\$ 31.5256
Administrative Services Manager	\$ 63,025	\$ 90,115	\$ 32.3206	\$ 46.2129
Sustainability & Special Projects Manager	\$ 55,125	\$ 78,826	\$ 28.2692	\$ 40.4234
Accounting Assistant	\$ 47,328	\$ 62,460	\$ 24.2708	\$ 32.0308
Office Assistant	\$ 37,813	\$ 54,079	\$ 19.3911	\$ 27.7329
Planning				
Town Planner	\$ 114,131	\$ 163,195	<i>salary</i>	
Planning Department Manager	\$ 81,912	\$ 99,900	\$ 42.0062	\$ 51.2308
Assistant Planner	\$ 54,384	\$ 77,766	\$ 27.8892	\$ 39.8802
Planning Technician II	\$ 47,290	\$ 67,623	\$ 24.2514	\$ 34.6784
Planning Technician I	\$ 42,991	\$ 61,475	\$ 22.0468	\$ 31.5258
Public Works / Facilities Maintenance				
Public Works Director/Engineer	\$ 114,131	\$ 163,195	<i>salary</i>	
Deputy Building Inspector	\$ 85,214	\$ 121,855	\$ 43.6994	\$ 62.4895
Recreational Facilities Coordinator	\$ 52,605	\$ 75,222	\$ 26.9769	\$ 38.5754
Senior Maintenance Worker (40hr workweek)	\$ 52,605	\$ 75,222	\$ 25.2909	\$ 36.1644
Maintenance Worker II	\$ 44,491	\$ 63,630	\$ 22.8157	\$ 32.6308
Part-Time Classifications				
Stable Inspector	<i>part-time, as needed</i>		\$ 18.1755	\$ 26.0925

Notes:

1. All hourly positions are based on a 37.5 hour work week (1,950 hours per year) unless noted otherwise.
2. Not all classifications detailed above are authorized to be filled, please refer to the Town's annual budget for FTE authorizations.



Draft v.1-23-13

*Planning Consultant is currently serving as Town Planner





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: January 23, 2013

RE: **Draft Revisions to the Committee Handbook**

RECOMMENDATION

The recommendation is for the Town Council to provide feedback on the draft revisions to the Committee Handbook. The feedback will be incorporated into a final draft and return for approval on the consent agenda in February.

BACKGROUND

Periodically the Town reviews the Committee Handbook and makes necessary revisions. The updated handbook is provided to the Committees at the annual committee orientation.

DISCUSSION

Globally, the handbook was updated to indicate that general provision on “membership” apply to both advisory committees **and** commissions. The following major changes should be noted:

1. Application and Selection Process (p.1) – This section has been update to provide Council discretion in establishing the interview and selection process.
2. Conflict of Interest (p.2) – This section has been updated to include language regarding the commissioners who engage in for-profit development activity in town.
3. Meeting Attendance (p.2) – This section has been clarified to reinforce the importance that commission and committee members must attend a minimum of 75% of all regular meetings in a calendar year for a commission/committee to function effectively.

4. Thank you Letters (p.18) – This section has been updated to reflect the current practice of the Town Manager issuing all thank you letters for donations to the Town.

FISCAL IMPACT

None

ATTACHMENTS

1. Draft Revisions to the Committee Handbook

TOWN OF PORTOLA VALLEY
COMMISSIONS & ADVISORY COMMITTEES

Policies & Procedures Handbook

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THE NEEDS AND REWARDS OF VOLUNTEERING

Bill Lane, Former Mayor

Our nation is embarking on a time of renewed patriotism that provides an opportunity for each citizen to make a difference in their community through volunteerism. A critical component of our founding fathers' vision for our country was the importance of volunteerism. We in Portola Valley have seen over the years how important this concept has been to the foundation of our community.

During the time leading up to the Town's incorporation on July 7, 1964, there were countless volunteers who called on every household to answer questions and gain support for the legal formation of our Town. In the end, there was record-breaking support for incorporation (81% of registered voters), with reliance on volunteers to perform much of the work being a significant cornerstone of the Town's ongoing governance.

As the Town's first mayor elected by the voters, I am proud of all the Town has accomplished! My wife, Jean, and I have had the privilege throughout the years of volunteering in a number of ways, including service on committees.

Today, with demands from a growing population, we have seen more traffic, the need for development controls, increased use of our schools, library, trails, playing fields and so forth, not only by our own residents, but also our neighbors. It cannot be said of Portola Valley that we are a "gated community"!

So many remarkable accomplishments have been achieved, due in large part to literally hundreds of volunteers working with a small, highly capable and dedicated Town staff, along with the support of a retained Town planner and legal counsel. This partnership, with mutual respect, is essential! Our new, award-winning Town Center and Sausal Creek Daylighting projects are the latest examples of what can be achieved through this important partnership.

The highest level of volunteerism is the elected five-member Town Council at the top of a tier of appointed Planning Commission, Architectural and Site Commission, and several advisory committees; both permanent and special assignment in nature.

Each and every volunteer's service, irrespective of the level, is critical to this incredible community's continued success! Our commission and committee volunteers, working in concert with the Town Council, ensure the unique quality of life we all enjoy in this very special place continues. Without robust volunteer effort, the unique characteristics of our Town that we can all too often take for granted, will be lost.

Finally, it is often said that you get out of life what you give. Through volunteerism, we not only provide support for our Town; we obtain the rich rewards of friendship and of truly making a difference, while setting a meaningful example for future generations.

TOWN OF PORTOLA VALLEY GOVERNANCE

The Town of Portola Valley is a General Law City, operating under a Council-Mayor form of governance. The Town was incorporated in 1964. Under State law Portola Valley is required to conduct its governance in an open and ethical manner. In addition to the requirements of the law, it has always been Town policy to so conduct its governance; the Town of Portola Valley strives to meet or exceed the legal minimums in this regard.

Town Council

The Town Council is comprised of five members elected by the citizens of Portola Valley.

The Town Council is responsible for all the Town's governmental functions except those services provided by the Woodside Fire Protection District, West Bay Sanitary District, and other utility providers. Cable and garbage services are provided through franchise agreements entered into by the Town on behalf of its residents. Law enforcement services are provided through a contract between the Town and the San Mateo County Sheriff's Department. Elementary and middle schools are governed by the Portola Valley School District.

The Town Council:

- Receives and budgets all revenues
- Appoints the Town Manager, Town Attorney, [Advisory Commissions members](#), and [Advisory Committees members](#), and establishes salary ranges
- Adopts ordinances, policies and regulations
- Grants franchises
- Considers appeals from decisions of the Planning Commission, Architectural and Site Control Commission, and Town Manager and may affirm, reverse or modify these decisions or findings
- Establishes fee schedules and charges for municipal services
- May buy, lease and hold real and personal property for the Town
- Has the power to declare an emergency

Mayor

The Mayor is elected by the Town Council and serves for a term of one year. The Mayor presides at Council meetings, acts as the Town's official representative, and signs all official documents, unless otherwise specified by the Council.

Vice Mayor

The Vice-Mayor serves in the Mayor's absence.

Council Meetings

Council meetings are open to the public and are held on the 2nd and 4th Wednesday of each month at 7:30 p.m. in the Historic Schoolhouse, 765 Portola Road, Portola Valley.

Posting of Meeting Agendas and Ordinances

Meeting agendas and new or amended ordinances are posted on outdoor bulletin boards at Town Hall, the Nathhorst Triangle and the Village Square. Copies of agendas, ordinances and minutes of meetings may be obtained at Town Hall, or may be obtained through the Town's website, where citizens may register to receive automatic notification that agendas and other important documents have been posted.

Commissions and Advisory Committees

These policies and procedures apply to *Commissions* and *Advisory Committees* (~~which will be referred to collectively as "committees" unless the distinction is important~~). The purposes and responsibilities of the various committees vary, but they are generally governed in the same way.

A committee's responsibilities are of two types:

In its *advisory* role, a committee is responsible for advising the Town Council, and in some cases commissions, on matters within its area of responsibility. "Advising" may include such activities as review and reporting on discretionary matters such as site development permit applications; providing general information or advice in written form or at public meetings; and recommending actions, possibly including legislation. Although a committee's recommendations may affect Town policies, priorities and procedures, if adopted by the Council, the committee does not have any direct authority over policies, priorities and procedures.

In its *support* role, a committee assists and augments Town staff in the performance of the functions of Town government. For example, the Conservation Committee organizes Town volunteers for removal of invasive plants on Town land, and the Public Works Committee may inspect and report to the Town's Public Works Director the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

The various committees have differing amounts of advisory and support responsibility, but all have at least one or the other. A group lacking advisory or support roles is not a committee. For example, a group formed to facilitate meetings concerning a unique area of interest among Town residents could be granted resources, such as meeting space, and could be allowed to announce its activities using Town communication methods, but it would not be an advisory committee.

A commission has one additional responsibility beyond those of advisory committees:

In its *regulatory* role, a commission makes legally binding decisions on matters within its authority. For example, the Architecture and Site Control Commission reviews and approves most site development plans. Generally, these decisions may be appealed to the Town Council.

Ultimately, the Town's commissions and advisory committees seek to fulfill the needs of the community as they are identified by the Town Council.

Both Commissions and Committees are encouraged to develop and communicate to the Town Council recommendations under their purview that will enhance the quality of life for residents, provided, however, the emphasis on committee work is to be placed on meeting the goals and objectives that have been identified by the Town Council.

Official Town Commissions & Committees

The Town has two Commissions: the *Planning Commission* and the *Architectural and Site Control Commission*.

The Town has 16 permanent Advisory Committees:

- *Bicycle, Pedestrian & Traffic Safety*
- *Cable and Utilities Undergrounding*
- *Community Events*
- *Conservation*
- *Cultural Arts*
- *Emergency Preparedness*
- *Finance*
- *Geologic Safety*
- *Historic Resources*
- *Nature and Science*
- *Open Space Acquisition*
- *Parks & Recreation*
- *Public Works*
- *Sustainability*
- *Teen*
- *Trails & Paths*

From time to time, special ad hoc committees are appointed by the Council to make recommendations on issues of importance to the community.

A monthly calendar is published with Committee and Commission meeting times and agendas are posted on the Town's website.

Town Manager

The Town Manager is the Town's administrative head and is appointed by the Council. The Town Manager supervises all other staff members.

Portola Valley Sphere of Influence

The Sphere of Influence of Portola Valley has been established by the Local Agency Formation Commission (LAFCO) and includes: portions of the Stanford lands known as the Webb Ranch; the communities of Ladera, Los Trancos Woods and Vista Verde; and an area north of Skyline Boulevard and west of Page Mill Road. These areas are closely related to the Town in issues relating to traffic, geography and land use. If these areas were annexed, LAFCO has recommended they become part of Portola Valley rather than part of any other jurisdiction.

Currently, while residents of these areas have a Portola Valley address and zip code, they are not legally considered part of Portola Valley for voting and other purposes. However, upon approval of the Town Council, residents of these areas or others may be appointed to serve on Town committees or commissions to ensure desired expertise or diversified representation on issues is obtained. In making and confirming appointments, the Mayor and Town Council shall give preference to those applicants who reside in the incorporated area of the Town of Portola Valley other factors being equal.

Town Governance Documents

The Town, incorporated on July 7, 1964, is a community of approximately 4,600 people. Through the Town's General Plan, a document required by California State Law, the residents have expressed their strong common interests in preserving the small town character and natural conditions of the area. The General Plan is a long-range, comprehensive and general guide to the future physical development of Portola Valley. The General Plan includes eight elements as required by State Law: Land Use; Open Space; Sustainability; Housing; Circulation; Safety; Conservation; and Noise. The General Plan also includes a Recreation Element; a Historic Element; a Scenic Roads and Highways Element; and Trails and Paths Element, all of which are unique to our community.

The goals, objectives, principles and standards stated in the General Plan set the framework for the zoning, site development, subdivision and other land use regulations of the Town.

The Town's governmental organization and land use controls further the objectives contained in the General Plan and are based in large part on the voluntary efforts of the local citizens. The size of the Town staff has been kept small through the use of volunteer citizen committees as well as professional consultants for planning, geology, and legal services and contracting with the San Mateo County Sheriff's Department for law enforcement services.

The Town's ordinances were "codified" in 1984 to form the Portola Valley Municipal Code. The Town Council finds that resident compliance with the Municipal Code and applicable state codes throughout the Town is an important public service and enables the Town to better implement its general plan. Code compliance is vital to protection of the public's health, safety, and quality of life. The Municipal Code includes the following Titles: General Provisions; Administration and Personnel; Revenue and Finance; Business Taxes, Licenses and Regulations; Animals; Health and Safety; Public Peace, Morals and Welfare; Vehicles and Traffic; Streets, Trails and Public Places; Public Utilities; Environmental Review; Buildings and Construction; Subdivisions; and Zoning.

LIST OF COMMISSIONS & ADVISORY COMMITTEES

NOTE: will be updated in final draft

COMMISSIONS

Architectural & Site Control

- 5 Members
- Meets 2nd & 4th Mondays, 7:30 p.m.

Planning

- 5 Members
- Meets 1st & 3rd Wednesdays, 7:30 p.m.

ADVISORY COMMITTEES

Each committee, with the exception of the Teen Committee, shall have a minimum of five (5) members, and a recommended maximum of nine (9) members, with reduction to current membership occurring through attrition. Exceptions to these minimum/maximum requirements can be granted by the Town Council.

Cable and Utilities

Undergrounding

- Alternate odd numbered months,
2nd Thursday, 8:15 a.m.

Community Events

- Meets as Announced

Conservation

- Meets 4th Tuesday, 8:00 p.m.

Cultural Arts

- Meets 2nd Thursday of each month

Emergency Preparedness

- Meets 2nd Thursday, 8:00 a.m. in
the EOC

Finance

- Meets as announced

Geologic Safety

- Meets as announced

Historic Resources

- Meets as announced

Nature and Science

- Alternate even numbered months,
2nd Thursday, 4:00 pm

Open Space Acquisition

- Meets as announced

Parks & Recreation

- Meets 3rd Monday, 7:30 p.m.

Public Works

- Meets as announced

Sustainability

- Meets 3rd Monday at 4:00 p.m.

Teen Committee

- Meets as announced

Bicycle, Pedestrian & Traffic Safety

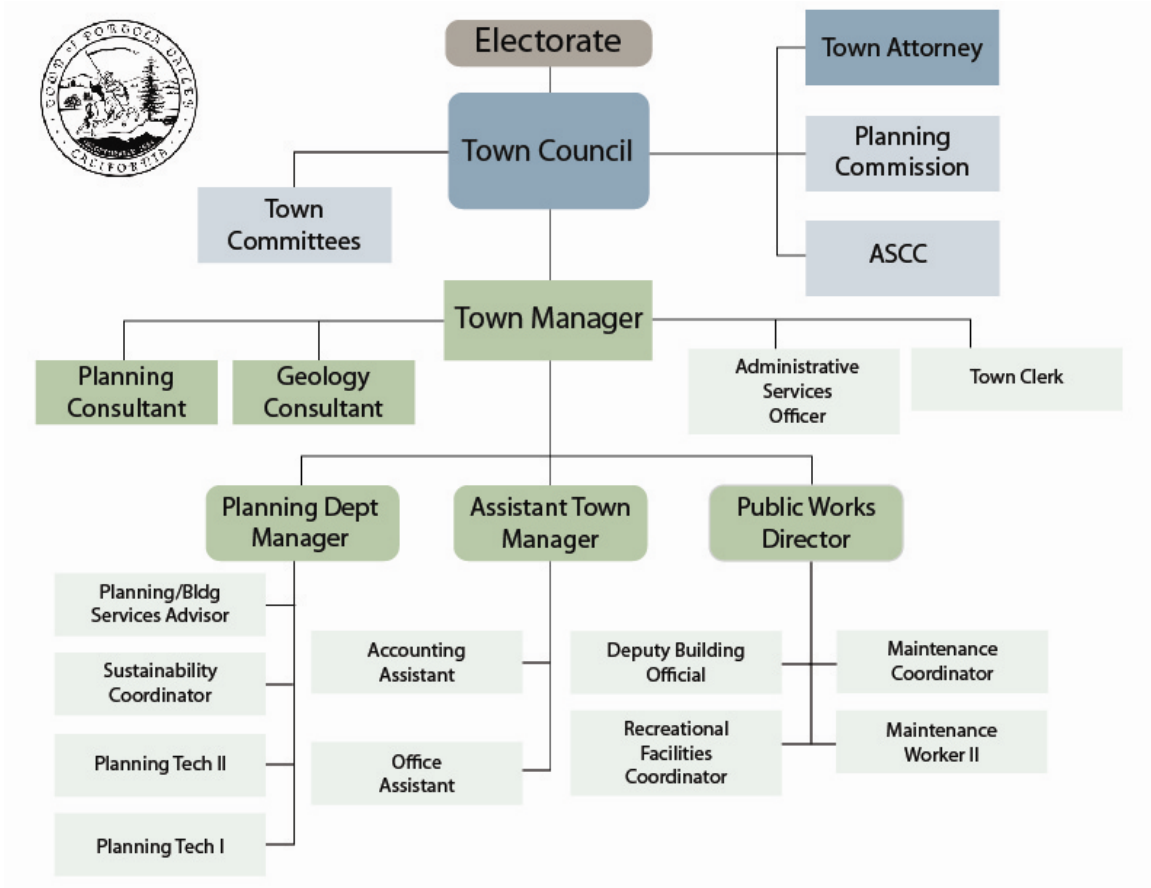
- Meets 1st Wednesday, 8:15 a.m.

Trails & Paths

- Meets 2nd Tuesday, 8:15 a.m.
or as needed

ORGANIZATION CHART

NOTE: will be updated in final draft



COMMISSION & ADVISORY COMMITTEE MEMBERSHIP

Membership Qualifications

Any interested residents who live within the geographic limits of the Town of Portola Valley can submit an application to the Town Clerk for positions on advisory committees. The Town Council may, on a case-by-case basis, waive the Town residency requirement for residents within the Town's sphere of influence or Portola Valley School District depending upon:

- The number of vacancies on a specific committee
- The number of applications that have been received
- Relevant experience/qualifications and prior community involvement and service on the part of the applicant(s).

Notice of Vacancies

Notice of vacancies and requests for applications are posted on the Town website (www.portolavalley.net), at Town Center, Nathhorst Triangle, and Village Square, and may be published in The Almanac or posted to the PV Forum.

Application and Selection Process

Residents interested in serving on a **Commission** must submit a letter of interest to the Council. At a noticed public meeting, ~~prior to a regular council meeting,~~ the Council will conduct an interview and selection process as determined by the council in advance. ~~each candidate individually for interest and qualifications. At a regular council meeting the council will deliberate and appoint the commissioner(s).~~ When a commissioner's ~~four year~~ term expires he/she must apply to be reappointed.

Residents interested in serving on a **Committee** must complete an application and submit it to the Town Clerk before the published deadline. The Town Clerk will then place consideration of appointment of the applicant on the next available committee agenda. The committee will consider the applicant and will make a recommendation to the Mayor and Town Council liaison concerning the appointment.

Applications and comments from the committee are then forwarded to the Town Clerk to be placed on the next available Town Council agenda for the Mayor's consideration of appointment to the committee.

Applications may be obtained from the Town Clerk or through the Town's website.

Terms of Office

Advisory committee members are appointed for a one-year term, which may be renewed by the Mayor subject to confirmation by a majority vote of the Town Council at a meeting in January of each year. If no action is taken by the Town Council, committee members continue to serve in the interim.

Commissioners are appointed to 4-year terms expiring on December 31st. Currently, two seats on each commission have terms that expire on December 31, 2015, and three seats have terms that expire on December 31, 2016.

Conflict of Interest

Committee members must fulfill the letter and spirit of state law by avoiding any conflict between their personal or financial interests and their public duties. Committee members are asked to actively avoid taking on projects or activities that would impact the committee member's economic interests and create a conflict of interest with their role on the Committee.

Meeting Attendance

For advisory bodies commissions and committees to function effectively and accomplish their goals, all members must be active participants.

Advisory Commission and committee members are expected to attend a minimum of seventy-five percent (75%) of all regular meetings held within a calendar year. Members who do not attend at least 75% of regular meetings, from which they have not been excused by the chair, are deemed to have resigned from office, unless excused by the Town Council for good cause.

The chair is responsible for tracking commission and committee attendance.

If you a commission or committee member are-is unable to attend a meeting, you the member should notify the chair as soon as you become aware you will miss the meeting possible, to ensure it can be cancelled if a quorum cannot be met.

Resignation

If a member wishes to resign from a commission or committee, s/he should first notify the committee chair of their intention to resign, write a letter announcing the resignation, and submit it to the Town Clerk, who will forward it to the Town Council.

Removal

If the Mayor, the council liaison and commission/committee chair all concur that a member is not fulfilling the duties (i.e. repeated failure to attend meetings, violation of ethical standards, disruptive etc.) of the committee, the Mayor may revoke the appointment of a commission/committee member. If the Mayor is the council liaison then the Vice Mayor would act in place of the Mayor.

Compensation

| Service on Commissions and Advisory Committees is voluntary; there is no monetary compensation.

Insurance

| Advisory Commission and Committee members are covered under the Town's general liability insurance policy for actions taken in the course and scope of their duties.

ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES

Jurisdiction

The Town Council establishes the Town's Advisory Committees, and their duties are set forth in each committee's Charter. Before placing an item on the committee's agenda, committee members should consider whether or not the matter falls within its jurisdiction.

When needed, a committee may propose Charter changes to the Town Council. The procedure for Charter changes is covered in the Policies and Procedures chapter of this handbook.

Occasionally committees may be requested to review and comment on work done by another committee. Such review and comment should normally be limited to the scope of review requested unless the subject reviewed is otherwise covered by the reviewing committee's charter.

Development of Committee Objectives

Each year, a process is undertaken to identify measurable goals and objectives that each committee will work toward achieving during the coming year. These objectives generally fall within the scope of the committee's Charter. In addition, plans for appointment of new members and any reorganization of officers for the coming year are also made to ensure a smooth transition to allow important committee work benefiting the community to continue.

The following is a schedule of these planning processes:

Jan.	New committee members are appointed.
Jan./Feb.	Committees are reorganized through election of new officers.
Feb.	Annual orientation meeting for members and chairs. Meeting is mandatory for new chairs.
March/April	Committee develops proposed work plan and annual budget. Requests for following year are submitted to Town Council for approval.
June	Town Council adopts work plans and annual Town budget.
Oct. /Nov.	Chair, Council and staff liaisons review committee's needs relative to membership.

Scope of Authority

Advisory bodies are not involved in administration or operation of Town departments. They may not:

- direct staff to initiate programs
- conduct major studies unless approved by the Town Council
- establish policy

- determine departmental work programs or staff priorities
- take unilateral action as an official representative
- expend public funds without prior authorization
- enter into agreements or contracts
- employ staff
- sign documents on behalf of the Town
- negotiate real estate transactions
- apply for grant funds
- or otherwise bind the Town in any way.

Ad Hoc Committees

From time to time the Town Council establishes ad hoc committees to gather information on a particular area of interest or concern and to make recommendations to the Town Council as a whole. A member of the Town Council may be appointed to serve as the chair of the ad hoc committee, although this is not a requirement. Once the ad hoc committee has completed a final report and/or recommendation and the Town Council has received the report/recommendation, the committee is disbanded.

Role of the Chair

In January or February of each year, each committee should select a chair and a vice-chair from among its members.

An individual committee member is normally limited to two consecutive one-year terms as chair, unless a successor cannot be found, in which case the Mayor, with concurrence of the Town Council, may recruit another candidate to serve as chair, or may allow the current chair, to stand for re-election by the committee if necessary.

The vice-chair acts as chair in the chair's absence. If neither the chair nor vice-chair is present at a meeting, the committee should immediately elect a chair pro tem to preside during the current meeting.

The chair is responsible for ensuring the effectiveness of the group process. The chair's responsibilities include:

- Preparing the meeting agenda and submitting it to the Town Clerk, no later than 8:30 a.m., the Thursday of the week prior to your meeting
- Monitoring attendance of committee members and utilizing discretion relative to excused/unexcused absence of members
- Ensuring meeting minutes are prepared and submitted in a timely manner
- Becoming familiar with parliamentary procedures
- Ensuring a balanced and inclusive discussion of issues
- Maintaining a watchful eye concerning the potential for perceived or actual conflict of interest
- Ensuring the meeting moves along in a timely fashion
- Directing discussion and deliberation to matters on the agenda
- Encouraging participation from all members present

- Clarifying ideas and restating motions presented to ensure members understand the item(s) on which they are voting
- Actively participating in debate by expressing his/her views
- Mediating conflicts within the committee
- Serving as sole liaison between the committee and Town staff, unless another member of the committee has been designated by the chair to work directly with staff on a particular project
- Working with the assigned Town Council liaison on matters requiring Town Council input or assistance
- Solicitation of committee members
- Assisting new members or an incoming chair with orientation
- Review and approval of Town website postings relating to the committee

Role of the Secretary

Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Each committee should designate a secretary to prepare the minutes of each meeting. This role can rotate among committee members, but should be established at the beginning of the meeting.

As noted in the Policies and Procedures Chapter of this handbook, minutes are the official record of a committee's activities, are public documents, and need to be kept accurately for all committee meetings.

Role of the Council Liaison

A member of the Town Council is assigned to each committee to serve as its liaison. The role of the Council liaison is to:

- Inform the committee of Council and Town policies and procedures
- Assist in securing resources and staff assistance for the committee
- Inform the Council of the committee's events, projects and milestones
- Where appropriate, advocate for the committee at Council meetings
- Provide counsel to the chair upon request
- Serve as a resource to the committee, remaining impartial and avoiding "steering" the discussion and/or work of the committee, remembering the primary role is to listen and provide guidance on policies, procedures, etc.

Council liaisons should be present at committee meetings when needed and at least on a quarterly basis for those committees that meet monthly and shall attend upon the specific request of the committee chair.

The Council liaison appointments are reassigned and normally rotated annually.

Role of the Staff Liaison

A staff member will be appointed to each committee to serve as liaison, and will attend committee meetings upon the request of the committee chair or council liaison.

Staff liaisons are available to provide counsel to the committee chair, and offer information concerning protocol, procedures, etc.

ADVISORY
POLICIES & PROCEDURES

COMMITTEE

I. Meetings

Ralph M. Brown Act

The Ralph M. Brown Act (Brown Act -- Government Code Sections 54950-54963) is a state law governing meetings conducted by local legislative bodies. It requires local government business to be conducted at meetings open and accessible to the public.

The requirements of the Brown Act apply to all “legislative bodies” of local governmental agencies. The term “legislative body” is defined to include Town Councils and all standing and ad-hoc commissions and committees:

“Any congregation of a majority of members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”

All meetings must have an agenda, the agenda must be made public (noticed), and the public must be given an opportunity to comment. **Committees can only hear or discuss items that are on the agenda, and only if a majority of members are present.** Generally speaking, all meetings of a legislative body must occur at a public place in Town (at Town Center, not a residence, restaurant, etc.).

NOTE: The Brown Act applies to all forms of communication used in the deliberation of any public business, including but not limited to written reports and correspondence, phone, fax, electronic mail, instant messaging, and any new technologies that may be devised.

Temporary Change of Meeting Time/Day (“Special Meeting”)

You may call a “special meeting” of your committee by informing the Town Clerk of the new date and time and that it will be a special meeting. The Town Clerk must receive notice of your special meeting in time to post a notice that provides a minimum of 24 hours notice prior to the meeting.

Agendas

Meeting agendas must indicate the date, time and place of the meeting and describe each item of business. All agenda listings should be specific enough to give members of the public due notice of topics that are to be discussed. **All agendas must be approved by the Town Manager or his/her designee before being published.**

Action may be taken **ONLY** on items that properly appear on the meeting agenda.

- ⇒ “Urgency Items” (matters that must be considered due to a deadline or other requirement that was not known at the time the agenda was prepared and require immediate action) may be added to an agenda through the following process:

The chair announces the urgency item and calls for a vote of all present concerning adding the item to the agenda. The item is added if two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action “came to the attention of the local agency subsequent to the agenda being posted.”

Once an urgency item has been added to the agenda, the item may be acted upon through the regular motion, second and voting process more fully described in the “Motions” section to follow.

- ⇒ “Oral Communications” is an item on the agenda that enables members of the public to make comments or ask questions about items NOT on the agenda or to suggest new items for placement on future agendas. The chair may ask a member of the public if s/he would like to identify themselves for the record, however pursuant to state law, the individual may decline. The public may also submit written statements or request for entry into the meeting record.

NOTE: The Committee cannot take action or deliberate on items raised during oral communications. The Committee may discuss placing such an item on a future agenda or referring it to the Town Council or Town staff.

Meeting agendas should be coordinated with the Town Clerk at Town Hall (851-1700, ext. 210). S/he will help you with agenda preparation, posting and mailing.

In order to have sufficient time to prepare post and mail the agenda, it is due at Town Hall no later than **8:30 a.m. on Thursday of the week prior to your scheduled meeting.**

If the agenda is not received by 8:30 a.m. on the Thursday prior to your meeting, the Town Clerk will automatically post a meeting cancellation notice.

Meeting Notification (“Noticing”)

In order to “publicly notice” a meeting, the Town posts the meeting agenda at three locations: Town Center, Nathorst Triangle, and the Village Square, and on the Town’s website.

There are two types of meetings: Regular and Special

Regular: Advisory committee meetings that are scheduled to meet at designated times.

Special: Advisory committee meetings that are called in order to consider an important issue that needs to be addressed immediately.

- ☑ Regular advisory committee meetings must be publicly noticed **at least 72 hours in advance of the meeting.**
- ☑ Special Advisory Committee meetings must be publicly noticed **at least 24 hours in advance of the meeting.**

Quorum

Definition of a quorum:

A quorum is a majority in attendance of all committee members as listed on the committee roster. If a quorum is not present, the meeting cannot be called to order and no formal actions may be taken.

ANY time a majority of committee members meet to conduct business, even if it's for a "working" or "task" group, it is considered a meeting and must be publicly noticed.

In the event there is no quorum, the members should disband and the meeting should not be held.

Meeting Cancellation

If the committee knows ahead of time that there will not be sufficient business to discuss at a meeting, or there will not be a quorum present, a scheduled meeting can be cancelled. In order to cancel a meeting, inform the Town Clerk **prior** to the meeting and s/he will post a notice canceling the meeting.

If your meeting has already been posted, you must inform the Town Clerk if you cancel your meeting for any reason, including lack of a quorum. S/he will post a meeting cancellation notice for you.

If a quorum of members does not appear for a regularly scheduled meeting, the meeting should be canceled. In this case, a notice of cancellation should be posted on the door(s) of the meeting room.

Minutes

Minutes are the official record of a committee's activities and need to be kept for all committee meetings. Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Minutes can be very simple, but should at minimum include:

- Date, time and place of the meeting

- An attendance list of committee members present/absent
- A recording of actions taken

Any additions and/or corrections to meeting minutes may only be made at a noticed, public meeting. Such changes cannot be made without an affirmative majority vote.

In order to have sufficient time to include meeting minutes for approval on an agenda, they are due to the Town Clerk no later than **8:30 a.m., on Thursday the week prior to your scheduled meeting.**

Motions

Any Advisory Committee member other than the chair may make a motion pertaining to a subject that is listed on the agenda. A motion is a formal proposal that the committee act on an idea or proposition that has been included on the agenda. (The chair is free to request that a motion be made.)

1. Main Motion (The Committee does not necessarily have to be this formal.)
 - a. A member makes a motion, stating, "I move that . . ." It is usually best to try and include only one proposal per motion, so that the motion can be clearly understood and followed by the other members.
 - b. Another member must second the motion. The chair can second the motion. If no second occurs, no further action can be taken on the motion.
 - c. After the motion is seconded, the chair asks for discussion on the motion.
 - d. When everyone who wants to speak has done so (including people in the audience) the chair puts the motion to a vote. At this point, it is often a good idea to restate the motion, then call for the vote by saying "All those in favor", then "All those opposed", and finally "Are there any abstentions?" Upon completion of the voting process, the chair should announce the results of the vote (i.e. "the motion passes" or "the motion fails").
 - e. Members can vote "yes" or "aye" or raise their hand in the affirmative, or "no" or "nay" or raise their hand negating the motion. Members may also "abstain".
 - f. In order to be approved, a majority of the members present must vote "yes" or "aye" or raise their hands in the affirmative. A tie vote results in the motion failing. No proxy or absentee voting is allowed.
 - g. A motion may be withdrawn by its maker unless an objection is made. If an objection is stated, the chair must call for a vote to determine whether or not the motion may be withdrawn.

2. Amending a Motion

- a. A motion can be amended, as long as the amendment pertains to the main motion, even if it effectively voids the motion.
 - b. A “substitute motion” is a form of amendment that completely restates the main motion.
 - c. An amendment or substitute motion is stated, seconded, discussed and voted upon the same as a main motion.
3. Motion for Adjournment
- a. When a committee has finished the business on its agenda, a motion to adjourn is in order. This motion is not debatable. Therefore, it is very important that the Chair ensures that no important business has been overlooked prior to requesting a motion for adjournment.

Subcommittees

Subcommittees can be formed by a majority vote of the committee for the purpose of performing tasks that can best be handled by a smaller group, such as doing research or preparing draft documents to be considered later by the full committee. The committee appoints members to the subcommittee; **the subcommittee must include less than a quorum of the committee members.**

Subcommittees can meet privately and informally and are not required to keep minutes, have a formal agenda or publicly notice their meetings. However, when the subcommittee presents their work to the whole committee, the meeting must be noticed, agendaized and open to the public. The subcommittee has no legislative (decision-making) authority.

II. Finances

Annual Budget Process

Each year in March/April, committees are asked to submit their budget requests that coincide with their proposed work plan for the next fiscal year (July 1 to June 30). A Budget Request Form will be provided for the committee to use. Committees should prepare the budget request and, by motion and affirmative vote, approve its submittal to the Town Manager.

It is important to note that requests from committees for funding may or may not be included in the Town’s final budget that is adopted by the Town Council. The Town Council has the ultimate authority to approve the Town’s budget and expenditures.

Town and committee budgets are annual budgets and they do not carry over to the next fiscal year.

Annual Budget Appropriation

After the Town Council adopts the final budget, each committee will be notified of its budget appropriation for the fiscal year. If the committee expends its allotted budget and is in need of an additional appropriation, a request can be made to the Town Manager.

Expending Committee Budgetary Funds

In order to expend funds, the committee must:

1. Convene a meeting with a quorum of committee members at which the committee votes to approve expenditures on specific item(s) and/or service(s)
2. Record the decision in the meeting minutes, including the date of the meeting
3. Notify Town staff of the committee's decision.

Staff will then take the necessary steps – order merchandise, approve an agreement for service, issue a Purchase Order for items over \$500.00 or agendize the item for Council approval if it is over \$25,000.

Reimbursement for Small Items (\$100.00 or less)

Committee members can pay for small items for Town events (e.g. Holiday Party, Town Picnic, Blues & BBQ) and request reimbursement from the Town provided the committee has voted to approve the expenditures and reimbursement in advance of any purchase. The reimbursement will be made through petty cash or on the next warrant (check) list. All requests for reimbursement must include a receipt.

NOTE: Even for small, reimbursable items, the committee **MUST** approve expenditure for these items **PRIOR** to reimbursement.

Monies Received by Committee (Fundraising, Fees, Sales, Etc.)

If your committee receives money (usually related to sponsoring an event, such as the Town Picnic, Blues & BBQ, recreational leagues), you must deliver the money to Town staff in a timely manner – no more than three (3) working days after receiving the money. Monies received from fundraisers, sales or fees should be counted by the committee, and then verified by Town staff. Staff will deposit the money into the appropriate Town account.

It is a violation of Town policy for committees to maintain their own bank accounts.

III. Charter Changes

A Charter is essentially the mission statement for a committee, and contains information such as the number of members, the date, time and location of regular meetings.

The Charter is a very important document to each committee, and it serves to guide committee members in their deliberation of matters that come before the committee. Changes to the Charter may be made, but only after careful consideration.

Committees may recommend changes to their Charter (e.g. mission, number of members, date and time of meetings) to the Town Council for approval. In order to do so, the committee should:

1. List the proposed change on the committee's agenda
2. Convene a meeting with a quorum of committee members at which the committee votes to recommend a Charter change(s)
3. Record the decision in the meeting minutes
4. Prepare a memo to the Town Council requesting the recommended Charter change
5. Forward the memo to the Town Manager who, together with the Mayor, will schedule the item on a Town Council agenda
6. If the town Council approves the Charter change, the committee can implement this change at its next committee meeting.

IV. Process for Committee Requests for Action

Requesting Placement of Item(s) on Town Council Agenda

A committee may request that the Town Council consider a recommendation from the committee concerning an item on a future agenda. In order for an item to be placed on the Town Council Agenda, the committee must prepare a memo and/or report about the item(s) and forward it to the Town Manager. The memo/report should include sufficient information or a specific recommendation so that the Council will be prepared to make a decision.

The Town Manager and Mayor meet regularly to determine the items to be included on each Town Council agenda. The Town Clerk or staff liaison to the committee will inform the chair when the Town Council agenda includes this item.

It is normally required that at least one committee member attend the Town Council meeting at which the committee's item is being considered. If no committee member is present, the item may be continued.

Referral of Items to Other Committees

A committee chair may request that an item be placed on another committee's agenda to obtain comments and insight into an item. When requesting placement on another committee's agenda, the chair must make contact with the

chair of that committee. When an item is agendaized a report must be provided to the Town Clerk for inclusion in the committee packet, and a committee representative must be present at the meeting where the item has been agendaized. If there is no representative present, no action will be taken, unless arrangements have been made with the staff prior to the day of the meeting.

If the item is time sensitive and a committee member cannot attend the meeting, staff must be fully informed of the committee request, and provided full information concerning the item prior to the day of the meeting.

V. Miscellaneous Policies

Committee Communications

All official communication between a committee and the Town Council or staff must be directed through the committee Chair. The Chair may designate another member of the committee to work directly with staff on a specific project, when necessary.

The committee chair or designated representative may use e-mail to communicate with the Town Council. All e-mail or other correspondence to a majority of the Town Council is considered public information and must be copied to the staff for inclusion in the Digest, a weekly compilation of information provided to the Town Council, to ensure requirements of the Brown Act are met.

The committee must obtain **pre-approval** from the Town Manager prior to distributing any official written documents. These include but are not limited to:

- Press releases
- Letters expressing a position on a policy, issue or event (may require pre-approval from the Town Council)
- Fundraising materials
- Advertising
- Articles for publication
- Flyers for an event.

Inquiries from the press should be directed to the chair for response. The chair is responsible for providing impartial and factual information on behalf of the committee. Always remember, you are representing the entire committee.

When expressing your own personal opinion on an item, be sure to let the reporter know that it is your opinion and not that of your committee.

The Town maintains a website that includes a page specific to each committee. Each committee chair is responsible to review and approve the web page content that pertains to their respective committee, keeping it fresh and up to date. All web page content material submitted for posting is subject to review and approval by Town staff.

Using the Town's Bulk Mail Permit

The committee must obtain a letter from the Town Clerk, or in her absence, the Office Assistant, authorizing use of the Town's Bulk Mailing Permit in order to process the mailing at the Post Office.

VI. Fundraising

Fundraising includes activities to collect cash, acquire real estate, securities, and similar assets.

Committees are not authorized to undertake fundraising activities without **prior** authorization by the Town Council.

Overview

There are two general types of fundraising covered by this section:

1. One-time fundraising for specific projects, programs and/or facilities (e.g. Millenium Open Space Challenge; Historic Schoolhouse renovation; Little Peoples' Park renovation)
2. Ongoing fundraisers (Blues & Barbecue; Portola Valley Primer sales; Herb Dengler wildflower watercolor print sales).

Authorization to Undertake Fundraising

The Town Council must authorize all fundraising activities related to the municipal government of the Town prior to the implementation of the fundraising effort. The Council may choose to establish an ad hoc committee to undertake the fundraising, or to employ an existing committee, such as the Community Events Committee, which currently undertakes the Blues & Barbecue fundraiser, or the Parks & Recreation Committee, which undertook a fundraiser to renovate Little Peoples' Park at Town Center.

Initiating a One-time Fundraising Event

If an individual, group or existing Town Committee wants to initiate a one-time fundraising event, it must:

- Prepare a memorandum to the Town Council with an outline of the proposed event, including the purpose, beneficiary (project, program and/or facility), estimated timeline, estimated costs, (printing, postage, advertising, etc.) monetary goal and contact person(s)
- Send the memorandum to the Town Manager at Town Hall requesting that the item be placed on the Town Council agenda
- Attend the Council meeting at which the fundraising proposal will be considered to present the proposal and provide additional information, if requested.

Fundraising Group/Committee Responsibilities

Once your group/committee has received authorization from the Town Council to proceed with fundraising activities, you must ensure that all checks are payable to the "Town of Portola Valley" (in order to be tax deductible) and that they are received by the Town within three days.

Anonymous Donors

If someone wishes to make an anonymous donation, the donor should arrange for the donation to be issued from an institution, such as a bank or foundation, or from another third party, on the donor's behalf. The Town has no ability to protect the donor's anonymity if the donor sends a personal check and/or letter to the Town regarding the donation, because these transmissions would be considered public records under the California Public Records Act, and, therefore, available to the public – including the press – upon request.

Gifts of Securities

Tax-deductible donations may be made to the Town of Portola Valley in the form of securities. All gifts of securities must be coordinated through the Town Manager.

Thank you Letters

~~The fundraising group/committee is responsible for sending out letters acknowledging donations received. As with all correspondence, the thank you letter prototype must be pre-approved by the Town Manager before it is sent out. A sample thank you letter is provided below.~~

The fundraising group/committee must periodically prepare provide a list of donors and; amounts received and thank you letters sent, with a copy provided to the Town Manager. Upon staff verification that the funds were received and deposited to the Town's account, the Town Manager will produce and sign a thank you letter for each donation received.

~~Sample Thank you Letter~~

~~Date~~

~~Mr./Mrs./Ms.
Address Line 1
Address Line 2~~

~~Dear Mr./Mrs./Ms.:~~

~~Thank you very much for your gift of \$AMOUNT to the Town of Portola Valley. Your generous participation will provide important restricted funds for the (intended use of the donation).~~

~~Your contribution will (purpose for which the donation will be used) in our community.~~

~~The IRS regulations require that I inform you that no goods or services were received in exchange for your gift and, therefore, your entire gift is tax-deductible.~~

~~On behalf of the Town of Portola Valley, thank you for your support. Your commitment to our Town is greatly appreciated.~~

~~Sincerely,~~

~~Name
Chair of Committee~~

2013 Council Liaison Appointments

<i>Type</i>	<i>Organization</i>	<i>Role</i>	<i>When Meets</i>
Ted Driscoll			
Town	<u>ASCC (Apr, May, Jun)</u>	Liaison	2 nd and 4 th Mondays at 7:30 pm
Town	<u>Planning Commission (Jan, Feb & Mar)</u>	Liaison	1 st and 3 rd Wednesdays at 7:30 pm
Town	<u>Cable & Utilities Undergrounding Committee</u>	Liaison	alternate/odd months, 2 nd Thursday at 8:15 am
Town	<u>Geologic Safety Committee</u>	Liaison	as announced
Town	<u>Public Works</u>	Liaison	as announced
Town	<u>Emergency Preparedness Committee</u>	Alt	2 nd Thursday at 8:00 am
Town	<u>Nature and Science Committee</u>	Alt	alternate/even months, 2 nd Thursday at 4:00 pm
Town	<u>Open Space Acquisition Advisory Committee</u>	Alt	as announced
County	<u>FireWise Committee</u>	Rep	3 rd Tuesday at 4:00 pm
County	<u>West Bay Sanitary Dist.</u>	Special	as needed
Regional	<u>Woodside Fire Protection District</u>	Liaison	as needed
Maryann Derwin			
Town	<u>ASCC (Oct, Nov, Dec)</u>	Liaison	2 nd and 4 th Mondays at 7:30 pm
Town	<u>Planning Commission (July, Aug & Sept)</u>	Liaison	1 st and 3 rd Wednesdays at 7:30 pm
Town	<u>Sustainability Committee</u>	Liaison	3 rd Monday at 3:30 pm
Town	<u>Community Events Committee</u>	Liaison	as announced
Town	<u>Friends of the Library</u>	Liaison	alternate/odd months, last Thursday at 7:15 pm
Town	<u>The Sequoias</u>	Liaison	as needed
Town	<u>Town Newsletter</u>	Liaison	meets biannual
Town	<u>Cultural Arts Committee</u>	Alt	2 nd Thursday of each month
Town	<u>P.V. School District</u>	Alt	as needed
Town	<u>Teen Committee</u>	Alt	as announced
Regional	<u>ABAG</u>	Alt	as needed
Regional	<u>Airport Roundtable</u>	Alt	1 st Wed., 7 pm
Regional	<u>League of CA Cities</u>	Rep	quarterly, or as announced
Regional	<u>Library JPA</u>	Liaison	1 st Monday at 8:00 am
Other	<u>Stanford University</u>	Alt	as needed
County	<u>City/County JPA C/CAG</u>	Rep	2 nd Thursday, 7 pm
County	<u>Council of Cities</u>	Rep	4 th Friday, 6 pm
County	<u>FireWise Committee</u>	Alt	3 rd Tuesday at 4:00 pm
County	<u>RMPC Committee C/CAG</u>	Rep	2 nd Friday, 3 pm
John Richards (Mayor)			
Town	<u>Conservation Committee</u>	Liaison	4 th Tuesday at 7:45 pm
Town	<u>Cultural Arts Committee</u>	Liaison	2 nd Thursday of each month
Town	<u>Emergency Preparedness Committee</u>	Liaison	2 nd Thursday at 8:00 am
Town	<u>P. V. School District</u>	Liaison	as needed
Town	<u>Cable & Utilities Undergrounding Committee</u>	Alt	alternate/odd months, 2 nd Thursday at 8:15 am
Town	<u>The Sequoias</u>	Alt	as needed
Town	<u>Springdown Master Plan (Ad-Hoc)</u>	Alt	as announced
Town	<u>Trails and Paths Committee</u>	Alt	2 nd Tuesday at 8:15 am, or as needed
Regional	<u>ABAG</u>	Rep	as needed
Regional	<u>League of CA Cities</u>	Alt	quarterly, or as announced
County	<u>Council of Cities</u>	Alt	4 th Friday, 6 pm
County	<u>Emergency Services Council</u>	Liaison	quarterly
County	<u>Housing Endowment and Regional Trust (HEART) of San Mateo County</u>	Liaison	bi-annually

<i>Type</i>	<i>Organization</i>	<i>Role</i>	<i>When Meets</i>
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Ann Wengert (Vice Mayor)

Town	<u>ASCC (July, Aug, Sep)</u>	Liaison	2 nd and 4 th Mondays at 7:30 pm
Town	<u>Planning Commission (Oct, Nov & Dec)</u>	Liaison	1 st and 3 rd Wednesdays at 7:30 pm
Town	<u>Bicycle, Pedestrian & Traffic Safety Committee</u>	Liaison	1 st Wednesday at 8:00 am
Town	<u>Parks & Recreation Committee</u>	Liaison	3 rd Monday at 7:30 pm
Town	<u>Springdown Master Plan (Ad-Hoc)</u>	Liaison/Chair	as announced
Town	<u>Trails and Paths Committee</u>	Liaison	2 nd Tuesday at 8:15 am, or as needed
Town	<u>Finance Committee</u>	Alt	as announced
Town	<u>Public Works</u>	Alt	as announced
Regional	<u>Airport Roundtable</u>	Rep	1 st Wed., 7 pm
Other	<u>Stanford University</u>	Liaison	as needed
County	<u>City/County JPA C/CAG</u>	Alt	2 nd Thursday, 7 pm
County	<u>Housing Endowment and Regional Trust (HEART) of San Mateo County</u>	Alt	bi-annually
County	<u>SCS/RHNA Policy Advisory Committee</u>	Liaison	as needed

Jeff Aalfs

Town	<u>ASCC (Jan, Feb, Mar)</u>	Liaison	2 nd and 4 th Mondays at 7:30 pm
Town	<u>Planning Commission (April, May, Jun)</u>	Liaison	1 st and 3 rd Wednesdays at 7:30 pm
Town	<u>Finance Committee</u>	Liaison	as announced
Town	<u>Historic Resources Committee</u>	Liaison	as announced
Town	<u>Nature and Science Committee</u>	Liaison	alternate/even months, 2 nd Thursday at 4:00 pm
Town	<u>Open Space Acquisition Advisory Committee</u>	Liaison	as announced
Town	<u>Planning Commission (April, May & June)</u>	Liaison	1 st and 3 rd Wednesdays at 7:30 pm
Town	<u>Teen Committee</u>	Liaison	as announced
Town	<u>Community Events Committee</u>	Alt	as announced
Town	<u>Conservation Committee</u>	Alt	4 th Tuesday at 7:45 pm
Town	<u>Geologic Safety Committee</u>	Alt	as announced
Town	<u>Parks & Recreation Committee</u>	Alt	3 rd Monday at 7:30 pm
Town	<u>Sustainability Committee</u>	Alt	3 rd Monday at 3:30 pm
Regional	<u>MROSD</u>	Liaison	as needed
County	<u>Los Trancos/Vista Verde</u>	Rep	as needed

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There are no written materials for this agenda item.

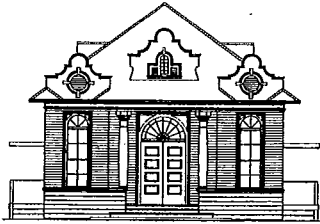
TOWN COUNCIL WEEKLY DIGEST

Friday – December 14, 2012

- ☐ 1. Agenda – Community Events Committee – Tuesday, December 18, 2012
- ☐ 2. Agenda – Parks & Recreation Committee – Notice of Cancellation - Monday, December 17, 2012
- ☐ 3. Agenda – Sustainability Committee – Notice of Cancellation - Monday, December 17, 2012
- ☐ 4. Agenda – Planning Commission – Notice of Cancellation - Wednesday, December 19, 2012
- ☐ 5. Agenda – ASCC – Action Agenda – Monday, December 10, 2012
- ☐ 6. Agenda – Planning Commission Action Agenda – Wednesday, December 5, 2012
- ☐ 7. Agenda – Town Council Action Agenda – Wednesday, December 12, 2012
- ☐ 8. Issued Building Permit Activity: November 2012
- ☐ 9. Letter from Karen Kristiansson, Principal Planner and Tom Vlastic, Town Planner re: Response to EIS for the Stanford University Habitat Conservation Plan – December 12, 2012
- ☐ 10. Email from Tom Vlastic, Town Planner to Jodie Gerhardt, Senior Planner for City of Palo Alto re: Palos Alto Temporary Use Permit for 850 Los Trancos Road – December 13, 2012
- ☐ 11. Letter from resident Andrew Brown to the Town Council re: Below Market Rate Housing – December 12, 2012
- ☐ 12. Letter from resident Joyce Shefren to the Town Council re: Affordable Housing – December 12, 2012
- ☐ 13. Email from former resident Susan Cann to the Town Council re: – Affordable Housing – December 12, 2012
- ☐ 14. Memo from Steve Padovan, Interim Planning Manager to the Town Council re: – Affordable Housing Survey – December 14, 2012
- ☐ 15. Memo from Nick Pegueros, Town Planner re: – Weekly Update – Friday, December 14, 2012

Attached Separates (Council Only)

- ☐ 1. Notice of Reorganization of the City Council of Pacifica held on December 12, 2012
- ☐ 2. Notice of Reorganization of the City Council of Millbrae held on December 12, 2012
- ☐ 3. Notice of Reorganization of the Town Council of Hillsborough held on December 10, 2012
- ☐ 4. Notice of Reorganization of the City Council of Menlo Park held on December 4, 2012
- ☐ 5. Notice of Reorganization of the City Council of Belmont held on December 11, 2012
- ☐ 6. Labor – December 2012 – Volume 74, Number 12

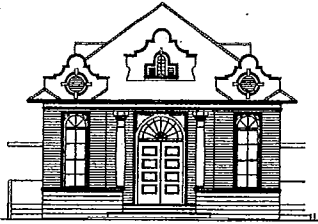


Town of Portola Valley
COMMUNITY EVENTS COMMITTEE
Tuesday, December 18, 2012 – 4:00 PM
Historic Schoolhouse
765 Portola Road
Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Roll Call
3. Open Forum / Oral Communications
4. Approval of Minutes from Meeting of October 16, 2012
5. Selection, etc., of CEC committee members for 2013
6. Discussion, Wrap-Up, etc., for Blues & BBQ – September 16th
7. Discussion, Wrap-Up, etc., for Volunteer Appreciation Party – November 30th
8. Adjourn

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



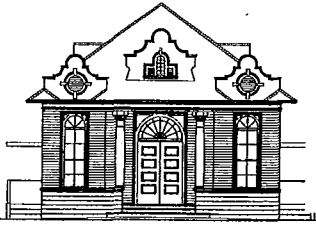
Parks & Recreation Committee
Notice of Cancellation
Monday, December 17, 2012

PARKS AND RECREATION COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, December 17, 2012

The Parks and Recreation Committee meeting regularly scheduled for Monday, December 17, 2012 has been cancelled.



Sustainability Committee
Notice of Cancellation
Monday, December 17, 2012

SUSTAINABILITY COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, December 17, 2012

The Sustainability Committee meeting regularly scheduled for Monday, December 17, 2012 has been cancelled. The next regularly scheduled meeting of the Sustainability Committee will be held on Monday, January 21, 2013.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: CheyAnne Brown, Planning Technician
DATE: December 14, 2012
RE: Cancellation of Planning Commission Meeting

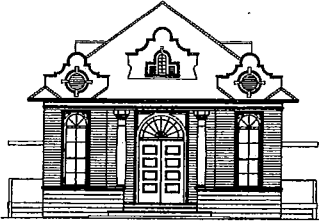
The Regular Meeting of the Planning Commission scheduled for Wednesday, December 19, 2012 and for Wednesday, January 2, 2013 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, January 16, 2013 at 7:30 p.m.

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

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

Date: December 14, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, December 10, 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

ACTION

SPECIAL FIELD MEETING*

2:00 p.m., 187 Bolivar Lane Afternoon session for preliminary review of the proposal for new residential redevelopment of a 3.1-acre Westridge Subdivision property. (ASCC review to continue at Regular Meeting)

3:00 p.m., 45 Tagus Court Afternoon session for preliminary review of plans for residential redevelopment of a 1.9-acre Alpine Hills parcel. (ASCC review to continue at Regular Meeting)

4:00 p.m., 10 Sioux Way Afternoon session for preliminary review of plans for new residential development of this 1.09-acre Arrowhead Meadows property. (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Warr **(All present. Also present: Tom Vlasic Town Planner; Carol Borck Planning Technician; Steve Padovan Interim Planning Manager; Jeff Aalfs Town Council Liaison; Leah Zaffaroni Planning Commission Liaison)**

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.

Commissioner Breen and the ASCC congratulated and thanked Commissioner Warr on his many years of service to the Town on the ASCC.

4. Old Business:
 - a. Continued Consideration - Architectural Review and Site Development Permit X9H-644, New Residence with Attached Garage and Workshop, 130 Golden Hills Drive, Rubin **ASCC supported the project team's response to comments from the 11/26/12 meeting. Project approved subject to conditions to be met to the satisfaction of a designated ASCC member prior to building permit issuance.**

5. New Business:
 - a. Preliminary Architectural Review for New Residence with Detached Guest House, Tennis Court and Related Site Improvements, and Site Development Permit X9H-646, 187 Bolivar Lane, Goldband **ASCC provided additional comments and praise for the proposal. Directed project team in submittal refinements for invasive removals, cut/fill balance, and construction staging/scheduling. Review continued to 1/14/13 meeting.**
 - b. Preliminary Architectural Review for New Residence with Detached Guest House, Swimming Pool and Related Site Improvements, and Site Development Permit X9H-647, 45 Tagus Court, Kawaja **ASCC continued discussion and provided feedback/constructive comments on project challenges. Project team encouraged to review possibilities of lowering ridge heights, removing olive trees and other invasives, and removing 2nd master balcony and west-side guest house skylight. Review continued to 1/14/13 meeting.**
 - c. Preliminary Architectural Review for New Residence with Detached Guest House, and Related Site Improvements, and Site Development Permit X9H-645, 10 Sioux Way, Clark **ASCC continued discussion and provided comments and feedback on possible site solutions. ASCC suggested consideration of moving structure back towards the hillside, protecting 2 oaks at the driveway, and adjusting the design of the master bedroom element. Review continued to 1/14/13.**
6. Approval of Minutes: November 26, 2012 **Approved as submitted (4-0-1)**
7. Adjournment: **9:16 p.m.**

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

Architectural & Site Control Commission
December 10, 2012 Agenda
Page Two

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

PUBLIC HEARINGS

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

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

Date: December 7, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
 765 Portola Road, Portola Valley, CA 94028
 Wednesday, December 5, 2012 – 7:30 p.m.
 Council Chambers (Historic Schoolhouse)

ACTION AGENDA

Call to Order, Roll Call 7:33 p.m.

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

(Also present: Tom Vlastic, Town Planner; Steve Padovan, Interim Planning Manager, Karen Kristiansson, Principal Planner; Ted Sayre, Town Geologist; Nick Pegueros, Town Manager; Ann Wengert, Town Council Liaison)

Oral Communications

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

Virginia Bacon thanked the Town for providing microphones which allows everyone in the audience to hear what is being discussed.

Regular Agenda

1. *Public Hearing:* Request for Deviation from Town Resolution 2506-2010 and Variance Request X7E-134, 169 Wayside Road, Rollefson.

Commissioner McKitterick recused himself. Town Planner Vlastic provided background on the project, responded to questions raised at past Planning Commission hearings and summarized the letters of support from surrounding neighbors. The Commission asked about the revised design and the variance request. Town Geologist Ted Sayre answered questions related to impacts to the creek and stability of the site during construction. No public comment was taken. Commissioner Zaffaroni discussed the requirements for granting a deviation and variance, indicating that the project met all the requirements. Motions by Gilbert and seconded by McIntosh to adopt the CEQA document and approved the Deviation and the Variance. Motion passed 4-0-1.

Commissioner Zaffaroni recused herself from the next item and excused herself from the meeting at 8:00 p.m.

2. *Public Hearing:* Application for amendment to Conditional Use Permit (CUP) X7D-30 for parcel merger and expansion of athletic fields with new track and artificial turf infill at 302 Portola Road, Woodside Priory School, and draft Initial Study/Mitigated Negative Declaration.

Karen Kristiansson provided background on the project and explained the public review and CEQA process. Tim Molak and SallyAnn Reiss from the Priory gave a presentation. The Commission asked questions of staff and

the applicant related to the definition of natural in the General Plan, maintenance of the artificial turf, utilities undergrounding, proximity to the public trail, disposal and replacement of artificial turf, drainage, and the retention of existing playfields. Public comment was received on the environmental document and the project. After the public hearing was closed, the Commissioners discussed the lot merger and berm removal portions of the project and provided no additional comments. Discussion continued on the CEQA document with the Commission requesting more information on maintenance, safety, recycling, disposal, replacement and drainage. The Commission also chose not to extend the 45 day time period for public comment on the CEQA document beyond January 4, 2012. Motion by Gilbert and seconded by McIntosh to continue the public hearing to the February 6, 2013 regular meeting of the Planning Commission. Motion passed 4-0-1.

Commission, Staff, Committee Reports and Recommendations

Commissioner McKitterick reported that he attended the Bicycle, Pedestrian and Traffic Safety Committee meeting and Chair Von Feldt reported on the previous Town Council meeting regarding the status of the Blue Oaks lots.

Approval of Minutes: November 7, 2012 **Approved (3-0-1-1) as corrected.**

Adjournment: **10:39 p.m.**

ASSISTANCE FOR PERSONS WITH DISABILITIES

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PUBLIC HEARINGS

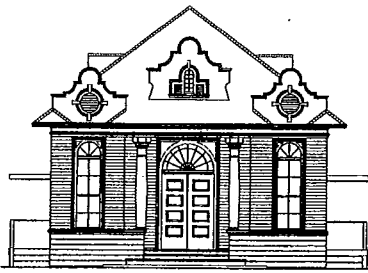
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Planning Commission Actions Agenda
December 5, 2012
Page 3

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

Date: November 30, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY

7:30 PM – Town Council Meeting

Wednesday, December 12, 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.

Laura Fanucchi with HIP Housing thanked Council for its support and delivered their annual HIP Housing calendar for 2013

Cory Wolbach introduced himself as the Towns liaison for Senator Jerry Hill

Jeremy Dennis introduced himself as the Towns liaison for Assembly Richard Gordon

REORGANIZATION OF THE TOWN COUNCIL

- (a) Election of Mayor
- (b) Election of Vice Mayor

Outgoing Mayor Derwin noted the many accomplishments of the Town for year 2012

Mayor Elect – John Richards

Vice Mayor Elect – Ann Wengert

- 1) **PRESENTATION** – Emergency Preparedness Committee Report on Emergency Broadcast AM Radio System

EPC Committee Chair, Chris Raanes, presented and demoed the Radio Broadcast System. Chris noted ease of use and how an emergency recording can easily be recorded as an mp3 file and updated as needed.

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** – Special Town Council Meeting of November 28, 2012

Approved as Amended 5-0

- (3) **Approval of Warrant List** – December 12, 2012

Approved 5-0

REGULAR AGENDA

- (4) **Report from Sustainability Coordinator** – Proposed Adoption of a Reusable Bag Ordinance for the Town of Portola Valley

- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Section 8.04.060 [Reusable Bags] to Title 8 [Health & Safety] of the Portola Valley Municipal Code (Ordinance No. __)

Approved 5-0 with Second Reading scheduled for the January 23, 2012 Council agenda

PUBLIC HEARING

- (5) **Report from Town Planner** – Public Hearing for Town Council Review of November 7, 2012 Planning Commission approval of amendments to Blue Oaks PUD X7D-137 and Lot Line Adjustment X6D-214, Lots 23-26, 3 and 5 Buck Meadow Drive

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Amendments to

Blue Oaks PUD X7D-137 and Lot Line Adjustment X6D-214 (Resolution No. 2573-2012)

Approved 5-0

- (6) **Report from Town Attorney** – Public Hearing Concerning Sale of Town-Owned Property – Blue Oaks lots
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Taking Final Action on the Sale of Town-Owned Property Located at 3 and 5 Buck Meadow Drive (Resolution No. 2574-2012)

Approved 5-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (7) **Recommendation by the Bicycle, Pedestrian & Traffic Safety Committee** – Proposed revision to Committee Charter

Mayor with Council concurrence approved BP&TS Charter Revision to reflect a new start time of 8:00 a.m.

- (8) **Report from Town Manager** – Recommendation to Consider modification to the Meeting Schedule

Council approved meeting schedule modifications to reflect; 1) Cancellation of the December 26 and January 9 regular meetings; 2) A joint Study Session of Town Council and Planning Commission to review definition of meadow preserve will take place prior to a regular meeting of the Town Council in February; and 3) A Joint Town Council and Emergency Preparedness Committee (5th Wednesday) special meeting is scheduled for January 30, 2013.

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

There are no written materials for this item.

Councilmember Aalfs – The December 10th ASCC meeting held three site visits for three new house proposals.

Councilmember Driscoll – None (Councilmember Derwin reported on Fire Wise)

Councilmember Derwin – Fire Wise meeting reported; 1) Rapid Notify System will be ready for use in January; 2) Fire Marshall, Denise Enea, reported she may be able to get a safety grant from FEMA. Councilmember Driscoll made a strong suggestion to use Spring Down property as a demo, taking down Eucalyptus trees; 3) Fire Wise class will be taught by Fire Marshall Denise Enea; 4) Emergency fuel update; 5) Fire District working on creating a new “Go Bag” with a suggestion to include a contents list on the outside of the bag; 6) Bills going out to unincorporated areas from Cal Fire.

A Sustainability Committee meeting was held on December 3rd. Steve Schmidt from Acterra will give a High Energy Home update in January. Energy rebates will continue until 2013. Next Tuesday Harvest Speaker Series in January will be on lighting and March topic will be zero energy home. Suggested a Sustainability monthly tip.

City Selection Committee will hold elections on December 14th. The MTC seat and San Mateo County Transportation Authority representing the southern cities.

Vice Mayor Wengert – The Bicycle, Pedestrian and Traffic Safety Committee discussed bike lane issue and voted 7-2 to widen shoulders of roadway and not put in bike lanes. Key locations are Alpine at Arastradero and Portola Road at the Priory. The Council will need to evaluate how to implement the recommendation due to financial constraints.

There is more civil debate happening at The Airport Roundtable meetings under the leadership of Jeff Gee, Vice Mayor of Redwood City.

Mayor Richards - None

WRITTEN COMMUNICATIONS

- (10) **Town Council Weekly Digest** - November 30, 2012

None

- (11) **Town Council Weekly Digest** - December 7, 2012

Item #13 - Town Manager reported on storm cleanup and policy issues and financial stability of the ABAG JPA.

Adjourned to Closed Session – 11:23 pm

CLOSED SESSION: No Reportable Action

(12) CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code Section 54956.8

Properties: 900 Portola Road

Town negotiators: Town Attorney and Councilmember Wengert

Negotiating parties: Geoff and Colleen Tate

Under negotiation: price and terms of payment

ADJOURNMENT: 12:10 am

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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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.

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Adjourned to Closed Session – 11:23 pm

CLOSED SESSION

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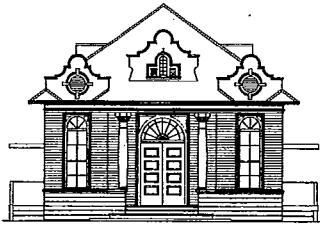
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Town of Portola Valley

Issued Building Permit Activity: November 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	1	3	953,887	4,890,987	3,065.00	21,068.00	5,390.25	17,092.21	38,160.21	11,241.86
Commercial/Other	1	1	68,032	68,032	1,505.00	1,505.00	509.44	509.44	2,014.44	160.46
Additions	5	15	915,560	2,447,125	10,257.00	24,952.91	3,597.25	11,273.41	36,226.32	20,764.19
Second Units	0	0	0	0	0.00	0.00	0.00	0.00	0.00	9,917.33
Remodels	3	14	117,200	1,315,200	1,894.50	15,758.00	327.50	6,263.88	22,021.88	29,969.02
Pools	0	0	0	0	0.00	0.00	0.00	0.00	0.00	10,263.18
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	2	0	0	0.00	574.00	0.00	0.00	574.00	300.00
Other	10	76	348,443	2,195,967	4,320.75	31,715.50	462.14	3,239.95	34,955.45	31,795.49
	20	112	2,403,122	10,922,811	21,042.25	95,725.91	10,286.58	38,466.39	134,192.30	114,592.78
Electrical	10	45	0	0	2,534.52	5,783.61	0.00	0.00	5,783.61	3,837.44
Plumbing	7	31	0	0	2,896.52	6,462.43	0.00	0.00	6,462.43	3,620.15
Mechanical	10	30	0	0	2,386.66	4,823.37	0.00	0.00	4,823.37	2,268.15
Total Permits	47	218	2,403,122	10,922,811	28,859.95	112,795.32	10,286.58	38,466.39	151,261.71	124,318.52



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Nick Pegueros, Town Manager

FROM: Karen Kristiansson, Principal Planner
Tom Vlastic, Town Planner

DATE: December 12, 2012

RE: Responses to Comments on Environmental Impact Statement (EIS) for Authorization for Incidental Take and Implementation of the Stanford University Habitat Conservation Plan

In 2010, the Portola Valley Town Council provided a letter commenting on the draft EIS for implementation of Stanford's Habitat Conservation Plan (HCP). In the response to comments document, each issue was identified and addressed, together with comments from other agencies and individuals. The document responds to each of the town's comments to the extent that is usual in a response to comments document, although not always to the extent that might be desired.

A 30-day comment period on the final EIS, including the responses to comments, is currently underway. Further comments may be submitted by December 24, 2012 for consideration by the U.S. Fish and Wildlife Service and the National Marine Fisheries Service as they make their final decision on the HCP. Although the town could provide further comments, additional responses or changes to the HCP would appear to be unlikely.

Comments and Responses

Each of the town's comments is described below, along with a summary of the response from the response to comments document and our brief analysis of the response.

The HCP needs to consider other species rather than just focusing on federally endangered species, and rare or endangered plants should be included rather than only animals.

Response: The species covered in the HCP were chosen by Stanford, in coordination with the U.S. Fish and Wildlife Service and the National Marine Fisheries Service, and

includes only species listed under the Endangered Species Act or species which could be listed in the future. Although other species are not covered, the HCP will likely benefit many other native plant and animal species. New species could be added to the HCP in the future. (See page 3-12 for more information.)

Analysis: Although not fully addressed, the response to this comment indicates that the comment was heard and considered.

More detailed plans should be included to control invasive species. Planting invasive or potentially invasive species should be avoided anywhere on Stanford lands.

Response: The HCP includes provisions for identifying, monitoring, and removing non-native plants and animals. Several measures are included to encourage native plant species and prevent the spread of non-native species. New plantings of non-native ornamental species within 75 feet of the top of any creek bank will be prohibited, and Stanford's guidelines for the rest of campus emphasize native landscaping. (See pages 3-77 and 3-78 for further discussion.)

Analysis: While not going as far as the town requested, this response indicates that Stanford is aware of the issue and working to encourage native species.

Annual reviews of the Habitat Conservation Plan should be shared with the town.

Response: The HCP includes an extensive monitoring and reporting program which requires annual reports to the U.S. Fish and Wildlife Service and the National Marine Fisheries Service, as well as five-year reports on trends in covered species populations and habitats. Mid-year reports will also be provided regarding activities associated with the conservation easement areas. (See pages 3-77 and 3-78 for further discussion.)

Analysis: In this case, Stanford will provide the reviews to the Service agencies as is required but has not volunteered to share the reviews with the town. Since these should be public documents, the town could request them from the agencies.

Water diversions from San Francisquito and Los Trancos Creeks should be limited to maintain minimum flow.

Response: The HCP includes a schedule of minimum flows which must be maintained to ensure "adequate conditions for aquatic species downstream of these water intakes." Therefore, Stanford must limit diversions from the creeks more in dry years. (See page 3-111 for more information.)

Analysis: This response appears to fully address the town's comment.

The town is pleased with the conservation easements proposed for the San Francisquito and Los Trancos Creeks; the easement should preclude any new road (or bridge) crossings of the creek).

Response: The conservation easements will be recorded to provide permanent benefits for the species covered in the HCP and their habitat. In addition, monitoring and management plans for these areas are also established by the HCP. No new permanent structures will be permitted on lands covered by the easements with a few exceptions such as research-related structures and new bridges. A non-profit land trust organization will be formed to hold the conservation easements. (See pages 3-5 to 3-6 for more information.)

Analysis: This comment is partially addressed, but specifically states that new bridges would be allowed whereas the town had suggested that bridges should not be permitted. More information on this is provided in the HCP itself, which states:

No new permanent structures may be erected on lands covered by the San Francisquito/Los Trancos Easement unless the structures are for the benefit of the Covered Species, are necessary for safety reasons, or are part of Stanford's existing water diversion system. This prohibition does not preclude maintenance and improvement of existing structures, including utilities, roads, and buildings. Structures used to study the geomorphological, hydrological, and biological characteristics of the creeks and surrounding uplands will be allowed if they provide information that contributes to the management of the Covered Species. New bridges are not precluded by the San Francisquito/Los Trancos Easement, but will require mitigation in accordance with Section 4.4 if the new bridge results in the permanent loss of habitat. (p. 113)

It appears that new bridges would be allowed under the easement provisions under certain circumstances but would need to be mitigated.

Conclusion

While the responses to the comments do not always fully implement the recommendations from the town's comments, all of the issues raised have been considered and addressed at a level that is common in this type of document. While the town could reiterate a few of the concerns that were mentioned in the original comment letter, additional responses or changes to the HCP are unlikely. Please let us know if the town would like to provide any further comments at this time.

Cc: Steve Padovan, Interim Planning Manager
Sandy Sloan/Leigh Prince, Town Attorney

Nick Pegueros

From: Tom Vlastic User <vlasic@spangleassociates.com>
Sent: Thursday, December 13, 2012 11:03 AM
To: Gerhardt, Jodie
Cc: Steve Padovan; Carol Borck; Nick Pegueros
Subject: Re: Palo Alto TUP for 850 Los Trancos Road
Attachments: 850 Portola Vineyards - approval letter.doc

Hi Jodie,

The town has reviewed this on two previous occasions and in the past the only critical issues were to ensure all neighbors including those in Portola Valley were notified, that noise and traffic are controlled and that all event activity, including parking, be contained on site. Your approval letter from last season covers the key provisions and as long as these conditions are met the four temporary concerts would be consistent with the town's expectations. As a reminder, last year there was a proposal, eventually withdrawn, for larger concerts and off site parking. The town found problems with this option and I glad that this is no longer a desire of the applicant.

Thanks for the opportunity to comment and let me know if you need any further input from the town.

Regards,
Tom Vlastic,
Town Planner

On 12/12/12 6:51 PM, "Gerhardt, Jodie" <Jodie.Gerhardt@CityofPaloAlto.org> wrote:

Mr. Vlastic,

Similar to last year, Mr. Lehmann has recently applied to the City of Palo Alto for a Temporary Use Permit to allow up to 4 summer concerts on his Portola Vineyard property located at 850 Los Trancos Road. The concert venue and all parking will be accommodated on Mr. Lehmann's private property and the permit conditions will be similar to our previous permit. As this project is on the border of our two municipalities, the City of Palo Alto would like to know if you have any questions or concerns by January 8th.

Sincerely,

Jodie Gerhardt, AICP

Senior Planner for City of Palo Alto

Phone: 650-329-2575

E-mail: jodie.gerhardt@cityofpaloalto.org <<mailto:jodie.gerhardt@cityofpaloalto.org>>

City of Palo Alto

Department of Planning and
Community Environment

April 23, 2012

Leonard Lehmann
850 Los Trancos Road
Portola Valley, CA 94028

SUBJECT: 850 Los Trancos Road; 12PLN-00040

Dear Mr. Lehmann:

I am writing to inform you of my decision on behalf of the Director of Planning and Community Environment regarding your request for approval of a Temporary Conditional Use Permit (TUP), 12PLN-00040. Your request for a series of up to four (4) outdoor concerts at 850 Los Trancos Road is hereby granted, subject to the conditions in this TUP. The approved Temporary Conditional Use Permit is based on the findings and subject to the conditions as stated below:

FINDINGS

1. The granting of the application will not be detrimental or injurious to property or improvements in the vicinity, and will not be detrimental to the public health, safety, general welfare, or convenience. The event will include only low level amplified music in an outdoor setting and the event will be limited in time and scope. All neighbors within 600 feet of the subject site have been notified in advance of the submission of the application. No comments in opposition of the proposal have been received.
2. The event will be located and conducted in a manner in accord with the Palo Alto Comprehensive Plan and the purposes of Title 18 (Zoning) of the Municipal Code.

CONDITIONS OF APPROVAL

1. The Conditional Use Permit for a Temporary Use shall be valid for up to four Sundays, between June 1, 2012 and September 20, 2012. Each concert will not begin before 1:00 p.m. or conclude after 8:00 p.m.
2. Attendance at each concert shall be limited to a maximum of 200 persons.
3. The property owner, Mr. Len Lehmann, or his designee shall be on-site during all concerts to ensure that any concerns from neighbors or Police are addressed quickly.
4. No tents or temporary structures shall be erected.

Planning
250 Hamilton Avenue
P.O. Box 10250
Palo Alto, CA 94303
O: 650.329.2441
F: 650.329.2154

Transportation
250 Hamilton Avenue
P.O. Box 10250
Palo Alto, CA 94303
O: 650.329.2520
F: 650.329.3108

Building
285 Hamilton Avenue
P.O. Box 10250
Palo Alto, CA 94303
O: 650.329.2496
F: 650.329.2240

5. The level of noise on site shall be no more than 6 dB above the local ambient at any point outside of the property plane, in conformance with the Palo Alto Municipal Code for Noise (Section 9.10). In the event the City receives a noise complaint during event hours, the Palo Alto Police Department may take noise-level readings, and the event may be terminated by the Chief of Police and/or the Watch Commander
6. All parking for the subject use shall be on-site. A minimum of three parking attendants shall be available to direct patrons to the appropriate parking locations and avoid off-site stacking of vehicles.
7. Maintain an unobstructed 20 foot wide Fire Department access roadway through both parking lot areas, as shown on the plan set.
8. Three handicap accessible parking spaces shall be provided in a location that is the shortest accessible route of travel from the parking lot area to the outdoor concert seating area.
9. In addition to the existing restrooms, a handicap accessible portable restroom in close proximity to the concert shall be provided for attendees.
10. Clear paths of travel between the parking lot, sidewalks, and the entrance shall be maintained, as well as clear access for people with disabilities.
11. Contact the Palo Alto Fire Department at 650-329-2184 to schedule a site inspection prior to the beginning of the concert series.
12. As noted in the project description, the applicant/property owner will retain a traffic consulting firm to conduct traffic and parking surveys during at least two (2) events. A summary report shall be sent to the City of Palo Alto's Transportation Division no later than 30 days after the final event.
13. The applicant shall comply with the applicable California Building and Fire Codes, as well as other state and federal regulations.

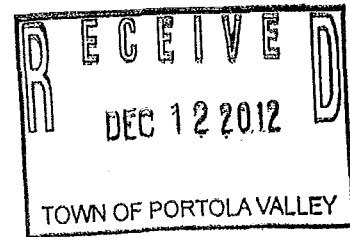
This permit is granted in accordance with and subject to the provisions of Chapter 18.42.050 of the City of Palo Alto Municipal Code. Any applicant who obtains a temporary use permit and fails to abide by its conditions is guilty of a misdemeanor. Should you have any questions regarding this determination, please do not hesitate to contact the Project Planner, Jodie Gerhardt, AICP, at (650) 329-2575.

Sincerely,

Amy French, AICP
Manager of Current Planning

cc: Karl Schneider, Palo Alto Fire Department
Pete Hazarian, Palo Alto Police Department
Rafael Rius, Palo Alto Transportation Division
Tom Vlastic, Town of Portola Valley

Dec. 12, 2012
67 Santa Maria Ave,
Portola Valley, CA
94028-7251



To the Town Council of Portola Valley:

First, I thank you for all the work, all the meetings, all the issues you voluntarily deal with.

Second, I urge you to move ahead on our legal and moral obligation to make available some below market rate housing in Portola Valley.

As a 55 year resident, and a former teacher and local Boy Scout leader, I think that such housing will increase, not decrease, the value of living in Portola Valley. Young people will learn more in our schools because they will know a greater cross section of the population. At present Portola Valley has a peculiar type of segregation, not necessarily good.

I have looked at BMR housing in Palo Alto and I saw children happily playing in yards and playgrounds. All children benefit, and adults (and housing values) go up with a broader representation of our population.

Help make these changes happen in Portola Valley and make living in this wonderful town even more desirable.

Yours very truly,

Andrew C. Browne

From: TownCenter
Sent: Wednesday, December 12, 2012 11:42 AM
To: Ann Wengert; Jeff Aalfs; John Richards; Maryann Derwin; Ted Driscoll Home
Cc: Sandy Sloan (ss@jsmf.com); Nick Pegueros
Subject: 12/12/12 - Affordable Housing

From: Joyce Shefren [<mailto:joyce.shefren@yahoo.com>]
Sent: Wednesday, December 12, 2012 10:54 AM
To: TownCenter
Subject: affordable housing

To PV Town Council:

as a resident of Valencia Court since 1984; I am writing you in support of your efforts to provide affordable housing within our town. I am completely in support of this concept and hope it finds success. I realize there is quite a bit of opposition to this effort and want you to know that our household is in complete support!

Sorry we cannot attend the meeting tonight.

Joyce Shefren

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From: Susan Cann [thecannfamily@sbcglobal.net]
Sent: Wednesday, December 12, 2012 9:34 AM
To: TownCenter
Subject: RE: Affordable Housing -Town Council Meeting, Wednesday, 7:30 PM, 12/12/2012

I'm writing to voice my support for Portola Valley's efforts to provide a modest amount of well-designed affordable housing. Our family rented in Woodside and Portola Valley for over 10 years, but when we lost our long-term rental, we had to move out of the area as we could no longer find affordable housing. Our son attended Ormondale and Corte Madera schools, from kindergarden through 8th grade, and made lifelong friends, as we "bonded" with the other parents and neighbors. We still feel connected with the community, participate in local events, and visit the library regularly. We wish we could move back "home," but on our middle class incomes, it is simply impossible.

Sincerely,

Susan and Gordon Cann
1227 Gordon Street
Redwood City, CA 94061
650.743.6261



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council
FROM: Steve Padovan, Interim Planning Manager
DATE: December 14, 2012
RE: Affordable Housing Survey

In order to obtain a better understanding of the need/demand for affordable housing in the community, staff has developed a short survey (2-3 minutes) to gather data on household size, income, where individuals live and work, and their professions. A paper copy of the survey is attached and the electronic version can be viewed at: www.surveymonkey.com/s/AffordableHousingPV

Staff has focused this initial data collection round on employers and employees in the Town. A total of 84 businesses and institutions were contacted (60 electronically and 24 by U.S. Mail) with instructions asking that the survey be distributed either in writing or electronically to all employees in the organization.

The deadline to respond to the survey is January 7, 2013. We have received 58 responses to date and will be sending out a reminder on December 21st along with a second follow-up on January 2nd. Once the survey deadline has passed, staff will compile the data and present the findings to the Council.

Attachment: Affordable Housing Survey

Survey on Interest in Affordable Housing in Portola Valley

The Town of Portola Valley is interested in providing for-sale affordable housing units for moderate income households. In order to assess the demand for these types of units, the Town has developed a short survey (2-3 minutes) and would greatly appreciate your participation. If you are interested, please complete the survey by **Monday, January 7, 2013**. *Si gusta una copia de esta encuesta en Español mandado por correo, por favor mande un correo electronico a Cindy Rodas crodas@portolavalley.net o llama a (650) 851-1700 ext. 220.*

*1. How many people live in your household?

- 1
- 2
- 3
- 4
- 5
- 6+

*2. What is your current annual household income (the combined income of all individuals in the household over 18 years of age)? **Please use the column corresponding to the number of people in your household.**

<p>One person in household</p> <ul style="list-style-type: none"> <input type="checkbox"/> Under \$23,350 <input type="checkbox"/> \$23,350 to \$38,849 <input type="checkbox"/> \$38,850 to \$62,199 <input type="checkbox"/> \$62,200 to \$72,099 <input type="checkbox"/> \$72,100 to \$86,499 <input type="checkbox"/> \$86,500 or higher 	<p>Two people in household</p> <ul style="list-style-type: none"> <input type="checkbox"/> Under \$26,650 <input type="checkbox"/> \$26,650 to \$44,399 <input type="checkbox"/> \$44,400 to \$71,049 <input type="checkbox"/> \$71,050 to \$82,399 <input type="checkbox"/> \$82,400 to \$98,899 <input type="checkbox"/> \$99,900 or higher 	<p>Three people in household</p> <ul style="list-style-type: none"> <input type="checkbox"/> Under \$30,000 <input type="checkbox"/> \$30,000 to \$49,949 <input type="checkbox"/> \$49,950 to \$79,949 <input type="checkbox"/> \$79,950 to \$92,699 <input type="checkbox"/> \$92,700 to \$111,249 <input type="checkbox"/> \$111,250 or higher
<p>Four people in household</p> <ul style="list-style-type: none"> <input type="checkbox"/> Under \$33,300 <input type="checkbox"/> \$33,300 to \$55,499 <input type="checkbox"/> \$55,500 to \$88,799 <input type="checkbox"/> \$88,800 to \$102,999 <input type="checkbox"/> \$103,000 to \$123,599 <input type="checkbox"/> \$123,600 or higher 	<p>Five people in household</p> <ul style="list-style-type: none"> <input type="checkbox"/> Under \$36,000 <input type="checkbox"/> \$36,000 to \$59,949 <input type="checkbox"/> \$59,950 to \$95,949 <input type="checkbox"/> \$95,950 to \$111,249 <input type="checkbox"/> \$111,250 to \$133,499 <input type="checkbox"/> \$133,500 or higher 	<p>Six or more people in household</p> <ul style="list-style-type: none"> <input type="checkbox"/> Under \$38,650 <input type="checkbox"/> \$38,650 to \$64,399 <input type="checkbox"/> \$64,400 to \$103,049 <input type="checkbox"/> \$103,050 to \$119,499 <input type="checkbox"/> \$119,500 to \$143,399 <input type="checkbox"/> \$143,400 or higher

*3. How many children age 17 or younger live in your household?

- 0
- 1
- 2
- 3+

*4. How long have you lived in the Bay area?

- Less than 1 year
- 1 to 5 years
- 5 to 10 years
- 10 to 20 years
- Over 20 years

*5. Where do you live?

- In Portola Valley
- Within 5 miles of Portola Valley
- 5 to 15 miles from Portola Valley
- Over 15 miles from Portola Valley

*6. Do you rent or own your current residence?

- Rent
- Own

*7. Where do you work?

- In Portola Valley
- Within 5 miles of Portola Valley
- 5 to 15 miles from Portola Valley
- Over 15 miles from Portola Valley

*8. What is your current profession?

- Education/Local Government
- Office Professional
- Retail/Restaurant
- Health Care
- Emergency Response
- Construction
- Other (please specify) _____

*9. What is your level of interest in buying a home in Portola Valley via an affordable housing program?

- Almost Certain
- Highly Likely
- Quite Possibly
- Possibly
- Definitely Not

*10. Do you have any special housing needs? Please select all that apply.

- None
- Disability Access
- Pet
- Single Story Unit
- Minimal Stairs
- Garden
- Other (please specify) _____

*11. If you are interested in participating in a panel discussion on affordable housing, please provide your name and contact information below.

Name:

Email address or phone number:

Thank you for taking the Town's Affordable Housing survey. Your answers will help us greatly.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: December 14, 2012
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended December 14, 2012.

1. **Meeting with Windmill School** – Staff met with Windmill School representatives and their architect, CJW, to discuss their plans to build a new campus on the White's property. The meeting identified a couple of options relative to broad planning issues that staff is currently reviewing and will provide feedback to Windmill prior to the end of the year.
2. **Meeting to Discuss Traffic Concerns at Corte Madera School** – Staff is meeting at 2:30 today with representatives from the school district, Steve Marra, Lt. Tim Reid, and Police Commissioner Gary Nielsen to discuss recent traffic complaints from CMS neighbors and parents.

TOWN COUNCIL WEEKLY DIGEST

Friday – December 21, 2012

- ☐ 1. Agenda – Conservation Committee – Notice of Cancellation - Tuesday, December 25, 2012
- ☐ 2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Notice of Cancellation - Wednesday, December 26, 2012
- ☐ 3. Monthly Meeting Calendar – January, 2013
- ☐ 4. Memo from Nick Pegueros, Town Planner re: – Weekly Update – Friday, December 21, 2012

Attached Separates (Council Only)

- ☐ 1. Invitation to Supervisor Elect Warren Slocum's Swearing In ceremony – Monday, January 7, 2013
- ☐ 2. Letter from Mayor Alicia Aguirre, Redwood City, seeking appointment to the MTC – December 17, 2012
- ☐ 3. Invitation to Swearing in of the Palo Alto City Council on January 7, 2013
- ☐ 4. Invitation to Swearing in of the Mayor and Vice Mayor of the Town of Atherton - Wednesday, December 19, 2012
- ☐ 5. Notice of Reorganization of the City Council of Brisbane - December 17, 2012
- ☐ 6. Comcast California – October / November 2012



Town of Portola Valley
Conservation Committee Meeting
Notice of Cancellation
Tuesday, December 25, 2012

MEETING CANCELLATION NOTICE

The regularly scheduled meeting of the Conservation Committee for Tuesday, December 25th, 2012 at 8:00 PM has been cancelled.

The next regular meeting of the Conservation Committee is scheduled for Tuesday, January 22, 2013.



TOWN OF PORTOLA VALLEY
*Bicycle, Pedestrian and Traffic Safety
Committee*
Wednesday, January 2, 2013 – 8:00 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY COMMITTEE

NOTICE OF MEETING CANCELLATION

Wednesday, January 2, 2013

The Bicycle, Pedestrian and Traffic Safety Committee regularly scheduled meeting of Wednesday, January 2, 2013 has been cancelled.

Town of Portola Valley

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

JANUARY 2013 MEETING SCHEDULE

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

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

Wednesday, January 9, 2013 - **CANCELLED**

Wednesday, January 23, 2013

Wednesday, January 30, 2013 – **SPECIAL JOINT TC / EPC**

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

Council Liaison – Ann Wengert (for months Oct, Nov & Dec)

Wednesday, January 2, 2013 - **CANCELLED**

Wednesday, January 16, 2013

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

Council Liaison – Jeff Aalfs

Monday, January 14, 2013

Monday, January 28, 2013

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

Council Liaison – Ann Wengert

Wednesday, January 2, 2013 - **CANCELLED**

Wednesday, January 9, 2013 – **SPECIAL MEETING**

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

Council Liaison – Ted Driscoll

Thursday, January 10, 2013

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

CONSERVATION COMMITTEE – 7:45 PM (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, January 22, 2013

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

Council Liaison – John Richards

Thursday, January 10, 2013 at 1:00 PM

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

Conference Room at Town Hall

Council Liaison – John Richards

Thursday, January 10, 2013

FINANCE COMMITTEE

Council Liaison – Jeff Aalfs
As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Ted Driscoll
As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

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

Council Liaison – Jeff Aalfs

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Jeff Aalfs

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

Council Liaison – Ann Wengert
Monday, January 21, 2013

PUBLIC WORKS COMMITTEE

Council Liaison – Ted Driscoll
As announced

SUSTAINABILITY COMMITTEE – 3:30 PM (Meets 3rd Monday)

Council Liaison – Maryann Derwin
Monday, January 21, 2013

TEEN COMMITTEE

Council Liaison – Jeff Aalfs
As announced

TRAILS & PATHS COMMITTEE – 8:15 AM (2nd Tuesday of each month, or as needed)

Council Liaison – Ann Wengert
Tuesday, January 8, 2013 – 8:15 AM



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
 FROM: Nick Pegueros, Town Manager
 DATE: December 21, 2012
 RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended December 21, 2012.

1. **Year-end closure** – Staff prepared for Town Hall's year-end closure which begins on Monday, 12/24 and ends on January 2nd. Sharon sent the emergency contact list and a schedule of staff members' availability to report to the office in the event of a disaster. Please let me know if you did not receive the information and I will resend them. I will be out of town beginning Saturday, 12/22 and return late on Friday, 12/28 however will be available by telephone if needed.
2. **Donation Received from Ginny and Joe Kavanaugh** – The listing agents for the Town's lots at Blue Oaks donated \$28,800 to the Town's Inclusionary Housing Fund.
3. **26 Acts of Kindness** – Staff resolved on Tuesday to honor the victims in the Newtown shooting by collectively performing the following 26 acts of kindness:
 - Donated 400 meals to Second Harvest Food Bank (www.shfb.org)
 - Donated \$50 to the Rocky Ridge animal shelter (www.rockyridge.com)
 - Added "litter pickup" to neighborhood dog walks
 - Smiled and said hello to all passersby when walking downtown and in neighborhood
 - Bought coffee for the five people in line behind me at Peet's
 - Delivered orchid to acquaintance with severe depression
 - Gave sleeping pad to homeless man
 - Left generous tip at restaurant
 - Sent card to niece, who is a teacher, letting her know how proud I am of her for her career choice
 - Tipped 100% at restaurant
 - Let the person go ahead of me at the grocery store
 - Paid bridge toll for the person behind me
 - Made and delivered a basket of treats to my son's school for school staff
 - Donated to hospice
 - Escorted lost woman to Christ Church for recital

Memo to Mayor and Members of the Council

Page 2 of 2

December 21, 2012

- Thanked those who volunteer their precious time to make this world a better place
- Said thank you to my supportive partner
- Gave man who picks up litter every day in my neighborhood a card with cash
- Gave extra tip to baristas
- Put money in bagpiper's hat who was playing music at Union Square
- Topped off expired parking meters
- Donated to the Meadowlark Retreat which provides grief support to parents who have suddenly lost a child
- Held the door open for an elderly man
- Paid grocery bill for two families at Chavez Market
- Made a micro-loan to a group of women in Paraguay through www.kiva.org
- Gifted a flock of chicks at Heifer International <http://www.heifer.org/give>

On behalf of the Town staff, I would like to wish the Town Council a very happy and safe holiday and New Year.

TOWN COUNCIL WEEKLY DIGEST

Friday – January 4, 2013

-
- ☐ 1. Agenda – Trails & Paths Committee – Tuesday, January 8, 2013
 - ☐ 2. Agenda (Special Meeting) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, January 9, 2013
 - ☐ 3. Agenda – Emergency Preparedness Committee – Thursday, January 10, 2013
 - ☐ 4. Agenda – Cable & Undergrounding Committee – Thursday, January 10, 2013
 - ☐ 5. Agenda – Cultural Arts Committee – Thursday, January 10, 2013
 - ☐ 6. Issued Building Permit Activity: December 2012
 - ☐ 7. Notice of Town Hall Closure – Martin Luther King Jr. Day – Monday, January 21, 2013
 - ☐ 8. Memo from Nick Pegueros, Town Planner re: – Weekly Update – Friday, January 4, 2012

Attached Separates (Council Only)

- ☐ 1. Letter from Rebecca Romero, Secretary to the San Mateo County City Selection Committee – MTC appointment continued to January 25, 2013 meeting
- ☐ 2. Email from Rebecca Romero, Secretary to the San Mateo County City Selection Committee – Letters of Interest for the MTC Seat – Thursday, January 3, 2013
- ☐ 3. Letter from Gina Papan requesting support for MTC appointment – November 27, 2012
- ☐ 4. Letter from Philippe Cohen, PhD., Executive Director, Jasper Ridge Biological Preserve – 2012 Annual Report
- ☐ 5. Notice of Reorganization of the Town Council of Woodside - December 11, 2012
- ☐ 6. Notice of Reorganization of the City Council of San Bruno - December 11, 2012
- ☐ 7. Invitation from Planned Parenthood – “We’re Here” – Thursday, March 7, 2013
- ☐ 8. Invitation to the San Mateo County/Silicon Valley – 2013 Annual Meeting and Awards Ceremony – Wednesday, January 30, 2013
- ☐ 9. HEART – Requested Support for First-time Homebuyer Program for Public Employees – December 7, 2012
- ☐ 10. Letter from Nicole Pasini, Portola Valley Library Manager – Congratulations from the San Mateo County Library Services for newly appointed Mayor of Portola Valley, John Richards – December 27, 2012
- ☐ 11. Letter from Bob Grassilli, C/CAG Chair re: Vacancies on Congestion Management and environmental Quality Committee (CMEQ) and Legislative Committee – December 26, 2012
- ☐ 12. Service Matters – January/February 2013 Issue No. 122
- ☐ 13. Local Government Commission – Invitation to Building Livable Communities Conference – March 15,-17, 2013



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, January 8, 2013 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from December 11, 2012
4. Financial Review
5. Old Business
 - a) Volunteer Event and/or Community Hike
 - b) Plantings along Dwight Crowder Trail
 - c) Discussion of Proposal for Signage Along Portola Road Trail at Priory
6. New Business
 - a) Trail Work December 2012
 - b) Applicant for Vacant Position – Terry Lee
 - c) Selection of Committee Officers for 2013
 - d) Bicycle traffic on Portola Road trail north of town center
7. Other Business
8. Adjournment

Enclosures:

Minutes from Regular Meeting of December 11, 2012
 Financial Review
 Application for Terry Lee
 Trail work and map – December 2012

→ **The Financial Review and Trail work and map for December 2012 were not available at time of packet distribution. They will be distributed electronically to all members on Monday, 1/7/13.**



TOWN OF PORTOLA VALLEY
Special Bicycle, Pedestrian and Traffic
Safety Committee
Wednesday, January 9, 2013 – 8:00 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Roll Call
3. Oral Communications
4. Approve Minutes from December meeting
5. CMS/Alpine intersection status: Steve
6. Candidates for BPTS openings: Shandon
7. PV Ranch restriping: Steve
8. Alpine/Golden Oak crosswalk: Leslie
9. Bike lane recommendation follow up – interest in piloting 2 classes? Leslie
10. Review Traffic Reports: September, October and November 2012
11. Adjournment



TOWN OF PORTOLA VALLEY

Meeting of the

Emergency Preparedness Committee

Thursday, January 10, 2013 - 8:00 AM

EOC / Town Hall Conference Room

765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of November and December meetings (minutes were unavailable at time of packet distribution and will be handed out at the meeting)
4. Review Emergency Broadcast (AM) Radio status
5. Review Secondary EOC status
6. Discussion of 1/30/13 joint meeting with the Town Council
7. Discussion of Medical Corps
8. Subcommittee reports
9. Review of Goals for 2013
10. Other business
11. Adjourn promptly at 9 AM



TOWN OF PORTOLA VALLEY
Cable & Undergrounding Committee
Thursday, January 10, 2013 – 8:15 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Minutes: Approval of November 2012 minutes
3. Communications from Members of the Public
4. Old Business
 - Town Council Resolution. Howard Young will discuss the latest version of the Town Council resolution to establish the undergrounding district, which had to be delayed to a January Council meeting
 - Samcat
5. New Business
 - Discuss committee charter
 - Measurable committee objectives for 2013
 - Discuss neighbor contact for the resolution
6. Adjournment:

Next meeting on Thursday, March 14, 2013 at 8:15 am

5



TOWN OF PORTOLA VALLEY
Cultural Arts Committee
Thursday, January 10, 2013 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of November minutes
4. Old Business:
 - Holiday Faire debrief
 - Quilt project update
 - Tile project update
 - Art Show at the Priory
 - Jasper Ridge photo exhibit project update
 - Increase size of our committee status
 - AC Outlet project status
 - Science Committee sharing expenses discussion
5. New Business:
6. Adjournment

Town of Portola Valley

Issued Building Permit Activity: December 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	1	4	909,000	5,799,987	3,065.00	24,133.00	5,176.50	22,268.71	46,401.71	11,241.86
Commercial/Other	0	1	0	68,032	0.00	1,505.00	0.00	509.44	2,014.44	160.46
Additions	3	18	381,000	2,828,125	5,377.00	30,329.91	3,738.50	15,011.91	45,341.82	21,459.75
Second Units	0	0	0	0	0.00	0.00	0.00	0.00	0.00	9,917.33
Remodels	3	17	109,793	1,424,993	2,355.00	18,113.00	240.00	6,503.88	24,616.88	30,864.56
Pools	0	0	0	0	0.00	0.00	0.00	0.00	0.00	10,263.18
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	665.11
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	1	3	0	0	240.00	814.00	44.00	44.00	858.00	300.00
Other	6	82	160,188	2,356,155	1,353.00	33,068.50	447.00	3,686.95	36,755.45	35,311.66
	14	126	1,559,981	12,482,792	12,390.00	108,115.91	9,646.00	48,112.39	156,228.30	120,183.91
Electrical	12	57	0	0	2,806.20	8,589.81	0.00	0.00	8,589.81	3,957.64
Plumbing	10	41	0	0	3,016.20	9,478.63	0.00	0.00	9,478.63	3,736.15
Mechanical	5	35	0	0	2,082.20	6,905.57	0.00	0.00	6,905.57	2,333.15
Total Permits	41	259	1,559,981	12,482,792	20,294.60	133,089.92	9,646.00	48,112.39	181,202.31	130,210.85

6

PORTOLA VALLEY TOWN HALL



WILL BE CLOSED

**Monday,
January 21, 2013**

**In observance of Martin Luther
King Jr. Day**

In Case of Emergency: Sheriff's Office: 911



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: January 4, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended January 4, 2013.

1. **December 23rd Storm** – To the best of our knowledge the only significant impact of the storm, as discussed in the attached email, was damage to a short stretch of upper Alpine Rd where the Razorback trail intersects the road. The damage has been inspected by staff and does not appear to present an immediate safety threat but an estimated \$300,000 repair is necessary to protect Alpine Road.

The cleanup effort resulting from this storm is estimated to cost approximately \$6,000 which will put us at 90% of our adopted budget for storm cleanup.

Nick Pegueros

From: Nick Pegueros
Sent: Thursday, January 03, 2013 5:07 PM
To: John Richards (JRichards@portolavalley.net); Ann Wengert (AWengert@portolavalley.net); Jeff Aalfs (JAalfs@portolavalley.net); Maryann Derwin (mderwin@portolavalley.net); Ted Driscoll (tdriscoll@portolavalley.net)
Cc: Howard Young; Sharon Hanlon
Subject: FW: Landslip on upper Alpine

Importance: High

I would like to advise the Council that the County of San Mateo County Manager/Director of Emergency Services John Maltbie requested that the Governor declare the 12/23 storm event an emergency. If declared an emergency, the County would have access to State financial assistance for storm related damage. When the County requested reports of damage and cost estimates for a repair, staff reported the incident below. The incident was listed in the County's resolution to the Governor.

Per the PV Forum post which staff picked up yesterday upon return to the office, there is large crack in the ground between the road and creek on upper Alpine. Town staff and the geologist inspected the damage this morning and have determined that the crack does not pose an immediate safety threat but will require a repair to prevent damage to Alpine Rd. As such, Howard reported the incident to the County with a repair estimate of \$300,000. It is unclear at this time if the damage will be eligible for State assistance should monies be made available.

You may receive calls regarding this matter or the County's request to the Governor. It's important to note that:

1. There is no immediate threat to life/safety/property
2. Town staff is monitoring the damage and will pay close attention to the area in the event of another storm
3. Repairs are estimated to cost \$300,000

Please let me know if you have any questions.

Happy New Year!

Nick

From: PVForum@yahoogroups.com [mailto:PVForum@yahoogroups.com] **On Behalf Of** Andy Belk
Sent: Monday, December 24, 2012 1:56 PM
To: PVForum Residents
Subject: [PVForum] Landslip on upper Alpine

All,

There was a landslip sometime yesterday or last night on Alpine that makes it tricky to drive a car up. It's below the start of the Razorback trail but above where the Windy Hill trails start (Willowbrook).

In addition it looks like the earth has moved on the creek side and there's now a large crack in the ground between the road and the creek. If you are driving up Alpine you should take it extra carefully - it looks to me like major earthworks will be required to shore up the road (but I will leave that to the experts to decide).

Andy

Andy Raising money for the battle against Leukemia and Lymphoma
andy.belk@gmail.com Sponsor me for my Team in Training Triathlon !

<http://pages.teamintraining.org/sj/wildtri13/abelk5>

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

RECENT ACTIVITY:

- **New Members 3**
- **New Photos 12**
- **New Files 1**

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TOWN COUNCIL WEEKLY DIGEST

Friday – January 11, 2013

-
- ☐ 1. Agenda – ASCC – Monday, January 14, 2013
 - ☐ 2. Agenda (Special Meeting) – Parks & Recreation Committee – Monday, January 14, 2013
 - ☐ 3. Agenda – Planning Commission – Wednesday, January 16, 2013
 - ☐ 4. Monthly Financial Summary – December 2012
 - ☐ 5. Public Hearing Notice: Improvements to Alpine Road Scenic Corridor – Utility Undergrounding Update and Revision, January 8, 2013
 - ☐ 6. Letter from resident Marilyn Walters to the Town Council – Bicycles on Alpine & Portola Roads – January 8, 2013
 - ☐ 7. Memo from Nick Pegueros, Town Planner re: – Weekly Update – Friday, January 11, 2012

Attached Separates (Council Only)

- ☐ 1. Memo from Rebecca Romero, Secretary to the San Mateo County City Selection Committee – Status of Vacant Seats for Retired SMC Councilmember Richardson – January 10, 2013
- ☐ 2. Letter from Alicia Aguirre, Mayor of Redwood City, requesting support for appointment to Metropolitan Transportation Commission – January 7, 2013
- ☐ 3. Letter from Helen Fisicaro, Councilmember with Town of Colma, requesting support for appointment to be North County representative to SMC Transportation Authority – January 9, 2013
- ☐ 4. Quarterly Crime Activity Report (July-September 2012) – San Mateo County Sheriff's Office
- ☐ 5. "Connections – California Healthy Cities and Communities" – Vol. 24, No. 1
- ☐ 6. "Western City" – League of California Cities, January 2013
- ☐ 7. "Labor" – January 2013



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, January 14, 2013
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*

3:00 p.m., 10 Sioux Way Afternoon session for continued review of plans for new residential development of this 1.09-acre Arrowhead Meadows property. (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Breen, Clark, Hughes, Koch, Ross
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 Consideration – Request for Amendment to Conditional Use Permit (CUP) X7D-30, Parcel Merger, Field Expansion, and Artificial Turf, 302 Portola Road, The Priory School
 - b. Continued Consideration – Architectural Review for New Residence with Detached Guest House, Tennis Court and related Site Improvements, and Site Development Permit X9H-646, 187 Bolivar Lane, Goldband
 - c. Continued Consideration – Architectural Review for New Residence with Detached Guest House, Swimming Pool and related Site Improvements, and Site Development Permit X9H-647, 45 Tagus Court, Kawaja
 - d. Continued Consideration – Architectural Review for New Residence with Detached Guest House, and related Site Improvements, and Site Development Permit X9H-645, 10 Sioux Way, Clark
5. New Business:
 - a. Review for Conformity to Provisions of Conditional Use Permit X7D-156, “Jelich Ranch,” Addition/Remodel and Barn Remodel, 683 Portola Road, White
6. Approval of Minutes: December 10, 2012
7. Adjournment:

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: January 11, 2013

CheyAnne Brown
Planning Technician



Town of Portola Valley
Special Parks & Recreation Committee Meeting
Monday, January 14, 2013 – 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: October 15, 2012 (*5 minutes*) (*minutes were unavailable at time of packet distribution and will be handed out at the meeting*)
4. Reports from Staff and Council (*5 minutes*)
5. Ford Field Renovation Update (*30 minutes*)
6. Discussion of possible Dog park locations (*30 minutes*)
7. Confirmation of Committee membership and roles (*15 minutes*)
8. Adjournment

Next meeting: March 18, 2013



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, January 16, 2013 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

Commissioners Gilbert, McIntosh, McKitterick, Targ, Chairperson Von Feldt

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. Zoning Ordinance Reorganization Update: Residential Districts and Uses

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: December 5, 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

Planning Commission Agenda
January 16, 2013
Page Two

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: January 11, 2013

CheyAnne Brown
Planning Technician



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: December 2012

C A S H	Bank of America	\$	3,415,939.73
	Local Agency Investment Fund (0.326%)	\$	6,501,803.59
	Total Cash	\$	9,917,743.32
<hr/>			
F U N D S	05 General Fund	\$	2,272,956.10
	08 Grants	\$	22,323.09
	10 Safety Tax	\$	13,505.28
	15 Open Space	\$	3,395,361.73
	20 Gas Tax	\$	28,359.32
	22 Measure M	\$	(293.47)
	25 Library Fund	\$	484,290.12
	30 Public Safety/COPS	\$	(73,864.29)
	40 Park in Lieu	\$	6,231.62
	45 Inclusion In Lieu	\$	2,820,137.41
	60 Measure A	\$	98,430.35
	65 Road Fees	\$	138,623.99
	75 Crescent M.D.	\$	94,304.67
	80 PVR M.D.	\$	13,972.72
	85 Wayside I M.D.	\$	5,728.80
	86 Wayside II M.D.	\$	(77,170.54)
	90 Woodside Highlands M.D.	\$	154,543.59
95 Arrowhead Mdws M.D.	\$	(1,799.67)	
96 Customer Deposits	\$	522,102.50	
	Total Fund Balance	\$	9,917,743.32
<hr/>			
A C T I V I T Y R E C A	Beginning Cash Balance:	\$	6,619,553.35
	Revenues for Month:	\$	3,557,724.78
	Total Revenues for Month:	\$	3,557,724.78
	Warrant List 12/12/12	\$	(188,120.87)
	Warrant List 12/26/12	\$	-
	Payroll	\$	(90,027.84)
	Total Expenses for Month:	\$	(278,148.71)
	Total JE's and Void Checks:	\$	18,613.90
	Ending Cash Balance	\$	9,917,743.32

FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund:	61.03%
<i>Adopted Town Policy is 60%</i>	
Days of Running Liquidity of Spendable General Fund:	223
<i>GASB recommends no less than 90 days</i>	

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

TOWN of PORTOLA VALLEY

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

January 8, 2013

**Re: Public Hearing Notice
Improvements to Alpine Road Scenic Corridor - Utility Undergrounding Update and Revision**

Dear Property Owner / Resident,

In July 2010, the Town notified property owners that the Town was considering a project to remove the overhead utilities along sections of Alpine Road and replace them with underground utilities. The project would be an improvement to the Alpine Road scenic corridor. At that time, tentative project sections along Alpine Road from Nathorst Avenue to the Town limits at Ladera were considered and a resolution was passed in order to begin the planning process with PG&E.

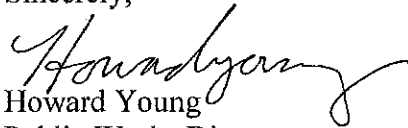
Since that time, more project refining has progressed with PG&E and the Towns Cable and Utility Undergrounding Committee. This has resulted in a more defined project scope and area along Alpine Road that reflects the amount of funds available at PG&E for the project. PG&E requires that the Town adopt a revised resolution reflecting the more defined project area on **Alpine Road between Nathorst Avenue and Hillbrook Drive (see enclosed map).**

The Town Council will hold a Public Hearing to consider this revision and reestablish the underground utility district on Alpine Road at its regular meeting scheduled at **7:30 P.M. on Wednesday, January 23, 2013 at the Historic School House at 765 Portola Road**, at which time and place all interested parties may appear and be heard. The full text of the Notice of Public Hearing is included on the back of this notice.

PG&E has provided the Town with a very preliminary schedule for the project. Tentatively, the design of the project is scheduled to occur in 2013 with construction scheduled to begin in 2016. Additional information will be made available on the Towns website at www.portolavalley.net in the Public Works section. In addition, the Town's Cable and Utilities Undergrounding Committee publicly meets on alternate odd numbered months on the 2nd Thursday at 8:15am in the Historical School House.

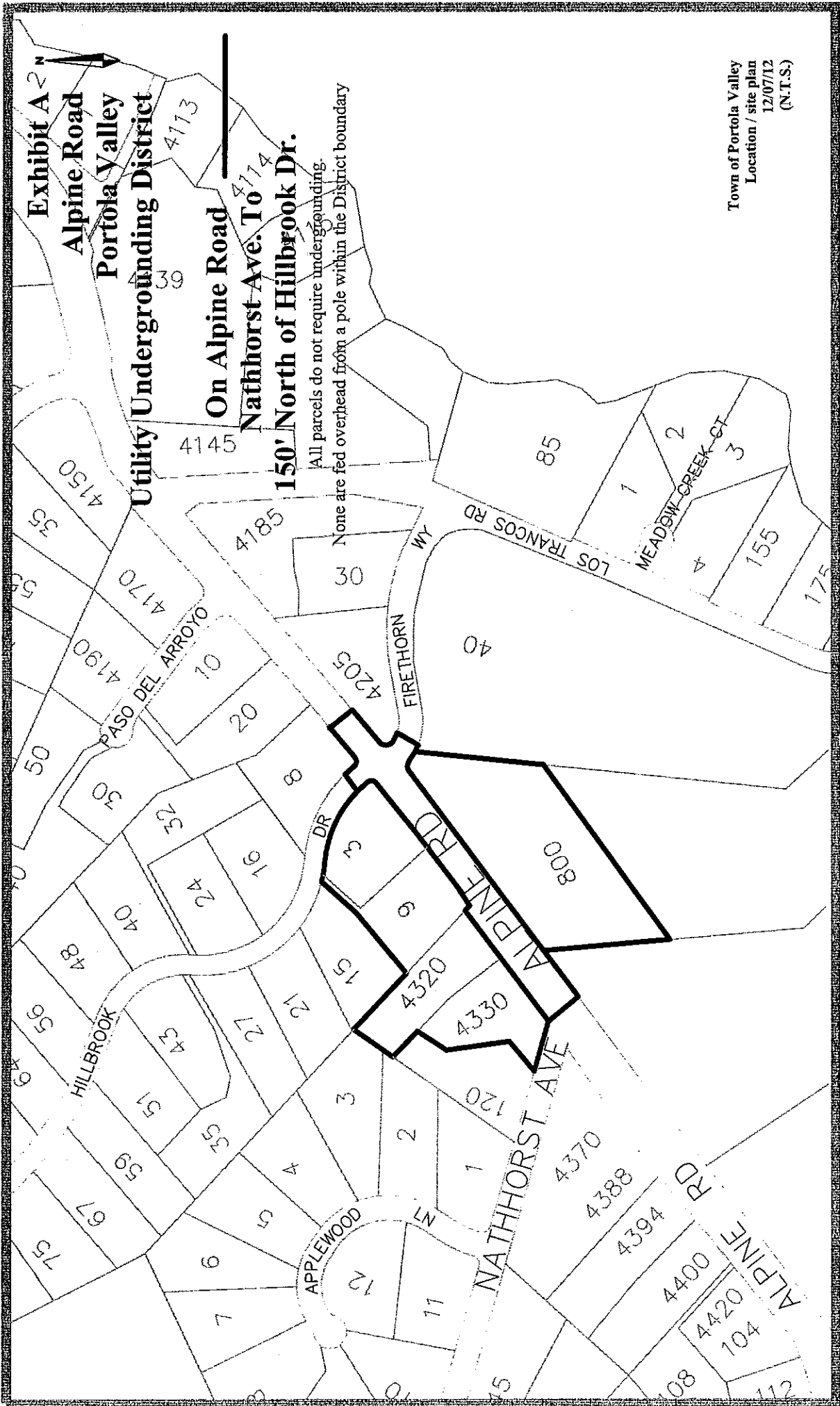
While this project is proposed to benefit public interests for residences and businesses on Alpine Road, it may also have potential impacts, such as short-term interruptions of service and depending on Council's decision, potential cost to those property owners with overhead utility connections from Alpine Road between Nathorst Avenue and Hillbrook Drive for reconnecting utility services. If you have any questions please call me at 851-1700 x 214 or email at hyoung@portolavalley.net.

Sincerely,



Howard Young
Public Works Director

Attachments: Exhibit A - General vicinity map
cc: Cable and Utility Undergrounding Committee





TOWN OF PORTOLA VALLEY

NOTICE OF A PUBLIC HEARING TO REVISE AND REESTABLISHING AN UNDERGROUND UTILITY DISTRICT ON ALPINE ROAD

NOTICE IS HEREBY GIVEN, that the Town Council of the Town of Portola Valley will hold a public hearing to Revise and Reestablish an Underground Utility District on Alpine Road from Nathhorst Avenue to 150 feet North of Hillbrook Drive, Wednesday, January 23, 2013 at 7:30 p.m., in the Historic Schoolhouse, 765 Portola Road, Portola Valley, California.

Comments may be submitted in writing prior to the Town Council meeting or presented at the meeting. All interested persons are invited to appear before the Town Council at the time and place herein above mentioned.

A map of the proposed area to be converted to underground is available for viewing on the Town website at www.portolavalley.net as well as copies are available between 8:30 a.m. – 1:00 p.m.; 3:00 p.m. – 5:00 p.m. at Portola Valley Town Hall, 765 Portola Road, Portola Valley, California and, via mail by contacting Sharon Hanlon, Town Clerk at 650-851-1700 ext. 210.

Dated: January 8, 2013

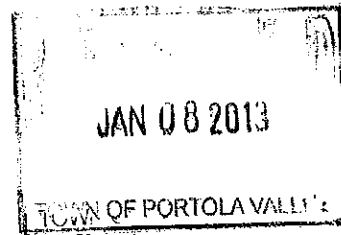
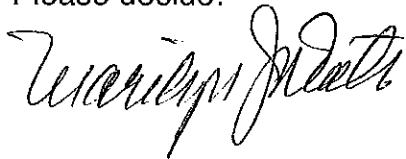
To: Portola Valley Town Council ✓
To: Portola Valley Traffic Committee
To: Bicycle Committee
From: Marilyn Walter
Subject: Bicycles on Alpine & Portola Road
Date: January 8, 2013

We have all noticed a dramatic increase in bicycle traffic along Alpine & Portola Roads, with bicyclist often riding side by side, and we have even passed THREE bicyclists riding in tandem. Often a driver is forced over the yellow line to avoid these bicyclists, with the potential of having a head-on collision with oncoming traffic!

According to the DMV's "California Driver Handbook", page 61: Bicyclists "should ride single file on a busy or narrow street."

Please enforce single bicycle riding, or at the very least post signs to the effect that only single lane riding is allowed in Portola Valley. I spoke to the police at the corner of Alpine and Portola, and he said that only the Town of Portola Valley can decide this issue.

Please decide!





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: January 11, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended January 11, 2013.

1. **Upper Alpine Road Damage from December 23rd Storm** – Staff continues to monitor the damage to Upper Alpine Road caused by the December 23rd storm event. Thus far we have recorded an increase in the crack of 1-inch. We are closely monitoring the situation to ensure that the crack does not pose a safety threat. We have not received official word on the status of our request for State aid to repair the damage which is estimated at \$300,000.
2. **Affordable Housing Survey** – The affordable housing survey that was sent to businesses in town for distribution to their employee closed this week with 106 responses. Staff is compiling the results and will provide a report to the Council at the earliest possible opportunity. Preliminary review of the results indicate that the vast majority of respondents report household incomes below the maximum income allowed to qualify for moderate income housing under current income limits set by the County of San Mateo.
3. **Go-Bags for the Special Meeting on January 30th** – The EPC has requested that the Council bring their Go-Bags to the special meeting at the end of this month. If you do not have or cannot locate your Town provided Go-Bag, please let me know and we'll work to prepare one for you in advance of the meeting.
4. **Proceeds from Blue Oaks and Return of Deposit for 900 Portola Road** – Net proceeds from the sale of Blue Oaks of \$2,761,296.08 were received in the Town's checking account on December 24th. An additional donation of \$28,800 from the

Memo to Mayor and Members of the Council

Page 2 of 2

January 11, 2013

Kavanaugh's (per the terms of their listing agreement) was received by the Town on December 21st. The total of \$2,790,096 has been deposited to the Town's Inclusionary Housing Fund. Additionally, the \$100,000 deposit to escrow for the purchase of 900 Portola Road has been returned to the Town following the expiration of the purchase and sale agreement for the site.

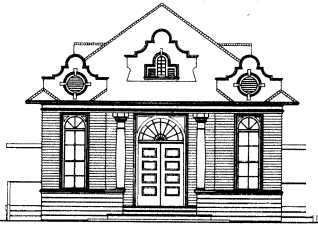
TOWN COUNCIL WEEKLY DIGEST

Friday – January 18, 2013

- ☐ 1. Agenda – Sustainability Committee – Notice of Cancellation – Monday, January 21, 2013
- ☐ 2. Agenda – Parks & Recreation Committee – Notice of Cancellation - Monday, January 21, 2013
- ☐ 3. Agenda – Conservation Committee – Tuesday, January 22, 2013
- ☐ 4. Action Agenda – Planning Commission – Wednesday, January 16, 2013
- ☐ 5. Memo from Nick Pegueros, Town Manager re: – Weekly Update – Friday, January 18, 2012

Attached Separates (Council Only)

- ☐ 1. Invitation to Council of Cities Dinner Meeting – Friday, January 25, 2013
- ☐ 2. City Selection Committee Agenda packet – Friday, January 25, 2013
- ☐ 3. Letter from Jerry Deal, Councilmember with City of Burlingame, requesting support for the vacant seat on the MTC – January 15, 2013
- ☐ 4. Letter from Gina Papan, Mayor for City of Millbrae, requesting support for the vacant seat on the MTC – January 16, 2013
- ☐ 5. Letter from Richard Garbarino, Councilmember with City of South San Francisco, requesting support for the vacant seat on the LAFCo – January 10, 2013
- ☐ 6. San Mateo County Mosquito and Vector Control Report – November / December 2012



Sustainability Committee
Notice of Cancellation
Monday, January 21, 2013

SUSTAINABILITY COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, January 21, 2013

The Sustainability Committee meeting regularly scheduled for Monday, January 21, 2013 has been cancelled due to the Martin Luther King, Jr. holiday. A special meeting of the Sustainability Committee will be held on Monday, February 4, 2013 at 3:30 p.m.



Parks & Recreation Committee
Notice of Cancellation
Monday, January 21, 2013

PARKS AND RECREATION COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, January 21, 2013

Due to Martin Luther King Jr. Day the Parks and Recreation Committee meeting regularly scheduled for Monday, January 21, 2013 has been cancelled.



TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, January 22, 2013 - 7:45 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - November 27, 2012
4. A. Site Permits
NEW - None

REVISED - None

B. Tree Permits - None
5. Old Business
 - A. Committee Plan for 2013
 - B. Native Plant Garden - DeStaebler
 - C. Backyard Habitat - DeStaebler
 - D. Redwood Guidelines - JM
 - E. Tip of the month - Plunder
 - F. Weeding checklist / creek maintenance calendar
 - G. Final native plant lists for Town website and ASCC - recommended, discouraged, invasive
 - H. Site report boilerplate - planting in right of way
 - I. Prepare for Broom Pull in the spring
6. New Business
 - A. Weed Eradication workshop?
7. Action Plan
8. Announcements
9. Adjournment



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
 765 Portola Road, Portola Valley, CA 94028
 Wednesday, January 16, 2013 – 7:30 p.m.
 Council Chambers (Historic Schoolhouse)

Digest 1/18/13
 #4

ACTION AGENDA

Call to Order, Roll Call 7:34 p.m.

Commissioners Gilbert, McIntosh, McKitterick, Targ and Chairperson Von Feldt present.

(Also present: Tom Vlastic, Town Planner; Steve Padovan, Interim Planning Manager, Karen Kristiansson, Principal Planner; Ted Driscoll, Town Council Liaison)

Oral Communications

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

Tom Vlastic stated that the public hearing on an amendment to the Conditional Use Permit for the Priory will not occur at the February 6th regular meeting of the Planning Commission and that it will likely be continued to the February 20th meeting. Three Commissioners stated that they would not be available on February 20th. An option of an alternative special hearing during the last week of February was discussed.

Regular Agenda

1. Zoning Ordinance Reorganization Update: Residential Districts and Uses

Tom Vlastic suggested that the Planning Commission form a subcommittee of two members to review the more detailed and complicated portions of the zoning code reorganization which would then be brought to the entire Commission. The Commission voted unanimously in favor of the idea and Commissioners Gilbert and McKitterick agreed to be on the subcommittee.

Karen Kristiansson provided background on the reorganization proposal and explained the process through which each chapter of the Zoning Code will be reviewed. Several chapters of the code will be reviewed at a time to keep the task manageable. The Commission then proceeded to review reorganized Chapters 18.10 through 18.16 and offered comments.

Chair Von Feldt recused herself at 8:50 p.m. from the discussion related to agriculture products and selected Commissioner McKitterick as chair.

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

Approval of Minutes: December 5, 2012 **Approved (3-0-1-1) as corrected.**

Adjournment: **9:32 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: January 11, 2013

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: January 18, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended January 18, 2013.

1. **Upper Alpine Road Damage from December 23rd Storm** – Staff continues to monitor the damage to Upper Alpine Road caused by the December 23rd storm event. There has been no measurable widening of the crack over the past week. Staff was informed this week that the Cal-EMA continues to consider our application for State aid to make the necessary repairs to Upper Alpine. Cal-EMA requested additional documentation relating to the damage and staff has promptly responded.
2. **Traffic Counters on Portola and Alpine Roads** – You may have seen traffic counters on Portola and Alpine Roads over the past two weeks. The counters are necessary to collect data that allow staff to better understand traffic flow on the major roadways in Town. They will be removed shortly and any significant changes in traffic patterns will be reported to the Town Council.
3. **Risk Management Consultant On-Site** – ABAG-PLAN, the Town's liability insurer, conducted its annual risk management visit of the Town this week. As part of ABAG-PLAN's effort to educate its members and encourage best risk management practices, all members receive a visit from ABAG's consultant to assess and provide guidance on risk management specific to each member agency. The consultant's overall assessment of the Town's practices is positive and those recommendations received will be implemented.
4. **Reminder - Go-Bags for the Special Meeting on January 30th.**