



TOWN OF PORTOLA VALLEY

7:30 PM – Town Council Meeting

Wednesday, March 13, 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** – Oral Report from Carol Borck, Assistant Planner, with an update on the Town's Green Building Ordinance – Point and Material Trends (3)

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 February 13, 2013 (4)
- (3) **Ratification of Warrant List** – February 27, 2013 (20)
- (4) **Approval of Warrant List** – March 13, 2013 (30)
- (5) **Appointment by Mayor** – Request for appointment of members to the Bicycle, Pedestrian & Traffic Safety Committee
- (6) **Appointment by Mayor** – Request for appointment of members to the Trails & Paths Committee (39)
- (7) **Recommendation by Administrative Services Manager** – Rejecting the Claim of Ron Wilson (42)
- (a) Resolution of the Town Council of the Town of Portola Valley Approving Directing the Return of the Claim of Ron Wilson (Resolution No. __) (45)

REGULAR AGENDA

- (8) **Recommendation by Public Works Director** – Approval of Plans and Specifications for Ford Field (57)
- Renovation Project #2011-PW02B
- (a) Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the Ford Field Renovation Project #2011-PW02B (Resolution No. __)
- (9) **Recommendation by Public Works Director** – FY 2012/2013 Annual Street Resurfacing Project (63)
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2012/2013 Street Resurfacing Project No. 2012-PW01 (Resolution No. __)
- (10) **Recommendation by Sustainability and Special Projects Manager** – Proposed revisions to the Town Public Events Signage/Banner Policy (67)
- (11) **Recommendation by Administrative Services Manager** – Proposed revisions to Town Website Policy (71)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (12) **Requested Assignment of Town Representative** - to newly formed Housing Element Issues Committee by Assemblyman Gordon (76)
- (13) **Reports from Commission and Committee Liaisons** (78)
- There are no written materials for this item.*

WRITTEN COMMUNICATIONS

- (14) **Town Council Weekly Digest** – February 15, 2013 (79)
- (15) **Town Council Weekly Digest** – February 22, 2013 (89)
- (16) **Town Council Weekly Digest** – March 1, 2013 (98)
- (17) **Town Council Weekly Digest** – March 8, 2013 (119)

ADJOURN TO CLOSED SESSION

(18) **CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION**

Government Code Section 54956.9

Initiation of litigation (one case)

Facts and Circumstances: Illegal removal of significant trees – 18 Redberry Ridge

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

#1

There are no written materials for this agenda item.

PORTOLA VALLEY TOWN COUNCIL / PLANNING COMMISSION SPECIAL JOINT MEETING AND TOWN COUNCIL REGULAR MEETING, NO. 855 FEBRUARY 13, 2013

Mayor Richards called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Jeff Aalfs, Vice Mayor Ann Wengert, Mayor John Richards
Planning Commissioners Nate McKitterick and Nicholas Targ; Vice Chair Denise Gilbert, Chair Alexandra Von Feldt

Absent: Councilmembers Maryann Derwin and Ted Driscoll
Commissioner Arthur McIntosh

Others: Nick Pegueros, Town Manager
Sharon Hanlon, Town Clerk
Tom Vlastic, Town Planner
Steve Padovan, Interim Planning Manager
Sandy Sloan, Town Attorney

ORAL COMMUNICATIONS

None.

STUDY SESSION [6:02 p.m.]

(1) Study Session: Meadow Preserve” provisions of the Portola Valley General Plan

Mr. Vlastic referred to the February 13, 2013 staff report, which sets forth the background for this item, and said that it is an opportunity for the Town Council and Planning Commission to discuss issues that have been discussed before regarding the General Plan provisions for the Meadow Preserve. The hope tonight, he said, is to make enough progress to provide direction and to clarify the General Plan language or provide an interpretation of that language and to consider any appropriate amendments.

Mr. Vlastic said the Comprehensive Plan Diagram of the General Plan refers to a “proposed Meadow Preserve,” with an R-E (Residential Estate) District zoning designation and a 3.5-acre minimum parcel area. The area extends from the northern boundary of the Neely/Myers property to the Sequoias property. In addition to the Neely/Myers property, the Midpeninsula Regional Open Space District (MROSD) owns part of Meadow Preserve parcel.

Uses within the Neely/Myer property are now regulated under Conditional Use Permit (CUP) X7D-169 approved by the Planning Commission in 2012. It includes provision for an agricultural building at the north end of the Meadow Preserve and other agricultural uses in addition to haying. The MROSD parking lot access and planting permitted at the south end of the Meadow Preserve were approved in 1991 under CUP X7D-133.

Mr. Vlastic quoted from the Open Space Element, amended in May 2011, which defines the proposed Meadow Preserve as a community open-space preserve:

The Meadow Preserve, the large field adjoining Portola Road and north of The Sequoias, lies astride the San Andreas Fault and is visually important to the entire quality of the valley. This preserve should be kept in a natural condition and the existing agricultural character preserved. A southern portion of the preserve is owned by the MROSD and is part of the Windy Hill Open Space Preserve. The parking lot serving the preserve (the Windy Hill Preserve) should be maintained so as to cause minimum conflicts with the Meadow and remain compatible with the natural setting to the maximum extent possible.

The Appendix to the Open Space Element defines how these proposals would be implemented:

- *As these lands come before the Town for development permits, the Town should work with the property owners to assure retention of these important open-space preserves.*
- *There may be instances where the Town will decide to use some of its open-space funds in order to achieve its objectives.*

An example of this was the Stable Preserve adjacent to Town Center, where the front portion was purchased.

Mr. Vlastic pointed out on PowerPoint slides the General Plan Diagram where preserves currently exist, including:

- The Corte Madera Preserve along Alpine Road west of Willowbrook Drive
- The Meadow Preserve, extending from The Sequoias to the two Jelich parcels, the 1.9-acre site with the Butler barn building and the 14-acre site that include the orchards
- The Town Center, with the existing Park Preserve north of the Stable Preserve

In addition to showing the locations of both existing and proposed preserve designations, Mr. Vlastic's slides showed:

- The entry to the MROSD parking lot, looking across the southern part of the Meadow Preserve to the northern part
- Fence posts that basically represent the boundary between the MROSD and Neely/Myers properties
- The western hillside from the trail within the Portola Road Corridor
- A view looking back to the Meadow Preserve from just inside the fence at the MROSD entry
- Story poles at the north end of the Meadow Preserve indicating the siting of the agricultural building approved by the Planning Commission
- Trees designated for removal from the Neely/Myers property under terms of the CUP
- Views from The Sequoias looking across the parking lot with the Meadow Preserve behind tree screening, and from the northern end of the Meadow Preserve looking toward The Sequoias

Since the staff report was prepared, Councilmembers and Commissioners received additional materials, Mr. Vlastic said. These include:

- An opinion piece entitled "Meadow preserve threatened" in *The Almanac* on February 13, 2013. It was written by Jon Silver with the assistance of Linda Elkind and Bev Lipman
- Comments from Marcia and Jeff Keimer, Cervantes Road
- A letter from George Comstock and Anne Hillman, Alamos Road
- Suggestions and recommendations from Kirk Neely and Holly Myers regarding language to be considered

Mayor Richards invited Dr. Neely to speak. Dr. Neely thanked the Council and stated that the subject has become tiresome, contentious, forbidding and so forth, but the Planning Commission requested concrete clarification of the General Plan rather than interpreting what is permissible under the General Plan in terms of the meadow. He said their proposal to replace part of the field with some vineyards was a modest one, carefully crafted to leave a large portion of the field open for hay and grass only, and that it met provisions of prior General Plan language. But it wasn't enough to satisfy the Planning Commission. Since the application, the General Plan has been revised to incorporate new modifiers and words which offer no additional clarity.

Dr. Neely said a reasonable person may look at the General Plan provisions and the way it has been applied by the Commission and conclude that such extreme restrictions place an unfair burden on a single owner of a very valuable property. These restrictions go far beyond those imposed on any other property in Portola Valley, restrictions that are much more extreme than any that are on comparable preserves in the valley. In other preserves, including Town Center, they are allowed to put up buildings and use property in a number of different ways and he can't even place vineyards or place other agricultural uses on portions of his land. He knows that the usual voices will be heard and that his property is expected to be a "museum of Portola Valley's past or for the benefit of passersby." Arguments that support those expectations must be weighed against the fairness of allowing practically no other uses for his property other than a mowed parcel.

Dr. Neely said he crafted two alternative versions to consider for General Plan revisions.

1. In the first, he said, he changed a few of the words in the most contentious sentence about "natural condition" and "existing agricultural character" – which are internally contradictory and difficult. A few words can be changed there to make it work for any kind of agriculture. He also added language to try to make the Meadow Preserve understandable – to remain an Agricultural Preserve and call it the Meadow Preserve but not strictly speaking, remain just another hayfield. He said he also borrowed language from the Stable Preserve and Orchard Preserve paragraphs, which he said should be linked to the Meadow Preserve related to acquisition of the land. He said its absence suggests that this parcel in particular is somehow defective.
2. The second alternative reflects some reorganization to make parity among the preserves more evident. It includes a preamble paragraph that omits language about potential open-space acquisition but keeps the views open and applies that principle across the board for all the open-space preserves along Portola Road.

Dr. Neely said the proposals he's recommended for the General Plan language are reasonable. Further, he added, General Plan language should avoid subjective terminology that has failed before, and it should be flexible

Dr. Neely said he knows that opinions differ, but believes that what they have proposed would look great and be fully consistent with the Town's rural character. In general, he said, he'd love to collaborate with the Town and get beyond the antagonism of the past five years. He further stated that proposed language should be flexible and has intent, but refrains from being a "taking" of the parcel.

Mayor Richards invited input from Planning Commissioners.

Vice Chair Gilbert said that before the meeting gets mired in wording details, we need to step back and ask what we really want to do. Do we want to keep it largely as a meadow, or broaden it to be an agricultural preserve? Once that decision is made, then the wording will follow. When the Planning Commission reached its decision, she said, "Meadow Preserve" had been used in all the General Plan verbiage, and the Commissioners had a wide range of divergent views on the extent to which "agriculture" fit in that context. With the need to preserve the meadow as the common denominator, the Planning Commission agreed on a compromise that allowed the barn and agriculture around the edges without interrupting the visual effect of the meadow in front of it. Otherwise, we would be talking about an agricultural preserve rather than a meadow preserve.

Vice Chair Gilbert also said it would be important also to go back to when the General Plan was created and try to determine why “Meadow Preserve” was chosen in the first place. “Meadow” and “agricultural” connote different visual effects. It would also be important to determine that if indeed the focus was on meadow preservation, whether that direction remains valid or whether wishes have changed.

Commissioner Von Feldt stated that she confirmed what Commissioner Gilbert said regarding the Planning Commission’s decision.

Commissioner McKitterick said he’s much more comfortable asking what the future policy should be, rather than trying to draw conclusions about what went into previous decisions about the words that were used. He said the Planning Commission’s decision on the Neely/Myers application was specific to the application and did not reflect a great deal of philosophical discussion. Now, however, is the time to open up that discussion.

Commissioner Targ said “agricultural character” encompasses an abundance of agricultural opportunities, but he is new to his position on the Planning Commission and there’s history to be learned. The words evidently mean different things to different people, he said, so determining what we want to achieve is probably a good starting place. He added that he’s heard there is an obligation to maintain a meadow and if it isn’t maintained as a meadow, any change might be considered a blight on the meadow. This opens up an interesting legal question.

Commissioner McKitterick said some of the language considered for amending the General Plan would have allowed the vineyard as the applicant had proposed. In that context, he said, the agricultural language was certainly discussed.

Mayor Richards invited public comment.

Jon Silver, 355 Portola Road, said he would forward to Councilmembers and Commissioners an open letter, which contains more detail than *The Almanac* piece, that’s signed by Rusty Day, chairman of the Westridge Architectural Supervising Committee (WASC), Vice Chair Gilbert, Ms. Elkind (a former Planning Commissioner), Tom Kelley and Fred Jefferson (both former Portola Valley School Board presidents), Bev Lipman and himself.

Mr. Silver said Vice Chair Gilbert hit the nail on the head when she said we have to decide what we want to accomplish before we find the right words to express it. He also agreed with Commissioner McKitterick to the extent that the focus should be on the future, but looking back is also important to understand the Town’s traditions and what the original drafters of the General Plan meant to say. The existing agricultural character obviously now must be understood as historical, he said, but “character” does not imply keeping every detail the way it was 30 years ago. It makes sense to keep a largely open meadow and still allow agricultural uses that are reasonably consistent but not limited to haying, he added. He also advocated the principle of clustering.

When we come out of this process, Mr. Silver said, he hopes the Town will ensure that the language applies to all preserves, and clarifies goals we should all seriously try to achieve. He wants to see people come together, share clashing ideas and come up with the best solution. The process need not be “trench warfare,” but rather a collaborative, respectful public process. He said that we can preserve the Town’s tradition and the intention of Town founders to retain the largely open character of that meadow and at the same time allow vital, living agriculture to be a part of it.

Commissioner McKitterick asked whether Mr. Silver would support agricultural uses of the meadow. Mr. Silver said, “Oh, absolutely.” He said that just removing “existing” from “existing agricultural uses” would be less ambiguous than the current language. It would be unreasonable to limit the meadow to non-native grasses that the Spanish introduced and leave it untouched except to maybe remove the thistles.

Tom Kelley, Franciscan Ridge, said Portola Valley's isn't an agricultural community, and that's a big issue. "That's not who we are," he said. "It's a natural community – Portola Valley is not agricultural, it is more horse people than agricultural people."

Bill Patterson, Stonegate Road, asked Mr. Vlastic for a clearer picture of where the proposed Neely/Myers barn and agricultural use would be in relation to the north end of the valley. Mr. Vlastic returned to the slides, pointing out the driveway at the north end of the property and some trees. He indicated that the barn would be behind the trees in the distance. He described the location as being pushed very much to the north end, with story poles erected at the northern setback limit, and explained that the site lies between the fault traces.

As Mr. Vlastic explained, the agricultural uses approved by the Planning Commission extend along a small portion of the front of the building and to the west side of the meadow. The uses around it also were pushed to the north end of the property, and included some orchard area back within the trees extending from the Orchard Preserve on the adjoining property, plus some vegetables, he said. About 14 acres of the meadow lie on Neely/Myers property, he said. Of the seven acres the applicants wanted for agricultural uses, a good portion was intended for vineyards, which the Planning Commission did not approve. The southern seven acres, extending to the MROSD property, was to remain in grass and hay.

In response to further questions from Mr. Patterson, Mr. Vlastic said the agricultural building would be between 2,000 and 3,000 square feet and about the same height at the Jelich barn, about 24 feet. He also noted that no access roads serve the area other than the one he pointed out. The old ranch roads that remain could be used for mowing and haying operations, Mr. Vlastic said, but neither be paved or otherwise changed from their existing character. The only improved access for maintenance and agricultural activities in the meadow would be associated with the northerly driveway.

Julia Shepardson, Meadowood Drive, said she's lived in Portola Valley for more than 30 years, and is grateful for the views of open spaces, and is concerned about the impact of any form of agriculture. She would like to see the community go in the direction of expanding the meadow rather than allowing any current owners to expand the agriculture. The meadow is a heritage for the community and communities beyond, she said – the soul of the valley. Agriculture requires having barns, people coming to manage the crops, delivery trucks, etc., which also invites opportunistic invasive plants to come in and ruin the ecology. Furthermore, she said that because the land backs up to contiguous open space, she would like the community to think of ourselves more as trustees for this heritage.

Judy Murphy, Portola Green Circle, said when Dr. Neely and Ms. Myers bought this property, they knew it was the Meadow Preserve and came with some restrictions as stated in the Town General Plan. She said she's certain they considered it carefully. When Dr. Neely spoke earlier, he said he felt restricted when in fact they've done a great deal to this property, she added, and an agricultural building has been allowed, and agriculture uses have been approved on a significant piece along the edge. She also noted that the "flexible" language Dr. Neely requested has led the Town into a lot of trouble. She stated that adopting flexible language should be the last thing to do; the language should be precise, careful, clear and as inflexible as possible. She said we must protect the Meadow Preserve as an iconic part of what we all consider our Town.

Bernie Bayuk, Paloma Road, who's lived in the same house for 50 years and has passed the Meadow Preserve maybe 1,000 times, said he fully agrees with Ms. Shepardson that Portola Valley is not an agricultural community. "We are an open-space Town," he said, and the legacy is there. Agriculture is an industry, and many activities take place if you're going to raise good wine.

Carter Warr, Willowbrook Drive, said that Portola Valley has an enormous history of agriculture. That was the original use of all the property, from timber harvesting to growing fruits, vegetables and livestock. All of Westridge and most of Alpine Hills was ranchland. Until 1948, almost all of Portola Valley was covered in orchards or ranchland. So the heritage is agricultural.

Seeing no more public comments, Mayor Richards brought the matter back to the Council and Commission for discussion.

Councilmember Aalfs thanked everyone for the public comments and agreed with how Commissioner Gilbert framed the issue. He believes some form of agriculture has a place in the meadow, but doesn't want to see rows and rows of plants in its midst. He said trees or vines could be considered on the edges of the meadow, but to keep the space as undeveloped as possible. He'd like to hear ideas about where the balance lies and how to create something to preserve it and keep it as undeveloped as possible while allowing some agricultural uses, which means that the issue will keep coming back to be debated again but that is the way it should be.

Mayor Richards said among the options are to continue the discussion when more Councilmembers are present, proceed toward amending the General Plan with attendant public hearings, or come to some decisions tonight.

Vice Mayor Wengert thanked the Planning Commission for all its great work on this very difficult issue, especially with the amendment in 2012. She said she believes General Plan amendments are in order, and a primary goal should be to balance the reasonableness of the desires of the community and all the values we hold dearest with property owner rights. She noted that a number of preserves along the entire Portola Road Corridor are named historically – a Meadow Preserve, an Orchard Preserve, and a Stable Preserve. But they are held in private ownership and may change hands in the future, and when that occurs, the Town may be able to make some acquisitions but there is no guarantee that will happen.

For that reason, Vice Mayor Wengert said, she is interested in two broad goals in terms of General Plan changes:

1. Try to find the balance between reasonable desires of residents for preservation of these spaces with other interests; she said the Planning Commission did an excellent job in allowing the agricultural building on the Neely/Myers property and to allow them to move forward with a large part of their plan
2. Create parity among the Meadow Preserve, Orchard Preserve and Stable Preserve, because all are part of the same Portola Road Scenic Corridor. She said we should take a general definition that 1) applies to these properties as they are, 2) allows for some grandfathered uses, and 3) ensures that the right processes remain in place to provide for adequate review going forward.

Mayor Richards stated that he has listened to comments on this subject for several years and agrees that the Council needs to go back and modify or amend the General Plan. The Council needs to decide what the future of the meadow should be along with the rest of the preserves in the corridor and do it under one package. He also wanted to acknowledge that Dr. Neely has been a good steward of the property and that both parties have the right ideas on both sides of the issue.

Chair Von Feldt asked that if the Council wants to proceed with a General Plan amendment, the issue would come back to the Planning Commission to come up with language pertaining to all three preserves as well as language pertaining to their different characteristics and depending on whether the land is public or private.

Vice Mayor Wengert said that while anticipating changes in the future and incorporating traditional values, the key question is, "What do we want for this corridor?" Certainly as long as parts of those preserves remain privately owned, she said it's incumbent upon the Town to have consistent policy that reflects the Town's clear objectives while recognizing owners' rights.

Mayor Richards – recalling a history of herbs, medicinal herbs, stable, strawberries, orchards, grazing and farms (some of which are still there) – said he agrees that Portola Valley has been an agricultural Town for many years. Although a tall orchard in the meadow would certainly change its character, he said, he believes an active agricultural use of the meadow would provide some benefits to the community.

Vice Mayor Wengert said it's important to speak out relative to our views on the agricultural side, and she supports it as well. She recalled former Councilmember Steve Toben's interest in local agriculture from a sustainability point of view.

Commissioner Targ concurred with comments regarding the characterization of agriculture and also revisiting the General Plan. He said that in addition to clarifying goals and objectives, this situation offers an opportunity for the Town to better understand what's involved with agriculture and see that many agricultural uses do not involve a great deal of activity and are highly sustainable. Amending the General Plan provides an opportunity to create the kind of understanding needed to avoid having to repeat the process that Dr. Neely and Ms. Myers have been through.

Commissioner Targ added that his observations about sustainability and the work the owners have done to maintain the meadow are important to acknowledge. Maintaining the meadow has required financing, time and planning, and they have been outstanding stewards for the view that everyone appreciates and the owner should be commended.

Commissioner McKitterick said what Portola Valley means to each of us going forward is a good question, but he personally ties it to historic uses in the valley to a large extent. That means agriculture with the attendant buildings, including orchards, stables, three different schools – including the Historic Schoolhouse – estates, open space, trail system. He said he had a certain interpretation of the old language in the General Plan, and in crafting any new language, he would do so with an eye toward such historic uses in the Portola Road Scenic Corridor.

Vice Chair Gilbert said she concurs with the approach and the need for consistency among the preserves but pointed out that each also has its own requirements in that one is a stable, one an orchard and the other a meadow.

Chair Von Feldt said although she understands that it would go back to the Planning Commission to come up with the language, she's not very clear about direction from the Council. In the Planning Commission's original decision, she said, it wasn't just a matter of keeping the meadow "largely open," but fencing that would keep animals out. She also agreed that it's important to acknowledge the differences among the types of preserves.

Vice Mayor Wengert said she even questions whether "meadow" and "orchard" and "stable" should be the terminology or whether it might be the time to adopt "open space scenic corridor" terminology that doesn't create a series of boxes that are too difficult to encompass each of the preserves. Clearly, she said, existing uses would stay the same, but perhaps some consistent language could apply going forward that could serve as basis for analyzing any CUP for any of those properties that would maintain the overall goals of the General Plan. She said it may not be the ultimate answer, but now might be the best time to take a high-level look from that perspective and determine whether the properties share enough common objectives for a broader approach to work and whether the Planning Commission would be able to evaluate applications from any of the affected property owners considering the same criteria.

Vice Mayor Wengert said that judging from the input, there's certainly a base of support for considering agriculture as part of Portola Valley's heritage.

Commissioner McKitterick asked whether the idea is to work toward a balance between agriculture and open space. In response, both Mayor Richards and Vice Mayor Wengert said they do not mean a 50/50 split. Councilmember Aalfs said it would be more along the lines of open space with perhaps a judicious application of agriculture.

Mayor Richards said the General Plan seems to have overlapping definitions of open space preserve and greenbelt. It's intended to be fairly flexible from that standpoint. But in this case, as the situation currently exists, he said, something different probably ought to reflect the fact that Meadow Preserve already contains clumps of trees and a large parking lot. Some definition changes need to take place to accommodate those changes.

Mr. Vlasic said without trying to push in one direction or another, he is concerned that when applications come in, the Planning Department and the Planning Commission would have to look at the properties not in the context of a preserve, but in the present use and options for future uses before the Town can pin down what the best term is for the area. He noted, also, that there's the Morshead Preserve to consider, with its mustard orchard. He said the historic agricultural character would apply to many areas in Town.

Mr. Vlasic also said that he thinks the Town must look not so much toward a certain balance between open space and another use, but look carefully at the specific properties and realistic implementation of what can be done. The Town tries to work with property owners to achieve a certain objective – not place demands but work with the owners. He said in the Neely/Myers case, the Planning Commission tried hard to do that, although he acknowledged that the property owners feel otherwise.

Mr. Vlasic said the time for imposing requirements comes when collaboration and cooperation don't achieve the General Plan objectives. As the Planning side gets deeper into working on proposals for General Plan amendments, they will have to consider priorities in the open-space program and determine where some of the Town's open-space funds would go to further its objectives, he said. Coal Mine Ridge and some other critical open-space areas the Town has acquired already, he added, were acquired via approval of significant subdivision developments, such as Portola Valley Ranch and Blue Oaks.

The Town has not wanted a lot of development in the western hillsides, he said, and geologic constraints provide leverage to control it, but nonetheless, the full acquisition of the meadow, orchard and/or stable was anticipated with a PUD or something similar. Another question, Mr. Vlasic said, concerns priorities for acquisition of open-space lands.

Relative to the meadow itself, he said the question concerning the whereabouts of the "transitional line" – where more development is or is not acceptable – needs to be addressed sooner rather than later. He suggested that a joint Council/Commission field trip might help, but the Planning Commission needs clear input from the Council. For example, he said that in looking together at the Neely/Myers property, they could evaluate whether the seven acres Dr. Neely wants for vineyards would be okay without jeopardizing the character that should be maintained. He said that needs more attention.

Councilmember Wengert said Mr. Vlasic's comments indicate the merits a two-pronged approach. One involves potential General Plan revisions in the broader sense, which could merge some of these areas. She said tackling the issue at the General Plan level is important for planning for the future, including thoughts about acquisition priorities when opportunities arise. In addition, in terms of first attending to the meadow in particular, she said the joint field trip is a great idea to get a sense of what the impact on the northern area of the meadow would be with more agricultural uses allowed specific to the Neely/Myers request.

Mr. Vlasic agreed that unless the Council and Commission take some hard looks at that property, things will remain vague.

Commissioner McKitterick said he would like the Open Space Acquisition Fund used not solely for buying parcels of land, but also to purchase trail and view or conservation easements and other types of property rights that can be monetized.

Dr. Neely said he would like fair representation of what was he and Ms. Myers proposed and how the Planning Commission actually ruled. He holds 19 or 20 acres on the valley floor, of which 14 acres are open. In their proposal they very carefully asked for only seven acres at the margin for agriculture, and left seven acres open as grassland in the middle. He said that wasn't good enough for the Planning Commission, where the decision represented not a compromise but a gutting of the original plan that left no economic agriculture whatsoever. He said that oddly enough, the "hobby agriculture" uses allowed on only three acres that were approved entail the most truck trips and the most water. In contrast, he said, the economically viable use – a vineyard – which requires neither truck trips nor water, was denied. He said what they had proposed was very balanced, forward-thinking and careful. The three acres was not a workable agricultural compromise.

Dr. Neely said Mr. Vlasic would essentially like the meadow in three zones, with the southern part owned by MROSD, the middle dedicated as open space and the northern part used for agriculture. He said that's what they asked for, but it was not allowed. Dr. Neely also said that he's dead set against a General Plan that would rule out any uses for the meadow whatever.

Mr. Vlasic said the central meadow was part of what was viewed as agricultural (hay) use.

Dr. Neely restated that his previous proposal was a very balanced one. He then asked whether these are "proposed" preserves or in fact preserves.

Ms. Sloan said that's part of the confusion, because the General Plan Diagram shows "proposed," as Mr. Vlasic pointed out, but the General Plan itself doesn't use that word. In response to Commissioner McKitterick, she said that yes, the Diagram is part of the General Plan.

Mr. Vlasic said it should be clear that a lot of the early-on General Plan language basically uses terminology such as "General Plan proposals." Until it comes to the point of the Town acquiring it, a property doesn't mature as an existing condition. For example, he said plans for the rear portion of the Stable Preserve are still articulated in the General Plan as proposals, because the Town doesn't own that portion of the property. Thus, the General Plan is a guide. The term "proposal" becomes problematic when it isn't used consistently, and that's clearly an issue, he said. In response to Mayor Richards, Mr. Vlasic confirmed that there's also a difference between the General Plan and zoning regulations.

In response to Mayor Richards, Commissioner McKitterick said three Commissioners opposed the Neely/Myers proposal and two favored it. Chair Von Feldt said there was no problem with the barn and the agricultural use of the meadow for haying, but the reason for objecting to the proposed vineyard was that the visual aspects of a vineyard with fencing around it would be inconsistent with General Plan guidance and also interfere with the wildlife corridor. Vice Chair Gilbert said the applicant could use alternative locations on the property for a vineyard.

Commissioner McKitterick added that Commissioners had differing interpretations of terms such as "largely open" and "existing agricultural character."

Mr. Silver said Vice Chair Gilbert started off on the right foot by emphasizing the importance of looking at the big picture. He said it's important also to look at the Town's organization chart. The public is the ultimate power, so public hearings are needed to get public input, take direction from that and come up with the best ideas based on the Town philosophy. If the Town Council doesn't like what the Planning Commission proposes, he said, it can send it back to the Planning Commission. But to begin with, he said the Planning Commission doesn't need marching orders from the Town Council. Public hearings need to come first, and then let the process play out.

Mr. Kelley said that rather than trying to be all things to all people, the Council should be more decisive about what Portola Valley is and wants to be. The primary job of the Council is to preserve Portola Valley.

Mayor Richards said there's general agreement about proceeding with a field trip, having the issue go to the Planning Commission, and holding public hearings.

Commissioner McKitterick, recollecting the Nathhorst Triangle issue, said the first thing to do would be for staff to get input from the property owners regarding their opinions about the current language that controls their properties and their thoughts about what they consider appropriate for their properties. As a Commissioner, he said he would want to start there. Mayor Richards agreed that's always part of it. Commissioner McKitterick said he wouldn't want to go off on a tangent that's completely separate from the property owners' views.

Vice Mayor Wengert said it's important to be as clear as possible about next steps, particularly these two big issues:

- The joint field trip, including identifying what proposal remains from Dr. Neely and Ms. Myers
- The Planning Commission beginning the General Plan review

Mr. Vlasic said this year's budget includes the Meadow Preserve issue and the Portola Road Scenic Corridor, but even the combination of the two items is not as broad-based as tonight's discussion suggests. He said Dr. Neely and Ms. Myers probably are looking at more direction relative to the Meadow Preserve sooner versus later. He said the field trip may not produce a final conclusion, but at least it would elicit reactions from the Council and the Commission.

Vice Mayor Wengert emphasized that the hearings Mr. Silver mentioned most definitely would involve the public.

Commissioner Targ asked whether an application is currently pending. Ms. Sloan said no, the Planning Commission took its action and Dr. Neely and Ms. Myers did not appeal so they are free to resubmit.

Councilmember Aalfs said two things are being discussed – General Plan amendments and a field trip in response to the projected application. Mr. Vlasic said it would be Meadow Preserve and General Plan discussion, not specifically geared to the projected application.

Mayor Richards closed the Study Session, noting it was time to begin the Town Council regular meeting.

TOWN COUNCIL REGULAR MEETING [7:41 p.m.]

Ms. Sloan asked the Council to approve an urgency item, a Closed Session Government Code 54956.9C, regarding remediation related to the cutting of a significant number of trees at 18 Redberry Ridge in the Blue Oaks Subdivision.

Councilmember Aalfs moved to add the urgency item to the end of the agenda. Seconded by Vice Mayor Wengert, the motion carried 3-0.

- (2) Presentation: Oral Report from Adrienne Etherton, Executive Director, Sustainable San Mateo County [7:44 p.m.]

Ms. Etherton said Sustainable San Mateo County was founded in 1992 by a small group of citizens who wanted to raise awareness about the concept of sustainability, which wasn't widely understood at the time. She defined sustainability as meeting the needs of the present without compromising the future and planning for the future, not only in terms of the environment but also social equity and a vibrant economy.

The organization updated its mission statement within the last year – *to stimulate community action on economic, environmental and social issues by providing accurate, timely and empowering information* – to focus more on action. She said the organization's annual *Indicators for a Sustainable San Mateo County report* is a great data tool but it should lead to action by local governments and advocacy organizations.

Sustainable San Mateo County programs include Healthy Community Forums, which was launched in 2011 with the Sierra Club's Loma Prieta Chapter. The initiative now embraces nearly 30 community groups and elected officials supporting, co-sponsoring, planning and hosting interactive discussions that focus on various topics ranging from neighborhoods to affordable housing to healthy foods.

The organization also has developed a robust awards program, which includes:

- Sustainability Awards, established 14 years ago to recognize local businesses, community groups and individuals showing true commitments to the environment, economy and social equity

- Green Building Awards, established 11 years ago to honor owners, architects and builders of high-performance buildings either newly constructed or remodeled within the past five years
- Ruth Peterson Award, which will be presented for the first time in 2013, this pays tribute to the late Ruth Peterson, one of Sustainable San Mateo County's most inspirational leaders

The organization's 14th Annual Sustainability and Green Building Awards event, which is coming up on March 21, 2013, is also dedicated to Ms. Peterson. Ms. Etherton said that Ms. Peterson led the charge to Sustainable San Mateo County becoming an independent nonprofit public benefit corporation in 2002. The theme of this year's event, which will take place at the South San Francisco Conference Center, is Education: The Root of Sustainability. The evening will feature Redwood City School Board President Shelly Masur as emcee and State Senator Jerry Hill as auctioneer.

Ms. Etherton said that the Indicators Report is in its 17th year of covering County sustainability issues that address the broad "three E" spectrum of Economy, Environment and Equity – including sources of greenhouse gas (GHG) emissions, air and water quality, affordable housing, unemployment, child care, health care and education. Each report also contains the results of surveys of various communities and the San Mateo County Community College District (including College of San Mateo, Skyline College and Cañada College).

Each year, the report focuses on a particular indicator. In 2012 it was Community Health; in 2013 it will be Income Inequality, which has wide-ranging effects on different sustainability measures. Ms. Etherton showed the Council a preview the 2013 report cover, which showcases the work of citizens who participated in Sustainable San Mateo County's Cover Photo Contest.

Noting that they are becoming a bit dated, with work underway on the 2013 Indicators Report, she called attention to some of the striking highlights from the 2012 edition:

- The County's senior population was expected to more than double by 2050, affecting areas such as health care, affordable housing, transportation and land use patterns
- In 2011, 59% of the residents were overweight, and 12% lacked health insurance, which present serious health challenges
- Solid waste disposal was down 39% from 2000
- Facilities had spaces for only 27% of children who potentially need child care
- GHG emissions in 2010 (the latest data available at the time) were down about 8% from the 2003 peak; Ms. Etherton said a lot of that was attributed to reduced vehicle miles traveled, which in turn could have been affected by the economic downturn – but she said she hoped to see continued improvement
- 93% of the water used in San Mateo County came from the San Francisco Public Utilities Commission, and 85% of that from Hetch Hetchy; thus, Ms. Etherton said that water could become a significant issue going forward

In terms of affordable housing, she said it's a key issue in San Mateo County, which is one of the most unaffordable places to live in the country. The lack of a wide range of housing options limits the ability of people who work in San Mateo County to live here, creates problems for businesses that want to hire employees, forces residents to pay more for housing than they can afford or move farther away, resulting in longer commutes, more traffic congestion, lower air quality and less community and family cohesion.

A sustainable condition, Ms. Etherton said, would be a balanced and sufficient housing supply available in infill projects, transit-oriented development (TOD) projects, and green-building projects to a wide range of income levels. In fact, she said that one of the 2013 award winners is a 109 unit workforce housing complex in South San Francisco that's part of the pedestrian-oriented "Grand Boulevard" development on El Camino Real. The combination of affordable housing, transit access and green building add up to several key wins, she noted.

Ms. Etherton updated some of the housing-related information from the 2012 Indicators Report:

The first-time buyer housing affordability index now shows 54% of households are able to afford an entry-level home (approximately \$580,000), she said, in contrast to 80%-plus in the U.S. as a whole. Ms. Etherton said she believes the index is based on a household's ability to pay the mortgage, not whether they'd be able to make the down payment or qualify for a mortgage in the first place. She said the index defines affordability as 85% of the median sales price, and in 2011 the median sales price in San Mateo County was \$685,000. At the same time, annual family income across the County as a whole was slightly more than \$91,000.

Average monthly rents in some areas of San Mateo County were up 17% in 2012 over 2011. She said that many two-bedroom apartments rent for \$3,000 and \$4,000 a month, which is not a sustainable level for many families.

The median sales price of homes in San Mateo County is now about \$740,000, up about 8% since last year. San Mateo County ranks second in the Bay Area counties in median sales prices, and Ms. Etherton said San Mateo County is "really up there" in the context of California as a whole and the rest of the country. According to the data, which came from the San Mateo County Association of Realtors, the median sales price of homes in Portola Valley was \$2.2 million in 2012, up about 19% over 2011 and 14% from 2007. Although median home prices elsewhere in San Mateo County were up in 2012 from 2011, she said, most of them are still lower than they were in 2007, she said

The 2013 City Survey is not yet complete, she added, but data so far suggests that most of the communities in San Mateo County are not yet where they should be in terms of Regional Housing Needs Assessment (RHNA) numbers.

In closing, Ms. Etherton provided her contact information, invited Councilmembers to join Sustainable San Mateo County events and share successes, and offered to answer any questions.

CONSENT AGENDA [7:55 p.m.]

- (3) Approval of Minutes: Regular Town Council Meeting of January 23, 2013 [*removed from Consent Agenda*]
- (4) Approval of Minutes: Special Town Council Meeting of January 30, 2013
- (5) Ratification of Warrant List: February 13, 2013 in the amount of \$134,929.94
- (6) Recommendation by Public Works Director: Approval of a Resolution of support to authorize the filing of an application for funding from the Metropolitan Transportation Commission (MTC) for a Road Improvement Project
 - (a) Resolution of the Town Council of the Town of Portola Valley authorizing the filing of an application for funding assigned to the Metropolitan Transportation Commission and committing to any necessary matching funds and stating the assurance to complete the project (Resolution No. 2578-2013)
- (7) Recommendation by Town Manager: Adoption of Revised Commission/Committee Handbook

- (8) Appointment by Mayor: Woodside Highlands Road Maintenance District Advisory Board
- (9) Appointment by Mayor: Request for appointment of member to the Emergency Preparedness Committee
- (10) Appointment by Mayor: Request for appointment of members to the Bicycle, Pedestrian & Traffic Safety Committee [*removed from Consent Agenda*]
- (11) Recommendation by the Bicycle, Pedestrian and Traffic Safety Commission: Proposed revision to Committee Charter

By motion of Vice Mayor Wengert, seconded by Councilmember Aalfs, the Council approved Items 4-9 and 11 on the Consent Agenda with the following roll call vote:

Aye: Councilmember Driscoll, Vice Mayor Wengert, Mayor Richards

No: None

- (3) Approval of Minutes: Regular Town Council Meeting of January 23, 2013

Vice Mayor Wengert moved to approve the minutes of the Regular Town Council Meeting of December 12, 2012. Seconded by Mayor Richards, the motion carried 2-0-1 (Aalfs abstained).

- (10) Appointment by Mayor: Request for appointment of members to the Bicycle, Pedestrian & Traffic Safety Committee

Applicant Martha Blackwell withdrew her application. Councilmember Aalfs moved to approve Angela Hey and Kari Rust as BP&TS Committee members. Seconded by Vice Mayor Wengert, the motion carried 3-0.

REGULAR AGENDA

- (12) Recommendation by Bicycle, Pedestrian & Traffic Safety Committee: Report Findings of Bike Lane Study on Portola and Alpine Roads [7:58 p.m.]

Shandon Lloyd, the BP&TS Committee's Acting Chair, said the Committee did considerable research and devoted significant time and effort to the study. She reported on the following actions at its meeting on December 5, 2012:

1. Motion to approve widening road shoulders; approved 7-2 (with the dissenting votes opting for official Class 2 Bike Lanes)
2. Motion to widen selected road shoulder areas to five feet; approved 9-0
3. Motion to implement widened road shoulders in 2013; approved 5-4 (with two of the dissenting votes pushing for incorporation with scheduled road repair – which was also Public Works Director Howard Young's preference, because he'd like to make it part of the Town's 10-year resurfacing plan – and two focused on doing hot spots first)
4. Motion to implement road shoulder widening at Town Center (one of the hot spots); approved 9-0
5. Motion to direct staff to obtain the cost of implementing five-foot shoulders at intersection of Arastradero and Alpine Roads

Vice Mayor Wengert asked whether Mr. Pegueros had a sense of where Mr. Young stands on the recommendation to deal with the hot spots, and the timing, versus moving forward as quickly as possible without necessarily waiting for scheduled maintenance work. Mr. Pegueros said that Mr. Young clearly has some concerns about user demands for some of these improvements as well as the accident history of various locations suggesting a need for prioritization. He said Mr. Young wants staff to research it further and bring the Council an analysis of the BPTS recommendations.

- (13) Recommendation by Town Manager: Approval of the Affordable Housing Ad-Hoc Committee Charter [8:06 p.m.]

Mr. Pegueros said that based on Council input during its meeting of January 23, 2013 and other developments, the proposed charter has been revised, including a start date in March 2013 rather than February 2013. In addition, the final draft charter contains several refinements and clarifications. Most notably, he said, the meeting schedule now takes into consideration ski week and allows time for Committee members to meet with their neighborhoods to collect input.

Councilmember Aalfs moved to approve the Affordable Housing Ad-Hoc Committee Charter. Seconded by Vice Mayor Wengert, the motion carried 3-0.

- (14) Appointment by Mayor: Request for appointment of member to the Affordable Housing Ad-Hoc Committee [8:09 p.m.]

Mayor Richards appointed the following people to the Affordable Housing Ad-Hoc Committee: Susan Dworak, Bud Eisberg, Judith Hasko, Judy Murphy, Jon Myers, Andrew Pierce, Onnolee Trapp, Wanda Ginner and Carter Warr.

Vice Mayor Wengert moved concurrence with the Mayor's appointments. Seconded by Councilmember Aalfs, the motion carried 3-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (15) Reports from Commission and Committee Liaisons [8:13 p.m.]

Councilmember Aalfs:

- (a) Architectural and Site Control Commission (ASCC)

At its meetings of January 28, 2013 and February 11, 2013, the ASCC approved a number of pending projects, excessive tree removal at 18 Redberry Ridge and the Neely/Myers project. Councilmember Aalfs reported that an ASCC subcommittee had gone out to look at the Neely/Myers site, where the applicants have proposed single-rail fencing that would go along the MROSD property boundary.

Vice Mayor Wengert:

- (b) Regional Housing Needs Assessment (RHNA)

The vote to approve final housing allocation numbers in San Mateo County has been delayed for two months until mid-March 2013, pending a deadline extension by the Association of Bay Area Governments (ABAG).

(c) SFO Airport Community Roundtable

At their February 6, 2013 meeting, members discussed considerable commentary that was fed back to the Federal Aviation Administration (FAA). Woodside, Millbrae, Pacifica and Brisbane have received much attention because they're clearly on the arrival and departure paths, Vice Mayor Wengert said. Jeff Gee was reappointed as Chairman.

The Airport Roundtable will continue to pressure the FAA to make sure environmental assessments are done adequately to protect our communities from unintended impacts as the NextGen technology is rolled out, Vice Mayor Wengert said. NextGen is on focused on fuel efficiency, not noise, but the glide paths potentially will change our vector and result in more noise. Vice Mayor Wengert said the environmental assessment supposedly will be complete by the end of this year.

The next SFO Airport Community Roundtable meeting is scheduled for April 2013, but the group expects to add meetings and possibly some field studies as NextGen becomes more of an issue.

Mayor Richards:

(d) Bicycle, Pedestrian & Traffic Safety Committee (BP&TS)

Members discussed Committee assignments, which will be reviewed and resolved now that new members have been appointed.

WRITTEN COMMUNICATIONS [8:19 p.m.]

(16) Town Council January 25, 2013 Weekly Digest – None

(17) Town Council February 1, 2013 Weekly Digest – None

(18) Town Council February 8, 2013 Weekly Digest

(a) #10 – Memo from Nick Pegueros, Town Manager – Weekly Update – Friday, February 8, 2013

Mr. Pegueros indicated that a group came to Town Hall on February 6, 2013 to request a permit to solicit, which was issued in conformance with a process that's been in place for several years. When complaints of aggressive solicitation came to his attention, he said he revoked the permit. In the wake of that incident and comments on PV Forum, a list of current permits has been posted on the Town's website so residents may check out which groups are authorized, and an option to sign up for a "do not solicit" will be made available to residents.

Ms. Sloan said it would be appropriate to look at ways to strengthen the ordinance without interfering with rights to free speech.

CLOSED SESSION [8:30 p.m.]

Prior to the Council adjourning to the Closed Session, Joy Elliott, Redberry Ridge, said that the Blue Oaks Homeowners Association met and concurred that removal of trees at 18 Redberry Ridge was excessive. The HOA asked to be included in the conversation about remediation efforts.

(19) Remediation Conference

Government Code Section 54956.9(c)

To discuss a decision whether the Town should initiate remediation in relation to the significant clearing of trees at 18 Redberry Ridge in the Blue Oaks Subdivision

REPORT OUT OF CLOSED SESSION

No reportable actions.

ADJOURNMENT [9:05 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/27/13

Date: 02/25/2013

Time: 9:40 am

Page: 1

TOWN OF PORTOLA VALLEY

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

BAYSIDE ENTERPRISES INC	Annual Generator Maintenance	13962	02/27/2013	
			02/27/2013	
P.O. BOX 703	2017		02/27/2013	0.00
PETALUMA	BOA	47405	02/27/2013	0.00
CA 94953	61039			376.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	376.50	0.00

Check No.	47405	Total:	376.50
Total for	BAYSIDE ENTERPRISES INC		376.50

CLARK'S PEST CONTROL	Trail Maintenance/Spraying	13970	02/27/2013	
			02/27/2013	
P.O. BOX 1480	607		02/27/2013	0.00
LODI	BOA	47406	02/27/2013	0.00
CA 95241-1480				5,643.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	5,643.00	0.00

Check No.	47406	Total:	5,643.00
Total for	CLARK'S PEST CONTROL		5,643.00

CLEANSTREET	January Street/Litter Clean-up	13963	02/27/2013	
			02/27/2013	
1937 W. 169TH STREET	0034		02/27/2013	0.00
GARDENA	BOA	47407	02/27/2013	0.00
CA 90247-5254	69921			1,425.55

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping	614.65	0.00
20-60-4266	Litter Clean Up Program	810.90	0.00

Check No.	47407	Total:	1,425.55
Total for	CLEANSTREET		1,425.55

COMCAST	Wifi 2/21-3/20	13968	02/27/2013	
			02/27/2013	
P.O. BOX 34744	0045		02/27/2013	0.00
SEATTLE	BOA	47408	02/27/2013	0.00
WA 98124-1744				77.25

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	77.25	0.00

Check No.	47408	Total:	77.25
Total for	COMCAST		77.25

RENEE COURINGTON	Deposit Refund	13931	02/27/2013	
			02/27/2013	
3 CREEK PARK DRIVE	565		02/27/2013	0.00
PORTOLA VALLEY	BOA	47409	02/27/2013	0.00
CA 94028				1,000.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/27/13

Date: 02/25/2013

Time: 9:40 am

Page: 2

TOWN OF PORTOLA VALLEY

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

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

Check No.	47409	Total:	1,000.00
Total for	RENEE COURINGTON		1,000.00

CULLIGAN	February Service	13932	02/27/2013	
			02/27/2013	
P. O. BOX 5277	0250		02/27/2013	0.00
CAROL STREAM	BOA	47410	02/27/2013	0.00
IL 60197-5277				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	40.00	0.00

Check No.	47410	Total:	40.00
Total for	CULLIGAN		40.00

DAILY JOURNAL CORPORATION	Blue Oaks, Legal Notice	13971	02/27/2013	
CA Newspaper Service Bureau			02/27/2013	
	0337		02/27/2013	0.00
LOS ANGELES	BOA	47411	02/27/2013	0.00
CA 90012	B2415560-IN			176.47

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

Check No.	47411	Total:	176.47
Total for	DAILY JOURNAL CORPORATION		176.47

GARY FITZER	Reimb, ICC Membership Renewal	13934	02/27/2013	
			02/27/2013	
765 PORTOLA ROAD	447		02/27/2013	0.00
PORTOLA VALLEY	BOA	47412	02/27/2013	0.00
CA 94028				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	50.00	0.00

Check No.	47412	Total:	50.00
Total for	GARY FITZER		50.00

JOHN FRENZ	Deposit Refund	13935	02/27/2013	
			02/27/2013	
1053 W. CENTURY DRIVE	1107		02/27/2013	0.00
LOUISVILLE	BOA	47413	02/27/2013	0.00
CO 80027				28.57

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	28.57	0.00

Check No.	47413	Total:	28.57
Total for	JOHN FRENZ		28.57

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/27/13

Date: 02/25/2013

Time: 9:40 am

Page: 3

TOWN OF PORTOLA VALLEY

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

GO NATIVE INC	PVTC Landscape Maintenance	13964	02/27/2013	
			02/27/2013	
P.O. BOX 370103	632		02/27/2013	0.00
MONTARA	BOA	47414	02/27/2013	0.00
CA 94037	2485			2,432.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	2,432.00	0.00

Check No.	47414	Total:	2,432.00
Total for	GO NATIVE INC		2,432.00

JEANNIE GOLDMAN	Instructor Fees	13936	02/27/2013	
			02/27/2013	
741 MANZANITA ROAD	706		02/27/2013	0.00
WOODSIDE	BOA	47415	02/27/2013	0.00
CA 94062				14,951.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	14,951.00	0.00

Check No.	47415	Total:	14,951.00
Total for	JEANNIE GOLDMAN		14,951.00

NANCY GOODRICH	Labor Quilt Repair, final	13944	02/27/2013	
			02/27/2013	
205 CHEROKEE WAY	1172		02/27/2013	0.00
	BOA	47416	02/27/2013	0.00
CA 94028				299.95

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	299.95	0.00

Check No.	47416	Total:	299.95
Total for	NANCY GOODRICH		299.95

HILLYARD, INC	Janitorial Supplies	13937	02/27/2013	
			02/27/2013	
P.O. BOX 874338	531		02/27/2013	0.00
KANSAS CITY	BOA	47417	02/27/2013	0.00
MO 64187-4338	600531288,600532990,600550581			1,345.86

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	1,345.86	0.00

Check No.	47417	Total:	1,345.86
Total for	HILLYARD, INC		1,345.86

HORIZON	Field Maintenance/Supplies	13961	02/27/2013	
			02/27/2013	
P.O. BOX 52758	0289		02/27/2013	0.00
PHOENIX	BOA	47418	02/27/2013	0.00
AZ 85072-2758	1N116788			196.32

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	196.32	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/27/13

Date: 02/25/2013

Time: 9:40 am

Page: 4

TOWN OF PORTOLA VALLEY

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

Check No.	47418	Total:	196.32
Total for	HORIZON		196.32

HOYOUNG HUH	Refund Deposit	13942	02/27/2013	
			02/27/2013	
6 REDBERRY RIDGE	1106		02/27/2013	0.00
PORTOLA VALLEY	BOA	47419	02/27/2013	0.00
CA 94028				50.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	50.00	0.00

Check No.	47419	Total:	50.00
Total for	HOYOUNG HUH		50.00

ICLEI	Membership Renewal 2013	13938	02/27/2013	
Local Gov for Sustainability			02/27/2013	
414 13TH STREET	929		02/27/2013	0.00
OAKLAND	BOA	47420	02/27/2013	0.00
CA 94612	M2012-4553			600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	600.00	0.00

Check No.	47420	Total:	600.00
Total for	ICLEI		600.00

INTERSTATE TRAFFIC CNTRL	Town Barricades, Cones & Signs	13965	02/27/2013	
		00006092	02/27/2013	
1700 INDUSTRIAL ROAD, STE B	564		02/27/2013	0.00
SAN CARLOS	BOA	47421	02/27/2013	0.00
CA 94070	145206			1,129.86

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	1,010.06	1,010.06
20-60-4268	Street Signs & Striping	119.80	119.80

Check No.	47421	Total:	1,129.86
Total for	INTERSTATE TRAFFIC CNTRL		1,129.86

DAVID JORGENSEN	B&BBQ Auction Refund	13939	02/27/2013	
			02/27/2013	
501 PORTOLA ROAD	0209		02/27/2013	0.00
PORTOLA VALLEY	BOA	47422	02/27/2013	0.00
CA 94028				960.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Community Events Committee	960.00	0.00

Check No.	47422	Total:	960.00
Total for	DAVID JORGENSEN		960.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/27/13

Date: 02/25/2013

Time: 9:40 am

Page: 5

TOWN OF PORTOLA VALLEY

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

JORGENSON SIEGEL MCCLURE & FLEGEL	January Statement	13940	02/27/2013	
1100 ALMA STREET	0089		02/27/2013	0.00
MENLO PARK	BOA	47423	02/27/2013	0.00
CA 94025				10,948.63

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	5,573.63	0.00
96-54-4186	Attorney - Charges to Appls	5,375.00	0.00

Check No.	47423	Total:	10,948.63
Total for	JORGENSON SIEGEL MCCLURE &		10,948.63

KUTZMANN & ASSOCIATES	January Applicant Charges	13941	02/27/2013	
39355 CALIFORNIA STREET	0090		02/27/2013	0.00
FREMONT	BOA	47424	02/27/2013	0.00
CA 94538				783.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	783.75	0.00

Check No.	47424	Total:	783.75
Total for	KUTZMANN & ASSOCIATES		783.75

LANGLEY HILL QUARRY	Emergency Storm Work	13966	02/27/2013	
PO BOX 620636	0092	00006094	02/27/2013	0.00
WOODSIDE	BOA	47425	02/27/2013	0.00
CA 94062-0636	1424			600.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	600.00	600.00

Check No.	47425	Total:	600.00
Total for	LANGLEY HILL QUARRY		600.00

WENDY MCADAM	Refund C&D Deposit	13943	02/27/2013	
133 STONEGATE ROAD	1104		02/27/2013	0.00
PORTOLA VALLEY	BOA	47426	02/27/2013	0.00
CA 94028				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	47426	Total:	5,000.00
Total for	WENDY MCADAM		5,000.00

NOLTE ASSOCIATES, INC	Land Survey - Blue Oaks Lots	13967	02/27/2013	
P.O. BOX 93243	0104		02/27/2013	0.00
LAS VEGAS	BOA	47427	02/27/2013	0.00
NV 89193-3243	12120379			165.00

GL Number	Description	Invoice Amount	Amount Relieved
-----------	-------------	----------------	-----------------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/27/13

Date: 02/25/2013

Time: 9:40 am

Page: 6

TOWN OF PORTOLA VALLEY

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

45-00-4376	900 Portola Road	165.00	0.00	
		Check No. 47427	Total:	165.00
		Total for	NOLTE ASSOCIATES, INC	165.00

PEELLE TECHNOLOGIES, INC	Digitization of Plans	13945	02/27/2013	
197 EAST HAMILTON AVE	961		02/27/2013	0.00
CAMPBELL	BOA	47428	02/27/2013	0.00
CA 95008	TOPV1112			250.73

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4208	GIS Mapping	250.73	0.00	
		Check No. 47428	Total:	250.73
		Total for	PEELLE TECHNOLOGIES, INC	250.73

PERS HEALTH	March Health Premium	13946	02/27/2013	
VIA EFT	0108		02/27/2013	0.00
	BOA	47429	02/27/2013	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. 47429	Total:	16,648.85
		Total for	PERS HEALTH	16,648.85

PRINTER ASSIST	Repairs to B/W Printer	13969	02/27/2013	
P.O. BOX 1533	944		02/27/2013	0.00
PALO ALTO	BOA	47430	02/27/2013	0.00
CA 94302-1533	6898			422.51

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	422.51	0.00	
		Check No. 47430	Total:	422.51
		Total for	PRINTER ASSIST	422.51

RELIABLE FIRE EXTINGUISHER CO	Annual Service	13947	02/27/2013	
P.O. BOX 3461	2028		02/27/2013	0.00
REDWOOD CITY	BOA	47431	02/27/2013	0.00
CA 94064	75230			284.71

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4346	Mechanical Sys Maint & Repair	284.71	0.00	
		Check No. 47431	Total:	284.71
		Total for	RELIABLE FIRE EXTINGUISHER C	284.71

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/27/13

Date: 02/25/2013

Time: 9:40 am

Page: 7

TOWN OF PORTOLA VALLEY

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

RON RAMIES AUTOMOTIVE, INC.	January Fuel Statement	13948	02/27/2013	
			02/27/2013	
115 PORTOLA ROAD	422		02/27/2013	0.00
PORTOLA VALLEY	BOA	47432	02/27/2013	0.00
CA 94028				858.17

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	858.17	0.00

Check No.	47432	Total:	858.17
Total for	RON RAMIES AUTOMOTIVE, INC.		858.17

SAN MATEO CO INF SERVICES	January M/W	13949	02/27/2013	
			02/27/2013	
455 COUNTY CENTER, 3RD FLOOR	0307		02/27/2013	0.00
REDWOOD CITY	BOA	47433	02/27/2013	0.00
CA 94063	1YPV11301			76.00

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

Check No.	47433	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SAN MATEO SHERIFF	3rd Qtr Law Enforcement	13950	02/27/2013	
OFFICE OF EMERGENCY SERVICES			02/27/2013	
400 COUNTY CENTER	0119		02/27/2013	0.00
REDWOOD CITY	BOA	47434	02/27/2013	0.00
CA 94063-0978	9419			217,024.25

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

Check No.	47434	Total:	217,024.25
Total for	SAN MATEO SHERIFF		217,024.25

SANTA CLARA COUNTY & CITIES	Dept Head Wkshp, Nerdahl	13951	02/27/2013	
Managers' Association			02/27/2013	
SHEILA TUCKER, ACM, PALO ALTO	1103		02/27/2013	0.00
PALO ALTO	BOA	47435	02/27/2013	0.00
CA 94301				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	100.00	0.00

Check No.	47435	Total:	100.00
Total for	SANTA CLARA COUNTY & CITIES		100.00

SIERRA PACIFIC TURF SUPPLY INC	Fertilizer for Fields	13952	02/27/2013	
			02/27/2013	
P.O. BOX 84	842		02/27/2013	0.00
CAMPBELL	BOA	47436	02/27/2013	0.00
CA 95009	0392588-IN			301.09

GL Number	Description	Invoice Amount	Amount Relieved
-----------	-------------	----------------	-----------------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/27/13

Date: 02/25/2013

Time: 9:40 am

Page: 8

TOWN OF PORTOLA VALLEY

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

05-58-4240	Parks & Fields Maintenance	301.09	0.00	
		Check No. 47436	Total:	301.09
		Total for	SIERRA PACIFIC TURF SUPPLY IN	301.09

SMALL BUSINESS BENEFIT PLAN TR	March Dental/Vision	13953	02/27/2013	
			02/27/2013	
	0132		02/27/2013	0.00
BELMONT	BOA	47437	02/27/2013	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. 47437	Total:	2,184.30
		Total for	SMALL BUSINESS BENEFIT PLAN	2,184.30

BARBARA TEMPLETON	Oct/Nov/Dec Transcription Svcs	13954	02/27/2013	
			02/27/2013	
304 MELVEN COURT	369		02/27/2013	0.00
SAN LEANDRO	BOA	47438	02/27/2013	0.00
CA 94577-2011	742			6,052.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4188	Transcription Services	6,052.50	0.00	
		Check No. 47438	Total:	6,052.50
		Total for	BARBARA TEMPLETON	6,052.50

TOWNSEND MGMT, INC	January Applicant Charges	13955	02/27/2013	
			02/27/2013	
P.O. BOX 24442	609		02/27/2013	0.00
SAN FRANCISCO	BOA	47439	02/27/2013	0.00
CA 94124				380.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	380.00	0.00	
		Check No. 47439	Total:	380.00
		Total for	TOWNSEND MGMT, INC	380.00

TURF & INDUSTRIAL EQUIPMENT CO	Tractor, Replacement Parts	13956	02/27/2013	
		00006089	02/27/2013	
2715 LAFAYETTE STREET	513		02/27/2013	0.00
SANTA CLARA	BOA	47440	02/27/2013	0.00
CA 95050	IV99530			813.75

GL Number	Description	Invoice Amount	Amount Relieved	
05-60-4267	Tools & Equipment	813.75	813.75	
TURF & INDUSTRIAL EQUIPMENT CO	Parts for Mower	13957	02/27/2013	
			02/27/2013	
2715 LAFAYETTE STREET	513		02/27/2013	0.00
SANTA CLARA	BOA	47440	02/27/2013	0.00
CA 95050	IV99534			383.93
GL Number	Description	Invoice Amount	Amount Relieved	

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/27/13

Date: 02/25/2013

Time: 9:40 am

Page: 9

TOWN OF PORTOLA VALLEY

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

05-58-4240	Parks & Fields Maintenance	383.93	0.00	
------------	----------------------------	--------	------	--

Check No.	47440	Total:	1,197.68
<u>Total for</u>	TURF & INDUSTRIAL EQUIPMENT		1,197.68

VISION INTERNET PROVIDERS INC	February Web Host	13958	02/27/2013	
			02/27/2013	
P.O. BOX 251588	827		02/27/2013	0.00
LOS ANGELES	BOA	47441	02/27/2013	0.00
CA 90025	24091			200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	200.00	0.00

Check No.	47441	Total:	200.00
<u>Total for</u>	VISION INTERNET PROVIDERS IN		200.00

FRED WANG	Refund C&D Deposit	13959	02/27/2013	
			02/27/2013	
111 CORTE MADERA	851		02/27/2013	0.00
PORTOLA VALLEY	BOA	47442	02/27/2013	0.00
CA 94028				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	47442	Total:	5,000.00
<u>Total for</u>	FRED WANG		5,000.00

WORRELL ROOFING	Refund C&D Deposit	13960	02/27/2013	
			02/27/2013	
3790 EL CAMINO REAL	669		02/27/2013	0.00
PALO ALTO	BOA	47443	02/27/2013	0.00
CA 94306				1,000.00

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

Check No.	47443	Total:	1,000.00
<u>Total for</u>	WORRELL ROOFING		1,000.00

Total Invoices:	40	Grand Total:	300,260.50
		Less Credit Memos:	0.00
		Net Total:	300,260.50
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	300,260.50

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
February 27, 2013

Claims totaling \$300,260.50 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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

3/13/2013

Date: 03/06/2013

Time: 3:06 pm

Page: 1

TOWN OF PORTOLA VALLEY

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

ANIMAL DAMAGE MGMT INC	Feb Pest Control, Final Svc	13981	03/13/2013	
			03/13/2013	
16170 VINEYARD BLVD. #150	804		03/13/2013	0.00
MORGAN HILL	BOA	47444	03/13/2013	0.00
CA 95037	65458			310.00

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

Check No.	47444	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

AT&T (2)	March M/W	13982	03/13/2013	
			03/13/2013	
P.O. BOX 5025	877		03/13/2013	0.00
CAROL STREAM	BOA	47445	03/13/2013	0.00
IL 60197-5025				64.38

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	64.38	0.00

Check No.	47445	Total:	64.38
Total for	AT&T (2)		64.38

BANK OF AMERICA	February Statement	13972	03/13/2013	
Bank Card Center			03/13/2013	
P.O. BOX 53155	0022		03/13/2013	0.00
PHOENIX	BOA	47446	03/13/2013	0.00
AZ 85072-3155				656.18

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4165	Sustainability Committee	1.67	0.00
05-64-4308	Office Supplies	84.67	0.00
05-64-4310	Town Publications	509.95	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4336	Miscellaneous	49.90	0.00

BANK OF AMERICA	Cisco - Smart Switch Port	13973	03/13/2013	
Bank Card Center		00006095	03/13/2013	
P.O. BOX 53155	0022		03/13/2013	0.00
PHOENIX	BOA	47446	03/13/2013	0.00
AZ 85072-3155				746.65

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	746.65	746.65

Check No.	47446	Total:	1,402.83
Total for	BANK OF AMERICA		1,402.83

CALIFORNIA WATER SERVICE CO	1/17 - 2/14 Statements	13997	03/13/2013	
			03/13/2013	
3351 EL CAMINO REAL	0011		03/13/2013	0.00
ATHERTON	BOA	47447	03/13/2013	0.00
CA 94027-3844				3,166.14

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	3,166.14	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

3/13/2013

Date: 03/06/2013

Time: 3:06 pm

Page: 2

TOWN OF PORTOLA VALLEY

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

Check No.	47447	Total:	3,166.14
Total for	CALIFORNIA WATER SERVICE CC		3,166.14

CALPERS	February Retirement	13974	03/13/2013	
FISCAL SERVICES DIVISION			03/13/2013	
ATTN: RETIREMENT PROG ACCTG	0107		03/13/2013	0.00
SACRAMENTO	BOA	47448	03/13/2013	0.00
CA 94229-2703				14,246.38

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	14,246.38	0.00

Check No.	47448	Total:	14,246.38
Total for	CALPERS		14,246.38

COLONY LANDSCAPE MAINT, INC.	Rossotti Field Seeding	14001	03/13/2013	
			03/13/2013	
P.O. BOX 940	1102		03/13/2013	0.00
ALVISO	BOA	47449	03/13/2013	0.00
CA 95002	216272			4,700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	4,700.00	0.00

Check No.	47449	Total:	4,700.00
Total for	COLONY LANDSCAPE MAINT, INC		4,700.00

COTTON SHIRES & ASSOC. INC.	February Applicant Charges	13998	03/13/2013	
			03/13/2013	
330 VILLAGE LANE	0047		03/13/2013	0.00
LOS GATOS	BOA	47450	03/13/2013	0.00
CA 95030-7218				3,065.10

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	3,065.10	0.00

COTTON SHIRES & ASSOC. INC.	Storm Reconnaissance, Alpine	14005	03/13/2013	
			03/13/2013	
330 VILLAGE LANE	0047		03/13/2013	0.00
LOS GATOS	BOA	47450	03/13/2013	0.00
CA 95030-7218	25277			1,233.83

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	1,233.83	0.00

Check No.	47450	Total:	4,298.93
Total for	COTTON SHIRES & ASSOC. INC.		4,298.93

AMY DEBENEDICTIS	Instructor Fees, Winter 2013	14006	03/13/2013	
			03/13/2013	
819 LAUREL AVENUE	2130		03/13/2013	0.00
MENLO PARK	BOA	47451	03/13/2013	0.00
CA 94025				352.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	352.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

3/13/2013

Date: 03/06/2013

Time: 3:06 pm

Page: 3

TOWN OF PORTOLA VALLEY

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

Check No.	47451	Total:	352.00
Total for	AMY DEBENEDICTIS		352.00

EMPLOYMENT DEV'T DEPT	Unemployment Insurance	13975	03/13/2013	
	10/1 - 12/31, McDougall		03/13/2013	
PO BOX 826846	0062		03/13/2013	0.00
SACRAMENTO	BOA	47452	03/13/2013	0.00
CA 94246-0001	L1592118144			1,800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4092	Unemployment Insurance	1,800.00	0.00

Check No.	47452	Total:	1,800.00
Total for	EMPLOYMENT DEV'T DEPT		1,800.00

MATTHEW HEMINGTON	Refund, Permit App Withdrawn	13984	03/13/2013	
			03/13/2013	
3510 ALPINE ROAD	747		03/13/2013	0.00
PORTOLA VALLEY	BOA	47453	03/13/2013	0.00
CA 94028				1,600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	660.00	0.00
96-54-4207	Deposit Refunds, Other Charges	940.00	0.00

Check No.	47453	Total:	1,600.00
Total for	MATTHEW HEMINGTON		1,600.00

HINDERLITER, DE LLAMAS & ASSOC	Contract Svcs, 1st Qtr 2013	13976	03/13/2013	
			03/13/2013	
1340 VALLEY VISTA DRIVE	1128		03/13/2013	0.00
DIAMOND BAR	BOA	47454	03/13/2013	0.00
CA 91765	0020571-IN			750.00

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

Check No.	47454	Total:	750.00
Total for	HINDERLITER, DE LLAMAS & ASSOC		750.00

J.W. ENTERPRISES	Portable Lavs, 2/21 - 3/20	13977	03/13/2013	
			03/13/2013	
1689 MORSE AVE	829		03/13/2013	0.00
VENTURA	BOA	47455	03/13/2013	0.00
CA 93003	166812			235.36

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	235.36	0.00

Check No.	47455	Total:	235.36
Total for	J.W. ENTERPRISES		235.36

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

3/13/2013

Date: 03/06/2013

Time: 3:06 pm

Page: 4

TOWN OF PORTOLA VALLEY

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

JURIAN CONSTRUCTION	Refund Litter Deposit	13999	03/13/2013	
			03/13/2013	
P.O. BOX 624	1235		03/13/2013	0.00
LA HONDA	BOA	47456	03/13/2013	0.00
CA 94020				100.00

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

Check No.	47456	Total:	100.00
Total for	JURIAN CONSTRUCTION		100.00

NOLTE ASSOCIATES, INC	January Applicant Charges	13985	03/13/2013	
			03/13/2013	
P.O. BOX 93243	0104		03/13/2013	0.00
LAS VEGAS	BOA	47457	03/13/2013	0.00
NV 89193-3243	13020205			396.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	396.00	0.00

NOLTE ASSOCIATES, INC	Maps - Blue Oaks Lots	14002	03/13/2013	
		00006096	03/13/2013	
P.O. BOX 93243	0104		03/13/2013	0.00
LAS VEGAS	BOA	47457	03/13/2013	0.00
NV 89193-3243	13020206			1,501.50

GL Number	Description	Invoice Amount	Amount Relieved
45-00-4376	Affordable Housing Gen'l	1,501.50	1,500.00

NOLTE ASSOCIATES, INC	Speed Survey	14007	03/13/2013	
		00006081	03/13/2013	
P.O. BOX 93243	0104		03/13/2013	0.00
LAS VEGAS	BOA	47457	03/13/2013	0.00
NV 89193-3243	13010367			2,970.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	2,970.00	2,970.00

Check No.	47457	Total:	4,867.50
Total for	NOLTE ASSOCIATES, INC		4,867.50

O. NELSON & SON	Storm Damage/Trail Work	14003	03/13/2013	
			03/13/2013	
3355 TRIPP ROAD	634		03/13/2013	0.00
WOODSIDE	BOA	47458	03/13/2013	0.00
CA 94062	148 & 149			5,970.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	5,970.00	0.00

Check No.	47458	Total:	5,970.00
Total for	O. NELSON & SON		5,970.00

PALO ALTO WEEKLY	February Advertising	13986	03/13/2013	
			03/13/2013	
450 CAMBRIDGE AVE	0048		03/13/2013	0.00
PALO ALTO	BOA	47459	03/13/2013	0.00
CA 94306	21952			348.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

3/13/2013

Date: 03/06/2013

Time: 3:06 pm

Page: 5

TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	348.00	0.00

Check No.	47459	Total:	348.00
Total for	PALO ALTO WEEKLY		348.00

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
PEELLE TECHNOLOGIES, INC	Digitization of Plans	13978	03/13/2013	
197 EAST HAMILTON AVE	961	00006097	03/13/2013	
CAMPBELL	BOA		03/13/2013	0.00
CA 95008	TOPV1111	47460	03/13/2013	0.00
				1,022.67

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	1,022.67	1,022.67

Check No.	47460	Total:	1,022.67
Total for	PEELLE TECHNOLOGIES, INC		1,022.67

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
PG&E	February Statements	13987	03/13/2013	
BOX 997300	0109		03/13/2013	0.00
SACRAMENTO	BOA	47461	03/13/2013	0.00
CA 95899-7300				886.64

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	886.64	0.00

Check No.	47461	Total:	886.64
Total for	PG&E		886.64

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
PLATINUM FACILITY SERVICES	Nov/Dec 2012 Janitorial Svcs	13996	03/13/2013	
1530 OAKLAND RD., #150	402		03/13/2013	0.00
SAN JOSE	BOA	47462	03/13/2013	0.00
CA 95112	10318 & 10742			250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4344	Janitorial Services	250.00	0.00

Check No.	47462	Total:	250.00
Total for	PLATINUM FACILITY SERVICES		250.00

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	February Statement	13979	03/13/2013	
112 PORTOLA VALLEY ROAD	0114		03/13/2013	0.00
PORTOLA VALLEY	BOA	47463	03/13/2013	0.00
CA 94028				275.41

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	100.02	0.00
05-66-4340	Building Maint Equip & Supp	52.01	0.00
20-60-4260	Public Road Surface & Drainage	123.38	0.00

Check No.	47463	Total:	275.41
-----------	-------	--------	--------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

3/13/2013

Page 35

Date: 03/06/2013

Time: 3:06 pm

Page: 6

TOWN OF PORTOLA VALLEY

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

Total for PORTOLA VALLEY HARDWARE 275.41

NAOMI HILLER REYNOLDS	Instructor Fees, Winter	13988	03/13/2013	
	Orig Chk #47387,void 2/26		03/13/2013	
44 EL REY ROAD	1234		03/13/2013	0.00
PORTOLA VALLEY	BOA	47464	03/13/2013	0.00
CA 94028				840.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	840.00	0.00

Check No. 47464 Total: 840.00

Total for NAOMI HILLER REYNOLDS 840.00

ROBERTS MARKET	Refreshments, 2/13 TC Mtg	14000	03/13/2013	
			03/13/2013	
3015 WOODSIDE ROAD	1236		03/13/2013	0.00
WOODSIDE	BOA	47465	03/13/2013	0.00
CA 94062	33718718 & 33718967			278.27

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	278.27	0.00

Check No. 47465 Total: 278.27

Total for ROBERTS MARKET 278.27

ROTO-ROOTER PLUMBERS	Maint Building Restroom Repair	13995	03/13/2013	
			03/13/2013	
5672 COLLECTION CENTER DR	360		03/13/2013	0.00
CHICAGO	BOA	47466	03/13/2013	0.00
IL 60693	19317032517			351.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	351.00	0.00

Check No. 47466 Total: 351.00

Total for ROTO-ROOTER PLUMBERS 351.00

SHARP BUSINESS SYSTEMS	February Copies	13989	03/13/2013	
			03/13/2013	
DEPT. LA 21510	0199		03/13/2013	0.00
PASADENA	BOA	47467	03/13/2013	0.00
CA 91185-1510	C772025-541			71.39

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	71.39	0.00

Check No. 47467 Total: 71.39

Total for SHARP BUSINESS SYSTEMS 71.39

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

3/13/2013

Date: 03/06/2013

Time: 3:06 pm

Page: 7

TOWN OF PORTOLA VALLEY

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

SPANGLE & ASSOCIATES	1/24 - 2/21 Statement	13990	03/13/2013	
			03/13/2013	
770 MENLO AVENUE	0121		03/13/2013	0.00
MENLO PARK	BOA	47468	03/13/2013	0.00
CA 94025-4736				36,636.50

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	11,539.50	0.00
96-54-4198	Planner - Charges to Appls	17,857.00	0.00

Check No.	47468	Total:	36,636.50
Total for	SPANGLE & ASSOCIATES		36,636.50

STAPLES	January Statement	13991	03/13/2013	
			03/13/2013	
STAPLES CREDIT PLAN	430		03/13/2013	0.00
DES MOINES	BOA	47469	03/13/2013	0.00
IA 50368-9020				365.13

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	365.13	0.00

Check No.	47469	Total:	365.13
Total for	STAPLES		365.13

STATE COMP INSURANCE FUND	Feb/March Premium	13994	03/13/2013	
			03/13/2013	
PO BOX 748170	0122		03/13/2013	0.00
LOS ANGELES	BOA	47470	03/13/2013	0.00
CA 90074-8170				6,453.34

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	6,453.34	0.00

Check No.	47470	Total:	6,453.34
Total for	STATE COMP INSURANCE FUND		6,453.34

THERMAL MECHANICAL, INC	Replace Failed Relays	13992	03/13/2013	
		00006098	03/13/2013	
425 ALDO AVENUE	955		03/13/2013	0.00
SANTA CLARA	BOA	47471	03/13/2013	0.00
CA 95054	AC-54768			1,247.84

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	1,247.84	1,247.84

Check No.	47471	Total:	1,247.84
Total for	THERMAL MECHANICAL, INC		1,247.84

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

3/13/2013

Date: 03/06/2013

Time: 3:06 pm

Page: 8

TOWN OF PORTOLA VALLEY

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

TRAFFIC DATA SERVICE	Radar Speed Survey	14004	03/13/2013	
		00006090	03/13/2013	
1386 WHITE OAKS ROAD	0148		03/13/2013	0.00
CAMPBELL	BOA	47472	03/13/2013	0.00
CA 95008-6750	13008			1,600.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	1,600.00	1,600.00

Check No.	47472	Total:	1,600.00
Total for	TRAFFIC DATA SERVICE		1,600.00

WEMORPH INC	Stationery, Business Cards	13993	03/13/2013	
			03/13/2013	
904 INDUSTRIAL AVENUE	1360		03/13/2013	0.00
PALO ALTO	BOA	47473	03/13/2013	0.00
CA 94303	12846			166.41

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	166.41	0.00

Check No.	47473	Total:	166.41
Total for	WEMORPH INC		166.41

Total Invoices: 34

Grand Total:	94,656.12
Less Credit Memos:	0.00
Net Total:	94,656.12
Less Hand Check Total:	0.00
Outstanding Invoice Total:	94,656.12

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
March 13, 2013

Claims totaling \$94,656.12 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

Sharon Hanlon

From: edward.holland1@btinternet.com [<mailto:edward.holland1@btinternet.com>]

Sent: Wednesday, March 06, 2013 9:37 PM

To: Sharon Hanlon

Cc: shandonL@gmail.com

Subject: BPT&S appointment proposal for Ed McGavin

Dear Sharon

The Bicycle, Pedestrian and Traffic Safety Committee has unanimously voted to approve the application of Ed McGavin to fill the remaining vacancy on the committee. We respectfully seek the approval of the Portola Valley Town Council to finalise his appointment.

Yours faithfully,

Edward Holland, BPT&S Committee chair

-- Sent from my HP TouchPad

Sharon Hanlon

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

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

Sent: Thursday, December 27, 2012 10:39 PM

To: Sharon Hanlon

Subject: Application to Serve on Committee - BPTS / McGavin

Submission information

Submitter DB ID : 1838

Submitter's language : Default language

Time to take the survey : 9 min. , 39 sec.

Submission recorded on : 12/27/2012 10:39:22 PM

Survey answers

Full Name:*

Ed McGavin

Name of Committee I'm Interested in Serving On:

(Please note that only the committees currently seeking volunteers are listed.)

Bicycle Pedestrian & Traffic Safety Cable & Utilities Undergrounding Committee Community Events Committee Cultural Arts Committee Emergency Preparedness Committee Nature & Science Open Space Acquisition Advisory Parks & Recreation Committee Teen Committee Trails & Paths

Email Address:*

ed_mcgavin@hotmail.com

Address (include city/zip):*

121 Escobar Rd, Portola Valley, 94028

Number of years in Portola Valley:*

1.5

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'm looking for a way to participate in my local community, and as a bike rider and pedestrian it seems like a good fit.

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

Sharon Hanlon

Subject: Trails and Paths Committee: Recommendation for Debbie Lehmann

From: Judith.Hasko@lw.com [<mailto:Judith.Hasko@lw.com>]

Sent: Wednesday, February 13, 2013 10:28 AM

To: John Richards

Cc: Sharon Hanlon; Ann Wengert Home

Subject: RE: Trails and Paths Committee: Recommendation for Debbie Lehmann

Hi John:

The Trails and Paths Committee recommends that Portola Valley appoint Debbie Lehmann as a new member of our committee. We interviewed her at our February meeting and unanimously recommend that she be appointed. Let me know if you need anything else in support of this recommendation. Sharon Hanlon has her information.

Judith Hasko
Chair, Trails and Paths Committee

Sharon Hanlon

Subject: FW: Application to Serve on Committee - Trails / Lehmann

Subject: Application to Serve on Committee - Trails / Lehmann

Submission information

Submitter DB ID : 1867
Submitter's language : Default language
Time to take the survey : 17 min. , 30 sec.
Submission recorded on : 1/7/2013 9:14:45 AM

Survey answers

Full Name:*
Debbie Lehmann

Name of Committee I'm Interested in Serving On:
(Please note that only the committees currently seeking volunteers are listed.) Bicycle
Pedestrian & Traffic Safety

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

Email Address:*
debbie.lehmann@gmail.com

Address (include city/zip):*
850 Los Trancos Road, Portola Valley CA 94028

Number of years in Portola Valley:*
9 (*House is technically within the city of Palo Alto, but postal address is Portola Valley)

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:*

Susan Gold invited me to apply to serve on the Trails Committee. I am an avid hiker with a deep appreciation for the wonderful trail networks we have in Portola Valley. My work with Portola Vineyards has allowed me to engage with Portola Valley residents and bring people together to interact with our landscape. I am passionate about the land we live in and would like to serve my community by keeping these foothills open and accessible.

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Manager

DATE: March 13, 2013

RE: Action on Claim of Ron Wilson

RECOMMENDATION

Adopt attached resolution (Attachment #1) returning claim as untimely.

BACKGROUND

On February 20, 2013, the Town received the attached claim (Attachment #2) from Ron Wilson seeking \$633.43 in reimbursement for his automobile insurance deductible and car rental expenses. Mr. Wilson states that on August 4, 2012, during the Town's Neighborhood Clean-Up Event, his vehicle was directed by a GreenWaste employee into an adjacent gate post at Ford Field, resulting in \$5,141.14 in damages to his vehicle.

Per the Town Attorney's office, Government Code Section 911.2 provides that claims for personal property damage must be filed no later than 6 months after the accrual of the cause of action. As the accident took place on August 4, 2012, Mr. Wilson's claim needed to have been submitted on or before February 4, 2013. As the claim was not submitted until February 20, 2013, it is untimely.

Government Code Section 911.3 provides that the Town Council or designated representative may at any time within 45 days after the claim is presented give written notice to the claimant that due to untimely filing their claim is being returned without further action. A draft of this notice is attached as Attachment #3.

FISCAL IMPACT

None

ATTACHMENTS

1. Resolution Recommending Return of Claim
2. Claim dated 2/20/13, Submitted by Ron Wilson
3. Draft of Letter Returning Claim

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

ATTACHMENT #1

RESOLUTION NO. _____-2013

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY DIRECTING THE RETURN
OF THE CLAIM OF RON WILSON**

WHEREAS, Ron Wilson submitted a claim to the Town on February 20, 2013, seeking monetary reimbursement for expenses related to repair of his vehicle, which he alleges was damaged on August 4, 2012, when he was entering the driveway at Ford Field to participate in the Town-sponsored Neighborhood Clean-Up Event; and

WHEREAS, Government Code Section 911.2 requires that a claim must be filed within six months of the date of the accident; and

WHEREAS, the claim was not presented within six months after the accident as required by law.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does RESOLVE:

1. That the claim submitted by Ron Wilson on February 20, 2013, in the amount of \$633.43 is hereby returned for untimely submittal.
2. The Town's Administrative Services Manager is authorized to provide notice that the claim is being returned as untimely without further action.

PASSED AND ADOPTED this 13th day of March, 2013.

By: _____
Mayor

ATTEST:

Sharon Hanlon, Town Clerk

GENTLEMEN: I AM SUBMITTING A CLAIM AGAINST THE TOWN OF PORTOLA VALLEY FOR THE AMOUNT OF \$633.43 (\$500 FOR CAR INSURANCE DEDUCTIBLE + \$163.43 FOR CAR RENTAL) FOR DAMAGE DONE TO MY 2006 LEXUS WHILE DRIVING INTO FORD FIELD TO DUMP SOME GARBAGE ON AUG.4, 2012. WHEN I ENTERED THE DRIVEWAY TO GET INTO FORD FIELD I WAS DIRECTED BY ONE OF THE GREEN WASTE EMPLOYEES WHO WAS DIRECTING TRAFFIC TO CONTINUE STRAIGHT AHEAD WITH VIGOROUS HAND SIGNALS BY HER AND SHE DIRECTED ME INTO ONE OF THE POSTS THAT HOLD UP THE GATE TO THE FORD FIELD PARKING LOT THAT RESULTED IN \$5,141.14 DAMAGE TO MY CAR (SEE PHOTOS). IF I HAD DRIVEN IN ON MY OWN I WOULD NOT HAVE HIT THE POST BUT I TRUSTED HER SIGNALS AND QUIT LOOKING AT THE ENTRANCE WITH THE RESULTING DAMAGE.

I FEEL THAT GREEN WASTE SHOULD BE RESPONSIBLE BUT THEY SAID THE TOWN IS RESPONSIBLE, THEREFORE MY CLAIM AGAINST THE TOWN.

ENCLOSED ARE PICTURES OF THE DAMAGE TO MY CAR, THE BILLS TO REPAIR IT, CAR RENTAL BILLS WHILE IT WAS BEING REPAIRED AND PICTURES OF THE CARS THAT LINE UP ON ALPINE ROAD WAITING TO GET INTO FORD FIELD WHICH MAKES FOR A VERY DANGEROUS SITUATION BECAUSE THERE ARE NO OFFICERS ON ALPINE TO DIRECT TRAFFIC AND THE CARS HAVE TO PULL OFF THE ROAD INTO THE BIKE LANE TO WAIT THEIR TURN TO GET INTO FORD FIELD. IN SUMMARY, THE ENTRANCE TO FORD FIELD IS TOO NARROW (19') FOR TWO CARS TO INGRESS AND EGRESS SAFELY WITHOUT HITTING EACH OTHER OR THE GATE POST WITHOUT EXPERT TRAFFIC DIRECTION SITUATED INSIDE FORD FIELD. I DIDN'T HAVE THAT EXPERT TRAFFIC DIRECTOR THAT DAY AND SUSTAINED OVER \$5000.00 DAMAGE TO MY CAR. HOWARD YOUNG SAW MY CAR THE DAY OF THE ACCIDENT AND TOOK PICTURES OF IT AND HIS ONLY COMMENT WAS THAT IT HAD NEVER HAPPENED BEFORE. HE MAY BE RIGHT BUT I'M QUITE SURE IT WILL HAPPEN AGAIN.

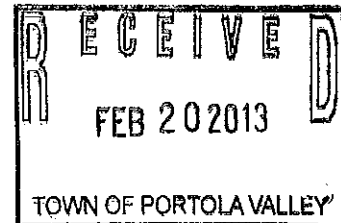
THANK YOU FOR YOUR CONSIDERATION

RON WILSON
45 BEAR PAW
PORTOLA VALLEY

Ron Wilson

2-17-13

650-851-8419



CLAIM AGAINST TOWN OF PORTOLA VALLEY

Please return to: Town Clerk, Town of Portola Valley, 765 Portola Road, Portola Valley, CA 94028

COMPLETE THE FOLLOWING, ADDING ADDITIONAL SHEETS AS NECESSARY.

- 1. CLAIMANT'S NAME (Print): RONALD C. WILSON
- 2. CLAIMANT'S ADDRESS: (Street or P.O. Box Number - City - State - Zip Code)
45 Bear Paw Portola Valley, CA. 94028
- 3. AMOUNT OF CLAIM \$ 633.43 HOME PHONE: 650-851-8419
(Attach Copies of bills/estimates) WORK PHONE: Retired

IF AMOUNT CLAIMED IS MORE THAT \$10,000 INDICATE WHERE JURISDICTION RESTS:

Limited Civil Case _____
Unlimited Civil Case _____

- 4. ADDRESS TO WHICH NOTICES ARE TO BE SENT, IF DIFFERENT FROM LINES 1 AND 2 (PRINT): _____
(Name)

(Street or P.O. Box Number)

(City - State - Zip Code)

- 5. DATE OF INCIDENT: 8-4-12 TIME OF INCIDENT: 0820 am
LOCATION OF INCIDENT: Ford Baseball Field - 3399 Alpine Road - P.V.

- 6. DESCRIBE THE INCIDENT OR ACCIDENT INCLUDING YOUR REASON FOR BELIEVING THAT THE TOWN IS LIABLE FOR YOUR DAMAGES: PV Neighborhood Clean-Up Day - Greenwaste employees were directing traffic into Ford Field & they directed me into a metal post that holds up gate. Once I was in the driveway, I could
- 7. DESCRIBE ALL DAMAGES WHICH YOU BELIEVE YOU HAVE INCURRED AS A RESULT OF THE INCIDENT: not
See attached bills + picture of gate & damage to car. see it.

- 8. NAMES(S) OF TOWN EMPLOYEE(S) CAUSING THE DAMAGES YOU ARE CLAIMING:

Ronald C. Wilson _____
Signature of Claimant Date 5-17-13

Any person who, with intent to defraud, presents any false or fraudulent claim may be punished by imprisonment or fine or both.

Note: You must file a claim in compliance with Government Code Section 911.2.

SUPERIOR BODY SHOP

956 BRANSTEN ROAD, 747 INDUSTRIAL ROAD, SAN CARLOS, CA 94070

Phone: (650) 593-1019, Fax: (650) 592-4060

Image Report

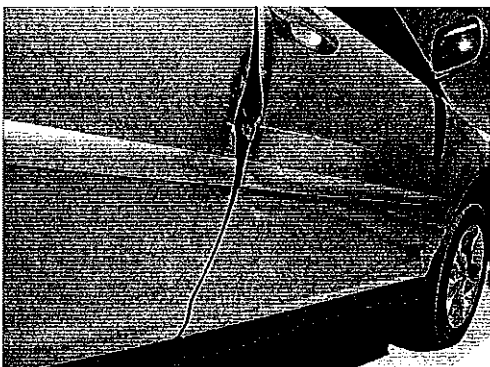
Owner:	WILSON, RON	Insurance:	STATE FARM	Estimator:	CHET MITCHELL	Vehicle Out:	
Job Number:	R73029	Claim Number:	05-10H8-28201				
Year:	2006	Color:	BEIGE	License Plate:	5XAX822	Production Date:	11/1/2005
Make:	LEXUS	Body Style:	4D UTV	State:	CA	Mileage In:	17,119
Model:	RX400H 4X2	Engine:	6-3.3L-G/E	VIN:	JTJGW31U460001352	Condition:	Good



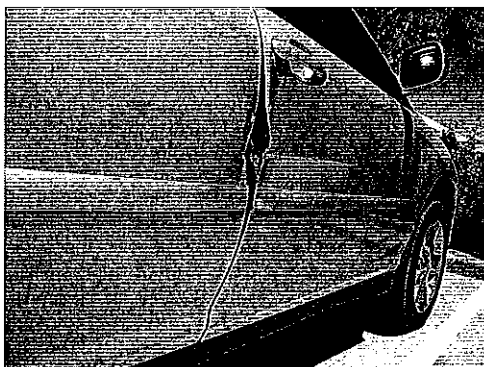
8/8/2012 E01
Comments: rt-frt door inner side damage



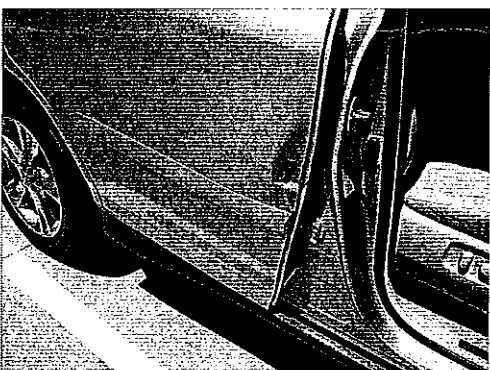
8/8/2012 E01
Comments: rear



8/8/2012 E01
Comments: rt-frt and rear doors damage



8/8/2012 E01
Comments: rt-frt and rear doors damage



8/8/2012 E01
Comments: rt-rear door damage

Lexus 72.6" Wide

Ford Field Entrance 19' Wide

Piece of damage done to
my 2006 Lexus SUV
from metal post @ entrance
to Ford Field

Final

SUPERIOR BODY SHOP

956 BRANSTEN ROAD, 747 INDUSTRIAL ROAD,
SAN CARLOS, CA 94070
Phone: (650) 593-1019
FAX: (650) 592-4060

Page 50
Workfile ID: f400c51e
Federal ID: 943023566
BAR: AA129769

Preliminary Supplement 1 with Summary

Customer: WILSON, RON

Written By: CHET MITCHELL
Adjuster: ACC CP Team 74, sf

Insured: WILSON, RON Policy #: Claim #: 05-10H8-28201
Type of Loss: Collision Date of Loss: 8/3/2012 1:00:00 AM Days to Repair: 0
Point of Impact: 03 Right T-Bone

Owner: WILSON, RON
45 BEAR PAW
PORTOLA VALLEY, CA 94028
(650) 851-8419 Day

Inspection Location: SUPERIOR BODY SHOP
956 BRANSTEN ROAD
747 INDUSTRIAL ROAD
SAN CARLOS, CA 94070
Other
(650) 593-1019 Business

Insurance Company: STATE FARM INSURANCE COMPANIES
SAN JOSE SERVICE CENTER
ROHNERT PARK

Vehicle Drop Off Date: 08/08/2012 **Promise Date:** 08/21/2012 **Repair Start Date:** 08/13/2012

VEHICLE

Year: 2006 Body Style: 4D UTV VIN: JTJGW31U460001352 Mileage In: 17119
Make: LEXU Engine: 6-3.3L-G/E License: 5XAX822 Mileage Out:
Model: RX400H 4X2 HYBRID Production Date: 11/2005 State: CA Vehicle Out:
Color: BEIGE Int: BEIGE Condition: Good Job #: R73029

4 Wheel Disc Brakes	Console/Storage	Leather Seats	Privacy Glass
Air Conditioning	Cruise Control	Luggage/Roof Rack	Rear Defogger
Alarm	Driver Air Bag	Passenger Air Bag	Rear Window Wiper
Aluminum/Alloy Wheels	Dual Air Conditioning	Power Brakes	Search/Seek
AM Radio	Dual Mirrors	Power Driver Seat	Spoiler
Anti-Lock Brakes (4)	Electric Glass Sunroof	Power Locks	Steering Wheel Controls
Automatic Transmission	FM Radio	Power Mirrors	Stereo
Bucket Seats	Fog Lamps	Power Passenger Seat	Telescopic Wheel
Cassette	Front Side Impact Air Bags	Power Steering	Tilt Wheel
CD Changer/Stacker	Intermittent Wipers	Power Trunk/Tailgate	Traction Control
Clear Coat Paint	Keyless Entry	Power Windows	

Preliminary Supplement 1 with Summary

Customer: WILSON, RON

Vehicle: 2006 LEXU RX400H 4X2 HYBRID 4D UTV 6-3.3L-G/E BEIGE

Line	Operation	Description	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER				
2	R&I	R&I bumper cover			1.6	
3		FRONT LAMPS				
4	R&I	RT R&I headlamp assy			0.3	
5	Repl	Aim headlamps	1		0.5	
6		FENDER				
7	Blnd	RT Fender				1.0
8	R&I	RT Fender liner			0.5	
9		WINDSHIELD				
10	* Rpr	Windshield Lexus, w/o heated w/o rain sensor-ROPE			0.3	
11		ROOF				
12	# Blnd	RT Roof rail				0.7
13	R&I	RT Drip molding front			0.2	
14	R&I	RT Drip molding center			0.3	
15	R&I	RT Drip molding rear			0.3	
16	R&I	RT Side rail			1.5	
17		PILLARS, ROCKER & FLOOR				
18	* R&I	RT Corner cover			0.2	
19	R&I	RT Rocker molding			0.5	
20		FRONT DOOR				
21	Repl	RT Door shell	1	725.77	5.0	3.0
22		Add for Clear Coat				1.2
23		Add for mirror			0.5	
24	# Repl	Seam sealer	1	18.00		
25	# Repl	Sound deadener pads	1	25.00 T		
26	* S01 Repl	RT Black out tape	1	58.36	0.3	
27	* S01 Repl	RT Stripe upper	1	41.96	0.2	
28	* S01 Repl	RT Stripe lower	1	21.19	0.2	
29	* S01 Repl	RT Body side mldg beige	1	134.83	0.2	
30	R&I	RT Mirror assy w/memory beige			Incl.	
31	R&I	RT Handle, outside beige			Incl.	
32	R&I	RT R&I trim panel			Incl.	
33		REAR DOOR				
34	Repl	RT Door shell	1	608.07	4.5	3.0
35		Overlap Major Adj. Panel				-0.4
36		Add for Clear Coat				0.5
37	# Repl	Sound deadener pads	1	25.00 T		
38	# Repl	Seam sealer	1	18.00		
39	S01 Repl	RT Black out tape	1	51.68	0.3	
40	Repl	RT Stripe tape front	1	21.19	0.2	
41	* S01 Repl	RT Stripe tape center	1	26.46	0.2	
42	Repl	RT Stripe tape rear	1	21.19	0.2	

Preliminary Supplement 1 with Summary

Customer: WILSON, RON

Vehicle: 2006 LEXU RX400H 4X2 HYBRID 4D UTV 6-3.3L-G/E BEIGE

43	*	S01	Repl	RT Body side mldg beige	1	113.85	0.2	
44			R&I	RT Handle, outside beige			Incl.	
45			R&I	RT R&I trim panel			Incl.	
46				QUARTER PANEL				
47			Blnd	RT Quarter panel				1.1
48			R&I	RT Quarter glass Lexus			2.0	
49	#		Repl	Urethane Kit	1	29.00		
50			R&I	RT Upper qtr trim w/o TV ivory			0.3	
51			R&I	RT Lower qtr trim ivory			0.3	
52				REAR LAMPS				
53			R&I	RT Tail lamp			0.3	
54				REAR BUMPER				
55			R&I	R&I bumper cover			1.3	
56				MISCELLANEOUS OPERATIONS				
57	*		Repl	Cover car/bag	1	8.00	0.3	
58	#		Rpr	Color sand and polish			1.6	
59	#		Rpr	Tint color			0.5	
60	#	S01	Subl	RT Side Hand Painted Stripes-PER INVOICE	1	343.75 X		
61	#		Repl	Hazardous removal	1	4.00		
SUBTOTALS						2,295.30	24.8	10.1

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,901.55
Parts Discount	\$ 1,832.55	-5.0 %	-91.63
Body Labor	24.8 hrs @	\$ 71.00 /hr	1,760.80
Paint Labor	10.1 hrs @	\$ 71.00 /hr	717.10
Paint Supplies	10.1 hrs @	\$ 28.00 /hr	282.80
Miscellaneous			393.75
Subtotal			4,964.37
Sales Tax	\$ 2,142.72 @	8.2500 %	176.77
Grand Total			5,141.14
Deductible			500.00
CUSTOMER PAY			500.00
INSURANCE PAY			4,641.14



PG 1 OF 4 # 0 RT RR HZZ13/863



RENTED BY THE HERTZ CORPORATION
WILSON, RONALD

CAREID08 0726906
VEHICLE 01298/5088919 12 NISSAN TK CAP 11
LIC CA 6VJZ780 CLS YB MILES OUT 8427 FUEL OUT 618

RENTED: 08/20/2012 10:10 @ REDWOOD CITY HLE
RETURN: 08/20/2012 18:00 @ REDWOOD CITY HLE

You agree to pay charges at the rates and in the amounts that appear on the left of the table below. Taxable charges are denoted by a T, and additional details about some charges appear beneath the table. Hertz's estimates of Your total charges appear on the right of the table below. Hertz's estimates assume (1) You will rent and return the vehicle at the times and places indicated, (2) if a mileage charge applies, You will drive no more than the distance indicated and (3) You will not incur any charges that are either listed below opposite **** or cannot be calculated until return. If any of these assumptions is incorrect, additional charges or charges at higher rates may apply.

CHARGE RATE / AMOUNT	CHARGE ESTIMATE
1 @ \$ 25.00 / DAY WITH ALL MILES FREE	\$ 25.00

WITH ALL MILES FREE

ADJUSTMENT		
SUBTOTAL	T \$	25.00
ADDITIONAL CHARGES		

OPTIONAL SERVICES

FUEL & SERVICE \$ 0.332/MI \$ 9.29/WGL 11 /TK CAP \$ ****

TAX / FEES SURCHARGE \$ 0.17

TAX 1 2.05% ON EST. TAXABLE TTL \$ 25.17 \$ 2.06
TAX 2 3.25% ON CALIFORNIA REFUELING ADJUSTMENTS \$ ****

ESTIMATED CUSTOMER CHARGE \$ 27.25



1 RN RR H21777022
VIN# 3N1AB6AP5CL745687

RENT RATE 5 @ \$ 24.99 / DAY \$ 124.95

SUBTOTAL	T \$	124.95
CHARGES ADDED DURING RENTAL		
LDW DECLINED	\$	
US DECLINED	\$	
PAI,PEC DECLINED	\$	

136.18
27.25
163.43
500.00
663.43

SERVICE CHARGES/TAXES SURCHARGE	\$	0.81
---------------------------------	----	------

FUEL TAX	3.25 %	
TAX	11.50 % ON EST. TAXABLE TTL \$125.80	\$ 15.31

CUSTOMER CHARGE	\$	136.11
-----------------	----	--------

CHARGED ON: MC XXXXXXXXXXXXXXX2257	\$	136.11
CUSTOMER BALANCE	\$	0.00

FOR EXPLANATION OF THE ABOVE CHARGES,
PLEASE ASK A REPRESENTATIVE OR GO TO
WWW.HERTZ.COM/CHARGEEXPLAINED

VEHICLE: 01298/9107426 12 NISSAN LIC: CA 6VNX320
RENTED: REDWOOD CITY HLE 08/10/2012 10:19
RETURN: REDWOOD CITY HLE 08/14/2012 16:31

HOW WAS YOUR EXPERIENCE? WE'D LIKE YOUR FEEDBACK.

- 1) Visit WWW.HERTZSURVEY.COM
- 2) Enter Access Code: 07269
- 3) Take Brief Survey

STATEMENT OF CHARGES - NOT VALID FOR RENTAL

Dangerous line-up on
Alpine - no
Traffic
control /
no 40 mph

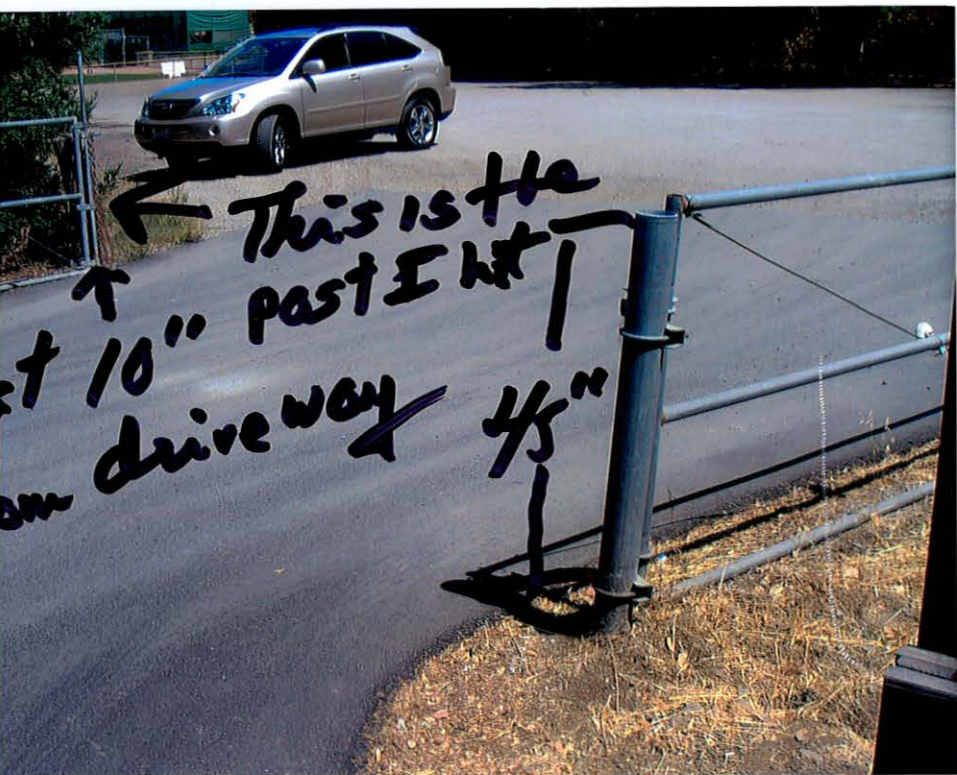


8'5
8'0m

Cars in Bike lane



Lexus 17'6" T
wide



ATTACHMENT #3

DRAFT

March 13, 2013

Mr. Ron Wilson
45 Bear Paw
Portola Valley, CA 94028

Dear Mr. Wilson:

The claim you presented to the Town of Portola Valley on February 20, 2013 is being returned because it was not presented within six months after the event or occurrence as required by law (see Sections 901 and 911.2 of the Government Code). Because the claim was not presented within the time allowed by law, no action was taken on the claim.

Your only recourse at this time is to apply without delay to the Town of Portola Valley for leave to present a late claim (see Sections 911.4 to 912.2, inclusive, and Section 946.6 of the Government Code). Under some circumstances, leave to present a late claim will be granted (see Section 911.6 of the Government Code).

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately,

Sincerely,

Stacie Nerdahl
Administrative Services Manager

Attachment



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: March 13, 2013

RE: **Adoption of a Resolution Approving Plans and Specifications - Ford Field Renovation Project #2011-PW02B**

RECOMMENDATION

1. That the Town Council determines whether to proceed with the Ford Field Renovation Project
2. That the Town Council adopts the attached Resolution approving plans and specifications for the Ford Field Renovation Project and Calling for sealed bids for this project.

BACKGROUND

At its January 11, 2012 meeting, the Town Council approved a design for the renovation of Ford Field and a community fundraising effort. This was followed up by an approval to solicit public bids for the project at the April 25, 2012 Council meeting. The low bid received at that time was \$587,000, which was 25% higher than the landscape architect's estimate.

At its July 25, 2012 meeting, the Town Council authorized staff to reject all bids for the project due to high bids and authorized staff to reevaluate the project scope, prepare a new cost estimate, and to rebid the project in early Spring of 2013. The Chair of the Park and Recreation Committee concurred with these recommendations.

In addition, at its October 12, 2012 meeting, the Town Council authorized the removal of a hazardous decaying oak tree over the eastern dugout. This also provided an opportunity to revisit and realign the dugout and bleacher facilities along the first base line that were originally designed around the tree.

DISCUSSION

Staff and the landscape architect, Carducci and Associates, have reevaluated the project scope for value engineering items. In addition, bid alternates were assigned so that optional scope can be added or removed. These bid alternates include the batting cage and dugout roofing material. The applicable value engineering items and bid alternates were discussed with the Chair of the Park and Recreation Committee, Alpine/West Menlo Little League, and the ASCC Chair. The current construction estimate not including the bid alternates and construction soft costs is \$460,048. Including a 10% contingency would result in a construction cost of \$506,053. The addition of the bid alternates would result in a construction cost of \$576,053. Cost estimates were based on the previous low bidders pricing and not conservative. Therefore, if bids return higher this year, it may result in a further reduced project scope. The current status of total costs and available funding is depicted in Exhibit A.

The Park and Recreation Chair, Little League representatives, and staff met to discuss the revised general project scope, bid alternates, and schedule. Little League insisted that construction start after June 1 to avoid drastically affecting the players schedule. Staff felt this was reasonable however, it does push the project closer into the busier construction season that traditionally occurs in the summer when schools are on break. The following is the anticipated project schedule:

Town publicly advertises for the project:	Week of March 18, 2013
Bid Opening:	Week of April 15, 2013
Town Council awards contract:	Week of April 22, 2013
Construction begins:	Week of June 1, 2013
Construction completed:	Week of September 30, 2013
Sod establishment complete	Week of November 15, 2013

State Grant status:

The 2002 Resources Bond Act Per Capita Grant and the Proposition 40 Roberti-Z'berg-Harris Block Grant allocates \$232,000 to the Town for the Ford Field Renovation project. The grant contracts indicate that the Town has until June 30, 2015 to utilize the funds. Although State funding climates can change, the State Department of Parks and Recreation indicated to Town staff on March 6, 2013 that there currently is no foreseeable danger of losing the Towns allocation.

Fundraising:

Fundraising efforts began in April 2012 lead by Jon Myers, Chair of the Park and Recreation Committee. Exhibit A Section B summarizes the fundraising efforts and commitments to date.

On May 11, 2012, a matching grant agreement was executed with Sand Hill Foundation. The grant provides up to \$100,000 in matching funds. The agreement dates were extended from 2012 and now requires that fundraising be complete by June 30, 2013 and construction be completed by December 31, 2013.

On March 6, 2013, the Town received a revised donation agreement from Little League for their commitment of \$100,000. Jon Myers has been working on the revision with Little League. The revised donation agreement will need to be reviewed by the Town Attorney and executed by the Town. In addition, Little Leagues commitment accounts for \$40,000 towards the matching \$100,000 grant from the Sand Hill Foundation. Little League also has indicated as part of their agreement that they would share 50% of any shortfall up to an amount of \$40,000. The goal is to have the revised donation agreement fully executed and funds received prior to awarding a construction contract.

FISCAL IMPACT

The adopted 2012/2013 Town budget allocated \$540,000 for the Ford Field Renovation project. As a result of the high bids received in July 2012, the Town had to revise the scope and budget. Due to the nature of the project, there are limited items available to reduce scope. The current anticipated expenditures for the base bid project is \$568,738. Exhibit A illustrates the current costs and fund sources available for the project.

The current funding is short \$73,526 to deliver the anticipated cost of the base bid project including a standard 10% construction contingency of \$46,005. Little League has indicated that they would share 50% of the cost of any shortfall up to \$40,000. Therefore the Towns portion of the shortfall may be \$36,763. This amount can be covered with the proceeds from the sale of stock donated by Laird Cagan in 2008 which was \$60,387.

ATTACHMENTS:

1. Exhibit A – Cost and Available Funding
2. Resolution

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

Exhibit A

Costs and Available Funding as of 3/6/2013

	Section A - Construction and Soft Costs	
1	Construction costs of base bid	\$ 460,048
2	10% construction contingency of base bid	\$ 46,005
3	Subtotal	\$ 506,053
	Other costs	
4	Construction soft costs	\$ 37,600
5	Expenditures to date prior to start of fundraising (\$48,451) paid by the Town less reimbursements by ABAG (\$45,769) plus yet to be reimbursed (\$2,682) will result in net \$0	0
6	Expenditures to date after start of fundraising to be shared by Little League and Town	\$ 25,085
7	Total anticipated expenditures base bid	\$ 568,738
	Section B - Funds Available	
8	State Grant Funds	\$ 232,212
9	Little league donation agreement and other fundraising events	\$ 104,000
10	Sand Hill Foundation match grant based on commitments	\$ 100,000
11	General donations received on-line by Town	\$ 59,000
12	Total anticipated available funds	\$ 495,212
	Summary	
13	Anticipated shared shortfall of base bid between Town and Little League 50/50*	\$ 73,526
14	<i>cost of bid alternates</i>	\$ 70,000
15	<i>Total shortfall with base bid and bid alternates</i>	\$ 143,526
	<i>*Town's share of shortfall from line item #13</i>	\$ 36,763
	<i>*Little League's share of shortfall from line item #13</i>	\$ 36,763

RESOLUTION NO. _____ 2013

A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY
APPROVING PLANS AND SPECIFICATIONS AND
CALLING FOR BIDS FOR THE
FORD FIELD RENOVATION PROJECT
No. 2011-PW02B

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

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

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

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

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

Section 5. All proposals or bids shall be accompanied by a certified check payable to the order of the Town, or cash, amounting to ten percent (10%) of the bid, or by a bond in said amount and payable to the Town, signed by a corporate surety or by the bidder and two sureties who shall justify before any officer competent to administer an oath, in double said amount and over and above all statutory exemptions. The check shall be forfeited, or the bond shall become payable to the Town, in case the bidder depositing the same does not, after the contract has been awarded, and within the time specified in said plans and

specifications, enter into a contract, in form as set forth in said specifications, with the Town, the faithful performance of which shall be assured by an undertaking in the amount of one hundred percent (100%) of the amount so bid, with sureties satisfactory to the Town, and which shall be accompanied by a payment bond (labor and materials) in a sum not less than one hundred percent (100%) of the amount of said bid.

Section 6. The sealed proposals or bids shall be delivered to the Public Works Director of the Town on or before 1:00 p.m., on the 16th day of April, 2013, or other date as amended by the Public Works Director, at the Office of the Town Clerk in the Town Hall, 765 Portola Road, Portola Valley, California, said time being not less than ten (10) days from the time of the first publication of said Notice. Bids will be publicly opened, examined, and the Town Council will take action awarding the contract or rejecting all bids not later than forty-five (45) days after the expiration of the time prescribed for the receipt of bids; provided the award may be made after the expiration of the specified times, if the bidder shall not have given to the Council notice in writing of the withdrawal of such bid on proposal.

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

PASSED AND ADOPTED this 9th day of March, 2013.

Mayor

ATTEST:

Sharon Hanlon, Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: March 13, 2013

RE: **2012/2013 Street Resurfacing Project #2012-PW01**

RECOMMENDATION

That the Town Council adopt the attached resolution approving plans and specifications for the 2012/2013 Street Resurfacing project and calling for sealed bids for this project. It is also recommended that the Town Council authorize the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$360,000. This would include authorization to add (or subtract) to the project, additional work as recommended by the Public Works Director if the budget allows in an effort to maximize paved areas and utilize the entire budgeted amount.

DISCUSSION

The preparation of construction documents for this year's street resurfacing program is completed. This project will repair roadway base and apply asphalt overlay or surface seals on portions of: Adair Lane, Antonio Court, Applewood Lane, Arastradero Road, Campo Road, Cordova Court, Grove Drive, Hillbrook Drive, Iroquois Trail, Los Charros Lane, Montara Court, Palmer Lane, Sausal Drive, Shawnee Pass, Shoshone Place, Sierra Lane, Tagus Court, Tan Oak Drive, Valencia Court, and Wyndham Drive.

The streets selected for treatment this year were based on the Town's Pavement Management System and field surveys. A copy of the Plans and Specifications are available for review at Town Hall in the office of the Town Clerk.

The following is our anticipated project schedule for this project weather dependent:

Town publicly advertises for the project:	Week of March 18, 2013
Bid Opening:	Week of April 8, 2013
Town Manager awards contract:	Week of April 15, 2013
Construction begins:	Week of May 6, 2013
Construction completed:	Week of June 24, 2013

FISCAL IMPACT

The estimated cost of this street resurfacing project is \$360,000 including a 10% construction contingency. The adopted 2012/2013 budget for all capital improvement street resurfacing related projects is \$368,000. The intent is to complete the project in the 2012/2013 fiscal year.

ATTACHMENT

Resolution

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

RESOLUTION NO. _____ 2013

A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY
APPROVING PLANS AND SPECIFICATIONS AND
CALLING FOR BIDS FOR THE
2012/2013 STREET RESURFACING PROJECT
No. 2012-PW01

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

Section 1. The Town Council hereby approves and adopts plans and specifications for certain work in the Town known as the 2012/2013 Street Resurfacing Project.

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

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

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

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

assured by an undertaking in the amount of one hundred percent (100%) of the amount so bid, with sureties satisfactory to the Town, and which shall be accompanied by a payment bond (labor and materials) in a sum not less than one hundred percent (100%) of the amount of said bid.

Section 6. The sealed proposals or bids shall be delivered to the Public Works Director of the Town on or before 11:00 a.m., on the 11th day of April, 2013, or other date as amended by the Town, at the Office of the Town Clerk in the Town Hall, 765 Portola Road, in the Town, said time being not less than ten (10) days from the time of the first publication of said Notice. Bids will be publicly opened, examined, and the Town Manager will take action awarding the contract or rejecting all bids not later than thirty (30) days after the expiration of the time prescribed for the receipt of bids; provided the award may be made after the expiration of the specified times, if the bidder shall not have given to the Council notice in writing of the withdrawal of such bid on proposal.

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

PASSED AND ADOPTED this 13th day of March 2013.

Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garreaux, Sustainability & Special Projects Manager
Tony Macias, Recreational Facilities Coordinator

DATE: March 13, 2013

RE: **Proposed Revisions to the Town Public Events Signage/Banner Policy**

RECOMMENDATION

Staff recommends that the Town Council adopt the revised Town Public Events Signage/Banner Policy.

BACKGROUND/DISCUSSION

The Town Public Events Signage/Banner Policy (banner policy) was last updated and adopted by the Council on September 25, 2002. The following is a list of changes that have occurred in the more than ten years since the banner policy was last updated:

1. The demand for posting signs/banners has increased with increased use of the new Town Center.
2. A high-fire danger alert system has been put in place that may preempt posted banners.
3. Two banner locations are now available at the entrance to the Town Center by the Old Schoolhouse and at Ford Field.
4. The banner location referenced in the old banner policy at the corner of Alpine Road and Portola Road has not existed for some time.

The proposed revisions bring the Town's banner policy in line with current practices and outline a framework for priority if there is more than one request to use a banner location in a given timeframe. The Town Attorney has reviewed the proposed revisions to the banner policy.

Approved: Nick Pegueros, Town Manager *N. P.*

Attachments

- Attachment 1: Proposed Public Events Signage/Banner Policy
- Attachment 2: Updated Signage/Banner Application Form

Attachment 1

TOWN OF PORTOLA VALLEY

PUBLIC EVENTS SIGNAGE/BANNER POLICY

This policy ~~provides for~~ establishes requirements for the placement of roadside signs/banners within the Town of Portola Valley, as allowed by Municipal Code Section 18.40.030.L., as follows:

The Town allows roadside sign/banner to be placed only for events sponsored by (1) the Town (such as Litter Clean-Up Day, Hazardous Materials Drop-Off Day, Blues and BBQ, ~~and~~ Town Picnic, etc.), (2) other public agencies whose jurisdiction includes the Town or (3) organizations authorized by the Town to use the Town's playing fields for regularly scheduled events.

All roadside signs/banners must comply with the following:

1. Location established for placement of roadside signs/banners: The Portola Road entrance to Town Center, 765 Portola Road; Ford Field, Alpine Road; however, for Town sponsored events additional ~~roadside signs/banners~~ "A-frame" signs may be placed within the right-of-way at the Alpine and Portola Roads intersection.
2. The Town Council may approve requests for a sign/banner to be placed at a location other than specified in Item #1 above. However, prior to such approval the specific request shall be referred to the ~~ASCC~~ Architectural & Site Control Commission for review and recommendation.
3. Only ~~one two~~ banners shall be allowed at each location at any time; however only one banner is allowed at each location per applicant/event.
4. Size/~~Dd~~ dimensions of roadside sign/banner shall be ~~30 square feet~~ 3'x10'.
5. The sign/banner shall be displayed for no more than two weeks. Only ~~Town~~ Staff shall will set up and ~~dismantle remove the signs~~ banners.
6. Requestor shall complete a "Roadside Sign Signage/Banner" application form for placement of proposed banner at least seven days before the "Date to Begin Sign/Banner Display" indicated on the Signage/Banner application form. Applicants are encouraged to wait until application is approved to make signage/banners.
- 6.7. The sign/banner should be delivered to Town Hall at least two days prior to the "Date to Begin Sign/Banner Display" indicated on the Signage/Banner

application form. If banner is not delivered by this date, the space will be given to the next applicant in line.

8. If there are more applications received for sign/banner display than space available, priority will be given as follows and with priority further delineated in each category by the order in which the applications were received: (1) events or programs sponsored by the Town; (2) events or programs sponsored by other public agencies whose jurisdiction includes the Town or (3) organizations authorized by the Town to use the Town's playing fields for regularly scheduled events.

9. In the event of high fire danger, a posted sign/banner may be displaced by a temporary sign/banner to notify residents of the high fire danger; and the applicant shall not be entitled to a refund.

7.10. A \$25.00 fee shall be paid for staff coordination and set-up of the roadside sign/banner for organizations authorized by the Town to use the Town's playing fields.

Approved 9/25/02 Adopted by Council (insert date)

TOWN OF PORTOLA VALLEY
Signage/Banner Application

Name of Applicant: _____

Associated Agency/Organization: _____

Event Sponsor (please check one):

- Town of Portola Valley
- Public Agency with Portola Valley jurisdiction
- Organization authorized by Town to use Playing Fields for Regularly Scheduled Events

Description of Sign/Banner and/or Event: _____

Date to Begin Sign/Banner Display: _____

Date to End Sign/Banner Display: _____

(NOTE: No more than 2-week duration)

Location(s) and Dimensions (please check; maximum of 2 signs/banners):

- Town Center entrance (Size 3'x10')
- Ford Field (Size 3'x10')
- Other location, pending pre-approval by Architectural & Site Control Commission (Size 3'x10')

I, _____ understand that:

- Only one banner per applicant/event is allowed at each location at any time (for a total of two banners per applicant/event);
- The sign/banner must be delivered to Town Hall at least 2 days before the "Date to Begin Sign/Banner Display" listed above or the space will be given to the next applicant in line;
- The sign/banner shall be displayed for no more than 2 weeks;
- Only Town staff shall set up and dismantle the banner;
- The application may be denied; and I am encouraged to wait until approval to make the sign/banner;
- I have read the attached Public Events Signage/Banner Policy.
- Further, I am enclosing/attaching a \$_____ payment for application fees

Signature

Date



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability & Special Projects Manager
Stacie Nerdahl, Administrative Services Manager

DATE: March 13, 2013

RE: **Proposed Revisions to Town Website Policy**

RECOMMENDATION

Staff recommends that the Town Council adopt the revised Town Website Policy.

BACKGROUND

On September 28, 2005, the Town Council adopted the attached, “Policy Concerning Inclusion of Items on the Town Website” (Attachment 1). In the spring of 2009, the Town launched a new and expanded Town website. As a result, the scope of information the Town was able to provide to its citizens expanded, but the Town’s website policy was not updated. On March 14, 2012, the Town Council revised the website policy to remove a reference to the former art gallery and artists’ studios that no longer exist at the Town Center and directed Town staff to review and update the website policy.

DISCUSSION

Town staff reviewed and updated the Town website policy with the assistance of the Town Attorney. The revisions bring the Town’s website policy in line with Town goals and current practices. The revised website policy outlines a rational decision-making process for including a link on the Town website. This allows outdated links to be removed and new links added in accordance with the policy without the need for Council approval. It also updates the approval process to make it more feasible and compatible with current website posting practices. Specifically, the revised website policy:

- Indicates that the Town website is not a public forum and is not a place for commercial or political speech;
- Allows the Town Manager to appoint a designee(s) to make decisions about website content;
- Includes criteria for guiding decisions about content on the Town website;
- Provides a disclaimer to address any unforeseen impacts of the use of the Town’s website.

Town staff is supportive of this revised policy, which trusts and empowers staff to continue making “best judgment” decisions about website content that is in line with Town’s goals.

Approved: Nick Pegueros, Town Manager *N. P.*

Attachments

- Attachment 1: Existing Policy Concerning Inclusion of Items on the Town Website
- Attachment 2: Proposed Website Policy

Attachment 1

TOWN OF PORTOLA VALLEY

Revised: March 14, 2012

Policy Concerning Inclusion of Items on the Town Website

1.0 PURPOSE

This policy establishes persons authorized to approve the posting of items to the website. It further delineates content parameters for items intended to be included on the Town's website calendar.

2.0 POLICY

2.1 Inclusion of calendar items on the website

2.1.1 The following items are eligible to be included in the website calendar:

- Events sponsored by the Town;
- Programs/events of other public agencies whose jurisdictions include the Town, or of nonprofit organizations whose governing body includes official representatives from other public agencies whose jurisdictions include the Town;
- Sign-up notices for recreational groups utilizing Town fields on a regular basis;
- Classes regularly held in Town facilities;
- Educational or cultural events that are open to the public at churches, private schools or institutions in Town;
- Other items approved by authorized persons listed in 2.2.1 or 2.2.2 below.

2.2 Authorization to post items on the website

2.2.1 The Town Administrator, Assistant Town Administrator or two Town Council members are authorized to approve the posting of items and any other content additions or revisions to the Town website, as long as the items relate to Town business. Authorization from Council members must be provided in writing.

2.2.2 In the event none of the above authorized persons is available and it is imperative that an item be posted to the website, due to its timeliness, urgency or other compelling reasons, the Public Works Director and/or Town Attorney may approve the posting of items to the Town website.

Attachment 2



Town of Portola Valley Proposed Website Policy

PURPOSE

The purpose of the Town of Portola Valley ("Town") website is to provide information of the Town's choosing to the public in order to conduct the Town's business and promote the Town's goals as guided by the Town Council. The Town's website and any links are not intended to serve as a forum for free discussion. Ample facilities for free expression are available both on the internet and in the physical world. Instead, the Town's website is intended to serve the Town's need to make useful and practical information available to residents, businesses, and visitors that facilitates the provision of a Town service or furthers another specifically articulated purpose of the Town.

POLICY

The Town's website is intended to inform the public about the business of the Town and provide a resource for interacting with the Town. The Town's website may not be used for commercial or political speech, and may not be used for any personal business.

All content to be placed on the Town website, including the calendar and any links, shall be approved for posting by the Town Manager or his or her designee. Content included on the Town's website shall further Town goals or a specific purpose of the Town that is articulated in an official written expression of Town policies or purposes. Any links are provided to further Town goals or purposes and not as a benefit to the linking party. No party shall have a right to place a link on any Town website by virtue of this policy.

Specifically articulated purposes of the Town are those purposes that are set out in official policy documents of the Town. Specifically articulated purposes of the Town that could be furthered by providing content on the Town website include (but are not limited to):

1. Providing information about events, programs and classes sponsored by the Town.
2. Making information available about the organizations in which the Town itself maintains a membership.
3. Providing information about programs or events of other public agencies whose jurisdiction includes the Town or of organizations whose governing body includes official representatives from other public agencies whose jurisdiction includes the Town.
4. Making known the availability of services to visitors and citizens by linking to entities that have contracted with the Town to provide services.
5. Making known indirect providers of information and/or services that are supportive of established Town goals, policies and/or programs where the

- Town Manager or his or her designee determines that the link to the provider will enhance the ability to achieve the goals, policies and or procedures.
6. Creation of a vibrant Town by drawing upon the Town's assets through the Town's relationship with organizations such as local churches, local businesses, regional organizations, city-to-city committees, sister cities, and other organizations to promote trade, investment, cultural activities and civic engagement.

In determining if particular content would serve a specific articulated purpose of the Town, the Town Manager or his or her designee shall consider the following:

1. Whether the mission of the organization closely aligns with the accomplishment of a Town objective, such that adding the content is helpful in meeting the Town's goals.
2. Whether the organization's role as a business partner, contractual partner, or ongoing user of a Town facility, is such that the Town benefits from promotion of the organization through the link.
3. Whether there is such an abundance of potential links of this nature that a comprehensive list is unreasonable to maintain, and a representative sample would be more useful to a user of the Town's website.

Website Disclaimer

The Town is neither responsible nor liable for any delays, inaccuracies, errors or omissions arising out of the use of the Town's website or with respect to the material contained on the website, including without limitation, any material posted on the website, nor for any viruses or other contamination. The Town website and all materials contained on it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitations, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The Town is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the website and/or the materials contained on the website whether the materials contained on the website are provided by the Town or a third party.

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0021
(916) 319-2021
FAX (916) 319-2121
DISTRICT OFFICE
5050 EL CAMINO REAL, SUITE 117
LOS ALTOS, CA 94022
(650) 691-2121
FAX (650) 691-2120
WEBSITE
www.asmdc.org/members/a21

Assembly California Legislature

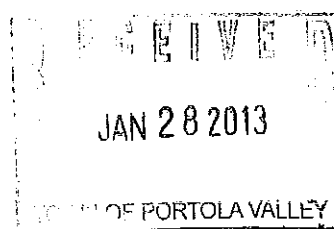


RICHARD S. GORDON
ASSEMBLYMAN, TWENTY-FIRST DISTRICT

CHAIR
BUDGET SUBCOMMITTEE #3 ON
RESOURCES AND TRANSPORTATION
COMMITTEES
BUDGET
HEALTH
LOCAL GOVERNMENT
REVENUE & TAXATION
SUBCOMMITTEES
BUDGET SUBCOMMITTEE #6 ON BUDGET
PROCESS, OVERSIGHT AND PROGRAM
EVALUATION
JOINT COMMITTEES
SUNSET REVIEW

January 25, 2013

Mayor John Richards
City of Portola Valley
765 Portola Road Portola Valley CA 94028



Mayor Richards,

I write to invite a representative of your city to participate in a committee I have created to advise me on Housing Element issues.

Over the past year, I have heard from many cities I represent concerning challenges related to the creation of their Housing Elements. From the initial development of statewide growth numbers to the implementation of the Element on the local level, cities have questions about the process and whether it has truly helped develop the housing we need to keep our communities vibrant and successful.

To that end, I would like to hear from you. The committee I have created will meet over the next year to discuss these issues and look at potential ways to improve the process for cities while ensuring we maintain our commitment to the development of affordable housing.

Please contact Jeremy Dennis with your representative. He can be reached at Jeremy.dennis@asm.ca.gov. He will follow up in the next few weeks to set up our first meeting.

Thank you for your participation.

Sincerely,

Richard S. Gordon
Assemblyman, Twenty-Fourth District



Nick Pegueros

From: Dennis, Jeremy <Jeremy.Dennis@asm.ca.gov>
Sent: Friday, March 08, 2013 10:33 AM
To: a.kasten@woodsidetown.org; kbryant@woodsidetown.org; Margaret Abe-Koga (margaretabekoga@gmail.com); rickk@hmbcity.com; Elizabeth Lewis (lizlew08@gmail.com); jwalgren@losaltosca.gov; Nick Pegueros; Deborah Padovan; piohtaki@menlopark.org; Greg Scharff (gregscharff@aol.com); gluebbers@sunnyvale.ca.gov; mgonzalez@cityofepa.org
Cc: McIntyre, Alex D (admcmintyre@menlopark.org); ccahill@losaltoshills.ca.gov; Dan.Rich@mountainview.gov; Gary Waldeck (gcwaldeck@gmail.com); johninks@sbcglobal.net
Subject: Housing Element Committee
Follow Up Flag: Follow up
Flag Status: Flagged

Hello – thank you for participating in Assemblyman Gordon’s Housing Element Committee. As described in the letter your city received in late January, the purpose of the committee is to discuss the variety of issues that make up the Housing Element process, from the initial creation of growth numbers to the process cities must engage in to implement a Housing Element. Assemblyman Gordon would like this committee to explore these concerns and look for ways to improve the process for cities while ensuring we maintain our commitment to the development of affordable housing.

Below are dates for the meeting:

April 5 3:30-5:00
April 19 4:00-5:30
April 25 3:00-4:30

Please let me know which times work best for you. Once I get a majority for one of the dates, I will schedule the meeting.

Thank you again for your interest and willingness to participate.

Jeremy Dennis
District Director
Office of Assemblyman Rich Gordon
650-691-2121

#13

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – February 15, 2013

1. Agenda (Cancellation Notice) – Parks & Recreation Committee – Monday, February 18, 2013
2. Agenda (Cancellation Notice) – Planning Commission – Wednesday, February 15, 2013
3. Agenda (Action) – ASCC – Monday, February 11, 2013
4. Agenda (Action) – Town Council – Wednesday, February 13, 2013
5. Memo from Brandi de Garreaux, Sustainability Coordinator re: Earth Day Fair 2013 – Event Date -Saturday, April 27, 2013
6. Email from Allen Hancock re: Comments regarding the Meadow Preserve – Wednesday, February 13, 2013
7. Memo from Nick Pegueros, Town Manager re: – Weekly Update – Friday, February 15, 2013

Attached Separates (Council Only)

1. Invitation to attend San Mateo County Council of Cities Dinner/Meeting on Friday, February 22, 2013
2. Report from Rebecca Romero, Secretary to the San Mateo County City Selection Committee re: Letters of interest to open seats on Boards and Commissions – Friday, February 22, 2013
3. Letter from Jeff Gorell, Assemblymember 4th District re: American Institute of Aeronautics and Astronautics (AIAA) Symposium on Civilian Applications of Unmanned Aerial Vehicle (UAV)'s - Event date March 26 – 28, 2013
4. Letter from Mayor Ed Lee, City & County of San Francisco re: Gun Control Legislation – February 5, 2013
5. Invitation to a Conversation with Senator Jerry Hill – Friday, February 22, 2013
6. Bay Area Monitor – Volume 38, Number 4 – February / March 2013
7. San Mateo County Mosquito and Vector Control – District Report – January 2013



Parks & Recreation Committee
Notice of Cancellation
Monday, February 18, 2013

PARKS AND RECREATION COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, February 18, 2013

Due to Presidents' Day the Parks and Recreation Committee meeting regularly scheduled for Monday, February 18, 2013 has been cancelled.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: CheyAnne Brown, Planning Technician

DATE: February 15, 2013

RE: Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, February 20, 2013 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, March 6, 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: February 15, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, February 11, 2013
 7:30 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Ross (**All present. Also present: Tom Vlasic Town Planner; Steve Padovan Interim Planning Manager; Carol Borck Acting Assistant Planner; Jeff Aalfs Town Council Liaison**)
3. Oral Communications: **None.**

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

4. Old Business:
 - a. Architectural Review for Addition of Detached Accessory Structure "Recreation Room/Studio," 121 Ash Lane, Vidalakis (*Continued to February 25, 2013 Meeting*) **Continued to 2/25/13 meeting.**
 - b. Follow-up Review – Architectural Review & Site Development Permit X9H-645, New Residential Development with Guest Unit, 10 Sioux Way, Clark **Follow-up submittal approved subject to conditions to be met to the satisfaction of a designated ASCC member prior to building permit issuance.**
 - c. Follow-up Review for House Additions and Remodeling and Addition of Detached Accessory Structure "Cabana" Guest House, 230 Shawnee Pass, Gurtner **Follow-up approved subject to previous remaining conditions from original approval of 1/28/13 to be met to the satisfaction of the full ASCC prior to building permit issuance.**
 - d. Follow-up Review and Modifications to Previous Approval – Architectural Review and Site Development Permit X9H-642, House Additions, Remodeling and Guest House, 55 Stonegate Road, Hughes **Follow-up and modifications approved subject to conditions to be met to the satisfaction of a designated ASCC member and Planning staff prior to building permit issuance.**
5. Commission and Staff Reports
Vlasic reported on Neely fence issue – Town Attorney determined there is no basis for Planning Commission to reconsider.

Vlasic reported on 18 Redberry clearing of significant trees and understory in the open space easement – remediation plans are in process and will come to the ASCC and a site meeting will be scheduled. Breen commented on her research

on habitat and restoration options – larger trees placed up higher on the site might be best option.

Vlasic reported on Portola Road Corridor Plan – status of plan, refinements in process – will come to ASCC for discussion

6. Approval of Minutes: January 28, 2013 **Approved as submitted.**

7. Adjournment **8:46 p.m.**

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: February 8, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY

6:00 PM – Special Joint Town Council / Planning
Commission Study Session and
7:30 PM – Regular Town Council Meeting
Wednesday, February 13, 2013
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

6:00 PM – CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

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

Absent: Council members Derwin and Driscoll

Commissioners Gilbert, McIntosh, McKitterick, Targ, Chairperson Von Feldt

Absent: Commissioner McIntosh

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.

STUDY SESSION – TOWN COUNCIL / PLANNING COMMISSION - 6:00 – 7:30 PM

(1) **Study Session** – “Meadow Preserve” provisions of the Portola Valley General Plan

A Special Joint Town Council / Planning Commission field trip to the Neely Property will be scheduled in the near future. The item will then come before the Planning Commission, holding public hearings to again review land use and language of the General Plan. The consideration of the scenic corridor will be considered and a proposal will then come before the Town Council.

REGULAR MEETING AGENDA – TOWN COUNCIL - 7:30 PM

(2) **PRESENTATION** – Oral Report from Adrienne Etherton, Executive Director, Sustainable San Mateo County

There are no written materials for this item.

CONSENT AGENDA

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

(3) **Approval of Minutes** – Regular Town Council Meeting of January 23, 2013

Minutes approved 2-0-1 Councilmember Aalfs abstained

(4) **Approval of Minutes** – Special Town Council Meeting of January 30, 2013

(5) **Approval of Warrant List** – February 13, 2013

(6) **Recommendation by Public Works Director** – Approval of a Resolution of Support to authorize the filing of an application for funding from the Metropolitan Transportation Commission MTC for a Road Improvement Project

(a) Resolution of the Town Council of the Town of Portola Valley Authorizing the Filing of an Application for Funding Assigned to the Metropolitan Transportation Commission and Committing to any necessary matching Funds and Stating the Assurance to Complete the Project (Resolution No. 2578-2013)

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

(8) **Appointment by Mayor** – Woodside Highlands Road Maintenance District Advisory Board

(9) **Appointment by Mayor** – Request for appointment of member to the Emergency Preparedness Committee

(10) **Appointment by Mayor** – Request for appointment of members to the Bicycle, Pedestrian & Traffic Safety Committee

Applicant Martha Blackwell withdrew her application. The Mayor, with Council concurrence, approved Angela Hey and Kari Rust to the Ad-Hoc Affordable Housing Committee

- (11) **Recommendation by the Bicycle, Pedestrian and Traffic Safety Committee** – Proposed revision to Committee Charter

Items 4, 5, 6, 8, 9 and 11 approved 3-0

REGULAR AGENDA

- (12) **Recommendation by Bicycle, Pedestrian & Traffic Safety** – Report Findings of Bike Lane Study on Portola and Alpine Roads

Staff will bring to the Council an analysis of the BPTS recommendation to widen road shoulders at a near future council meeting

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

Council approved the Charter as proposed 3-0

- (14) **Appointment by Mayor** – Request for appointment of member to the Affordable Housing Ad-Hoc Committee

The Mayor, with Council concurrence, appointed Susan Dworak, Bud Eisberg, Judith Hasko, Judith Murphy, Jon Myers, Andrew Pierce, Onnolee Trapp, Wanda Ginner and Carter Warr to the Affordable Housing Ad-Hoc Committee 3-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (15) **Report from Commission and Committee Liaisons**

There are no written materials for this item.

Councilmember Aalfs – ASCC 1/28 and 2/11 meetings approved a number of pending projects, discussed Neely fence and excessive tree removal at 18 Redberry Ridge.

Vice Mayor Wengert – RHNA subcommittee met for discussion regarding the approval of the final housing allocation numbers in San Mateo County where the vote was delayed for two months. Airport Roundtable meeting noted the high volume of commentary feedback to the FAA. Woodside, Millbrae, Pacifica and Brisbane are on the arrival and departure path. Jeff Gee was reappointed as Chairman. The Airport Roundtable will continue its pressure on the FAA to make sure the environmental assessments are done accurately.

Mayor Richards - The Bicycle, Pedestrian & Traffic Safety Committee was unable to appoint committee assignments. Assignments will be reviewed again once the new members are appointed.

WRITTEN COMMUNICATIONS

- (16) **Town Council Weekly Digest** – January 25, 2013

None

- (17) **Town Council Weekly Digest** – February 1, 2013

None

- (18) **Town Council Weekly Digest** – February 8, 2013

#10 – Staff has created a webpage on the solicitation permits. Shortly, the option to sign up on the Do Not Solicit list will be available via the website. The current solicitation ordinance will be review with the Town Attorney.

ADJOURN TO CLOSED SESSION: 8:30 pm

CLOSED SESSION – No Reportable Action

ADJOURNMENT: 9:05 pm



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability Coordinator

DATE: February 15, 2013

RE: Earth Day Fair 2013

This year the Town of Portola Valley and the Town of Woodside are planning to pool resources and host a joint Earth Day event on Saturday, April 27th at Runnymede Sculpture Farm in Woodside. A joint event will allow the towns to pool resources and decrease the burden on vendors and service providers. If this year's event is a success, the towns plan to alternate the location of the event between Woodside and Portola Valley. The Sustainability Committees and staff for both towns are supportive of this joint effort. Stay tuned for more details.

From: Allen Hancock [impact@efn.org]
Sent: Wednesday, February 13, 2013 5:04 PM
To: TownCenter; TownCenter
Subject: Planning Commission

Dear Commissioners and councilors,

My parents, Noble and Lorraine Hancock, moved to Portola Valley over 50 years ago largely because of the natural beauty of places such as the meadow at the bottom of Windy Hill. They have given generously to the community and as a teenager I helped build the town trails that we come to enjoy.

Though I'm no longer living in California, I return to Portola Valley regularly and cherish the open space. I understand that language was adopted that could affect this Meadow Preserve. I urge you to ensure that this area is permanently protected as an undeveloped scenic area.

Thank you,
Allen Hancock



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: February 15, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended February 15, 2013.

- 1. Planning Director Recruitment** – The planning director recruitment is now open and the job announcement has been widely distributed to various industry websites and publications. The position will remain open until filled and the first review of candidates will be March 4th. If the applicant pool is strong, interviews will be scheduled for the week of March 11th. The top candidates will be interviewed by several panels to assess their technical, customer service, communication, and managerial skills. If the recruitment moves as planned, an offer will be extended to the top candidate toward the end of March/beginning of April. [For more information click here](#) or visit the Town's homepage where the Now Hiring announcement is posted.
- 2. New Webpage: Soliciting in Portola Valley** – In response to questions and concerns from the community, the Town has developed a new webpage titled [Soliciting in Portola Valley](#). The webpage contains two valuable tools: 1) a listing of current and active permits in the event of a question on the validity of a permit holder; and 2) a simple new online form allowing residents to easily sign up for the Do Not Solicit (DNS) list. The DNS form will improve the accuracy of the list and minimize staff processing time.

TOWN COUNCIL WEEKLY DIGEST

Friday – February 22, 2013

1. Agenda – ASCC – Monday, February 25, 2013
2. Agenda – Conservation Committee – Tuesday, February 26, 2013
3. Agenda – Historic Resources Committee – Thursday, February 28, 2013
4. Memo to Sheriff's Dept from Town Clerk – Town Center Reservations for March 2013
5. March 2013 Meeting Schedule
6. Memo from Nick Pegueros, Town Manager re: – Weekly Update – Friday, February 22, 2013

Attached Separates (Council Only)

1. Letter from David, Soumi, Western Pacific Regional Administrator to the FAA to Mr. John Martin, San Francisco International Airport Director re: Woodside VOR Aircraft Noise Issues
2. Letter from Sindy Mikkelsen, Program Manager for Rule 20A Program to Portola Valley Town Manager re: 2013 Rule 20A Allocation & Work Credit Status – February 15, 2013
3. Letter from Judge Lisa Novak, to the Portola Valley Council re: Request nominees for Grand Jury service – February 13, 2013
4. Town of Portola Valley Crime Activity Report – October – December, 2012



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, February 25, 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*

4:00 p.m., 420 Golden Oak Afternoon session for preliminary consideration of plans for residential redevelopment of a 1.1-acre Alpine Hills parcel. (ASCC review to continue at Regular Meeting)

5:00 p.m., 121 Ash Lane Afternoon session for review of a proposal for a new detached studio accessory structure on a 3.7-acre Westridge Subdivision 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. Architectural Review for Addition of Detached Accessory Structure "Recreation Room/Studio," 121 Ash Lane, Vidalakis
5. New Business:
 - a. Staff Referral for Architectural Review – Fence Permit Application, 295 Golden Oak Drive, Keamy
 - b. Preliminary Architectural Review – Residential Redevelopment with Swimming Pool and Related Site Improvements, 420 Golden Oak Drive, Woods
6. Commission and Staff Reports
7. Approval of Minutes: February 11, 2013
8. Adjournment

Architectural & Site Control Commission
February 25, 2013 Agenda
Page Two

*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: February 22, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, February 26, 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 - January 22, 2012
4. A. Site Permits
 - NEW - 420 Golden Oak - new residence
117 Pinon (ASCC 3/11)
6 Buck Meadow (ASCC 3/11)
 - REVISED - None
- B. Tree Permits - None
5. Old Business
 - A. Native Plant Garden - DeStaebler
 - B. Backyard Habitat - DeStaebler
 - C. Redwood Guidelines - JM
 - D. Tip of the month - Plunder
 - E. Prepare for Broom Pull - March 9
 - F. Update Town Open Space parcel management/owners
 - G. Final native plant lists for town website and ASCC - recommended, discouraged, invasive
 - H. Weeding checklist / creek maintenance calendar
6. New Business
 - A. Election of Officers
 - B. Sponsor Jasper Ridge talk? Nancy Lund
7. Action Plan
8. Announcements
9. Adjournment



Town of Portola Valley
Historic Resources Committee
Thursday, February 28, 2013 – 3:15 PM
Heritage Room / Portola Valley Library at Town Center
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

1. Roll Call
2. Oral Communications
3. Approval of Minutes from April 5, 2012
4. File cabinet purchase
5. Purchase a Breeze Browser for computer
6. Sponsorship of Jasper Ridge program for community
7. Update on files and Woods property
8. Budget for 2013-14
9. Other
10. Adjournment

If you are unable to attend this meeting - please notify Nancy Lund at 851-1072



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: February 22, 2013
SUBJ: Town Center Reservations for March 2013

Following is the current schedule of events for the Town Center and surrounding area for March 2013.

March 9: Broom Pull / Historic Schoolhouse Parking Lot / 9:00 am – 12:00 noon

Town of Portola Valley

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

MARCH 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, March 13, 2013

Wednesday, March 27, 2013

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

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

Wednesday, March 6, 2013

Wednesday, March 20, 2013

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

Council Liaison – Jeff Aalfs (for months Jan, Feb, Mar)

Monday, March 11, 2013

Monday, March 25, 2013

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM (Meets 1st Wednesday of every month)

Council Liaison – Ann Wengert

Wednesday, March 6, 2013

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

Council Liaison – Ted Driscoll

Thursday, March 14, 2013

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

CONSERVATION COMMITTEE – 7:45 PM (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, March 26, 2013

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

Council Liaison – John Richards

Thursday, March 14, 2013

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2nd Thursday) in the EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, March 14, 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, March 18, 2013

PUBLIC WORKS COMMITTEE

Council Liaison – Ted Driscoll
As announced

SUSTAINABILITY COMMITTEE – 3:30 PM (Meets 3rd Monday)

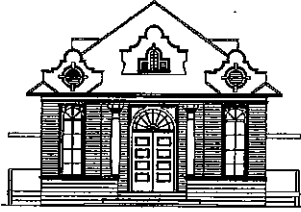
Council Liaison – Maryann Derwin
Monday, March 18, 2013

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, March 12, 2013 – 8:15 AM



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: February 22, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended February 22, 2013.

1. **Upper Alpine Road Damage** – Staff continued to monitor the damage to upper Alpine Road that resulted from the storm in late December. This week's rain resulted in no reportable increase in the severity of the damage. No word has been received from the State regarding financial assistance to help repair the damage.
2. **Planning Director Recruitment** – The planning director recruitment is underway and the first round of interviews is scheduled for March 13th. According to the firm assisting with the recruitment, RGS, the initial response to the recruitment has been positive and we should expect a number of applicants filing prior to the first review date of March 4th. The recruitment will have three panels: a technical panel to assess the candidates' knowledge of planning and supervision; a community panel to assess the candidates' communication skills and familiarity with the Town; and an executive panel to assess the candidates' management and leadership abilities.
3. **Finance Officers' Conference** – Stacie attended the California Municipal Finance Officers' Conference this week in Oakland. Her attendance at the conference was an important development opportunity and exposed her to the latest issues facing municipalities ranging from pension reform to new accounting standards.

TOWN COUNCIL WEEKLY DIGEST

Friday – March 1, 2013

1. Agenda (Action) – ASCC – Monday, February 25, 2013
2. Agenda – Affordable Housing Ad-Hoc Committee – Tuesday, March 5, 2013
3. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, March 6, 2013
4. Agenda – Planning Commission – Wednesday, March 6, 2013
5. Tuesday Harvest presents – Getting to Net-Zero Energy – March 12, 2013
6. Memo from Howard Young, Public Works Director, to Nick Pegueros, Town Manager re: San Mateo County Bicycle Lane Striping Project – March 1, 2013
7. Email from Nancy Lund, to Councilmember Derwin and Mayor Richards re: a request for help with Community Events for 2013 – February 28, 2013
8. Memo from Stacie Nerdahl, Administrative Services Manager, to the Town Council, Commissions, Committees, Staff and Consultants re: 2013-14 Budget Calendar – March 1, 2013
9. Email from Anne Bers, Director of Peninsula Conflict Resolution Center, to Nick Pegueros and Planning Department re: 2012- 2013 Q2 Countywide Mediation report – February 22, 2013
10. Memo from Nick Pegueros, Town Manager re: – Weekly Update – February 28, 2013

Attached Separates (Council Only)

1. Letter from Becky Romero, Secretary to SMC City Selection Committee, to Marc Moulton, Executive Director to HEART re: Appointments made to the 2013 HEART Board, – February 25, 2013
2. Email from Terry Nagel, Councilmember of the Burlingame City Council, to all Council members in the County of San Mateo re: Financial Safeguards follow-up information – February 27, 2013



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, February 25, 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**

ACTION

SPECIAL FIELD MEETING*

4:00 p.m., 420 Golden Oak Afternoon session for preliminary consideration of plans for residential redevelopment of a 1.1-acre Alpine Hills parcel. (ASCC review to continue at Regular Meeting) **Project team presented proposal, ASCC heard public comment and walked the site. Comments held for evening meeting.**

5:00 p.m., 121 Ash Lane Afternoon session for review of a proposal for a new detached studio accessory structure on a 3.7-acre Westridge Subdivision property. (ASCC review to continue at Regular Meeting) **Continued to 3/11/13 meeting.**

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Ross (**Koch absent. Also present Tom Vlastic Town Planner; Steve Padovan Interim Planning Manager; Carol Borck Assistant Planner; Jeff Aalfs Town Council Liaison; Denise Gilbert Planning Commission Liaison**)
3. Oral Communications: **None.**

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

4. Old Business:
 - a. Architectural Review for Addition of Detached Accessory Structure "Recreation Room/Studio," 121 Ash Lane, Vidalakis **Project continued to 3/11/13 meeting.**
5. New Business:
 - a. Staff Referral for Architectural Review – Fence Permit Application, 295 Golden Oak Drive, Keamy **ASCC shared comments and suggestions concerning proposal. Commission generally felt the rear and side fencing are acceptable, however, front fencing will require modification and/or landscaping proposal and shall return to the full ASCC for review.**
 - b. Preliminary Architectural Review – Residential Redevelopment with Swimming Pool and Related Site Improvements, 420 Golden Oak Drive, Woods **Project team provided additional comments on the proposal, ASCC heard public comment and provided comments/concerns regarding vegetation/screening and massing/bulk to project team. Project review continued to 3/11/13 meeting.**

6. Commission and Staff Reports
Vlasic – reported on joint Town Council/Planning Commission study session on Meadow Preserve provisions – TC/PC field meeting to be scheduled.

Vlasic – reported on status of 18 Redberry tree/vegetation removal in OSE – waiting for revised mitigation plans

Vlasic – reported on Planning Director recruitment opening and planned 1 – 2 year transition for the Planning Department until his retirement
 7. Approval of Minutes: February 11, 2013 **Approved as submitted.**
 8. Adjournment **9:00 p.m.**
-

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: February 22, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Affordable Housing Ad-Hoc Committee
Tuesday – March 5, 2013 at 7:00 p.m.
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Opening remarks
4. Group introductions and sharing of concerns & interests on affordable housing
5. Review of orientation memo
6. Review of charter and committee objectives
7. Discussion of the need for affordable housing
 - a. Need for affordable housing in San Mateo County - Mark Moulton, Executive Director of Housing Endowment And Regional Trust (HEART) and the Housing Leadership Council of San Mateo County
 - b. Need for affordable housing in Portola Valley
8. Formation of subcommittees
9. Wrap up and discussion of March 19th meeting agenda
10. Adjournment by 9:00 PM

The following documents may provide helpful baseline knowledge for the above agenda:

- A. The Town's adopted Housing Element
- B. Memo from Karen Kristiansson – Background Information on Status of Progress to Implement Portola Valley's General Plan Housing Element
- C. Frequently Asked Questions on Affordable Housing in Portola Valley
- D. "The State of Housing in California 2012: Affordability Worsens, Supply Problems Remain" by the Department of Housing and Community Development
- E. "Housing Our Future" by San Mateo County Department of Housing
- F. Occupations with the Most Job Openings by HEART
- G. 2013 San Mateo County Income Limits rev. 12/11/2012



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee

Wednesday, March 6, 2013 – 8:15 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 February 6, 2013 meeting
5. Committee Appointments
 - a. Confirm officer appointments
 - b. Welcome new appointees, Kari Rust and Angela Hey
 - c. Confirm Ed McGavin's appointment
6. Law Enforcement
 - a. Sheriff's report - January 2013
 - b. Update on collisions
7. Bike lane recommendations recap
8. Vote to recommend type of striping at 280 / Alpine intersection
9. Alpine Road trail near Corte Madera intersection
10. Outreach to Sequoia's
11. Vote to recommend 'no parking' signs by Windy Hill
12. 2013 Calendar
 - a. Bike Day is April 20, 2013
13. Adjournment



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, March 6, 2013 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. *Continued 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, Initial Study/Mitigated Negative Declaration, and responses to comments

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: February 6, 2013

Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

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

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

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

Date: March 1, 2013

CheyAnne Brown
Planning Technician



tuesday harvest

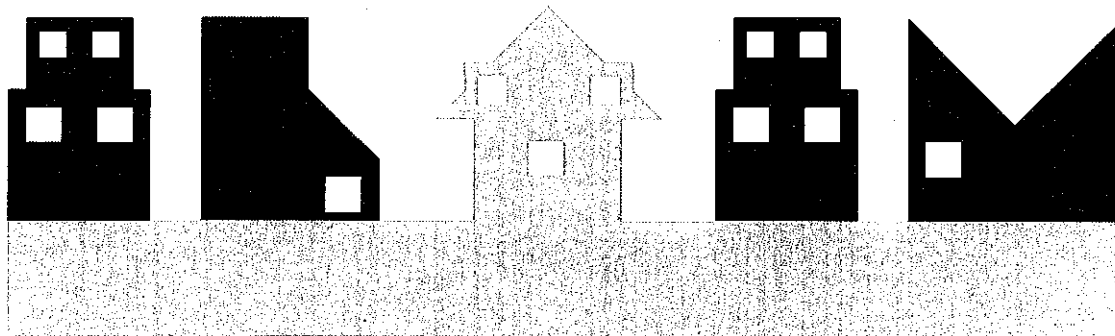
presents

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



Our Homes: Getting to Net-Zero Energy

March 12, 2013
7:00 pm
Portola Valley Town Center - Community Hall



For our first event of 2013, we welcome renowned green building and net-zero energy author, instructor and consultant, Ann Edminster. This talk is based on her recent work and award-winning book, *Energy Free: Homes for a Small Planet*. Get an overview of the principal strategies used to design and build net-zero energy homes – new or remodeled – as well as the challenges and roadblocks that are often encountered. Gain a variety of resources available to homeowners pursuing this ambitious goal! Ann has taught for the AIA, USGBC, Pacific Gas & Electric, and Southern California Edison. She was instrumental in the creation of LEED for Homes and her clients include major builders, software companies, design firms, developers, public agencies, utilities, investors, and homeowners.



Next Tuesday Harvest topic:
Lighting Technology &
Green Design on April 9th
Visit www.portolavalley.net
to see future topics and bios.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Nick Pegueros, Town Manager

FROM: Howard Young, Public Works Director

DATE: March 1, 2013

RE: **San Mateo County Bicycle Lane Striping Improvement Project on Alpine Road at Highway 280**

Town staff contacted San Mateo County Public Works on February 27, 2013 regarding inquiries the Town received about the color of the bicycle lane on the above referenced project. The area is within the Town's sphere of influence. Conceptual project plans were provided to the Town by the County on November 2, 2012 for informational purposes. These plans were discussed with members of the Town's Bicycle Pedestrian Traffic Safety Committee and at their November 7, 2012 meeting.

The County indicated that the original conceptual plans were mainly adhered to with the addition of an added feature. That feature being the pavement within the bicycle lane being colored "Green". They indicated that this change is supported by the County Public Works Department, Silicon Valley Bike Coalition, and Caltrans. County Public Works is in the process of obtaining final Caltrans approvals for the project and must submit final plans to Caltrans no later than March 6, 2013. They indicated that they do not anticipate making any substantial changes to the plans as they strongly feel that the added green color provides an additional safety aspect.

Town staff conveyed concerns that the Town was not notified of the change. County staff responded that they considered the change minor and that they would have notified the Town if the change was major. They indicated that given the conversations we now have had, that they recognize it would have been best to have informed the Town of the change. They stated that they would be more and overly inclusive with information to the Town going forward.

This item has been placed on the Town's Bicycle Pedestrian Traffic Safety Committee's March 6, 2013 agenda.

Nick Pegueros

From: Tor/Nancy Lund <thelunds@ix.netcom.com>
Sent: Thursday, February 28, 2013 11:04 AM
To: Maryann Derwin; Jeff Aalfs
Cc: 'Meghan Sweet'; Nick Pegueros
Subject: Community Events issues

Hi Maryanne and Jeff:

To bring you up to date and request advice and help:

At the last Community Events meeting in Dec. '12, since going forward there would be only 2 active members, it was decided to ask Open Space if they'd like to take over Blues, Parks and Rec if they'd take back the picnic, and town staff if they'd host (with volunteer help) the volunteer party. Some time ago I had a long chat with Karin Wick who said she'd champion the idea at the next Open Space meeting. They're few in number too, and they haven't yet had a meeting (to my knowledge) since our conversation. I offered to join the committee and help with Blues if they took over sponsorship. I believe Nick talked to Parks and Rec and didn't get much response. To my knowledge they haven't met either since then. They're also short on members, especially since Wendi is still recovering. Meghan would join that committee. So, how are we going to put on the two events?

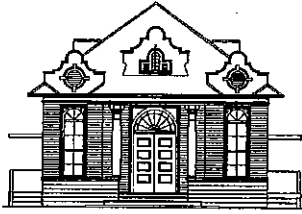
I've reached out to last year's Blues committee for this year. A couple of responders said they'd sign on for the same jobs. No one said no. So perhaps some of the others would reprise their roles. However, no one has stepped up to be chair. I've asked Jane Wilson. She declined. Jane Yates is going to ask Susan Evans and Jayne Mordell if they'd step up and repeat their leadership roles from the early years. Waiting for a response there. I guess I think it's time for an appeal to go out from the mayor or someone asking for volunteers, call a meeting of all interested folks and see what happens. We have a detailed list of jobs to attach to the request. We will need an ad hoc sort of group, no matter what town committee is in charge of budget, etc. What we really need are some folks from a younger generation. We old folks have done all this over and over and over and, truthfully, are tired.

To the picnic: to my knowledge, no date has been set. One of the scout leaders has said that the scouts are thinking of trying to pull together something. I said I'd be their liaison to the town until someone else steps up. The tasks aren't as big, but still...it's fast approaching.

I'm going to be gone from Mar. 17 until April 25 and mostly incommunicado, so if I'm going to be of any help, we need to take some action and make decisions shortly.

Thanks for any ideas of how to proceed!

Best,
Nancy



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
Chairs and Members of the Town Commissions and Committees
Town Staff
Town Consultants

FROM: Stacie Nerdahl, Administrative Services Manager

DATE: March 1, 2013

RE: **2013-14 Budget Calendar**

It's time to begin the budget planning process for the Town of Portola Valley's next fiscal year (July 1, 2013 – June 30, 2014). Budget worksheets are being distributed via email to Town staff, consultants, and each committee's chair. Budget discussions should be agendized by committees/commissions in March and April.

The information submitted on these sheets will initially be reviewed and evaluated by Town staff. A recommended budget will then be forwarded to the Finance Committee for their review. Their comments and recommendations will be forwarded to the Town Council in a proposed budget. After review and public hearing, the Council will then adopt the budget in June.

2013-14 BUDGET SCHEDULE	
March 2013	Memorandum and Budget Worksheets distributed to Town Council, Commissions/Committees, Consultants and Town staff
Month of March 2013	Budget Worksheets reviewed and prepared by Committees, consultants and staff
Month of April 2013	Budget Worksheets finalized by Committees/Commissions, consultants and staff
Friday, April 19, 2013	Deadline for Budget Worksheets! Submit directly to Stacie Nerdahl (sbnerdahl@portolavalley.net)
April 22 to mid-May 2013	Requests reviewed by staff, Recommended Budget prepared
3 rd week of May 2013	Recommended Budget forwarded to Finance Committee
4 th week of May 2013	Finance Committee Meeting
2 nd week of June 2013	Presentation of Proposed Budget to Town Council
4 th week of June 2013	Public Hearing on Proposed Budget, Adoption of Final Budget

If you have any questions or need assistance, please feel free to contact Stacie Nerdahl directly at 851-1700 (ext.219) or e-mail her at sbnerdahl@portolavalley.net. Please note that the Adopted Budget for 2012-13 is available for review at www.portolavalley.net (via Town Government tab, then Town Finance).



Town of Portola Valley

BUDGET WORKSHEET

Deadline to Submit: April 19, 2013

Submitted by: _____

ITEM #	BUDGET REQUEST OR ITEM DESCRIPTION/ACTIVITY: Please describe your budget request as clearly as possible.	ADOPTED 2012-2013 BUDGET	PROPOSED 2013-2014 BUDGET	FUTURE YEAR BUDGETS*		
				2014-15	2015-16	2016-17
		\$ -				
				<p style="font-size: small;">* Future Budget Requests are merely estimates for capital items (ie. furniture, computers, trucks, roads, etc.) that you anticipate purchasing/building in future years. Future year budgets are not binding on the Council, but provide a heads-up for possible costs in the future.</p>		

Submit completed worksheet to Admin Svcs Manager Stacie Nerdahl at sbnerdahl@portolavalley.net.
 Deadline for budget requests is Friday, April 19, 2013

Nick Pegueros

From: Anne Bers <abers@pcrcweb.org>
Sent: Friday, February 22, 2013 6:23 AM
To: Nick Pegueros; Leslie Lambert; Steve Padovan
Subject: PCRC Mid-Year Report 2012-13
Attachments: Countywide Cases Opened 12-13.pdf; Countywide Cases Closed 12-13.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Town of Portola Valley:

The attached, two-part report gives statistics on the use of PCRC's mediation programs through Q2 and early Q3 2012-13. It reflects the full range of PCRC mediation services including: family mediation, neighbor disputes, consumer disputes, and much more.

By contracting with PCRC you are subsidizing community mediation services available to your town (contracts give participants a 50% discount to our already modest fee). You are also providing valuable support to PCRC in our work, making services such as facilitation for public and private meetings, training for youth and adults, civi engagement and violence prevention available to the community.

Having PCRC available to the town as a resource for your staff -- code enforcement, police, city attorney, planni human resources, parks & recreation -- is a significant value to you and potential savings in staff time. Using PCRC's non-adversarial approach to resolving problems helps make your community a safer and more peaceful place.

Please feel free to call me if you have any questions about this report or PCRC in general.

Many thanks!

Michelle Vilchez
Executive Director

Anne Bers
Director of Mediation and Facilitation Services

* * *

A N N E B E R S
Director of Mediation and Facilitation Services
Peninsula Conflict Resolution Center
1660 So. Amphlett Blvd., #219
San Mateo, CA 94402
650.513.0330 ext. 303
Fax: 650.513.0335
www.pcrcweb.org

2012-2013

Mediation Programs: Cases Opened and Calls Received

SAN MATEO COUNTY	Types of Conflict									Inquiries		
	Landlord/Tenant	Neighbor/Neighbor	Consumer/Business	Workplace/Organizational	Inter-Organizational	Community	Family	Other	Total cases opened	Complex Cases	Info and referral	Info and Assistance
Totals: Quarter 1	9	13	5	2	1	4	3	1	38	3	64	47
Totals: Quarter 2	3	16	4	3	0	1	9	2	38	4	68	56
Totals: Quarter 3	7	6	2	2	0	3	3	1	24	4	17	11
Totals: Quarter 4	0	0	0	0	0	0	0	0	0	0	0	0
Totals to date	19	35	11	7	1	8	15	4	100	11	149	114

Definition of Terms:

- **Family** - Included in this conflict type are cases managed through PCRC specialized mediation programs for families: Parent/Teen, Juvenile Dependency, and Family Visitation Mediation Programs.
- **Complex cases** - Cases are designated as "Complex" when they involve multiple parties and/or require on-going service. Complex cases are included in the total.
- **Inquiries** - Calls to inquire about services but do not result in a case are included here. "Info and Referral" includes those calls that are referred to another resource or agency. "Info and Assistance" includes those calls that require more extensive assistance, such as research done on behalf of the caller or coaching.

2012-2013

Mediation Programs: Disposition of Closed Cases

San Mateo Countywide	Case Outcomes										Mediation Agreements				Parties
	Mediation	Conciliation	One Party Assist	Case Cancelled	Declined	No Response	Not Appropriate	Mediation Cancelled	Did Not Appear	Total cases closed	Fully sustained	Partially sustained	Not sustained	No Agreement	# of participants
Totals: Quarter 1	12	1	5	1	3	4	1	0	1	28	6	3	0	3	72
Totals: Quarter 2	8	1	5	1	5	7	0	0	0	27	6	1	0	1	70
Totals: Quarter 3	2	1	0	0	2	2	1	0	0	8	0	2	0	0	28
Totals: Quarter 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Totals to date	22	3	10	2	10	13	2	0	1	63	12	6	0	4	170

Definition of Terms:

Mediation - Parties have met face-to-face in the presence of mediators for at least one session.

Conciliation - PCRC worked with parties individually, but the parties did not meet face to face. The majority of the time these cases result in an agreement that resolves the situation.

One Party Assist - If mediation or conciliation did not occur, but assistance was provided to one of the parties.

Sustained - If an agreement is reached, PCRC contacts the parties at a later date to determine whether the agreement was fully, partially, or not sustained.

Not Appropriate - PCRC staff determines that mediation is not appropriate in this particular situation.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: February 28, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended March 1, 2013.

1. **Repairs to Storm Damaged Trails Ongoing** – The maintenance crew continues to make repairs to damaged trails from December's storms. Approximately 60% of the damage has been repaired.
2. **Affordable Housing Ad Hoc Committee** – The Ad Hoc Committee's first meeting is next Tuesday at 7:00 in the Old Schoolhouse. The agenda is included in the digest and has been posted to the Town's website.
3. **Ormondale Telescope Partnership with Blackrock Castle** – PVSD met with staff this week to seek input on a partnership with Blackrock Castle in Cork Ireland to install an astronomical observatory at Ormondale (more information attached). While the District is not required to seek Town approval for construction on their lands, staff recommended that the District remain sensitive to potential impacts on the school's neighbors such as traffic, noise, light, and other factors. More information on the installation will be forthcoming as the project team from Cork visits the site to determine the best location for the observatory.
4. **Planning Director Recruitment** – As of Wednesday, the consultant hired to manage the online application process for the planning director recruitment reports that 35 applications have been received. Of the 35, the consultant has ranked 16 as "highly qualified" based on a review of their applications and it's likely that additional candidates will apply before the close of business on Friday, which is the deadline to be considered in the first review of applications. Early next week the consultant will provide me with the applications and I will invite no more than 9 applicants to interviews here at Town Center on March 13th. The interview process will consist of three panels. The technical

panel will be Sandy Sloan, John Richards, and Kevin Bryant (Woodside Town Manager). The community panel will be Alex Von Feldt, Danna Breen, and Judy Murphy. Finally, Tom Vlasic and I will assess the candidates from the management perspective.

5. **Workers' Compensation (WC) Insurance Coverage** – Staff became aware that our WC insurer, State Compensation Insurance Fund (SCIF), cancelled the Town's WC policy on February 11th without advising the town. SCIF claims that the Town did not submit a payroll report that was requested during our closure at the end of December. In fact the report was sent to SCIF before the deadline of January 11th, but SCIF has no record of receipt. Without notice, SCIF cancelled the Town's policy and it only came to staff's attention when we inquired as to the status of our premium invoice for February. Staff was successful in having SCIF reinstate coverage without a lapse. This event, when coupled with premium increases and a relatively negative experience with last year's SCIF audit, warrants consideration of an alternative insurer. Staff will be working with ABAG's Shared Agency Risk Pool (ShARP) to obtain a quote. ShARP caters to small contract cities and the City of American Canyon recently left SCIF to join ShARP. ABAG-ShARP is a separate risk pool from ABAG-PLAN which provides liability and property insurance.

**An Astronomical Observatory in Ormondale
Elementary to Inspire and Educate Students
in STEM through Investigative Learning**

Rationale

Astronomy is known to excite and inspire young people to have a greater interest in science and technology. One method that has particular impact is through the use of telescopes by students from their classrooms, or via outreach and after-school activities. Evidence from a study by the University of Bradford (UK) shows that schoolchildren who are exposed to science in an inspiring way before the age of 14 are twice as likely to consider taking science, technology, engineering and maths (STEM) subjects in high-school and ultimately at college. The study provided schoolchildren with access to the Bradford robotic telescope and provided follow-on projects which the schoolchildren could take in the classroom or at home. A pilot study between Blackrock Castle Observatory (Cork, Ireland) and the Chabot Space & Science Center, Oakland, Ca., in which students were able to access one of the telescopes at Chabot for a 2-hour period once-a-month concluded that the ability to control a telescope in real-time is a transforming experience – it brings science and technology to life – and resulted in similar positive changes to the attitudes of the students to STEM subjects as that seen in the Bradford study. Importantly, the most noticeable effect was amongst girls, who are traditionally underrepresented in science (with the possible exception of biological science).

Building an Observatory in Ormondale Elementary

The first part of the plan is to install a small robotic telescope in its own dome (hereafter referred to as the observatory) at Ormondale

Elementary for use as an inspirational and educational tool in the teaching of both local students and students in Ireland. The Irish climate does not allow for regular observing due to cloud. The observatory in Portola Valley will be available for use, on a scheduled basis, by students to take pictures of selected objects at night, or of the Sun during the day. The observatory will be controlled via the internet (rather than by looking through the telescope directly). Staff at BCO will provide local training for teachers in the use of the software and will work with them to develop appropriate projects for their students to maximise the educational benefit of the experience. A similar process will be undertaken for schools in Ireland who will access the observatory from their own schools. The observatory will also be available to clubs and other special interest groups.

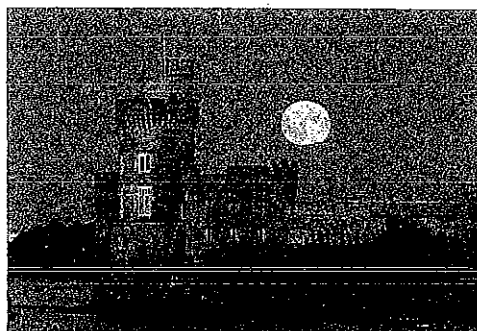


Figure 1: Blackrock Castle Observatory (BCO) is housed in a 16th century castle on the banks of the main river that runs through Cork. It is an iconic building with enormous charm and a fascinating history. The observatory's large dome can be seen on top of the main turret.

The second part of the plan involves schools in Portola Valley connecting to the **radio** telescope at BCO via a **live** link. Students will be able to send a message to space, to one of the known planets beyond our own solar system which they choose, and to track the progress of their message as it takes some years to reach its destination. They can watch

as the radio telescope moves into position to point at their chosen target and to observe the moment their signal is transmitted. The radio telescope can be operated 24/7 and is not affected by adverse meteorological conditions (e.g., cloud, rain, fog). This makes scheduling the use of the radio telescope relatively straightforward. We have run this experience with several thousand school children and the feedback is exceptionally positive. Students and teachers will also have access to the suite of supporting educational material that we have developed and are continuing to develop.

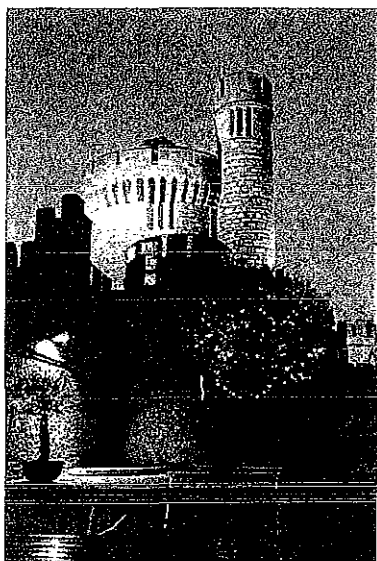


Figure 2: The courtyard at BCO

What will the observatory at Ormondale Elementary physically look like and where should it be sited?

The dome at Ormondale Elementary will be commercially built and is called a *Robodome*. We have a *Robodome* at BCO and are very familiar with its operation. It has a footprint of 42" x 52" and a height of 50" (see figure 3). The telescope inside the dome will be 8" in diameter.

The observatory should ideally be sited somewhere dark, away from street lights or other forms of significant light pollution. The larger the number of clear nights the better and this should be taken into consideration when deciding upon a site – in principle, the observatory does not have to be sited directly on school grounds.

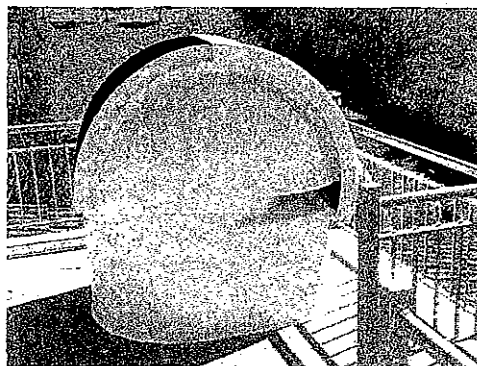


Figure 3: Robodome dome shown on the roof of a building- this is identical to the dome proposed

Power to the observatory is via a standard domestic connection and it must be connected to the internet (connection speeds of 5Mb/s are ample and it can be wired or wireless). The cost of running the observatory is minimal. As the dome moves during observations, appropriate safety measures must be put in place.

What will students do with the observatory?

Students will take pictures of objects in the night sky, for example planets or galaxies or giant gas clouds, etc., or the Sun during the day. We will present a list of possible target objects for them to choose from. Once they have selected their target, there are two possibilities:

1. The observatory will take a picture of the target at the first available opportunity and email the results to the student/class group. This would be the case if students select a night-time object during their daytime class, for example, and it is

necessary to wait until nightfall (when the students are no longer at school), or if the weather is inclement (cloudy) and it is necessary to wait until the next clear night.

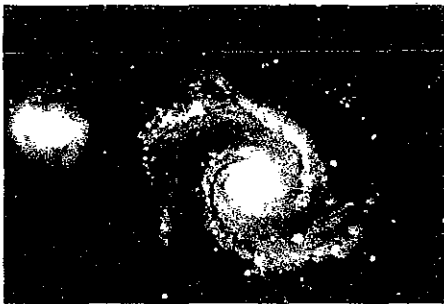


Figure 4: An example of a photograph taken by students in Cork

2. The observatory is controlled in real-time by the students, meaning they get to actually move the telescope (via their internet connection and web interface) and take a picture themselves. The students get to see the telescope move (via a webcam) at their command and the whole process is highly interactive and uses investigative learning techniques.

Note that more advanced projects are possible with the observatory (e.g., tracking asteroids, looking for planets beyond our solar system, monitoring exotic objects such as quasars and gamma-ray-bursts – the list is quite lengthy). It is even possible to perform some research.

The observatory will have a cloud monitor and a weather station attached to it and these will provide information that can be used by teachers in their classes. It will also contain other sensors which provide information on the health of the telescope and the dome and this information can also be used by teachers.

Other schools in the area can access the observatory via the web interface. Some of

the data may be more appropriate to them, for example if they are more senior.

Maintenance

Maintenance of the observatory will be required and while it will be straightforward for the most part there will be times when some human intervention is required. This will require someone local to be trained by BCO staff. Scheduled maintenance of a more complex nature will either require more advanced training of somebody local, or annual visits from BCO staff (which we envisage in any case as being essential to develop and strengthen the links).

Cultural Engagement

We envisage many opportunities for school groups in California and Cork; in particular, to establish cultural engagements. For example, schools in the two locations might work together on a simple joint project to take pictures of the moon, to compare and contrast them, to work in an artistic way with them, not solely a scientific way.

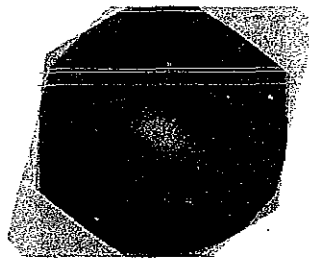


Figure 5: An artistic interpretation of a galaxy by one of the schools from Cork, Ireland

We have found that such joint projects open up fascinating discussions about what it is like to live in each other's country, or to become informed about each other's history – the permutations are almost endless and can be driven by interested teachers and pupils. Alternatively, the rich history of BCO itself is a great starting point for discussions.

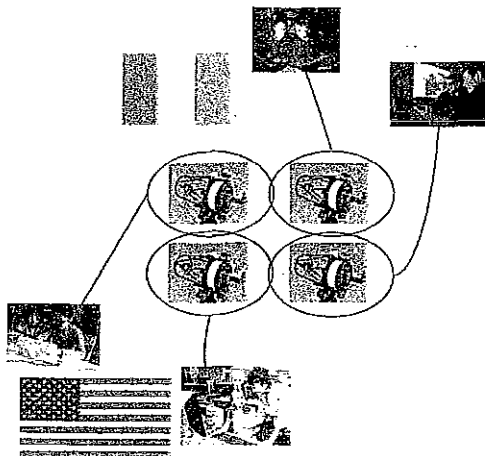


Figure 6: Although the project described here involves one telescope, in the future we can envisage more telescopes being added to the network, making it an even more powerful educational and research tool and one which encourages debate between students, in both the US and Ireland.

What's unique about this project?

There are several examples of telescopes which can be used over the internet, so how is this project differentiated? The answer is fourfold:

1. This is fundamentally an educational project aimed at increasing the interest in STEM subjects through the medium of astronomy. We will work with schools, local government and industry in a triple-helix approach in order to address an issue that is important for the success of our economies and our societies in the medium-to-long term.
2. This project offers opportunities for real-time interactions with the observatory in Ormondale Elementary and with the radio telescope in Cork at BCO. Through this project, students can participate in a real, fun and exciting scientific environment.

3. This project can be scaled up with the addition of more observatories to provide additional experiences for the students and opens up the possibility for cutting-edge research into not only astronomy, but technology – software, sensors, data analysis – all of which are crucial for the industries of the future.
4. This project responds to the Framework for 21st Century Learning

We look forward to interesting and productive discussions with the team at Ormondale Elementary as we explore exciting possibilities for the future.

On behalf of members of the Blackrock Castle Observatory team:

Dr. Niall Smith, Director
 Clair McSweeney, Site Manager
 Alan Giltinan, Chief Technical Engineer
 Frances McCarthy, Education Officer

TOWN COUNCIL WEEKLY DIGEST

Friday – March 8, 2013

1. Agenda – Teen Committee – Sunday, March 10, 2013
2. Agenda – ASCC – Monday, March 11, 2013
3. Agenda – Annual Commissions and Advisory Committees Meeting – Monday, March 11, 2013
4. Agenda – Trails and Paths Committee – Tuesday, March 12, 2013
5. Agenda – Emergency Preparedness Committee – Thursday, March 14, 2013
6. Agenda (cancellation) – Cable Committee – Thursday, March 14, 2013
7. Agenda – Cultural Arts Committee – Thursday, March 14, 2013
8. Email from Nick Pegueros, Town Manager, to the Town Council, re: Proclamation of State of Emergency for 12/23 storm event – March 4, 2013
9. Memo from Howard Young, Public Works Director, to Town Manager Pegueros re: Update on Upper Alpine Road storm damage – March 8, 2013
10. Letter from Steve Padovan, Interim Planning Manager to resident David Douglass re: Notice of Code Violation – March 6, 2013
11. Month End Financial Report – February 2013
12. Issued Building Permit Activity: February 2013
13. Letter from Lucien Canton, CEM of Emergency Visions, working with Cities of Burlingame and Palo Alto, to City Officials re: invitation to attend the Peninsula Preparedness Network Meeting – March 20, 2013
14. Invitation from American Red Cross to City Officials, Staff and Volunteers re: Shelter Operations Workshop – May 11, 2013
15. Memo from Nick Pegueros, Town Manager re: – Weekly Update – March 8, 2013

Attached Separates (Council Only)

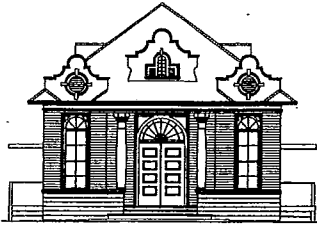
1. Invitation to the Council of Cities dinner meeting – Friday, March 15, 2013
2. Invitation from San Mateo County Sheriff's Office to the Town Council re: 12th Annual North Fair Oaks Community Festival – Sunday, August 25, 2013
3. Invitation from San Mateo County Committee for Employment for people with disabilities, to the Town Council re: Eighth Annual San Mateo County Cities/Mayors' Appreciation Breakfast Meeting – Thursday, April 4, 2013
4. Western City Magazine – March 2013



TOWN OF PORTOLA VALLEY
Teen Committee Meeting
Sunday, March 10, 2013 - 4:30 PM
Buckeye Room in the Community Hall
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order. Welcome.
2. Oral Communications
3. Approval of minutes from December meeting (*minutes were unavailable at time of packet distribution and will be handed out at the meeting*)
4. New members? Sophie Tregon, Sarah, and Mark Gerhart
5. Dance on December 14 – big success. We raised \$500 for Sandy relief and \$125 + gift cards for Shelter Network teens. Ellen made a generic banner so we can reuse for future Friday events
6. Another dance? More social events: Another casual Friday movie night at the library in winter – agreed a holiday theme if done in Jan. Sharon to report on Kathryn/library availability
7. Fyi – Library movie night?
8. Summer “off to college” reunion for graduating members?
9. Bill and Jean Lane Civic Involvement Project. Agreed that we will schedule the Jan. meeting to coincide with a Town Council meeting on below market rate housing
10. fyi – <http://www.icivics.org> is a new site set up with former Supreme Court Justice Sandra O’Connor’s support to encourage middle school students to learn about government. We can perhaps play with this – and then can think if there are ways we might use it for our project?
11. Outreach for CM members: Katherine to speak to leadership at CM, Sharon to put in Tuesday Post – need 6 & 7 graders and a parent to help
12. Handing over Teen Committee next fall?
13. Stacie Nerdahl’s budget worksheet to request funding for next fiscal year
14. Adjournment



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, March 11, 2013
Special Joint Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING*

4:00 p.m., 6 Buck Meadow Afternoon session for preliminary consideration of plans for new residential development of a vacant 2.97-acre parcel in the Blue Oaks subdivision. (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. Architectural Review for Addition of Detached Accessory Structure "Recreation Room/Studio," 121 Ash Lane, Vidalakis
- b. Continued Consideration of Staff Referral for Architectural Review – Fence Permit Application, 295 Golden Oak Drive, Keamy
- c. Continued Architectural Review – Residential Redevelopment with Swimming Pool and Related Site Improvements, 420 Golden Oak Drive, Woods

5. New Business:

- a. Preliminary Architectural Review for New Blue Oaks Residence and Site Development Permit X9H-650, 6 Buck Meadow Drive (Lot 34), Strick

6. Commission and Staff Reports

7. Approval of Minutes: February 25, 2013

8. Adjournment

Architectural & Site Control Commission
March 11, 2013 Agenda
Page Two

*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: March 8, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Annual Commissions and Advisory
Committees Meeting
Monday, March 11, 2013 - 6:00 PM
Alder Room / Community Hall at Town Center
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Review Committee Policies & Procedures Handbook
 - a) New Member Application Process
 - b) The Life Cycle of a Committee Meeting packet
 - c) Brown Act
 - d) Committee Objectives
 - e) Committee Events
4. Questions / Comments
5. Adjournment

NOTE: Please bring your Commissions and Advisory Committees Handbook to the meeting. Copies will be available.

4



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, March 12, 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 February 12, 2013
4. Financial Review
5. Old Business
 - a) Volunteer event and/or community hike
 - b) Communication regarding Upper Alpine Road Trail
6. New Business
 - a) Trail Work February 2013
 - b) Proposal for Trail along Corte Madera on Safe Route
 - c) Process for scoring pavement where trails and paths cross
 - d) Communication regarding signage on Shady Trail
 - e) Budget discussion
7. Other Business
8. Adjournment

Enclosures:

Minutes from Regular Meeting of February 12, 2013
Financial Review
Trail work and map – February 2013
Email from Bev Lipman regarding signage Shady Trail

5



TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, March 14, 2013 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order (8:00)
2. Oral communications (8:01)
3. Review and approve minutes of February meeting (8:05)
4. Plan for completing AM radio (8:06)
5. Establish Goals for 2013 (8:20)
6. Subcommittee Reports (Medical Corp., Home Data Collection Alt. EOC) (8:50)
7. Other business (8:55)
8. Adjourn (9:00)



**Town of Portola Valley
Cable Committee Meeting
Notice of Cancellation
Thursday, March 14, 2013**

MEETING CANCELLATION NOTICE

The regularly scheduled meeting of the Cable Committee for Thursday, March 14th, 2013 at 8:15 a.m. has been cancelled.

The next regularly scheduled meeting of the Cable Committee is Thursday, May 9, 2013.



TOWN OF PORTOLA VALLEY
Cultural Arts Committee
Thursday, March 14, 2013 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of February minutes
4. Old Business:
 - Quilt project
 - Tile project
 - Priory Art Show
 - Increase CAC size
 - Budget for 2013-'14
5. New Business:
6. Adjournment

Nick Pegueros

From: Nick Pegueros
Sent: Monday, March 04, 2013 10:12 AM
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: Sandy Sloan (ss@jsmf.com); Leigh F. Prince <lfp@jsmf.com> (lfp@jsmf.com); Sharon Hanlon; Howard Young
Subject: Proclamation of State of Emergency for 12/23 storm event
Attachments: San Mateo - State of Emergency.pdf

Assemblyman Rich Gordon's office advised us late last week that Governor Brown has proclaimed that a State of Emergency exists in San Mateo County as a result of the 12/23 storm event. This action by the Governor clears a major hurdle in the long process to apply for federal funding to assist local governments with repairs of storm related damage. Based on staff-level conversations with San Mateo County OES, there has been no determination if the damage to Upper Alpine Road would receive federal aid. It is clear based on staff's routine inspections of the site over the past three months, however, that the damage to Upper Alpine is worsening.

I will provide a verbal update on activity related to this issue at the March 13th council meeting.

Please let me know if you have any questions.

Best,
Nick

Executive Department
State of California

PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS on December 23, 2012, a severe rainstorm brought excessive precipitation to Northern California; and

WHEREAS this severe storm caused extreme peril to the transportation infrastructure and the safety of people and property within the county of San Mateo; and

WHEREAS the effects of the storm caused severe damage to, and closure of, state highways and local roadways in the county of San Mateo; and

WHEREAS the effects of the storm continue to threaten the county of San Mateo; and

WHEREAS the county of San Mateo has declared a local emergency and requested that I declare a state of emergency; and

WHEREAS the circumstances of the storm damage, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat; and

WHEREAS under the provisions of section 8558(b) of the California Government Code, I find that conditions of extreme peril to the safety of persons and property exist due to the storm damage in the county of San Mateo.

NOW, THEREFORE, I, EDMUND G. BROWN JR., Governor of the State of California, in accordance with the authority vested in me by the state Constitution and statutes, including the California Emergency Services Act, and in particular, section 8625 of the California Government Code, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist within the county of San Mateo.

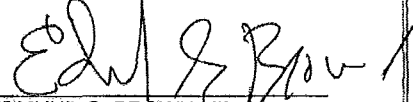
IT IS HEREBY ORDERED THAT:

1. Caltrans shall formally request immediate assistance through the Federal Highway Administration's Emergency Relief Program, Title 23, United States Code section 125, in order to obtain federal assistance for highway repairs or reconstruction in the county of San Mateo.
2. All agencies of the state government utilize and employ state personnel, equipment and facilities for the performance of any and all activities related to this state of emergency consistent with the direction of the California Emergency Management Agency (Cal EMA) and the State Emergency Plan.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.



IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this ^{24th} day of February 2013.


EDMUND G. BROWN, JR.
Governor of California

ATTEST:


DEBRA BOWEN
Secretary of State





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Nick Pegueros, Town Manager

FROM: Howard Young, Public Works Director

DATE: March 8, 2013

RE: Update - Upper Alpine Road Storm Damage

On March 5, 2013, the Caltrans Emergency Relief Coordinator, Teresa McWilliam contacted me via email that they have received the Governor's Proclamation of a State of Emergency for the December 23, 2012 storm. The Town's initial estimate of \$300,000 in damages on upper Alpine road due to the storm was submitted as part of this process on January 17, 2013. As part of the continuing process, Caltrans will send an eligibility request to the Federal Highway Administration Relief Program that includes the Town's submittal in order to obtain federal assistance for road repairs within the County. Once the Federal Highway Administration responds back with a "Letter of Acknowledgement", Town staff can then coordinate with Caltrans Local Assistance to set up a field review and move forward with planning repairs. The intention is to have the road and bank stabilization repair completed prior to the upcoming winter season.

TOWN of PORTOLA VALLEY

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

NOTICE OF CODE VIOLATION

March 6, 2013

Certified Mail Receipt #70041160000032438096
Return Receipt Requested

Mr. David L. Douglass
7 Coalmine View
Portola Valley, CA 94028

**Re: Notice of Code Violation at 18 Redberry Ridge, Portola Valley
Unauthorized Removal of Trees and Vegetation**

Dear Mr. Douglass,

This notice is to formally advise you that the Town of Portola Valley (Town) has determined that your actions in or about late December 2012 or early January 2013 to remove at least 15 significant trees and other vegetation on your property located at 18 Redberry Ridge, a portion of which is covered by an open space easement, were done without the benefit of the required site development permit. Therefore, your actions violate the significant tree provisions of the site development chapter of the Municipal Code, specifically Section 15.12.070.A.6.

In particular, in early January 2013, it was reported to Town Planner Tom Vlastic that trees and other vegetation had been cleared or were in the process of being removed from your property. Site inspections in early January by Mr. Vlastic and Public Works Director Howard Young confirmed that at least 18 trees had been cut. Based on the data provided by your consultant, Kielty Arborist Services, in the revised report dated January 10, 2013, of the removed trees, 15 are considered significant under the provisions of Municipal Code Section 15.12.060(28a).

A site restoration and remediation plan must be submitted, reviewed and approved by the Town's Architectural and Site Control Commission (ASCC). In addition, you must provide and maintain erosion control measures at the site to the satisfaction of the Town's Public Works Director. Although you have been working with the Town in regard to these plans for corrective action, the Town believes that to address the Municipal Code violation the Town must comply with the Code Compliance Chapter of its Municipal Code. Accordingly, this Notice of Violation is being issued in accordance with Municipal Code Chapter 1.12 for the above described Municipal Code violations.

18 Redberry Ridge
Notice of Code Violation
Page 2

If for any reason, you believe this Notice of Violation is incorrect, you may request a meeting with the Town Manager within 20 days after the date of the mailing of this Notice of Violation to present evidence that a violation does not exist. Your request must be in writing and must be submitted to Town Hall to the Town Clerk. A meeting will then be scheduled within five working days of the request.

In the event that a meeting is not requested and the violation has not been corrected, or in the event that after consideration of the evidence presented, the Town Manager determines that a violation in fact exists, the Town Manager will issue a Notice of Intent to Record and subsequently shall record a Notice of Code Violation against your property with the San Mateo County Recorder's Office.

While the Notice of Code Violation is recorded against your property, the Town shall withhold permits for any alteration, repair, or construction on your property, or any permits pertaining to the use and development of the your property or any structure on your property until a Notice of Release of Code Violation has been issued by the Town Manager. Only permits necessary to obtain a Notice of Release of Code Violation or which are necessary to correct serious health and safety violations may be issued. In addition, Chapter 1.12 regarding Municipal Code violations provides that you must cover all Town fees and costs, including staff and consultant time, associated with the Municipal Code violation and related corrective action. Requests for deposits and fees made by Town staff to you must be satisfied within five (5) working days of the request.

You may appeal the Town Manager's decision regarding the Notice of Code Violation in writing to the Town Council no later than 15 days after the date of the mailing of the Notice of Intent to Record the Notice of Code Violation. There is a fee for the appeal, which must be paid at the time the appeal is filed. Any such appeal will be heard within 45 days from the date of the appeal.

If the violation is corrected after the recordation of the Notice of Code Violation, the Town will issue a Release of Notice of Code Violation only if all necessary permits have been issued and finalized, if all applicable civil penalties have been paid, and if all applicable administrative code compliance fees have been paid. Once the Release of Notice of Code Violation is recorded, you and the Town may proceed with permits pertaining to the use and development of your property.

In addition, to the above described administrative remedies under Chapter 1.12 of the Town's Municipal Code there are potential criminal and civil actions that the Town Council could direct be filed for your violation of Town laws and

18 Redberry Ridge
Notice of Code Violation
Page 3

unpermitted removal of significant trees on your property and, specifically, in the open space easement held by the Town over a portion of your property.

The Town appreciates your cooperation relative to the necessary corrective actions. Nevertheless, Town staff and Town officials are extremely distressed and offended by the scope of unauthorized clearing, especially considering the lost value of the open space easement conditions, and will continue to consider all penalty actions that are available.

If you have questions, please contact me at Town hall at (650) 851-1700, extension 212, or by email at spadovan@portolavalley.net.

Sincerely,



Steve Padovan
Interim Planning Manager

c: File
Town Council
Town Manager
Town Attorney
Town Planner



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: February 2013

C	Bank of America	\$3,925.32
A	Local Agency Investment Fund (0.300%)	\$9,912,160.97
S		
H	Total Cash	\$9,916,086.29
<hr/>		
F	05 General Fund	\$2,045,304.55
U	08 Grants	22,323.09
N	10 Safety Tax	15,345.84
D	15 Open Space	3,466,724.07
S	20 Gas Tax	6,567.18
	22 Measure M	(293.47)
	25 Library Fund	484,404.94
	30 Public Safety/COPS	(51,456.57)
	40 Park in Lieu	6,236.21
	45 Inclusion In Lieu	2,945,930.08
	60 Measure A	139,771.94
	65 Road Fees	138,726.07
	75 Crescent M.D.	94,466.56
	80 PVR M.D.	14,011.13
	85 Wayside I M.D.	5,733.02
	86 Wayside II M.D.	(75,501.94)
	90 Woodside Highlands M.D.	156,056.69
	95 Arrowhead Mdws M.D.	(1,799.67)
	96 Customer Deposits	503,536.57
	Total Fund Balance	\$9,916,086.29
<hr/>		
A	Beginning Cash Balance:	\$10,027,208.21
C	Revenues for Month:	415,356.88
T	Total Revenues for Month:	\$415,356.88
I		
V	Warrant List 2/13/12	(\$134,929.94)
I	Warrant List 2/27/12	(300,260.50)
T	Payroll	(91,900.29)
Y	Total Expenses for Month:	(\$527,090.73)
R		
E	Total JE's and Void Checks:	\$611.93
C		
A	Ending Cash Balance	\$9,916,086.29
P		

FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund: 54.92%

Adopted Town Policy is 60%

Days of Running Liquidity of Spendable General Fund: 200

GASB recommends no less than 90 days

Per CGC #53646 governing the reporting of cash and investments, the Town's investment portfolio is in compliance with its adopted Investment Policy. Based on anticipated cash flows and current investments, the Town is able to meet its expenditure requirements for the next six months.

Town of Portola Valley

Issued Building Permit Activity: February 2013

	Permits This Month	Permits FY 12-13 To Date	Total Valuation This Month	Total Valuation FY 12-13 To Date	Application Fees Collected This Month	Application Fees FY 12-13 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 12-13 To Date	Total Fees Collected FY 12-13	Total Fees Collected FY 11-12
New Residence	0	5	0	7,687,987	0.00	30,016.00	0.00	31,110.71	61,126.71	11,241.86
Commercial/Other	0	1	0	68,032	0.00	1,505.00	0.00	509.44	2,014.44	320.92
Additions	0	21	0	3,015,125	0.00	33,164.91	0.00	16,811.91	49,976.82	34,363.25
Second Units	0	0	0	0	0.00	0.00	0.00	0.00	0.00	9,917.33
Remodels	4	24	151,125	1,704,618	4,395.00	23,925.50	600.00	8,800.13	32,725.63	41,844.58
Pools	0	0	0	0	0.00	0.00	0.00	0.00	0.00	11,671.87
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	0	3	0	0	0.00	814.00	0.00	44.00	858.00	500.00
Other	14	103	475,250	3,093,875	5,275.00	41,447.50	447.50	4,854.45	46,301.95	44,674.17
	18	158	626,375	15,575,137	9,670.00	131,025.41	1,047.50	62,218.14	193,243.55	155,199.09
Electrical	12	81	0	0	859.00	15,269.77	0.00	0.00	15,269.77	5,401.32
Plumbing	5	55	0	0	600.00	15,352.91	0.00	0.00	15,352.91	5,429.91
Mechanical	3	41	0	0	180.00	10,591.70	0.00	0.00	10,591.70	3,351.10
Total Permits	38	335	626,375	15,575,137	11,309.00	172,239.79	1,047.50	62,218.14	234,457.93	169,381.42



March 4, 2013

Dear Colleague:

I am writing on behalf of my clients, the Cities of Burlingame and Palo Alto, to invite you to participate in a meeting of the Peninsula Preparedness Network (PPN) on March 20. The Peninsula Preparedness Network covers all cities and special districts in both San Mateo and Santa Clara Counties. It is designed to help emergency operations officials and neighborhood groups work together to combat hazards, including crime, terrorism and natural disasters.

The purpose of the meeting is to explain the goals of the Peninsula Preparedness Network and to outline our plan for documenting best practices and conducting tabletop and full-scale (or functional) exercises in Burlingame and Palo Alto. The final outcome will be a Best Practices Report and Field Operations Guide that you can adapt to your own needs for interfacing effectively with neighborhood groups during emergencies.

Over the next few months, the Peninsula Preparedness Network will identify various community interface models to discuss in a Local Best Practices workshop. We will then host a series of exercises to assess various models and develop a final Best Practices Report.

Meeting Information

**Wednesday, March 20
6:30 to 8:30 p.m.**

**US&R Training Facility
Classroom A
1376 Willow Road
Menlo Park 94025**

**Snacks will be served
Agenda & map attached**

Please let me know if someone will be attending no later than **Friday, March 15**, by emailing me at lcanton@luciencanton.com or by calling (415) 221-2562.

Best regards,

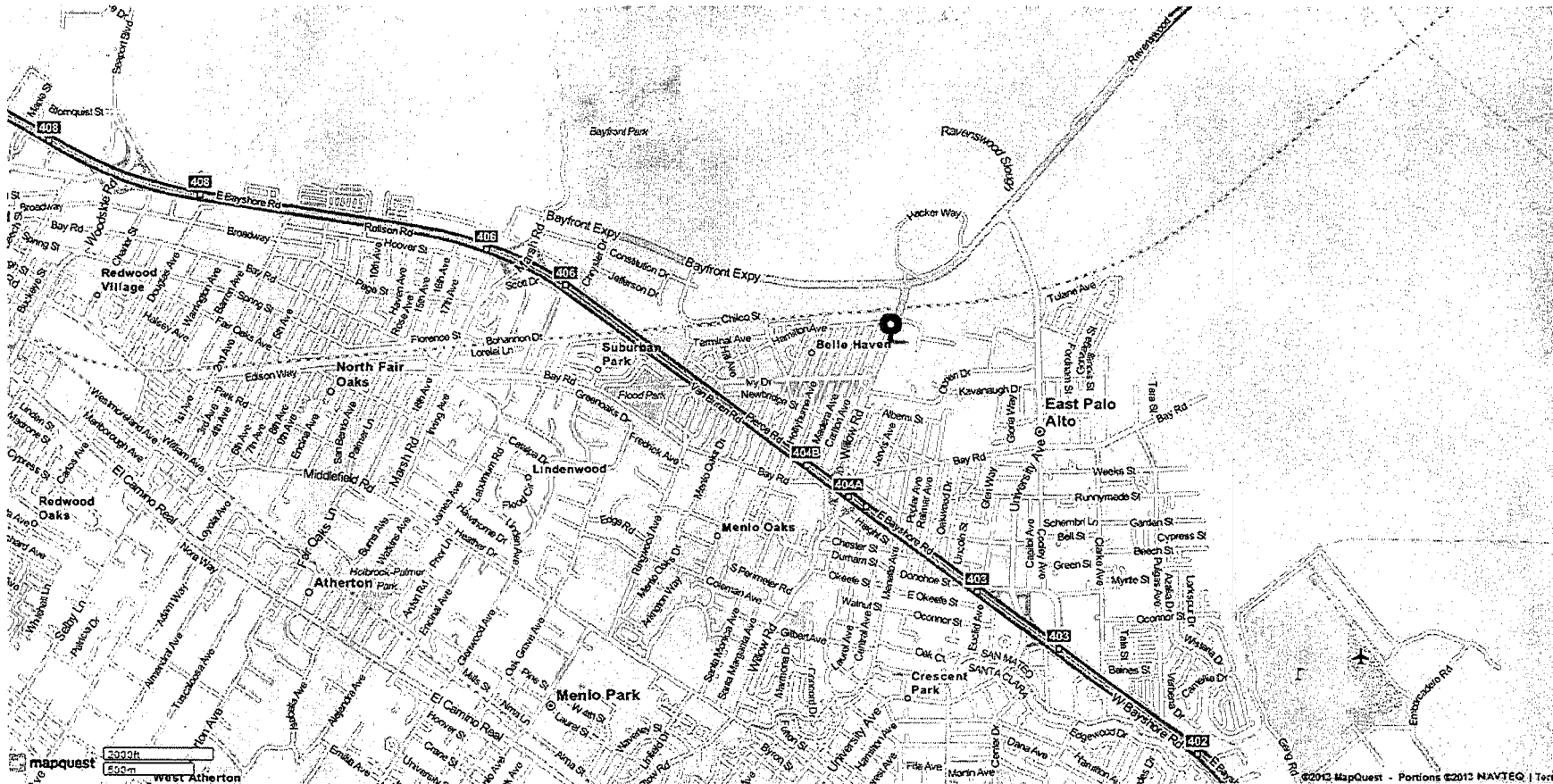
Lucien G. Canton, CEM

AGENDA	Peninsula Preparedness Network March 20, 2013 6:30 PM – 8:30 p.m. US&R Training Facility Classroom A 1376 Willow Rd. Menlo Park 94205		
	Meeting called by Peninsula Preparedness Network Advisory Council: Ken Dueker, Director, Palo Alto Office of Emergency Services Terry Nagel, Council Member, City of Burlingame Annette Glanckopf, Chair, PAN Emergency Preparedness Committee Rocque Yballa, Division Chief/Fire Marshal, Central County Fire Department		
Type of meeting	Initial planning meeting		
Expected outcomes	Identify best practices and those interested in participating		
Attachment	Directions to meeting location		
Order of Agenda Items	Person Responsible	Process	Time Allocated
Welcome and introductions	K. Dueker	Present	10
PPN vision	T. Nagel	Present	5
Grant objectives and expectations or partners and collaborators	K. Dueker	Present	10
Examples of current practices	A. Glanckopf/ T. Nagel	Present	20
Group discussion of other current practices	L. Canton	Discuss	45
Next steps: Tabletop and field exercises	R. Yballa	Present	10
Timeline and future meeting dates	L. Canton	Discuss	10

Peninsula Preparedness Network Meeting

March 20, 2013
6:30 PM – 8:30 PM

US&R Training Facility
Classroom A
1376 Willow Rd.
Menlo Park 94205





Shelter Operations Workshop

Training & Simulation Exercise

Date Saturday, May 11th 2013

Time 9 am – 1 pm

Location American Red Cross
1710 Trousdale Drive
Burlingame, CA

To register, email Your Program Coordinator or fill out the registration form at:
<http://www.surveymonkey.com/s/BQ2J6F6>

Following a major disaster there will be a need for trained volunteers to help the Red Cross operate emergency shelters.

You can play a valuable role in your community by taking part in this free 4-hours course where you will learn to effectively manage an emergency shelter as part of a team.

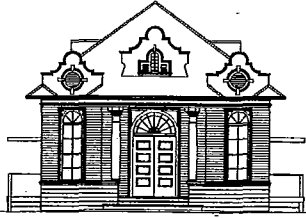
Partner Shelter Operations & Simulation training helps our community partners, like CERT and Lions Club, to learn how to initiate the sheltering process and how to manage various activities needed for a successful shelter operation.

This course will provide participants with the opportunity to practice the skills and gain the knowledge to meet the needs of people displaced from their homes as a result of a disaster.

To register, please contact your program coordinator. Space is limited but a minimum of 12 participants is requested.

American Red Cross

Bay Area Chapter
Disaster Services Team
San Mateo County



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: March 8, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended March 8, 2013.

1. **Affordable Housing Ad Hoc Committee** – The affordable housing ad hoc committee had its first meeting on Tuesday evening and the conversation was more of an orientation. At the next meeting, we'll dive into the state mandate and the status of our current housing element.
2. **Storm Damage on Upper Alpine** – Howard reports that the County has indicated that repair costs for Upper Alpine will be considered for federal funding (see his memo to me included in this digest). There are a number of hurdles yet to overcome but the likelihood of federal assistance for the repair has improved considerably.