



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
 Wednesday, October 23, 2013
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

- (1) **PRESENTATION** – Nicole Pasini, Branch Manager for Portola Valley and Woodside Library's; San Mateo County Library's 2013 Annual Report (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** – Regular Town Council Meeting of October 9, 2013 (19)
 (3) **Approval of Warrant List** – October 23, 2013 (23)
 (4) **Recommendation by Mayor** – Adoption of a Proclamation of the Town Council of the Town of Portola Valley (33) Declaring October 20 through October 26, 2013 “Freedom from Workplace Bullies Week”

REGULAR AGENDA

- (5) **Recommendation by Cable Television & Undergrounding Committee** – Committee Charter Revisions (34)
 (6) **Recommendation by Town Manager** – Adoption of Revised Advisory Committee Handbook (37)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (7) **Report from Town Manager** – Town Newsletter Update (71)
 (8) **Report from Town Manager** – Audio/Visual Equipment for Community Hall (92)
 (9) **Reports from Commission and Committee Liaisons** (94)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (10) **Town Council Weekly Digest** – October 11, 2013 (95)
 (11) **Town Council Weekly Digest** – October 18, 2013 (109)

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

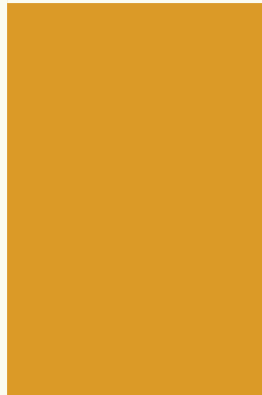
The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications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



San Mateo County Library 2013 ANNUAL REPORT



VISION

Connect. Discover. Evolve.

MISSION

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

STRATEGIC GOALS

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

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

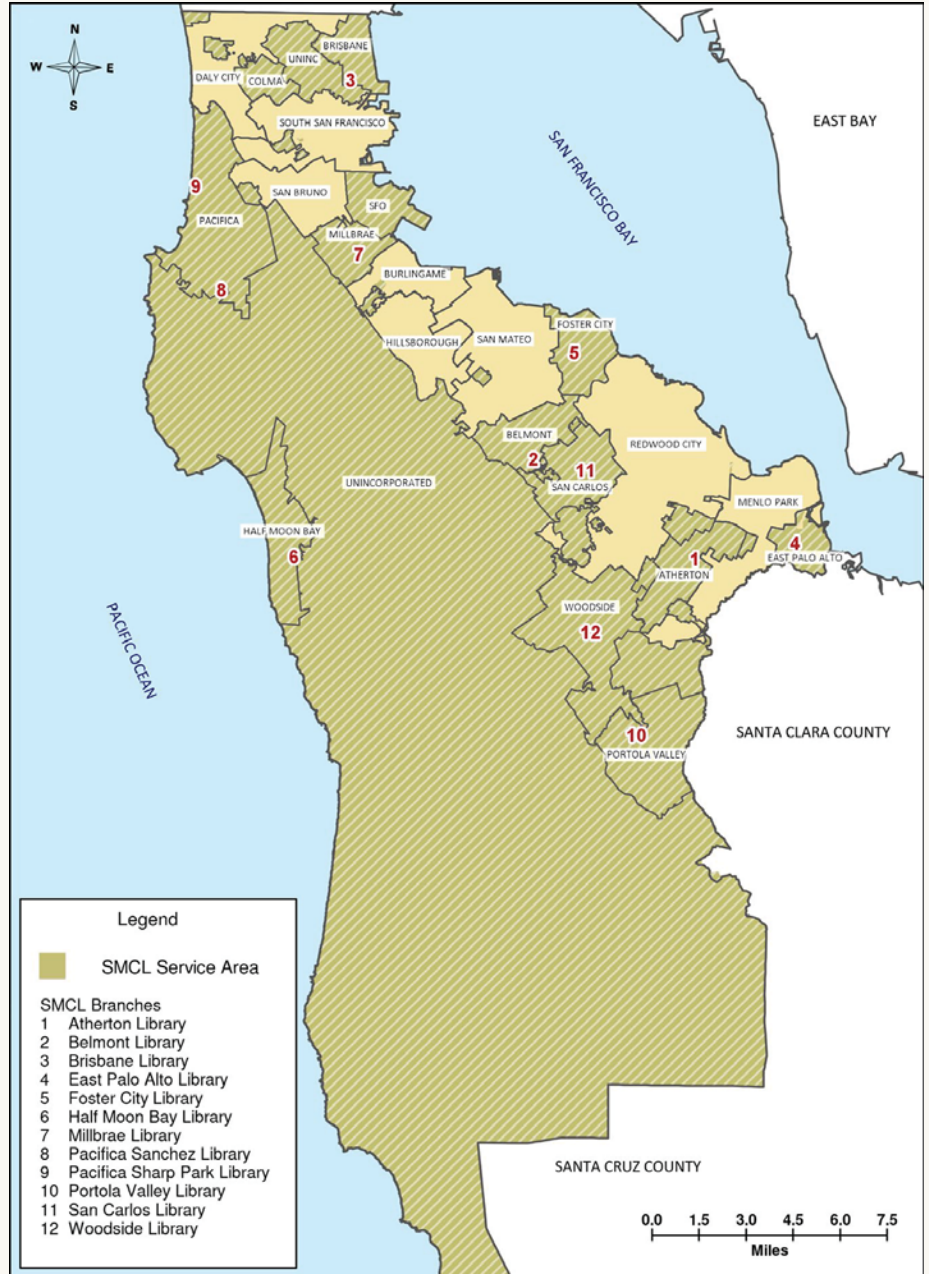
Community Engagement: Raise awareness and visibility of San Mateo County Library services and increase recognition of the Library as an essential community asset.

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

JPA GOVERNING BOARD MEMBERS

- Elizabeth Lewis, *Atherton*
- David Warden, *Belmont*
- Terry O’Connell, *Brisbane*
- Laura Martinez, *East Palo Alto*
- Pam Frisella, *Foster City*
- Marina Fraser, *Half Moon Bay*
- Marge Colapietro, *Millbrae*
- Mike O’Neill, *Pacifica*
- Maryann Derwin, *Portola Valley (Chair)*
- Karen Clapper, *San Carlos*
- Carole Groom, *San Mateo County (Vice Chair)*
- Anne Kasten, *Woodside*

SAN MATEO COUNTY LIBRARY SERVICE AREA



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

Director's Message

Established in 1912, San Mateo County Library has a rich history of providing library service to the residents of San Mateo County and a commitment to exceptional public service which endures to this day. The system's 12 community libraries, bookmobile and eBranch are embracing new services and technology while staying true to our traditional role as a democratic institution of learning and equal access. Public libraries are unique in that they engage with all residents and serve as a bridge for community connections by offering diverse populations easily accessible services.

In fiscal year 2012-13, the Library was recognized as one of the nation's top libraries based on use of services. Named a four star library for the fifth consecutive year by Library Journal, the Library ranked seventeenth nationwide and third in California among similar peer libraries. Being ranked as one of the best public libraries in the country serves as a demonstration of staff's commitment and dedication and the important value of our community services.

It is an exciting time as we grow and transform to respond to the dramatic changes in the way that people use libraries today. This report highlights some of the wonderful accomplishments of the Library JPA and staff who, with the support of the community and Friends, continue to grow and transform our services, expand our collections, and strengthen our community connections to offer inspiring new experiences. I am honored to present the Library's 2013 Annual Report.



Anne-Marie Despain
Director of Library Services

“It is a great privilege to serve as Chair of the Library JPA Governing Board. Rated in the top 3% of public library services nationally, the San Mateo County Library is well positioned to provide the next generation of library service to our communities.”

–Maryann Derwin,
Portola Valley Town
Council Member and
Library JPA Governing
Board Chair



Raising Readers

Public libraries have been leaders in recognizing and communicating that parents are a child's first and best teacher. The San Mateo County Library is working to improve early literacy outcomes and increase the reading frequency in the county by educating, providing learning tools and tips, and ensuring that book experiences support the critical parent/child learning relationship. The "I'm Raising a Reader" campaign was designed to create a dialogue with families about the importance of reading with their children and to gain an understanding of why reading regularly matters. The effort further established a connection to libraries and book sharing routines at home.

The Library's Summer Reading Program supports the Peninsula Partnership Leadership Council (PPLC) reading initiative and the county-wide campaign for 3rd Grade Reading Proficiency. Studies show that when just five books are read over the summer, children can gain approximately three points on standardized reading tests. Students who participate in summer reading programs are also more likely to read at their grade level or higher than those who do not. With support from the Friends of the Library, special summer programs featured animals, magicians, musicians, storytellers, and even an astrophysicist, all designed to promote the enjoyment and importance of reading. Over 7,000 people signed up, and a high level of satisfaction and reading improvement was reported by parents of children who participated.



As reported by parents whose children participated in the 2012 Summer Reading Program

"My 6-year-old is now confident enough to read to his two little brothers on his own. He's very proud of himself and I'm proud of him." –Belmont mother

Making a Difference

Our libraries are learning centers. They offer homework help and tutoring both online and in person, and in many locations, the chance for older students to be role models and mentor younger children. The Quest Homework Center at the East Palo Alto Library is an important community service, providing much needed after-school tutoring for students. Third to sixth graders participate in literacy enrichment, homework assistance, academic skill-building activities, mentoring and guidance. Parent workshops are also provided to help families assist their children with academics and to improve communication with teachers and school administrators. Quest works closely with students, their families, and teachers to improve mastery of all school subjects, especially English and math.

The positive impact of the Quest Homework Center can be demonstrated by one of its graduates. Jamie enrolled in Quest when he was in the third grade. He credits Quest as the catalyst that helped spark his love of reading and provided positive support during after-school hours. As a recent high school graduate, Jamie is preparing to embark on his journey of higher education this fall. He had the fortunate dilemma of having to choose between Princeton, Columbia, Harvard and Stanford. Jamie will be attending Princeton University with a full scholarship; his younger brother is currently enrolled in Quest.



“With education, it’s all about getting an early start. In elementary school, I used to hate reading, but with Quest, it developed into something I truly enjoyed.” –Jamie, Quest Homework Center graduate



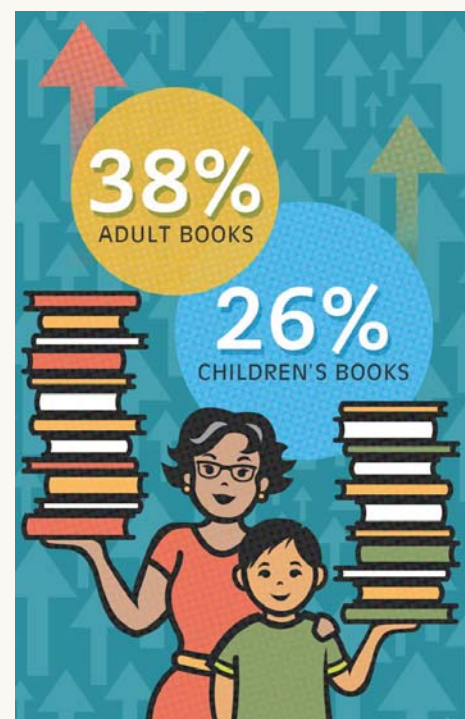


Innovative Services

The San Mateo County Library meets the diverse needs of the community by offering over 700,000 items in a variety of formats and a multitude of languages. Always striving for creative and innovative ways to better serve our customers, this year we piloted a new book classification system. The Dewey Decimal System has been around for more than a century and seems synonymous with the public library, but research has found that most customers have difficulty finding books, primarily due to a classification system they do not understand.

The new classification system, called FindIt!, enhances the library subject headings already in use and includes language easily identifiable by the public. FindIt! allows customers to easily browse, discover and access library resources the way they want to: intuitively and independently. The project includes new signage and updated shelving layouts that group books by subject rather than numbers, highlights contemporary, popular categories and encourages people to read more.

FindIt! was successfully piloted at the Portola Valley Library this spring, and we are already seeing an increase in the circulation of books. The goal is eventual system-wide implementation. As one of an estimated two dozen public libraries in the country to implement word-based classification systems, and the first in California, San Mateo County Library is at the forefront of customer service innovation.



Increase in circulation at the Portola Valley Library with FindIt!

“Whenever I see kids using the new system, they get so excited that they can do it themselves. They get that love of reading, curiosity and finding things.” –Maria Chiochios, Portola Valley Library Aide

Virtual Access

Mobile devices and wireless services provide tremendous flexibility for users to utilize library services. As one of the largest providers of free Internet access in the county, the San Mateo County Library offers 379 public computers connected to a high speed network and wireless access.

The new SMCL mobile app enhances the library experience by giving patrons access to the library from their smartphone or other mobile device. The library app allows users to quickly search for books, movies, music and other library materials, manage their accounts, and browse upcoming events. The custom app is designed to work seamlessly with the Library's growing collections of eBooks for easy checkout to a user's tablet or phone. It also features BookLook, which scans any book's barcode to immediately check to see if it is in the collection.

The Library is also expanding services by embracing the growing capabilities of wireless technology. To provide customers with a faster and more reliable wireless connection, technology infrastructure work was completed. Additionally, wireless printing is now offered, enabling laptop users the ability to print documents from anywhere in the library. These new services greatly enhance the level of convenience enjoyed by library users who leverage their own devices to utilize library collections and information.



“This is a great app! It’s nice to not have to go to the actual website to view the smcl information. It has many great features.” –iTunes reviewer





Community Engagement

The San Mateo County Library is committed to expanding our presence throughout the county and increasing service to populations that are unable or unlikely to visit community libraries. The Bookmobile is one beloved service that provides free access to books and information to people where they are. The Bookmobile offers a continually refreshed collection of over 4,000 items. In addition to offering access to library collections, services also include activities such as storytimes, book talks, participation in community events, and access to computers.

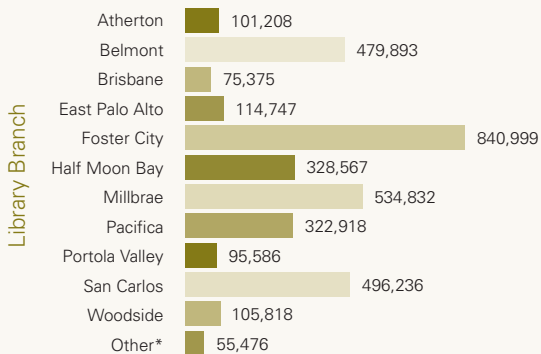
This year, service was increased from an average of three days a week to five days a week, bringing the Library to schools, parks, daycare facilities and preschools, and community centers. Several new popular stops have been added, such as visits to East Palo Alto for the popular “Kids Workshops” at Home Depot and the Hiller Aviation Museum in San Carlos for their “Soar with Books” reading program for preschoolers.

The Bookmobile has participated in many special events, including the San Mateo County Fair “Streets Alive! Parks Alive!”, Half Moon Bay’s “Rock the Block”, and “Dad & Me @ the Park”. In addition, the Bookmobile was honored to be among a parade of 30 vehicles that took part in the grand opening celebration for the Tom Lantos Tunnels at Devil’s Slide. These outreach efforts have increased the ability for San Mateo County residents with limited access to physical library locations to obtain the services they want and need.

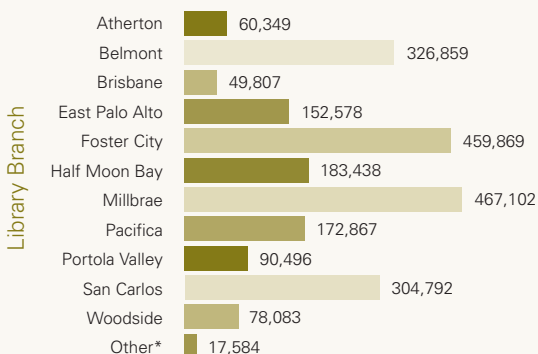


“Wow, I didn’t know that bookmobiles existed! This is the best thing we’ve seen at the fair so far today!” –Mother of young children at the San Mateo County Fair

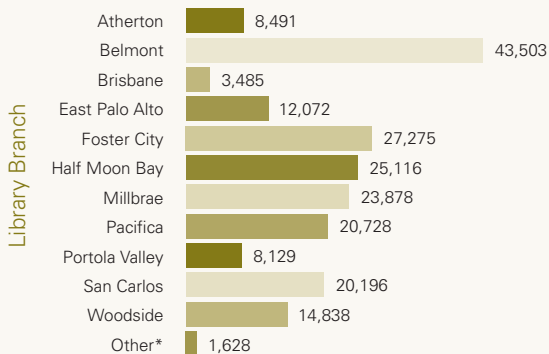
ITEMS CIRCULATED



LIBRARY VISITORS



PROGRAM ATTENDANCE



*Bookmobile & Outreach

NUMBERS AT WORK

3,559,524
TOTAL ITEMS CIRCULATED

2,363,824
TOTAL LIBRARY VISITORS

209,339
TOTAL PROGRAM ATTENDANCE

★★★★

San Mateo County Library was ranked 17th nationwide and 3rd in California among public libraries with similar budgets.

-Library Journal Star Libraries Rating

"Outside the Barrel Award": Honor for outstanding innovation and creativity in drive efforts.

19,000
POUNDS OF FOOD COLLECTED

-Second Harvest Food Bank of San Mateo & Santa Clara Counties

12

LIBRARIES

273,021

POPULATION OF SERVICE AREA

61%

LIBRARY CARD HOLDERS
AS A % OF POPULATION

8.7

LIBRARY VISITS PER CAPITA

705,595

ITEMS IN LIBRARY COLLECTION

1,233,517

eBRANCH VISITS

33,744

VOLUNTEER HOURS

6,884

PROGRAMS AND EVENTS OFFERED

287,820

PUBLIC COMPUTER HOURS

\$18.5

MILLION
OPERATING BUDGET

13

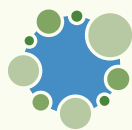
CIRCULATION PER CAPITA

94,120

NUMBER OF eBOOKS
AND AUDIO DOWNLOADS



Select photos by Gino De Grandis of Lui Photography.
This report is available online at smcl.org.



SAN MATEO COUNTY LIBRARY
Connect. Discover. Evolve.



PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 867, OCTOBER 9, 2013

Mayor Richards called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Mr. Pegueros called the roll.

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

Absent: None

Others: Nick Pegueros, Town Manager
Leigh Prince, Town Attorney

ORAL COMMUNICATIONS

Caroline Vertongen, Palmer Lane, asked the Town Council to consider signing a proclamation supporting "Freedom from Workplace Bullies Week," which is October 20-26, 2013. People don't like to talk about bullying, she said, but it's happening and it's being covered up. She said she cannot enforce the law, but she can increase awareness of the bullying that occurs behind closed doors.

STUDY SESSION

The joint study session of the Town Council and Planning Commission to begin the Town's work to update the housing element was cancelled due to a lack of quorum of Planning Commission members.

CONSENT AGENDA [7:38 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of September 25, 2013 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List: October 9, 2013 in the amount of \$ 190,197.86

By motion of Vice Mayor Wengert, seconded by Councilmember Derwin, the Council approved Item 2 on the Consent Agenda with the following roll call vote:

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

No: None

- (1) Approval of Minutes: Town Council Regular Meeting of September 25, 2013

Councilmember Aalfs moved to approve the minutes, as amended, of the Town Council Regular Meeting of September 25, 2013. Seconded Councilmember Derwin, the motion carried 4-0-1 (Driscoll abstained).

REGULAR AGENDA [7:41 p.m.]

- (3) Recommendation by Mayor and Vice Mayor: Resolution amending the Employee Compensation Plan and authorizing a one-time Bonus to Town Staff effective January 1, 2014

Mr. Pegueros said the proposed Employee Compensation Plan would change the Town's benefits program structurally, primarily for health benefits. As also explained in his memorandum dated October 3, 2013, the current "cafeteria" package provides employees with a flexible spending plan that includes an allowance that's been sufficient to pay Kaiser premiums for the employee and his/her eligible dependents. Employees use their allowance to select from various HMO and PPO plans available through CalPERS health under the Public Employees' Hospital and Medical Care Act (PEHMCA). In 2014, CalPERS Health will offer a total of nine plan options; six HMOs and three PPOs.

Due to escalating health-care costs, Mr. Pegueros said, the new plan he's recommending would phase in a cost-sharing feature for employees with eligible dependents over a four-year period beginning in January 2014.

- No dependents: Beginning in 2014, the Town's flexible dollar allowance for employees with no dependents would be 125% of the Kaiser premium.
- With one dependent: By 2017, the Town allowance will equal 80% of the Kaiser premium to cover the employee and one dependent.
- With two or more dependents: By 2017, the Town allowance will equal 62.5% of the Kaiser premium to cover the employee and two or more dependents.

When the phase-in is complete, the Town's allowance for all employees in terms of dollars will be roughly equal, thereby closing the gap that currently exists where an employee with two or more dependents receives a benefit that is 259% of the benefit provided to an employee with no dependents.

Mr. Pegueros also recommended the Town Council authorize a one-time bonus to all Town staff members payable in the pay period ending on January 15, 2014. He said a \$1,750 per employee bonus across the board would neutralize the first-year impact of the cost-sharing arrangement on employees with two-plus dependents. The one-time payment would cost the Town \$24,490, or 2% of total payroll, but it isn't considered CalPERS wages and won't affect pension benefits or liabilities, Mr. Pegueros said.

Vice Mayor Wengert said that thanks in large part to the terrific preparation work, the September 26, 2013 meeting she and Mayor Richards had with employees about the need for benefit cost-sharing went well. Mayor Richards agreed that it was very well-received.

In response to a question from Councilmember Derwin on the impact of new health-care legislation, Mr. Pegueros said it would cost him 25% less if he were personally to purchase his insurance through Covered California versus through the Town. He said that in preparation for 2015, we'll learn more about how Covered California works in March or April 2013.

Thanking Mr. Pegueros for working through several iterations to bring the recommendations to this point, Vice Mayor Wengert moved to approve the resolution amending the Employee Compensation Plan and authorizing a one-time bonus to Town staff effective January 1, 2014. Seconded by Councilmember Aalfs, the motion carried 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(5) Reports from Commission and Committee Liaisons [7:53 p.m.]

Vice Mayor Wengert:

(a) Planning Commission

The Planning Commission opened the well-attended public hearing on the revised Neely/Myers application for 5.5 acres of vineyards, including some in the lower portion of the meadow at its October 2, 2013 meeting. Vice Mayor Wengert reported a good dialogue, both in favor and in opposition. The public hearing will continue on October 16, 2013 and conclude on November 20, 2013.

(b) Parks and Recreation Committee

Meeting on October 7, 2013, members of the Parks and Recreation Committee discussed their proposed quarter-pipe skateboard ramp, which they'll bring to the Council at its November 13, 2013 meeting. The Council directed staff to publicly notice this proposal on the PV Forum and the Town website as well as at the Town Center sports court, where the ramp would be installed.

Vice Mayor Wengert also reported that the Committee decided against revising its charter.

(c) Trails and Paths Committee

Among items discussed at the Trails and Paths Committee meeting on October 8, 2013 were the driveway scoring program, bicycle use of trails, closer collaboration with the Conservation Committee, plants along the Dwight Crowder trail, and the condition of the trail from Springdown to Portola Road. Vice Mayor Wengert reported that Committee member Joe Coleman is approaching individual property owners one by one in approximately 10 locations where driveway scoring is important for equestrian safety.

Councilmember Aalfs:

(d) Teen Committee

Councilmember Aalfs was unable to attend the October 6, 2013 Committee meeting.

Councilmember Driscoll:

(e) Cable and Utilities Undergrounding Committee

The Committee, which held a special meeting on October 10, 2013, is considering revising its charter to expand its scope to address concerns about digital access. The group's next meeting isn't scheduled until January 9, 2014, but members are working on drafts to get to the Town Council for consideration before then.

Councilmember Derwin:

(f) FireWise Committee

At the recent FireWise Committee meeting that she and Mr. Pegueros attended, Councilmember Derwin said Fire Chief Dan Ghiorso and Fire Marshal Denise Enea recommended banning wood shake roofs, treated and untreated alike, in Woodside and Portola Valley. A follow-up meeting of officials and experts is planned for January 2014.

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

At the Committee's meeting on October 2, 2013:

- The Sheriff's Department provided updated reports, indicating also that they are issuing more speeding tickets and cell-phone citations on Alpine and Portola Roads.
- Howard Young discussed Public Works Department initiatives involving the Alpine Road/I-280 intersection, lighted pedestrian beacons at certain crosswalks, and a study on shoulder improvements for bicycles scheduled for January 2014.

- Members discussed the Corte Madera School traffic situation. Councilmember Derwin noted that the problems have been ongoing since her children – who are now adults – were students there and neighborhood residents are antsy because the situation has been studied before. What they want is help addressing the problems. Councilmember Derwin agreed when Mr. Pegueros pointed out that the Sheriff's Department has stepped up enforcement.
- A discussion about parking at Windy Hill covered sign placement, what's working, and what's not working.

Councilmember Derwin told the Committee she'd check with C/CAG to work on funding for Safe Routes to School that may be available from Measure A sales tax via the San Mateo County Transportation Authority as well as C/CAG's own funds.

WRITTEN COMMUNICATIONS [8:23 p.m.]

(7) Town Council September 27, 2013 Weekly Digest – None

- (a) #8 – Notice – Portola Valley Neighborhood Clean-Up Day and Drug Disposal Program – Saturday, October 5, 2013

Councilmember Driscoll said this program was well-done.

- (b) #11 – Letter from resident Caroline Vertongen to the Town Council re: Request for consideration of a proclamation regarding "Freedom from Workplace Bullies Week" – September 23, 2013

After some discussion, Council directed Mr. Pegueros to review the proposed proclamation and bring the Council a recommendation for consideration to a future meeting.

(8) Town Council October 3, 2013 Weekly Digest

- (a) #4 – Agenda – Special Cable & Undergrounding Committee – Thursday, October 10, 2013

The Cable & Utilities Undergrounding Committee will bring a revised charter to the Council at a near future Meeting.

- (b) #9 – Notice – Household Hazardous Waste Event – Saturday, October 12, 2013

Councilmember Derwin said this is really a great service. Mr. Pegueros noted that the Little People's Park will be closed during this event, because based on Sustainability & Special Projects Manager Brandi de Garneau's experience, there's some concern about having household hazardous waste so close to the children.

ADJOURNMENT [8:30 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

10/23/13

Date: 10/17/2013

Time: 4:06 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 |

| | | | | |
|-----------------------|--------------------|-------|------------|-----------|
| ABAG PLAN CORPORATION | FY 2013-14 Premium | 14671 | 10/23/2013 | |
| | | | 10/23/2013 | |
| PO BOX 2050 | 0006 | | 10/23/2013 | 0.00 |
| OAKLAND | BOA | 48092 | 10/23/2013 | 0.00 |
| CA 94604-2050 | 18PREM13.14 | | | 49,992.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 05-64-4304 | Liability Insurance/Bonds | 43,708.00 | 0.00 |
| 05-66-4350 | Property Insurance | 6,284.00 | 0.00 |

| | | | |
|-----------|-----------------------|--------|-----------|
| Check No. | 48092 | Total: | 49,992.00 |
| Total for | ABAG PLAN CORPORATION | | 49,992.00 |

| | | | | |
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| ABOVE ALL ROOFING | Refund Deposit | 14680 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 810 E. SAN CARLOS AVE. | 758 | | 10/23/2013 | 0.00 |
| SAN CARLOS | BOA | 48093 | 10/23/2013 | 0.00 |
| CA 94070 | | | | 1,000.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
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| | | | |
|-----------|-------------------|--------|----------|
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| Total for | ABOVE ALL ROOFING | | 1,000.00 |

| | | | | |
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| ALMANAC | September Advertising | 14670 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 3525 ALAMEDA DE LAS PULGAS | 0048 | | 10/23/2013 | 0.00 |
| MENLO PARK | BOA | 48094 | 10/23/2013 | 0.00 |
| CA 94025 | 26598 | | | 348.00 |

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

| | | | |
|-----------|---------|--------|--------|
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| Total for | ALMANAC | | 348.00 |

| | | | | |
|------------------------|----------------|-------|------------|----------|
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| | | | 10/23/2013 | |
| 28 E. 25TH AVENUE | 2011 | | 10/23/2013 | 0.00 |
| SAN MATEO | BOA | 48095 | 10/23/2013 | 0.00 |
| CA 94403 | | | | 1,000.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
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| | | | |
|-----------|------------------------|--------|----------|
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| Total for | AMERICAN EAGLE ROOFING | | 1,000.00 |

| | | | | |
|-------------------------------|----------------|-------|------------|----------|
| BAY AREA GENERAL CONSTRUCTION | Refund Deposit | 14672 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 172 MELISSA CIRCLE | 0361 | | 10/23/2013 | 0.00 |
| DALY CITY | BOA | 48096 | 10/23/2013 | 0.00 |
| CA 94014 | | | | 1,000.00 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

10/23/13

Date: 10/17/2013

Time: 4:06 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 |

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

| | | | |
|-----------|---------------------------|--------|----------|
| Check No. | 48096 | Total: | 1,000.00 |
| Total for | BAY AREA GENERAL CONSTRUC | | 1,000.00 |

| | | | | |
|--------------------------------|------------------------------|-------|------------|--------|
| CALIFORNIA BLDG STANDARDS COMM | BSC Report, July - Sept 2013 | 14673 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 2525 NATOMAS PARK DRIVE | 458 | | 10/23/2013 | 0.00 |
| SACRAMENTO | BOA | 48097 | 10/23/2013 | 0.00 |
| CA 95833 | | | | 306.90 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-56-4224 | BSA/SMIP/DSA Fees | 306.90 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|--------|
| Check No. | 48097 | Total: | 306.90 |
| Total for | CALIFORNIA BLDG STANDARDS C | | 306.90 |

| | | | | |
|---------------------|---------------------|-------|------------|-------|
| CITY OF MILLBRAE | Dinner/Mtg., Derwin | 14674 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 621 MAGNOLIA AVENUE | 438 | | 10/23/2013 | 0.00 |
| MILLBRAE | BOA | 48098 | 10/23/2013 | 0.00 |
| CA 94030 | | | | 50.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4327 | Educ/Train: Council & Commissn | 50.00 | 0.00 |

| | | | |
|-----------|------------------|--------|-------|
| Check No. | 48098 | Total: | 50.00 |
| Total for | CITY OF MILLBRAE | | 50.00 |

| | | | | |
|---------------------------|----------------------|-------|------------|----------|
| CITY OF REDWOOD CITY (IT) | September IT Support | 14675 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 3629 | 586 | | 10/23/2013 | 0.00 |
| REDWOOD CITY | BOA | 48099 | 10/23/2013 | 0.00 |
| CA 94064 | BR30814 | | | 1,957.70 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-54-4216 | IT & Website Consultants | 1,957.70 | 0.00 |

| | | | |
|-----------|---------------------------|--------|----------|
| Check No. | 48099 | Total: | 1,957.70 |
| Total for | CITY OF REDWOOD CITY (IT) | | 1,957.70 |

| | | | | |
|-----------------------|------------------------------|-------|------------|----------|
| CSG CONSULTANTS INC | Bldg. Inspection, 9/9 - 9/12 | 14682 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 1700 S. AMPHLETT BLVD | 622 | | 10/23/2013 | 0.00 |
| SAN MATEO | BOA | 48100 | 10/23/2013 | 0.00 |
| CA 94402 | 025425 | | | 3,040.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------|----------------|-----------------|
| 05-50-4062 | Temp Bldg Inspection | 3,040.00 | 0.00 |

| | | | |
|-----------|---------------------|--------|----------|
| Check No. | 48100 | Total: | 3,040.00 |
| Total for | CSG CONSULTANTS INC | | 3,040.00 |

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

| | | | | |
|-----------------------|-------------------------|-------|------------|----------|
| CUB SCOUT PACK #163 | Facility Deposit Refund | 14677 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 1215 LOS TRANCOS ROAD | 0362 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48101 | 10/23/2013 | 0.00 |
| CA 94028 | | | | 1,000.00 |

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

| | | | |
|-----------|---------------------|--------|----------|
| Check No. | 48101 | Total: | 1,000.00 |
| Total for | CUB SCOUT PACK #163 | | 1,000.00 |

| | | | | |
|----------------|-----------------------|-------|------------|-------|
| CULLIGAN | 10/01 - 10/31 Service | 14678 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P. O. BOX 5277 | 0250 | | 10/23/2013 | 0.00 |
| CAROL STREAM | BOA | 48102 | 10/23/2013 | 0.00 |
| IL 60197-5277 | | | | 43.70 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------|----------------|-----------------|
| 05-64-4336 | Miscellaneous | 43.70 | 0.00 |

| | | | |
|-----------|----------|--------|-------|
| Check No. | 48102 | Total: | 43.70 |
| Total for | CULLIGAN | | 43.70 |

| | | | | |
|-------------------|----------------------------|-------|------------|--------|
| AMY DEBENEDICTIS | Instructor Fees, Fall 2013 | 14676 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 819 LAUREL AVENUE | 2130 | | 10/23/2013 | 0.00 |
| MENLO PARK | BOA | 48103 | 10/23/2013 | 0.00 |
| CA 94025 | | | | 828.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 828.00 | 0.00 |

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 48103 | Total: | 828.00 |
| Total for | AMY DEBENEDICTIS | | 828.00 |

| | | | | |
|----------------------------|---------------------------|-------|------------|--------|
| DEPARTMENT OF CONSERVATION | SMISHMF, July - Sept 2013 | 14679 | 10/23/2013 | |
| Division of Administrative | | | 10/23/2013 | |
| 801 K STREET MS22-15 | 0054 | | 10/23/2013 | 0.00 |
| SACRAMENTO | BOA | 48104 | 10/23/2013 | 0.00 |
| CA 95814-3531 | | | | 684.31 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-56-4224 | BSA/SMIP/DSA Fees | 684.31 | 0.00 |

| | | | |
|-----------|---------------------------|--------|--------|
| Check No. | 48104 | Total: | 684.31 |
| Total for | DEPARTMENT OF CONSERVATIO | | 684.31 |

| | | | | |
|----------------------------|---------------------------|-------|------------|--------|
| DIV OF THE STATE ARCHITECT | DSA Fee, July - Sept 2013 | 14683 | 10/23/2013 | |
| | | | 10/23/2013 | |
| ATTN: SB 1186 | 1085 | | 10/23/2013 | 0.00 |
| SACRAMENTO | BOA | 48105 | 10/23/2013 | 0.00 |
| CA 95811 | | | | 138.30 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-56-4224 | BSA/SMIP/DSA Fees | 138.30 | 0.00 |

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

| | | | |
|-----------|----------------------------|--------|--------|
| Check No. | 48105 | Total: | 138.30 |
| Total for | DIV OF THE STATE ARCHITECT | | 138.30 |

| | | | | |
|--------------------|----------------------------|-------|------------|-----------|
| JEANNIE GOLDMAN | Instructor Fees, Fall 2013 | 14684 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 741 MANZANITA ROAD | 706 | | 10/23/2013 | 0.00 |
| WOODSIDE | BOA | 48106 | 10/23/2013 | 0.00 |
| CA 94062 | | | | 15,071.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 15,071.00 | 0.00 |

| | | | |
|-----------|-----------------|--------|-----------|
| Check No. | 48106 | Total: | 15,071.00 |
| Total for | JEANNIE GOLDMAN | | 15,071.00 |

| | | | | |
|-----------------|---------------------|-------|------------|--------|
| HILLYARD, INC | Janitorial Supplies | 14685 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 874338 | 531 | | 10/23/2013 | 0.00 |
| KANSAS CITY | BOA | 48107 | 10/23/2013 | 0.00 |
| MO 64187-4338 | 600869611 | | | 234.20 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-66-4340 | Building Maint Equip & Supp | 234.20 | 0.00 |

| | | | |
|-----------|---------------|--------|--------|
| Check No. | 48107 | Total: | 234.20 |
| Total for | HILLYARD, INC | | 234.20 |

| | | | | |
|----------------|------------------|-------|------------|--------|
| HORIZON | Field Fertilizer | 14686 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 52758 | 0289 | | 10/23/2013 | 0.00 |
| PHOENIX | BOA | 48108 | 10/23/2013 | 0.00 |
| AZ 85072-2758 | 1N150206 | | | 252.88 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 252.88 | 0.00 |

| | | | |
|-----------|---------|--------|--------|
| Check No. | 48108 | Total: | 252.88 |
| Total for | HORIZON | | 252.88 |

| | | | | |
|------------------|---------------------------|-------|------------|--------|
| J.W. ENTERPRISES | Portable Lavs, 10/3-10/30 | 14687 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 1689 MORSE AVE | 829 | | 10/23/2013 | 0.00 |
| VENTURA | BOA | 48109 | 10/23/2013 | 0.00 |
| CA 93003 | 170990 | | | 235.44 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-58-4244 | Portable Lavatories | 235.44 | 0.00 |

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 48109 | Total: | 235.44 |
| Total for | J.W. ENTERPRISES | | 235.44 |

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

| | | | | |
|-----------------------|--------------------------|-------|------------|--------|
| ALVIN JEN | PV Intern, Mileage Reimb | 14688 | 10/23/2013 | |
| | | | 10/23/2013 | |
| C/O MICHAEL WISZOWATY | 417 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48110 | 10/23/2013 | 0.00 |
| CA 94028 | | | | 197.75 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-64-4328 | Mileage Reimbursement | 197.75 | 0.00 |

| | | | |
|-----------|-----------|--------|--------|
| Check No. | 48110 | Total: | 197.75 |
| Total for | ALVIN JEN | | 197.75 |

| | | | | |
|-----------------------------------|---------------------|-------|------------|-----------|
| JORGENSON SIEGEL MCCLURE & FLEGEL | September Statement | 14689 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 1100 ALMA STREET | 0089 | | 10/23/2013 | 0.00 |
| MENLO PARK | BOA | 48111 | 10/23/2013 | 0.00 |
| CA 94025 | | | | 13,811.99 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-54-4182 | Town Attorney | 12,577.99 | 0.00 |
| 96-54-4186 | Attorney - Charges to Appls | 1,234.00 | 0.00 |

| | | | |
|-----------|----------------------------|--------|-----------|
| Check No. | 48111 | Total: | 13,811.99 |
| Total for | JORGENSON SIEGEL MCCLURE & | | 13,811.99 |

| | | | | |
|----------------------|----------------|-------|------------|--------|
| LISA KEAMY | Refund Deposit | 14690 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 295 GOLDEN OAK DRIVE | 0363 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48112 | 10/23/2013 | 0.00 |
| CA 94028 | | | | 165.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 165.00 | 0.00 |

| | | | |
|-----------|------------|--------|--------|
| Check No. | 48112 | Total: | 165.00 |
| Total for | LISA KEAMY | | 165.00 |

| | | | | |
|-------------------------|----------------------|-------|------------|-----------|
| KUTZMANN & ASSOCIATES | September Plan Check | 14691 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 39355 CALIFORNIA STREET | 0090 | | 10/23/2013 | 0.00 |
| FREMONT | BOA | 48113 | 10/23/2013 | 0.00 |
| CA 94538 | | | | 21,448.75 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-54-4200 | Plan Check Services | 21,448.75 | 0.00 |

| | | | |
|-----------|-----------------------|--------|-----------|
| Check No. | 48113 | Total: | 21,448.75 |
| Total for | KUTZMANN & ASSOCIATES | | 21,448.75 |

| | | | | |
|------------------------|------------------------|-------|------------|--------|
| LADERA COUNTRY SHOPPER | Flowers for Retirement | 14692 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 3130 ALPINE ROAD | 412 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48114 | 10/23/2013 | 0.00 |
| CA 94028 | 9849 | | | 183.12 |

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

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

| | | | | |
|------------|---------------|--------|------|--|
| 05-64-4336 | Miscellaneous | 183.12 | 0.00 | |
|------------|---------------|--------|------|--|

| | | | |
|-----------|------------------------|--------|--------|
| Check No. | 48114 | Total: | 183.12 |
| Total for | LADERA COUNTRY SHOPPER | | 183.12 |

| | | | | |
|-------------------------------|--------------------------------|-------|------------|-------|
| LCC PENINSULA DIVISION | Dinner Meeting, Derwin/Peguero | 14693 | 10/23/2013 | |
| Attn: Jessica Stanfill Mullin | | | 10/23/2013 | |
| CITY OF SO. SAN FRANCISCO | 623 | | 10/23/2013 | 0.00 |
| SO. SAN FRANCISCO | BOA | 48115 | 10/23/2013 | 0.00 |
| CA 94080 | | | | 80.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4326 | Education & Training | 40.00 | 0.00 |
| 05-64-4327 | Educ/Train: Council & Commissn | 40.00 | 0.00 |

| | | | |
|-----------|------------------------|--------|-------|
| Check No. | 48115 | Total: | 80.00 |
| Total for | LCC PENINSULA DIVISION | | 80.00 |

| | | | | |
|------------------|-------------------------------|-------|------------|--------|
| NANCY LUND | Reimb for Hist Resourc Laptop | 14694 | 10/23/2013 | |
| | Backup Archival Files | | 10/23/2013 | |
| 240 GOLDEN HILLS | 0241 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48116 | 10/23/2013 | 0.00 |
| CA 94028 | | | | 109.99 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-52-4154 | Historic Resources Committee | 109.99 | 0.00 |

| | | | |
|-----------|------------|--------|--------|
| Check No. | 48116 | Total: | 109.99 |
| Total for | NANCY LUND | | 109.99 |

| | | | | |
|---------------------|-------------------------|-------|------------|----------|
| MAZE & ASSOCIATES | Prep Financial 06/30/13 | 14695 | 10/23/2013 | |
| | Progress Payment | | 10/23/2013 | |
| 3478 BUSKIRK AVENUE | 879 | | 10/23/2013 | 0.00 |
| PLEASANT HILL | BOA | 48117 | 10/23/2013 | 0.00 |
| CA 94523 | 7625 | | | 3,430.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-54-4180 | Accounting & Auditing | 3,430.00 | 0.00 |

| | | | |
|-----------|-------------------|--------|----------|
| Check No. | 48117 | Total: | 3,430.00 |
| Total for | MAZE & ASSOCIATES | | 3,430.00 |

| | | | | |
|----------------------------|--------------------------|-------|------------|--------|
| MUNICIPAL CODE CORPORATION | Online Host Fee, 2013-14 | 14696 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 2235 | 788 | | 10/23/2013 | 0.00 |
| TALLAHASSEE | BOA | 48118 | 10/23/2013 | 0.00 |
| FL 32316 | 234077 | | | 650.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4311 | Internet Service & Web Hosting | 650.00 | 0.00 |

| | | | |
|-----------|----------------------------|--------|--------|
| Check No. | 48118 | Total: | 650.00 |
| Total for | MUNICIPAL CODE CORPORATION | | 650.00 |

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

| | | | | |
|-------------|-------------------------|-------|------------|-----------|
| PERS HEALTH | November Health Premium | 14697 | 10/23/2013 | |
| | | | 10/23/2013 | |
| VIA EFT | 0108 | | 10/23/2013 | 0.00 |
| | BOA | 48119 | 10/23/2013 | 0.00 |
| | | | | 18,560.20 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-50-4086 | Health Insurance Medical | 18,560.20 | 0.00 |

| | | | |
|-----------|-------------|--------|-----------|
| Check No. | 48119 | Total: | 18,560.20 |
| Total for | PERS HEALTH | | 18,560.20 |

| | | | | |
|------------------|----------------|-------|------------|----------|
| RPC CONSTRUCTION | Refund Deposit | 14698 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 236 CENTER ST. | 0364 | | 10/23/2013 | 0.00 |
| REDWOOD CITY | BOA | 48120 | 10/23/2013 | 0.00 |
| CA 94061 | | | | 1,000.00 |

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

| | | | |
|-----------|------------------|--------|----------|
| Check No. | 48120 | Total: | 1,000.00 |
| Total for | RPC CONSTRUCTION | | 1,000.00 |

| | | | | |
|------------------------------|---------------|-------|------------|-------|
| SAN MATEO CO INF SERVICES | September M/W | 14699 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 455 COUNTY CENTER, 3RD FLOOR | 0307 | | 10/23/2013 | 0.00 |
| REDWOOD CITY | BOA | 48121 | 10/23/2013 | 0.00 |
| CA 94063 | 1YPV11309 | | | 76.00 |

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

| | | | |
|-----------|---------------------------|--------|-------|
| Check No. | 48121 | Total: | 76.00 |
| Total for | SAN MATEO CO INF SERVICES | | 76.00 |

| | | | | |
|--------------------------------|------------------------|-------|------------|----------|
| SMALL BUSINESS BENEFIT PLAN TR | November Dental/Vision | 14700 | 10/23/2013 | |
| | | | 10/23/2013 | |
| | 0132 | | 10/23/2013 | 0.00 |
| BELMONT | BOA | 48122 | 10/23/2013 | 0.00 |
| CA 94002-0156 | | | | 2,446.30 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-50-4090 | Health Ins Dental & Vision | 2,446.30 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|----------|
| Check No. | 48122 | Total: | 2,446.30 |
| Total for | SMALL BUSINESS BENEFIT PLAN | | 2,446.30 |

| | | | | |
|----------------------------|-------------------------|-------|------------|--------|
| SONICLEAR TRIO SYSTEMS LLC | Annual Support, 2013-14 | 14701 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 4 E. HOLLY STREET | 1352 | | 10/23/2013 | 0.00 |
| PASADENA | BOA | 48123 | 10/23/2013 | 0.00 |
| CA 91103 | | | | 373.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-64-4314 | Equipment Services Contracts | 373.00 | 0.00 |

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

| | | | |
|-----------|----------------------------|--------|--------|
| Check No. | 48123 | Total: | 373.00 |
| Total for | SONICLEAR TRIO SYSTEMS LLC | | 373.00 |

| | | | | |
|---------------------|----------------------------|-------|------------|----------|
| SHELLY SWEENEY | Instructor Fees, Fall 2013 | 14702 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 285 GRANDVIEW DRIVE | 407 | | 10/23/2013 | 0.00 |
| WOODSIDE | BOA | 48124 | 10/23/2013 | 0.00 |
| CA 94062 | | | | 2,304.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 2,304.00 | 0.00 |

| | | | |
|-----------|----------------|--------|----------|
| Check No. | 48124 | Total: | 2,304.00 |
| Total for | SHELLY SWEENEY | | 2,304.00 |

| | | | | |
|-------------------------|-----------------------------|-------|------------|----------|
| THERMAL MECHANICAL, INC | Sept Bi-Monthly Maintenance | 14703 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 425 ALDO AVENUE | 955 | | 10/23/2013 | 0.00 |
| SANTA CLARA | BOA | 48125 | 10/23/2013 | 0.00 |
| CA 95054 | PM-57138 | | | 1,468.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4341 | Community Hall | 489.34 | 0.00 |
| 05-66-4346 | Mechanical Sys Maint & Repair | 489.33 | 0.00 |
| 25-66-4340 | Building Maint Equip & Supp | 489.33 | 0.00 |

| | | | |
|-----------|-------------------------|--------|----------|
| Check No. | 48125 | Total: | 1,468.00 |
| Total for | THERMAL MECHANICAL, INC | | 1,468.00 |

| | | | | |
|--------------------|-----------------------------|-------|------------|----------|
| TOWNSEND MGMT, INC | September Applicant Charges | 14704 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 24442 | 609 | | 10/23/2013 | 0.00 |
| SAN FRANCISCO | BOA | 48126 | 10/23/2013 | 0.00 |
| CA 94124 | | | | 1,140.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 96-54-4194 | Engineer - Charges to Appls | 1,140.00 | 0.00 |

| | | | |
|-----------|--------------------|--------|----------|
| Check No. | 48126 | Total: | 1,140.00 |
| Total for | TOWNSEND MGMT, INC | | 1,140.00 |

| | | | | |
|-----------------|----------------------------|-------|------------|--------|
| YVONNE TRYCE | Instructor Fees, Fall 2013 | 14705 | 10/23/2013 | |
| | Reimb, "Bird Day" Banners | | 10/23/2013 | |
| 90 JOAQUIN ROAD | 512 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48127 | 10/23/2013 | 0.00 |
| CA 94028 | | | | 715.46 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-52-4163 | Science & Nature | 124.46 | 0.00 |
| 05-58-4246 | Instructors & Class Refunds | 591.00 | 0.00 |

| | | | |
|-----------|--------------|--------|--------|
| Check No. | 48127 | Total: | 715.46 |
| Total for | YVONNE TRYCE | | 715.46 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

10/23/13

Date: 10/17/2013

Time: 4:06 pm

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 |

| | | | | |
|-----------------------------|----------------------|-------|------------|--------|
| U.S. BANK EQUIPMENT FINANCE | October Copier Lease | 14706 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 790448 | 472 | | 10/23/2013 | 0.00 |
| ST. LOUIS | BOA | 48128 | 10/23/2013 | 0.00 |
| MO 63179-0448 | 237935283 | | | 517.95 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 05-64-4312 | Office Equipment | 517.95 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|--------|
| Check No. | 48128 | Total: | 517.95 |
| Total for | U.S. BANK EQUIPMENT FINANCE | | 517.95 |

| | | | | |
|------------------|--------------------|-------|------------|--------|
| VERIZON WIRELESS | September Cellular | 14707 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 660108 | 0131 | | 10/23/2013 | 0.00 |
| DALLAS | BOA | 48129 | 10/23/2013 | 0.00 |
| TX 75266-0108 | 9712207668 | | | 145.05 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4318 | Telephones | 145.05 | 0.00 |

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 48129 | Total: | 145.05 |
| Total for | VERIZON WIRELESS | | 145.05 |

| | | | | |
|----------------------|-------------------------|-------|------------|----------|
| NANCY WEBER | Refund Facility Deposit | 14708 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 3004 LANSDALE AVENUE | 0365 | | 10/23/2013 | 0.00 |
| SAN MATEO | BOA | 48130 | 10/23/2013 | 0.00 |
| CA 94403 | | | | 1,000.00 |

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

| | | | |
|-----------|-------------|--------|----------|
| Check No. | 48130 | Total: | 1,000.00 |
| Total for | NANCY WEBER | | 1,000.00 |

| | | | |
|-----------------|----|----------------------------|------------|
| Total Invoices: | 39 | Grand Total: | 147,004.99 |
| | | Less Credit Memos: | 0.00 |
| | | Net Total: | 147,004.99 |
| | | Less Hand Check Total: | 0.00 |
| | | Outstanding Invoice Total: | 147,004.99 |

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
October 23, 2013

Claims totaling \$147,004.99 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

**Proclamation of the Portola Valley Town Council
Declaring October 20 – October 26, 2013
“Freedom from Workplace Bullies Week”**

WHEREAS, the Town of Portola Valley has an interest in promoting the social and economic well-being of its employees and citizens; and

WHEREAS, that well-being depends upon the existence of healthy and productive employees working in safe and abuse-free environments; and

WHEREAS, research has documented the stress-related health consequences for individuals caused by exposure to abusive work environments; and

WHEREAS, abusive work environments are costly to employers with consequences including reduced productivity, absenteeism, turnover, employee dissatisfaction, and injuries; and

WHEREAS, protection from abusive work environments should apply to every worker, and not limited to legally protected class status based only on race, color, gender, national origin, age, or disability;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Town of Portola Valley hereby proclaim October 20-26, 2013 “Freedom from Workplace Bullies Week”.

WITNESS MY HAND AND THE SEAL OF THE TOWN OF PORTOLA VALLEY on this 23 day of October, 2013.

Mayor

Attest:

Town Clerk

To: The Town Council
From: Cable and Undergrounding Committee
Date: October 16, 2013

At its October 10, 2013 meeting, the Cable and Undergrounding Committee agreed to refocus its attention to digital media and undergrounding. Because TV franchises are now statewide contracts, the town no longer has a direct relationship with cable TV providers and thus a focus on them is no longer appropriate. After some discussion, we felt that the technical expertise of many committee members could be best used if refocused on undergrounding of utilities and digital media.

Our proposed revised charter is attached for your review, modification, and approval.

Sincerely,

Ken Lavine,
Chair, Cable and Undergrounding Committee

CURRENT

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

GOVERNING ORDINANCE

Franchise TV Ordinance No. 1991-260 (and Franchise TV Agreement of February 27, 1991 between the Town and Western Cabled Systems and resolution no 2003-2002 approving the change of control to Comcast).

OBJECTIVES

To oversee the operations of the Cabled TV System in Portola Valley; to advise the Town Council on matters relating to the system; to act as liaison between the franchise operator and the Town and its residents to facilitate harmonious communications; to oversee broadband access; to further the undergrounding of utilities.

DUTIES AND FUNCTIONS

1. The Committee will obtain periodic reports from the franchisee and will ensure compliance with the franchise ordinance and the franchise agreement.
2. The Committee will advise the Council with respect to all matters relating to the operation and performance of the Cable TV System.
3. The Committee will serve as liaison between the Town and its residents and the franchise operator with respect to programming, rates, and customer service.
4. The Committee will explore capabilities to broadcast council & town meetings.
5. The Committee will work to increase broadband Internet coverage.
6. The Committee will advise the Council on options to underground utility lines.

RESPONSIBLE TO:

Town Council

COORDINATION:

Council Liaison
Town Administrator

MEMBERSHIP

Seven members appointed by the Mayor for one-year terms with Council concurrence. Rotating Chair selected by committee.

MEETINGS

Held on second Thursday of odd numbered months at 8:15 a.m.

PROPOSED

Utilities and Digital Media Committee

(as proposed by the current Cable and Undergrounding Committee)

GOVERNING ORDINANCE

TBD

OBJECTIVES

To advise Town Council and town staff regarding matters related to the undergrounding of utility wires, improvements to digital access infrastructure in town, and improved services offered via the town’s web portal.

DUTIES AND FUNCTIONS

1. The committee will advise the Town Council on matters related to the undergrounding of utility wires currently installed on utility poles.
2. The committee will advise the Town Council on digital access infrastructure, including wired and wireless internet access as well as wireless cellular coverage.
3. The committee will advise the Town Council on digital communications, including changes to the town’s website portal that advance it for users. Best practices will be determined by monitoring other town’s websites.
4. The committee will keep abreast of current and future development of digital access and advise Town Council of potential impact to both town and users.

RESPONSIBLE TO:

Town Council

COORDINATION:

Council Liaison
Town Manager

MEMBERSHIP

Seven members appointed by the Mayor for one-year terms with Council concurrence. Rotating Chair selected by committee.

MEETINGS

Held on second Thursday of odd number months at 8:15am.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: October 23, 2013

RE: **Draft Revisions to the Committee Handbook**

RECOMMENDATION

The recommendation is for the Town Council to consider for approval the proposed revisions to the Committee Handbook as attached.

BACKGROUND

Periodically the Town reviews the Committee Handbook and makes necessary revisions. The updated handbook is provided to the Committees at the annual committee orientation.

DISCUSSION

The major proposed revisions to the Community Handbook are noted below:

1. **Elimination of Community Events Committee (CEC)** – Due to a lack of interested volunteers to serve on the CEC, the committee no longer has the minimum number of members to continue as a committee. The events that have historically been managed by the committee — Town Picnic, Blues & BBQ, and the Volunteer Appreciation Event — have been picked up by other groups. The most recent Town Picnic was organized by an ad hoc group of volunteers, with parents of active Boy Scouts, Girl Scouts, and Cub Scouts serving as the core group. Blues & BBQ was cancelled this year and it remains to be seen if the Open Space Acquisition Committee or another group will take over management of this event.

It is important to note that an ad hoc group has assembled to plan the Town's 50th Anniversary celebration. Currently the group is planning to host an event in September 2014, which is the month when Blues & BBQ is typically scheduled. Finally, the Volunteer Appreciation Event is being managed by town staff with the assistance of volunteers.

2. **Clarification in the Expending Funds (p. 13)** – Staff requests that the Town Council adopt some guidance for committees on the lead time needed for staff to process vendor payments for committee expenditure. The recommended timeframe is that committees provide staff with requests for payments to vendors no less than three weeks prior to the payment being due. This lead time allows staff the opportunity to follow established internal controls such as obtaining the vendor's tax identification number, confirming budget availability, and receiving Town Manager and Town Council approval.
3. **Committee Events (p. 17)** – Staff recommends a complete revision of the Committee Events section of the Handbook to reflect the current procedure in place to manage events. With the increased usage of Town Center facilities, the procedure is essential to ensuring that the facilities are not overused on any one day with conflicting events and/or activities. This revision also clarifies that the committees are responsible for all aspects of the events, including setup and cleanup.

FISCAL IMPACT

None

ATTACHMENTS

1. Committee Handbook, proposed revision 10-23-13



Town of Portola Valley

Commission and Advisory Committee Policies & Procedures Handbook

Adopted by the Portola Valley Town Council
~~February 13, 2013~~ Proposed October 23, 2013

TOWN OF PORTOLA VALLEY COMMISSION & ADVISORY COMMITTEE

Policies & Procedures Handbook

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THE NEEDS AND REWARDS OF VOLUNTEERING

~ by Bill Lane, Former Mayor

Our nation is embarking on a time of renewed patriotism that provides an opportunity for each citizen to make a difference in their community through volunteerism. A critical component of our founding fathers' vision for our country was the importance of volunteerism. We in Portola Valley have seen over the years how important this concept has been to the foundation of our community.

During the time leading up to the Town's incorporation on July 7, 1964, there were countless volunteers who called on every household to answer questions and gain support for the legal formation of our Town. In the end, there was record-breaking support for incorporation (81% of registered voters), with reliance on volunteers to perform much of the work being a significant cornerstone of the Town's ongoing governance.

As one of the Town's first mayors elected by the voters, I am proud of all the Town has accomplished! My wife, Jean, and I have had the privilege throughout the years of volunteering in a number of ways, including service on committees.

Today, with demands from a growing population, we have seen more traffic, the need for development controls, increased use of our schools, library, trails, playing fields and so forth, not only by our own residents, but also our neighbors. It cannot be said of Portola Valley that we are a "gated community"!

So many remarkable accomplishments have been achieved, due in large part to literally hundreds of volunteers working with a small, highly capable and dedicated Town staff, along with the support of a retained Town planner and legal counsel. This partnership, with mutual respect, is essential! Our new, award-winning Town Center and Sausal Creek Day-Lighting projects are the latest examples of what can be achieved through this important partnership.

The highest level of volunteerism is the elected five-member Town Council at the top of a tier of appointed Planning Commission, Architectural and Site Commission, and several advisory committees; both permanent and special assignment in nature.

Each and every volunteer's service, irrespective of the level, is critical to this incredible community's continued success! Our commission and committee volunteers, working in concert with the Town Council, ensure the unique quality of life we all enjoy in this very special place continues. Without robust volunteer effort, the unique characteristics of our Town that we can all too often take for granted, will be lost.

Finally, it is often said that you get out of life what you give. Through volunteerism, we not only provide support for our Town; we obtain the rich rewards of friendship and of truly making a difference, while setting a meaningful example for future generations.

TOWN OF PORTOLA VALLEY GOVERNANCE

The Town of Portola Valley is a General Law City operating under a Council-Mayor form of governance. The Town was incorporated in 1964. Under State law Portola Valley is required to conduct its governance in an open and ethical manner. In addition to the requirements of the law, it has always been Town policy to so conduct its governance; the Town of Portola Valley strives to meet or exceed the legal minimums in this regard.

Town Council

The Town Council is comprised of five members elected by the citizens of Portola Valley.

The Town Council is responsible for all the Town's governmental functions except those services provided by the Woodside Fire Protection District, West Bay Sanitary District, and other utility providers. Cable and garbage services are provided through franchise agreements entered into by the Town on behalf of its residents. Law enforcement services are provided through a contract between the Town and the San Mateo County Sheriff's Department. Elementary and middle schools are governed by the Portola Valley School District.

The Town Council:

- Receives and budgets all revenues
- Appoints the Town Manager, Town Attorney, Commission members, Advisory Committee members, and establishes salary ranges
- Adopts ordinances, policies and regulations
- Grants franchises
- Considers appeals from decisions of the Planning Commission, Architectural and Site Control Commission, and Town Manager and may affirm, reverse or modify these decisions or findings
- Establishes fee schedules and charges for municipal services
- May buy, lease and hold real and personal property for the Town
- Has the power to declare an emergency

Mayor

The Mayor is elected by the Town Council and serves for a term of one year. The Mayor presides at Council meetings, acts as the Town's official representative, and signs all official documents, unless otherwise specified by the Council.

Vice Mayor

The Vice-Mayor serves in the Mayor's absence.

Council Meetings

Council meetings are open to the public and are held on the 2nd and 4th Wednesday of each month at 7:30 p.m. in the Historic Schoolhouse, 765 Portola Road, Portola Valley.

Posting of Meeting Agendas and Ordinances

Meeting agendas and new or amended ordinances are posted on outdoor bulletin boards at Town Hall, the Nathhorst Triangle and the Village Square. Copies of agendas, ordinances and minutes of meetings may be obtained at Town Hall, or may be obtained through the Town's website, where citizens may register to receive automatic notification that agendas and other important documents have been posted.

Commissions and Advisory Committees

These policies and procedures apply to *Commissions* and *Advisory Committees*. The purposes and responsibilities of the various committees vary, but they are generally governed in the same way.

A committee's responsibilities are of two types:

In its *advisory* role, a committee is responsible for advising the Town Council, and in some cases commissions, on matters within its area of responsibility. "Advising" may include such activities as review and reporting on discretionary matters such as site development permit applications; providing general information or advice in written form or at public meetings; and recommending actions, possibly including legislation. Although a committee's recommendations may affect Town policies, priorities and procedures, if adopted by the Council, the committee does not have any direct authority over policies, priorities and procedures.

In its *support* role, a committee assists and augments Town staff in the performance of the functions of Town government. For example, the Conservation Committee organizes Town volunteers for removal of invasive plants on Town land, and the Public Works Committee may inspect and report to the Town's Public Works Director the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

The various committees have differing amounts of advisory and support responsibility, but all have at least one or the other. A group lacking advisory or support roles is not a committee. For example, a group formed to facilitate

meetings concerning a unique area of interest among Town residents could be granted resources, such as meeting space, and could be allowed to announce its activities using Town communication methods, but it would not be an advisory committee.

A commission has one additional responsibility beyond those of advisory committees:

In its *regulatory* role, a commission makes legally binding decisions on matters within its authority. For example, the Architecture and Site Control Commission reviews and approves most site development plans. Generally, these decisions may be appealed to the Town Council.

Ultimately, the Town's commissions and advisory committees seek to fulfill the needs of the community as they are identified by the Town Council.

Both commissions and committees are encouraged to develop and communicate to the Town Council recommendations under their purview that will enhance the quality of life for residents, provided, however, the emphasis on committee work is to be placed on meeting the goals and objectives that have been identified by the Town Council.

Official Town Commissions & Committees

The Town has two commissions: the *Planning Commission* and the *Architectural and Site Control Commission*.

The Town has 16 permanent Advisory Committees:

- *Bicycle, Pedestrian & Traffic Safety*
- *Cable and Utilities Undergrounding*
- ~~*Community Events*~~
- *Conservation*
- *Cultural Arts*
- *Emergency Preparedness*
- *Finance*
- *Geologic Safety*
- *Historic Resources*
- *Nature and Science*
- *Open Space Acquisition*
- *Parks & Recreation*
- *Public Works*
- *Sustainability*
- *Teen*
- *Trails & Paths*

From time to time, special ad hoc committees are appointed by the Council to make recommendations on issues of importance to the community.

A monthly calendar is published with committee and commission meeting times and agendas are posted on the Town's website.

Town Manager

The Town Manager is the Town's administrative head and is appointed by the Council. The Town Manager supervises all other staff members.

Portola Valley Sphere of Influence

The Sphere of Influence of Portola Valley has been established by the Local Agency Formation Commission (LAFCO) and includes: portions of the Stanford lands known as the Webb Ranch; the communities of Ladera, Los Trancos Woods and Vista Verde; and an area north of Skyline Boulevard and west of Page Mill Road. These areas are closely related to the Town in issues relating to traffic, geography and land use. If these areas were annexed, LAFCO has recommended they become part of Portola Valley rather than part of any other jurisdiction.

Currently, while residents of these areas have a Portola Valley address and zip code, they are not legally considered part of Portola Valley for voting and other purposes. However, upon approval of the Town Council, residents of these areas or others may be appointed to serve on Town committees or commissions to ensure desired expertise or diversified representation on issues is obtained. In making and confirming appointments, the Mayor and Town Council shall give preference to those applicants who reside in the incorporated area of the Town of Portola Valley other factors being equal.

Town Governance Documents

The Town, incorporated on July 7, 1964, is a community of approximately 4,600 people. Through the Town's General Plan, a document required by California State Law, the residents have expressed their strong common interests in preserving the small town character and natural conditions of the area. The General Plan is a long-range, comprehensive and general guide to the future physical development of Portola Valley. The General Plan includes eight elements as required by State Law: Land Use; Open Space; Sustainability; Housing; Circulation; Safety; Conservation; and Noise. The General Plan also includes a Recreation Element; a Historic Element; a Scenic Roads and Highways Element; and Trails and Paths Element, all of which are unique to our community.

The goals, objectives, principles and standards stated in the General Plan set the framework for the zoning, site development, subdivision and other land use regulations of the Town.

The Town's governmental organization and land use controls further the objectives contained in the General Plan and are based in large part on the voluntary efforts of the local citizens. The size of the Town staff has been kept small through the use of volunteer citizen committees as well as professional consultants for planning, geology, and legal services and contracting with the San Mateo County Sheriff's Department for law enforcement services.

The Town's ordinances were codified in 1984 to form the Portola Valley Municipal Code. The Town Council finds that resident compliance with the Municipal Code and applicable state codes throughout the Town is an important public service and enables the Town to better implement its general plan. Code compliance is vital to protection of the public's health, safety, and quality of life. The Municipal Code includes the following Titles: General Provisions; Administration and Personnel; Revenue and Finance; Business Taxes, Licenses and Regulations; Animals; Health and Safety; Public Peace, Morals and Welfare; Vehicles and Traffic; Streets, Trails and Public Places; Public Utilities; Environmental Review; Buildings and Construction; Subdivisions; and Zoning.

LIST OF COMMISSIONS & ADVISORY COMMITTEES

COMMISSIONS

Architectural & Site Control

5 Members

Meets 2nd & 4th Mondays, 7:30 p.m.

Planning

5 Members

Meets 1st & 3rd Wednesdays, 7:30 p.m.

ADVISORY COMMITTEES

Each committee, with the exception of the Teen Committee, shall have a minimum of five (5) members, and a recommended maximum of nine (9) members, with reduction to current membership occurring through attrition. Exceptions to these minimum/maximum requirements can be granted by the Town Council.

Cable and Utilities

Undergrounding

Alternate odd numbered months,
2nd Thursday, 8:15 a.m.

~~**Community Events**~~

~~Meets as Announced~~

Conservation

Meets 4th Tuesday, 7:45 p.m.

Cultural Arts

Meets 2nd Thursday of each month

Emergency Preparedness

Meets 2nd Thursday, 8:00 a.m. in
the EOC

Finance

Meets as announced

Geologic Safety

Meets as announced

Historic Resources

Meets as announced

Nature and Science

Alternate even numbered months,
2nd Thursday, 4:00 pm

Open Space Acquisition

Meets as announced

Parks & Recreation

Meets ~~3rd~~ 1st Monday, 7:30 p.m.

Public Works

Meets as announced

Sustainability

Meets 3rd Monday at 3:30 p.m.

Teen Committee

Meets as announced

Bicycle, Pedestrian & Traffic Safety

Meets 1st Wednesday, 8:~~00~~ 15 a.m.

Trails & Paths

Meets 2nd Tuesday, 8:15 a.m. or as
needed

ORGANIZATION CHART

COMMISSION & ADVISORY COMMITTEE MEMBERSHIP

Membership Qualifications

Any interested residents who live within the geographic limits of the Town of Portola Valley can submit an application to the Town Clerk for positions on advisory committees. The Town Council may, on a case-by-case basis, waive the Town residency requirement for residents within the Town's sphere of influence or Portola Valley School District depending upon:

- The number of vacancies on a specific committee
- The number of applications that have been received
- Relevant experience/qualifications and prior community involvement and service on the part of the applicant(s).

Notice of Vacancies

Notice of vacancies and requests for applications are posted on the Town website (www.portolavalley.net), at Town Center, Nathhorst Triangle, and Village Square, and may be published in *The Almanac* or posted to the PV Forum.

Application and Selection Process

Residents interested in serving on a **commission** must submit a letter of interest to the Council. At a noticed public meeting the Council will conduct an interview and selection process as determined by the Council in advance. When a commissioner's term expires he/she must apply to be reappointed.

Residents interested in serving on a **committee** must complete an application and submit it to the Town Clerk before the published deadline. The Town Clerk will then place consideration of appointment of the applicant on the next available committee agenda. The committee will consider the applicant and will make a recommendation to the Mayor and Town Council liaison concerning the appointment.

Applications and comments from the committee are then forwarded to the Town Clerk to be placed on the next available Town Council agenda for the Mayor's consideration of appointment to the committee.

Applications may be obtained from the Town Clerk or through the Town's website.

Terms of Office

Advisory committee members are appointed for a one-year term, which may be renewed by the Mayor subject to confirmation by a majority vote of the Town Council at a meeting in January of each year. If no action is taken by the Town Council, committee members continue to serve in the interim.

Commissioners are appointed to 4-year terms expiring on December 31st. Currently, two seats on each commission have terms that expire on December 31, 2015, and three seats have terms that expire on December 31, 2016.

Conflict of Interest

Committee members must fulfill the letter and spirit of state law by avoiding any conflict between their personal or financial interests and their public duties. Committee members are asked to actively avoid taking on projects or activities that would impact the committee member's economic interests and create a conflict of interest with their role on the committee.

Meeting Attendance & Recusals

For commissions and committees to function effectively and accomplish their goals, all members must be active participants.

Commission and committee members are expected to attend a minimum of seventy-five percent (75%) of all regular meetings held within a calendar year. Members who do not attend at least 75% of regular meetings are deemed to have resigned from office, unless excused by the Town Council for good cause.

When a commission or committee member has a conflict of interest that requires recusal on a specific agenda item, the recusal impacts the commission/committee in a way similar to an absence. Therefore, members who must recuse themselves from more than four agenda items per year may be removed pursuant to the removal proceedings below, unless excused by the Town Council for good cause.

The chair is responsible for tracking commission and committee attendance and recusals.

If a commission or committee member is unable to attend a meeting, the member should notify the chair as soon as possible, to ensure it can be cancelled if a quorum cannot be met.

Resignation

If a member wishes to resign from a commission or committee, s/he should first notify the committee chair of their intention to resign, write a letter announcing the resignation, and submit it to the Town Clerk, who will forward it to the Town Council.

Removal

If the Mayor, the council liaison and commission/committee chair all concur that a member is not fulfilling the duties (i.e. repeated failure to attend meetings, violation of ethical standards, disruptive etc.) of the committee, the Mayor may revoke the appointment of a commission/committee member. If the Mayor is the council liaison then the Vice Mayor would act in place of the Mayor.

Compensation

Service on commissions and committees is voluntary; there is no monetary compensation.

Insurance

Commission and committee members are covered under the Town's general liability insurance policy for actions taken in the course and scope of their duties.

ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES

Jurisdiction

The Town Council establishes the Town's Advisory Committees, and their duties are set forth in each committee's Charter. Before placing an item on the committee's agenda, committee members should consider whether or not the matter falls within its jurisdiction.

When needed, a committee may propose Charter changes to the Town Council. The procedure for Charter changes is covered in the Policies and Procedures chapter of this handbook.

Occasionally committees may be requested to review and comment on work done by another committee. Such review and comment should normally be limited to the scope of review requested unless the subject reviewed is otherwise covered by the reviewing committee's charter.

Development of Committee Objectives

Each year, a process is undertaken to identify measurable goals and objectives that each committee will work toward achieving during the coming year. These objectives generally fall within the scope of the committee's Charter. In addition, plans for appointment of new members and any reorganization of officers for the coming year are also made to ensure a smooth transition to allow important committee work benefiting the community to continue.

The following is a schedule of these planning processes:

| | |
|-------------|--|
| Jan. | New committee members are appointed. |
| Jan./Feb. | Committees are reorganized through election of new officers. |
| Feb. | Annual orientation meeting for members and chairs. Meeting is mandatory for new chairs. |
| March/April | Committee develops proposed work plan and annual budget. Requests for following year are submitted to Town Council for approval. |
| June | Town Council adopts work plans and annual Town budget. |
| Oct. /Nov. | Chair, Council and staff liaisons review committee's needs relative to membership. |

Scope of Authority

Advisory bodies are not involved in administration or operation of Town departments. They may not:

- direct staff to initiate programs
- conduct major studies unless approved by the Town Council
- establish policy
- determine departmental work programs or staff priorities
- take unilateral action as an official representative
- expend public funds without prior authorization
- enter into agreements or contracts
- employ staff
- sign documents on behalf of the Town
- negotiate real estate transactions
- apply for grant funds
- or otherwise bind the Town in any way.

Ad Hoc Committees

From time to time the Town Council establishes ad hoc committees to gather information on a particular area of interest or concern and to make recommendations to the Town Council as a whole. A member of the Town Council may be appointed to serve as the chair of the ad hoc committee, although this is not a requirement. Once the ad hoc committee has completed a final report and/or recommendation and the Town Council has received the report/recommendation, the committee is disbanded.

Role of the Chair

In January or February of each year, each committee should select a chair and a vice-chair from among its members.

An individual committee member is normally limited to two consecutive one-year terms as chair, unless a successor cannot be found, in which case the Mayor, with concurrence of the Town Council, may recruit another candidate to serve as chair, or may allow the current chair to stand for re-election by the committee if necessary.

The vice-chair acts as chair in the chair's absence. If neither the chair nor vice-chair is present at a meeting, the committee should immediately elect a chair pro tem to preside during the current meeting.

The chair is responsible for ensuring the effectiveness of the group process. The chair's responsibilities include:

- Preparing the meeting agenda and submitting it to the Town Clerk no later than 8:30 a.m, the Thursday of the week prior to your meeting
- Monitoring attendance of committee members and utilizing discretion relative to excused/unexcused absence of members

- Ensuring meeting minutes are prepared and submitted in a timely manner
- Becoming familiar with parliamentary procedures
- Ensuring a balanced and inclusive discussion of issues
- Maintaining a watchful eye concerning the potential for perceived or actual conflict of interest
- Ensuring the meeting moves along in a timely fashion
- Directing discussion and deliberation to matters on the agenda
- Encouraging participation from all members present
- Clarifying ideas and restating motions presented to ensure members understand the item(s) on which they are voting
- Actively participating in debate by expressing his/her views
- Mediating conflicts within the committee
- Serving as sole liaison between the committee and Town staff, unless another member of the committee has been designated by the chair to work directly with staff on a particular project
- Working with the assigned Town Council liaison on matters requiring Town Council input or assistance
- Solicitation of committee members
- Assisting new members or an incoming chair with orientation
- Review and approval of Town website postings relating to the committee

Role of the Secretary

Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Each committee should designate a secretary to prepare the minutes of each meeting. This role can rotate among committee members, but should be established at the beginning of the meeting.

As noted in the Policies and Procedures Chapter of this handbook, minutes are the official record of a committee's activities, are public documents, and need to be kept accurately for all committee meetings.

Role of the Council Liaison

A member of the Town Council is assigned to each committee to serve as its liaison. The role of the Council liaison is to:

- Inform the committee of Council and Town policies and procedures
- Assist in securing resources and staff assistance for the committee
- Inform the Council of the committee's events, projects and milestones
- Where appropriate, advocate for the committee at Council meetings
- Provide counsel to the chair upon request
- Serve as a resource to the committee, remaining impartial and avoiding "steering" the discussion and/or work of the committee, remembering the primary role is to listen and provide guidance on policies, procedures, etc.

Council liaisons should be present at committee meetings when needed and at least on a quarterly basis for those committees that meet monthly and shall attend upon the specific request of the committee chair.

The Council liaison appointments are reassigned and normally rotated annually.

Role of the Staff Liaison

A staff member will be appointed to each committee to serve as liaison, and will attend committee meetings upon the request of the committee chair or council liaison. Staff liaisons are available to provide counsel to the committee chair, and offer information concerning protocol, procedures, etc.

ADVISORY COMMITTEE POLICIES & PROCEDURES

I. Meetings

Ralph M. Brown Act

The Ralph M. Brown Act (Brown Act -- Government Code Sections 54950-54963) is a state law governing meetings conducted by local legislative bodies. It requires local government business to be conducted at meetings open and accessible to the public.

The requirements of the Brown Act apply to all “legislative bodies” of local governmental agencies. The term “legislative body” is defined to include Town Councils and all standing and ad-hoc commissions and committees:

“Any congregation of a majority of members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”

All meetings must have an agenda, the agenda must be made public (noticed), and the public must be given an opportunity to comment. **Committees can only hear or discuss items that are on the agenda, and only if a majority of members are present.** Generally speaking, all meetings of a legislative body must occur at a public place in Town (at Town Center, not a residence, restaurant, etc.).

NOTE: The Brown Act applies to all forms of communication used in the deliberation of any public business, including but not limited to written reports and correspondence, phone, fax, electronic mail, instant messaging, and any new technologies that may be devised.

Temporary Change of Meeting Time/Day (“Special Meeting”)

You may call a “special meeting” of your committee by informing the Town Clerk of the new date and time and that it will be a special meeting. The Town Clerk must receive notice of your special meeting in time to post a notice that provides a minimum of 24 hours notice prior to the meeting.

Agendas

Meeting agendas must indicate the date, time and place of the meeting and describe each item of business. All agenda listings should be specific enough to give members of the public due notice of topics that are to be discussed. **All agendas must be approved by the Town Manager or his/her designee before being published.**

Action may be taken **ONLY** on items that properly appear on the meeting agenda.

⇒ “Urgency Items” (matters that must be considered due to a deadline or other requirement that was not known at the time the agenda was prepared and require immediate action) may be added to an agenda through the following process:

The chair announces the urgency item and calls for a vote of all present concerning adding the item to the agenda. The item is added if two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action “came to the attention of the local agency subsequent to the agenda being posted.”

Once an urgency item has been added to the agenda, the item may be acted upon through the regular motion, second and voting process more fully described in the “Motions” section to follow.

⇒ “Oral Communications” is an item on the agenda that enables members of the public to make comments or ask questions about items NOT on the agenda or to suggest new items for placement on future agendas. The chair may ask a member of the public if s/he would like to identify themselves for the record, however pursuant to state law, the individual may decline. The public may also submit written statements or request for entry into the meeting record.

NOTE: The committee cannot take action or deliberate on items raised during oral communications. The committee may discuss placing such an item on a future agenda or referring it to the Town Council or Town staff.

Meeting agendas should be coordinated with the Town Clerk at Town Hall (851-1700, ext. 210). S/he will help you with agenda preparation, posting and mailing.

In order to have sufficient time to prepare post and mail the agenda, it is due at Town Hall no later than **8:30 a.m. on Thursday of the week prior to your scheduled meeting.**

If the agenda is not received by 8:30 a.m. on the Thursday prior to your meeting, the Town Clerk will automatically post a meeting cancellation notice.

Meeting Notification (“Noticing”)

In order to “publicly notice” a meeting, the Town posts the meeting agenda at three locations: Town Center, Nathhorst Triangle, and the Village Square, and on the Town’s website.

There are two types of meetings: Regular and Special

Regular: Advisory committee meetings that are scheduled to meet at designated times.

Special: Advisory committee meetings that are called in order to consider an important issue that needs to be addressed immediately.

- ☑ Regular advisory committee meetings must be publicly noticed **at least 72 hours in advance of the meeting.**
- ☑ Special Advisory Committee meetings must be publicly noticed **at least 24 hours in advance of the meeting.**

Quorum

Definition of a quorum:

A quorum is a majority in attendance of all committee members as listed on the committee roster. If a quorum is not present, the meeting cannot be called to order and no formal actions may be taken.

ANY time a majority of committee members meets to conduct business, even if it’s for a “working” or “task” group, it is considered a meeting and must be publicly noticed.

In the event there is no quorum, the members should disband and the meeting should not be held.

Meeting Cancellation

If the committee knows ahead of time that there will not be sufficient business to discuss at a meeting, or there will not be a quorum present, a scheduled meeting can be cancelled. In order to cancel a meeting, inform the Town Clerk **prior** to the meeting and s/he will post a notice canceling the meeting.

If your meeting has already been posted, you must inform the Town Clerk if you cancel your meeting for any reason, including lack of a quorum. S/he will post a meeting cancellation notice for you.

If a quorum of members does not appear for a regularly scheduled meeting, the meeting should be canceled. In this case, a notice of cancellation should be posted on the door(s) of the meeting room.

Minutes

Minutes are the official record of a committee's activities and need to be kept for all committee meetings. Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Minutes can be very simple, but should at minimum include:

- Date, time and place of the meeting
- An attendance list of committee members present/absent
- A recording of actions taken

Any additions and/or corrections to meeting minutes may only be made at a noticed, public meeting. Such changes cannot be made without an affirmative majority vote.

In order to have sufficient time to include meeting minutes for approval on an agenda, they are due to the Town Clerk no later than **8:30 a.m., on Thursday the week prior to your scheduled meeting.**

Motions

Any Advisory Committee member other than the chair may make a motion pertaining to a subject that is listed on the agenda. A motion is a formal proposal that the committee act on an idea or proposition that has been included on the agenda. (The chair is free to request that a motion be made.)

1. Main Motion (The committee does not necessarily have to be this formal.)
 - a. A member makes a motion, stating, "I move that . . ." It is usually best to try and include only one proposal per motion, so that the motion can be clearly understood and followed by the other members.
 - b. Another member must second the motion. The chair can second the motion. If no second occurs, no further action can be taken on the motion.
 - c. After the motion is seconded, the chair asks for discussion on the motion.
 - d. When everyone who wants to speak has done so (including people in the audience) the chair puts the motion to a vote. At this point, it is often a good idea to restate the motion, then call for the vote by saying "All those in favor", then "All those opposed", and finally "Are there any abstentions?" Upon completion of the voting process, the chair should announce the results of the vote (i.e. "the motion passes" or "the motion fails").
 - e. Members can vote "yes" or "aye" or raise their hand in the affirmative, or "no" or "nay" or raise their hand negating the motion. Members may also "abstain".
 - f. In order to be approved, a majority of the members present must vote "yes" or "aye" or raise their hands in the affirmative. A tie vote

results in the motion failing. No proxy or absentee voting is allowed.

- g. A motion may be withdrawn by its maker unless an objection is made. If an objection is stated, the chair must call for a vote to determine whether or not the motion may be withdrawn.
2. Amending a Motion
 - a. A motion can be amended, as long as the amendment pertains to the main motion, even if it effectively voids the motion.
 - b. A “substitute motion” is a form of amendment that completely restates the main motion.
 - c. An amendment or substitute motion is stated, seconded, discussed and voted upon the same as a main motion.
 3. Motion for Adjournment
 - a. When a committee has finished the business on its agenda, a motion to adjourn is in order. This motion is not debatable. Therefore, it is very important that the Chair ensures that no important business has been overlooked prior to requesting a motion for adjournment.

Subcommittees

Subcommittees can be formed by a majority vote of the committee for the purpose of performing tasks that can best be handled by a smaller group, such as doing research or preparing draft documents to be considered later by the full committee. The committee appoints members to the subcommittee; **the subcommittee must include less than a quorum of the committee members.**

Subcommittees can meet privately and informally and are not required to keep minutes, have a formal agenda or publicly notice their meetings. However, when the subcommittee presents their work to the whole committee, the meeting must be noticed, agendaized and open to the public. The subcommittee has no legislative (decision-making) authority.

II. Finances

Annual Budget Process

Each year in March/April, committees are asked to submit their budget requests that coincide with their proposed work plan for the next fiscal year (July 1 to June 30). A Budget Request Form will be provided for the committee to use. Committees should prepare the budget request and by motion and affirmative vote approve its submittal to the Town Manager.

It is important to note that requests from committees for funding may or may not be included in the Town's final budget that is adopted by the Town Council. The Town Council has the ultimate authority to approve the Town's budget and expenditures.

Town and committee budgets are annual budgets and they do not carry over to the next fiscal year.

Annual Budget Appropriation

After the Town Council adopts the final budget, each committee will be notified of its budget appropriation for the fiscal year. If the committee expends its allotted budget and is in need of an additional appropriation, a request can be made to the Town Manager.

Expending Committee Budgetary Funds

In order to expend budgeted funds, the committee must:

1. Convene a meeting with a quorum of committee members at which the committee votes to approve expenditures on specific item(s) and/or service(s)
2. Record the decision in the meeting minutes, including the date of the meeting
3. Notify Town staff of the committee's decision.

Staff will then take the necessary steps – order merchandise, approve an agreement for service, issue a Purchase Order for items over \$500.00 or agendize the item for Council approval if it is over \$25,000.

Requests for check payments should be provided to staff no less than three weeks prior to the payment due date to allow for processing in accordance with the Town's adopted internal controls.

Reimbursement for Small Items (\$100.00 or less)

Committee members can pay for small items for Town events (e.g. Holiday Party, Town Picnic, Blues & BBQ) and request reimbursement from the Town provided the committee has voted to approve the expenditures and reimbursement in advance of any purchase. The reimbursement will be made through petty cash

or on the next warrant (check) list. All requests for reimbursement must include a receipt.

NOTE: Even for small, reimbursable items, the committee **MUST** approve expenditure for these items **PRIOR** to reimbursement.

Monies Received by Committee (Fundraising, Fees, Sales, Etc.)

If your committee receives money (usually related to sponsoring an event, such as the Town Picnic, Blues & BBQ, recreational leagues), you must deliver the money to Town staff in a timely manner – no more than three (3) working days after receiving the money. Monies received from fundraisers, sales or fees should be counted by the committee, and then verified by Town staff. Staff will deposit the money into the appropriate Town account.

It is a violation of Town policy for committees to maintain their own bank accounts.

III. Charter Changes

A Charter is essentially the mission statement for a committee, and contains information such as the number of members, the date, time and location of regular meetings.

The Charter is a very important document to each committee, and it serves to guide committee members in their deliberation of matters that come before the committee. Changes to the Charter may be made, but only after careful consideration.

Committees may recommend changes to their Charter (e.g. mission, number of members, date and time of meetings) to the Town Council for approval. In order to do so, the committee should:

1. List the proposed change on the committee's agenda
2. Convene a meeting with a quorum of committee members at which the committee votes to recommend a Charter change(s)
3. Record the decision in the meeting minutes
4. Prepare a memo to the Town Council requesting the recommended Charter change
5. Forward the memo to the Town Manager who, together with the Mayor, will schedule the item on a Town Council agenda
6. If the Town Council approves the Charter change, the committee can implement this change at its next committee meeting.

IV. Process for Committee Requests for Action

Requesting Placement of Item(s) on Town Council Agenda

A committee may request that the Town Council consider a recommendation from the committee concerning an item on a future agenda. In order for an item to be placed on the Town Council agenda, the committee must prepare a memo and/or report about the item(s) and forward it to the Town Manager. The memo/report should include sufficient information or a specific recommendation so that the Council will be prepared to make a decision.

The Town Manager and Mayor meet regularly to determine the items to be included on each Town Council agenda. The Town Clerk or staff liaison to the committee will inform the chair when the Town Council agenda includes this item.

It is normally required that at least one committee member attend the Town Council meeting at which the committee's item is being considered. If no committee member is present, the item may be continued.

Referral of Items to Other Committees

A committee chair may request that an item be placed on another committee's agenda to obtain comments and insight into an item. When requesting placement on another committee's agenda, the chair must make contact with the chair of that committee. When an item is agendaized, a report must be provided to the Town Clerk for inclusion in the committee packet and a committee representative must be present at the meeting where the item has been agendaized. If there is no representative present, no action will be taken unless arrangements have been made with the staff prior to the day of the meeting.

If the item is time-sensitive and a committee member cannot attend the meeting, staff must be fully informed of the committee request and be provided full information concerning the item prior to the day of the meeting.

V. Miscellaneous Policies

Committee Communications

All official communication between a committee and the Town Council or staff must be directed through the committee chair. The chair may designate another member of the committee to work directly with staff on a specific project, when necessary.

The committee chair or designated representative may use e-mail to communicate with the Town Council. All e-mail or other correspondence to a majority of the Town Council is considered public information and must be copied to the staff for inclusion in the Digest, a weekly compilation of information provided to the Town Council to ensure requirements of the Brown Act are met.

The committee must obtain **pre-approval** from the Town Manager prior to distributing any official written documents. These include but are not limited to:

- Press releases
- ~~Letters expressing a position on a policy, issue or event (may require pre-approval from the Town Council)~~
- Fundraising materials
- Advertising
- Articles for publication
- Flyers for an event
- Banners

Letters expressing a position on a policy, issue, or event must be pre-approved by the Town Council. Town letterhead may only be used if the letter is signed by the Mayor, an authorized Town staff member, or a committee chair if the letter is pre-approved by the Town Council.

Inquiries from the press should be directed to the chair for response. The chair is responsible for providing impartial and factual information on behalf of the committee. Always remember, you are representing the entire committee.

When expressing your own personal opinion on an item, be sure to let the reporter know that it is your opinion and not that of your committee.

The Town maintains a website that includes a page specific to each committee. Each committee chair is responsible to review and approve the web page content that pertains to their respective committee, keeping it fresh and up to date. All web page content material submitted for posting is subject to review and approval by Town staff.

Using the Town's Bulk Mail Permit

The committee must obtain a letter ~~from the Town Clerk, or in her absence, the Office Assistant~~ and certificate of bulk mailing from the Administrative Technician

authorizing use of the Town's Bulk Mailing Permit in order to process the mailing at the Post Office.

Committee Events

~~Committees must obtain **pre-approval** from the Town Manager prior to scheduling or hosting a committee event. Events will be scheduled using the following procedure:~~

- ~~• Committee chair completes and submits the “Community Hall and Activity Rooms Rental Application & Agreement” form to Town staff~~
- ~~• Town staff and Town Manager reviews the application to ensure there are no conflicts with other events and the event is in agreement with committee and Town goals~~
- ~~• Application is stamped “approved,” committee chair is notified, and committee may proceed with event planning.~~

~~As noted below, flyers and communications regarding events must also be pre-approved by the Town Manager.~~

Committees must reserve Town facilities and resources prior to scheduling or hosting a committee event (whether at the Town Center or at another location) using the following procedures:

1. Once the Committee has agreed to a date for the event, the Committee Chair completes a reservation form and submits it to the Town Manager **no less than four weeks prior** to the event. Reservation forms are available via the Town’s website or from Town staff. Completed forms can be submitted to the Town Manager by email to towncenter@portolavalley.net or by fax to (650) 851-4677.
2. Upon receipt of the reservation form, staff will review the information provided to ensure there are no conflicts with other events and that the event is in accordance with committee and Town goals.
3. Within three business days following receipt of the reservation request, staff will email the requesting Committee Chair a confirmation of the reservation (i.e., returned application with “approved” stamp), or a notice if the date is unavailable.

Please note: Committees should not advertise their event or purchase banners or signs until the reservation confirmation is received from staff. As noted above under “Committee Communications,” flyers and communications regarding events must also be pre-approved by the Town Manager.

Staff Support for Committee Events

Due to limited staff resources, volunteers are responsible for all aspects of the event coordination, including setup and cleanup of chairs and equipment.

VI. Fundraising

Fundraising includes activities to collect cash, acquire real estate, securities, and similar assets.

Committees are not authorized to undertake fundraising activities without **prior** authorization by the Town Council.

Overview

There are two general types of fundraising covered by this section:

1. One-time fundraising for specific projects, programs and/or facilities (e.g. Millennium Open Space Challenge; Historic Schoolhouse renovation; Little Peoples' Park renovation)
2. Ongoing fundraisers (Blues & Barbecue; Portola Valley Primer sales; Herb Dengler wildflower watercolor print sales).

Authorization to Undertake Fundraising

The Town Council must authorize all fundraising activities related to the municipal government of the Town prior to the implementation of the fundraising effort. The Council may choose to establish an ad hoc committee to undertake the fundraising, or to employ an existing committee, such as the Community Events Committee, which currently undertakes the Blues & Barbecue fundraiser, or the Parks & Recreation Committee, which undertook a fundraiser to renovate Little Peoples' Park at Town Center.

Initiating a One-time Fundraising Event

If an individual, group or existing Town Committee wants to initiate a one-time fundraising event, it must:

- Prepare a memorandum to the Town Council with an outline of the proposed event, including the purpose, beneficiary (project, program and/or facility), estimated timeline, estimated costs, (printing, postage, advertising, etc.) monetary goal and contact person(s)
- Send the memorandum to the Town Manager at Town Hall requesting that the item be placed on the Town Council agenda
- Attend the Council meeting at which the fundraising proposal will be considered to present the proposal and provide additional information, if requested.

Fundraising Group/Committee Responsibilities

Once your group/committee has received authorization from the Town Council to proceed with fundraising activities, you must ensure that all checks are payable to the "Town of Portola Valley" (in order to be tax deductible) and that they are received by the Town within three days.

Anonymous Donors

If someone wishes to make an anonymous donation, the donor should arrange for the donation to be issued from an institution, such as a bank or foundation, or from another third party, on the donor's behalf. The Town has no ability to protect the donor's anonymity if the donor sends a personal check and/or letter to the Town regarding the donation, because these transmissions would be considered public records under the California Public Records Act, and, therefore, available to the public – including the press – upon request.

Gifts of Securities

Tax-deductible donations may be made to the Town of Portola Valley in the form of securities. All gifts of securities must be coordinated through the Town Manager.

Thank You Letters

The fundraising group/committee must periodically provide a list of donors and amounts received to the Town Manager. Upon staff verification that the funds were received and deposited to the Town's account, the Town Manager will produce and sign a thank you letter for each donation received.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: October 23, 2013

RE: **Update on Town Newsletter**

RECOMMENDATION

Provide guidance to Town staff on the Town newsletter.

BACKGROUND

The *Portola Valley Post* is currently a twice-yearly publication with a paid editor and content provided by volunteers and Town staff. To keep production costs down and conserve resources, the Town made a decision to move to a PDF newsletter beginning with the Spring 2011 edition. This ended the practice of mailing the newsletter to all households in Portola Valley. As part of the 2013-14 budget process, staff recommended defunding the \$12,000 budget for the paid editor in anticipation of looking at more cost effective methods of disseminating the same information.

DISCUSSION

The Town currently distributes information and news in four distinct ways to its residents. The most frequent distribution method is through the Town's website, which allows users the option of receiving alerts (**eNotices**) when new information is posted on the website. Almost six hundred users have signed up for the service and many have taken advantage of the option of selecting alerts only for specific topics that may be of interest, for example "Planning Commission" (Attachment 1). The second most frequent distribution method is the **PV Forum**, where staff posts links to and/or content from the Town's website. To avoid duplication of effort and acknowledging that the PV Forum may not be used by all residents, staff does not create content specifically for the PV Forum. Occasionally the Town will mail **postcards** to all households in town to alert residents of a particular issue or news that might be available on the Town's website. Finally, the Town produced the **Portola Valley Post** (Attachment 2) as a PDF document that is made available twice per year.

Staff has a number of concerns regarding the current biannual newsletter. The largest

concern is that the production of the newsletter requires a significant amount of in-house staff time to manage, edit and publish, despite having a contract editor. Staff is also concerned that the newsletter's relative infrequency and PDF format results in low readership by town residents. Upon a review of very basic webpage analytics, it appears that each newsletter issue is downloaded from the website approximately 215 times in the first month of its publication. Since the newsletter is no longer sent by mail, staff relies on advertising the newsletter's availability through eNotices and posts to the PV Forum.

Staff has worked over the past few months to develop a two-pronged approach to improving the dissemination of information to interested town residents. The first prong is to **expand the eNotice function of the Town's website** through increased subscriptions and integration with Facebook and Twitter. In August, staff sent a postcard mailer (Attachment 3) to all Town residents reminding them of the website's eNotice option. The postcard also gave residents the option of signing up to receive "Town News" eNotices on paper via USPS. As a result of that campaign, the eNotice subscriptions increased 22% and 7 residents signed up for notices via USPS. Staff believes that increasing the number of eNotice subscribers is the most efficient and cost effective way to deliver timely information to town residents. Periodic postcard campaigns could continue until the stats suggest that they are no longer yielding new signups.

In addition to enrolling more town residents in the eNotice service, staff expects to have a new functionality in the Town's website content management systems (CMS) that allows one-click **publishing of website updates to a Facebook and Twitter** accounts. The Town does not currently have an active Facebook or Twitter account largely due to limited Town staff resources and the requirement to keep both accounts up-to-date. By the middle of 2014, however, staff expects to have the approved upgrade to the CMS for the Town's website online. The upgraded CMS will allow staff to automatically post updates to the Town's website to the Town's Facebook and/or Twitter accounts with the click of a button. Users who click through from Facebook or Twitter on a specific newsfeed will be brought back to the Town's website, thereby allowing for simple analytics of the number of users accessing information.

The second prong for improving the dissemination of information is to develop a **more frequent newsletter that really serves as a digest of eNotices** and other updates from the website. It is likely that a quarterly newsletter that is formatted and delivered in a manner similar to the PVSD's *Weekly Post* (<http://www.pvsd.net/page/267>) would be manageable with existing resources, provided staff had the assistance of a volunteer editor(s). The role that the editor would play is primarily to solicit content from the community and to assist staff in developing content that is beyond what is typically found in "Town News." If a volunteer editor were not found, staff would recommend that the Council solicit proposals from firms able to provide content development, copy editing, and layout services. Based on the proposals, the Town Council could then decide what level of service to contract for and the frequency of the newsletter.

FISCAL IMPACT

At this time there is no fiscal impact to analyze.

ATTACHMENTS

1. "Subscribe to eNotices" page from www.portolavalley.net
2. The Portola Valley Post, Spring 2013 edition
3. Postcard mailer to all town residents, August 2013

Subscribe to Notices

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Note: Please select "Town Government" if you wish to receive notification for ALL Council, Commission and Committee meetings.

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E-mail Address:

Event Calendar

- | | |
|---|--|
| <input type="checkbox"/> Ad Hoc Committees | <input type="checkbox"/> Architectural & Site Control Commission |
| <input type="checkbox"/> Bicycle, Pedestrian, Traffic Committee | <input type="checkbox"/> Bicycling Groups Schedule |
| <input type="checkbox"/> Cable & Utilities Undergrounding Committee | <input type="checkbox"/> Classes |
| <input type="checkbox"/> Community Events Committee | <input type="checkbox"/> Conservation Committee |
| <input type="checkbox"/> Cultural Arts Committee | <input type="checkbox"/> Emergency Preparedness Committee |
| <input type="checkbox"/> Farmers' Market | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> Geologic Safety Committee | <input type="checkbox"/> Green Events |
| <input type="checkbox"/> Historic Resources Committee | <input type="checkbox"/> Holiday Dates |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Library |
| <input type="checkbox"/> Nature & Science Committee | <input type="checkbox"/> Open Space Acquisition Advisory Committee |
| <input type="checkbox"/> Parks & Recreation Committee | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Public Works Committee | <input type="checkbox"/> Special Town Events |
| <input type="checkbox"/> Summer Concert Series | <input type="checkbox"/> Sustainability Committee |
| <input type="checkbox"/> Teen Committee | <input type="checkbox"/> test |
| <input type="checkbox"/> The Sequoias | <input type="checkbox"/> Town Council |
| <input type="checkbox"/> Town Government | <input type="checkbox"/> Trails and Paths Committee |

News

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Elections | <input type="checkbox"/> Fire Prevention |
| <input type="checkbox"/> Green News | <input type="checkbox"/> Town News |

Job Manager

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Staff Employee | <input type="checkbox"/> Volunteer |
|---|------------------------------------|

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Website eNotice Subscriber Stats

| Category | Type | 7/26/13 | 8/5/13 (after postcard) | 8/29/13 | 9/11/13 (after Forum email) | 10/16/2013 |
|--|----------------|-------------|-------------------------------|------------|-----------------------------------|------------|
| Total Active Subscribers | | 491 | 561 | 578 | 591 | 598 |
| Ad Hoc Committees | Event Calendar | 48 | 53 | 59 | 60 | 63 |
| Architectural & Site Control Commission | Event Calendar | 86 | 94 | 101 | 103 | 108 |
| Bicycle, Pedestrian, Traffic Committee | Event Calendar | 55 | 67 | 75 | 78 | 84 |
| Bicycling Groups Schedule | Event Calendar | 38 | 44 | 55 | 57 | 62 |
| Cable & Utilities Undergrounding Committee | Event Calendar | 48 | 58 | 65 | 68 | 71 |
| Classes | Event Calendar | 135 | 154 | 168 | 172 | 176 |
| Community Events Committee | Event Calendar | 81 | 96 | 106 | 113 | 115 |
| Conservation Committee | Event Calendar | 54 | 61 | 69 | 71 | 71 |
| Cultural Arts Committee | Event Calendar | 69 | 82 | 93 | 96 | 96 |
| Emergency Preparedness Committee | Event Calendar | 68 | 82 | 92 | 96 | 99 |
| Farmers' Market | Event Calendar | 44 | 66 | 83 | 90 | 95 |
| Finance Committee | Event Calendar | 43 | 48 | 53 | 54 | 57 |
| Geologic Safety Committee | Event Calendar | 52 | 61 | 67 | 69 | 72 |
| Green Events | Event Calendar | 298 | 311 | 316 | 320 | 320 |
| Historic Resources Committee | Event Calendar | 44 | 52 | 57 | 58 | 59 |
| Holiday Dates | Event Calendar | 70 | 83 | 91 | 94 | 93 |
| Housing | Event Calendar | 0 | 8 | 18 | 23 | 36 |
| Library | Event Calendar | 102 | 121 | 134 | 138 | 140 |
| Nature & Science Committee | Event Calendar | 74 | 87 | 97 | 99 | 102 |
| Open Space Acquisition Advisory Committee | Event Calendar | 63 | 71 | 78 | 81 | 83 |
| Parks & Recreation Committee | Event Calendar | 74 | 84 | 96 | 102 | 106 |
| Planning Commission | Event Calendar | 84 | 91 | 97 | 102 | 105 |
| Public Works Committee | Event Calendar | 57 | 62 | 68 | 69 | 71 |
| Special Town Events | Event Calendar | 148 | 169 | 183 | 188 | 190 |
| Summer Concert Series | Event Calendar | 0 | 16 | 33 | 36 | 41 |
| Sustainability Committee | Event Calendar | 36 | 42 | 49 | 51 | 53 |
| Teen Committee | Event Calendar | 41 | 47 | 52 | 53 | 55 |
| test | Event Calendar | 10 | 13 | 18 | 19 | 22 |
| The Sequoias | Event Calendar | 61 | 69 | 75 | 77 | 81 |
| Town Council | Event Calendar | 98 | 112 | 118 | 123 | 124 |
| Town Government | Event Calendar | 74 | 85 | 91 | 95 | 98 |
| Trails and Paths Committee | Event Calendar | 82 | 95 | 105 | 110 | 114 |
| Staff Employee | Job Manager | 39 | 41 | 47 | 48 | 49 |
| Volunteer | Job Manager | 44 | 49 | 55 | 56 | 58 |
| Elections | News | 0 | 12 | 21 | 27 | 32 |
| Fire Prevention | News | 0 | 14 | 24 | 29 | 33 |
| Green News | News | 316 | 329 | 335 | 337 | 336 |
| Town News | News | 209 | 234 | 250 | 254 | 257 |
| | | 3336 | 3824 | 4172 | 4307 | 4425 |
| | | | | | | |
| New subscribers (since 7/26/2013): | | 107 | | | | |
| Total new eNotice subscriptions: | | 1089 | | | | |

The Portola Valley Post

Spring 2013

Town Picnic
June 8



Town Picnic

Annual Zots to Tots race, fun and games for the whole family at the Town Center!



Portola Valley Garden Share

Join your friends and neighbors to share the bounty from your garden!



Thank You, Skip Struthers

Skip retires after 33 years of taking care of Portola Valley.



A Few Words on High Fire Danger (and Blues & BBQ)

The dry, warm, and windy season brings with it the Fire District's "High Fire Danger" sign program.



Also in this issue:

[Exploring Portola Valley](#)

[Donna Reed on Steroids: PV Women's Club](#)

[Goodwill Give & Go Donation Stations](#)

[Portola Valley and Woodside Earth Day Fair](#)

[Being Prepared for Disaster is Like Getting Ready for a Camping Trip](#)

[Affordable Housing Community Discussions](#)

[Summer Science Activities](#)

[Summer Concert Schedule](#)

[Bicycle Pedestrian & Traffic Safety Committee ~ Our Second Year](#)

[Beautiful New Baseball Field Next Year](#)

[News from the Friends of the PV Library](#)

Town Picnic on Saturday, June 8

Mark your calendars for the annual Portola Valley Town Picnic! Start the day at 9 am with the Zots to Tots foot and bicycle race from the Alpine Inn to the Portola Valley Town Center, then enjoy fun and games for the whole family at the Town Center!

Schedule of Activities

| | |
|----------|--|
| 9:00 am | Register for Zots to Tots Race, Alpine Inn, 3915 Alpine Road |
| 10:00 am | Race begins, good luck everyone! |
| 10:30 am | Picnic begins, join the fun! |
| Noon | Live Music |
| 1:00 pm | Local beer and wine tasting, appetizers, too |
| 2:00 pm | Bingo begins for ages 10 and up |
| 3:00 pm | Picnic ends. Thanks so much for coming! |



For more information on Zots to Tots, please contact Wendi Haskell [via email](#) or phone (650) 851-1033. Additional information will be provided on the [Town Picnic](#) webpage.

Exploring Portola Valley



Portola Valley trails and paths offer Town residents over 36 miles of walking, hiking, bicycling and equestrian opportunities. While we all see the trails along our main roads being used at all times of the day, our less-traveled trails and paths offer the chance to explore our beautiful environment and obtain new perspectives. Turning a corner, you may find yourself in a quiet glen, a meadow with views of Windy Hill or face-to-face with the neighborhood deer, chickens, horses or even a llama. You will also meet your fellow Town residents as they carry on their daily dog walking, shopping and exercise routines.

Our trails and paths range from easy walks to challenging climbs, offering every resident a chance to see nature up close in a special way. We encourage you to visit the [Portola Valley Trails](#) webpage and choose a new trail or path to explore this summer.

The Trails & Paths Committee is also organizing a **community hike on Saturday, June 22nd**. We invite interested residents to join this walk, which will involve routes they may not normally use. Please watch the website and PV Forum for details to come.

Judith Hasko, Chair, Trails & Paths Committee
Our committee needs volunteers! Apply online!

Portola Valley Garden Share

Every Fourth Saturday from 10 ~11 am
Redwood Grove near the Historic Schoolhouse at Town Center



Join your friends and neighbors to share the bounty from your garden! Bring what you have to share; take home something your neighbor has to share.

A garden share is an opportunity for adults and children to come together and share homegrown vegetables, fruits, herbs, flowers, honey, eggs, seeds, bulbs, seedlings, compost, etc. It's a great way to connect, learn, and enjoy your garden even more.



Items Typically Shared:

- Freshly Picked:** fruit, vegetables, herbs, flowers, eggs
- Freshly Made:** pickles, preserves, jams
- For Growing:** seeds, seedlings, roots, bulbs
- For Composting/ Fertilizing:** chicken manure, earth worms, grass clippings

**Any prepared items exchanged at the Portola Valley Garden Share should be acceptable under the [California Homemade Food Act](#) adopted in September 2012.*

*Brandi de Garmeaux
Sustainability & Special Projects Manager*

Thank You, Skip!



Things have changed in Portola Valley over the last 33 years, but Skip Struthers, the Town's first maintenance employee, has been here working with the Maintenance Department for all that time. Skip has maintained streets, lands, and buildings and provided janitorial service for Town buildings. You've also probably noticed him filling potholes, trimming trees and unclogging storm drains. In June, Skip will be retiring from his position as Senior Maintenance Worker.

Skip notes that when he began as a part-time employee, many of the residents were war veterans soon to be retiring from their post-war jobs. It wasn't as expensive to live here and there were fewer residents. In Skip's own words, "The Town was like a caring family that felt the Town was theirs, and so I always treated the Town as I would my own backyard, embracing the rural values, caring about the environment and protecting wildlife."

Skip has some fond memories of the early days. During Bob Anderson's term as Mayor, he was Skip's sort-of boss and often worked side-by-side with Skip. When there was a tree down across Portola Road, Bob told Skip to get the chain saw and the two of them went out and worked together to clean off the road. The job took about a half day and Bob, who was then about 70, worked with Skip until the job was done.

Portola Valley had its share of crisis situations over the years, and Skip particularly remembers the major storms and resultant flooding in 1984. Raging water and huge logs were hurtling down Corte Madera Creek and created a log jam at the bridge, destroying the roadway. Bob Anderson collected up a group of volunteers to deal with the

mess, and the group was considering lowering Skip and a chain saw by rope over the side of the bridge so he could cut up the logs. To Skip's great relief, the group finally decided it was a better plan to get a crane in to clean up the mess.

Town picnics were a little different in those days, too. Skip would drive a donated truck with the bed filled with hay bales and musicians. Portola Road was closed for the event and 200 – 300 residents would walk down the road following the truck to the picnic site. The Silver Throats, a local group, sang old songs at the picnic.

Public Works Director Howard Young states that "Skip is a jack-of-all-trades and will be missed. The Town does not have 24-hour maintenance service, but Skip has always made himself available at a moment's notice. He knows what needs to be done and does it efficiently and economically. It has been a pleasure to work with someone so dedicated to the Town through the years."

What's next for Skip? His parents, (who are both 97—now you know why Skip is still so hale and hearty), have just moved to assisted living. So in the near future, Skip and his wife will prepare his parents' home in Belmont for sale, and they will continue to enjoy looking after them. Skip is also looking forward to spending more time hiking with his son and daughter-in-law and returning to his love of music. Skip has written more than 100 songs and now he'll have time to pursue that passion again.

Thank you, Skip for your 33 years of service and being such a valuable part of the Town's team. All who have had the pleasure of working with you over the years wish you the best!

*The Mayor's Letter***A Few Words on High Fire Danger and Blues & BBQ**

In my nearly 50 years of living in Portola Valley, I can't recall an earlier start to the high fire danger season. Where I've historically mowed my meadow in late May or early June, I've had to advance that by at least three weeks.

The coming of the dry, warm, and windy season brings with it the Fire District's "High Fire Danger" sign program. Beginning now through October wherever you see the "High Fire Danger" signs please avoid high-risk activities (such as mowing at mid-day) until the dangerous fire conditions have subsided.

I also encourage you to visit [CERPP's High Fire Danger](#) webpage for access to a wealth of resources that will help you protect your property and our community from the devastating impacts of fire.

You are also encouraged to take advantage of the free neighborhood chipper program to help mitigate wildfire risk provided by dry vegetation. Please review the 2013 chipper schedule for your neighborhood's chipper dates at www.portolavalley.net.



If you've heard rumors that Blues & BBQ is being cancelled due to a lack of volunteers, it is true. The significant decline in new volunteers on Town committees in general has had a corresponding impact on our ability to maintain some of the community's most valued events. In fact, this year's [Town Picnic](#) was in serious risk of cancellation if not for a group led by the Boy Scouts who banded together earlier this year.

You may have heard a hundred times that our Town was founded by volunteers, and those volunteers have built a community unlike any other in our region. But as with all things sprinting along without rest, volunteers burn out, too. Unfortunately, this year's Blues & BBQ must be cancelled due to a lack of volunteers, so I hope that a new generation of volunteers steps up to ensure that we have Blues & BBQ in 2014.

I encourage residents to contact the Town Clerk at (650) 851-1700 x 210 to learn more about opportunities to volunteer in our community or visit the [Town Committees](#) webpage.

As former Mayor Bill Lane so aptly wrote: "Finally, it is often said that you get out of life what you give. Through volunteerism, we not only provide support for our Town; we obtain the rich rewards of friendship and of truly making a difference, while setting a meaningful example for future generations."

Donna Reed on Steroids: The PV Women's Club



Photo—Ginger Creevy

Members and significant others enjoyed our Harvest Soirée

The Portola Valley Women's Club is shaking up the old-fashioned view of a women's group. Our inclusive neighborhood club strives to embrace all PV women in order to spark dialog, community service and friendships.

While maintaining the warmth of a small neighborhood coffee klatsch, the PVWC has tailored the club experience for the busy modern woman. Our membership includes doctors, housewives, artists, and professionals who want to be active and connect with their neighbors and our community.

We have three official PVWC semi-yearly social gatherings and a constant stream of member-driven activities including coffees, card games, hikes and lectures. There are no mandatory meetings or time requirements, no dues and all social events are potluck in order to avoid event fees. Unlike many traditional women's clubs, we have no specific requirements to join the group and all PV women are welcome.

We encourage you to join us - just email the PVWC at join@pvwomensclub.com with your name, PV address (Ladera included), email address and phone number. Or visit our website at www.pvwomensclub.com.

Jennifer Hammer, PVWC Member and Board Member

By Popular Demand - Goodwill "Give 'n Go" Donation Stations at 2013 Neighborhood Clean-Up Events

By popular demand, GreenWaste and the Town of Portola Valley are teaming up with Goodwill of San Francisco, San Mateo and Marin Counties for convenient donation drop-off days throughout the year. The Town of Portola will host three *Give 'n Go* donation drives throughout the year in conjunction with the Neighborhood Clean-Up events on May 4th, August 3rd, and October 5th from 8 am -11 am.

Simply bring your gently used toys, clothes, household items and eWaste (electronic products) on neighborhood cleanup days. Your tax deductible donations to Goodwill not only help take pressure off local landfills but also fund Goodwill's job training and placement programs, giving people in your community with barriers to employment a second chance. An added bonus? Less clutter in the rooms and closets of your home.

Visit www.portolavalley.net for more information on the types of donated items Goodwill and GreenWaste can accept at the Neighborhood Clean-Up Events.

*Brandi de Garmeaux
Sustainability & Special Projects Manager*

Portola Valley & Woodside 2013 Earth Fair



Photo by Virginia Bacon

For the first time ever, Portola Valley and Woodside joined forces for an Earth Day Celebration on April 27 at Runnymede Farm in Woodside. Attendees enjoyed live music, a self-guided tour of the beautiful Runnymede sculpture garden, food, performing birds and a variety of exhibits. The event was sponsored by the Woodside Sustainability & Conservation Committee and the Portola Valley Sustainability Committee.

Look for the Earth Day Fair at Town Center in April 2014.

*Brandi de Garmeaux
Sustainability & Special Projects Manager*

EMPOWER PORTOLA VALLEY

f EMPOWER PORTOLA VALLEY

Join the conversation. Connect with us on facebook to stay updated on Portola Valley's residential energy health and become part of the solution.

EMPOWER PORTOLA VALLEY is our town's pledge to build a bright, healthy future on clean and efficient energy.

Being Prepared for a Disaster is Like Getting Ready for a Camping Trip

It's really not very complicated to be prepared for a disaster. Have you ever gotten ready for a camping trip?

It's really easy to have a few simple things set aside in a handy place that you could grab if something were to happen. People often ask me if there are special items they need. You don't need anything special, but you need it to be in a known place where it is easily accessible.

Imagine going on a two-day camping trip. The spot you are going is in the beautiful outdoors but will have no running water, no electricity, and no cell phone coverage. Now imagine that place is your home.

For starters, you need **water**. A person can live on a few gallons a day.

Every home has lots of water already in storage – the water heater. But it never hurts to have some gallon containers in storage too, just in case your water heater is destroyed or rendered unsafe. Most water heaters are 50 gallons and have a faucet on the side from which water can be drawn.

Without **electricity**, your refrigerator will be off. Try not to open it until you need something – it saves the cold. Always have food on hand that doesn't need refrigeration. Food like power bars, canned goods, and dehydrated food go a long way (in addition to that jar of peanut butter).

It's dark at night. So for sure you'll need **flashlights** and **extra batteries**. Flashlights and electric lanterns have come a long way since that campout you did with your dad in 1970.

LED based lights are small, bright and last a long time. Have lights near places you might be when the disaster occurs, i.e., under your bed, next to your favorite reading chair, and in the kitchen. A small LED light can lead you to safety.

Finally you should have an **AM/FM radio**. During a disaster this will be your most dependable source for vital emergency-related information. (Don't forget your car has a radio, too.)

For additional information on being prepared for a disaster, check the PV website or www.ready.gov. Being prepared is a smart way to live in Portola Valley.

Ray Rothrock, Chair

Emergency Preparedness Committee

Our committee needs volunteers! Apply online!

Affordable Housing Community Discussions

In early 2013, the Town Council appointed a nine-member Affordable Housing Committee to lead the community in developing an affordable housing mission statement based upon a consideration of need, option and priorities.

The Ad-Hoc Committee is charged with delivering its report to the Town Council on June 12. The report is to include a mission statement to guide the Town's vision for future housing decisions, and criteria by which to evaluate proposals for a variety of types of housing and sites for housing. Essential to this effort is the articulation of community values relevant to providing housing for a diverse population.

Five community meetings have been held to gather input from as many PV residents as possible. Concerns have been expressed and many valuable suggestions made; the comments are being collated to serve as the basis for the committee report.

The Town's unfulfilled commitment to provide eight moderate-income units in the Blue Oaks development has led to consideration of:

- alternative types of housing
- site and density concerns
- encouragement of second units
- multifamily housing (as at the Priory)
- maintenance of local control
- the importance of preserving the Town's rural atmosphere

The Committee members were selected to represent a cross-section of community attitudes as well as for geographic distribution. They are Susan Dworak, Bud Eisberg, Wanda Ginner, Judith Hasko, Judith Murphy, Jon Myers, Andrew Pierce, Onnolee Trapp, and Carter Warr. Steve Toben chairs the meetings, and Nick Pegueros and Karen Kristianson provide staff support.

The committee continues to be eager to hear from all residents. If you have been unable to attend a meeting, please send your ideas and suggestions directly to the Town. A [downloadable comment card](#) is available. Comments may be submitted via the submission box located at Town Hall, email to town-hall@portolavalley.net or by regular mail.

Information about the Town's obligations, background material, comment forms and FAQ's are available at

www.portolavalley.net/affordablehousing

*Onnolee Trapp and Judith Murphy
Affordable Housing Ad-Hoc Committee*

Nature and Science Fun

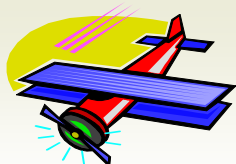
The specific intent of the Nature & Science Committee is to engage the young and the young at heart in the virtues of science, technology, engineering and math, as well as to introduce them to engaging hobby activities.

Flight Night

May 31, 2013

6:00 p.m.

Town Center



On the evening of Friday, May 31, Town Center will host the third “Flight Night” event with more exciting demonstrations and exhibits related to radio-controlled (RC) flight.

The 2011 and 2012 Portola Valley “Flight Night” highlighted spectacular demonstrations of RC model planes.

Flight Night 2013 will double the outdoor flying space, and feature more dual-control instruction opportunities and actual construction of model gliders. You won’t want to miss it! Activities begin at 6:00 p.m.

The Nature & Science Committee branched into mathematics this year with the “Fun with Figures” series on some very special numbers – Pi, e, and *i*.

George Comstock and Paul Heiple led this fascinating exploration that drew attentive audiences from various ages and was highlighted by slides and hands-on activities to illustrate the unique properties of these numbers.

The attendees found the sessions so stimulating that they are anxious to continue with more topics, perhaps zero and infinity.

Saturday, August 10 will be the date for the “Star Party” this summer. See the summer constellations and far space objects with the great telescopes set up by knowledgeable amateur astronomers.

This is always a great opportunity for the whole family with indoor activities and exhibits in addition to star-gazing.

Star Party

August 10, 2013



And be sure to stop by Buckeye activity room on Town Picnic day, June 8. The Nature & Science Committee will have activities and displays set up that should catch the interest of both children and adults.

Yvonne Tryce, Chair, Nature & Science Committee
Our committee needs volunteers! Apply online!

Cultural Arts Committee of Portola Valley

The Cultural Arts Committee is a group of people who enjoy increasing the community's cultural awareness by sponsoring and supporting a wide-range of local cultural activities in the areas of art, music, science and nature, history, drama, literature, photography and dance. To join the Cultural Arts Committee, please call committee chair, Linda Olson at (650) 851-2624 or submit an application via the Town's website.

QUILTS

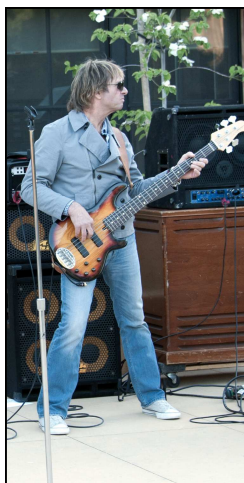


This past year we had the wonderful quilts that were in the windows of the Historic Schoolhouse restored. The quilts were made in 1998, by former 3rd grade teacher Linda Vlasic's class with the squares made to depict local history.

Quilt expert Nancy Goodrich recently brought these fragile squares back to life. She was able to return some of the original color and shape to the squares and surrounded them in a beautiful new quilt.

They are currently on display in the Historic Schoolhouse and in the Town Library. Please come and enjoy Nancy's handiwork.

SUMMER CONCERTS



This summer we will again sponsor the Summer Concert Series. This has become an iconic outdoor summer event around which the community schedules their calendars.

The scene is one of great community camaraderie with picnickers blanketing the lawn, children, dogs, and laughter all set against a backdrop of stellar musical performances spanning Americana, rhythm and blues and smooth jazz.

Concerts are held whether it's clear and warm or breezy and foggy (in which case we're wrapped in coats and blankets)!

June 20: **Bundy Browne and the Espresso Rhythm Section.** Americana music with great energy.

July 18: **Charged Particles.** Highly composed jazz with elements of Latin, Funk, and Classical applied to originals and standards.

Aug. 22: **The Dutch Uncles.** R&R cover tunes played to perfection by six outstanding musicians

HOLIDAY FAIR



On Saturday, December 7 we will hold a Holiday Fair, which features a wide range of local arts and crafts from more than 30 vendors.

The Fair began in 2009 and a portion of the proceeds supports local education and open space.

Linda Olson, Chair, Cultural Arts Committee
Our committee needs volunteers! Apply online!

The Bicycle, Pedestrian & Traffic Safety Committee

Our Second Year

BPTS continues to take an active interest in helping our Town and its visitors keep on the move safely. We have a wide purview, tackling issues identified amongst BPTS members, those brought to us by Portola Valley residents, and organizing outreach events for education and fun.

A major focus of the BPTS committee is the younger members of our community. BPTS is proud to support the “Safe Routes to School” initiative, which encourages our children to seek healthy and environmentally friendly ways to make the daily journey to and from school. This has been spurred on by “Bike and Walk to School Day” events about once a month during the school year, which are enjoying ever growing participation.

This year has just seen our first-ever “Bike Rodeo” event, (shown at right) held at Town Center. The Safe Moves team was enlisted to instruct young cyclists (and the occasional scooter) on safe and responsible cycling techniques, which they practiced on a guided ride run. There were lots of fun activities, and with almost one hundred children participating, the atmosphere was fantastic.



FOR THE BICYCLE

ABC quick check for the bike:

- Tires pumped up
- Brakes properly adjusted & working
- Chain and cranks in good order

FOR THE RIDER

- Wear a helmet at all times, use the proper size and adjust the straps to a correct fit
- Be visible, always use lights at night and in the fog and rain
- Don't use headphones
- Ride with traffic and obey signs, signals and traffic laws

In other areas, BPTS strives to work in an advisory capacity with the Town of Portola Valley on road and pedestrian matters.

During 2012, a study on the application of bike lanes on the Portola and Alpine Roads was brought to our attention. BPTS took the study under consideration, held special meetings to garner public input and subsequently presented a recommendation to the Town Council that bike lanes were not desired, but improvement of the shoulders to facilitate cycle traffic should be considered.

Another topic frequently on the BPTS agenda is management of overspill parking from Windy Hill Open Space Preserve onto Portola Road. In this, we have been ably assisted by Town staff in testing a number of experimental methods to encourage safe parking, such as temporary signage.

Last mentioned in our committee title, but first in our minds, of course, is the safety of all road users and pedestrians. The Sheriff's department submits a report each month of the citations issued in town. Between the figures for speeding tickets and the accounts of distracted drivers, this can make for some alarming reading. Please take care on and around our roads and help our Town to remain the safe, calm and beautiful place we all love.

Meetings are held at the Historic Schoolhouse on Portola Road on the first Wednesday of the month at 8:15 am. One meeting each quarter will be held at the alternate time of 7 pm, beginning on May 7. Readers may also be interested to visit the BPTS section of the Portola Valley Town website via the link below.



Beautiful New Baseball Field Next Year

After one year's delay, the Town will move forward with the renovation of Ford Field. Last year, the Town issued bids to contractors to renovate the field, but the bids all came in substantially higher than the funds raised. The Town then modified the design to reduce the costs while maintaining the key improvements needed for the field. After a successful rebid process, the renovation is now back on track and soon to begin.

The improvements will include replacing the grass infield and outfield, installing a new irrigation system, building new dugouts and new bleachers, installing a new backstop and replacing the fencing around the field. When additional funding is identified or received, improvements for the batting cage and dugout roof structure will be considered.

Nearly half of the funding for this improvement project is from a California Parks Improvement grant. The re-

mainder has been raised by donations from Little League, the Ford Family, and the community. Donations are still being accepted at www.portolavalley.net/fordfield.

The renovation is scheduled to begin in June and the field will re-open next spring just in time for Little League season. We're all looking forward to a beautiful new baseball field in Portola Valley.

Jon Myers, Chair, Parks and Recreation Committee

Howard Young, Public Works Director

Our committee needs volunteers! Apply online!

News from Friends of the Portola Valley Library

The PV Friends of the Library continue to sponsor a wide variety of enrichment and entertainment programs on a regular basis.

From the incredibly popular Daffy Dan, who brought out an enthusiastic audience of 148 adults and kids with his hilarious antics, to a quilt trunk show presented by award-winning local artist Sylvia Gegaregian, the Library is able to present something for just about anyone's interests. Sylvia shared her creative process and techniques using 23 of her artistic quilts as examples. The audience gained a healthy respect for Sylvia's creative process, which makes her quilts true works of art.

Poetry Contest Winners May 20 at 6:30 p.m.

You are invited to hear the winners of the popular Poetry Contest coming to the Community Hall on May 20th at 6:30 pm. The poems come

to life when read by the young authors, with ages ranging from kindergarten through high school.

Be on the look out for our fundraising newsletter coming to your mailbox later this month. An addressed envelope will be attached to the newsletter for your convenience. Your donation will help ensure that the many wonderful events sponsored by the Friends of the PV Library will continue.

The Friends are looking for new board members. We currently are in need of adults who might have school-aged children. We are especially seeking people who have skills in web design, page layout, are computer-literate or are familiar with social media techniques. Your workload as a volunteer would generally be light, with five to six short meetings annually.

For more information call Wendi Haskell, President of Friends of the PV Library at 650 851 1033 or wendihaskell@sbcglobal.net.

Wendi Haskell



Mr Q leading toddlers in dance during Story Time



Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
(650) 851-1700
townhall@portolavalley.net

Portola Valley Town Council
John Richards, Mayor
Ann Wengert, Vice Mayor
Maryann Moise Derwin
Jeff Aalfs
Ted Driscoll

The Portola Valley Post
Editor: Julia Dillingham
julia8925@sbcglobal.net

www.portolavalley.net



Checked our website lately? If not, you're missing important news!

- ✓ 2013 Election: Town Council Election & the UUT
- ✓ Town Events: Farmers' Market & Summer Concert Series
- ✓ Important Issues: Fire Prevention & Affordable Housing



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Prefer to receive Town news notices via U.S. Mail, even though they are delayed several days? Send your address to towncenter@portolavalley.net or call Town Hall at 650.851.1700 x200.

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Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Presorted ^{Page 91}
Standard
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94025
Permit No. 581

ECRWSS
Postal Customer
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MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager
Brandi de Garreaux, Sustainability and Special Projects Manager

DATE: October 23, 2013

RE: **Audio/Visual Equipment for Community Hall**

RECOMMENDATION

Provide guidance to Town staff on the installation of an audio and/or visual system for the Community Hall at the Town Center.

BACKGROUND

Over the last five years, Town Staff has been using stand alone audio/visual equipment for presentations and events in the Community Hall at the Town Center. With the increased use of the Community Hall, there are increased requests to use the audio/visual equipment as well as complaints when the current equipment doesn't perform as well as expected.

The audio/visual system currently consists of the following:

- a sound system and speakers that are rolled out, placed on stands and connected
- a large screen that is carried out and assembled with ropes and pullies
- a projector that sits on a cart about 10-15 feet from the screen

The setup and take down of the screen and sound system require at least two people and approximately one hour each. Only staff is allowed to setup/take down the screen and sound system due to the delicate nature of the system and potential cost to replace the equipment. For the same reasons, this audio/visual setup is only provided for Town and Committee events (not sponsored or private events). Other users of the Community Hall are guided to rent audio/visual equipment for their event.

DISCUSSION

The current system requires considerable staff time to setup, and due to the weight of the equipment, is very cumbersome to setup. Even if the volunteers were trained to

setup the equipment themselves, it is unlikely that they would physically be able to do so on their own. The current setup also requires that cords are laid across the floor which can create a tripping hazard if not properly secured. In addition to these issues, staff is bumping up against the limitation of the current sound system to keep pace with the changing technological demands, such as broadcasting webinars and film presentations.

Town staff has received complaints from presentation and event attendees regarding the acoustics in the Community Hall, the sound quality of the current audio system and the inability to see presentations because of light entering from the windows. The most recent complaints were received after the Japser Ridge event on September 26, 2013 (the sound system was not setup for this sponsored event) and after the Sudden Oak Death Training on October 5, 2013 (the black curtains were not utilized for a presentation).

Frequency of Use

Staff estimates that approximately 20 to 25 Town events occur per year that require the audio/visual equipment to be setup. Due to the acoustics in the Community Hall, staff must set up the audio system even for small events.

Estimated Cost for an Integrated System

As a result of these complaints, staff has conducted some preliminary investigation into the cost of installing an integrated audio visual system in the Community Hall. Staff has worked with the company that installed the audio system in the Schoolhouse. Staff has also looked at some of the logistical issues on installing a fixed screen and projector. Preliminary estimates indicate that a fully integrated system with a wall-mounted electric screen will cost between \$40,000 and \$45,000.

The cost of fully burdened staff time to setup for each town event is estimated at \$260. With 20 to 25 town events per year, the annual cost is estimated at \$5,200 to \$6,500.

FISCAL IMPACT

If the Council were supportive of installing an integrated system, and the system were made available for a fee to private party users of the facility, estimated breakeven for a \$45,000 system would be about 4 years. This assumes staff cost savings of \$6,000 per year plus \$6,000 in user fees that would be generated by 12 private party rentals a year paying a fee of \$500 per use. The staff cost savings would be realized through either a reduction in the hours of authorized Town staff hours or a reduction in the contract services used to complete the maintenance crews other duties. The private party rental fee would be benchmarked annually to the cost that the facility user would have incurred if an audio/visual system were rented and setup by a vendor identified by the Town.

#9

There are no written materials for this agenda item.

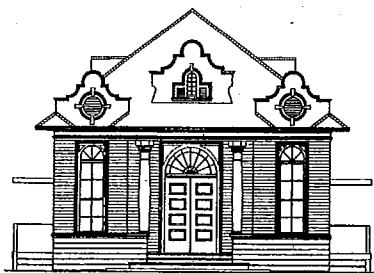
TOWN COUNCIL WEEKLY DIGEST

Thursday – October 11, 2013

1. Agenda – (Action) – Town Council – Wednesday, October 9, 2013
2. Agenda – ASCC – Monday, October 14, 2013
3. Agenda – Planning Commission – Wednesday, October 16, 2013
4. Agenda (Special) – Emergency Preparedness Committee – Thursday, October 17, 2013
5. Notice of Closure – Town Hall will be closed Tuesday, October 29 from 8:30 am – 5:00 pm
6. Memo from Town Attorney Prince re: Douglas v. Town of Portola Valley
7. Report from San Mateo County Sheriff's Office – Incident Log for 10/2/13 – 10/7/13
8. Notice – Farmers' Harvest Festival – Thursday, October 17, 3 – 7pm, Portola Valley Town Center
9. News Release from County of San Mateo re: County "Bag Ban" Campaign Receives Industry Honor
10. Memo from Nick Pegueros, Town Manager re: Weekly Update – Wednesday, October 9, 2013

Attached Separates (Council Only)

1. San Mateo County Mosquito and Vector Control Association – District Report – September 2013
2. Western City Magazine – October 2013
3. LABOR Newsletter – October 2013
4. Bay Area Monitor (League of Women Voters) Newsletter – October/September 2013
5. Invitation to attend the National League of Cities – Congress of Cities and Exposition – November 13-16, 2013
6. Invitation to attend the Housing Leadership Council of San Mateo County – 12th Annual Housing Leadership Day – November 1, 2013
7. Invitation – Zero Waste Energy Development Company "Turning Organics Into Energy" – November 22, 2013 from 11 am – 2 pm



TOWN OF PORTOLA VALLEY

7:30 PM – Special Joint Meeting of the
Town Council and Planning Commission
Wednesday, October 9, 2013
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

ACTION 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.

Resident Caroline Vertongen asked Council to consider signing a proclamation regarding for “Freedom from Workplace Bullies Week”.

STUDY SESSION – TOWN COUNCIL / PLANNING COMMISSION - 7:30 – 9:00 PM

(1) **Study Session** - Housing Element

The study session was removed from the agenda due to lack of a quorum of Planning Commission members

CONSENT AGENDA

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

(2) **Approval of Minutes** – Regular Town Council Meeting of September 25, 2013

Approved as Amended 4-0-1 Councilmember Driscoll abstained

(3) **Approval of Warrant List** – October 9, 2013

Approved 5-0

REGULAR AGENDA

(4) **Recommendation by Mayor and Vice Mayor**– Revisions to Employee Compensation Plan

Approved 5-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

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

There are no written materials for this item.

Vice Mayor Wengert – At the October 2nd Planning Commission meeting, good dialogue took place on the Neely proposal for vineyards in the downhill meadow. The Parks & Recreation Committee discussed their proposed quarter pipe skateboard ramp, to be located in the sports court. They will bring their proposal to the Council at its November 13 meeting. The Council directed staff to publically notice this proposal, coming to the Council, at the sports courts, PV Forum and the Town website.

WRITTEN COMMUNICATIONS

(6) **Town Council Weekly Digest** – September 27, 2013

(7) **Town Council Weekly Digest** – October 4, 2013

The Cable & Utilities Undergrounding Committee will bring a revised charter to the Council at a near future meeting

ADJOURNMENT: 8:30 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, October 14, 2013
Special Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 3 Grove Court Field meeting for preliminary consideration of plans for house additions and site modifications. (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. Follow-up Review - Architectural Review for New Residence with Detached Office, Pool and Pool Cabana, and Site Development Permit X9H-657, 5 Naranja Way, Maffia
 - b. Follow-up Review – Architectural Review for House Additions and Driveway Modifications and Site Development Permit X9H-656, 468 Westridge Drive, Crouse/Dorahy
5. New Business:
 - a. Architectural Review for Residential Additions, 110 Tan Oak Drive, Gebhart
 - b. Architectural Review of Proposed Residential Addition and Deck Expansion, 2 Ohlone, Portola Valley Ranch, Down
 - c. Architectural Review of Proposed Residential Additions, Accessory Structures, Site Modifications, Site Development Permit X9H-662, and Variance Request X7E-135, 3 Grove Court, Ciancutti
6. Commission and Staff Reports:
7. Approval of Minutes: September 23, 2013
8. Adjournment:

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

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

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

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PUBLIC HEARINGS

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

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

Date: October 11, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, October 16, 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. *Public Hearing*: Site Development Permit X9H-656, for New Residential Development, 5 Naranja Way, Maffia
2. *Preliminary Review of Variance Request* X7E-135, 3 Grove Court, Ciancutti
3. *Continued Public Hearing*: Proposed Amendments to Conditional Use Permits (CUP) X7D-151 and X7D-169, 555 Portola Road, Spring Ridge LLC (Neely/Myers)

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: October 2, 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 Assistant Planner 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.

Planning Commission Agenda
October 16, 2013
Page Two

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

PUBLIC HEARINGS

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

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

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

Date: October 11, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Special Meeting of the
Emergency Preparedness Committee
Thursday, October 17, 2013 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order (8:00)
Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill, Ray Rothrock/ Chair, Craig Taylor, Bud Trapp, Stuart Young, and Chris Raanes

Guests: Nick Pegueros/Town Manager, John Richard/Town Council, Dan Ghirso, WFPD Chief, Tim Reed/Lieutenant Sheriff's Office, Gary Nielsen/Police Commissioner
2. Oral communications (8:01)
3. Review and approve minutes of September meeting (8:10)
 - Motion: Accept the minutes of September meeting 2013
4. AM Radio Update (8:11)
 - Installation status
 - Marketing plan and rollout
 - Revealing event – Special Town Council meeting October 30
5. Preparation for the October 17, Great Shake Out with Town (8:20)
6. Review agenda and presentation for October 30 meeting with the Town Council (8:25)
7. Medical Subcommittee Plan Update (8:50)
8. Other business (8:55)
9. Adjourn. Next meeting is November 14, 2013 (9:00)



PORTOLA VALLEY TOWN HALL

WILL BE CLOSED
Tuesday, October 29, 2013

STAFF TO ATTEND TEAM BUILDING EVENT; WE APOLOGIZE FOR ANY
INCONVENIENCE THIS MAY CAUSE. WE WILL RESUME TO OUR
NORMAL BUSINESS HOURS FROM 8:30 AM – 1:00 PM AND 3:00 PM – 5:00 PM
ON WEDNESDAY, OCTOBER 30TH

In Case of Emergency: Sheriff's Office: 911



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Councilmembers

FROM: Leigh F. Prince, Town Attorney

DATE: October 8, 2013

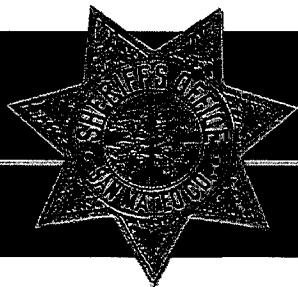
RE: Douglas v. Town of Portola Valley

As you know, in February 2009, Michael and Lisa Douglas ("Douglas") filed a Petition for Writ of Mandate in State court requesting the court overturn the Town's revocation of the Conditional Use Permit for the Douglas' property located at 888 Portola Road. Subsequently, Douglas sought similar relief in Federal court. The Federal case was dismissed in 2012 and the State case was dismissed in August 2013.

After dismissal of the State case, our office filed a motion asking the court to sanction Douglas and their attorney for filing a frivolous petition. At a hearing on September 19, 2013, the court indicated its intent to grant the Town's motion for sanctions. At the request of Douglas' attorney, the court agreed to continue the matter until October 25, 2013, to consider additional argument. However, Douglas' attorney instead elected to settle the matter, paying the Town \$11,562, the full amount of sanctions requested by the Town. The check has been deposited in the Town's account.

Our office does not expect that Douglas will appeal the State court's decision dismissing the lawsuit. If, however, Douglas were to appeal, they would need to do so by November 18, 2013. In the absence of an appeal, this matter will have reached its final conclusion.

cc: Town Manager



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

Wednesday 10/02/13 to Monday 10/07/13

Greg Munks
Sheriff

| CASE NUMBER | DATE & TIME Reported | LOCATION | DESCRIPTION | FACTUAL CIRCUMSTANCES |
|-------------|----------------------|-----------------------------------|-----------------------------|---|
| 13-8620 | 10/06/13 10:47AM | 3000 Blk. Woodside Rd Woodside | Driver w/ Suspended License | A deputy saw a driver flick his cigarette out the window. The deputy affected a traffic stop and the driver pulled into the parking lot of Buck's Restaurant and stopped his vehicle. The deputy made contact with the driver, who identified himself verbally. County Communications conducted a DMV records check and advised the deputy that the driver had a suspended license. The deputy conducted a search of the vehicle and located a jar of marijuana. The deputy completed and issued the driver a misdemeanor citation for driving with a suspended license, driving in possession of marijuana in a vehicle and throwing a burning substance from a vehicle. The driver was released from the scene and the vehicle was towed. |
| 13-8622 | 10/06/13 12:34PM | 100 Blk Tum Suden Way Woodside | Missing Person - Adult | A tenant told his landlord he was going to the city and would be back. The Reporting Party (the landlord) reported the tenant missing after three days. There are no suspicious circumstances regarding this case. The tenant was entered into the Missing Unidentified Persons System. |

| | | | | |
|---------|--------------------|---|-----------------------------------|--|
| 13-8647 | 10/07/13 7:06AM | 3000 Blk. Alameda De Las Pulgas West Menlo Park | Burglary | Two suspects forced entry into Lulu's Alameda De Las Pulgas. The suspects subsequently fled the scene and returned two more times. The suspects stole a safe valued at \$800 and approximately \$10,540 in cash. |
| 13-8649 | 10/07/13 8:53AM | 4100 Blk. Alpine Rd. Portola Valley | Traffic Accident – No Injuries | Party #1 was traveling E/B in the W/B lane of the 4100 Blk. of Alpine Rd. Party #1 backed unsafely, causing the vehicle's rear area to collide with a utility pole located on Alpine Rd. The resulting impact caused minor damage to the vehicle and major damage to the utility pole. |

Farmers' Harvest Festival

Page 106

8

Come celebrate the fall harvest!



FARMERS' MARKET & FOOD TRUCKS



WEBB RANCH TRAIN & PUMPKIN PATCH 3 TO 6 PM



BIG BLUE IMAGINATION PLAYGROUND 3 TO 6 PM



PUMPKIN CARVING DEMO AT 4 PM



TASTY TREATS BY WHISK SF, EL PORTENO & ROLI ROTI



PLUS LIVE BANJO MUSIC AND MORE!

Thursday, October 17th 3 - 7 pm
Portola Valley Town Center

News Release**County of San Mateo**Health System • 225 37th Avenue, San Mateo, CA 94403

FOR IMMEDIATE RELEASE
October 10, 2013**Contact:** Robyn Thaw (650) 573-3935
San Mateo County Health System**County “Bag Ban” Campaign Receives Industry Honor***Excellence in Environmental Health Award presented to San Mateo County*

SAN MATEO, Calif. — Most creatures go bump in the night, but for the San Mateo County Environmental Health “Bag Monster”, it’s probably more of a rustle.

Unique marketing and outreach strategies, such as visits from the “Bag Monster” at community events, comprehensive toolkits for retailers and extensive traditional and social media campaigns, earned San Mateo County Environmental Health Department’s “Reusable Bag Ordinance” campaign top honors at the 2013 California Conference of Directors of Environmental Health (CCDEH).

The Conference presents an annual “Excellence in Environmental Health” award to acknowledge outstanding programs that are innovative, creative and effective in providing quality environmental health services and give statewide and local recognition to local environmental health agency accomplishments.

San Mateo County Environmental Health Director Dean Peterson accepted the award at a ceremony on September 26.

“The County of San Mateo includes 20 miles of bay shoreline and 55 miles of Pacific Ocean coast, so the choices our citizens make on a daily basis have a direct impact on our environment and beyond,” said Peterson. “We want our community to understand the importance of this ordinance, make it easy for retailers to follow and also have a little fun in the process.”

About the Bag Ban

The Reusable Bag Ordinance went into effect in April 2013 and prohibits single use carryout bags at retail stores within unincorporated San Mateo County and within cities that have adopted the Ordinance. Data collected during yearly cleanup events indicate that single use, plastic bags are consistently within the top three items found, along with tobacco waste and plastic water bottles. During winter months, plastic single use carryout bags tend to clog storm drain trash collection devices and have caused millions of dollars of property damage due to the ensuing flooding.

Since the ordinance was adopted, initial surveys taken outside of major retail establishments have indicated that 82% of shoppers are either bringing a reusable bag, or not taking a bag at all. The remaining 18% are purchasing a bag from the retailer.

For details on the bag ban visit, www.smchealth.org/bagban.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: October 9, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended October 11, 2013.

1. Ford Field & Antenna Projects Near Completion – Two major milestones were reached this week:

- a. The permanent TIS emergency AM radio antenna was installed and members of the EPC will be working over the next couple of weeks to ensure that the antenna is operational and ready for the joint Town Council/EPC meeting on October 30th. The pole will be painted a dark color to match surroundings when weather permits.
- b. Ford Field is substantially complete with the laying of sod. The field will be closed through the winter to allow for the sod to get settled, with the reopening scheduled for the spring 2014 playing season.

Thank you to Howard for delivering both projects on time and within budget.

2. Volunteers Making a Difference – An automobile accident at Westridge and Portola Road this past weekend resulted in a fair amount of debris in the roadway. Brad Peyton and Richard Merk volunteered to remove the glass and other debris.

TOWN COUNCIL WEEKLY DIGEST

Thursday – October 18, 2013

1. Agenda – (Action) – ASCC – Monday, October 14, 2013
2. Agenda – (Action) – Planning Commission - Wednesday, October 16, 2013
3. Agenda – (Cancellation) - Sustainability Committee – Monday, October 21, 2013
4. Agenda – Conservation Committee – Tuesday, October 22, 2013
5. Report from San Mateo County Sheriff's Office – Incident Log for 10/8/13 – 10/15/13
6. League of California Cities – Final Report of Approved Resolutions from the 2013 Annual Conference
7. Invitation - Council of Cities dinner meeting – Friday, October 25, 2013
8. ABAG –Notice of Certification of Election of President and Vice President of the Association of Bay Area Governments – October 15, 2013
9. Memo from Nick Pegueros, Town Manager re: Weekly Update – Wednesday, October 18, 2013

Attached Separates (Council Only)

None



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, October 14, 2013
Special Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

ACTION

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 3 Grove Court Field meeting for preliminary consideration of plans for house additions and site modifications. (ASCC review to continue at Regular Meeting) **Vlasic present the staff report summary, project team led Commission through the property to discuss project elements/answer questions. Neighbor questions/comments received and Commissioners held comments for evening 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 Vlasic Town Planner; Karen Kristiansson Deputy Town Planner; Carol Borck Assistant Planner; Ted Driscoll Town Council Liaison; Nicholas Targ 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. Follow-up Review - Architectural Review for New Residence with Detached Office, Pool and Pool Cabana, and Site Development Permit X9H-657, 5 Naranja Way, Maffia **Commission discussed proposed modifications, provided comment and heard public comments/questions. Follow-up approved subject to conditions to be met to the satisfaction of a designated ASCC member and staff. Comments in support of grading and drainage to be forwarded to the Planning Commission for site development permit review.**
 - b. Follow-up Review – Architectural Review for House Additions and Driveway Modifications and Site Development Permit X9H-656, 468 Westridge Drive, Crouse/Dorahy **Proposed revisions and deferred final landscape plan discussed with project team. Follow-up approved subject to conditions to be met to the satisfaction of a designated ASCC member.**
5. New Business:
 - a. Architectural Review for Residential Additions, 110 Tan Oak Drive, Gebhart **Project approved as submitted.**

- b. Architectural Review of Proposed Residential Addition and Deck Expansion, 2 Ohlone, Portola Valley Ranch, Down **Project approved as submitted.**
- c. Architectural Review of Proposed Residential Additions, Accessory Structures, Site Modifications, Site Development Permit X9H-662, and Variance Request X7E-135, 3 Grove Court, Ciancutti **Commission provided comments and suggestions to the project team. Comments in support of proposed variance to be forwarded to the Planning Commission. Project review continued to 10/28/13 meeting.**
6. Commission and Staff Reports:
Vlasic – working on upcoming agendas – meetings still quite full. Updated ASCC on status of 18 Redberry.
- Kristiansson – informed ASCC if they would like to stay informed of Housing Element study session/status to sign up for Town’s email notification system. Asked ASCC if they felt it was appropriate to include draft minutes with meeting agenda/staff report on website – all agreed this was acceptable.**
- Ross – reviewed follow-up lighting/fencing for 140 Corte Madera**
- Clark – inquired about parking for 308 Canyon project. Updated ASCC on Ford Field project – batting cage “re-skin” to be reviewed by him and old signage found on trees.**
7. Approval of Minutes: September 23, 2013 **Approved as submitted.**
8. Adjournment: **9:49 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.

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner 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.



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
 765 Portola Road, Portola Valley, CA 94028
 Wednesday, October 16, 2013 – 7:30 p.m.
 Council Chambers (Historic Schoolhouse)

ACTIONS

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

Commissioners McIntosh (arrived 7:37 p.m.), McKitterick, Targ, Vice-Chairperson Gilbert and Chairperson Von Feldt present.

Also present: Leigh Prince, Town Attorney; Tom Vlastic, Town Planner; Karen Kristiansson, Deputy Town Planner

Oral Communications **None**

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

Regular Agenda

1. *Public Hearing:* Site Development Permit X9H-656, for New Residential Development, 5 Naranja Way, Maffia

The commission found the project exempt from CEQA pursuant to Section 15303(a) of the CEQA Guidelines (5-0) and approved Site Development Permit X9H-656 with the conditions set forth in the staff report (5-0).

2. *Preliminary Review of Variance Request* X7E-135, 3 Grove Court, Ciancutti

The Commission heard the staff report and information from the applicant and the public before discussing the project. Commissioners requested more information concerning why the historic nature of the structure would require additional floor area in order to make the home usable for a modern family, stating that they would need more information on this in order to be able to make the required findings.

3. *Continued Public Hearing:* Proposed Amendments to Conditional Use Permits (CUP) X7D-151 and X7D-169, 555 Portola Road, Spring Ridge LLC (Neely/Myers)

Town Planner Vlastic and Town Attorney Prince presented staff reports for this project. The Commission heard comments during the public hearing and then discussed the project. Commissioner Targ volunteered to help develop draft findings for consideration by the Commission. The public hearing was continued to November 20, 2013.

Commission, Staff, Committee Reports and Recommendations

Deputy Town Planner Kristiansson informed the Commission that the Housing Element study session with the Town Council has been rescheduled to 6:30pm on November 13, 2013, instead of the Portola Road Corridor study session which had been tentatively set for that time. She responded to questions about the expected content of the study session.

Deputy Town Planner Kristiansson asked about including draft minutes as part of the packet materials that are available on the Town website prior to a meeting. The Commission agreed and stipulated that the draft minutes should be appropriately watermarked.

Town Planner Vlastic mentioned that Town Attorney Prince had prepared a memorandum for the Council Digest with an update on the Douglas lawsuit. Town Attorney Prince reviewed the information with the Commission. Deputy Town Planner Kristiansson mentioned that a new conditional use permit application for that property would likely be submitted.

Commissioner McKitterick stated that he would like to have a discussion with the Commission about when staff should request ASCC involvement for a project less than 400 sf in size. The Commission discussed the issue and agreed that it should be placed on an agenda when there is time.

Approval of Minutes: October 2, 2013

Vice-Chair Gilbert stated that she would like to listen to part of the recording of the meeting before acting on the minutes. The Commission agreed to table the minutes until the next meeting.

Adjournment: 10:10 p.m.



Sustainability Committee
Notice of Cancellation
Monday, October 21, 2013

SUSTAINABILITY COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, October 21, 2013

The Sustainability Committee meeting regularly scheduled for Monday, October 21, 2013 has been cancelled. A special meeting will be held on Monday, October 28, 2013 at 3:30 p.m.



TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, October 22, 2013 - 7:45 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - August 27 and September 24 minutes
4. Site Permits -
 - NEW - 10 Sioux
 - REVISED - 3 Grove
 - 5 Naranja
 - 18 Redberry - site visit 10/28

Brush consultants - Blue Oaks - fire clearance
5. Old Business
 - A. Backyard Habitat program - DeStaebler
Next steps
 - B. Native Plant Garden at Town Center - 10/15 meeting specific issues with GoNative
 - C. Broom Pull March 8 - how to make successful?
 - D. Committee cooperation ASCC/Trails/Open Space
Create volunteer trails workforce
 - E. Tip of the month - Plunder
 - F. Seed spreading Springdown - do we want purple needle grass in there? That is the seed
Town has
 - G. Our website page
6. New Business
7. Action Plan
8. Announcements
9. Adjournment



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

Tuesday 10/08/13 to Tuesday 10/15/13

Greg Munks
Sheriff

| CASE NUMBER | DATE & TIME Reported | LOCATION | DESCRIPTION | FACTUAL CIRCUMSTANCES |
|-------------|----------------------|--|---|--|
| 13-8737 | 10/10/13 2:19AM | Runnymede Rd. / Canada Rd. Woodside | Possession of Controlled Substance / Possible Marijuana for Sale / Controlled Substance Paraphernalia / Altering markings on imitation firearm. | A deputy approached a vehicle parked along the shoulder of the roadway with all its lights off. The deputy made contact with the driver and the passenger of the vehicle. The driver advised the deputy he had marijuana in the vehicle along with an air-soft shotgun in the trunk. Additional deputies arrived on scene and later found a glass pipe with residue inside of it, which was methamphetamine. Deputies also found additional large amounts of marijuana and replicas of handguns. Charles James Flynn from Redwood City was arrested for Possession of a controlled substance, Marijuana sales, Paraphernalia and removal of marking on imitation firearms. He was transported and booked into the San Mateo County Jail. Flynn's vehicle was towed from the scene. |
| 13-8739 | 10/10/13 7:55AM | 100 Blk. Stanford Ave West Menlo Park | Burglary | The Reporting Party stated that he is the head carpenter for the construction project at a residence on Stanford Ave. He stated that his crew completed work for the day at the residence at 4:30PM and all the larger tools were placed in a small room next to the kitchen area of the residence. He stated that the residence is under construction so it is not |

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| | | | | completely secured. He stated that when he returned to the residence the next morning at 7:45AM he found that an unknown suspect(s) had entered the residence and removed the larger tool items. The estimated loss at this time is approximately \$2,431.00. |
| 13-8758 | 10/10/13 6:32 PM | 100 Blk. Possum Lane Portola Valley | Burglary | Unknown suspect(s) entered the residence and stole two pairs of earrings and one ring. There were no signs of forced entry and there were no witnesses. The estimated loss at this time is approximately \$16,400.00. |
| 13-8761 | 10/10/13 9:12PM | 100 Blk. Santa Maria Ave. Woodside | Obtain / Use Personal ID w/o Authorization | The reporting party stated she received a phone call on 10/09/13 from Best Buy regarding a credit application that had been submitted using her personal information but had been denied. The reporting party also stated that she received a phone call from Target regarding her being declined on a recent credit application. The R/P stated that Target advised her application had been submitted in-person at their Pittsburgh, California store. The R/P advised the Target representative that she had not applied for any credit through their company. The R/P stated that she contacted Equinox Credit Service and had asked that her credit be suspended for 90 days to prevent further attempts of fraudulent credit card applications. |
| 13-8768 | 10/11/13 3:35AM | Alpine Rd. / Los Trancos Portola Valley | Traffic Accident –No Injuries | Driver #1 was driving westbound on Alpine Road. Driver #1 attempted to make a left turn onto eastbound Los Trancos Road and entered the turn late and took the turn at a speed that was unsafe for the conditions. The driver lost control of the vehicle. The driver veered off the west edge of the roadway and the front end of the vehicle struck a tree. The driver was not injured during the collision. The front end of the vehicle sustained moderate damage. The vehicle was towed. |
| 13-8798 | 10/12/13 12:03AM | Cinnabar Rd. / Crest Rd. Woodside | Possess Unlawful Paraphernalia | Daniel Enrique Moler from Mountain View was consensually contacted and found to be on probation with a |

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| | | | | search and seizure clause. Moler was found to be in possession of paraphernalia and an unmarked pill in an unmarked prescription bottle. Moler was cited and released at the scene for the paraphernalia. The unknown pill was sent to the San Mateo Crime Lab for identification. |
| 13-8806 | 10/12/13 1:04 PM | Family Farm Rd. / Portola Rd. Woodside | Traffic Accident – Minor Injury | A bicyclist was riding his bicycle northbound (bicycle lane) approaching the southern entrance to Family Farm Rd. Driver #1 was driving his vehicle northbound in the approaching the southern entrance to Family Farm Rd. Driver #1 made a right turning movement at the intersection of Portola Rd. and Family Farm Rd. The passenger side mirror of the driver's vehicle collided with the bicyclist and his bicycle causing the bicyclist to eject from his bicycle. The bicyclist sustained minor abrasions and had a complaint of pain from the impact. The bicyclist was transported to Stanford Hospital due to the nature of the collision for observation. |
| 13-8834 | 10/13/13 10:44AM | 100 Blk. Corona Way Ladera | Burglary | On 10/13/13 at approximately 8:10AM deputies were dispatched to a report of a residential burglary that was under construction. When the construction workers arrived on scene they found that the house had been broken into. One of the construction workers stated that he went inside the residence and found that it had been ransacked and a television appeared to be missing. The owner of the residence stated that when he arrived home from his trip on 10/13/13 at approximately 3:00PM he found his flat screen television and other items that were stolen on his front porch. |
| 13-8860 | 10/13/13 5:45AM | 200 Blk. Crest Rd. Woodside | Burglary | The victim turned off his computer and decided to go to bed. The victim entered the kitchen from his office and, while walking through the kitchen, he noticed the door from the kitchen to the garage was slightly ajar. The piston that holds the door open had been locked in place and the victim could see light coming into the house from inside the |

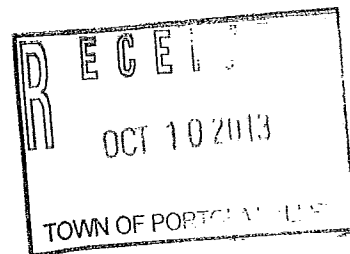
| | | | | |
|---------|--------------------|----------------------------------|----------------------------------|--|
| | | | | <p>garage. The victim opened the interior door into the garage and saw the main garage door was open to the driveway and when he walked into the garage he noticed a few things appeared out of place. Several drawers to his tool box had been opened and left open. The victim then looked toward the driveway area and noticed the doors to his vehicles were left open. The glove boxes and center consoles were opened and items were strewn about the interior of both vehicles. The victim did not see or hear anything suspicious during the night while he was awake in his office. The victim did not have any further details for me regarding this investigation. The estimated loss was \$1,520.00.</p> |
| 13-8862 | 10/14/13 7:59AM | 200 Blk. Crest Rd. Woodside | Burglary / Attempted Burglary | <p>The victim walked outside to drive to work and discovered the driver's side front window to her vehicle was smashed and there was broken glass in the interior of the vehicle as well as the exterior of the vehicle. The interior of the vehicle had been ransacked and several items had been taken from the vehicle. The victim further discovered the suspect(s) had gone through another vehicle parked in the driveway. The vehicle had been ransacked, but it was unknown if anything was taken from the vehicle. The victim also discovered an exterior bathroom door was left ajar near. The bathroom door that was left open enters into a small bathroom that does not have access into the rest of the residence. This bathroom is only used by the gardeners while at the property and by other workers. The estimated loss is \$720.00.</p> |
| 13-8863 | 10/14/13 9:33AM | 100 Blk. Croyden Way Woodside | Burglary | <p>The victims discovered their garage door was open in the morning.. When they walked out to the driveway they discovered both their vehicles had been ransacked sometime overnight. The victim told me she almost never locks her vehicle doors while they are parked overnight in their driveway. The victims began looking around the garage and discovered a spare set of four tires and rims for one of their vehicles were missing from the location where they were</p> |

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| | | | | stacked near the wall. The victims also discovered other items missing from the garage and electronic items from inside the kitchen. The estimated loss is \$4,900.00. |
| 13-8873 | 10/14/13 3:14PM | 300 Blk. Portola Rd. Portola Valley | General Information Case | The Reporting Party reported that a power washer and a hydraulic controller were taken from Woodside Priory school grounds sometime between 10/12/13 and 10/14/13. The equipment was rented from Cresco. On 10/16/13 the deputy called Cresco and spoke with the Loss Prevention officer who stated that they picked up the equipment over the weekend and it was not stolen. |
| 13-8900 | 10/15/13 12:50PM | 100 Blk Old La Honda Rd. Woodside | Attempted Burglary | Unknown suspect(s) attempted to enter a residence through a glass door. It appeared that the suspect(s) never made entry into the residence and fled the scene. Deputies were unable to locate any evidence at the scene. There are no leads at this time. |



***FINAL REPORT
RESOLUTIONS APPROVED***

2013 Annual Conference



***Sacramento
September 20, 2013***

FINAL REPORT ON RESOLUTIONS

September 2013

The 2013 League of California Cities Annual conference was held September 18-20, 2013, in Sacramento. On Wednesday, September 18, two League policy committees met and considered the resolutions that were assigned to them.

The General Resolutions Committee met on Thursday, September 19, and considered the two resolutions before them. A chart on pages 2 and 3 of this packet includes a summary of the actions taken on the resolutions by the policy committees and the General Resolutions Committee.

The resolutions contained in this packet are only those that were approved by the General Assembly on September 20. Those resolutions are numbered 1 and 2. Also included in this packet, on page 8, is a status report on the implementation of the resolutions approved at last year's 2012 Annual Conference.

We thank those city officials who served as members of policy committees, the General Resolutions committee and those city officials who participated in the General Assembly.

Additional copies of this report are available on the League's website at:
www.cacities.org/resolutions

KEY TO ACTIONS TAKEN ON RESOLUTIONS

Resolutions have been grouped by policy committees to which they have been assigned.

| Number | Key Word Index | Reviewing Body Action | | |
|--------|----------------|-----------------------|---|---|
| | | 1 | 2 | 3 |
| | | | | |

1 - Policy Committee Recommendation to General Resolutions Committee
 2 - General Resolutions Committee
 3 - General Assembly

ENVIRONMENTAL QUALITY POLICY COMMITTEE

| | | 1 | 2 | 3 |
|---|------------------|----|---|---|
| 1 | Water Bond Funds | Aa | A | A |

PUBLIC SAFETY POLICY COMMITTEE

| | | 1 | 2 | 3 |
|---|---------------------------|----|----|---|
| 2 | Public Safety Realignment | Aa | Aa | A |

Information pertaining to the Annual Conference Resolutions will also be posted on each committee's page on the League website: www.cacities.org. The entire Resolutions Packet will be posted at: www.cacities.org/resolutions.

KEY TO ACTIONS TAKEN ON RESOLUTIONS (Continued)

Resolutions have been grouped by policy committees to which they have been assigned.

KEY TO REVIEWING BODIES

- 1. Policy Committee
- 2. General Resolutions Committee
- 3. General Assembly

KEY TO ACTIONS TAKEN

- A Approve
- D Disapprove
- N No Action
- R Refer to appropriate policy committee for study

ACTION FOOTNOTES

- a Amend+
- * Subject matter covered in another resolution Aa Approve as amended+
- ** Existing League policy Aaa Approve with additional amendment(s)+
- *** Local authority presently exists Ra Refer as amended to appropriate policy committee for study+
- Raa Additional amendments and refer+
- Da Amend (for clarity or brevity) and Disapprove+
- Na Amend (for clarity or brevity) and take No Action+
- W Withdrawn by Sponsor

+Note: Petitioned Resolutions may not be amended by the General Resolutions Committee.

Resolutions that are approved by the General Resolutions Committee, as well as all qualified petitioned resolutions, are reported to the General Assembly. In addition, League policy provides the following procedure for resolutions approved by League policy committees but *not* approved by the General Resolutions Committee.

Every resolution initially recommended for approval and adoption by all the League policy committees to which the resolution is assigned, but subsequently recommended for disapproval, referral or no action by the General Resolutions Committee, shall then be placed on a consent agenda for consideration by the General Assembly. The consent agenda shall include a brief description of the basis for the recommendations by both the policy committee(s) and General Resolutions Committee, as well as the recommended action by each. Any voting delegate may make a motion to pull a resolution from the consent agenda in order to request the opportunity to fully debate the resolution. If, upon a majority vote of the General Assembly, the request for debate is approved, the General Assembly shall have the opportunity to debate and subsequently vote on the resolution.

APPROVED 2013 ANNUAL CONFERENCE RESOLUTIONS

- 1. RESOLUTION CALLING UPON THE GOVERNOR AND THE LEGISLATURE TO WORK WITH THE LEAGUE OF CALIFORNIA CITIES IN PROVIDING ADEQUATE FUNDING AND TO PRIORITIZE WATER BONDS TO ASSIST LOCAL GOVERNMENT IN WATER CONSERVATION, GROUND WATER RECHARGE AND REUSE OF STORMWATER AND URBAN RUNOFF PROGRAMS.**

Source: Los Angeles County Division

Concurrence of five or more cities/city officials: Cities of Alhambra; Cerritos; Claremont; Glendora; Lakewood; La Mirada; La Verne; Norwalk; Signal Hill; Mary Ann Lutz, Mayor, city of Monrovia.

Referred to: Environmental Quality Policy Committee

WHEREAS, local governments play a critical role in providing water conservation, ground water recharge and reuse of stormwater infrastructure, including capture and reuse of stormwater for their citizens, businesses and institutions; and

WHEREAS, local governments support the goals of the Clean Water Act to ensure safe, clean water supply for all and the U.S. Environmental Protection Agency has encouraged local governments to implement programs to capture, infiltrate and treat stormwater and urban runoff with the use of low impact development ordinances, green street policies and programs to increase the local ground water supply through stormwater capture and infiltration programs; and

WHEREAS, local governments also support the State's water quality objectives, specifically Section 13241 of the Porter-Cologne Water Quality Control Act, on the need to maximize the use of reclaimed and water reuse and the Regional Water Quality Control Boards and the State Water Resources Board encourage rainwater capture efforts; and

WHEREAS, the State's actions working through the water boards, supported by substantial Federal, State and local investments, have led to a dramatic decrease in water pollution from wastewater treatment plants and other so-called "point sources" since 1972. However, the current threats to the State's water quality are far more difficult to solve, even as the demand for clean water increases from a growing population and an economically important agricultural industry; and

WHEREAS, the State's Little Hoover Commission found in 2009 that more than 30,000 stormwater discharges are subject to permits regulating large and small cities, counties, construction sites and industry. The Commission found that a diverse group of water users – the military, small and large businesses, home builders and local governments and more – face enormous costs as they try to control and limit stormwater pollution. The Commission concluded that the costs of stormwater clean up are enormous and that the costs of stormwater pollution are greater, as beach closures impact the State's economy and environmental damage threatens to impair wildlife; and

WHEREAS, at the same time that new programs and projects to improve water quality are currently being required by the U.S. EPA and the State under the National Pollution Discharge Elimination System (NPDES) permits and the Total Daily Maximum Load (TMDL) programs, many local governments find that they lack the basic infrastructure to capture, infiltrate and reuse stormwater and cities are facing difficult economic challenges while Federal and State financial assistance has been reduced due to the impacts of the recession and slow economic recovery; and

WHEREAS, cities have seen their costs with the new NPDES permit requirements double and triple in size in the past year, with additional costs anticipated in future years. Additionally, many local businesses have grown increasingly concerned about the costs of retrofitting their properties to meet stormwater and runoff requirements required under the NPDES permits and TMDL programs; and

WHEREAS, the League of California Cities adopted water polices in March of 2012, recognizing that the development and operation of water supply, flood control and storm water management, among other water functions, is frequently beyond the capacity of local areas to finance and the League found that since most facilities have widespread benefits, it has become the tradition for Federal, State and local governments to share their costs (XIV, Financial Considerations); and the League supports legislation providing funding for stormwater and other water programs; and

WHEREAS, the Governor and the Legislature are currently contemplating projects for a water bond and a portion of the bond could be directed to assist local government in funding and implementing the goals of the Clean Water Act and the State’s water objectives of conserving and reusing stormwater in order to improve the supply and reliability of water supply; and

NOW, THEREFORE, BE IT RESOLVED by the General Assembly of the League of California Cities, assembled in Sacramento on September 20, 2013, that the League calls for the Governor and the Legislature to work with the League and other stakeholders to address the League’s adopted water policies, to provide adequate funding for water conservation, ground water recharge, capture and reuse of stormwater and runoff and compliance with the Clean Water Act stormwater requirements and watershed restoration in the water bond and to prioritize future water bonds to assist local governments in funding these programs. The League will work with its member cities to educate federal and state officials to the challenges facing local governments in providing for programs to capture, infiltrate and reuse stormwater and urban runoff.

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2. A RESOLUTION OF THE LEAGUE OF CALIFORNIA CITIES CALLING UPON THE GOVERNOR AND LEGISLATURE TO ENTER INTO DISCUSSION WITH LEAGUE AND CALIFORNIA POLICE CHIEFS' ASSOCIATION REPRESENTATIVES TO IDENTIFY AND ENACT STRATEGIES THAT WILL ENSURE THE SUCCESS OF PUBLIC SAFETY REALIGNMENT FROM A LOCAL MUNICIPAL LAW ENFORCEMENT PERSPECTIVE.

Source: Public Safety Policy Committee

Concurrence of five or more cities/city officials: Cities of Arroyo Grande, Covina; Fontana; Glendora; Monrovia; Ontario; Pismo Beach; and Santa Barbara

Referred to: Public Safety Policy Committee

THE LEAGUE OF CALIFORNIA CITIES DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, in October 2011 the Governor proposed the realignment of public safety responsibilities from state prisons to local government as a way to address recent court orders in response to litigation related to state prison overcrowding, and to reduce state expenditures; and

WHEREAS, the Governor stated that realignment needed to be fully funded with a constitutionally protected source of funds if it were to succeed; and

WHEREAS, the Legislature enacted the realignment measures, AB 109 and AB 117, and the Governor signed them into law without full constitutionally protected funding and liability protection for stakeholders; and

WHEREAS, California currently has insufficient jail space, probation officers, housing and job placement programs, medical and mental health facilities, lacks a uniform definition of recidivism; and utilizes inappropriate convictions used to determine inmate eligibility for participation in the realignment program; and

WHEREAS, since the implementation of realignment there have been numerous issues identified that have not been properly addressed that significantly impact municipal police departments' efforts to successfully implement realignment; and

WHEREAS, ultimately many of these probationers who have severe mental illness are released into communities where they continue to commit crimes that impact the safety of community members and drain the resources of probation departments and police departments throughout the state; and

WHEREAS, an estimated 30 counties were operating under court-ordered or self-imposed population caps before realignment, and the current lack of bed space in county jails has since led to many convicted probationers being released early after serving a fraction of their time; with inadequate to no subsequent supervision, leaving them free to engage in further criminal offenses in our local cities; and

WHEREAS, there is increasing knowledge among the offender population which offenses will and will not result in a sentence to state prison, and many offenders, if held in custody pending trial, that would be sentenced to county jail are ultimately sentenced to time served due to overcrowding in county facilities; and

WHEREAS, there are inadequate data bases allowing local police departments to share critical offender information among themselves, with county probation departments, and with other county and state law enforcement entities; and

WHEREAS, local police departments have not received adequate funding to properly address this new population of offenders who are victimizing California communities; and

NOW, THEREFORE, BE IT RESOLVED by the General Assembly of the League of California Cities, assembled in Sacramento on September 20, 2013, to request the Governor and State Legislature to immediately enter into discussions with League representatives and the California Police Chiefs' Association to address the following issues:

1. The need to fully fund municipal police departments, including those under contract with a county sheriff's department, with constitutionally protected funding to appropriately address realignment issues facing front line law enforcement. This funding would not diminish current revenue streams flowing to counties for this purpose, and would augment the ability of local law enforcement in general to monitor offenders. Since county realignment funding would not be affected, contract cities who have law enforcement services provided to them by county agencies would not suffer any reduction in service;
2. Amend appropriate sections of AB 109 to change the criteria justifying the release of non-violent, non-serious, non-sex offender inmates (N3) inmates to include their total criminal and mental health history instead of only their last criminal conviction;
3. Establish a uniform definition of recidivism with the input of all criminal justice stakeholders throughout the state;
4. Enact legislation that will provide local law enforcement the option for city police officers assigned to make compliance checks on AB 109 offenders to independently authorize flash incarceration for offenders on post-release community supervision. Flash incarceration shall be for up to 96 hours in Type I municipal jails, as specified by AB 986 (Bradford), or for up to 10 days in Type II county jails.
5. Establish oversight procedures to encourage transparency and accountability over the use of realignment funding;
6. Implement the recommendations identified in the California Little Hoover Commission Report #216 dated May 30, 2013;
7. Provide for greater representation of city officials on the local Community Corrections Partnerships. Currently AB 117 provides for only one city official (a police chief) on the 7-member body, 6 of which are aligned with the county in which the partnership has been established. As a result, the counties dominate the committees and the subsequent distribution of realignment funds.
8. Provide, either administratively or by legislation, an effective statewide data sharing mechanism allowing state and local law enforcement agencies to rapidly and efficiently share offender information to assist in tracking and monitoring the activities of AB 109 and other offenders.

APPROVED 2012 ANNUAL CONFERENCE RESOLUTIONS IMPLEMENTATION REPORT

| No. | Title | Required Action | Status |
|-----|--|---|---|
| 1. | Call upon the Governor and Legislature to Enact Legislation that Would Correct Inefficiencies in the Audit System, Distribution System, and Inequities in the formulas for Distributing Court Ordered Arrest and Citation Fines, Fees and Assessments Generated by Local Government | <p>The League will call upon the State Legislature and Governor to:</p> <ol style="list-style-type: none"> 1. Create an efficient system to provide cities with clear authority to audit the distribution of fines, fees, assessments and administrative costs for criminal and traffic violations; 2. Enact Legislation that changes the "Priority Distribution" mandate so cities receive the total cost of issuing, processing and testifying in court on criminal cases and traffic violations; and 3. Equally distribute from the total fine imposed, not just from the city base fine, any reduction in fines, fees, assessments or costs. | <p>The League has initiated a dialogue with the Judicial Council on the issue of inconsistent application of fines and fees, and discrepancies in regard to waivers and reductions of fines associated with traffic citations by trial courts.</p> <p>The Judicial Council has asserted that its Administrative Office of the Courts has provided regional training regarding its Uniform Bail and Penalty Schedule earlier this year. Further discussions are pending (October 2013) to pinpoint whether the policy on waiving or reducing fines without waiving penalties has been misunderstood by locals.</p> |
| 2. | Raising Public Awareness and Supporting Tougher Laws Related to Internet Crimes Against Children | <p>The League will:</p> <ol style="list-style-type: none"> 1. Desire to increase public awareness and educate others about the critical issue of internet crimes against children statewide; 2. Advocate for the State Legislature to adopt tougher laws for child pornographers that use the internet or online tools in the commission of their crime; and 3. Advocate for additional and more permanent funding for Internet Crimes Against Children Task forces (ICAC) statewide. | <p>The League provided research, helped draft language and then supported related legislation [AB 20 (Waldron), Chapter 143, Statutes of 2013] that arose from this League-sponsored resolution. AB 20 creates an additional fine of up to \$2,000 to be levied against offenders convicted of committing specified child pornography offenses involving the use of a government-owned computer or computer network to view prohibited obscene material.</p> |
| 5. | Calling for the Promotion of Disaster Resilient California Cities | <p>The League will encourage cities to:</p> <ol style="list-style-type: none"> 1. Develop and implement employee and resident emergency preparedness plans; and 2. Promote emergency family plans that emphasize self-reliance for food and water supplies. | <p>The League supported related federal legislation, H.R. 1859 by Representative Schiff, the Disaster Declaration Improvement Act, which sought to alter the dollar-per-capita criteria in assessing disaster-related damages and qualifying for disaster relief. This criteria disadvantages heavily populated states such as California.</p> |

San Mateo County
COUNCIL  *of CITIES*

Meeting Announcement & Agenda
 Friday, October 25, 2013

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

| Location | Schedule |
|---|--|
| <p>Green Hills Country Club 500 Ludeman Lane Millbrae</p> | <p>5:45 pm Social Time 6:15 pm Business Meeting 6:30 pm Dinner 7:00 pm Program 8:00 pm Adjourn</p> |

Please contact Chair Marina Fraser if you wish to bring up an item for group discussion or give a committee report.
 Telephone: (650) 726-8270 or email: mfraser@hmbcity.com

\$50.00 per person

Choice of:

**Slow Roasted Prime Rib
 w/roasted red potatoes & seasonal baby vegetables**

Cedar Plank Smoked Salmon w/rice pilaf & seasonal baby vegetables

Vegetarian Risotto

Entrees include salad, fresh rolls & butter, dessert & freshly brewed coffee/tea

RSVP by noon on Tuesday, October 22, 2013
Fran Nelson at (650) 259-2333 or fnelson@ci.millbrae.ca.us

PLEASE MAKE CHECKS PAYABLE TO:
 City of Millbrae

PLEASE MAIL CHECK TO:
 City of Millbrae, 621 Magnolia Ave., Millbrae, CA 94030



Business Meeting
Friday, October 25, 2013
6:15 P.M.

- Call to Order
- Roll Call and Introductions by City Mayors, Councilmembers, and Guests
- Welcome by Host City – Gina Papan, Mayor
- Approval of Previous Meetings Minutes and Treasurers Report
- San Mateo County Board of Supervisors Report
- Committee Reports
- Old Business
- New Business
- Announcements

Program:

- Carl Guardino, President and CEO of the Silicon Valley Leadership Group.

Directions:

From U.S. 101

Take the Millbrae Avenue Exit - go west. At El Camino, go north. At Ludeman Lane, go west. Ludeman leads directly to the club entrance.

From Highway 280

Traveling north-take the Millbrae Avenue exit. Stay straight to go onto Skyline Boulevard. Turn slight right onto Larkspur. Turn right onto Helen. Turn left onto Laurel. Turn left onto Ludeman Lane - take to end.

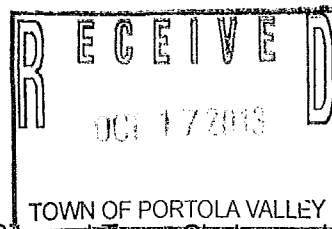
Traveling south-take the Larkspur/Hillcrest Exit. Follow Larkspur to Helen Drive, turn right. Proceed to Laurel. Turn left. Follow Laurel to Ludeman Lane. Turn left onto Ludeman. Follow into club.

ASSOCIATION OF BAY AREA GOVERNMENTS

Representing City and County Governments of the San Francisco Bay Area

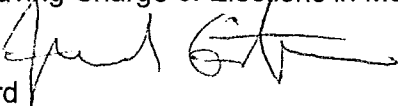


ABAG



Date: October 15, 2013

To: All Clerks of County Boards of Supervisors, City and Town Clerks, and Other Officers Having Charge of Elections in Member Jurisdictions

From: Fred Castro 
Clerk of the Board

Subject: **NOTICE OF CERTIFICATION OF ELECTION OF THE PRESIDENT AND VICE PRESIDENT OF THE ASSOCIATION OF BAY AREA GOVERNMENTS**

At the close of the nomination period at noon on Friday, October 11, 2013, only one candidate had filed the necessary nomination petition for the office of President and one candidate for the office of Vice President of the Association of Bay Area Governments.

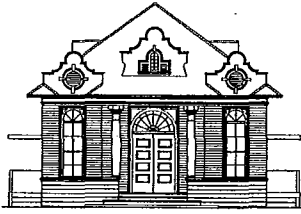
Pursuant to the Association's *Procedures for Election of the President and Vice President*: "If, at the close of nominations, only one candidate has been nominated for the office of President or for the office of Vice President, then such sole nominee is declared hereby to be elected to such office."

Therefore, I am pleased to certify the following as the Association's President-elect and Vice President-elect for the term beginning January 1, 2014 and expiring December 31, 2015.

| | |
|----------------|---|
| President | Julie Pierce Mayor City of Clayton |
| Vice President | David Rabbitt Supervisor County of Sonoma |

Cc: Ezra Rapport, Executive Director
Brad Paul, Deputy Executive Director
Kenneth K. Moy, Legal Counsel





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: October 18, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended October 18, 2013.

- 1. Harvest Festival at Town Center** – Thursday afternoon's harvest festival was a success with families enjoying a host of activities at Town Center including: imagination playground (big blue blocks) on the performance lawn, a crafts table sponsored by a local pre-school, train rides and pumpkin carving in coordination with the farmers market. Special thanks to Brandi and her team of volunteers who made the event a success: Maggie Foard, Market Manager (sponsor), Deano Lovecchio, Webb Ranch (train and pumpkin patch) Brook Coffee, volunteer (artwork for poster), Nicole Pasini, Library (imagination playground) Kay Erickson, Carillon Preschool (mask-making craft for kids) Friends of Portola Valley Library, Andy Browne, Nature & Science Committee (pumpkin carving demo).
- 2. Great ShakeOut on 10/17 @ 10:17AM** - Town staff participated in the Great ShakeOut and activated the EOC. The exercise was quite useful and highlighted the need for more frequent training. Special thanks to Ray Rothrock for participating in the exercise and offering staff training on the town's EOC communication systems. CERPP member Rick Anderson observed the event and his comments are attached to this memo.
- 3. 2013-14 Property Tax Report from County** – The County Controller's Office sent their annual report of property taxes that the Town can anticipate for the current fiscal year. With the recent change in how the County calculates TEA revenues, and some unknowns regarding Excess ERAF monies, it is difficult determine how far over budget property tax revenues will be but the outlook is positive.

Nick Pegueros

From: Rick Anderson <rlamoeba@earthlink.net>
Sent: Thursday, October 17, 2013 4:21 PM
To: Nick Pegueros
Cc: Ray Rothrock
Subject: Comments from this morning's EOC exercise

Hi Nick:

First of all, congratulations on a great EOC exercise.

Here are a few comments I jotted down during the exercise. That them for what they're worth...

Do you have a contents list for what's in your Go bags?

What was Logistics supposed to be doing during the exercise. They seemed not to have very much to do. For that matter, I'm not sure I saw the Logistics Chief doing anything.

Can the job of Finance be shared with another position. I don't see her/him having a lot to do to fill his/her time during an event.

I need to understand the radio communications part of the EOC. I suspect they are getting reports from the CERPP divisions, or anyone else who has radios tuned to the PV emergency frequency. Does the radio operator routinely relay messages received from CERPP, etc., to other officials?

Who is assigned to interface with the volunteers that happen to show up at the EOC? Is it assumed that one of the volunteers will take charge?

You need a larger "erasable" map of the Town. The one that was marked up with event locations (the one near where I was observing) was too small to be useful. The erasable markers used to identify locations pretty much obliterated any detail provided by the map. I'm not sure you need an erasable map as large as the one the EOC later annotated with sticky-labels, but you a map as large as possible that would still fit on a wall somewhere. (For a while, the EOC put the large non-erasable map in front of the white board. I suspect that would not be a good place for it in the event of a real emergency.)

Also, you might consider putting the CERPP division boundaries on the erasable map--or some other map used to identify locations of events. At one point, someone in the EOC suggested that Radio contact the division leader where the house fire had been reported. Fortunately, someone knew which division to contact--but I suspect that won't always be the case.

Is someone in charge of providing water/food for the EOC staff? When is that distributed?

I didn't see any readily available flashlights. I'm assuming that all other emergency-related tools/equipment is readily available nearby. Would it be the responsibility of logistics to run off and collect additional stuff required by the EOC? In which case, I'm assuming that Logistics EOC staff knows where to look for stuff.

If everyone brings his Go Bag, where should they be stored during an event. I first thought they'd fit under chairs, but after seeing how the chairs were shoved around during this exercise, I decided that another place needs to be found for them.

The "update" notes on the white board got pretty crowded. Especially, the updates to the house fire status: no room was reserved for updates.

Are town residents instructed beforehand that medical emergencies should be brought to the EOC/Town Center? What are CERPP division leaders told to do with people with serious injuries? There was a lot of concern in the EOC about what to do when someone showed up with lacerations: should the EOC staff drop everything and assist them? Should they be sent to the medical "tent", and told to wait for someone to show up and help them? Would there be first aid supplies available there before any doctors showed up? (IMHO, I don't think you have to worry about victims showing up with lacerations--except perhaps people hurt who were already at Town Center--and those "locals" would be there before the EOC even opens. People with more serious injuries would probably have needed the help of other town residents to get them to Town Center in the first place, so that person could be assigned to watch over them until qualified medics showed up.

I think that's pretty much all. Congratulations again on a very successful exercise.

Rick

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 867, OCTOBER 9, 2013

Mayor Richards called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Mr. Pegueros called the roll.

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

Absent: None

Others: Nick Pegueros, Town Manager
Leigh Prince, Town Attorney

ORAL COMMUNICATIONS

Caroline Vertongen, Palmer Lane, asked the Town Council to consider signing a proclamation supporting "Freedom from Workplace Bullies Week," which is October 20-26, 2013. People don't like to talk about bullying, she said, but it's happening and it's being covered up. She said she cannot enforce the law, but she can increase awareness of the bullying that occurs behind closed doors.

STUDY SESSION

The joint study session of the Town Council and Planning Commission to begin the Town's work to update the housing element was cancelled due to a lack of quorum of Planning Commission members.

CONSENT AGENDA [7:38 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of September 25, 2013 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List: October 9, 2013 in the amount of \$ 190,197.86

By motion of Vice Mayor Wengert, seconded by Councilmember Derwin, the Council approved Item 2 on the Consent Agenda with the following roll call vote:

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

No: None

- (1) Approval of Minutes: Town Council Regular Meeting of September 25, 2013

Councilmember Aalfs moved to approve the minutes, as amended, of the Town Council Regular Meeting of September 25, 2013. Seconded Councilmember Derwin, the motion carried 4-0-1 (Driscoll abstained).

REGULAR AGENDA [7:41 p.m.]

- (3) Recommendation by Mayor and Vice Mayor: Resolution amending the Employee Compensation Plan and authorizing a one-time Bonus to Town Staff effective January 1, 2014

Mr. Pegueros said the proposed Employee Compensation Plan would change the Town's benefits program structurally, primarily for health benefits. As also explained in his memorandum dated October 3, 2013, the current "cafeteria" package provides employees with a flexible spending plan that includes an allowance that's been sufficient to pay Kaiser premiums for the employee and his/her eligible dependents. Employees use their allowance to select from various HMO and PPO plans available through CalPERS health under the Public Employees' Hospital and Medical Care Act (PEHMCA). In 2014, CalPERS Health will offer a total of nine plan options; six HMOs and three PPOs.

Due to escalating health-care costs, Mr. Pegueros said, the new plan he's recommending would phase in a cost-sharing feature for employees with eligible dependents over a four-year period beginning in January 2014.

- No dependents: Beginning in 2014, the Town's flexible dollar allowance for employees with no dependents would be 125% of the Kaiser premium.
- With one dependent: By 2017, the Town allowance will equal 80% of the Kaiser premium to cover the employee and one dependent.
- With two or more dependents: By 2017, the Town allowance will equal 62.5% of the Kaiser premium to cover the employee and two or more dependents.

When the phase-in is complete, the Town's allowance for all employees in terms of dollars will be roughly equal, thereby closing the gap that currently exists where an employee with two or more dependents receives a benefit that is 259% of the benefit provided to an employee with no dependents.

Mr. Pegueros also recommended the Town Council authorize a one-time bonus to all Town staff members payable in the pay period ending on January 15, 2014. He said a \$1,750 per employee bonus across the board would neutralize the first-year impact of the cost-sharing arrangement on employees with two-plus dependents. The one-time payment would cost the Town \$24,490, or 2% of total payroll, but it isn't considered CalPERS wages and won't affect pension benefits or liabilities, Mr. Pegueros said.

Vice Mayor Wengert said that thanks in large part to the terrific preparation work, the September 26, 2013 meeting she and Mayor Richards had with employees about the need for benefit cost-sharing went well. Mayor Richards agreed that it was very well-received.

In response to a question from Councilmember Derwin on the impact of new health-care legislation, Mr. Pegueros said it would cost him 25% less if he were personally to purchase his insurance through Covered California versus through the Town. He said that in preparation for 2015, we'll learn more about how Covered California works in March or April 2013.

Thanking Mr. Pegueros for working through several iterations to bring the recommendations to this point, Vice Mayor Wengert moved to approve the resolution amending the Employee Compensation Plan and authorizing a one-time bonus to Town staff effective January 1, 2014. Seconded by Councilmember Aalfs, the motion carried 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(5) Reports from Commission and Committee Liaisons [7:53 p.m.]

Vice Mayor Wengert:

(a) Planning Commission

The Planning Commission opened the well-attended public hearing on the revised Neely/Myers application for 5.5 acres of vineyards, including some in the lower portion of the meadow at its October 2, 2013 meeting. Vice Mayor Wengert reported a good dialogue, both in favor and in opposition. The public hearing will continue on October 16, 2013 and conclude on November 20, 2013.

(b) Parks and Recreation Committee

Meeting on October 7, 2013, members of the Parks and Recreation Committee discussed their proposed quarter-pipe skateboard ramp, which they'll bring to the Council at its November 13, 2013 meeting. The Council directed staff to publicly notice this proposal on the PV Forum and the Town website as well as at the Town Center sports court, where the ramp would be installed.

Vice Mayor Wengert also reported that the Committee decided against revising its charter.

(c) Trails and Paths Committee

Among items discussed at the Trails and Paths Committee meeting on October 8, 2013 were the driveway scoring program, bicycle use of trails, closer collaboration with the Conservation Committee, plants along the Dwight Crowder trail, and the condition of the trail from Springdown to Portola Road. Vice Mayor Wengert reported that Committee member Joe Coleman is approaching individual property owners one by one in approximately 10 locations where driveway scoring is important for equestrian safety.

Councilmember Aalfs:

(d) Teen Committee

Councilmember Aalfs was unable to attend the October 6, 2013 Committee meeting.

Councilmember Driscoll:

(e) Cable and Utilities Undergrounding Committee

The Committee, which held a special meeting on October 10, 2013, is considering revising its charter to expand its scope to address concerns about digital access. The group's next meeting isn't scheduled until January 9, 2014, but members are working on drafts to get to the Town Council for consideration before then.

Councilmember Derwin:

(f) FireWise Committee

At the recent FireWise Committee meeting that she and Mr. Pegueros attended, Councilmember Derwin said Fire Chief Dan Ghiorso and Fire Marshal Denise Enea recommended banning wood shake roofs, treated and untreated alike, in Woodside and Portola Valley. A follow-up meeting of officials and experts is planned for January 2014.

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

At the Committee's meeting on October 2, 2013:

- The Sheriff's Department provided updated reports, indicating also that they are issuing more speeding tickets and cell-phone citations on Alpine and Portola Roads.
- Howard Young discussed Public Works Department initiatives involving the Alpine Road/I-280 intersection, lighted pedestrian beacons at certain crosswalks, and a study on shoulder improvements for bicycles scheduled for January 2014.

- Members discussed the Corte Madera School traffic situation. Councilmember Derwin noted that the problems have been ongoing since her children – who are now adults – were students there and neighborhood residents are antsy because the situation has been studied before. What they want is help addressing the problems. Councilmember Derwin agreed when Mr. Pegueros pointed out that the Sheriff's Department has stepped up enforcement.
- A discussion about parking at Windy Hill covered sign placement, what's working, and what's not working.

Councilmember Derwin told the Committee she'd check with C/CAG to work on funding for Safe Routes to School that may be available from Measure A sales tax via the San Mateo County Transportation Authority as well as C/CAG's own funds.

WRITTEN COMMUNICATIONS [8:23 p.m.]

(7) Town Council September 27, 2013 Weekly Digest – None

- (a) #8 – Notice – Portola Valley Neighborhood Clean-Up Day and Drug Disposal Program – Saturday, October 5, 2013

Councilmember Driscoll said this program was well-done.

- (b) #11 – Letter from resident Caroline Vertongen to the Town Council re: Request for consideration of a proclamation regarding "Freedom from Workplace Bullies Week" – September 23, 2013

After some discussion, Council directed Mr. Pegueros to review the proposed proclamation and bring the Council a recommendation for consideration to a future meeting.

(8) Town Council October 3, 2013 Weekly Digest

- (a) #4 – Agenda – Special Cable & Undergrounding Committee – Thursday, October 10, 2013

The Cable & Utilities Undergrounding Committee will bring a revised charter to the Council at a near future Meeting.

- (b) #9 – Notice – Household Hazardous Waste Event – Saturday, October 12, 2013

Councilmember Derwin said this is really a great service. Mr. Pegueros noted that the Little People's Park will be closed during this event, because based on Sustainability & Special Projects Manager Brandi de Garneau's experience, there's some concern about having household hazardous waste so close to the children.

ADJOURNMENT [8:30 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

10/23/13

Date: 10/17/2013

Time: 4:06 pm

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TOWN OF PORTOLA VALLEY

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

| | | | | |
|-----------------------|--------------------|-------|------------|-----------|
| ABAG PLAN CORPORATION | FY 2013-14 Premium | 14671 | 10/23/2013 | |
| | | | 10/23/2013 | |
| PO BOX 2050 | 0006 | | 10/23/2013 | 0.00 |
| OAKLAND | BOA | 48092 | 10/23/2013 | 0.00 |
| CA 94604-2050 | 18PREM13.14 | | | 49,992.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 05-64-4304 | Liability Insurance/Bonds | 43,708.00 | 0.00 |
| 05-66-4350 | Property Insurance | 6,284.00 | 0.00 |

| | | | |
|-----------|-----------------------|--------|-----------|
| Check No. | 48092 | Total: | 49,992.00 |
| Total for | ABAG PLAN CORPORATION | | 49,992.00 |

| | | | | |
|------------------------|----------------|-------|------------|----------|
| ABOVE ALL ROOFING | Refund Deposit | 14680 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 810 E. SAN CARLOS AVE. | 758 | | 10/23/2013 | 0.00 |
| SAN CARLOS | BOA | 48093 | 10/23/2013 | 0.00 |
| CA 94070 | | | | 1,000.00 |

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

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|-----------|-------------------|--------|----------|
| Check No. | 48093 | Total: | 1,000.00 |
| Total for | ABOVE ALL ROOFING | | 1,000.00 |

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|----------------------------|-----------------------|-------|------------|--------|
| ALMANAC | September Advertising | 14670 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 3525 ALAMEDA DE LAS PULGAS | 0048 | | 10/23/2013 | 0.00 |
| MENLO PARK | BOA | 48094 | 10/23/2013 | 0.00 |
| CA 94025 | 26598 | | | 348.00 |

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

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|-----------|---------|--------|--------|
| Check No. | 48094 | Total: | 348.00 |
| Total for | ALMANAC | | 348.00 |

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|------------------------|----------------|-------|------------|----------|
| AMERICAN EAGLE ROOFING | Refund Deposit | 14681 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 28 E. 25TH AVENUE | 2011 | | 10/23/2013 | 0.00 |
| SAN MATEO | BOA | 48095 | 10/23/2013 | 0.00 |
| CA 94403 | | | | 1,000.00 |

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

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|-----------|------------------------|--------|----------|
| Check No. | 48095 | Total: | 1,000.00 |
| Total for | AMERICAN EAGLE ROOFING | | 1,000.00 |

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|-------------------------------|----------------|-------|------------|----------|
| BAY AREA GENERAL CONSTRUCTION | Refund Deposit | 14672 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 172 MELISSA CIRCLE | 0361 | | 10/23/2013 | 0.00 |
| DALY CITY | BOA | 48096 | 10/23/2013 | 0.00 |
| CA 94014 | | | | 1,000.00 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

10/23/13

Date: 10/17/2013

Time: 4:06 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 |

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

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|-----------|---------------------------|--------|----------|
| Check No. | 48096 | Total: | 1,000.00 |
| Total for | BAY AREA GENERAL CONSTRUC | | 1,000.00 |

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|--------------------------------|------------------------------|-------|------------|--------|
| CALIFORNIA BLDG STANDARDS COMM | BSC Report, July - Sept 2013 | 14673 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 2525 NATOMAS PARK DRIVE | 458 | | 10/23/2013 | 0.00 |
| SACRAMENTO | BOA | 48097 | 10/23/2013 | 0.00 |
| CA 95833 | | | | 306.90 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-56-4224 | BSA/SMIP/DSA Fees | 306.90 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|--------|
| Check No. | 48097 | Total: | 306.90 |
| Total for | CALIFORNIA BLDG STANDARDS C | | 306.90 |

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|---------------------|---------------------|-------|------------|-------|
| CITY OF MILLBRAE | Dinner/Mtg., Derwin | 14674 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 621 MAGNOLIA AVENUE | 438 | | 10/23/2013 | 0.00 |
| MILLBRAE | BOA | 48098 | 10/23/2013 | 0.00 |
| CA 94030 | | | | 50.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4327 | Educ/Train: Council & Commissn | 50.00 | 0.00 |

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|-----------|------------------|--------|-------|
| Check No. | 48098 | Total: | 50.00 |
| Total for | CITY OF MILLBRAE | | 50.00 |

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|---------------------------|----------------------|-------|------------|----------|
| CITY OF REDWOOD CITY (IT) | September IT Support | 14675 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 3629 | 586 | | 10/23/2013 | 0.00 |
| REDWOOD CITY | BOA | 48099 | 10/23/2013 | 0.00 |
| CA 94064 | BR30814 | | | 1,957.70 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-54-4216 | IT & Website Consultants | 1,957.70 | 0.00 |

| | | | |
|-----------|---------------------------|--------|----------|
| Check No. | 48099 | Total: | 1,957.70 |
| Total for | CITY OF REDWOOD CITY (IT) | | 1,957.70 |

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|-----------------------|------------------------------|-------|------------|----------|
| CSG CONSULTANTS INC | Bldg. Inspection, 9/9 - 9/12 | 14682 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 1700 S. AMPHLETT BLVD | 622 | | 10/23/2013 | 0.00 |
| SAN MATEO | BOA | 48100 | 10/23/2013 | 0.00 |
| CA 94402 | 025425 | | | 3,040.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------|----------------|-----------------|
| 05-50-4062 | Temp Bldg Inspection | 3,040.00 | 0.00 |

| | | | |
|-----------|---------------------|--------|----------|
| Check No. | 48100 | Total: | 3,040.00 |
| Total for | CSG CONSULTANTS INC | | 3,040.00 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

10/23/13

Date: 10/17/2013

Time: 4:06 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 |

| | | | | |
|-----------------------|-------------------------|-------|------------|----------|
| CUB SCOUT PACK #163 | Facility Deposit Refund | 14677 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 1215 LOS TRANCOS ROAD | 0362 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48101 | 10/23/2013 | 0.00 |
| CA 94028 | | | | 1,000.00 |

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

| | | | |
|-----------|---------------------|--------|----------|
| Check No. | 48101 | Total: | 1,000.00 |
| Total for | CUB SCOUT PACK #163 | | 1,000.00 |

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|----------------|-----------------------|-------|------------|-------|
| CULLIGAN | 10/01 - 10/31 Service | 14678 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P. O. BOX 5277 | 0250 | | 10/23/2013 | 0.00 |
| CAROL STREAM | BOA | 48102 | 10/23/2013 | 0.00 |
| IL 60197-5277 | | | | 43.70 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------|----------------|-----------------|
| 05-64-4336 | Miscellaneous | 43.70 | 0.00 |

| | | | |
|-----------|----------|--------|-------|
| Check No. | 48102 | Total: | 43.70 |
| Total for | CULLIGAN | | 43.70 |

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|-------------------|----------------------------|-------|------------|--------|
| AMY DEBENEDICTIS | Instructor Fees, Fall 2013 | 14676 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 819 LAUREL AVENUE | 2130 | | 10/23/2013 | 0.00 |
| MENLO PARK | BOA | 48103 | 10/23/2013 | 0.00 |
| CA 94025 | | | | 828.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 828.00 | 0.00 |

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 48103 | Total: | 828.00 |
| Total for | AMY DEBENEDICTIS | | 828.00 |

| | | | | |
|----------------------------|---------------------------|-------|------------|--------|
| DEPARTMENT OF CONSERVATION | SMISHMF, July - Sept 2013 | 14679 | 10/23/2013 | |
| Division of Administrative | | | 10/23/2013 | |
| 801 K STREET MS22-15 | 0054 | | 10/23/2013 | 0.00 |
| SACRAMENTO | BOA | 48104 | 10/23/2013 | 0.00 |
| CA 95814-3531 | | | | 684.31 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-56-4224 | BSA/SMIP/DSA Fees | 684.31 | 0.00 |

| | | | |
|-----------|---------------------------|--------|--------|
| Check No. | 48104 | Total: | 684.31 |
| Total for | DEPARTMENT OF CONSERVATIO | | 684.31 |

| | | | | |
|----------------------------|---------------------------|-------|------------|--------|
| DIV OF THE STATE ARCHITECT | DSA Fee, July - Sept 2013 | 14683 | 10/23/2013 | |
| | | | 10/23/2013 | |
| ATTN: SB 1186 | 1085 | | 10/23/2013 | 0.00 |
| SACRAMENTO | BOA | 48105 | 10/23/2013 | 0.00 |
| CA 95811 | | | | 138.30 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-56-4224 | BSA/SMIP/DSA Fees | 138.30 | 0.00 |

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TOWN OF PORTOLA VALLEY

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

| | | | |
|-----------|----------------------------|--------|--------|
| Check No. | 48105 | Total: | 138.30 |
| Total for | DIV OF THE STATE ARCHITECT | | 138.30 |

| | | | | |
|--------------------|----------------------------|-------|------------|-----------|
| JEANNIE GOLDMAN | Instructor Fees, Fall 2013 | 14684 | 10/23/2013 | |
| 741 MANZANITA ROAD | 706 | | 10/23/2013 | 0.00 |
| WOODSIDE | BOA | 48106 | 10/23/2013 | 0.00 |
| CA 94062 | | | | 15,071.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 15,071.00 | 0.00 |

| | | | |
|-----------|-----------------|--------|-----------|
| Check No. | 48106 | Total: | 15,071.00 |
| Total for | JEANNIE GOLDMAN | | 15,071.00 |

| | | | | |
|-----------------|---------------------|-------|------------|--------|
| HILLYARD, INC | Janitorial Supplies | 14685 | 10/23/2013 | |
| P.O. BOX 874338 | 531 | | 10/23/2013 | 0.00 |
| KANSAS CITY | BOA | 48107 | 10/23/2013 | 0.00 |
| MO 64187-4338 | 600869611 | | | 234.20 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-66-4340 | Building Maint Equip & Supp | 234.20 | 0.00 |

| | | | |
|-----------|---------------|--------|--------|
| Check No. | 48107 | Total: | 234.20 |
| Total for | HILLYARD, INC | | 234.20 |

| | | | | |
|----------------|------------------|-------|------------|--------|
| HORIZON | Field Fertilizer | 14686 | 10/23/2013 | |
| P.O. BOX 52758 | 0289 | | 10/23/2013 | 0.00 |
| PHOENIX | BOA | 48108 | 10/23/2013 | 0.00 |
| AZ 85072-2758 | 1N150206 | | | 252.88 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 252.88 | 0.00 |

| | | | |
|-----------|---------|--------|--------|
| Check No. | 48108 | Total: | 252.88 |
| Total for | HORIZON | | 252.88 |

| | | | | |
|------------------|---------------------------|-------|------------|--------|
| J.W. ENTERPRISES | Portable Lavs, 10/3-10/30 | 14687 | 10/23/2013 | |
| 1689 MORSE AVE | 829 | | 10/23/2013 | 0.00 |
| VENTURA | BOA | 48109 | 10/23/2013 | 0.00 |
| CA 93003 | 170990 | | | 235.44 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-58-4244 | Portable Lavatories | 235.44 | 0.00 |

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 48109 | Total: | 235.44 |
| Total for | J.W. ENTERPRISES | | 235.44 |

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TOWN OF PORTOLA VALLEY

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

| | | | | |
|-----------------------|--------------------------|-------|------------|--------|
| ALVIN JEN | PV Intern, Mileage Reimb | 14688 | 10/23/2013 | |
| | | | 10/23/2013 | |
| C/O MICHAEL WISZOWATY | 417 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48110 | 10/23/2013 | 0.00 |
| CA 94028 | | | | 197.75 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-64-4328 | Mileage Reimbursement | 197.75 | 0.00 |

| | | | |
|-----------|-----------|--------|--------|
| Check No. | 48110 | Total: | 197.75 |
| Total for | ALVIN JEN | | 197.75 |

| | | | | |
|-----------------------------------|---------------------|-------|------------|-----------|
| JORGENSON SIEGEL MCCLURE & FLEGEL | September Statement | 14689 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 1100 ALMA STREET | 0089 | | 10/23/2013 | 0.00 |
| MENLO PARK | BOA | 48111 | 10/23/2013 | 0.00 |
| CA 94025 | | | | 13,811.99 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-54-4182 | Town Attorney | 12,577.99 | 0.00 |
| 96-54-4186 | Attorney - Charges to Appls | 1,234.00 | 0.00 |

| | | | |
|-----------|----------------------------|--------|-----------|
| Check No. | 48111 | Total: | 13,811.99 |
| Total for | JORGENSON SIEGEL MCCLURE & | | 13,811.99 |

| | | | | |
|----------------------|----------------|-------|------------|--------|
| LISA KEAMY | Refund Deposit | 14690 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 295 GOLDEN OAK DRIVE | 0363 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48112 | 10/23/2013 | 0.00 |
| CA 94028 | | | | 165.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 165.00 | 0.00 |

| | | | |
|-----------|------------|--------|--------|
| Check No. | 48112 | Total: | 165.00 |
| Total for | LISA KEAMY | | 165.00 |

| | | | | |
|-------------------------|----------------------|-------|------------|-----------|
| KUTZMANN & ASSOCIATES | September Plan Check | 14691 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 39355 CALIFORNIA STREET | 0090 | | 10/23/2013 | 0.00 |
| FREMONT | BOA | 48113 | 10/23/2013 | 0.00 |
| CA 94538 | | | | 21,448.75 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-54-4200 | Plan Check Services | 21,448.75 | 0.00 |

| | | | |
|-----------|-----------------------|--------|-----------|
| Check No. | 48113 | Total: | 21,448.75 |
| Total for | KUTZMANN & ASSOCIATES | | 21,448.75 |

| | | | | |
|------------------------|------------------------|-------|------------|--------|
| LADERA COUNTRY SHOPPER | Flowers for Retirement | 14692 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 3130 ALPINE ROAD | 412 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48114 | 10/23/2013 | 0.00 |
| CA 94028 | 9849 | | | 183.12 |

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

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

| | | | | |
|------------|---------------|--------|------|--|
| 05-64-4336 | Miscellaneous | 183.12 | 0.00 | |
|------------|---------------|--------|------|--|

| | | | |
|-----------|------------------------|--------|--------|
| Check No. | 48114 | Total: | 183.12 |
| Total for | LADERA COUNTRY SHOPPER | | 183.12 |

| | | | | |
|-------------------------------|--------------------------------|-------|------------|-------|
| LCC PENINSULA DIVISION | Dinner Meeting, Derwin/Peguero | 14693 | 10/23/2013 | |
| Attn: Jessica Stanfill Mullin | | | 10/23/2013 | |
| CITY OF SO. SAN FRANCISCO | 623 | | 10/23/2013 | 0.00 |
| SO. SAN FRANCISCO | BOA | 48115 | 10/23/2013 | 0.00 |
| CA 94080 | | | | 80.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4326 | Education & Training | 40.00 | 0.00 |
| 05-64-4327 | Educ/Train: Council & Commissn | 40.00 | 0.00 |

| | | | |
|-----------|------------------------|--------|-------|
| Check No. | 48115 | Total: | 80.00 |
| Total for | LCC PENINSULA DIVISION | | 80.00 |

| | | | | |
|------------------|-------------------------------|-------|------------|--------|
| NANCY LUND | Reimb for Hist Resourc Laptop | 14694 | 10/23/2013 | |
| | Backup Archival Files | | 10/23/2013 | |
| 240 GOLDEN HILLS | 0241 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48116 | 10/23/2013 | 0.00 |
| CA 94028 | | | | 109.99 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-52-4154 | Historic Resources Committee | 109.99 | 0.00 |

| | | | |
|-----------|------------|--------|--------|
| Check No. | 48116 | Total: | 109.99 |
| Total for | NANCY LUND | | 109.99 |

| | | | | |
|---------------------|-------------------------|-------|------------|----------|
| MAZE & ASSOCIATES | Prep Financial 06/30/13 | 14695 | 10/23/2013 | |
| | Progress Payment | | 10/23/2013 | |
| 3478 BUSKIRK AVENUE | 879 | | 10/23/2013 | 0.00 |
| PLEASANT HILL | BOA | 48117 | 10/23/2013 | 0.00 |
| CA 94523 | 7625 | | | 3,430.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-54-4180 | Accounting & Auditing | 3,430.00 | 0.00 |

| | | | |
|-----------|-------------------|--------|----------|
| Check No. | 48117 | Total: | 3,430.00 |
| Total for | MAZE & ASSOCIATES | | 3,430.00 |

| | | | | |
|----------------------------|--------------------------|-------|------------|--------|
| MUNICIPAL CODE CORPORATION | Online Host Fee, 2013-14 | 14696 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 2235 | 788 | | 10/23/2013 | 0.00 |
| TALLAHASSEE | BOA | 48118 | 10/23/2013 | 0.00 |
| FL 32316 | 234077 | | | 650.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4311 | Internet Service & Web Hosting | 650.00 | 0.00 |

| | | | |
|-----------|----------------------------|--------|--------|
| Check No. | 48118 | Total: | 650.00 |
| Total for | MUNICIPAL CODE CORPORATION | | 650.00 |

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

| | | | | |
|-------------|-------------------------|-------|------------|-----------|
| PERS HEALTH | November Health Premium | 14697 | 10/23/2013 | |
| | | | 10/23/2013 | |
| VIA EFT | 0108 | | 10/23/2013 | 0.00 |
| | BOA | 48119 | 10/23/2013 | 0.00 |
| | | | | 18,560.20 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-50-4086 | Health Insurance Medical | 18,560.20 | 0.00 |

| | | | |
|-----------|-------------|--------|-----------|
| Check No. | 48119 | Total: | 18,560.20 |
| Total for | PERS HEALTH | | 18,560.20 |

| | | | | |
|------------------|----------------|-------|------------|----------|
| RPC CONSTRUCTION | Refund Deposit | 14698 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 236 CENTER ST. | 0364 | | 10/23/2013 | 0.00 |
| REDWOOD CITY | BOA | 48120 | 10/23/2013 | 0.00 |
| CA 94061 | | | | 1,000.00 |

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

| | | | |
|-----------|------------------|--------|----------|
| Check No. | 48120 | Total: | 1,000.00 |
| Total for | RPC CONSTRUCTION | | 1,000.00 |

| | | | | |
|------------------------------|---------------|-------|------------|-------|
| SAN MATEO CO INF SERVICES | September M/W | 14699 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 455 COUNTY CENTER, 3RD FLOOR | 0307 | | 10/23/2013 | 0.00 |
| REDWOOD CITY | BOA | 48121 | 10/23/2013 | 0.00 |
| CA 94063 | 1YPV11309 | | | 76.00 |

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

| | | | |
|-----------|---------------------------|--------|-------|
| Check No. | 48121 | Total: | 76.00 |
| Total for | SAN MATEO CO INF SERVICES | | 76.00 |

| | | | | |
|--------------------------------|------------------------|-------|------------|----------|
| SMALL BUSINESS BENEFIT PLAN TR | November Dental/Vision | 14700 | 10/23/2013 | |
| | | | 10/23/2013 | |
| | 0132 | | 10/23/2013 | 0.00 |
| BELMONT | BOA | 48122 | 10/23/2013 | 0.00 |
| CA 94002-0156 | | | | 2,446.30 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-50-4090 | Health Ins Dental & Vision | 2,446.30 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|----------|
| Check No. | 48122 | Total: | 2,446.30 |
| Total for | SMALL BUSINESS BENEFIT PLAN | | 2,446.30 |

| | | | | |
|----------------------------|-------------------------|-------|------------|--------|
| SONICLEAR TRIO SYSTEMS LLC | Annual Support, 2013-14 | 14701 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 4 E. HOLLY STREET | 1352 | | 10/23/2013 | 0.00 |
| PASADENA | BOA | 48123 | 10/23/2013 | 0.00 |
| CA 91103 | | | | 373.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-64-4314 | Equipment Services Contracts | 373.00 | 0.00 |

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

| | | | |
|-----------|----------------------------|--------|--------|
| Check No. | 48123 | Total: | 373.00 |
| Total for | SONICLEAR TRIO SYSTEMS LLC | | 373.00 |

| | | | | |
|---------------------|----------------------------|-------|------------|----------|
| SHELLY SWEENEY | Instructor Fees, Fall 2013 | 14702 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 285 GRANDVIEW DRIVE | 407 | | 10/23/2013 | 0.00 |
| WOODSIDE | BOA | 48124 | 10/23/2013 | 0.00 |
| CA 94062 | | | | 2,304.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 2,304.00 | 0.00 |

| | | | |
|-----------|----------------|--------|----------|
| Check No. | 48124 | Total: | 2,304.00 |
| Total for | SHELLY SWEENEY | | 2,304.00 |

| | | | | |
|-------------------------|-----------------------------|-------|------------|----------|
| THERMAL MECHANICAL, INC | Sept Bi-Monthly Maintenance | 14703 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 425 ALDO AVENUE | 955 | | 10/23/2013 | 0.00 |
| SANTA CLARA | BOA | 48125 | 10/23/2013 | 0.00 |
| CA 95054 | PM-57138 | | | 1,468.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4341 | Community Hall | 489.34 | 0.00 |
| 05-66-4346 | Mechanical Sys Maint & Repair | 489.33 | 0.00 |
| 25-66-4340 | Building Maint Equip & Supp | 489.33 | 0.00 |

| | | | |
|-----------|-------------------------|--------|----------|
| Check No. | 48125 | Total: | 1,468.00 |
| Total for | THERMAL MECHANICAL, INC | | 1,468.00 |

| | | | | |
|--------------------|-----------------------------|-------|------------|----------|
| TOWNSEND MGMT, INC | September Applicant Charges | 14704 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 24442 | 609 | | 10/23/2013 | 0.00 |
| SAN FRANCISCO | BOA | 48126 | 10/23/2013 | 0.00 |
| CA 94124 | | | | 1,140.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 96-54-4194 | Engineer - Charges to Appls | 1,140.00 | 0.00 |

| | | | |
|-----------|--------------------|--------|----------|
| Check No. | 48126 | Total: | 1,140.00 |
| Total for | TOWNSEND MGMT, INC | | 1,140.00 |

| | | | | |
|-----------------|----------------------------|-------|------------|--------|
| YVONNE TRYCE | Instructor Fees, Fall 2013 | 14705 | 10/23/2013 | |
| | Reimb, "Bird Day" Banners | | 10/23/2013 | |
| 90 JOAQUIN ROAD | 512 | | 10/23/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 48127 | 10/23/2013 | 0.00 |
| CA 94028 | | | | 715.46 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-52-4163 | Science & Nature | 124.46 | 0.00 |
| 05-58-4246 | Instructors & Class Refunds | 591.00 | 0.00 |

| | | | |
|-----------|--------------|--------|--------|
| Check No. | 48127 | Total: | 715.46 |
| Total for | YVONNE TRYCE | | 715.46 |

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

| | | | | |
|-----------------------------|----------------------|-------|------------|--------|
| U.S. BANK EQUIPMENT FINANCE | October Copier Lease | 14706 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 790448 | 472 | | 10/23/2013 | 0.00 |
| ST. LOUIS | BOA | 48128 | 10/23/2013 | 0.00 |
| MO 63179-0448 | 237935283 | | | 517.95 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 05-64-4312 | Office Equipment | 517.95 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|--------|
| Check No. | 48128 | Total: | 517.95 |
| Total for | U.S. BANK EQUIPMENT FINANCE | | 517.95 |

| | | | | |
|------------------|--------------------|-------|------------|--------|
| VERIZON WIRELESS | September Cellular | 14707 | 10/23/2013 | |
| | | | 10/23/2013 | |
| P.O. BOX 660108 | 0131 | | 10/23/2013 | 0.00 |
| DALLAS | BOA | 48129 | 10/23/2013 | 0.00 |
| TX 75266-0108 | 9712207668 | | | 145.05 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4318 | Telephones | 145.05 | 0.00 |

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 48129 | Total: | 145.05 |
| Total for | VERIZON WIRELESS | | 145.05 |

| | | | | |
|----------------------|-------------------------|-------|------------|----------|
| NANCY WEBER | Refund Facility Deposit | 14708 | 10/23/2013 | |
| | | | 10/23/2013 | |
| 3004 LANSDALE AVENUE | 0365 | | 10/23/2013 | 0.00 |
| SAN MATEO | BOA | 48130 | 10/23/2013 | 0.00 |
| CA 94403 | | | | 1,000.00 |

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

| | | | |
|-----------|-------------|--------|----------|
| Check No. | 48130 | Total: | 1,000.00 |
| Total for | NANCY WEBER | | 1,000.00 |

| | | | |
|-----------------|----|----------------------------|------------|
| Total Invoices: | 39 | Grand Total: | 147,004.99 |
| | | Less Credit Memos: | 0.00 |
| | | Net Total: | 147,004.99 |
| | | Less Hand Check Total: | 0.00 |
| | | Outstanding Invoice Total: | 147,004.99 |

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
October 23, 2013

Claims totaling \$147,004.99 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

**Proclamation of the Portola Valley Town Council
Declaring October 20 – October 26, 2013
“Freedom from Workplace Bullies Week”**

WHEREAS, the Town of Portola Valley has an interest in promoting the social and economic well-being of its employees and citizens; and

WHEREAS, that well-being depends upon the existence of healthy and productive employees working in safe and abuse-free environments; and

WHEREAS, research has documented the stress-related health consequences for individuals caused by exposure to abusive work environments; and

WHEREAS, abusive work environments are costly to employers with consequences including reduced productivity, absenteeism, turnover, employee dissatisfaction, and injuries; and

WHEREAS, protection from abusive work environments should apply to every worker, and not limited to legally protected class status based only on race, color, gender, national origin, age, or disability;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Town of Portola Valley hereby proclaim October 20-26, 2013 “Freedom from Workplace Bullies Week”.

WITNESS MY HAND AND THE SEAL OF THE TOWN OF PORTOLA VALLEY on this 23 day of October, 2013.

Mayor

Attest:

Town Clerk

To: The Town Council
From: Cable and Undergrounding Committee
Date: October 16, 2013

At its October 10, 2013 meeting, the Cable and Undergrounding Committee agreed to refocus its attention to digital media and undergrounding. Because TV franchises are now statewide contracts, the town no longer has a direct relationship with cable TV providers and thus a focus on them is no longer appropriate. After some discussion, we felt that the technical expertise of many committee members could be best used if refocused on undergrounding of utilities and digital media.

Our proposed revised charter is attached for your review, modification, and approval.

Sincerely,

Ken Lavine,
Chair, Cable and Undergrounding Committee

CURRENT

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

GOVERNING ORDINANCE

Franchise TV Ordinance No. 1991-260 (and Franchise TV Agreement of February 27, 1991 between the Town and Western Cabled Systems and resolution no 2003-2002 approving the change of control to Comcast).

OBJECTIVES

To oversee the operations of the Cabled TV System in Portola Valley; to advise the Town Council on matters relating to the system; to act as liaison between the franchise operator and the Town and its residents to facilitate harmonious communications; to oversee broadband access; to further the undergrounding of utilities.

DUTIES AND FUNCTIONS

1. The Committee will obtain periodic reports from the franchisee and will ensure compliance with the franchise ordinance and the franchise agreement.
2. The Committee will advise the Council with respect to all matters relating to the operation and performance of the Cable TV System.
3. The Committee will serve as liaison between the Town and its residents and the franchise operator with respect to programming, rates, and customer service.
4. The Committee will explore capabilities to broadcast council & town meetings.
5. The Committee will work to increase broadband Internet coverage.
6. The Committee will advise the Council on options to underground utility lines.

RESPONSIBLE TO:

Town Council

COORDINATION:

Council Liaison
Town Administrator

MEMBERSHIP

Seven members appointed by the Mayor for one-year terms with Council concurrence. Rotating Chair selected by committee.

MEETINGS

Held on second Thursday of odd numbered months at 8:15 a.m.

PROPOSED

Utilities and Digital Media Committee

(as proposed by the current Cable and Undergrounding Committee)

GOVERNING ORDINANCE

TBD

OBJECTIVES

To advise Town Council and town staff regarding matters related to the undergrounding of utility wires, improvements to digital access infrastructure in town, and improved services offered via the town's web portal.

DUTIES AND FUNCTIONS

1. The committee will advise the Town Council on matters related to the undergrounding of utility wires currently installed on utility poles.
2. The committee will advise the Town Council on digital access infrastructure, including wired and wireless internet access as well as wireless cellular coverage.
3. The committee will advise the Town Council on digital communications, including changes to the town's website portal that advance it for users. Best practices will be determined by monitoring other town's websites.
4. The committee will keep abreast of current and future development of digital access and advise Town Council of potential impact to both town and users.

RESPONSIBLE TO:

Town Council

COORDINATION:

Council Liaison

Town Manager

MEMBERSHIP

Seven members appointed by the Mayor for one-year terms with Council concurrence. Rotating Chair selected by committee.

MEETINGS

Held on second Thursday of odd number months at 8:15am.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: October 23, 2013

RE: **Draft Revisions to the Committee Handbook**

RECOMMENDATION

The recommendation is for the Town Council to consider for approval the proposed revisions to the Committee Handbook as attached.

BACKGROUND

Periodically the Town reviews the Committee Handbook and makes necessary revisions. The updated handbook is provided to the Committees at the annual committee orientation.

DISCUSSION

The major proposed revisions to the Community Handbook are noted below:

1. **Elimination of Community Events Committee (CEC)** – Due to a lack of interested volunteers to serve on the CEC, the committee no longer has the minimum number of members to continue as a committee. The events that have historically been managed by the committee — Town Picnic, Blues & BBQ, and the Volunteer Appreciation Event — have been picked up by other groups. The most recent Town Picnic was organized by an ad hoc group of volunteers, with parents of active Boy Scouts, Girl Scouts, and Cub Scouts serving as the core group. Blues & BBQ was cancelled this year and it remains to be seen if the Open Space Acquisition Committee or another group will take over management of this event.

It is important to note that an ad hoc group has assembled to plan the Town's 50th Anniversary celebration. Currently the group is planning to host an event in September 2014, which is the month when Blues & BBQ is typically scheduled. Finally, the Volunteer Appreciation Event is being managed by town staff with the assistance of volunteers.

2. **Clarification in the Expending Funds (p. 13)** – Staff requests that the Town Council adopt some guidance for committees on the lead time needed for staff to process vendor payments for committee expenditure. The recommended timeframe is that committees provide staff with requests for payments to vendors no less than three weeks prior to the payment being due. This lead time allows staff the opportunity to follow established internal controls such as obtaining the vendor's tax identification number, confirming budget availability, and receiving Town Manager and Town Council approval.
3. **Committee Events (p. 17)** – Staff recommends a complete revision of the Committee Events section of the Handbook to reflect the current procedure in place to manage events. With the increased usage of Town Center facilities, the procedure is essential to ensuring that the facilities are not overused on any one day with conflicting events and/or activities. This revision also clarifies that the committees are responsible for all aspects of the events, including setup and cleanup.

FISCAL IMPACT

None

ATTACHMENTS

1. Committee Handbook, proposed revision 10-23-13



Town of Portola Valley

Commission and Advisory Committee Policies & Procedures Handbook

Adopted by the Portola Valley Town Council
~~February 13, 2013~~ Proposed October 23, 2013

TOWN OF PORTOLA VALLEY COMMISSION & ADVISORY COMMITTEE

Policies & Procedures Handbook

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THE NEEDS AND REWARDS OF VOLUNTEERING

~ by Bill Lane, Former Mayor

Our nation is embarking on a time of renewed patriotism that provides an opportunity for each citizen to make a difference in their community through volunteerism. A critical component of our founding fathers' vision for our country was the importance of volunteerism. We in Portola Valley have seen over the years how important this concept has been to the foundation of our community.

During the time leading up to the Town's incorporation on July 7, 1964, there were countless volunteers who called on every household to answer questions and gain support for the legal formation of our Town. In the end, there was record-breaking support for incorporation (81% of registered voters), with reliance on volunteers to perform much of the work being a significant cornerstone of the Town's ongoing governance.

As one of the Town's first mayors elected by the voters, I am proud of all the Town has accomplished! My wife, Jean, and I have had the privilege throughout the years of volunteering in a number of ways, including service on committees.

Today, with demands from a growing population, we have seen more traffic, the need for development controls, increased use of our schools, library, trails, playing fields and so forth, not only by our own residents, but also our neighbors. It cannot be said of Portola Valley that we are a "gated community"!

So many remarkable accomplishments have been achieved, due in large part to literally hundreds of volunteers working with a small, highly capable and dedicated Town staff, along with the support of a retained Town planner and legal counsel. This partnership, with mutual respect, is essential! Our new, award-winning Town Center and Sausal Creek Day-Lighting projects are the latest examples of what can be achieved through this important partnership.

The highest level of volunteerism is the elected five-member Town Council at the top of a tier of appointed Planning Commission, Architectural and Site Commission, and several advisory committees; both permanent and special assignment in nature.

Each and every volunteer's service, irrespective of the level, is critical to this incredible community's continued success! Our commission and committee volunteers, working in concert with the Town Council, ensure the unique quality of life we all enjoy in this very special place continues. Without robust volunteer effort, the unique characteristics of our Town that we can all too often take for granted, will be lost.

Finally, it is often said that you get out of life what you give. Through volunteerism, we not only provide support for our Town; we obtain the rich rewards of friendship and of truly making a difference, while setting a meaningful example for future generations.

TOWN OF PORTOLA VALLEY GOVERNANCE

The Town of Portola Valley is a General Law City operating under a Council-Mayor form of governance. The Town was incorporated in 1964. Under State law Portola Valley is required to conduct its governance in an open and ethical manner. In addition to the requirements of the law, it has always been Town policy to so conduct its governance; the Town of Portola Valley strives to meet or exceed the legal minimums in this regard.

Town Council

The Town Council is comprised of five members elected by the citizens of Portola Valley.

The Town Council is responsible for all the Town's governmental functions except those services provided by the Woodside Fire Protection District, West Bay Sanitary District, and other utility providers. Cable and garbage services are provided through franchise agreements entered into by the Town on behalf of its residents. Law enforcement services are provided through a contract between the Town and the San Mateo County Sheriff's Department. Elementary and middle schools are governed by the Portola Valley School District.

The Town Council:

- Receives and budgets all revenues
- Appoints the Town Manager, Town Attorney, Commission members, Advisory Committee members, and establishes salary ranges
- Adopts ordinances, policies and regulations
- Grants franchises
- Considers appeals from decisions of the Planning Commission, Architectural and Site Control Commission, and Town Manager and may affirm, reverse or modify these decisions or findings
- Establishes fee schedules and charges for municipal services
- May buy, lease and hold real and personal property for the Town
- Has the power to declare an emergency

Mayor

The Mayor is elected by the Town Council and serves for a term of one year. The Mayor presides at Council meetings, acts as the Town's official representative, and signs all official documents, unless otherwise specified by the Council.

Vice Mayor

The Vice-Mayor serves in the Mayor's absence.

Council Meetings

Council meetings are open to the public and are held on the 2nd and 4th Wednesday of each month at 7:30 p.m. in the Historic Schoolhouse, 765 Portola Road, Portola Valley.

Posting of Meeting Agendas and Ordinances

Meeting agendas and new or amended ordinances are posted on outdoor bulletin boards at Town Hall, the Nathhorst Triangle and the Village Square. Copies of agendas, ordinances and minutes of meetings may be obtained at Town Hall, or may be obtained through the Town's website, where citizens may register to receive automatic notification that agendas and other important documents have been posted.

Commissions and Advisory Committees

These policies and procedures apply to *Commissions* and *Advisory Committees*. The purposes and responsibilities of the various committees vary, but they are generally governed in the same way.

A committee's responsibilities are of two types:

In its *advisory* role, a committee is responsible for advising the Town Council, and in some cases commissions, on matters within its area of responsibility. "Advising" may include such activities as review and reporting on discretionary matters such as site development permit applications; providing general information or advice in written form or at public meetings; and recommending actions, possibly including legislation. Although a committee's recommendations may affect Town policies, priorities and procedures, if adopted by the Council, the committee does not have any direct authority over policies, priorities and procedures.

In its *support* role, a committee assists and augments Town staff in the performance of the functions of Town government. For example, the Conservation Committee organizes Town volunteers for removal of invasive plants on Town land, and the Public Works Committee may inspect and report to the Town's Public Works Director the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

The various committees have differing amounts of advisory and support responsibility, but all have at least one or the other. A group lacking advisory or support roles is not a committee. For example, a group formed to facilitate

meetings concerning a unique area of interest among Town residents could be granted resources, such as meeting space, and could be allowed to announce its activities using Town communication methods, but it would not be an advisory committee.

A commission has one additional responsibility beyond those of advisory committees:

In its *regulatory* role, a commission makes legally binding decisions on matters within its authority. For example, the Architecture and Site Control Commission reviews and approves most site development plans. Generally, these decisions may be appealed to the Town Council.

Ultimately, the Town's commissions and advisory committees seek to fulfill the needs of the community as they are identified by the Town Council.

Both commissions and committees are encouraged to develop and communicate to the Town Council recommendations under their purview that will enhance the quality of life for residents, provided, however, the emphasis on committee work is to be placed on meeting the goals and objectives that have been identified by the Town Council.

Official Town Commissions & Committees

The Town has two commissions: the *Planning Commission* and the *Architectural and Site Control Commission*.

The Town has 16 permanent Advisory Committees:

- *Bicycle, Pedestrian & Traffic Safety*
- *Cable and Utilities Undergrounding*
- ~~*Community Events*~~
- *Conservation*
- *Cultural Arts*
- *Emergency Preparedness*
- *Finance*
- *Geologic Safety*
- *Historic Resources*
- *Nature and Science*
- *Open Space Acquisition*
- *Parks & Recreation*
- *Public Works*
- *Sustainability*
- *Teen*
- *Trails & Paths*

From time to time, special ad hoc committees are appointed by the Council to make recommendations on issues of importance to the community.

A monthly calendar is published with committee and commission meeting times and agendas are posted on the Town's website.

Town Manager

The Town Manager is the Town's administrative head and is appointed by the Council. The Town Manager supervises all other staff members.

Portola Valley Sphere of Influence

The Sphere of Influence of Portola Valley has been established by the Local Agency Formation Commission (LAFCO) and includes: portions of the Stanford lands known as the Webb Ranch; the communities of Ladera, Los Trancos Woods and Vista Verde; and an area north of Skyline Boulevard and west of Page Mill Road. These areas are closely related to the Town in issues relating to traffic, geography and land use. If these areas were annexed, LAFCO has recommended they become part of Portola Valley rather than part of any other jurisdiction.

Currently, while residents of these areas have a Portola Valley address and zip code, they are not legally considered part of Portola Valley for voting and other purposes. However, upon approval of the Town Council, residents of these areas or others may be appointed to serve on Town committees or commissions to ensure desired expertise or diversified representation on issues is obtained. In making and confirming appointments, the Mayor and Town Council shall give preference to those applicants who reside in the incorporated area of the Town of Portola Valley other factors being equal.

Town Governance Documents

The Town, incorporated on July 7, 1964, is a community of approximately 4,600 people. Through the Town's General Plan, a document required by California State Law, the residents have expressed their strong common interests in preserving the small town character and natural conditions of the area. The General Plan is a long-range, comprehensive and general guide to the future physical development of Portola Valley. The General Plan includes eight elements as required by State Law: Land Use; Open Space; Sustainability; Housing; Circulation; Safety; Conservation; and Noise. The General Plan also includes a Recreation Element; a Historic Element; a Scenic Roads and Highways Element; and Trails and Paths Element, all of which are unique to our community.

The goals, objectives, principles and standards stated in the General Plan set the framework for the zoning, site development, subdivision and other land use regulations of the Town.

The Town's governmental organization and land use controls further the objectives contained in the General Plan and are based in large part on the voluntary efforts of the local citizens. The size of the Town staff has been kept small through the use of volunteer citizen committees as well as professional consultants for planning, geology, and legal services and contracting with the San Mateo County Sheriff's Department for law enforcement services.

The Town's ordinances were codified in 1984 to form the Portola Valley Municipal Code. The Town Council finds that resident compliance with the Municipal Code and applicable state codes throughout the Town is an important public service and enables the Town to better implement its general plan. Code compliance is vital to protection of the public's health, safety, and quality of life. The Municipal Code includes the following Titles: General Provisions; Administration and Personnel; Revenue and Finance; Business Taxes, Licenses and Regulations; Animals; Health and Safety; Public Peace, Morals and Welfare; Vehicles and Traffic; Streets, Trails and Public Places; Public Utilities; Environmental Review; Buildings and Construction; Subdivisions; and Zoning.

LIST OF COMMISSIONS & ADVISORY COMMITTEES

COMMISSIONS

Architectural & Site Control

5 Members

Meets 2nd & 4th Mondays, 7:30 p.m.

Planning

5 Members

Meets 1st & 3rd Wednesdays, 7:30 p.m.

ADVISORY COMMITTEES

Each committee, with the exception of the Teen Committee, shall have a minimum of five (5) members, and a recommended maximum of nine (9) members, with reduction to current membership occurring through attrition. Exceptions to these minimum/maximum requirements can be granted by the Town Council.

Cable and Utilities

Undergrounding

Alternate odd numbered months,
2nd Thursday, 8:15 a.m.

~~**Community Events**~~

~~Meets as Announced~~

Conservation

Meets 4th Tuesday, 7:45 p.m.

Cultural Arts

Meets 2nd Thursday of each month

Emergency Preparedness

Meets 2nd Thursday, 8:00 a.m. in
the EOC

Finance

Meets as announced

Geologic Safety

Meets as announced

Historic Resources

Meets as announced

Nature and Science

Alternate even numbered months,
2nd Thursday, 4:00 pm

Open Space Acquisition

Meets as announced

Parks & Recreation

Meets ~~3rd~~ 1st Monday, 7:30 p.m.

Public Works

Meets as announced

Sustainability

Meets 3rd Monday at 3:30 p.m.

Teen Committee

Meets as announced

Bicycle, Pedestrian & Traffic Safety

Meets 1st Wednesday, 8:~~00~~ 15 a.m.

Trails & Paths

Meets 2nd Tuesday, 8:15 a.m. or as
needed

ORGANIZATION CHART

COMMISSION & ADVISORY COMMITTEE MEMBERSHIP

Membership Qualifications

Any interested residents who live within the geographic limits of the Town of Portola Valley can submit an application to the Town Clerk for positions on advisory committees. The Town Council may, on a case-by-case basis, waive the Town residency requirement for residents within the Town's sphere of influence or Portola Valley School District depending upon:

- The number of vacancies on a specific committee
- The number of applications that have been received
- Relevant experience/qualifications and prior community involvement and service on the part of the applicant(s).

Notice of Vacancies

Notice of vacancies and requests for applications are posted on the Town website (www.portolavalley.net), at Town Center, Nathhorst Triangle, and Village Square, and may be published in *The Almanac* or posted to the PV Forum.

Application and Selection Process

Residents interested in serving on a **commission** must submit a letter of interest to the Council. At a noticed public meeting the Council will conduct an interview and selection process as determined by the Council in advance. When a commissioner's term expires he/she must apply to be reappointed.

Residents interested in serving on a **committee** must complete an application and submit it to the Town Clerk before the published deadline. The Town Clerk will then place consideration of appointment of the applicant on the next available committee agenda. The committee will consider the applicant and will make a recommendation to the Mayor and Town Council liaison concerning the appointment.

Applications and comments from the committee are then forwarded to the Town Clerk to be placed on the next available Town Council agenda for the Mayor's consideration of appointment to the committee.

Applications may be obtained from the Town Clerk or through the Town's website.

Terms of Office

Advisory committee members are appointed for a one-year term, which may be renewed by the Mayor subject to confirmation by a majority vote of the Town Council at a meeting in January of each year. If no action is taken by the Town Council, committee members continue to serve in the interim.

Commissioners are appointed to 4-year terms expiring on December 31st. Currently, two seats on each commission have terms that expire on December 31, 2015, and three seats have terms that expire on December 31, 2016.

Conflict of Interest

Committee members must fulfill the letter and spirit of state law by avoiding any conflict between their personal or financial interests and their public duties. Committee members are asked to actively avoid taking on projects or activities that would impact the committee member's economic interests and create a conflict of interest with their role on the committee.

Meeting Attendance & Recusals

For commissions and committees to function effectively and accomplish their goals, all members must be active participants.

Commission and committee members are expected to attend a minimum of seventy-five percent (75%) of all regular meetings held within a calendar year. Members who do not attend at least 75% of regular meetings are deemed to have resigned from office, unless excused by the Town Council for good cause.

When a commission or committee member has a conflict of interest that requires recusal on a specific agenda item, the recusal impacts the commission/committee in a way similar to an absence. Therefore, members who must recuse themselves from more than four agenda items per year may be removed pursuant to the removal proceedings below, unless excused by the Town Council for good cause.

The chair is responsible for tracking commission and committee attendance and recusals.

If a commission or committee member is unable to attend a meeting, the member should notify the chair as soon as possible, to ensure it can be cancelled if a quorum cannot be met.

Resignation

If a member wishes to resign from a commission or committee, s/he should first notify the committee chair of their intention to resign, write a letter announcing the resignation, and submit it to the Town Clerk, who will forward it to the Town Council.

Removal

If the Mayor, the council liaison and commission/committee chair all concur that a member is not fulfilling the duties (i.e. repeated failure to attend meetings, violation of ethical standards, disruptive etc.) of the committee, the Mayor may revoke the appointment of a commission/committee member. If the Mayor is the council liaison then the Vice Mayor would act in place of the Mayor.

Compensation

Service on commissions and committees is voluntary; there is no monetary compensation.

Insurance

Commission and committee members are covered under the Town's general liability insurance policy for actions taken in the course and scope of their duties.

ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES

Jurisdiction

The Town Council establishes the Town's Advisory Committees, and their duties are set forth in each committee's Charter. Before placing an item on the committee's agenda, committee members should consider whether or not the matter falls within its jurisdiction.

When needed, a committee may propose Charter changes to the Town Council. The procedure for Charter changes is covered in the Policies and Procedures chapter of this handbook.

Occasionally committees may be requested to review and comment on work done by another committee. Such review and comment should normally be limited to the scope of review requested unless the subject reviewed is otherwise covered by the reviewing committee's charter.

Development of Committee Objectives

Each year, a process is undertaken to identify measurable goals and objectives that each committee will work toward achieving during the coming year. These objectives generally fall within the scope of the committee's Charter. In addition, plans for appointment of new members and any reorganization of officers for the coming year are also made to ensure a smooth transition to allow important committee work benefiting the community to continue.

The following is a schedule of these planning processes:

| | |
|-------------|--|
| Jan. | New committee members are appointed. |
| Jan./Feb. | Committees are reorganized through election of new officers. |
| Feb. | Annual orientation meeting for members and chairs. Meeting is mandatory for new chairs. |
| March/April | Committee develops proposed work plan and annual budget. Requests for following year are submitted to Town Council for approval. |
| June | Town Council adopts work plans and annual Town budget. |
| Oct. /Nov. | Chair, Council and staff liaisons review committee's needs relative to membership. |

Scope of Authority

Advisory bodies are not involved in administration or operation of Town departments. They may not:

- direct staff to initiate programs
- conduct major studies unless approved by the Town Council
- establish policy
- determine departmental work programs or staff priorities
- take unilateral action as an official representative
- expend public funds without prior authorization
- enter into agreements or contracts
- employ staff
- sign documents on behalf of the Town
- negotiate real estate transactions
- apply for grant funds
- or otherwise bind the Town in any way.

Ad Hoc Committees

From time to time the Town Council establishes ad hoc committees to gather information on a particular area of interest or concern and to make recommendations to the Town Council as a whole. A member of the Town Council may be appointed to serve as the chair of the ad hoc committee, although this is not a requirement. Once the ad hoc committee has completed a final report and/or recommendation and the Town Council has received the report/recommendation, the committee is disbanded.

Role of the Chair

In January or February of each year, each committee should select a chair and a vice-chair from among its members.

An individual committee member is normally limited to two consecutive one-year terms as chair, unless a successor cannot be found, in which case the Mayor, with concurrence of the Town Council, may recruit another candidate to serve as chair, or may allow the current chair to stand for re-election by the committee if necessary.

The vice-chair acts as chair in the chair's absence. If neither the chair nor vice-chair is present at a meeting, the committee should immediately elect a chair pro tem to preside during the current meeting.

The chair is responsible for ensuring the effectiveness of the group process. The chair's responsibilities include:

- Preparing the meeting agenda and submitting it to the Town Clerk no later than 8:30 a.m, the Thursday of the week prior to your meeting
- Monitoring attendance of committee members and utilizing discretion relative to excused/unexcused absence of members

- Ensuring meeting minutes are prepared and submitted in a timely manner
- Becoming familiar with parliamentary procedures
- Ensuring a balanced and inclusive discussion of issues
- Maintaining a watchful eye concerning the potential for perceived or actual conflict of interest
- Ensuring the meeting moves along in a timely fashion
- Directing discussion and deliberation to matters on the agenda
- Encouraging participation from all members present
- Clarifying ideas and restating motions presented to ensure members understand the item(s) on which they are voting
- Actively participating in debate by expressing his/her views
- Mediating conflicts within the committee
- Serving as sole liaison between the committee and Town staff, unless another member of the committee has been designated by the chair to work directly with staff on a particular project
- Working with the assigned Town Council liaison on matters requiring Town Council input or assistance
- Solicitation of committee members
- Assisting new members or an incoming chair with orientation
- Review and approval of Town website postings relating to the committee

Role of the Secretary

Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Each committee should designate a secretary to prepare the minutes of each meeting. This role can rotate among committee members, but should be established at the beginning of the meeting.

As noted in the Policies and Procedures Chapter of this handbook, minutes are the official record of a committee's activities, are public documents, and need to be kept accurately for all committee meetings.

Role of the Council Liaison

A member of the Town Council is assigned to each committee to serve as its liaison. The role of the Council liaison is to:

- Inform the committee of Council and Town policies and procedures
- Assist in securing resources and staff assistance for the committee
- Inform the Council of the committee's events, projects and milestones
- Where appropriate, advocate for the committee at Council meetings
- Provide counsel to the chair upon request
- Serve as a resource to the committee, remaining impartial and avoiding "steering" the discussion and/or work of the committee, remembering the primary role is to listen and provide guidance on policies, procedures, etc.

Council liaisons should be present at committee meetings when needed and at least on a quarterly basis for those committees that meet monthly and shall attend upon the specific request of the committee chair.

The Council liaison appointments are reassigned and normally rotated annually.

Role of the Staff Liaison

A staff member will be appointed to each committee to serve as liaison, and will attend committee meetings upon the request of the committee chair or council liaison. Staff liaisons are available to provide counsel to the committee chair, and offer information concerning protocol, procedures, etc.

ADVISORY COMMITTEE POLICIES & PROCEDURES

I. Meetings

Ralph M. Brown Act

The Ralph M. Brown Act (Brown Act -- Government Code Sections 54950-54963) is a state law governing meetings conducted by local legislative bodies. It requires local government business to be conducted at meetings open and accessible to the public.

The requirements of the Brown Act apply to all “legislative bodies” of local governmental agencies. The term “legislative body” is defined to include Town Councils and all standing and ad-hoc commissions and committees:

“Any congregation of a majority of members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”

All meetings must have an agenda, the agenda must be made public (noticed), and the public must be given an opportunity to comment. **Committees can only hear or discuss items that are on the agenda, and only if a majority of members are present.** Generally speaking, all meetings of a legislative body must occur at a public place in Town (at Town Center, not a residence, restaurant, etc.).

NOTE: The Brown Act applies to all forms of communication used in the deliberation of any public business, including but not limited to written reports and correspondence, phone, fax, electronic mail, instant messaging, and any new technologies that may be devised.

Temporary Change of Meeting Time/Day (“Special Meeting”)

You may call a “special meeting” of your committee by informing the Town Clerk of the new date and time and that it will be a special meeting. The Town Clerk must receive notice of your special meeting in time to post a notice that provides a minimum of 24 hours notice prior to the meeting.

Agendas

Meeting agendas must indicate the date, time and place of the meeting and describe each item of business. All agenda listings should be specific enough to give members of the public due notice of topics that are to be discussed. **All agendas must be approved by the Town Manager or his/her designee before being published.**

Action may be taken **ONLY** on items that properly appear on the meeting agenda.

⇒ “Urgency Items” (matters that must be considered due to a deadline or other requirement that was not known at the time the agenda was prepared and require immediate action) may be added to an agenda through the following process:

The chair announces the urgency item and calls for a vote of all present concerning adding the item to the agenda. The item is added if two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action “came to the attention of the local agency subsequent to the agenda being posted.”

Once an urgency item has been added to the agenda, the item may be acted upon through the regular motion, second and voting process more fully described in the “Motions” section to follow.

⇒ “Oral Communications” is an item on the agenda that enables members of the public to make comments or ask questions about items NOT on the agenda or to suggest new items for placement on future agendas. The chair may ask a member of the public if s/he would like to identify themselves for the record, however pursuant to state law, the individual may decline. The public may also submit written statements or request for entry into the meeting record.

NOTE: The committee cannot take action or deliberate on items raised during oral communications. The committee may discuss placing such an item on a future agenda or referring it to the Town Council or Town staff.

Meeting agendas should be coordinated with the Town Clerk at Town Hall (851-1700, ext. 210). S/he will help you with agenda preparation, posting and mailing.

In order to have sufficient time to prepare post and mail the agenda, it is due at Town Hall no later than **8:30 a.m. on Thursday of the week prior to your scheduled meeting.**

If the agenda is not received by 8:30 a.m. on the Thursday prior to your meeting, the Town Clerk will automatically post a meeting cancellation notice.

Meeting Notification (“Noticing”)

In order to “publicly notice” a meeting, the Town posts the meeting agenda at three locations: Town Center, Nathhorst Triangle, and the Village Square, and on the Town’s website.

There are two types of meetings: Regular and Special

Regular: Advisory committee meetings that are scheduled to meet at designated times.

Special: Advisory committee meetings that are called in order to consider an important issue that needs to be addressed immediately.

- ☑ Regular advisory committee meetings must be publicly noticed **at least 72 hours in advance of the meeting.**
- ☑ Special Advisory Committee meetings must be publicly noticed **at least 24 hours in advance of the meeting.**

Quorum

Definition of a quorum:

A quorum is a majority in attendance of all committee members as listed on the committee roster. If a quorum is not present, the meeting cannot be called to order and no formal actions may be taken.

ANY time a majority of committee members meets to conduct business, even if it’s for a “working” or “task” group, it is considered a meeting and must be publicly noticed.

In the event there is no quorum, the members should disband and the meeting should not be held.

Meeting Cancellation

If the committee knows ahead of time that there will not be sufficient business to discuss at a meeting, or there will not be a quorum present, a scheduled meeting can be cancelled. In order to cancel a meeting, inform the Town Clerk **prior** to the meeting and s/he will post a notice canceling the meeting.

If your meeting has already been posted, you must inform the Town Clerk if you cancel your meeting for any reason, including lack of a quorum. S/he will post a meeting cancellation notice for you.

If a quorum of members does not appear for a regularly scheduled meeting, the meeting should be canceled. In this case, a notice of cancellation should be posted on the door(s) of the meeting room.

Minutes

Minutes are the official record of a committee's activities and need to be kept for all committee meetings. Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Minutes can be very simple, but should at minimum include:

- Date, time and place of the meeting
- An attendance list of committee members present/absent
- A recording of actions taken

Any additions and/or corrections to meeting minutes may only be made at a noticed, public meeting. Such changes cannot be made without an affirmative majority vote.

In order to have sufficient time to include meeting minutes for approval on an agenda, they are due to the Town Clerk no later than **8:30 a.m., on Thursday the week prior to your scheduled meeting.**

Motions

Any Advisory Committee member other than the chair may make a motion pertaining to a subject that is listed on the agenda. A motion is a formal proposal that the committee act on an idea or proposition that has been included on the agenda. (The chair is free to request that a motion be made.)

1. Main Motion (The committee does not necessarily have to be this formal.)
 - a. A member makes a motion, stating, "I move that . . ." It is usually best to try and include only one proposal per motion, so that the motion can be clearly understood and followed by the other members.
 - b. Another member must second the motion. The chair can second the motion. If no second occurs, no further action can be taken on the motion.
 - c. After the motion is seconded, the chair asks for discussion on the motion.
 - d. When everyone who wants to speak has done so (including people in the audience) the chair puts the motion to a vote. At this point, it is often a good idea to restate the motion, then call for the vote by saying "All those in favor", then "All those opposed", and finally "Are there any abstentions?" Upon completion of the voting process, the chair should announce the results of the vote (i.e. "the motion passes" or "the motion fails").
 - e. Members can vote "yes" or "aye" or raise their hand in the affirmative, or "no" or "nay" or raise their hand negating the motion. Members may also "abstain".
 - f. In order to be approved, a majority of the members present must vote "yes" or "aye" or raise their hands in the affirmative. A tie vote

results in the motion failing. No proxy or absentee voting is allowed.

- g. A motion may be withdrawn by its maker unless an objection is made. If an objection is stated, the chair must call for a vote to determine whether or not the motion may be withdrawn.

2. Amending a Motion

- a. A motion can be amended, as long as the amendment pertains to the main motion, even if it effectively voids the motion.
- b. A “substitute motion” is a form of amendment that completely restates the main motion.
- c. An amendment or substitute motion is stated, seconded, discussed and voted upon the same as a main motion.

3. Motion for Adjournment

- a. When a committee has finished the business on its agenda, a motion to adjourn is in order. This motion is not debatable. Therefore, it is very important that the Chair ensures that no important business has been overlooked prior to requesting a motion for adjournment.

Subcommittees

Subcommittees can be formed by a majority vote of the committee for the purpose of performing tasks that can best be handled by a smaller group, such as doing research or preparing draft documents to be considered later by the full committee. The committee appoints members to the subcommittee; **the subcommittee must include less than a quorum of the committee members.**

Subcommittees can meet privately and informally and are not required to keep minutes, have a formal agenda or publicly notice their meetings. However, when the subcommittee presents their work to the whole committee, the meeting must be noticed, agendaized and open to the public. The subcommittee has no legislative (decision-making) authority.

II. Finances

Annual Budget Process

Each year in March/April, committees are asked to submit their budget requests that coincide with their proposed work plan for the next fiscal year (July 1 to June 30). A Budget Request Form will be provided for the committee to use. Committees should prepare the budget request and by motion and affirmative vote approve its submittal to the Town Manager.

It is important to note that requests from committees for funding may or may not be included in the Town's final budget that is adopted by the Town Council. The Town Council has the ultimate authority to approve the Town's budget and expenditures.

Town and committee budgets are annual budgets and they do not carry over to the next fiscal year.

Annual Budget Appropriation

After the Town Council adopts the final budget, each committee will be notified of its budget appropriation for the fiscal year. If the committee expends its allotted budget and is in need of an additional appropriation, a request can be made to the Town Manager.

Expending Committee Budgetary Funds

In order to expend budgeted funds, the committee must:

1. Convene a meeting with a quorum of committee members at which the committee votes to approve expenditures on specific item(s) and/or service(s)
2. Record the decision in the meeting minutes, including the date of the meeting
3. Notify Town staff of the committee's decision.

Staff will then take the necessary steps – order merchandise, approve an agreement for service, issue a Purchase Order for items over \$500.00 or agendaize the item for Council approval if it is over \$25,000.

Requests for check payments should be provided to staff no less than three weeks prior to the payment due date to allow for processing in accordance with the Town's adopted internal controls.

Reimbursement for Small Items (\$100.00 or less)

Committee members can pay for small items for Town events (e.g. Holiday Party, Town Picnic, Blues & BBQ) and request reimbursement from the Town provided the committee has voted to approve the expenditures and reimbursement in advance of any purchase. The reimbursement will be made through petty cash

or on the next warrant (check) list. All requests for reimbursement must include a receipt.

NOTE: Even for small, reimbursable items, the committee **MUST** approve expenditure for these items **PRIOR** to reimbursement.

Monies Received by Committee (Fundraising, Fees, Sales, Etc.)

If your committee receives money (usually related to sponsoring an event, such as the Town Picnic, Blues & BBQ, recreational leagues), you must deliver the money to Town staff in a timely manner – no more than three (3) working days after receiving the money. Monies received from fundraisers, sales or fees should be counted by the committee, and then verified by Town staff. Staff will deposit the money into the appropriate Town account.

It is a violation of Town policy for committees to maintain their own bank accounts.

III. Charter Changes

A Charter is essentially the mission statement for a committee, and contains information such as the number of members, the date, time and location of regular meetings.

The Charter is a very important document to each committee, and it serves to guide committee members in their deliberation of matters that come before the committee. Changes to the Charter may be made, but only after careful consideration.

Committees may recommend changes to their Charter (e.g. mission, number of members, date and time of meetings) to the Town Council for approval. In order to do so, the committee should:

1. List the proposed change on the committee's agenda
2. Convene a meeting with a quorum of committee members at which the committee votes to recommend a Charter change(s)
3. Record the decision in the meeting minutes
4. Prepare a memo to the Town Council requesting the recommended Charter change
5. Forward the memo to the Town Manager who, together with the Mayor, will schedule the item on a Town Council agenda
6. If the Town Council approves the Charter change, the committee can implement this change at its next committee meeting.

IV. Process for Committee Requests for Action

Requesting Placement of Item(s) on Town Council Agenda

A committee may request that the Town Council consider a recommendation from the committee concerning an item on a future agenda. In order for an item to be placed on the Town Council agenda, the committee must prepare a memo and/or report about the item(s) and forward it to the Town Manager. The memo/report should include sufficient information or a specific recommendation so that the Council will be prepared to make a decision.

The Town Manager and Mayor meet regularly to determine the items to be included on each Town Council agenda. The Town Clerk or staff liaison to the committee will inform the chair when the Town Council agenda includes this item.

It is normally required that at least one committee member attend the Town Council meeting at which the committee's item is being considered. If no committee member is present, the item may be continued.

Referral of Items to Other Committees

A committee chair may request that an item be placed on another committee's agenda to obtain comments and insight into an item. When requesting placement on another committee's agenda, the chair must make contact with the chair of that committee. When an item is agendaized, a report must be provided to the Town Clerk for inclusion in the committee packet and a committee representative must be present at the meeting where the item has been agendaized. If there is no representative present, no action will be taken unless arrangements have been made with the staff prior to the day of the meeting.

If the item is time-sensitive and a committee member cannot attend the meeting, staff must be fully informed of the committee request and be provided full information concerning the item prior to the day of the meeting.

V. Miscellaneous Policies

Committee Communications

All official communication between a committee and the Town Council or staff must be directed through the committee chair. The chair may designate another member of the committee to work directly with staff on a specific project, when necessary.

The committee chair or designated representative may use e-mail to communicate with the Town Council. All e-mail or other correspondence to a majority of the Town Council is considered public information and must be copied to the staff for inclusion in the Digest, a weekly compilation of information provided to the Town Council to ensure requirements of the Brown Act are met.

The committee must obtain **pre-approval** from the Town Manager prior to distributing any official written documents. These include but are not limited to:

- Press releases
- ~~Letters expressing a position on a policy, issue or event (may require pre-approval from the Town Council)~~
- Fundraising materials
- Advertising
- Articles for publication
- Flyers for an event
- Banners

Letters expressing a position on a policy, issue, or event must be pre-approved by the Town Council. Town letterhead may only be used if the letter is signed by the Mayor, an authorized Town staff member, or a committee chair if the letter is pre-approved by the Town Council.

Inquiries from the press should be directed to the chair for response. The chair is responsible for providing impartial and factual information on behalf of the committee. Always remember, you are representing the entire committee.

When expressing your own personal opinion on an item, be sure to let the reporter know that it is your opinion and not that of your committee.

The Town maintains a website that includes a page specific to each committee. Each committee chair is responsible to review and approve the web page content that pertains to their respective committee, keeping it fresh and up to date. All web page content material submitted for posting is subject to review and approval by Town staff.

Using the Town's Bulk Mail Permit

The committee must obtain a letter ~~from the Town Clerk, or in her absence, the Office Assistant~~ and certificate of bulk mailing from the Administrative Technician

authorizing use of the Town's Bulk Mailing Permit in order to process the mailing at the Post Office.

Committee Events

~~Committees must obtain **pre-approval** from the Town Manager prior to scheduling or hosting a committee event. Events will be scheduled using the following procedure:~~

- ~~• Committee chair completes and submits the “Community Hall and Activity Rooms Rental Application & Agreement” form to Town staff~~
- ~~• Town staff and Town Manager reviews the application to ensure there are no conflicts with other events and the event is in agreement with committee and Town goals~~
- ~~• Application is stamped “approved,” committee chair is notified, and committee may proceed with event planning.~~

~~As noted below, flyers and communications regarding events must also be pre-approved by the Town Manager.~~

Committees must reserve Town facilities and resources prior to scheduling or hosting a committee event (whether at the Town Center or at another location) using the following procedures:

1. Once the Committee has agreed to a date for the event, the Committee Chair completes a reservation form and submits it to the Town Manager **no less than four weeks prior** to the event. Reservation forms are available via the Town’s website or from Town staff. Completed forms can be submitted to the Town Manager by email to towncenter@portolavalley.net or by fax to (650) 851-4677.
2. Upon receipt of the reservation form, staff will review the information provided to ensure there are no conflicts with other events and that the event is in accordance with committee and Town goals.
3. Within three business days following receipt of the reservation request, staff will email the requesting Committee Chair a confirmation of the reservation (i.e., returned application with “approved” stamp), or a notice if the date is unavailable.

Please note: Committees should not advertise their event or purchase banners or signs until the reservation confirmation is received from staff. As noted above under “Committee Communications,” flyers and communications regarding events must also be pre-approved by the Town Manager.

Staff Support for Committee Events

Due to limited staff resources, volunteers are responsible for all aspects of the event coordination, including setup and cleanup of chairs and equipment.

VI. Fundraising

Fundraising includes activities to collect cash, acquire real estate, securities, and similar assets.

Committees are not authorized to undertake fundraising activities without **prior** authorization by the Town Council.

Overview

There are two general types of fundraising covered by this section:

1. One-time fundraising for specific projects, programs and/or facilities (e.g. Millennium Open Space Challenge; Historic Schoolhouse renovation; Little Peoples' Park renovation)
2. Ongoing fundraisers (Blues & Barbecue; Portola Valley Primer sales; Herb Dengler wildflower watercolor print sales).

Authorization to Undertake Fundraising

The Town Council must authorize all fundraising activities related to the municipal government of the Town prior to the implementation of the fundraising effort. The Council may choose to establish an ad hoc committee to undertake the fundraising, or to employ an existing committee, such as the Community Events Committee, which currently undertakes the Blues & Barbecue fundraiser, or the Parks & Recreation Committee, which undertook a fundraiser to renovate Little Peoples' Park at Town Center.

Initiating a One-time Fundraising Event

If an individual, group or existing Town Committee wants to initiate a one-time fundraising event, it must:

- Prepare a memorandum to the Town Council with an outline of the proposed event, including the purpose, beneficiary (project, program and/or facility), estimated timeline, estimated costs, (printing, postage, advertising, etc.) monetary goal and contact person(s)
- Send the memorandum to the Town Manager at Town Hall requesting that the item be placed on the Town Council agenda
- Attend the Council meeting at which the fundraising proposal will be considered to present the proposal and provide additional information, if requested.

Fundraising Group/Committee Responsibilities

Once your group/committee has received authorization from the Town Council to proceed with fundraising activities, you must ensure that all checks are payable to the "Town of Portola Valley" (in order to be tax deductible) and that they are received by the Town within three days.

Anonymous Donors

If someone wishes to make an anonymous donation, the donor should arrange for the donation to be issued from an institution, such as a bank or foundation, or from another third party, on the donor's behalf. The Town has no ability to protect the donor's anonymity if the donor sends a personal check and/or letter to the Town regarding the donation, because these transmissions would be considered public records under the California Public Records Act, and, therefore, available to the public – including the press – upon request.

Gifts of Securities

Tax-deductible donations may be made to the Town of Portola Valley in the form of securities. All gifts of securities must be coordinated through the Town Manager.

Thank You Letters

The fundraising group/committee must periodically provide a list of donors and amounts received to the Town Manager. Upon staff verification that the funds were received and deposited to the Town's account, the Town Manager will produce and sign a thank you letter for each donation received.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: October 23, 2013

RE: **Update on Town Newsletter**

RECOMMENDATION

Provide guidance to Town staff on the Town newsletter.

BACKGROUND

The *Portola Valley Post* is currently a twice-yearly publication with a paid editor and content provided by volunteers and Town staff. To keep production costs down and conserve resources, the Town made a decision to move to a PDF newsletter beginning with the Spring 2011 edition. This ended the practice of mailing the newsletter to all households in Portola Valley. As part of the 2013-14 budget process, staff recommended defunding the \$12,000 budget for the paid editor in anticipation of looking at more cost effective methods of disseminating the same information.

DISCUSSION

The Town currently distributes information and news in four distinct ways to its residents. The most frequent distribution method is through the Town's website, which allows users the option of receiving alerts (**eNotices**) when new information is posted on the website. Almost six hundred users have signed up for the service and many have taken advantage of the option of selecting alerts only for specific topics that may be of interest, for example "Planning Commission" (Attachment 1). The second most frequent distribution method is the **PV Forum**, where staff posts links to and/or content from the Town's website. To avoid duplication of effort and acknowledging that the PV Forum may not be used by all residents, staff does not create content specifically for the PV Forum. Occasionally the Town will mail **postcards** to all households in town to alert residents of a particular issue or news that might be available on the Town's website. Finally, the Town produced the **Portola Valley Post** (Attachment 2) as a PDF document that is made available twice per year.

Staff has a number of concerns regarding the current biannual newsletter. The largest

concern is that the production of the newsletter requires a significant amount of in-house staff time to manage, edit and publish, despite having a contract editor. Staff is also concerned that the newsletter's relative infrequency and PDF format results in low readership by town residents. Upon a review of very basic webpage analytics, it appears that each newsletter issue is downloaded from the website approximately 215 times in the first month of its publication. Since the newsletter is no longer sent by mail, staff relies on advertising the newsletter's availability through eNotices and posts to the PV Forum.

Staff has worked over the past few months to develop a two-pronged approach to improving the dissemination of information to interested town residents. The first prong is to **expand the eNotice function of the Town's website** through increased subscriptions and integration with Facebook and Twitter. In August, staff sent a postcard mailer (Attachment 3) to all Town residents reminding them of the website's eNotice option. The postcard also gave residents the option of signing up to receive "Town News" eNotices on paper via USPS. As a result of that campaign, the eNotice subscriptions increased 22% and 7 residents signed up for notices via USPS. Staff believes that increasing the number of eNotice subscribers is the most efficient and cost effective way to deliver timely information to town residents. Periodic postcard campaigns could continue until the stats suggest that they are no longer yielding new signups.

In addition to enrolling more town residents in the eNotice service, staff expects to have a new functionality in the Town's website content management systems (CMS) that allows one-click **publishing of website updates to a Facebook and Twitter** accounts. The Town does not currently have an active Facebook or Twitter account largely due to limited Town staff resources and the requirement to keep both accounts up-to-date. By the middle of 2014, however, staff expects to have the approved upgrade to the CMS for the Town's website online. The upgraded CMS will allow staff to automatically post updates to the Town's website to the Town's Facebook and/or Twitter accounts with the click of a button. Users who click through from Facebook or Twitter on a specific newsfeed will be brought back to the Town's website, thereby allowing for simple analytics of the number of users accessing information.

The second prong for improving the dissemination of information is to develop a **more frequent newsletter that really serves as a digest of eNotices** and other updates from the website. It is likely that a quarterly newsletter that is formatted and delivered in a manner similar to the PVSD's *Weekly Post* (<http://www.pvsd.net/page/267>) would be manageable with existing resources, provided staff had the assistance of a volunteer editor(s). The role that the editor would play is primarily to solicit content from the community and to assist staff in developing content that is beyond what is typically found in "Town News." If a volunteer editor were not found, staff would recommend that the Council solicit proposals from firms able to provide content development, copy editing, and layout services. Based on the proposals, the Town Council could then decide what level of service to contract for and the frequency of the newsletter.

FISCAL IMPACT

At this time there is no fiscal impact to analyze.

ATTACHMENTS

1. "Subscribe to eNotices" page from www.portolavalley.net
2. The Portola Valley Post, Spring 2013 edition
3. Postcard mailer to all town residents, August 2013

Subscribe to Notices

Welcome to the Town's Subscription page. By selecting any of the boxes below, you will receive instant email notifications when meetings or events are scheduled, minutes and/or agendas are posted, or news events are added. Your name will not be redistributed or sold to any third parties, and you may unsubscribe or edit your preferences at any time.

Note: Please select "Town Government" if you wish to receive notification for ALL Council, Commission and Committee meetings.

[E-Notifier Signup](#) | [Change E-Notifier Preferences](#)

E-mail Address:

Event Calendar

- | | |
|---|--|
| <input type="checkbox"/> Ad Hoc Committees | <input type="checkbox"/> Architectural & Site Control Commission |
| <input type="checkbox"/> Bicycle, Pedestrian, Traffic Committee | <input type="checkbox"/> Bicycling Groups Schedule |
| <input type="checkbox"/> Cable & Utilities Undergrounding Committee | <input type="checkbox"/> Classes |
| <input type="checkbox"/> Community Events Committee | <input type="checkbox"/> Conservation Committee |
| <input type="checkbox"/> Cultural Arts Committee | <input type="checkbox"/> Emergency Preparedness Committee |
| <input type="checkbox"/> Farmers' Market | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> Geologic Safety Committee | <input type="checkbox"/> Green Events |
| <input type="checkbox"/> Historic Resources Committee | <input type="checkbox"/> Holiday Dates |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Library |
| <input type="checkbox"/> Nature & Science Committee | <input type="checkbox"/> Open Space Acquisition Advisory Committee |
| <input type="checkbox"/> Parks & Recreation Committee | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Public Works Committee | <input type="checkbox"/> Special Town Events |
| <input type="checkbox"/> Summer Concert Series | <input type="checkbox"/> Sustainability Committee |
| <input type="checkbox"/> Teen Committee | <input type="checkbox"/> test |
| <input type="checkbox"/> The Sequoias | <input type="checkbox"/> Town Council |
| <input type="checkbox"/> Town Government | <input type="checkbox"/> Trails and Paths Committee |

News

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Elections | <input type="checkbox"/> Fire Prevention |
| <input type="checkbox"/> Green News | <input type="checkbox"/> Town News |

Job Manager

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Staff Employee | <input type="checkbox"/> Volunteer |
|---|------------------------------------|

- Send Text Only
 Subscribe to All

Website eNotice Subscriber Stats

| Category | Type | 7/26/13 | 8/5/13 (after postcard) | 8/29/13 | 9/11/13 (after Forum email) | 10/16/2013 |
|--|----------------|-------------|-------------------------------|------------|-----------------------------------|------------|
| Total Active Subscribers | | 491 | 561 | 578 | 591 | 598 |
| Ad Hoc Committees | Event Calendar | 48 | 53 | 59 | 60 | 63 |
| Architectural & Site Control Commission | Event Calendar | 86 | 94 | 101 | 103 | 108 |
| Bicycle, Pedestrian, Traffic Committee | Event Calendar | 55 | 67 | 75 | 78 | 84 |
| Bicycling Groups Schedule | Event Calendar | 38 | 44 | 55 | 57 | 62 |
| Cable & Utilities Undergrounding Committee | Event Calendar | 48 | 58 | 65 | 68 | 71 |
| Classes | Event Calendar | 135 | 154 | 168 | 172 | 176 |
| Community Events Committee | Event Calendar | 81 | 96 | 106 | 113 | 115 |
| Conservation Committee | Event Calendar | 54 | 61 | 69 | 71 | 71 |
| Cultural Arts Committee | Event Calendar | 69 | 82 | 93 | 96 | 96 |
| Emergency Preparedness Committee | Event Calendar | 68 | 82 | 92 | 96 | 99 |
| Farmers' Market | Event Calendar | 44 | 66 | 83 | 90 | 95 |
| Finance Committee | Event Calendar | 43 | 48 | 53 | 54 | 57 |
| Geologic Safety Committee | Event Calendar | 52 | 61 | 67 | 69 | 72 |
| Green Events | Event Calendar | 298 | 311 | 316 | 320 | 320 |
| Historic Resources Committee | Event Calendar | 44 | 52 | 57 | 58 | 59 |
| Holiday Dates | Event Calendar | 70 | 83 | 91 | 94 | 93 |
| Housing | Event Calendar | 0 | 8 | 18 | 23 | 36 |
| Library | Event Calendar | 102 | 121 | 134 | 138 | 140 |
| Nature & Science Committee | Event Calendar | 74 | 87 | 97 | 99 | 102 |
| Open Space Acquisition Advisory Committee | Event Calendar | 63 | 71 | 78 | 81 | 83 |
| Parks & Recreation Committee | Event Calendar | 74 | 84 | 96 | 102 | 106 |
| Planning Commission | Event Calendar | 84 | 91 | 97 | 102 | 105 |
| Public Works Committee | Event Calendar | 57 | 62 | 68 | 69 | 71 |
| Special Town Events | Event Calendar | 148 | 169 | 183 | 188 | 190 |
| Summer Concert Series | Event Calendar | 0 | 16 | 33 | 36 | 41 |
| Sustainability Committee | Event Calendar | 36 | 42 | 49 | 51 | 53 |
| Teen Committee | Event Calendar | 41 | 47 | 52 | 53 | 55 |
| test | Event Calendar | 10 | 13 | 18 | 19 | 22 |
| The Sequoias | Event Calendar | 61 | 69 | 75 | 77 | 81 |
| Town Council | Event Calendar | 98 | 112 | 118 | 123 | 124 |
| Town Government | Event Calendar | 74 | 85 | 91 | 95 | 98 |
| Trails and Paths Committee | Event Calendar | 82 | 95 | 105 | 110 | 114 |
| Staff Employee | Job Manager | 39 | 41 | 47 | 48 | 49 |
| Volunteer | Job Manager | 44 | 49 | 55 | 56 | 58 |
| Elections | News | 0 | 12 | 21 | 27 | 32 |
| Fire Prevention | News | 0 | 14 | 24 | 29 | 33 |
| Green News | News | 316 | 329 | 335 | 337 | 336 |
| Town News | News | 209 | 234 | 250 | 254 | 257 |
| | | 3336 | 3824 | 4172 | 4307 | 4425 |
| | | | | | | |
| New subscribers (since 7/26/2013): | | 107 | | | | |
| Total new eNotice subscriptions: | | 1089 | | | | |

The Portola Valley Post

Spring 2013

Town Picnic
June 8



Town Picnic

Annual Zots to Tots race, fun and games for the whole family at the Town Center!



Portola Valley Garden Share

Join your friends and neighbors to share the bounty from your garden!



Thank You, Skip Struthers

Skip retires after 33 years of taking care of Portola Valley.



A Few Words on High Fire Danger (and Blues & BBQ)

The dry, warm, and windy season brings with it the Fire District's "High Fire Danger" sign program.



Also in this issue:

[Exploring Portola Valley](#)

[Donna Reed on Steroids: PV Women's Club](#)

[Goodwill Give & Go Donation Stations](#)

[Portola Valley and Woodside Earth Day Fair](#)

[Being Prepared for Disaster is Like Getting Ready for a Camping Trip](#)

[Affordable Housing Community Discussions](#)

[Summer Science Activities](#)

[Summer Concert Schedule](#)

[Bicycle Pedestrian & Traffic Safety Committee ~ Our Second Year](#)

[Beautiful New Baseball Field Next Year](#)

[News from the Friends of the PV Library](#)

Town Picnic on Saturday, June 8

Mark your calendars for the annual Portola Valley Town Picnic! Start the day at 9 am with the Zots to Tots foot and bicycle race from the Alpine Inn to the Portola Valley Town Center, then enjoy fun and games for the whole family at the Town Center!

Schedule of Activities

| | |
|----------|--|
| 9:00 am | Register for Zots to Tots Race, Alpine Inn, 3915 Alpine Road |
| 10:00 am | Race begins, good luck everyone! |
| 10:30 am | Picnic begins, join the fun! |
| Noon | Live Music |
| 1:00 pm | Local beer and wine tasting, appetizers, too |
| 2:00 pm | Bingo begins for ages 10 and up |
| 3:00 pm | Picnic ends. Thanks so much for coming! |



For more information on Zots to Tots, please contact Wendi Haskell [via email](#) or phone (650) 851-1033. Additional information will be provided on the [Town Picnic](#) webpage.

Exploring Portola Valley



Portola Valley trails and paths offer Town residents over 36 miles of walking, hiking, bicycling and equestrian opportunities. While we all see the trails along our main roads being used at all times of the day, our less-traveled trails and paths offer the chance to explore our beautiful environment and obtain new perspectives. Turning a corner, you may find yourself in a quiet glen, a meadow with views of Windy Hill or face-to-face with the neighborhood deer, chickens, horses or even a llama. You will also meet your fellow Town residents as they carry on their daily dog walking, shopping and exercise routines.

Our trails and paths range from easy walks to challenging climbs, offering every resident a chance to see nature up close in a special way. We encourage you to visit the [Portola Valley Trails](#) webpage and choose a new trail or path to explore this summer.

The Trails & Paths Committee is also organizing a **community hike on Saturday, June 22nd**. We invite interested residents to join this walk, which will involve routes they may not normally use. Please watch the website and PV Forum for details to come.

Judith Hasko, Chair, Trails & Paths Committee
Our committee needs volunteers! Apply online!

Portola Valley Garden Share

Every Fourth Saturday from 10 ~11 am
Redwood Grove near the Historic Schoolhouse at Town Center



Join your friends and neighbors to share the bounty from your garden! Bring what you have to share; take home something your neighbor has to share.

A garden share is an opportunity for adults and children to come together and share homegrown vegetables, fruits, herbs, flowers, honey, eggs, seeds, bulbs, seedlings, compost, etc. It's a great way to connect, learn, and enjoy your garden even more.



Items Typically Shared:

- Freshly Picked:** fruit, vegetables, herbs, flowers, eggs
- Freshly Made:** pickles, preserves, jams
- For Growing:** seeds, seedlings, roots, bulbs
- For Composting/ Fertilizing:** chicken manure, earth worms, grass clippings

**Any prepared items exchanged at the Portola Valley Garden Share should be acceptable under the [California Homemade Food Act](#) adopted in September 2012.*

*Brandi de Garmeaux
Sustainability & Special Projects Manager*

Thank You, Skip!



Things have changed in Portola Valley over the last 33 years, but Skip Struthers, the Town's first maintenance employee, has been here working with the Maintenance Department for all that time. Skip has maintained streets, lands, and buildings and provided janitorial service for Town buildings. You've also probably noticed him filling potholes, trimming trees and unclogging storm drains. In June, Skip will be retiring from his position as Senior Maintenance Worker.

Skip notes that when he began as a part-time employee, many of the residents were war veterans soon to be retiring from their post-war jobs. It wasn't as expensive to live here and there were fewer residents. In Skip's own words, "The Town was like a caring family that felt the Town was theirs, and so I always treated the Town as I would my own backyard, embracing the rural values, caring about the environment and protecting wildlife."

Skip has some fond memories of the early days. During Bob Anderson's term as Mayor, he was Skip's sort-of boss and often worked side-by-side with Skip. When there was a tree down across Portola Road, Bob told Skip to get the chain saw and the two of them went out and worked together to clean off the road. The job took about a half day and Bob, who was then about 70, worked with Skip until the job was done.

Portola Valley had its share of crisis situations over the years, and Skip particularly remembers the major storms and resultant flooding in 1984. Raging water and huge logs were hurtling down Corte Madera Creek and created a log jam at the bridge, destroying the roadway. Bob Anderson collected up a group of volunteers to deal with the

mess, and the group was considering lowering Skip and a chain saw by rope over the side of the bridge so he could cut up the logs. To Skip's great relief, the group finally decided it was a better plan to get a crane in to clean up the mess.

Town picnics were a little different in those days, too. Skip would drive a donated truck with the bed filled with hay bales and musicians. Portola Road was closed for the event and 200 – 300 residents would walk down the road following the truck to the picnic site. The Silver Throats, a local group, sang old songs at the picnic.

Public Works Director Howard Young states that "Skip is a jack-of-all-trades and will be missed. The Town does not have 24-hour maintenance service, but Skip has always made himself available at a moment's notice. He knows what needs to be done and does it efficiently and economically. It has been a pleasure to work with someone so dedicated to the Town through the years."

What's next for Skip? His parents, (who are both 97—now you know why Skip is still so hale and hearty), have just moved to assisted living. So in the near future, Skip and his wife will prepare his parents' home in Belmont for sale, and they will continue to enjoy looking after them. Skip is also looking forward to spending more time hiking with his son and daughter-in-law and returning to his love of music. Skip has written more than 100 songs and now he'll have time to pursue that passion again.

Thank you, Skip for your 33 years of service and being such a valuable part of the Town's team. All who have had the pleasure of working with you over the years wish you the best!

The Mayor's Letter

A Few Words on High Fire Danger and Blues & BBQ



In my nearly 50 years of living in Portola Valley, I can't recall an earlier start to the high fire danger season. Where I've historically mowed my meadow in late May or early June, I've had to advance that by at least three weeks.

The coming of the dry, warm, and windy season brings with it the Fire District's "High Fire Danger" sign program. Beginning now through October wherever you see the "High Fire Danger" signs please avoid high-risk activities (such as mowing at mid-day) until the dangerous fire conditions have subsided.

I also encourage you to visit [CERPP's High Fire Danger](#) webpage for access to a wealth of resources that will help you protect your property and our community from the devastating impacts of fire.

You are also encouraged to take advantage of the free neighborhood chipper program to help mitigate wildfire risk provided by dry vegetation. Please review the 2013 chipper schedule for your neighborhood's chipper dates at www.portolavalley.net.



If you've heard rumors that Blues & BBQ is being cancelled due to a lack of volunteers, it is true. The significant decline in new volunteers on Town committees in general has had a corresponding impact on our ability to maintain some of the community's most valued events. In fact, this year's [Town Picnic](#) was in serious risk of cancellation if not for a group led by the Boy Scouts who banded together earlier this year.

You may have heard a hundred times that our Town was founded by volunteers, and those volunteers have built a community unlike any other in our region. But as with all things sprinting along without rest, volunteers burn out, too. Unfortunately, this year's Blues & BBQ must be cancelled due to a lack of volunteers, so I hope that a new generation of volunteers steps up to ensure that we have Blues & BBQ in 2014.

I encourage residents to contact the Town Clerk at (650) 851-1700 x 210 to learn more about opportunities to volunteer in our community or visit the [Town Committees](#) webpage.

As former Mayor Bill Lane so aptly wrote: "Finally, it is often said that you get out of life what you give. Through volunteerism, we not only provide support for our Town; we obtain the rich rewards of friendship and of truly making a difference, while setting a meaningful example for future generations."

Donna Reed on Steroids: The PV Women's Club



Photo—Ginger Creevy

Members and significant others enjoyed our Harvest Soirée

The Portola Valley Women's Club is shaking up the old-fashioned view of a women's group. Our inclusive neighborhood club strives to embrace all PV women in order to spark dialog, community service and friendships.

While maintaining the warmth of a small neighborhood coffee klatsch, the PVWC has tailored the club experience for the busy modern woman. Our membership includes doctors, housewives, artists, and professionals who want to be active and connect with their neighbors and our community.

We have three official PVWC semi-yearly social gatherings and a constant stream of member-driven activities including coffees, card games, hikes and lectures. There are no mandatory meetings or time requirements, no dues and all social events are potluck in order to avoid event fees. Unlike many traditional women's clubs, we have no specific requirements to join the group and all PV women are welcome.

We encourage you to join us - just email the PVWC at join@pvwomensclub.com with your name, PV address (Ladera included), email address and phone number. Or visit our website at www.pvwomensclub.com.

Jennifer Hammer, PVWC Member and Board Member

By Popular Demand - Goodwill "Give 'n Go" Donation Stations at 2013 Neighborhood Clean-Up Events

By popular demand, GreenWaste and the Town of Portola Valley are teaming up with Goodwill of San Francisco, San Mateo and Marin Counties for convenient donation drop-off days throughout the year. The Town of Portola will host three *Give 'n Go* donation drives throughout the year in conjunction with the Neighborhood Clean-Up events on May 4th, August 3rd, and October 5th from 8 am -11 am.

Simply bring your gently used toys, clothes, household items and eWaste (electronic products) on neighborhood cleanup days. Your tax deductible donations to Goodwill not only help take pressure off local landfills but also fund Goodwill's job training and placement programs, giving people in your community with barriers to employment a second chance. An added bonus? Less clutter in the rooms and closets of your home.

Visit www.portolavalley.net for more information on the types of donated items Goodwill and GreenWaste can accept at the Neighborhood Clean-Up Events.

*Brandi de Garmeaux
Sustainability & Special Projects Manager*

Portola Valley & Woodside 2013 Earth Fair



Photo by Virginia Bacon

For the first time ever, Portola Valley and Woodside joined forces for an Earth Day Celebration on April 27 at Runnymede Farm in Woodside. Attendees enjoyed live music, a self-guided tour of the beautiful Runnymede sculpture garden, food, performing birds and a variety of exhibits. The event was sponsored by the Woodside Sustainability & Conservation Committee and the Portola Valley Sustainability Committee.

Look for the Earth Day Fair at Town Center in April 2014.

*Brandi de Garmeaux
Sustainability & Special Projects Manager*

Being Prepared for a Disaster is Like Getting Ready for a Camping Trip

It's really not very complicated to be prepared for a disaster. Have you ever gotten ready for a camping trip?

It's really easy to have a few simple things set aside in a handy place that you could grab if something were to happen. People often ask me if there are special items they need. You don't need anything special, but you need it to be in a known place where it is easily accessible.

Imagine going on a two-day camping trip. The spot you are going is in the beautiful outdoors but will have no running water, no electricity, and no cell phone coverage. Now imagine that place is your home.

For starters, you need **water**. A person can live on a few gallons a day.

Every home has lots of water already in storage – the water heater. But it never hurts to have some gallon containers in storage too, just in case your water heater is destroyed or rendered unsafe. Most water heaters are 50 gallons and have a faucet on the side from which water can be drawn.

Without **electricity**, your refrigerator will be off. Try not to open it until you need something – it saves the cold. Always have food on hand that doesn't need refrigeration. Food like power bars, canned goods, and dehydrated food go a long way (in addition to that jar of peanut butter).

It's dark at night. So for sure you'll need **flashlights** and **extra batteries**. Flashlights and electric lanterns have come a long way since that campout you did with your dad in 1970.

LED based lights are small, bright and last a long time. Have lights near places you might be when the disaster occurs, i.e., under your bed, next to your favorite reading chair, and in the kitchen. A small LED light can lead you to safety.

Finally you should have an **AM/FM radio**. During a disaster this will be your most dependable source for vital emergency-related information. (Don't forget your car has a radio, too.)

For additional information on being prepared for a disaster, check the PV website or www.ready.gov. Being prepared is a smart way to live in Portola Valley.

Ray Rothrock, Chair

Emergency Preparedness Committee

Our committee needs volunteers! Apply online!

Affordable Housing Community Discussions

In early 2013, the Town Council appointed a nine-member Affordable Housing Committee to lead the community in developing an affordable housing mission statement based upon a consideration of need, option and priorities.

The Ad-Hoc Committee is charged with delivering its report to the Town Council on June 12. The report is to include a mission statement to guide the Town's vision for future housing decisions, and criteria by which to evaluate proposals for a variety of types of housing and sites for housing. Essential to this effort is the articulation of community values relevant to providing housing for a diverse population.

Five community meetings have been held to gather input from as many PV residents as possible. Concerns have been expressed and many valuable suggestions made; the comments are being collated to serve as the basis for the committee report.

The Town's unfulfilled commitment to provide eight moderate-income units in the Blue Oaks development has led to consideration of:

- alternative types of housing
- site and density concerns
- encouragement of second units
- multifamily housing (as at the Priory)
- maintenance of local control
- the importance of preserving the Town's rural atmosphere

The Committee members were selected to represent a cross-section of community attitudes as well as for geographic distribution. They are Susan Dworak, Bud Eisberg, Wanda Ginner, Judith Hasko, Judith Murphy, Jon Myers, Andrew Pierce, Onnolee Trapp, and Carter Warr. Steve Toben chairs the meetings, and Nick Pegueros and Karen Kristianson provide staff support.

The committee continues to be eager to hear from all residents. If you have been unable to attend a meeting, please send your ideas and suggestions directly to the Town. A [downloadable comment card](#) is available. Comments may be submitted via the submission box located at Town Hall, email to town-hall@portolavalley.net or by regular mail.

Information about the Town's obligations, background material, comment forms and FAQ's are available at

www.portolavalley.net/affordablehousing

*Onnolee Trapp and Judith Murphy
Affordable Housing Ad-Hoc Committee*

Nature and Science Fun

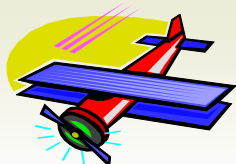
The specific intent of the Nature & Science Committee is to engage the young and the young at heart in the virtues of science, technology, engineering and math, as well as to introduce them to engaging hobby activities.

Flight Night

May 31, 2013

6:00 p.m.

Town Center



On the evening of Friday, May 31, Town Center will host the third “Flight Night” event with more exciting demonstrations and exhibits related to radio-controlled (RC) flight.

The 2011 and 2012 Portola Valley “Flight Night” highlighted spectacular demonstrations of RC model planes.

Flight Night 2013 will double the outdoor flying space, and feature more dual-control instruction opportunities and actual construction of model gliders. You won’t want to miss it! Activities begin at 6:00 p.m.

The Nature & Science Committee branched into mathematics this year with the “Fun with Figures” series on some very special numbers – Pi, e, and *i*.

George Comstock and Paul Heiple led this fascinating exploration that drew attentive audiences from various ages and was highlighted by slides and hands-on activities to illustrate the unique properties of these numbers.

The attendees found the sessions so stimulating that they are anxious to continue with more topics, perhaps zero and infinity.

Saturday, August 10 will be the date for the “Star Party” this summer. See the summer constellations and far space objects with the great telescopes set up by knowledgeable amateur astronomers.

This is always a great opportunity for the whole family with indoor activities and exhibits in addition to star-gazing.

Star Party

August 10, 2013



And be sure to stop by Buckeye activity room on Town Picnic day, June 8. The Nature & Science Committee will have activities and displays set up that should catch the interest of both children and adults.

Yvonne Tryce, Chair, Nature & Science Committee
Our committee needs volunteers! Apply online!

Cultural Arts Committee of Portola Valley

The Cultural Arts Committee is a group of people who enjoy increasing the community's cultural awareness by sponsoring and supporting a wide-range of local cultural activities in the areas of art, music, science and nature, history, drama, literature, photography and dance. To join the Cultural Arts Committee, please call committee chair, Linda Olson at (650) 851-2624 or submit an application via the Town's website.

QUILTS

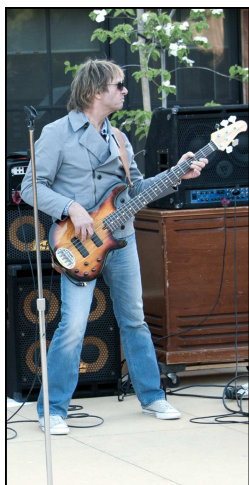


This past year we had the wonderful quilts that were in the windows of the Historic Schoolhouse restored. The quilts were made in 1998, by former 3rd grade teacher Linda Vlasic's class with the squares made to depict local history.

Quilt expert Nancy Goodrich recently brought these fragile squares back to life. She was able to return some of the original color and shape to the squares and surrounded them in a beautiful new quilt.

They are currently on display in the Historic Schoolhouse and in the Town Library. Please come and enjoy Nancy's handiwork.

SUMMER CONCERTS



This summer we will again sponsor the Summer Concert Series. This has become an iconic outdoor summer event around which the community schedules their calendars.

The scene is one of great community camaraderie with picnickers blanketing the lawn, children, dogs, and laughter all set against a backdrop of stellar musical performances spanning Americana, rhythm and blues and smooth jazz.

Concerts are held whether it's clear and warm or breezy and foggy (in which case we're wrapped in coats and blankets)!

June 20: **Bundy Browne and the Espresso Rhythm Section.** Americana music with great energy.

July 18: **Charged Particles.** Highly composed jazz with elements of Latin, Funk, and Classical applied to originals and standards.

Aug. 22: **The Dutch Uncles.** R&R cover tunes played to perfection by six outstanding musicians

HOLIDAY FAIR



On Saturday, December 7 we will hold a Holiday Fair, which features a wide range of local arts and crafts from more than 30 vendors.

The Fair began in 2009 and a portion of the proceeds supports local education and open space.

Linda Olson, Chair, Cultural Arts Committee
Our committee needs volunteers! Apply online!

The Bicycle, Pedestrian & Traffic Safety Committee

Our Second Year

BPTS continues to take an active interest in helping our Town and its visitors keep on the move safely. We have a wide purview, tackling issues identified amongst BPTS members, those brought to us by Portola Valley residents, and organizing outreach events for education and fun.

A major focus of the BPTS committee is the younger members of our community. BPTS is proud to support the "Safe Routes to School" initiative, which encourages our children to seek healthy and environmentally friendly ways to make the daily journey to and from school. This has been spurred on by "Bike and Walk to School Day" events about once a month during the school year, which are enjoying ever growing participation.

This year has just seen our first-ever "Bike Rodeo" event, (shown at right) held at Town Center. The Safe Moves team was enlisted to instruct young cyclists (and the occasional scooter) on safe and responsible cycling techniques, which they practiced on a guided ride run. There were lots of fun activities, and with almost one hundred children participating, the atmosphere was fantastic.



FOR THE BICYCLE

ABC quick check for the bike:

- Tires pumped up
- Brakes properly adjusted & working
- Chain and cranks in good order

FOR THE RIDER

- Wear a helmet at all times, use the proper size and adjust the straps to a correct fit
- Be visible, always use lights at night and in the fog and rain
- Don't use headphones
- Ride with traffic and obey signs, signals and traffic laws

In other areas, BPTS strives to work in an advisory capacity with the Town of Portola Valley on road and pedestrian matters.

During 2012, a study on the application of bike lanes on the Portola and Alpine Roads was brought to our attention. BPTS took the study under consideration, held special meetings to garner public input and subsequently presented a recommendation to the Town Council that bike lanes were not desired, but improvement of the shoulders to facilitate cycle traffic should be considered.

Another topic frequently on the BPTS agenda is management of overspill parking from Windy Hill Open Space Preserve onto Portola Road. In this, we have been ably assisted by Town staff in testing a number of experimental methods to encourage safe parking, such as temporary signage.

Last mentioned in our committee title, but first in our minds, of course, is the safety of all road users and pedestrians. The Sheriff's department submits a report each month of the citations issued in town. Between the figures for speeding tickets and the accounts of distracted drivers, this can make for some alarming reading. Please take care on and around our roads and help our Town to remain the safe, calm and beautiful place we all love.

Meetings are held at the Historic Schoolhouse on Portola Road on the first Wednesday of the month at 8:15 am. One meeting each quarter will be held at the alternate time of 7 pm, beginning on May 7. Readers may also be interested to visit the BPTS section of the Portola Valley Town website via the link below.



Beautiful New Baseball Field Next Year

After one year's delay, the Town will move forward with the renovation of Ford Field. Last year, the Town issued bids to contractors to renovate the field, but the bids all came in substantially higher than the funds raised. The Town then modified the design to reduce the costs while maintaining the key improvements needed for the field. After a successful rebid process, the renovation is now back on track and soon to begin.

The improvements will include replacing the grass infield and outfield, installing a new irrigation system, building new dugouts and new bleachers, installing a new backstop and replacing the fencing around the field. When additional funding is identified or received, improvements for the batting cage and dugout roof structure will be considered.

Nearly half of the funding for this improvement project is from a California Parks Improvement grant. The re-

mainder has been raised by donations from Little League, the Ford Family, and the community. Donations are still being accepted at www.portolavalley.net/fordfield.

The renovation is scheduled to begin in June and the field will re-open next spring just in time for Little League season. We're all looking forward to a beautiful new baseball field in Portola Valley.

Jon Myers, Chair, Parks and Recreation Committee

Howard Young, Public Works Director

Our committee needs volunteers! Apply online!

News from Friends of the Portola Valley Library

The PV Friends of the Library continue to sponsor a wide variety of enrichment and entertainment programs on a regular basis.

From the incredibly popular Daffy Dan, who brought out an enthusiastic audience of 148 adults and kids with his hilarious antics, to a quilt trunk show presented by award-winning local artist Sylvia Gegaregian, the Library is able to present something for just about anyone's interests. Sylvia shared her creative process and techniques using 23 of her artistic quilts as examples. The audience gained a healthy respect for Sylvia's creative process, which makes her quilts true works of art.

Poetry Contest Winners May 20 at 6:30 p.m.

You are invited to hear the winners of the popular Poetry Contest coming to the Community Hall on May 20th at 6:30 pm. The poems come

to life when read by the young authors, with ages ranging from kindergarten through high school.

Be on the look out for our fundraising newsletter coming to your mailbox later this month. An addressed envelope will be attached to the newsletter for your convenience. Your donation will help ensure that the many wonderful events sponsored by the Friends of the PV Library will continue.

The Friends are looking for new board members. We currently are in need of adults who might have school-aged children. We are especially seeking people who have skills in web design, page layout, are computer-literate or are familiar with social media techniques. Your workload as a volunteer would generally be light, with five to six short meetings annually.

For more information call Wendi Haskell, President of Friends of the PV Library at 650 851 1033 or wendihaskell@sbcglobal.net.

Wendi Haskell



Mr Q leading toddlers in dance during Story Time



Town of Portola Valley

765 Portola Road
Portola Valley, CA 94028
(650) 851-1700
townhall@portolavalley.net

Portola Valley Town Council

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

The Portola Valley Post

Editor: Julia Dillingham
julia8925@sbcglobal.net

www.portolavalley.net



Checked our website lately? If not, you're missing important news!

- ✓ 2013 Election: Town Council Election & the UUT
- ✓ Town Events: Farmers' Market & Summer Concert Series
- ✓ Important Issues: Fire Prevention & Affordable Housing



Subscribe online at www.portolavalley.net for automatic eNotices when new announcements are published on topics of your choice!



Prefer to receive Town news notices via U.S. Mail, even though they are delayed several days? Send your address to towncenter@portolavalley.net or call Town Hall at 650.851.1700 x200.

www.portolavalley.net



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MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager
Brandi de Garreaux, Sustainability and Special Projects Manager

DATE: October 23, 2013

RE: **Audio/Visual Equipment for Community Hall**

RECOMMENDATION

Provide guidance to Town staff on the installation of an audio and/or visual system for the Community Hall at the Town Center.

BACKGROUND

Over the last five years, Town Staff has been using stand alone audio/visual equipment for presentations and events in the Community Hall at the Town Center. With the increased use of the Community Hall, there are increased requests to use the audio/visual equipment as well as complaints when the current equipment doesn't perform as well as expected.

The audio/visual system currently consists of the following:

- a sound system and speakers that are rolled out, placed on stands and connected
- a large screen that is carried out and assembled with ropes and pullies
- a projector that sits on a cart about 10-15 feet from the screen

The setup and take down of the screen and sound system require at least two people and approximately one hour each. Only staff is allowed to setup/take down the screen and sound system due to the delicate nature of the system and potential cost to replace the equipment. For the same reasons, this audio/visual setup is only provided for Town and Committee events (not sponsored or private events). Other users of the Community Hall are guided to rent audio/visual equipment for their event.

DISCUSSION

The current system requires considerable staff time to setup, and due to the weight of the equipment, is very cumbersome to setup. Even if the volunteers were trained to

setup the equipment themselves, it is unlikely that they would physically be able to do so on their own. The current setup also requires that cords are laid across the floor which can create a tripping hazard if not properly secured. In addition to these issues, staff is bumping up against the limitation of the current sound system to keep pace with the changing technological demands, such as broadcasting webinars and film presentations.

Town staff has received complaints from presentation and event attendees regarding the acoustics in the Community Hall, the sound quality of the current audio system and the inability to see presentations because of light entering from the windows. The most recent complaints were received after the Japser Ridge event on September 26, 2013 (the sound system was not setup for this sponsored event) and after the Sudden Oak Death Training on October 5, 2013 (the black curtains were not utilized for a presentation).

Frequency of Use

Staff estimates that approximately 20 to 25 Town events occur per year that require the audio/visual equipment to be setup. Due to the acoustics in the Community Hall, staff must set up the audio system even for small events.

Estimated Cost for an Integrated System

As a result of these complaints, staff has conducted some preliminary investigation into the cost of installing an integrated audio visual system in the Community Hall. Staff has worked with the company that installed the audio system in the Schoolhouse. Staff has also looked at some of the logistical issues on installing a fixed screen and projector. Preliminary estimates indicate that a fully integrated system with a wall-mounted electric screen will cost between \$40,000 and \$45,000.

The cost of fully burdened staff time to setup for each town event is estimated at \$260. With 20 to 25 town events per year, the annual cost is estimated at \$5,200 to \$6,500.

FISCAL IMPACT

If the Council were supportive of installing an integrated system, and the system were made available for a fee to private party users of the facility, estimated breakeven for a \$45,000 system would be about 4 years. This assumes staff cost savings of \$6,000 per year plus \$6,000 in user fees that would be generated by 12 private party rentals a year paying a fee of \$500 per use. The staff cost savings would be realized through either a reduction in the hours of authorized Town staff hours or a reduction in the contract services used to complete the maintenance crews other duties. The private party rental fee would be benchmarked annually to the cost that the facility user would have incurred if an audio/visual system were rented and setup by a vendor identified by the Town.

#9

There are no written materials for this agenda item.

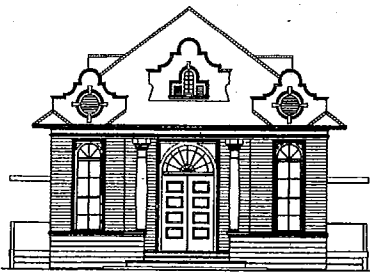
TOWN COUNCIL WEEKLY DIGEST

Thursday – October 11, 2013

1. Agenda – (Action) – Town Council – Wednesday, October 9, 2013
2. Agenda – ASCC – Monday, October 14, 2013
3. Agenda – Planning Commission – Wednesday, October 16, 2013
4. Agenda (Special) – Emergency Preparedness Committee – Thursday, October 17, 2013
5. Notice of Closure – Town Hall will be closed Tuesday, October 29 from 8:30 am – 5:00 pm
6. Memo from Town Attorney Prince re: Douglas v. Town of Portola Valley
7. Report from San Mateo County Sheriff's Office – Incident Log for 10/2/13 – 10/7/13
8. Notice – Farmers' Harvest Festival – Thursday, October 17, 3 – 7pm, Portola Valley Town Center
9. News Release from County of San Mateo re: County "Bag Ban" Campaign Receives Industry Honor
10. Memo from Nick Pegueros, Town Manager re: Weekly Update – Wednesday, October 9, 2013

Attached Separates (Council Only)

1. San Mateo County Mosquito and Vector Control Association – District Report – September 2013
2. Western City Magazine – October 2013
3. LABOR Newsletter – October 2013
4. Bay Area Monitor (League of Women Voters) Newsletter – October/September 2013
5. Invitation to attend the National League of Cities – Congress of Cities and Exposition – November 13-16, 2013
6. Invitation to attend the Housing Leadership Council of San Mateo County – 12th Annual Housing Leadership Day – November 1, 2013
7. Invitation – Zero Waste Energy Development Company "Turning Organics Into Energy" – November 22, 2013 from 11 am – 2 pm



TOWN OF PORTOLA VALLEY

7:30 PM – Special Joint Meeting of the
Town Council and Planning Commission
Wednesday, October 9, 2013
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

ACTION 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.

Resident Caroline Vertongen asked Council to consider signing a proclamation regarding for “Freedom from Workplace Bullies Week”.

STUDY SESSION – TOWN COUNCIL / PLANNING COMMISSION - 7:30 – 9:00 PM

(1) **Study Session** - Housing Element

The study session was removed from the agenda due to lack of a quorum of Planning Commission members

CONSENT AGENDA

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

(2) **Approval of Minutes** – Regular Town Council Meeting of September 25, 2013

Approved as Amended 4-0-1 Councilmember Driscoll abstained

(3) **Approval of Warrant List** – October 9, 2013

Approved 5-0

REGULAR AGENDA

(4) **Recommendation by Mayor and Vice Mayor**– Revisions to Employee Compensation Plan

Approved 5-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

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

There are no written materials for this item.

Vice Mayor Wengert – At the October 2nd Planning Commission meeting, good dialogue took place on the Neely proposal for vineyards in the downhill meadow. The Parks & Recreation Committee discussed their proposed quarter pipe skateboard ramp, to be located in the sports court. They will bring their proposal to the Council at its November 13 meeting. The Council directed staff to publically notice this proposal, coming to the Council, at the sports courts, PV Forum and the Town website.

WRITTEN COMMUNICATIONS

(6) **Town Council Weekly Digest** – September 27, 2013

(7) **Town Council Weekly Digest** – October 4, 2013

The Cable & Utilities Undergrounding Committee will bring a revised charter to the Council at a near future meeting

ADJOURNMENT: 8:30 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, October 14, 2013
Special Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 3 Grove Court Field meeting for preliminary consideration of plans for house additions and site modifications. (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. Follow-up Review - Architectural Review for New Residence with Detached Office, Pool and Pool Cabana, and Site Development Permit X9H-657, 5 Naranja Way, Maffia
 - b. Follow-up Review – Architectural Review for House Additions and Driveway Modifications and Site Development Permit X9H-656, 468 Westridge Drive, Crouse/Dorahy
5. New Business:
 - a. Architectural Review for Residential Additions, 110 Tan Oak Drive, Gebhart
 - b. Architectural Review of Proposed Residential Addition and Deck Expansion, 2 Ohlone, Portola Valley Ranch, Down
 - c. Architectural Review of Proposed Residential Additions, Accessory Structures, Site Modifications, Site Development Permit X9H-662, and Variance Request X7E-135, 3 Grove Court, Ciancutti
6. Commission and Staff Reports:
7. Approval of Minutes: September 23, 2013
8. Adjournment:

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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PUBLIC HEARINGS

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

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

Date: October 11, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, October 16, 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. *Public Hearing*: Site Development Permit X9H-656, for New Residential Development, 5 Naranja Way, Maffia
2. *Preliminary Review of Variance Request* X7E-135, 3 Grove Court, Ciancutti
3. *Continued Public Hearing*: Proposed Amendments to Conditional Use Permits (CUP) X7D-151 and X7D-169, 555 Portola Road, Spring Ridge LLC (Neely/Myers)

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: October 2, 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 Assistant Planner 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.

Planning Commission Agenda
October 16, 2013
Page Two

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

PUBLIC HEARINGS

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

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

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

Date: October 11, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Special Meeting of the
Emergency Preparedness Committee
Thursday, October 17, 2013 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order (8:00)
Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill, Ray Rothrock/ Chair, Craig Taylor, Bud Trapp, Stuart Young, and Chris Raanes

Guests: Nick Pegueros/Town Manager, John Richard/Town Council, Dan Ghirso, WFPD Chief, Tim Reed/Lieutenant Sheriff's Office, Gary Nielsen/Police Commissioner
2. Oral communications (8:01)
3. Review and approve minutes of September meeting (8:10)
 - Motion: Accept the minutes of September meeting 2013
4. AM Radio Update (8:11)
 - Installation status
 - Marketing plan and rollout
 - Revealing event – Special Town Council meeting October 30
5. Preparation for the October 17, Great Shake Out with Town (8:20)
6. Review agenda and presentation for October 30 meeting with the Town Council (8:25)
7. Medical Subcommittee Plan Update (8:50)
8. Other business (8:55)
9. Adjourn. Next meeting is November 14, 2013 (9:00)



PORTOLA VALLEY TOWN HALL

WILL BE CLOSED Tuesday, October 29, 2013

STAFF TO ATTEND TEAM BUILDING EVENT; WE APOLOGIZE FOR ANY
INCONVENIENCE THIS MAY CAUSE. WE WILL RESUME TO OUR
NORMAL BUSINESS HOURS FROM 8:30 AM – 1:00 PM AND 3:00 PM – 5:00 PM
ON WEDNESDAY, OCTOBER 30TH

In Case of Emergency: Sheriff's Office: 911



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Councilmembers

FROM: Leigh F. Prince, Town Attorney

DATE: October 8, 2013

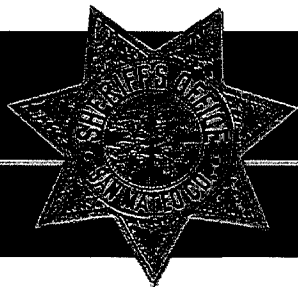
RE: Douglas v. Town of Portola Valley

As you know, in February 2009, Michael and Lisa Douglas ("Douglas") filed a Petition for Writ of Mandate in State court requesting the court overturn the Town's revocation of the Conditional Use Permit for the Douglas' property located at 888 Portola Road. Subsequently, Douglas sought similar relief in Federal court. The Federal case was dismissed in 2012 and the State case was dismissed in August 2013.

After dismissal of the State case, our office filed a motion asking the court to sanction Douglas and their attorney for filing a frivolous petition. At a hearing on September 19, 2013, the court indicated its intent to grant the Town's motion for sanctions. At the request of Douglas' attorney, the court agreed to continue the matter until October 25, 2013, to consider additional argument. However, Douglas' attorney instead elected to settle the matter, paying the Town \$11,562, the full amount of sanctions requested by the Town. The check has been deposited in the Town's account.

Our office does not expect that Douglas will appeal the State court's decision dismissing the lawsuit. If, however, Douglas were to appeal, they would need to do so by November 18, 2013. In the absence of an appeal, this matter will have reached its final conclusion.

cc: Town Manager



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

Wednesday 10/02/13 to Monday 10/07/13

Greg Munks
Sheriff

| CASE NUMBER | DATE & TIME Reported | LOCATION | DESCRIPTION | FACTUAL CIRCUMSTANCES |
|-------------|----------------------|-----------------------------------|-----------------------------|---|
| 13-8620 | 10/06/13 10:47AM | 3000 Blk. Woodside Rd Woodside | Driver w/ Suspended License | A deputy saw a driver flick his cigarette out the window. The deputy affected a traffic stop and the driver pulled into the parking lot of Buck's Restaurant and stopped his vehicle. The deputy made contact with the driver, who identified himself verbally. County Communications conducted a DMV records check and advised the deputy that the driver had a suspended license. The deputy conducted a search of the vehicle and located a jar of marijuana. The deputy completed and issued the driver a misdemeanor citation for driving with a suspended license, driving in possession of marijuana in a vehicle and throwing a burning substance from a vehicle. The driver was released from the scene and the vehicle was towed. |
| 13-8622 | 10/06/13 12:34PM | 100 Blk Tum Suden Way Woodside | Missing Person - Adult | A tenant told his landlord he was going to the city and would be back. The Reporting Party (the landlord) reported the tenant missing after three days. There are no suspicious circumstances regarding this case. The tenant was entered into the Missing Unidentified Persons System. |

| | | | | |
|---------|--------------------|---|-----------------------------------|--|
| 13-8647 | 10/07/13 7:06AM | 3000 Blk. Alameda De Las Pulgas West Menlo Park | Burglary | Two suspects forced entry into Lulu's Alameda De Las Pulgas. The suspects subsequently fled the scene and returned two more times. The suspects stole a safe valued at \$800 and approximately \$10,540 in cash. |
| 13-8649 | 10/07/13 8:53AM | 4100 Blk. Alpine Rd. Portola Valley | Traffic Accident – No Injuries | Party #1 was traveling E/B in the W/B lane of the 4100 Blk. of Alpine Rd. Party #1 backed unsafely, causing the vehicle's rear area to collide with a utility pole located on Alpine Rd. The resulting impact caused minor damage to the vehicle and major damage to the utility pole. |

Farmers' Harvest Festival

Page 224

8

Come celebrate the fall harvest!



FARMERS' MARKET & FOOD TRUCKS



WEBB RANCH TRAIN & PUMPKIN PATCH 3 TO 6 PM



BIG BLUE IMAGINATION PLAYGROUND 3 TO 6 PM



PUMPKIN CARVING DEMO AT 4 PM



TASTY TREATS BY WHISK SF, EL PORTENO & ROLI ROTI



PLUS LIVE BANJO MUSIC AND MORE!

Thursday, October 17th 3 - 7 pm
Portola Valley Town Center

News Release**County of San Mateo**Health System • 225 37th Avenue, San Mateo, CA 94403

FOR IMMEDIATE RELEASE
October 10, 2013**Contact:** Robyn Thaw (650) 573-3935
San Mateo County Health System**County “Bag Ban” Campaign Receives Industry Honor***Excellence in Environmental Health Award presented to San Mateo County*

SAN MATEO, Calif. — Most creatures go bump in the night, but for the San Mateo County Environmental Health “Bag Monster”, it’s probably more of a rustle.

Unique marketing and outreach strategies, such as visits from the “Bag Monster” at community events, comprehensive toolkits for retailers and extensive traditional and social media campaigns, earned San Mateo County Environmental Health Department’s “Reusable Bag Ordinance” campaign top honors at the 2013 California Conference of Directors of Environmental Health (CCDEH).

The Conference presents an annual “Excellence in Environmental Health” award to acknowledge outstanding programs that are innovative, creative and effective in providing quality environmental health services and give statewide and local recognition to local environmental health agency accomplishments.

San Mateo County Environmental Health Director Dean Peterson accepted the award at a ceremony on September 26.

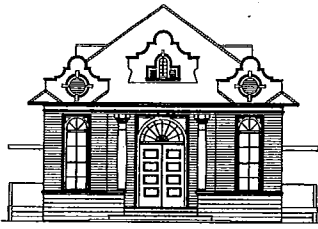
“The County of San Mateo includes 20 miles of bay shoreline and 55 miles of Pacific Ocean coast, so the choices our citizens make on a daily basis have a direct impact on our environment and beyond,” said Peterson. “We want our community to understand the importance of this ordinance, make it easy for retailers to follow and also have a little fun in the process.”

About the Bag Ban

The Reusable Bag Ordinance went into effect in April 2013 and prohibits single use carryout bags at retail stores within unincorporated San Mateo County and within cities that have adopted the Ordinance. Data collected during yearly cleanup events indicate that single use, plastic bags are consistently within the top three items found, along with tobacco waste and plastic water bottles. During winter months, plastic single use carryout bags tend to clog storm drain trash collection devices and have caused millions of dollars of property damage due to the ensuing flooding.

Since the ordinance was adopted, initial surveys taken outside of major retail establishments have indicated that 82% of shoppers are either bringing a reusable bag, or not taking a bag at all. The remaining 18% are purchasing a bag from the retailer.

For details on the bag ban visit, www.smchealth.org/bagban.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: October 9, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended October 11, 2013.

1. Ford Field & Antenna Projects Near Completion – Two major milestones were reached this week:

- a. The permanent TIS emergency AM radio antenna was installed and members of the EPC will be working over the next couple of weeks to ensure that the antenna is operational and ready for the joint Town Council/EPC meeting on October 30th. The pole will be painted a dark color to match surroundings when weather permits.
- b. Ford Field is substantially complete with the laying of sod. The field will be closed through the winter to allow for the sod to get settled, with the reopening scheduled for the spring 2014 playing season.

Thank you to Howard for delivering both projects on time and within budget.

2. Volunteers Making a Difference – An automobile accident at Westridge and Portola Road this past weekend resulted in a fair amount of debris in the roadway. Brad Peyton and Richard Merk volunteered to remove the glass and other debris.

TOWN COUNCIL WEEKLY DIGEST

Thursday – October 18, 2013

1. Agenda – (Action) – ASCC – Monday, October 14, 2013
2. Agenda – (Action) – Planning Commission - Wednesday, October 16, 2013
3. Agenda – (Cancellation) - Sustainability Committee – Monday, October 21, 2013
4. Agenda – Conservation Committee – Tuesday, October 22, 2013
5. Report from San Mateo County Sheriff's Office – Incident Log for 10/8/13 – 10/15/13
6. League of California Cities – Final Report of Approved Resolutions from the 2013 Annual Conference
7. Invitation - Council of Cities dinner meeting – Friday, October 25, 2013
8. ABAG –Notice of Certification of Election of President and Vice President of the Association of Bay Area Governments – October 15, 2013
9. Memo from Nick Pegueros, Town Manager re: Weekly Update – Wednesday, October 18, 2013

Attached Separates (Council Only)

None



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, October 14, 2013
Special Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

ACTION

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 3 Grove Court Field meeting for preliminary consideration of plans for house additions and site modifications. (ASCC review to continue at Regular Meeting) **Vlasic present the staff report summary, project team led Commission through the property to discuss project elements/answer questions. Neighbor questions/comments received and Commissioners held comments for evening 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 Vlasic Town Planner; Karen Kristiansson Deputy Town Planner; Carol Borck Assistant Planner; Ted Driscoll Town Council Liaison; Nicholas Targ 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. **Follow-up Review - Architectural Review for New Residence with Detached Office, Pool and Pool Cabana, and Site Development Permit X9H-657, 5 Naranja Way, Maffia Commission discussed proposed modifications, provided comment and heard public comments/questions. Follow-up approved subject to conditions to be met to the satisfaction of a designated ASCC member and staff. Comments in support of grading and drainage to be forwarded to the Planning Commission for site development permit review.**
 - b. **Follow-up Review – Architectural Review for House Additions and Driveway Modifications and Site Development Permit X9H-656, 468 Westridge Drive, Crouse/Dorahy Proposed revisions and deferred final landscape plan discussed with project team. Follow-up approved subject to conditions to be met to the satisfaction of a designated ASCC member.**
5. **New Business:**
 - a. **Architectural Review for Residential Additions, 110 Tan Oak Drive, Gebhart Project approved as submitted.**

- b. Architectural Review of Proposed Residential Addition and Deck Expansion, 2 Ohlone, Portola Valley Ranch, Down **Project approved as submitted.**
 - c. Architectural Review of Proposed Residential Additions, Accessory Structures, Site Modifications, Site Development Permit X9H-662, and Variance Request X7E-135, 3 Grove Court, Ciancutti **Commission provided comments and suggestions to the project team. Comments in support of proposed variance to be forwarded to the Planning Commission. Project review continued to 10/28/13 meeting.**
6. Commission and Staff Reports:
Vlasic – working on upcoming agendas – meetings still quite full. Updated ASCC on status of 18 Redberry.
- Kristiansson – informed ASCC if they would like to stay informed of Housing Element study session/status to sign up for Town’s email notification system. Asked ASCC if they felt it was appropriate to include draft minutes with meeting agenda/staff report on website – all agreed this was acceptable.**
- Ross – reviewed follow-up lighting/fencing for 140 Corte Madera**
- Clark – inquired about parking for 308 Canyon project. Updated ASCC on Ford Field project – batting cage “re-skin” to be reviewed by him and old signage found on trees.**
7. Approval of Minutes: September 23, 2013 **Approved as submitted.**
8. Adjournment: **9:49 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

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**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, October 16, 2013 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)**

ACTIONS

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

Commissioners McIntosh (arrived 7:37 p.m.), McKitterick, Targ, Vice-Chairperson Gilbert and Chairperson Von Feldt present.

Also present: Leigh Prince, Town Attorney; Tom Vlastic, Town Planner; Karen Kristiansson, Deputy Town Planner

Oral Communications **None**

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

Regular Agenda

1. *Public Hearing:* Site Development Permit X9H-656, for New Residential Development, 5 Naranja Way, Maffia

The commission found the project exempt from CEQA pursuant to Section 15303(a) of the CEQA Guidelines (5-0) and approved Site Development Permit X9H-656 with the conditions set forth in the staff report (5-0).

2. *Preliminary Review of Variance Request* X7E-135, 3 Grove Court, Ciancutti

The Commission heard the staff report and information from the applicant and the public before discussing the project. Commissioners requested more information concerning why the historic nature of the structure would require additional floor area in order to make the home usable for a modern family, stating that they would need more information on this in order to be able to make the required findings.

3. *Continued Public Hearing:* Proposed Amendments to Conditional Use Permits (CUP) X7D-151 and X7D-169, 555 Portola Road, Spring Ridge LLC (Neely/Myers)

Town Planner Vlastic and Town Attorney Prince presented staff reports for this project. The Commission heard comments during the public hearing and then discussed the project. Commissioner Targ volunteered to help develop draft findings for consideration by the Commission. The public hearing was continued to November 20, 2013.

Commission, Staff, Committee Reports and Recommendations

Deputy Town Planner Kristiansson informed the Commission that the Housing Element study session with the Town Council has been rescheduled to 6:30pm on November 13, 2013, instead of the Portola Road Corridor study session which had been tentatively set for that time. She responded to questions about the expected content of the study session.

Deputy Town Planner Kristiansson asked about including draft minutes as part of the packet materials that are available on the Town website prior to a meeting. The Commission agreed and stipulated that the draft minutes should be appropriately watermarked.

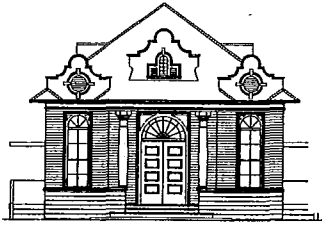
Town Planner Vlastic mentioned that Town Attorney Prince had prepared a memorandum for the Council Digest with an update on the Douglas lawsuit. Town Attorney Prince reviewed the information with the Commission. Deputy Town Planner Kristiansson mentioned that a new conditional use permit application for that property would likely be submitted.

Commissioner McKitterick stated that he would like to have a discussion with the Commission about when staff should request ASCC involvement for a project less than 400 sf in size. The Commission discussed the issue and agreed that it should be placed on an agenda when there is time.

Approval of Minutes: October 2, 2013

Vice-Chair Gilbert stated that she would like to listen to part of the recording of the meeting before acting on the minutes. The Commission agreed to table the minutes until the next meeting.

Adjournment: 10:10 p.m.



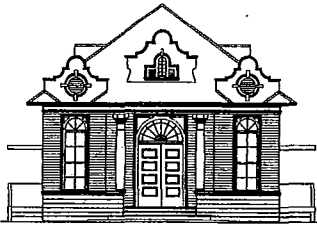
Sustainability Committee
Notice of Cancellation
Monday, October 21, 2013

SUSTAINABILITY COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, October 21, 2013

The Sustainability Committee meeting regularly scheduled for Monday, October 21, 2013 has been cancelled. A special meeting will be held on Monday, October 28, 2013 at 3:30 p.m.

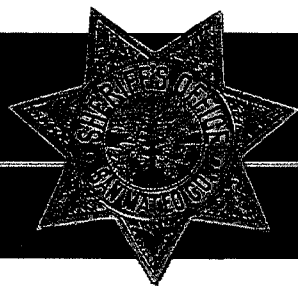


TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, October 22, 2013 - 7:45 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - August 27 and September 24 minutes
4. Site Permits -
 - NEW - 10 Sioux
 - REVISED - 3 Grove
 - 5 Naranja
 - 18 Redberry - site visit 10/28

Brush consultants - Blue Oaks - fire clearance
5. Old Business
 - A. Backyard Habitat program - DeStaebler
Next steps
 - B. Native Plant Garden at Town Center - 10/15 meeting specific issues with GoNative
 - C. Broom Pull March 8 - how to make successful?
 - D. Committee cooperation ASCC/Trails/Open Space
Create volunteer trails workforce
 - E. Tip of the month - Plunder
 - F. Seed spreading Springdown - do we want purple needle grass in there? That is the seed
Town has
 - G. Our website page
6. New Business
7. Action Plan
8. Announcements
9. Adjournment



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

Tuesday 10/08/13 to Tuesday 10/15/13

Greg Munks
Sheriff

| CASE NUMBER | DATE & TIME Reported | LOCATION | DESCRIPTION | FACTUAL CIRCUMSTANCES |
|-------------|----------------------|--|---|--|
| 13-8737 | 10/10/13 2:19AM | Runnymede Rd. / Canada Rd. Woodside | Possession of Controlled Substance / Possible Marijuana for Sale / Controlled Substance Paraphernalia / Altering markings on imitation firearm. | A deputy approached a vehicle parked along the shoulder of the roadway with all its lights off. The deputy made contact with the driver and the passenger of the vehicle. The driver advised the deputy he had marijuana in the vehicle along with an air-soft shotgun in the trunk. Additional deputies arrived on scene and later found a glass pipe with residue inside of it, which was methamphetamine. Deputies also found additional large amounts of marijuana and replicas of handguns. Charles James Flynn from Redwood City was arrested for Possession of a controlled substance, Marijuana sales, Paraphernalia and removal of marking on imitation firearms. He was transported and booked into the San Mateo County Jail. Flynn's vehicle was towed from the scene. |
| 13-8739 | 10/10/13 7:55AM | 100 Blk. Stanford Ave West Menlo Park | Burglary | The Reporting Party stated that he is the head carpenter for the construction project at a residence on Stanford Ave. He stated that his crew completed work for the day at the residence at 4:30PM and all the larger tools were placed in a small room next to the kitchen area of the residence. He stated that the residence is under construction so it is not |

| | | | | |
|---------|---------------------|--|---|---|
| | | | | completely secured. He stated that when he returned to the residence the next morning at 7:45AM he found that an unknown suspect(s) had entered the residence and removed the larger tool items. The estimated loss at this time is approximately \$2,431.00. |
| 13-8758 | 10/10/13 6:32 PM | 100 Blk. Possum Lane Portola Valley | Burglary | Unknown suspect(s) entered the residence and stole two pairs of earrings and one ring. There were no signs of forced entry and there were no witnesses. The estimated loss at this time is approximately \$16,400.00. |
| 13-8761 | 10/10/13 9:12PM | 100 Blk. Santa Maria Ave. Woodside | Obtain / Use Personal ID w/o Authorization | The reporting party stated she received a phone call on 10/09/13 from Best Buy regarding a credit application that had been submitted using her personal information but had been denied. The reporting party also stated that she received a phone call from Target regarding her being declined on a recent credit application. The R/P stated that Target advised her application had been submitted in-person at their Pittsburgh, California store. The R/P advised the Target representative that she had not applied for any credit through their company. The R/P stated that she contacted Equinox Credit Service and had asked that her credit be suspended for 90 days to prevent further attempts of fraudulent credit card applications. |
| 13-8768 | 10/11/13 3:35AM | Alpine Rd. / Los Trancos Portola Valley | Traffic Accident –No Injuries | Driver #1 was driving westbound on Alpine Road. Driver #1 attempted to make a left turn onto eastbound Los Trancos Road and entered the turn late and took the turn at a speed that was unsafe for the conditions. The driver lost control of the vehicle. The driver veered off the west edge of the roadway and the front end of the vehicle struck a tree. The driver was not injured during the collision. The front end of the vehicle sustained moderate damage. The vehicle was towed. |
| 13-8798 | 10/12/13 12:03AM | Cinnabar Rd. / Crest Rd. Woodside | Possess Unlawful Paraphernalia | Daniel Enrique Moler from Mountain View was consensually contacted and found to be on probation with a |

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| | | | | search and seizure clause. Moler was found to be in possession of paraphernalia and an unmarked pill in an unmarked prescription bottle. Moler was cited and released at the scene for the paraphernalia. The unknown pill was sent to the San Mateo Crime Lab for identification. |
| 13-8806 | 10/12/13 1:04 PM | Family Farm Rd. / Portola Rd. Woodside | Traffic Accident – Minor Injury | A bicyclist was riding his bicycle northbound (bicycle lane) approaching the southern entrance to Family Farm Rd. Driver #1 was driving his vehicle northbound in the approaching the southern entrance to Family Farm Rd. Driver #1 made a right turning movement at the intersection of Portola Rd. and Family Farm Rd. The passenger side mirror of the driver's vehicle collided with the bicyclist and his bicycle causing the bicyclist to eject from his bicycle. The bicyclist sustained minor abrasions and had a complaint of pain from the impact. The bicyclist was transported to Stanford Hospital due to the nature of the collision for observation. |
| 13-8834 | 10/13/13 10:44AM | 100 Blk. Corona Way Ladera | Burglary | On 10/13/13 at approximately 8:10AM deputies were dispatched to a report of a residential burglary that was under construction. When the construction workers arrived on scene they found that the house had been broken into. One of the construction workers stated that he went inside the residence and found that it had been ransacked and a television appeared to be missing. The owner of the residence stated that when he arrived home from his trip on 10/13/13 at approximately 3:00PM he found his flat screen television and other items that were stolen on his front porch. |
| 13-8860 | 10/13/13 5:45AM | 200 Blk. Crest Rd. Woodside | Burglary | The victim turned off his computer and decided to go to bed. The victim entered the kitchen from his office and, while walking through the kitchen, he noticed the door from the kitchen to the garage was slightly ajar. The piston that holds the door open had been locked in place and the victim could see light coming into the house from inside the |

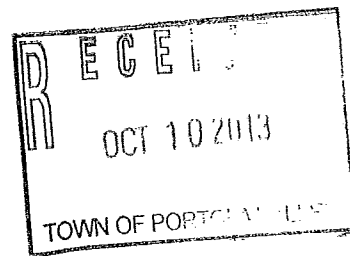
| | | | | |
|---------|--------------------|----------------------------------|----------------------------------|--|
| | | | | <p>garage. The victim opened the interior door into the garage and saw the main garage door was open to the driveway and when he walked into the garage he noticed a few things appeared out of place. Several drawers to his tool box had been opened and left open. The victim then looked toward the driveway area and noticed the doors to his vehicles were left open. The glove boxes and center consoles were opened and items were strewn about the interior of both vehicles. The victim did not see or hear anything suspicious during the night while he was awake in his office. The victim did not have any further details for me regarding this investigation. The estimated loss was \$1,520.00.</p> |
| 13-8862 | 10/14/13 7:59AM | 200 Blk. Crest Rd. Woodside | Burglary / Attempted Burglary | <p>The victim walked outside to drive to work and discovered the driver's side front window to her vehicle was smashed and there was broken glass in the interior of the vehicle as well as the exterior of the vehicle. The interior of the vehicle had been ransacked and several items had been taken from the vehicle. The victim further discovered the suspect(s) had gone through another vehicle parked in the driveway. The vehicle had been ransacked, but it was unknown if anything was taken from the vehicle. The victim also discovered an exterior bathroom door was left ajar near. The bathroom door that was left open enters into a small bathroom that does not have access into the rest of the residence. This bathroom is only used by the gardeners while at the property and by other workers. The estimated loss is \$720.00.</p> |
| 13-8863 | 10/14/13 9:33AM | 100 Blk. Croyden Way Woodside | Burglary | <p>The victims discovered their garage door was open in the morning.. When they walked out to the driveway they discovered both their vehicles had been ransacked sometime overnight. The victim told me she almost never locks her vehicle doors while they are parked overnight in their driveway. The victims began looking around the garage and discovered a spare set of four tires and rims for one of their vehicles were missing from the location where they were</p> |

| | | | | |
|---------|---------------------|--|-----------------------------|---|
| | | | | stacked near the wall. The victims also discovered other items missing from the garage and electronic items from inside the kitchen. The estimated loss is \$4,900.00. |
| 13-8873 | 10/14/13 3:14PM | 300 Blk. Portola Rd. Portola Valley | General Information Case | The Reporting Party reported that a power washer and a hydraulic controller were taken from Woodside Priory school grounds sometime between 10/12/13 and 10/14/13. The equipment was rented from Cresco. On 10/16/13 the deputy called Cresco and spoke with the Loss Prevention officer who stated that they picked up the equipment over the weekend and it was not stolen. |
| 13-8900 | 10/15/13 12:50PM | 100 Blk Old La Honda Rd. Woodside | Attempted Burglary | Unknown suspect(s) attempted to enter a residence through a glass door. It appeared that the suspect(s) never made entry into the residence and fled the scene. Deputies were unable to locate any evidence at the scene. There are no leads at this time. |



***FINAL REPORT
RESOLUTIONS APPROVED***

2013 Annual Conference



***Sacramento
September 20, 2013***

**FINAL REPORT ON RESOLUTIONS
September 2013**

The 2013 League of California Cities Annual conference was held September 18-20, 2013, in Sacramento. On Wednesday, September 18, two League policy committees met and considered the resolutions that were assigned to them.

The General Resolutions Committee met on Thursday, September 19, and considered the two resolutions before them. A chart on pages 2 and 3 of this packet includes a summary of the actions taken on the resolutions by the policy committees and the General Resolutions Committee.

The resolutions contained in this packet are only those that were approved by the General Assembly on September 20. Those resolutions are numbered 1 and 2. Also included in this packet, on page 8, is a status report on the implementation of the resolutions approved at last year's 2012 Annual Conference.

We thank those city officials who served as members of policy committees, the General Resolutions committee and those city officials who participated in the General Assembly.

Additional copies of this report are available on the League's website at:
www.cacities.org/resolutions

KEY TO ACTIONS TAKEN ON RESOLUTIONS

Resolutions have been grouped by policy committees to which they have been assigned.

| Number | Key Word Index | Reviewing Body Action | | |
|--------|----------------|-----------------------|---|---|
| | | 1 | 2 | 3 |
| | | | | |

1 - Policy Committee Recommendation to General Resolutions Committee
 2 - General Resolutions Committee
 3 - General Assembly

ENVIRONMENTAL QUALITY POLICY COMMITTEE

| | | 1 | 2 | 3 |
|---|------------------|----|---|---|
| 1 | Water Bond Funds | Aa | A | A |

PUBLIC SAFETY POLICY COMMITTEE

| | | 1 | 2 | 3 |
|---|---------------------------|----|----|---|
| 2 | Public Safety Realignment | Aa | Aa | A |

Information pertaining to the Annual Conference Resolutions will also be posted on each committee's page on the League website: www.cacities.org. The entire Resolutions Packet will be posted at: www.cacities.org/resolutions.

KEY TO ACTIONS TAKEN ON RESOLUTIONS *(Continued)*

Resolutions have been grouped by policy committees to which they have been assigned.

KEY TO REVIEWING BODIES

1. Policy Committee
2. General Resolutions Committee
3. General Assembly

KEY TO ACTIONS TAKEN

| | | |
|--|-----|---|
| | A | Approve |
| | D | Disapprove |
| | N | No Action |
| | R | Refer to appropriate policy committee for study |
| <hr/> | | |
| | a | Amend+ |
| * Subject matter covered in another resolution | Aa | Approve as amended+ |
| ** Existing League policy | Aaa | Approve with additional amendment(s)+ |
| *** Local authority presently exists | Ra | Refer as amended to appropriate policy committee for study+ |
| | Raa | Additional amendments and refer+ |
| | Da | Amend (for clarity or brevity) and Disapprove+ |
| | Na | Amend (for clarity or brevity) and take No Action+ |
| | W | Withdrawn by Sponsor |

| |
|--|
| <p>+Note: Petitioned Resolutions may not be amended by the General Resolutions Committee.</p> |
|--|

Resolutions that are approved by the General Resolutions Committee, as well as all qualified petitioned resolutions, are reported to the General Assembly. In addition, League policy provides the following procedure for resolutions approved by League policy committees but *not* approved by the General Resolutions Committee.

Every resolution initially recommended for approval and adoption by all the League policy committees to which the resolution is assigned, but subsequently recommended for disapproval, referral or no action by the General Resolutions Committee, shall then be placed on a consent agenda for consideration by the General Assembly. The consent agenda shall include a brief description of the basis for the recommendations by both the policy committee(s) and General Resolutions Committee, as well as the recommended action by each. Any voting delegate may make a motion to pull a resolution from the consent agenda in order to request the opportunity to fully debate the resolution. If, upon a majority vote of the General Assembly, the request for debate is approved, the General Assembly shall have the opportunity to debate and subsequently vote on the resolution.

APPROVED 2013 ANNUAL CONFERENCE RESOLUTIONS

- 1. RESOLUTION CALLING UPON THE GOVERNOR AND THE LEGISLATURE TO WORK WITH THE LEAGUE OF CALIFORNIA CITIES IN PROVIDING ADEQUATE FUNDING AND TO PRIORITIZE WATER BONDS TO ASSIST LOCAL GOVERNMENT IN WATER CONSERVATION, GROUND WATER RECHARGE AND REUSE OF STORMWATER AND URBAN RUNOFF PROGRAMS.**

Source: Los Angeles County Division

Concurrence of five or more cities/city officials: Cities of Alhambra; Cerritos; Claremont; Glendora; Lakewood; La Mirada; La Verne; Norwalk; Signal Hill; Mary Ann Lutz, Mayor, city of Monrovia.

Referred to: Environmental Quality Policy Committee

WHEREAS, local governments play a critical role in providing water conservation, ground water recharge and reuse of stormwater infrastructure, including capture and reuse of stormwater for their citizens, businesses and institutions; and

WHEREAS, local governments support the goals of the Clean Water Act to ensure safe, clean water supply for all and the U.S. Environmental Protection Agency has encouraged local governments to implement programs to capture, infiltrate and treat stormwater and urban runoff with the use of low impact development ordinances, green street policies and programs to increase the local ground water supply through stormwater capture and infiltration programs; and

WHEREAS, local governments also support the State's water quality objectives, specifically Section 13241 of the Porter-Cologne Water Quality Control Act, on the need to maximize the use of reclaimed and water reuse and the Regional Water Quality Control Boards and the State Water Resources Board encourage rainwater capture efforts; and

WHEREAS, the State's actions working through the water boards, supported by substantial Federal, State and local investments, have led to a dramatic decrease in water pollution from wastewater treatment plants and other so-called "point sources" since 1972. However, the current threats to the State's water quality are far more difficult to solve, even as the demand for clean water increases from a growing population and an economically important agricultural industry; and

WHEREAS, the State's Little Hoover Commission found in 2009 that more than 30,000 stormwater discharges are subject to permits regulating large and small cities, counties, construction sites and industry. The Commission found that a diverse group of water users – the military, small and large businesses, home builders and local governments and more – face enormous costs as they try to control and limit stormwater pollution. The Commission concluded that the costs of stormwater clean up are enormous and that the costs of stormwater pollution are greater, as beach closures impact the State's economy and environmental damage threatens to impair wildlife; and

WHEREAS, at the same time that new programs and projects to improve water quality are currently being required by the U.S. EPA and the State under the National Pollution Discharge Elimination System (NPDES) permits and the Total Daily Maximum Load (TMDL) programs, many local governments find that they lack the basic infrastructure to capture, infiltrate and reuse stormwater and cities are facing difficult economic challenges while Federal and State financial assistance has been reduced due to the impacts of the recession and slow economic recovery; and

WHEREAS, cities have seen their costs with the new NPDES permit requirements double and triple in size in the past year, with additional costs anticipated in future years. Additionally, many local businesses have grown increasingly concerned about the costs of retrofitting their properties to meet stormwater and runoff requirements required under the NPDES permits and TMDL programs; and

WHEREAS, the League of California Cities adopted water polices in March of 2012, recognizing that the development and operation of water supply, flood control and storm water management, among other water functions, is frequently beyond the capacity of local areas to finance and the League found that since most facilities have widespread benefits, it has become the tradition for Federal, State and local governments to share their costs (XIV, Financial Considerations); and the League supports legislation providing funding for stormwater and other water programs; and

WHEREAS, the Governor and the Legislature are currently contemplating projects for a water bond and a portion of the bond could be directed to assist local government in funding and implementing the goals of the Clean Water Act and the State’s water objectives of conserving and reusing stormwater in order to improve the supply and reliability of water supply; and

NOW, THEREFORE, BE IT RESOLVED by the General Assembly of the League of California Cities, assembled in Sacramento on September 20, 2013, that the League calls for the Governor and the Legislature to work with the League and other stakeholders to address the League’s adopted water policies, to provide adequate funding for water conservation, ground water recharge, capture and reuse of stormwater and runoff and compliance with the Clean Water Act stormwater requirements and watershed restoration in the water bond and to prioritize future water bonds to assist local governments in funding these programs. The League will work with its member cities to educate federal and state officials to the challenges facing local governments in providing for programs to capture, infiltrate and reuse stormwater and urban runoff.

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2. A RESOLUTION OF THE LEAGUE OF CALIFORNIA CITIES CALLING UPON THE GOVERNOR AND LEGISLATURE TO ENTER INTO DISCUSSION WITH LEAGUE AND CALIFORNIA POLICE CHIEFS' ASSOCIATION REPRESENTATIVES TO IDENTIFY AND ENACT STRATEGIES THAT WILL ENSURE THE SUCCESS OF PUBLIC SAFETY REALIGNMENT FROM A LOCAL MUNICIPAL LAW ENFORCEMENT PERSPECTIVE.

Source: Public Safety Policy Committee

Concurrence of five or more cities/city officials: Cities of Arroyo Grande, Covina; Fontana; Glendora; Monrovia; Ontario; Pismo Beach; and Santa Barbara

Referred to: Public Safety Policy Committee

THE LEAGUE OF CALIFORNIA CITIES DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, in October 2011 the Governor proposed the realignment of public safety responsibilities from state prisons to local government as a way to address recent court orders in response to litigation related to state prison overcrowding, and to reduce state expenditures; and

WHEREAS, the Governor stated that realignment needed to be fully funded with a constitutionally protected source of funds if it were to succeed; and

WHEREAS, the Legislature enacted the realignment measures, AB 109 and AB 117, and the Governor signed them into law without full constitutionally protected funding and liability protection for stakeholders; and

WHEREAS, California currently has insufficient jail space, probation officers, housing and job placement programs, medical and mental health facilities, lacks a uniform definition of recidivism; and utilizes inappropriate convictions used to determine inmate eligibility for participation in the realignment program; and

WHEREAS, since the implementation of realignment there have been numerous issues identified that have not been properly addressed that significantly impact municipal police departments' efforts to successfully implement realignment; and

WHEREAS, ultimately many of these probationers who have severe mental illness are released into communities where they continue to commit crimes that impact the safety of community members and drain the resources of probation departments and police departments throughout the state; and

WHEREAS, an estimated 30 counties were operating under court-ordered or self-imposed population caps before realignment, and the current lack of bed space in county jails has since led to many convicted probationers being released early after serving a fraction of their time; with inadequate to no subsequent supervision, leaving them free to engage in further criminal offenses in our local cities; and

WHEREAS, there is increasing knowledge among the offender population which offenses will and will not result in a sentence to state prison, and many offenders, if held in custody pending trial, that would be sentenced to county jail are ultimately sentenced to time served due to overcrowding in county facilities; and

WHEREAS, there are inadequate data bases allowing local police departments to share critical offender information among themselves, with county probation departments, and with other county and state law enforcement entities; and

WHEREAS, local police departments have not received adequate funding to properly address this new population of offenders who are victimizing California communities; and

NOW, THEREFORE, BE IT RESOLVED by the General Assembly of the League of California Cities, assembled in Sacramento on September 20, 2013, to request the Governor and State Legislature to immediately enter into discussions with League representatives and the California Police Chiefs' Association to address the following issues:

1. The need to fully fund municipal police departments, including those under contract with a county sheriff's department, with constitutionally protected funding to appropriately address realignment issues facing front line law enforcement. This funding would not diminish current revenue streams flowing to counties for this purpose, and would augment the ability of local law enforcement in general to monitor offenders. Since county realignment funding would not be affected, contract cities who have law enforcement services provided to them by county agencies would not suffer any reduction in service;
2. Amend appropriate sections of AB 109 to change the criteria justifying the release of non-violent, non-serious, non-sex offender inmates (N3) inmates to include their total criminal and mental health history instead of only their last criminal conviction;
3. Establish a uniform definition of recidivism with the input of all criminal justice stakeholders throughout the state;
4. Enact legislation that will provide local law enforcement the option for city police officers assigned to make compliance checks on AB 109 offenders to independently authorize flash incarceration for offenders on post-release community supervision. Flash incarceration shall be for up to 96 hours in Type I municipal jails, as specified by AB 986 (Bradford), or for up to 10 days in Type II county jails.
5. Establish oversight procedures to encourage transparency and accountability over the use of realignment funding;
6. Implement the recommendations identified in the California Little Hoover Commission Report #216 dated May 30, 2013;
7. Provide for greater representation of city officials on the local Community Corrections Partnerships. Currently AB 117 provides for only one city official (a police chief) on the 7-member body, 6 of which are aligned with the county in which the partnership has been established. As a result, the counties dominate the committees and the subsequent distribution of realignment funds.
8. Provide, either administratively or by legislation, an effective statewide data sharing mechanism allowing state and local law enforcement agencies to rapidly and efficiently share offender information to assist in tracking and monitoring the activities of AB 109 and other offenders.

APPROVED 2012 ANNUAL CONFERENCE RESOLUTIONS IMPLEMENTATION REPORT

| No. | Title | Required Action | Status |
|-----|---|---|---|
| 1. | <p>Call upon the Governor and Legislature to Enact Legislation that Would Correct Inefficiencies in the Audit System, Distribution System, and Inequities in the formulas for Distributing Court Ordered Arrest and Citation Fines, Fees and Assessments Generated by Local Government</p> | <p>The League will call upon the State Legislature and Governor to:</p> <ol style="list-style-type: none"> 1. Create an efficient system to provide cities with clear authority to audit the distribution of fines, fees, assessments and administrative costs for criminal and traffic violations; 2. Enact Legislation that changes the "Priority Distribution" mandate so cities receive the total cost of issuing, processing and testifying in court on criminal cases and traffic violations; and 3. Equally distribute from the total fine imposed, not just from the city base fine, any reduction in fines, fees, assessments or costs. | <p>The League has initiated a dialogue with the Judicial Council on the issue of inconsistent application of fines and fees, and discrepancies in regard to waivers and reductions of fines associated with traffic citations by trial courts.</p> <p>The Judicial Council has asserted that its Administrative Office of the Courts has provided regional training regarding its Uniform Bail and Penalty Schedule earlier this year. Further discussions are pending (October 2013) to pinpoint whether the policy on waiving or reducing fines without waiving penalties has been misunderstood by locals.</p> |
| 2. | <p>Raising Public Awareness and Supporting Tougher Laws Related to Internet Crimes Against Children</p> | <p>The League will:</p> <ol style="list-style-type: none"> 1. Desire to increase public awareness and educate others about the critical issue of internet crimes against children statewide; 2. Advocate for the State Legislature to adopt tougher laws for child pornographers that use the internet or online tools in the commission of their crime; and 3. Advocate for additional and more permanent funding for Internet Crimes Against Children Task forces (ICAC) statewide. | <p>The League provided research, helped draft language and then supported related legislation [AB 20 (Waldron), Chapter 143, Statutes of 2013] that arose from this League-sponsored resolution. AB 20 creates an additional fine of up to \$2,000 to be levied against offenders convicted of committing specified child pornography offenses involving the use of a government-owned computer or computer network to view prohibited obscene material.</p> |
| 5. | <p>Calling for the Promotion of Disaster Resilient California Cities</p> | <p>The League will encourage cities to:</p> <ol style="list-style-type: none"> 1. Develop and implement employee and resident emergency preparedness plans; and 2. Promote emergency family plans that emphasize self-reliance for food and water supplies. | <p>The League supported related federal legislation, H.R. 1859 by Representative Schiff, the Disaster Declaration Improvement Act, which sought to alter the dollar-per-capita criteria in assessing disaster-related damages and qualifying for disaster relief. This criteria disadvantages heavily populated states such as California.</p> |

San Mateo County
COUNCIL  *of CITIES*

Meeting Announcement & Agenda
 Friday, October 25, 2013

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

| Location | Schedule |
|---|--|
| <p>Green Hills Country Club 500 Ludeman Lane Millbrae</p> | <p>5:45 pm Social Time 6:15 pm Business Meeting 6:30 pm Dinner 7:00 pm Program 8:00 pm Adjourn</p> |

Please contact Chair Marina Fraser if you wish to bring up an item for group discussion or give a committee report.
 Telephone: (650) 726-8270 or email: mfraser@hmbcity.com

\$50.00 per person

Choice of:

**Slow Roasted Prime Rib
 w/roasted red potatoes & seasonal baby vegetables**

Cedar Plank Smoked Salmon w/rice pilaf & seasonal baby vegetables

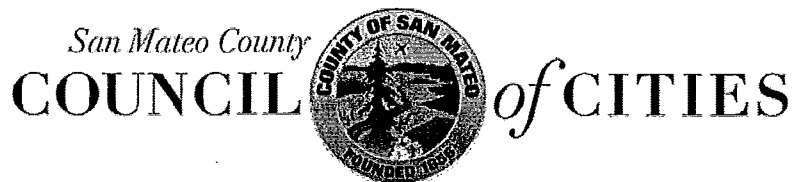
Vegetarian Risotto

Entrees include salad, fresh rolls & butter, dessert & freshly brewed coffee/tea

RSVP by noon on Tuesday, October 22, 2013
Fran Nelson at (650) 259-2333 or fnelson@ci.millbrae.ca.us

PLEASE MAKE CHECKS PAYABLE TO:
 City of Millbrae

PLEASE MAIL CHECK TO:
 City of Millbrae, 621 Magnolia Ave., Millbrae, CA 94030



Business Meeting
Friday, October 25, 2013
6:15 P.M.

- Call to Order
- Roll Call and Introductions by City Mayors, Councilmembers, and Guests
- Welcome by Host City – Gina Papan, Mayor
- Approval of Previous Meetings Minutes and Treasurers Report
- San Mateo County Board of Supervisors Report
- Committee Reports
- Old Business
- New Business
- Announcements

Program:

- Carl Guardino, President and CEO of the Silicon Valley Leadership Group.

Directions:

From U.S. 101

Take the Millbrae Avenue Exit - go west. At El Camino, go north. At Ludeman Lane, go west. Ludeman leads directly to the club entrance.

From Highway 280

Traveling north-take the Millbrae Avenue exit. Stay straight to go onto Skyline Boulevard. Turn slight right onto Larkspur. Turn right onto Helen. Turn left onto Laurel. Turn left onto Ludeman Lane - take to end.

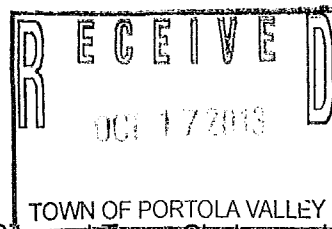
Traveling south-take the Larkspur/Hillcrest Exit. Follow Larkspur to Helen Drive, turn right. Proceed to Laurel. Turn left. Follow Laurel to Ludeman Lane. Turn left onto Ludeman. Follow into club.

ASSOCIATION OF BAY AREA GOVERNMENTS

Representing City and County Governments of the San Francisco Bay Area

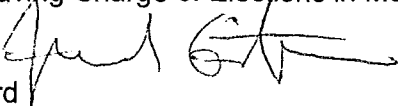


ABAG



Date: October 15, 2013

To: All Clerks of County Boards of Supervisors, City and Town Clerks, and Other Officers Having Charge of Elections in Member Jurisdictions

From: Fred Castro 
Clerk of the Board

Subject: **NOTICE OF CERTIFICATION OF ELECTION OF THE PRESIDENT AND VICE PRESIDENT OF THE ASSOCIATION OF BAY AREA GOVERNMENTS**

At the close of the nomination period at noon on Friday, October 11, 2013, only one candidate had filed the necessary nomination petition for the office of President and one candidate for the office of Vice President of the Association of Bay Area Governments.

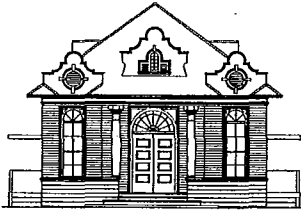
Pursuant to the Association's *Procedures for Election of the President and Vice President*: "If, at the close of nominations, only one candidate has been nominated for the office of President or for the office of Vice President, then such sole nominee is declared hereby to be elected to such office."

Therefore, I am pleased to certify the following as the Association's President-elect and Vice President-elect for the term beginning January 1, 2014 and expiring December 31, 2015.

| | |
|----------------|---|
| President | Julie Pierce Mayor City of Clayton |
| Vice President | David Rabbitt Supervisor County of Sonoma |

Cc: Ezra Rapport, Executive Director
Brad Paul, Deputy Executive Director
Kenneth K. Moy, Legal Counsel





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: October 18, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended October 18, 2013.

- 1. Harvest Festival at Town Center** – Thursday afternoon's harvest festival was a success with families enjoying a host of activities at Town Center including: imagination playground (big blue blocks) on the performance lawn, a crafts table sponsored by a local pre-school, train rides and pumpkin carving in coordination with the farmers market. Special thanks to Brandi and her team of volunteers who made the event a success: Maggie Foard, Market Manager (sponsor), Deano Lovecchio, Webb Ranch (train and pumpkin patch) Brook Coffee, volunteer (artwork for poster), Nicole Pasini, Library (imagination playground) Kay Erickson, Carillon Preschool (mask-making craft for kids) Friends of Portola Valley Library, Andy Browne, Nature & Science Committee (pumpkin carving demo).
- 2. Great ShakeOut on 10/17 @ 10:17AM** - Town staff participated in the Great ShakeOut and activated the EOC. The exercise was quite useful and highlighted the need for more frequent training. Special thanks to Ray Rothrock for participating in the exercise and offering staff training on the town's EOC communication systems. CERPP member Rick Anderson observed the event and his comments are attached to this memo.
- 3. 2013-14 Property Tax Report from County** – The County Controller's Office sent their annual report of property taxes that the Town can anticipate for the current fiscal year. With the recent change in how the County calculates TEA revenues, and some unknowns regarding Excess ERAF monies, it is difficult determine how far over budget property tax revenues will be but the outlook is positive.

Nick Pegueros

From: Rick Anderson <rlamoeba@earthlink.net>
Sent: Thursday, October 17, 2013 4:21 PM
To: Nick Pegueros
Cc: Ray Rothrock
Subject: Comments from this morning's EOC exercise

Hi Nick:

First of all, congratulations on a great EOC exercise.

Here are a few comments I jotted down during the exercise. That them for what they're worth...

Do you have a contents list for what's in your Go bags?

What was Logistics supposed to be doing during the exercise. They seemed not to have very much to do. For that matter, I'm not sure I saw the Logistics Chief doing anything.

Can the job of Finance be shared with another position. I don't see her/him having a lot to do to fill his/her time during an event.

I need to understand the radio communications part of the EOC. I suspect they are getting reports from the CERPP divisions, or anyone else who has radios tuned to the PV emergency frequency. Does the radio operator routinely relay messages received from CERPP, etc., to other officials?

Who is assigned to interface with the volunteers that happen to show up at the EOC? Is it assumed that one of the volunteers will take charge?

You need a larger "erasable" map of the Town. The one that was marked up with event locations (the one near where I was observing) was too small to be useful. The erasable markers used to identify locations pretty much obliterated any detail provided by the map. I'm not sure you need an erasable map as large as the one the EOC later annotated with sticky-labels, but you a map as large as possible that would still fit on a wall somewhere. (For a while, the EOC put the large non-erasable map in front of the white board. I suspect that would not be a good place for it in the event of a real emergency.)

Also, you might consider putting the CERPP division boundaries on the erasable map--or some other map used to identify locations of events. At one point, someone in the EOC suggested that Radio contact the division leader where the house fire had been reported. Fortunately, someone knew which division to contact--but I suspect that won't always be the case.

Is someone in charge of providing water/food for the EOC staff? When is that distributed?

I didn't see any readily available flashlights. I'm assuming that all other emergency-related tools/equipment is readily available nearby. Would it be the responsibility of logistics to run off and collect additional stuff required by the EOC? In which case, I'm assuming that Logistics EOC staff knows where to look for stuff.

If everyone brings his Go Bag, where should they be stored during an event. I first thought they'd fit under chairs, but after seeing how the chairs were shoved around during this exercise, I decided that another place needs to be found for them.

The "update" notes on the white board got pretty crowded. Especially, the updates to the house fire status: no room was reserved for updates.

Are town residents instructed beforehand that medical emergencies should be brought to the EOC/Town Center? What are CERPP division leaders told to do with people with serious injuries? There was a lot of concern in the EOC about what to do when someone showed up with lacerations: should the EOC staff drop everything and assist them? Should they be sent to the medical "tent", and told to wait for someone to show up and help them? Would there be first aid supplies available there before any doctors showed up? (IMHO, I don't think you have to worry about victims showing up with lacerations--except perhaps people hurt who were already at Town Center--and those "locals" would be there before the EOC even opens. People with more serious injuries would probably have needed the help of other town residents to get them to Town Center in the first place, so that person could be assigned to watch over them until qualified medics showed up.

I think that's pretty much all. Congratulations again on a very successful exercise.

Rick