



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
 Wednesday, May 14, 2014
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Derwin, Councilmember Hughes, Councilmember Richards, Vice Mayor Aalfs and Mayor Wengert

ORAL COMMUNICATIONS

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

CONSENT AGENDA

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of April 23, 2014 (3)
- (2) **Approval of Minutes** – Special Town Council Meeting of April 30, 2014 (16)
- (3) **Approval of Warrant List** – May 14, 2014 (22)
- (4) **Recommendation by Town Attorney** - Adopt Ordinance adding Section 18.17, State Density Bonus Law to (33) the Portola Valley Municipal Code
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.17 [State Density Bonus Law] to Title 18 [Zoning] of the Portola Valley Municipal Code (Ordinance No. __)
- (5) **Recommendation by Town Manager** - Proclamation Honoring Woodside Priory School (38)
- (6) **Recommendation by Public Works Director** – FY 2013/2014 Street Resurfacing Project – Rehabilitation (39) No. 2013-PW01 OBAG Funded Federal Project No. STPL-5390(005)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Upon Authorization from CalTrans, Call for Bids for the 2013/2014 Street Resurfacing Project – Rehabilitation No. 2013- PW01 Federal Project No. STPL-5390(005) (Resolution No. __)

REGULAR AGENDA

PUBLIC HEARING

- (7) **PUBLIC HEARING** – Adoption of a Resolution Approving a Revised Fee Schedule for the Town of Portola (44) Valley's Administrative, Building, Public Works/Engineering and Planning Departments
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving A Revised Fee Schedule for Its Administrative, Building, Public Works/Engineering and Planning Departments (Resolution No. __)
- (8) **Recommendation by Town Manager** – Resolution Approving Amendments to the Town's Employee (77) Compensation Plan Effective June 1, 2014
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan Effective June 1, 2014 (Resolution No. __)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (9) **Reports from Commission and Committee Liaisons** (95)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (10) **Town Council Weekly Digest** – April 25, 2014 (96)

(11) **Town Council Weekly Digest – May 2, 2014 (133)**

(12) **Town Council Weekly Digest – May 9, 2014 (153)**

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 878, APRIL 23, 2014

Mayor Wengert called the Town Council's regular meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Mr. Pegueros called the roll.

Present: Councilmembers Craig Hughes and John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Absent: Councilmember Maryann Moise Derwin

Others: Nick Pegueros, Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

- (1) Presentation: Doug Yakel, Public Information Officer for San Francisco International Airport with an overview of the upcoming SFO runway construction

Mayor Wengert welcomed Mr. Yakel and David Ong from the SFO Noise Abatement Office.

Mr. Yakel stated that he would explain the rationale for the construction project, which focuses on runway safety areas, explaining what they're doing, why and how, as well as how it affects neighboring communities. SFO has four runways: 2A-Left and 2A-Right are used primarily for flights arriving over from the San Mateo Bridge, while Runways 1-Left and 1-Right are primarily used for departing traffic.

Mr. Yakel explained that the areas being addressed in the current construction project are essentially safety zones at the end of every runway that are designed to give flights an additional margin of safety in the event of aborted takeoffs when they can't slow fast enough, or overshooting the runway when they land. Development of safety zones stemmed from incidents that occurred at other U.S. airports, including one at Burbank, where an aircraft overran the runway, went through a fence and ended up at a gas station, and another at Midway in Chicago. Congress mandated completing these improvements by the end of 2015.

Mr. Yakel said SFO has completed RSA work on 2A-Left and 2A-Right. The phase coming up this summer will address 1-Left and 1-Right. The FAA provides for two ways to comply with its requirement for enhanced safety zones. One would involve adding another 1,000 feet of runway, but real estate constraints made that option possible only with 2A-Left and 2A-Right. With Highway 101 on one side and San Francisco Bay on the other, Runways 1-Left and 1-Right require Engineered Materials Arresting system (EMAS). Mr. Yakel liked an EMAS to a runway truck ramp; it consists of installing blocks of cellular material that are strong enough to drive a truck on, but would collapse predictably under the weight of an airplane, allowing the landing gear to sink gently into the sand-like material. SFO will install over 15,000 of these blocks this summer, during which time both arriving and departing flights will use 1A-Left and 2A-Right.

Runways 1-Left and 1-Right will be out of commission from May 17, 2014 until August or early September 2014. This is a busy travel season, he said, but EMAS curing requires dry weather and these are statistically some of the driest months of the year. They plan to work 24/7 until the project is complete.

Using only these two runways isn't rare, Mr. Yakel said, noting that on 101 different days in 2013 the airport operated for a time on only two runways. SFO regularly relies on 2A-Left and 2A-Right for both arrivals and departures during high-wind conditions, so he said it's also a familiar process for Air Traffic Controllers.

As for how closure of two runways affects delays, Mr. Yakel said that when all four runways are open to operate, SFO can handle up to 100 flights per hour, divided about equally between arrivals and departures. The runway closure will cut capacity by about 15%, to 85 operations per hour, again, split pretty evenly between arrivals and departures. Priority will be given to arriving flights, so arriving flight delays will be minimal on good-weather days. Mixing in departures from the closed runways with the arrivals on 2A-Left and 2A-Right might cause some departure delays, particularly during peak demand periods – around 9:00 a.m., 11:00 a.m. and 1:00 p.m.

Mr. Yakel said the FAA has taken temporary authority to review all airline flight schedules at SFO, and as a consequence, the airlines have cut back plans to expand summer flights (to 2% instead of 5%), and the additional flights will be added only during off-peak periods. He also said SFO has been using a new procedure, Closely-Spaced Parallel Runways (CSPR), since last fall. He said CSPR makes more efficient use of SFO's two parallel runways, and has helped reduce delays during rainy months in the winter. The CSPR procedure also will bolster capacity during the runway closures.

In addition, Mr. Yakel said that during the runway closure, the airport would use a departure management system similar to what JFK International Airport implemented several years ago to help address a chronic problem of long taxi times. Mr. Yakel likened the system to metering lights on freeway onramps during commute hours. It gives departing flights a time to push back from the gate so that when they reach the end of the runway they don't have to wait long for takeoff, and reduces fuel consumption in the process. He said SFO hopes this system will help minimize delays during construction.

As for the effects of the project on flight patterns, Mr. Yakel first described a typical configuration today. With all four runways in operation, he said flights departing for the Midwest, the East Coast and Europe use Runways 1-Left or 1-Right, flying over the Bay en route to their destinations. Flights headed to Southern California also use those runways, turning left over Brisbane and flying over the Peninsula. Most of the flights that depart via Runways 2A-Left and 2A-Right have destinations in Hawaii and Asia. Closure of 1-Left and 1-Right will shift all departing traffic to 2A-Left and 2A-Right. Southbound flights will take off straight, fly through the so-called gap and turn left off the coast. Departing eastbound flights will execute shoreline departures, turning right over Highway 101 and flying on toward their destinations.

Mr. Yakel said residents of San Bruno, South San Francisco, northern Pacifica and southern Daly City will experience the addition of the Southern California traffic while 1-Left and 1-Right are closed. In the evening, he said outbound Southern California flights are generally scheduled only until about 9:00 p.m. From 10:00 to 11:00 p.m., red-eye flights to New York, Boston and Washington will use the shoreline departure route.

Mayor Wengert asked whether any increased vectoring is expected for arrivals, or whether it's all weather-related. Mr. Yakel said he didn't know. He pointed out that vectoring occurs when predictability is lacking and more aircraft feeding into a region that can't handle it. He said the process to be used during the SFO construction isn't new, so at least it doesn't add to the unpredictability.

Councilmember Hughes, referring to a chart showing the imbalance between demand and available time slots for takeoffs and landings, asked whether the need to catch up actually stretches the three-hour delay indicated into a longer delay. Mr. Yakel said a period of excess supply follows each hour of excess demand, so after the 9:00 peak, there's a 10:00 valley. The peak-valley offset minimizes the buildup and the need to catch up. Even at JFK, he said, it's only during peak demand periods that flights may be held five, 10 or 15 minutes.

Councilmember Hughes also asked what "bad weather" during the summer months would be. Mr. Yakel said during the "June balloon," the day begins with a marine layer that typically burns off by about noon. In that situation, the FAA implements a ground-delay program, which attempts to meter arriving flights by assigning revised takeoff times to inbound flights to artificially reduce capacity. Unless stormy weather is involved, he said this scenario most typically affects flights from Southern California.

In looking at the charting, Vic Schachter, Golden Hills Drive, said that in terms of departures, it seems as if the noise impact on Portola Valley and Woodside would be minimal as a result of this construction, or possibly even less than it is now.

Tina Nguyen, Alhambra Court, noted that Portola Valley had more air traffic over the summer of 2013 than in any previous year, and the amount of traffic was horrible even on clear days. She said it's hard to believe that the construction won't affect the arrival side, because more incoming flights lead to vector trafficking. She said, too, that the people who have complained the most are from Portola Valley, Woodside and Brisbane. These communities share a problem with the Southern California commuter air traffic, which has worsened over the past five years, as SFO embraced Virgin Airlines and Southwest. She said their aircraft are really loud. She asked what we should expect to be different this year.

In response, Mr. Yakel said it's tough to compare. Some variables are known, such as planned closure of Runway 2-A, but some are not, such as the closure after the Asiana Air accident in July of 2013 and the temporary change in the way international arrivals were handled, with an increased level of separation between flights. He said the level of unpredictability was among the factors that made a difference. The selection of an option familiar to Air Traffic Controllers during this summer's construction should help mitigate the unpredictability factor.

Ms. Nguyen said she's noticed a lot of noontime traffic, including Air France from Paris and Lufthansa, with its huge Airbus A380s flying over our neighborhoods. She said she doesn't understand why the times they leave Frankfurt can't be adjusted. Mr. Yakel said that in altering departure times, the FAA focused on airlines that were increasing their flight schedules, which affected carriers such as United and Delta.

CONSENT AGENDA

- (2) Approval of Minutes: Regular Town Council Meeting of April 9, 2014 [*Removed from Consent Agenda*]
- (3) Ratification of Warrant List: April 23, 2014 in the amount of \$125,730.16
- (4) Recommendation by Town Manager: Support of West Nile Virus / Mosquito and Vector Control Awareness Week
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley declaring April 20-26, 2014 West Nile Virus and Mosquito and Vector Control Awareness Week (Resolution No. 2617-2014)

By motion of Councilmember Richards, seconded by Councilmember Hughes, the Council approved the Items 3 and 4 on Consent Agenda with the following roll call vote:

Aye: Councilmembers Hughes and Richards, Vice Mayor Aalfs, Mayor Wengert.

No: None.

- (2) Approval of Minutes: Regular Town Council Meeting of April 9, 2014

Councilmember Hughes moved to approve the minutes of the Town Council meeting of April 9, 2014, as amended. Seconded by Councilmember Richards, the motion carried 3-0-1 (Aalfs abstained).

REGULAR AGENDA

- (5) Public Hearing: Adopt Ordinance adding Section 18.17, State Density Bonus Law to the Portola Valley Municipal Code

- (a) First reading of title, waive further reading, and introduce an ordinance of the Town Council of the Town of Portola Valley adding Chapter 18.17 [State Density Bonus Law] to Title 18 [Zoning] of the Portola Valley Municipal Code (Ordinance No. __)

As Ms. Prince explained, according to State Density Bonus Law (SDBL), which is found in Government Code Section 65915, if an applicant meets certain threshold requirements, the Town must grant the applicant a density bonus and one or more incentives in who meet certain state-mandated thresholds accordance with the law.

Although the law applies whether or not the Town adopts an implementation ordinance, having such an ordinance can be advantageous. Ms. Prince offered three reasons:

- It complies with state law
- It provides the Town more control over the process, setting the table for developers to understand what they need to provide the Town in terms of information, what costs they must bear and generally adds clarity about who does what
- It allows the Town to take advantage of streamlined review of the Housing Element.

She explained, too, that the ordinance would not add anything to state law; e.g., it provides no additional incentives, bonus or other perks for developers. By the same token, the ordinance does not take anything away from SDBL. The Planning Commission reviewed the ordinance and voted unanimously to recommend its approval.

Councilmember Hughes asked what would constitute one bonus or incentive a developer might receive. Ms. Prince said the density bonus percentages to which an applicant is entitled for providing a certain amount of very low income and low income units are set by state law. For example, providing 10% low income housing might warrant a 5% density bonus. The code defines an incentive as a reduction in a development standard, such as a relaxed setback or height.

To frame the context for public understanding of the potential impact, Mayor Wengert asked how many housing developments the Town has had in the past 10 years, and how many parcels might lend themselves to being affected by density bonus regulations. Ms. Prince said tonight's packet include information about a requirement of five or more units to be eligible for a bonus. Knowing that requirement, staff looked at the number of properties in Town that could accommodate five or more units, and found four (El Mirador Ranch, Spring Ridge, Stanford Wedge and Fogarty). Housing developments are not anticipated for any of these four sites. SDBL would not take away the Town's discretion to require a CUP, either, so that would remain part of the Town process.

Underscoring the fact that no development on these parcels is imminent, Mayor Wengert noted that a CUP review for the Spring Ridge property spanned three years, and we know the owners plan to maintain their parcel and expand its agricultural use. As for the Stanford Wedge, she said Stanford's construction projects are more centrally located on the main campus and Wedge development has not been prioritized at all. The Town has had no discussions for some time with either El Mirador Ranch, which is complicated by multiple owners, or Fogarty, she said.

In response to Bud Eisberg, Wyndham Drive, Ms. Prince said the maximum bonus that could be awarded is 35%, and all of the housing on which the bonus is based would have to be at the same income level (e.g., very low income) and part of the same project.

Lou Ebner, Wyndham Drive, asked at what point in this process the public would be able to comment effectively on this. He said he raised the question because density bonuses and their "explosive" ramifications were never even mentioned in discussions about 900 Portola Road. The public never knew what was potentially on the other side of this transaction, he said.

Ms. Prince said when any developer submits an application; the application becomes part of the public record and is thus always available for anyone who wants to review a file. Further, she said, the properties involved would have use permits that would require CUP amendments, which is a public process. She also explained that the process outlined in the density bonus ordinance indicates that the Town would concurrently review the density bonus application when the developer comes in for a CUP amendment or anything else. It would be part of the public process at the Planning Commission and Council level, in any study session or review that takes place. Ms. Prince said the site was not even zoned for housing; it was commercial.

Mayor Wengert added that even if zoning had allowed for a housing development at 900 Portola Road, no plan was ever put forward by any developer for any specific project, let alone a number of units, so it's a moot point relative to that property. Mr. Ebner said that if it had been rezoned for eight units, as far as he can tell it would have qualified. Mayor Wengert noted that had such a situation existed, when a developer came in to apply for any approval the process would have become public, with Planning Commission and ASCC reviews, hearings and everything else.

Mr. Ebner said that (prior to any approvals or denials), we'd have ample opportunity to review any proposal and if it met state eligibility requirements for a density bonus and understand any potential consequences of any application of a density bonus. Mayor Wengert agreed, emphasizing that the law's application is project-specific.

With no other speakers coming forward, Mayor Wengert closed the public hearing.

Councilmember Richards moved to approve the first reading of title, waive further reading, and introduce an ordinance of the Town Council of the Town of Portola Valley adding Chapter 18.17 [State Density Bonus Law] to Title 18 [Zoning] of the Portola Valley Municipal Code (Ordinance No. ____). Seconded by Vice Mayor Aalfs, the motion carried 4-0.

The second reading is scheduled for the May 14, 2014 Council meeting.

(6) Discussion and Council Action: Comments to the NorCal OAPM Environmental Assessment Report

Mayor Wengert said the Federal Aviation Administration (FAA) originally provided 30 days to comment on the Northern California Optimization of Airspace and Procedures in the Metroplex (OAPM) Environmental Assessment (EA) Report. She said that over the past month, Town representatives have attended a number of FAA "workshops," meetings and gone through an extensive review, and also encouraged neighboring jurisdictions to step up their involvement. She credited the Ad Hoc Citizens Committee on Airplane Noise Abatement for the South Bay for the tremendous amount of work its members have done.

In addition to the support of Congresswomen Anna Eshoo and Jackie Speier in requesting an extension of the review period, Mayor Wengert said the help of Senators Barbara Boxer and Dianne Feinstein had been enlisted. She was just told an extension was granted; although it wasn't the 60 days requested, the deadline for comments has been pushed back from April 24, 2014 to May 4, 2014.

The good news, Mayor Wengert said, is we now have some additional time, but we need additional data needed on flight routes, patterns, paths and the related altitudes to be able to evaluate the potential impacts. Having experienced major increases in air traffic over Portola Valley already, she said, the concern is that these changes will forcing an uptick in volume and make it even worse.

Mayor Wengert said we also want data to review on the noise impacts of each of FAA's proposed phased implementation, and that they not move from the first phase, departures, into the second without providing that data and evaluating those impacts. She said Portola Valley is most affected by the arrivals, and the public should have the opportunity to provide input between implementation phases.

Mr. Schachter commented on the support of our senators and congresswomen and the tremendous team effort that resulted in the FAA, for the first time in its history, to grant an extension. He said the letter is quite compelling, because we need the data to make intelligent judgments. He said the Ad Hoc Committee put together a triage position paper that was forwarded to Mayor Wengert.

Vice Mayor Aalfs moved to approve the draft letter, subject to further amendment if appropriate prior to the May 4, 2014 deadline. Seconded by Councilmember Richards, the motion carried 4-0.

(7) Recommendation by Nature and Science Committee: Proposal for the Hawthorn Property

Committee Chair Yvonne Tryce said the Hawthorn property, which is now a part of the Mid-peninsula Regional Open Space District (MROSD) provides a potential opportunity to establish the permanent Nature Center that Committee members have discussed for years, and MROSD's Request for Letters of Interest (RLOI) seemed like the ideal time to take the first step toward this goal. She said that although it's clear that the Town wouldn't take on the expense, she noted that officials have not voiced any objections to the idea of a permanent Nature Center there.

Looking at funding options, Ms. Tryce said one obstacle is how to take in funds, and whether an independent organization should handle the funding. She said the best solution she found is the model used for Town Center, which would not burden Town staff. A Windy Hill Hawthorn Program partnered with MROSD could be totally independent of Town government and yet provide a wonderful resource for the whole Town. An independent entity, such as the Silicon Valley Community Foundation, could also facilitate the interaction of the various interest groups that would like to see the Hawthorn property developed for various uses.

Ms. Tryce outlined some proposed uses, indicating that she's just received a cost estimate of \$6 to \$8 million. She noted that the Nature Center would actually be the least expensive part of what they have in mind. The project would be in the design phase for about a year, and under construction for a year to 18 months.

Councilmember Richards said the process sounds incredibly intensive.

Vice Mayor Aalfs asked whether the Nature and Science Committee had discussed the project with any other Committees. Ms. Tryce said that Nancy Lund, Chair of the Historic Resources Committee, was very interested in an historical museum with artifacts in the main house, and an art gallery with some of the exhibits that were on display before Town Center was built. She also said a site on the Hawthorne property would be ideal for community gardens, which interest another group of people. She said Acterra is particularly interested in the olive orchard. Scouts are also interested in participating in some way. Ms. Tryce said it would be good to get together a group of people representing the various interests.

SallyAnn Reiss, Portola Drive, said a group would have to form, write a business plan, identify the developer, create a budget and take several other steps before actually opening a fund at the Silicon Valley Community Foundation. Vice Mayor Aalfs agreed, the more defined a project is going in, the better. Ms. Reiss said that she and other Foundation "alumnae" from the Town Center project met today and discussed how they could support the group that wants to develop the Hawthorn property and pass on the legacy of what they know from their Town Center experience and what they did.

Ms. Tryce said while the Town wouldn't be paying for it, it would be important to have the Council's blessing and guidance.

Looking back at the Town Center project, Mayor Wengert recalled that the community involvement began in earnest with a series of charettes, which resulted in creating a vision for the project, and former Mayor Ted Driscoll tapped his extensive background and gave up a year of his working life to run with it. What Ms. Tryce described as the Hawthorn potential would be very large scale, Mayor Wengert said, and she understands why it's grown from the initial idea of a Nature Center. However, she said she doesn't understand who would lead what she considers the "business organization" that could drive this sort of

project to fruition. The Town Center, on the other hand, had not only Town volunteers but Mr. Driscoll serving as “CEO” and a significant amount of staff support.

Ms. Tryce said they hope that reaching out to the community, perhaps with some charettes – which would not necessarily have to be Town-sponsored – would result in being able to identify people who are not only interested enough in taking on the management role but also capable of doing so.

Discussing it with MROSD representatives just yesterday, Ms. Tryce said she’s on top of the CEO idea to which Mayor Wengert alluded. She also said that the Hawthorn development may draw in different parties for different projects, e.g., the main house versus the garage versus something else. She said it’s very early in the game, and solutions could take a variety of forms.

Councilmember Hughes noted another aspect of the Town Center project that differs from this one. Whereas the Town Center project was able to proceed at the Town’s own pace, this one could be more dependent on another entity’s schedule, including, of course, MROSD’s.

Bernie Bayuk, Paloma Road, urged Town backing to support nature and science interests similar to the backing for athletic interests the Town showed in bringing soccer, baseball and tennis facilities to Town Center. Mayor Wengert said she thought it’s too early to make that determination, and the Town is currently facing some very serious issues, including the water shortage and fire danger, that demand priority and resources.

Councilmember Richards said he’d love it if the Town had the bandwidth to take this project on in its entirety, because the concept is fabulous. The timing issue is problematic though, with staff stretched to its limits, the Planning Department in transition and a huge uptick in building throughout Town. He said depending on what develops, the Town may be able to help with a portion of it – but we’ll have to wait and see.

Kirsten Kingdom, Portola Road, said this is an exciting project, and wondered whether the Town would sponsor something whereby people could come together who have an interest, and perhaps form a volunteer group that’s committed to it. Mayor Wengert said we’d be amenable to having Town facilities used by such a group; the uncertainty about the Town’s role relates more to the type of entity that’s contemplated or might form.

Mr. Pegueros said Ms. Tryce’s early draft of the RLOI, which is included in tonight’s meeting packet, shows \$3 million labeled “Open Space Acquisition grant” in the Finance section, and he wanted to know whether the Council considered that appropriate to include in any proposal at this time. Mayor Wengert said that with no specific proposal, it’s a difficult issue, but she said at this point it would be appropriate to assume that money is not available. One issue is that the property being discussed isn’t Town property, and the fund is designed for the Town to acquire and/or operate open-space land.

Gary Nielsen, Pinon Drive, Chair of the Open Space Acquisition Advisory Committee, said that he doesn’t know much about the proposal, but it basically involves buildings rather than open space. It’s affiliated with open space, but it isn’t open space.

Bonnie Crater, Wayside Road, who’s a member of the Nature and Science Committee, said she thinks this is a great project and is excited that that it can result in some wonderful education programs for children in the community. She said she infers that the Council is okay with the Nature and Science Committee proceeding with preparing a letter of interest, but that Councilmembers want more detail prior to any additional steps beyond that. Mayor Wengert said the only other question now is the entity; she thought she heard initially that it was not the Nature and Science Committee. If she mis-heard, she said, that would be a concern, because the Committee is a Town entity, so it would by definition be a letter of interest by the Town.

“Portola Valley Community” is listed as the organization or individual name on the draft letter, and Mr. Pegueros said the draft letter begins with, “Our organization is composed of residents of Portola Valley and the surrounding area with various interests encompassing . . .”

Ms. Tryce confirmed that the Nature and Science Committee is not named in the application.

The deadline for submitting letters of interest to MROSD is June 20, 2014.

(8) Recommendation by Town Manager: Traffic Calming Policy Framework

Mr. Pegueros said the Council is being asked to consider directing the Bicycle, Pedestrian and Traffic Safety (BP&TS) Committee to draft a traffic-calming policy for Portola Valley. To help kick-start that process, he explored such policies in other communities. Neither Woodside nor Atherton has a formal policy, he said, and the policies in Redwood City and Menlo Park would require considerable massaging to fit the Town’s needs. However, Los Altos Hills (LAH) has been working on a tailoring the policy in effect in Moraga to LAH’s needs. Scheduled to go to the Los Altos Hills City Council on May 15, 2014, the LAH draft Traffic Calming Guide is included in tonight’s Council packets.

As noted in Mr. Pegueros’ April 23, 2014 staff report, the LAH Guide might serve as a useful starting point for Portola Valley because of certain shared conditions, including steep and narrow roadways, a roadside trail system with gaps in continuity, private roadways and concern about hazardous driving in close proximity to schools. If the Council agrees that the LAH material could be tweaked for Portola Valley, he asked that they and identify items that the BP&TS Committee should add, enhance or omit.

He specifically requested Council guidance on using the Town’s traditional “test and measure” approach. He referred to a March 14, 2014 email in the Council packet from BP&TS Committee member Leslie Latham, who outlined possible additional test-and-measure efforts for Corte Madera Road that might be considered at a future Council meeting

Councilmember Hughes said he reviewed the LAH draft through the lens of the Corte Madera situation. He saw some overlap between Levels 2 and 3, noting that the question seems to boil down to which situations call for law enforcement, fire official and/or planning department involvement and the appropriate degree of review and approval. With Portola Valley considering prohibiting left turns for a half-hour twice a day on a couple of streets as an example, he suggested that Level 3 measures in the LAH Guide contain changes more substantial than what Portola Valley may need.

Councilmember Hughes said he thought the test-and-measure idea would be appropriate in some situations, but in the Corte Madera instance, measurement doesn’t illustrate the issue because there seems to be a qualitative rather than quantitative problem that measuring doesn’t help define. He also suggested that it might be worthwhile to develop a more expansive policy that covers traffic and parking in general, in addition to traffic-calming measures.

Councilmember Richards agreed about the overlap between Levels 2 and 3, suggested that Levels 1 and 2 might be sufficient for Portola Valley and review at any level should be thorough. Councilmembers agreed that Portola Valley has already taken Level 1 approaches, and that ASCC review of signage should be required.

Leslie Latham, Grove Drive, recalled advice that former Councilmember Ted Driscoll shared when the BP&TS Committee formed: Refine your problems if you want to get anything done. She said this problem is big enough on its own, so she’d keep the focus on traffic calming. Ms. Latham said the BP&TS Committee still has potential solutions to test, and measure the results before making them permanent. She said the Committee also is working on a separate recommendation for Windy Hill parking.

Cathy Carlson, Crescent Avenue, asked whether the idea is to develop a policy and then do more testing and measuring and then follow through with implementation. Mayor Wengert said yes, that would be the process, but with a template to follow it shouldn’t take a long time.

Dean Asborn, Canyon Drive, asked whether the discussion was limited to Corte Madera Road, or the surrounding neighborhood. Mayor Wengert said we'd look at the whole area, aware that there would be ripple effects from any area. Ms. Prince added that the policy would apply anywhere in Town that had issues with respect to traffic.

Mayor Wengert, commenting on the process, said when the Trails and Paths Committee faces an issue, members mount a concerted effort, reach out to ensure neighbors understand the problem and systematically take a variety of tacks, intensifying the pressure to bring about a solution. Taking as an example the issue of scoring driveways to make them safer for horses, she said taking this approach made the list of problem driveways dwindle away from double digits. For the first time since she's been Trails and Paths Committee liaison, Mayor Wengert said, driveway scoring no longer appears as an agenda item for the Committee. She said the BP&TS Committee could take the same approach as effectively, using a variety of tactics and a variety of partners.

Noting LAH's preference for permanent versus temporary measures, Councilmember Hughes pointed out that clarification would help ease the tension between the permanent-versus-temporary issue and the trial-and-error, test-and-measure approach. He suggested addressing timeframes for temporary measures and review periods. Ms. Latham indicated that matters of timing depend heavily on the various demands on Public Works Director Howard Young, whose backlog of projects is stacked up.

Vice Mayor Aalfs raised the issue of legal maneuvering room, which the Council has discussed briefly in terms of street closures and turn restrictions. He said the LAH Guide touches on this, but he'd like Portola Valley's policy to clarify what's within local authority and what goes to state level. Ms. Prince explained that state law provides for situations in which roads can be closed, but circumstances in the Corte Madera neighborhood don't align with state allowances for exceptions.

Mayor Wengert said she'd omit parts of the LAH Guide, particularly some in the Level 3 tools, because they wouldn't apply Portola Valley (e.g., as sidewalks, curb extensions, bulb outs and median islands).

Mr. Asborn said signage wouldn't be very effective in slowing traffic in the Corte Madera neighborhood. The area needs a 24/7 "forcing" function 365 days a year – properly installed and laid out speed bumps that force slow driving.

Mr. Pegueros said the Council meeting minutes, the LAH policy and direction regarding parts to strengthen or omit would be forwarded to the BP&TS Committee to take up.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(9) Reports from Commission and Committee Liaisons

Councilmember Richards

(a) Cultural Arts Committee

Meeting on April 10, 2014, Committee members discussed:

- An art-participation project to hold at Rossotti's and at the Meadow in conjunction with the Town's 50th Anniversary events
- Its budget, which he said should have been submitted by now
- The Town picnic on June 7, 2014; the Town's 50th Anniversary parade, which had been planned for Town Picnic day, was postponed to September 21, 2014, to avoid any potential conflicts with the Zots to Tots event

(b) Architectural and Site Control Commission (ASCC)

The ASCC considered three fairly significant and somewhat controversial projects at its April 14, 2014, including:

- 229 Corte Madera Road, where privacy has been an issue
- 18 Redberry Ridge, where development of the lower yard remains a concern, but the shared driveway and unauthorized tree clearing issues seem to have been resolved
- 3 Grove Court

Councilmember Richards said he left the meeting prior to a discussion about gates, but understands the ASCC is concerned about the proliferation of gates in Town. He said plans for 299 Corte Madera Road included a six-foot gate that was almost solid, but the applicant was persuaded to scale back to four-foot gate that is more open.

(c) Emergency Services Council

The San Mateo Emergency Services Council met on April 17, 2014, discussing:

- The radio tower upgrade
- A review of a silver dragon exercise earlier this month, simulating response to an anthrax attack; during this simulation, volunteers managed to deliver antidotes to 15,000 homes within 90 minutes
- New JPA documentation, which had been approved by all the cities and the County, apparently has some legal issues; he said the revisions are not major, but the documentation must be rewritten and reprocessed and won't be back until after June 16, 2014

(d) Conservation Committee

Meeting on April 22, 2014, the Conservation Committee talked about going back to having Committee members doing the "grunt work" and bringing in more members to make that a viable proposition. Meanwhile, they want a budget amendment that would allow hiring people to work on various projects under the Committee's direction. Councilmember Hughes said that in a discussion with Planning Commissioner Alex Von Feldt, he learned that Acterra organizes such activities. Councilmember Richards said that's true, and there may be other sources of volunteers that we aren't tapping.

The Committee also:

- Discussed the proposed barn addition at the Jelich Ranch on Portola Road and the possibility of talking with the Whites about opening some of the views on their property
- Announced two Backyard Habitat program award recipients: the Schachters on Golden Oak Drive and the Richards' family (yes, Councilmember Richards!)
- Reviewed Earth Day participation plans

- Continued discussion on plantings and other improvements for the Oak Grove by the tennis courts
- Reviewed concerns about willows in creek and eucalyptus removal on Portola Road

Councilmember Richards said the Conservation Committee now has a liaison from the Trails and Paths Committee, Phil Reilly.

(e) Corte Madera School

Councilmember Richards said a meeting today covered the Parisi report on the traffic issues near Corte Mader School and the Town's plans for projects in that area, including the street resurfacing. The School District was represented, but the School Board has not come up with any concrete plans. Councilmember Richards suggested considering school buses, which he would go a long way to solving a lot of problems.

Councilmember Hughes

(f) Planning Commission – meeting was canceled.

(g) Nature and Science Committee

At their April 10, 2014 meeting, members of the Nature and Science Committee discussed the Hawthorn proposal, which is now much more concrete than it had been. Chair Tryce collected ideas, which member Treena Diehl apparently pulled together, he said.

The Committee is also putting together its FY 2014-2015 budget (which Mr. Pegueros said was submitted earlier this week) and organizing a range of events through the spring and summer, including:

- Earth Fair activities on April 26-27, 2014; the Committee's table will have birds' nests to view, pond water samples to examine under microscopes
- Flight Night on May 16, 2014, building on last year's great success
- Hike on August 14, 2014
- Star Party on August 29, 2014
- Ecology Day on October 18, 2014

Councilmember Hughes said the question of banners – what we have, where they are stored, who may use them – comes up often.

Vice Mayor Aalfs – None

Mayor Wengert

(h) Ad Hoc Water Conservation Task Force

The Task Force met for the second time on April 14, 2014. Mayor Wengert reported that Chair Mike Ward is incredibly enthusiastic and the Task Force has gathered a significant

amount of data. Members discussed their various action items, ranging from gray water to purple pipes, and their plans to attend the Los Altos Hills water conservation meetings.

Although they ran out of time, members continue to work on setting and prioritizing short- and long-term goals. Following the wordless “K-J Jiro Kawakita” method to reach consensus, they will continue to work on goals at their meeting on May 16, 2014.

(i) Association of Bay Area Governments (ABAG)

Mayor Wengert said San Francisco ranked number one among all 100 metropolitan areas in the United States when it comes to the lack of affordable housing. While New York has more pockets of higher expense, she said it also has pockets of less-expensive housing in between, while fewer and fewer places in the Bay Area have that diversity. Mayor Wengert also noted that the San Francisco metropolitan area is now being called Silicon Valley – including San Francisco and Oakland. She gathers that the reason is the entrepreneurial spirit implicit in the Silicon Valley name, and the entrepreneurial spirit is the heartblood of the economy in this area.

She also noted that the affordable housing shortage, which has been an intractable problem for years, is worsening, with ever-increasing resistance and barriers. She said there’s some movement among ABAG participants to come up with some high-tech experimentation to tackle the problem, an approach that she hopes gains traction and involves all regional governments.

Clearly, she said, our top challenges are housing and transportation. In terms of transportation, she said we are much more like Los Angeles than we were even 10 years ago, particularly when the economy is doing well.

(j) Finance Committee

On the agenda for the Finance Committee meeting on April 23, 2014, was a discussion of the possibility of instituting a parcel tax to replace the Utility Users Tax, something that Committee member Bill Urban has been promoting for a long time. Mr. Pegueros, who also attended the meeting, and Mayor Wengert said that the Town could not commit staff time to collect data or research the issue.

Member Ken Lavine also led a discussion on using parcel tax funds to underground utilities. Mr. Lavine acknowledged that the Town Council has not favored that approach, but member George Savage noted that if the Town were to save money by replacing the UUT with a parcel tax, the cost savings could go toward undergrounding utilities.

WRITTEN COMMUNICATIONS

(9) Town Council April 11, 2014 Weekly Digest

(a) #6 – Memo from Town Manager Pegueros - Study of Alpine Road at I-280 Signalization

Mr. Pegueros explained that the Town received an advance notification from the County that a recommendation to authorize resources to study signalizing I-280 would be going to the Board of Supervisors. A copy of the recommendation was included in the Digest. A subsequent post appeared in the PV Forum, Mr. Pegueros said, and he’s not heard anything since. When Mayor Wengert asked whether the Town should address the question, Councilmembers concurred that at this point they’re only discussing conducting a study.

(10) Town Council April 18, 2014 Weekly Digest – None

(a) #8 – Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, April 18, 2014

Mr. Pegueros said the new skate ramp arrived earlier than expected and has been more popular than anyone anticipated. He and Mr. Young, heading off to Corte Madera School today, noticed a photo shoot taking place there. The Parks and Recreation Committee is planning a ribbon-cutting ceremony at 11:00 on April 27, 2014; Vice Mayor Aalfs said he would attend.

Mr. Pegueros also reported that because the street resurfacing bids came in below the engineer's estimate, we'll be able to do both the bid and the bid alternate. Unfortunately, hang-ups with CalTrans prevented us from seeking bids on federally funded projects during the time of year when bids tend to come in at their lowest level.

ADJOURNMENT [10:00 p.m.]

Mayor

Town Clerk

PORTOLA VALLEY SPECIAL JOINT MEETING OF THE TOWN COUNCIL AND THE EMERGENCY PREPAREDNESS COMMITTEE, APRIL 30, 2014

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

Present: Councilmembers Maryann Moise Derwin, Craig Hughes and John Richards; Vice Mayor Jeff Aalfs, Mayor Ann Wengert

EPC Members John Boice, Dale Pfau and Stuart Young; Secretary Bud Trapp; Chair Ray Rothrock

Absent: EPC Members David Howes, Diana Koin, Chris Raanes and Craig Taylor; Vice Chair Anne Kopf-Sill

Others: Nick Pegueros, Town Manager
Brandi de Garneau, Sustainability and Special Projects Manager
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

REGULAR AGENDA

(1) Medical Plan Update

Mr. Rothrock, noting recent disasters ranging from tornadoes in the south to landslides in the north to underscore the importance of emergency preparedness, reviewed the Town's three areas of operations that are separate from the Sheriff's Department, the Woodside Fire Protection District, Red Cross and other agencies:

- The old schoolhouse, where residents would be likely to gather
- The behind-the-scenes control point, the Emergency Operations Center (EOC) in Town Hall, a non-public facility that occupies a specially prepared room, and has 24/7 power backup
- Community Hall, which the EPC suggests using for first aid and assistance to citizens who come

He said part of the EPC charter is to ensure that those facilities are prepared, signage is posted, volunteers are available – and trained in advance. For medical services, he said the key things are to have a place, supplies and personnel. The Committee has gone through about eight scenarios, including some provided by the Citizens Emergency and Response Preparedness Program (CERPP) with wildfire having the highest probability. Other potential situations range from hazardous chemical spills, which professionals would come to deal with, to earthquakes, which can of course be devastating.

Mr. Rothrock explained that in an emergency, the EOC would probably have to operate 24 hours for three days, maybe seven days. He said the Red Cross would set up shelters, but the Town should be prepared to help ensure that all residents have a place to stay. He said there's a significant volume of emergency supplies, including water, cots and blankets in the emergency container adjacent Sheriff's Office, and although it's only about 500 feet from the Community Hall, in a crisis, that's a long walk with heavy things. The EPC wants to move some of the supplies needed to set up a first-aid station to a dedicated, secure closet in the Community Hall. In response to a question from Vice Mayor Aalfs, based on the Town population, Mr. Rothrock said the EPC would expect perhaps 50 people to come to Town Center for services in an emergency, unless it's a massive earthquake.

Mr. Young added that we just can't know the answer to that question, but they've been talking to emergency responders, the WFPD and Homeland Security in the Sheriff's Office, and came up with an outside approximation that in seven days, maybe 20 people would be triaged immediately or somewhat delayed. They anticipate a need for hotel services, and to address that are trying to assemble a first-response in the MUR that we can have access to very quickly. Mr. Young said that by the time residual supplies in the Sheriff's Office need to be mobilized, enough volunteers would be to help.

In terms of personnel, Mr. Rothrock said the keys are leadership, availability and medical volunteers. Some EPC members toured Palo Alto's EOC, which he said has an amazing system. They say the emergency is over before anybody knows it; it's the three or four days afterward that are so critical. The Palo Alto EOC's mission is to get businesses back online so rather than just wandering around, people have a place to go and something to occupy their minds during a crisis period.

Mayor Wengert said despite all the communication, a lot of people won't be prepared for a significant event, and under those circumstances, she asked whether the EPC has a plan for disbursing the limited amount of supplies available. In response, Mr. Rothrock said they'd respond more thoroughly to that question under Item 3 on the agenda, but basically it's a matter of having volunteers, particularly everyone in the chain of command, being as thoroughly trained and prepared as possible.

(2) Radio Update

Mr. Rothrock noted that the Town's low-power AM emergency radio station went on the air almost six months ago, and he thinks the word's gotten out to the community. Everyone seemed to agree that the radio station has an enormous range, and although some old radios don't go as high as 1680 on the spectrum, the station is widely available on vehicle radios.

Mr. Rothrock also said they're learning what to put on the continuous-loop messages being broadcast. One of the questions that's come up, he said, is what sort of event calls for a change in the recorded message listeners hear. It only takes a few minutes to change the message, but someone has to do it.

EPC members have developed a sheet that has separate definitions for disasters, emergencies, incidents and situations. In the case of emergencies, he said someone must decide that something is an emergency, and it can be a big question. An incident such as a vehicle accident would warrant a broadcast message if life, property and/or the environment is threatened. Information to broadcast also could come from the County Office of Emergency Services, the Sheriff's Office or other source.

Even if there's no particular triggering event, he added, something in the message, or the voice delivering it, ought to change every couple of weeks so that people who tune in will at least know that the announcements are being refreshed.

Mr. Pegueros underscored the importance of the judgment call whether to activate a broadcast – based on the potential threat to life, property and/or the environment – when there's a fine line between a situation and an incident.

However, he said, the initial steps to activating the EOC wouldn't change. First, you'd want to get to a safe location, notify the EOC director per the chain of command (Town Manager, Mayor, Vice Mayor) or call the Sheriff's Department to learn what's going on.

Mr. Pegueros said he raised these points because there will be a time delay between when we're made aware of a situation, when the information is confirmed, the message is drafted, and an appropriate method of communication is determined. He pointed out circumstances under which it would be appropriate to prioritize use of Reverse 9-1-1 services as the first line of communication, such as when there's a threat to a particular neighborhood. In that instance, getting the word out to the neighborhood would take precedence over updating the radio broadcast message.

Mr. Pegueros said Reverse 9-1-1 is limited to landlines at present, with voluntary entry of cell phone numbers and VOIP numbers. He said they'd be using Rapid Notify in the wildland fire drill that's coming up on May 7, 2014. They've already drawn the polygon of the affected area, which includes about 600 phones, some of which are probably fax lines, but it's still a great opportunity for the area in which those phone lines exist to check whether they received a Rapid Notify message, and if not, register a number. He cautioned that Rapid Notify is a tool to use sparingly, because people take umbrage at being called about something they think doesn't concern them, viewing it as "government intervention yet again."

Mayor Wengert, noting that timeliness would be really critical in the event of a wildfire, asked how quickly residents could expect to receive any official information. SMC Alerts is apparently the fastest, with PV Forum also pretty fast.

Mr. Pegueros said firefighters wouldn't be concerned about talking to the Town; they're focused on firefighting. Regardless, he said, whether an SMC Alert has gone out, he said, the Town needs to gather more information to share. WFPD also could be authorized and able to plug broadcast messages in to the Town's radio system.

Mr. Pegueros asked, too, if everyone at Town Center is mobilized doing one thing or another in the event of a wildfire, who would be at the old schoolhouse to meet residents who go there? The key is to be trained in the core, because we'll have to work on the fly, never able to anticipate precisely the circumstances that will be thrown at us.

In messaging to the community, Mr. Pegueros also emphasized the importance of consistency in messages. What's going out on PV Forum, on the radio, on Rapid Notify, on SMC Alerts can't be contradictory. He said a lot rides on what we do in the first couple of hours. We have to stop and take a deep breath, think about what's going on, rely on our training and the exercises we've gone through, and use the processes that have been established.

He said they're working on a proposal to handle the EOC information, uploading it on the internet, accessible even if the internet is down, that includes a series of checklists designed to help guide trained volunteers through what they need to do.

As Mr. Rothrock said, it's a "work in process, always is."

Mr. Rothrock said Armando Muela is now president of CERPP, and WFPD's Public Education Officer, Selena Brown, is now serving as CERPP Coordinator. He said coordination in the last six months has come up to a level higher than it's been in six years.

(3) Emergency Protocols

Mr. Pegueros, referring to issues that have arisen over the past few weeks as they've worked on the Town's Emergency Operations Plan (EOP) and how the systems are operating, addressed Portola Valley's emergency ordinance. This is the legislation that enables the Town to declare a disaster, and includes a prescribed process for who does what and how in the event of an emergency, and what powers those individuals have. The last ordinance updates were in 1997 and 1972, he said, and events since that time -- such as 9-11 and Katrina -- affected how emergency managers approach situations. He said we need to catch up with the significant changes. He said the Town has engaged Marsha Hovey to help with that process.

Mr. Pegueros said that establishment of a disaster council is current best practice in updating emergency ordinances. Even though our current ordinance has something akin to such a council, Mr. Pegueros said he expects to propose reorganizing it to address issues such as annual training requirements.

As he explained, the 1997 ordinance spells out the hierarchy of succession for EOC operations: the Town Manager, the Mayor or appointee, then Vice Mayor and most recent past Mayor and Councilmembers. After the first three in the sequence, though, the ordinance and what our EOP sets differ, he said.

Because he wasn't on staff when the EOC plan was assembled, Mr. Pegueros said he didn't know the history behind the discrepancy, but he identified a significant difference between what other cities do in terms of EOC operations and what makes sense for Portola Valley. Generally, the best practice assumes paid staff would be in Town around the clock, plus police officers and firefighters, but those assumptions don't apply in Portola Valley. He also noted that best practice encourages keeping elected officials' role in the EOC limited, due in part to the time burden of annual training requirements and in part due to potential conflicts of interest. Some discussion on what might constitute a conflict of interest followed a question posed by Councilmember Hughes.

Incorporating training requirements in the ordinance is important if we want any federal reimbursement for damage or assistance in the event of a nationally declared disaster, Mr. Pegueros said. Training for the EOC Director and the senior staff in the EOC is a significant time commitment, he acknowledged, estimating between 33 and 71 hours per year. Furthermore, training a core group of five or six people wouldn't be enough, because response and recovery activities grow in the days after an event. EOCs need trained personnel prepared to activate multiple layers, depending on the severity of the situation – whether it's necessary to set up a first-aid station and/or a medical center, to shelter people, to provide food and beverages to firefighters and staff. For the additional volunteers, he estimated roughly 17 hours of training per year.

Among training options, he mentioned online FEMA training and EOC training drills, both of which are mandatory to ensure eligibility for federal disaster relief funds. He also noted that Ms. Hanlon would be going to a week-long training on communications at the California Specialized Training Institute in San Luis Obispo. The facility contains a fully operational EOC and a room that simulates an earthquake.

Mr. Pegueros said he's proposing a hybrid system that applies workable best practices to the reality of the Town's situation. He showed a possible Portola Valley Disaster Council comprising a number of individuals, mostly staff positions on one side and mostly volunteer positions on the other. A key difference would be for the Council to designate two people – perhaps including a Councilmember but not necessarily – to commit to training, responding, etc. for the next two or three years. After the staff, that would be the next layer of the hierarchy.

Mr. Pegueros said a lot of people are doing a lot of different things in the emergency preparedness arena, and not always talking to each other. Attending five or six different meetings a month is a challenge made even more difficult without an overarching formal framework. The Disaster Council could fill this role. The Public Works Committee, EPC and CERPP would each have a liaison on the Disaster Council, also committed to serve for two or three years. Having these key players all in a room together will facilitate better communication and help everyone stay informed about relevant activities in the County, the WFPD, the Sheriff's Department, the schools, etc. Those individuals also would be in the hierarchy for EOC Director in the event that staff isn't available.

Summarizing, he said the duties of the Disaster Council would be responsible for:

- Preparing and maintaining the Town's EOP
- Ensuring that members have classroom and exercise training
- Monitoring Town readiness, communications and interagency coordination
- Manning the EOC in the absence of qualified staff

Mr. Pegueros outlined the EOC Director succession he's working on; if the first on the list is not available, the directorship goes to the second; if the second is not available to the third; and so on:

- Town Manager
- Trained staff designated by the Town Manager, with the Public Works Director first on the list

- Town Council designees to the EOC
- Disaster Council liaisons (one each from the Public Works Committee, EPC and CERPP)

On the administrative side, in addition to the emergency ordinance, Mr. Pegueros said that staff is working to complete the EOP by the end of FY 2013-2014, that training sessions (1.5 to 2.5 hours) are ongoing and being conducted weekly. They hope to roll out everything they've worked on, developed and refined beginning in July 2014; he said the EPC is "taking us 95% there with all of their preparation."

During the major exercise scheduled for May 7, 2014, trained staff will operate the EOC; it will be closed to those who have not yet been trained. With a 60% chance of an El Niño event in November 2014, which could create crises related to flooding, mudslides and fallen trees, Ms. Hovey is working on an El Niño drill, and an earthquake drill also is planned for the fall of 2014. Mr. Pegueros noted that the last time Portola Valley opened its EOC was in the 1998 El Niño.

Working on emergency preparedness issues, Mr. Pegueros said some significant gaps in readiness came to the fore, including areas of Town Center that do not currently have power access via the emergency generator. The EOC and the refrigerator draw power from the generator, he said, but not the offices, servers or Community Hall. Mr. Pegueros said Public Works Director Howard Young plans to address some of those gaps in his FY 2014-2015 budget.

Mr. Pegueros invited comment on the Disaster Council concept and the succession plan.

Mayor Wengert, saying she's slightly uncomfortable with some aspects of the Disaster Council concept, particularly in the event of a prolonged disaster period, asked whether the concept is state-of-the-art in other jurisdictions. Mr. Pegueros said Ms. Hovey could speak to this, but the best practice, which probably applies to 90% of other communities, could have volunteers who provide critical services serving on the Disaster Council along with staff members, but no elected officials.

Ms. Hovey, who described the Disaster Council as a coordinating body, said the lines of succession are spelled out in the emergency ordinance. She confirmed that in most communities, the line of succession stops at staff.

Councilmember Richards said the issue of conflict of interest being a potential problem seems odd, but otherwise the approach described seems logical. He said he sees no big holes in it and he's not uncomfortable with it.

Clearly, Councilmember Richards added, the issue is with training those in the line of succession. Councilmember Hughes agreed. In the short term, Mayor Wengert observed, it would seem logical that all Councilmembers would complete the FEMA online training, at the minimum.

Mayor Wengert outlined a potential scenario: It's 2:00 a.m. on a Sunday. No staff is in Town, so the first two in the line of succession are unavailable. Next in line are the Town Council's designees, who would have to be prioritized. She said meanwhile there's the current Mayor, Vice Mayor. All five Councilmembers are in Town.

Councilmember Hughes said his inclination would be to suggest that the Council designees be the current Mayor and Vice Mayor, unless for some reason either could not do the training. But, as Mayor Wengert pointed out, there's a disconnect in the timing: The Mayor and Vice Mayor serve at the end of their terms on the Council (one year and two years, respectively), while those in the line of succession have three-year commitments.

Councilmember Derwin said that she wouldn't be comfortable as the designee EOC Director, nor does she have (or want) the training. She said it's a huge responsibility.

Mayor Wengert said the best-trained person is the person who should make decisions related to the emergency side, but, she added, the community-related element should involve the Mayor or Vice Mayor as the decision-maker, and that element does not entail emergency training but calls for a different set of strengths Councilmember Richards agreed: Councilmembers are the face to the public, which is also a very important aspect of the whole thing, he said, and familiarity with the local scene is critical.

Ms. Hovey commented that the EOC Director wouldn't be making decisions in a vacuum, but being briefed by law enforcement, the fire department, the County Office of Emergency Services and Town Councilmembers. Because it's a small community where everyone works together closely, she said, the decisions would likely reflect a majority viewpoint.

Mayor Wengert said the type of emergency also enters the equation. She said that in a wildfire situation, clearly those best-trained in emergency protocol would absolutely be in charge. But with Portola Valley "off the grid" and residents pounding on the EOC door seeking help in a prolonged post-earthquake operation, the set of dynamics in the community would be completely different, she said. Decisions would be required as to who gets medical attention, food, water, clothing, etc.

Mr. Pegueros said perhaps more collaboration with Woodside staff would be appropriate. Clearly, mutual aid could come into play, and if a public information officer (PIO) is needed, he/she might come from another community, and work with the Mayor. Recalling the aftermath of the gas line explosion in San Bruno in September 2010, he said the Mayor was the face of the community. Occasionally the City Manager (as EOC Director) was on TV, he said, but it was usually the San Bruno Mayor and Fire Chief.

Councilmember Derwin pointed out that San Bruno city staff was in the EOC, but it was really important to the community to hear regularly from the Mayor and the Council. That's a big job, Mr. Pegueros noted, adding that although the fire was out within two days at the most, the EOC remained open, and they're still dealing with issues from that disaster.

He said it's important that the Council trusts in the individuals in the succession plan, and the confidence to work with the Council the same way we work together in non-emergency situations. If trust or confidence is lacking, he said it's an issue to address sooner rather than later. Part of the issue, Mayor Wengert added, is the significant training time commitment those in the line of succession would need. People who might be ideal candidates otherwise might not be prepared to make that commitment.

Mayor Wengert asked everyone to think of five potential Council designees, including whether they'd be willing to do it. (She said former Councilmember Steve Toben's name is already on the list.)

Mr. Pegueros said he'd send links to the FEMA training in the Weekly Digest.

ADJOURNMENT [8:25 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

MAY 14, 2014

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Date: 05/09/2014

Time: 8:34 am

Page: 1

TOWN OF PORTOLA VALLEY

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

ALLIANT INSURANCE SERVICES	Insurance for Earth Fair Event	15223	05/14/2014	
			05/14/2014	
SPECIAL EVENTS	475		05/14/2014	0.00
NEWPORT BEACH	BOA	48612	05/14/2014	0.00
CA 92658	211727			671.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	671.00	0.00

Check No.	48612	Total:	671.00
Total for	ALLIANT INSURANCE SERVICES		671.00

ALMANAC	April Advertising	15248	05/14/2014	
			05/14/2014	
450 CAMBRIDGE AVE	0048		05/14/2014	0.00
PALO ALTO	BOA	48613	05/14/2014	0.00
CA 94306	30947			1,140.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	1,140.00	0.00

Check No.	48613	Total:	1,140.00
Total for	ALMANAC		1,140.00

ANIMAL DAMAGE MGMT INC	Pest Control April	15224	05/14/2014	
			05/14/2014	
16170 VINEYARD BLVD. #150	804		05/14/2014	0.00
MORGAN HILL	BOA	48614	05/14/2014	0.00
CA 95037	74328			295.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	172.50	0.00
05-66-4342	Landscape Supplies & Services	122.50	0.00

Check No.	48614	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

AT&T (2)	May MW	15225	05/14/2014	
			05/14/2014	
P.O. BOX 5025	877		05/14/2014	0.00
CAROL STREAM	BOA	48615	05/14/2014	0.00
IL 60197-5025				64.25

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	64.25	0.00

Check No.	48615	Total:	64.25
Total for	AT&T (2)		64.25

BANK OF AMERICA	April Statement	15226	05/14/2014	
Bank Card Center			05/14/2014	
P.O. BOX 53155	0022		05/14/2014	0.00
PHOENIX	BOA	48616	05/14/2014	0.00
AZ 85072-3155				1,849.37

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

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	64.53	0.00
05-64-4308	Office Supplies	46.56	0.00
05-64-4311	Internet Service & Web Hosting	1,114.92	0.00
05-64-4335	Sustainability	592.36	0.00
05-64-4336	Miscellaneous	31.00	0.00

Check No.	48616	Total:	1,849.37
Total for	BANK OF AMERICA		1,849.37

BAY AREA LYME FUND

884 PORTOLA ROAD, SUITE A7	Deposit Refund	15257	05/14/2014	
PORTOLA VALLEY	1159		05/14/2014	0.00
CA 94028	BOA	48617	05/14/2014	0.00
				100.00

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

Check No.	48617	Total:	100.00
Total for	BAY AREA LYME FUND		100.00

CA GOV OFFICE OF EMERGENCY SVC

Camp San Luis Obispo	Crisis Comm Training, Tuition	15260	05/14/2014	
CAL OES/CSTI	S. Hanlon		05/14/2014	
SAN LUIS OBISPO	0399		05/14/2014	0.00
CA 93405	BOA	48618	05/14/2014	0.00
				750.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	750.00	0.00

Check No.	48618	Total:	750.00
Total for	CA GOV OFFICE OF EMERGENCY		750.00

CALPERS

FISCAL SERVICES DIVISION	April Retirement	15227	05/14/2014	
ATTN: RETIREMENT PROG ACCTG	0107		05/14/2014	0.00
SACRAMENTO	BOA	48619	05/14/2014	0.00
CA 94229-2703				15,676.93

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	630.20	0.00
05-50-4080	Retirement - PERS	15,046.73	0.00

Check No.	48619	Total:	15,676.93
Total for	CALPERS		15,676.93

CASEY CONSTRUCTION INC

619 SYLVAN WAY	Storm Drain Repair	15268	05/14/2014	
EMERALD HILLS	2021		05/14/2014	0.00
CA 94062	BOA	48620	05/14/2014	0.00
	05-622			9,700.00

GL Number	Description	Invoice Amount	Amount Relieved
22-68-4413	CIP Storm Drain Project	9,700.00	0.00

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

Check No.	48620	Total:	9,700.00
Total for	CASEY CONSTRUCTION INC		9,700.00

CHRIST EPISCOPAL CHURCH	Deposit Refund	15230	05/14/2014	
815 PORTOLA ROAD	0395		05/14/2014	0.00
PORTOLA ROAD	BOA	48621	05/14/2014	0.00
CA 94028				1,895.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,895.00	0.00

Check No.	48621	Total:	1,895.00
Total for	CHRIST EPISCOPAL CHURCH		1,895.00

COMCAST	WiFi, 4/21 - 5/20	15231	05/14/2014	
P.O. BOX 34744	0045		05/14/2014	0.00
SEATTLE	BOA	48622	05/14/2014	0.00
WA 98124-1744				85.70

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	85.70	0.00

Check No.	48622	Total:	85.70
Total for	COMCAST		85.70

COPYMAT	SOD Postcard Mailer	15266	05/14/2014	
1918 EL CAMINO REAL	0046		05/14/2014	0.00
REDWOOD CITY	BOA	48623	05/14/2014	0.00
CA 94063-2113	65718			276.32

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	276.32	0.00

Check No.	48623	Total:	276.32
Total for	COPYMAT		276.32

COUNTY OF SAN MATEO, DEPT PW	SMC Green Business Prog	15267	05/14/2014	
ATTN: Kim Springer			05/14/2014	
555 COUNTY CENTER	389		05/14/2014	0.00
REDWOOD CITY	BOA	48624	05/14/2014	0.00
CA 94063				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	500.00	0.00

Check No.	48624	Total:	500.00
Total for	COUNTY OF SAN MATEO, DEPT P		500.00

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

CULLIGAN	April Statement	15232	05/14/2014	
			05/14/2014	
1785 RUSSELL AVE	0250		05/14/2014	0.00
SANTA CLARA	BOA	48625	05/14/2014	0.00
IL 95054-2032				43.70

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

Check No.	48625	Total:	43.70
Total for	CULLIGAN		43.70

ERIC DOWN	Deposit Refund	15229	05/14/2014	
			05/14/2014	
2 OHLONE	0394		05/14/2014	0.00
PORTOLA VALLEY	BOA	48626	05/14/2014	0.00
CA 94028				1,335.47

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,335.47	0.00

Check No.	48626	Total:	1,335.47
Total for	ERIC DOWN		1,335.47

ANASTASIA SONDR A ECKSTEIN	Deposit Refund	15259	05/14/2014	
			05/14/2014	
206 WYNDHAM DRIVE	0398		05/14/2014	0.00
PORTOLA VALLEY	BOA	48627	05/14/2014	0.00
CA 94028				100.00

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

Check No.	48627	Total:	100.00
Total for	ANASTASIA SONDR A ECKSTEIN		100.00

GO NATIVE INC	April Veg Maint (TC)	15249	05/14/2014	
			05/14/2014	
P.O. BOX 370103	632		05/14/2014	0.00
MONTARA	BOA	48628	05/14/2014	0.00
CA 94037	2654			2,496.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	2,496.00	0.00

Check No.	48628	Total:	2,496.00
Total for	GO NATIVE INC		2,496.00

ICMA	April Deferred Comp	15233	05/14/2014	
VANTAGE POINT TFER AGTS-304617			05/14/2014	
C/O M&T BANK	0084		05/14/2014	0.00
BALTIMORE	BOA	48629	05/14/2014	0.00
MD 21264-4553				800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	800.00	0.00

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

Check No.	48629	Total:	800.00
Total for	ICMA		800.00

INTERSTATE TRAFFIC CNTRL	Signage, Ford Field	15251	05/14/2014	
			05/14/2014	
1700 INDUSTRIAL ROAD, STE B	564		05/14/2014	0.00
SAN CARLOS	BOA	48630	05/14/2014	0.00
CA 94070	152708			406.94

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	406.94	0.00

Check No.	48630	Total:	406.94
Total for	INTERSTATE TRAFFIC CNTRL		406.94

J.W. ENTERPRISES	Portable Lavs, 4/17 - 5/14	15234	05/14/2014	
			05/14/2014	
1689 MORSE AVE	829		05/14/2014	0.00
VENTURA	BOA	48631	05/14/2014	0.00
CA 93003	174983			235.44

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

Check No.	48631	Total:	235.44
Total for	J.W. ENTERPRISES		235.44

JENSEN LANDSCAPE SERVICES INC	Ford Field Renovation Project	15253	05/14/2014	
	Retention Payment (Final)		05/14/2014	
1983 CONCOURSE DRIVE	849		05/14/2014	0.00
SAN JOSE	BOA	48632	05/14/2014	0.00
CA 95131				39,437.90

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	39,437.90	0.00

Check No.	48632	Total:	39,437.90
Total for	JENSEN LANDSCAPE SERVICES I		39,437.90

LUCILLE KALMAN	Instructor Fees, Spring 2014	15258	05/14/2014	
			05/14/2014	
245 OLD SPANISH TRAIL	1082		05/14/2014	0.00
PORTOLA VALLEY	BOA	48633	05/14/2014	0.00
CA 94028				1,848.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,848.00	0.00

Check No.	48633	Total:	1,848.00
Total for	LUCILLE KALMAN		1,848.00

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

KUTZMANN & ASSOCIATES	April Plan Check	15263	05/14/2014	
			05/14/2014	
39355 CALIFORNIA STREET	0090		05/14/2014	0.00
FREMONT	BOA	48634	05/14/2014	0.00
CA 94538				8,366.11

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	8,366.11	0.00

Check No.	48634	Total:	8,366.11
Total for	KUTZMANN & ASSOCIATES		8,366.11

LOVARC	Crisis Comm Training, Meal	15261	05/14/2014	
	S. Hanlon		05/14/2014	
10 SONOMA AVENUE, BUILDING 738	0400		05/14/2014	0.00
SAN LUIS OBISPO	BOA	48635	05/14/2014	0.00
CA 93405				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	40.00	0.00

Check No.	48635	Total:	40.00
Total for	LOVARC		40.00

LYNCH ELECTRIC & SONS INC	Lighting Install, PV Library	15250	05/14/2014	
			05/14/2014	
1160 INDUSTRIAL ROAD, #18	1365		05/14/2014	0.00
SAN CARLOS	BOA	48636	05/14/2014	0.00
CA 94070	2014-130			14,950.00

GL Number	Description	Invoice Amount	Amount Relieved
25-68-4535	CIP13/14 Library Lighting Impr	14,950.00	0.00

Check No.	48636	Total:	14,950.00
Total for	LYNCH ELECTRIC & SONS INC		14,950.00

MIDPEN REGIONAL OPEN SPACE DIS	Amicus Brief Contributions	15235	05/14/2014	
			05/14/2014	
330 DISTEL CIRCLE	0396		05/14/2014	0.00
LOS ALTOS	BOA	48637	05/14/2014	0.00
CA 94022	SMW2014-001			1,300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,300.00	0.00

Check No.	48637	Total:	1,300.00
Total for	MIDPEN REGIONAL OPEN SPACE		1,300.00

PEELLE TECHNOLOGIES, INC	Laserfiche Maintenance Renewal	15236	05/14/2014	
			05/14/2014	
197 EAST HAMILTON AVE	961		05/14/2014	0.00
CAMPBELL	BOA	48638	05/14/2014	0.00
CA 95008	TOPV1699			3,314.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	3,314.00	0.00

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

Check No.	48638	Total:	3,314.00
Total for	PEELLE TECHNOLOGIES, INC		3,314.00

PG&E	April Statements	15237	05/14/2014	
			05/14/2014	
BOX 997300	0109		05/14/2014	0.00
SACRAMENTO	BOA	48639	05/14/2014	0.00
CA 95899-7300				552.83

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	552.83	0.00

Check No.	48639	Total:	552.83
Total for	PG&E		552.83

DAVID PIDWELL	Deposit Refund	15228	05/14/2014	
			05/14/2014	
220 GOLDEN HILLS DRIVE	0393		05/14/2014	0.00
PORTOLA VALLEY	BOA	48640	05/14/2014	0.00
CA 94028				1,896.55

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,896.55	0.00

Check No.	48640	Total:	1,896.55
Total for	DAVID PIDWELL		1,896.55

PLATINUM FACILITY SERVICES	April Janitorial & CH Floor	15238	05/14/2014	
			05/14/2014	
1530 OAKLAND RD., #150	402		05/14/2014	0.00
SAN JOSE	BOA	48641	05/14/2014	0.00
CA 95112	16330			3,127.51

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	862.01	0.00
05-66-4344	Janitorial Services	1,487.65	0.00
25-66-4344	Janitorial Services	777.85	0.00

Check No.	48641	Total:	3,127.51
Total for	PLATINUM FACILITY SERVICES		3,127.51

PORTOLA VALLEY HARDWARE	April Statement	15239	05/14/2014	
			05/14/2014	
112 PORTOLA VALLEY ROAD	0114		05/14/2014	0.00
PORTOLA VALLEY	BOA	48642	05/14/2014	0.00
CA 94028				312.45

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	110.47	0.00
05-66-4340	Building Maint Equip & Supp	49.79	0.00
20-60-4260	Public Road Surface & Drainage	152.19	0.00

Check No.	48642	Total:	312.45
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for PORTOLA VALLEY HARDWARE 312.45

RON RAMIES AUTOMOTIVE, INC.	April Fuel Statement	15262	05/14/2014	
			05/14/2014	
115 PORTOLA ROAD	422		05/14/2014	0.00
PORTOLA VALLEY	BOA	48643	05/14/2014	0.00
CA 94028				458.71

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	458.71	0.00

Check No. 48643 Total: 458.71

Total for RON RAMIES AUTOMOTIVE, INC. 458.71

BILL AND CARYL RUSSELL	Deposit/Event Refund (CX)	15240	05/14/2014	
			05/14/2014	
3130 ALPINE ROAD	640		05/14/2014	0.00
PORTOLA VALLEY	BOA	48644	05/14/2014	0.00
CA 94028				175.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	175.00	0.00

Check No. 48644 Total: 175.00

Total for BILL AND CARYL RUSSELL 175.00

SHELTON ROOFING	Refund Deposit	15241	05/14/2014	
			05/14/2014	
1988 LEGHORN ST., #C	0309		05/14/2014	0.00
MOUNTAIN VIEW	BOA	48645	05/14/2014	0.00
CA 94043				1,000.00

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

Check No. 48645 Total: 1,000.00

Total for SHELTON ROOFING 1,000.00

SPANGLE & ASSOCIATES	3/20 - 4/23 Statement	15269	05/14/2014	
			05/14/2014	
770 MENLO AVENUE	0121		05/14/2014	0.00
MENLO PARK	BOA	48646	05/14/2014	0.00
CA 94025-4736				27,032.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4162	Planning Committee	6,500.00	0.00
05-54-4196	Planner	13,400.00	0.00
96-54-4198	Planner - Charges to Appls	7,132.50	0.00

Check No. 48646 Total: 27,032.50

Total for SPANGLE & ASSOCIATES 27,032.50

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

CONNIE STACK	Instructor Fees, Spring 2014	15256	05/14/2014	
			05/14/2014	
10127 LAMPLIGHTER SQUARE	648		05/14/2014	0.00
CUPERTINO	BOA	48647	05/14/2014	0.00
CA 95014				1,459.20

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,459.20	0.00

Check No.	48647	Total:	1,459.20
Total for	CONNIE STACK		1,459.20

STATE COMP INSURANCE FUND	May Premium	15243	05/14/2014	
			05/14/2014	
PO BOX 748170	0122		05/14/2014	0.00
LOS ANGELES	BOA	48648	05/14/2014	0.00
CA 90074-8170				1,652.67

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	1,652.67	0.00

Check No.	48648	Total:	1,652.67
Total for	STATE COMP INSURANCE FUND		1,652.67

BARBARA TEMPLETON	April Transcriptions Services	15244	05/14/2014	
			05/14/2014	
304 MELVEN COURT	369		05/14/2014	0.00
SAN LEANDRO	BOA	48649	05/14/2014	0.00
CA 94577-2011	781			2,160.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	2,160.50	0.00

Check No.	48649	Total:	2,160.50
Total for	BARBARA TEMPLETON		2,160.50

THERMAL MECHANICAL, INC	March Bi-Monthly Maint	15252	05/14/2014	
			05/14/2014	
425 ALDO AVENUE	955		05/14/2014	0.00
SANTA CLARA	BOA	48650	05/14/2014	0.00
CA 95054	PM-59235			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
25-66-4346	Mechanical Sys Maint & Repair	489.33	0.00

Check No.	48650	Total:	1,468.00
Total for	THERMAL MECHANICAL, INC		1,468.00

TOWNSEND MGMT, INC	2013-14 CIP Road Project	15254	05/14/2014	
			05/14/2014	
P.O. BOX 24442	609		05/14/2014	0.00
SAN FRANCISCO	BOA	48651	05/14/2014	0.00
CA 94124	200121-03-14			2,990.00

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

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4533	CIP13/14 Street Resurface	2,990.00	0.00

TOWNSEND MGMT, INC	Ford Field Insp. Mar 2014	15255	05/14/2014	
			05/14/2014	
P.O. BOX 24442	609		05/14/2014	0.00
SAN FRANCISCO	BOA	48651	05/14/2014	0.00
CA 94124	200106-03-14			460.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	460.00	0.00

TOWNSEND MGMT, INC	March Applicant Charges	15265	05/14/2014	
			05/14/2014	
P.O. BOX 24442	609		05/14/2014	0.00
SAN FRANCISCO	BOA	48651	05/14/2014	0.00
CA 94124				1,379.77

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,379.77	0.00

Check No.	48651	Total:	4,829.77
Total for	TOWNSEND MGMT, INC		4,829.77

VERIZON WIRELESS	April Cellular	15264	05/14/2014	
			05/14/2014	
P.O. BOX 660108	0131		05/14/2014	0.00
DALLAS	BOA	48652	05/14/2014	0.00
TX 75266-0108				144.87

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	144.87	0.00

Check No.	48652	Total:	144.87
Total for	VERIZON WIRELESS		144.87

VISION INTERNET PROVIDERS INC	April Website Hosting	15245	05/14/2014	
			05/14/2014	
P.O. BOX 251588	827		05/14/2014	0.00
LOS ANGELES	BOA	48653	05/14/2014	0.00
CA 90025	27108			200.00

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

Check No.	48653	Total:	200.00
Total for	VISION INTERNET PROVIDERS IN		200.00

ANN WENGERT	Reimbursement, ABAG Mtg	15246	05/14/2014	
			05/14/2014	
150 GROVE DRIVE	633		05/14/2014	0.00
PORTOLA VALLEY	BOA	48654	05/14/2014	0.00
CA 94028				95.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	95.00	0.00

Check No.	48654	Total:	95.00
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

MAY 14, 2014

Date: 05/09/2014

Time: 8:34 am

Page: 11

TOWN OF PORTOLA VALLEY

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

Total for ANN WENGERT 95.00

GEORGE ZDASIUK	Refund Deposit	15247	05/14/2014	
48 HILLBROOK DRIVE	0397		05/14/2014	0.00
PORTOLA VALLEY	BOA	48655	05/14/2014	0.00
CA 94028				1,000.00

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

Check No. 48655 Total: 1,000.00

Total for GEORGE ZDASIUK 1,000.00

Total Invoices: 46

Grand Total: 155,242.69
 Less Credit Memos: 0.00
 Net Total: 155,242.69
 Less Hand Check Total: 0.00
 Outstanding Invoice Total: 155,242.69

TOWN OF PORTOLA VALLEY

May 14, 2014

Claims totaling \$155,242.69 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date: _____

 Nick Pegueros, Treasurer

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

Signed and sealed this (date): _____

 Sharon Hanlon, Town Clerk

 Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: May 14, 2014

RE: Adding Chapter 18.17 [State Density Bonus Law] to Title 18 [Zoning] of the Portola Valley Municipal Code

RECOMMENDATION

It is recommended that the Town Council adopt the attached ordinance adding Chapter 18.17 [State Density Bonus Law] to Title 18 [Zoning] of the Portola Valley Municipal Code.

BACKGROUND

At its April 23, 2014 meeting, the Town Council introduced an ordinance adding Chapter 18.17 [State Density Bonus Law] to Title 18 [Zoning] of the Portola Valley Municipal Code.

This matter has come before the Council for second reading of the ordinance title, waiving further reading and adoption of the ordinance.

Attachments:
Ordinance

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

ORDINANCE NUMBER _____

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY ADDING CHAPTER 18.17 [STATE DENSITY
BONUS LAW] TO TITLE 18 [ZONING] OF THE PORTOLA
VALLEY MUNICIPAL CODE**

WHEREAS, the Town of Portola Valley (“Town”) desires to comply with California Government Code Section 65915 (“State Density Bonus Law”) which requires all cities to adopt an ordinance that specifies how compliance with State Density Bonus Law will be implemented; and

WHEREAS, the Town desires to take advantage of the streamlined review of the Housing Element offered by the California Department of Housing and Community Development (“HCD”) to cities that have, among other things, adopted an ordinance implementing State Density Bonus Law.

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

1. ADDITION OF CODE. Chapter 18.17 [State Density Bonus Law] is hereby added to Title 18 [Zoning] to read as follows:

**“Chapter 18.17
STATE DENSITY BONUS LAW**

Sections:

- 18.17.010 Purpose**
- 18.17.020 Definitions**
- 18.17.030 Applicability**
- 18.17.040 Application Requirements**
- 18.17.050 Discretionary Approval Authority Retained**
- 18.17.060 Affordable Housing Agreement**
- 18.17.070 Design and Quality**
- 18.17.080 Timing of Affordable Unit Construction**

18.17.010 Purpose

The purpose of this Chapter is to adopt an ordinance that specifies how Government Code Section 65915 (“State Density Bonus Law”) will be implemented.

18.17.020 Definitions

Unless otherwise specified in this Chapter, the definitions found in State Density Bonus Law shall apply to the terms contained herein.

18.17.030 Applicability

This Chapter shall apply to all zoning districts where residential developments of five or more dwelling units are proposed and where the applicant agrees to provide low, very-low, senior or moderate income housing units in the threshold amounts specified in State Density Bonus Law such that the resulting density is beyond that which is permitted by the applicable zoning.

18.17.040 Application Requirements

A. Any applicant requesting a density bonus, incentive(s) and/or waiver(s) pursuant to State Density Bonus Law shall provide the Town with a written proposal. The proposal shall be submitted prior to or concurrently with the filing of the planning application for the housing development and shall be processed in conjunction with the underlying application.

B. The proposal for a density bonus, incentive(s) and/or waiver(s) pursuant to State Density Bonus Law shall include the following information:

1. Requested density bonus. The density bonus proposal shall evidence that the project meets the thresholds required by State Density Bonus Law. The proposal shall include calculations showing the maximum base density, the number/percentage of affordable units and identification of the income level at which such units will be restricted, additional market rate units resulting from the density bonus allowable under State Density Bonus Law and the resulting units per acre. The density bonus units shall not be included in determining the percentage of base units that qualify a project for a density bonus pursuant to State Density Bonus Law.
2. Requested incentive(s). The request for particular incentive(s) shall include a pro forma or other report evidencing that the requested incentive(s) results in identifiable, financially sufficient and actual cost reductions that are necessary to make the housing units economically feasible. The report shall be sufficiently detailed to allow the Town to verify its conclusions. If the Town requires the services of specialized financial consultants to review and corroborate the analysis, the applicant will be liable for all costs incurred in reviewing the documentation.
3. Requested Waiver(s). The written proposal shall include an explanation of the waiver(s) of development standards requested and why they are necessary to make the construction of the project physically possible. Any requested waiver(s) shall not exceed the density bonus percentage to which the project is entitled pursuant to State Density Bonus Law and to the extent any requested waiver exceeds such percentage, it will be considered as a request for an incentive.
4. Fee. Payment of the filing fee in an amount set by resolution of the Town Council and payment of the actual costs of Town staff time spent reviewing and processing the State Density Bonus Law application submitted pursuant to this Chapter.

18.17.050 Discretionary Approval Authority Retained

If a project involving a requested density bonus or incentive(s) would require, in the absence of the requested density bonus or incentive(s), a discretionary approval, such as a conditional use permit or planned unit development permit, the Town retains discretionary review and approval authority as provided in the applicable sections of the Town's municipal code.

18.17.060 Affordable Housing Agreement

Prior to project approval, the applicant shall enter into an Affordable Housing Agreement with the Town to the satisfaction of the Town Attorney guaranteeing the affordability of the rental or ownership units for a minimum of 30 years and identifying the type, size and location of each affordable unit. Such Affordable Housing Agreement shall be recorded in the San Mateo County Recorder's Office.

18.17.070 Design and Quality

Affordable units shall be of equal design and quality as the market rate units. Exteriors, including architecture and elevations, and floor plans of the affordable units shall be similar to the market rate units. Interior finishes and amenities may differ from those provided in the market rate units, but neither the workmanship nor the products may be of substandard or inferior quality as determined by the Town Building Official. The number of bedrooms in the affordable units shall be consistent with the mix of market rate units.

18.17.080 Timing of Affordable Unit Construction

Prior to issuance of the first building permit for the project, the developer shall provide, subject to Town Planner approval, a development schedule that indicates when the affordable units will be constructed. The affordable units shall be built as early as possible and prior to completion of the market rate units. In no case may the last market rate unit pass final inspection before the last affordable unit has passed final inspection.

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

3. ENVIRONMENTAL REVIEW. This ordinance is not a project for the purposes of the California Environmental Quality Act.

4. EFFECTIVE DATE; POSTING. This ordinance shall become effective 30 days after the date of its adoption and shall be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

Town Clerk

By: _____
Mayor

APPROVED AS TO FORM:

Town Attorney

**PROCLAMATION OF THE PORTOLA VALLEY TOWN COUNCIL
HONORING WOODSIDE PRIORY SCHOOL FOR ITS MANY CONTRIBUTIONS TO
THE TOWN OF PORTOLA VALLEY**

WHEREAS, Woodside Priory School was founded 56 years ago and has always been an outstanding member of our community; and

WHEREAS, The Benedictine Monks of Woodside Priory School have been pillars of the town's spiritual community for more than 56 years, providing an outstanding educational program and quality services for the general public; and

WHEREAS, Woodside Priory School provides national and international recognition for the Town of Portola Valley through the diversity of its student body and alumni throughout the world; and

WHEREAS, Woodside Priory School continues to be a good neighbor to the citizens of Portola Valley through education of local youth and hosting Town events at their facilities; and

WHEREAS, Woodside Priory School, as one of the largest employers in Portola Valley, contributes significantly to the economic wellness of the Town; and

WHEREAS, Woodside Priory School was awarded the Green Ribbon School Silver Award by the United States Department of Education for its exemplary performance in reducing environmental impact and providing leadership in sustainability education; and

WHEREAS, The campus of Woodside Priory School enhances the town community with its unique mix of on-campus staff housing, international boarding program and a Monastery for the Benedictine Monks; and

NOW, THEREFORE, be it resolved that I, Ann Wengert, Mayor of the Town of Portola Valley, on behalf of the Town Council of the Town of Portola Valley honors and recognizes the contributions the Woodside Priory School has added to the growth and richness of its town and community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Portola Valley to be affixed hereto this 14th of May, 2014.

By: _____
Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: May 14, 2014

RE: **2013/2014 Street Resurfacing Project – Rehabilitation #2013-PW01
OBAG funded Federal Project No. STPL-5390(005)**

RECOMMENDATION

That the Town Council adopt the attached resolution approving plans and specifications for the 2013/2014 Street Resurfacing Project – Rehabilitation #2013-PW01 and calling for sealed bids for this project.

It is also recommended that the Town Council authorize the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$265,000. This would include authorization to add (or subtract) to the project, additional work as recommended by the Public Works Director if the CIP budget allows in an effort to utilize all OBAG funds and maximize paved areas and utilize the entire budgeted amount. If additional funds remain in the CIP budget from the Town's regular annual street resurfacing project, those funds can be added and utilized towards this project if needed to maximize reimbursement of OBAG funds.

DISCUSSION

The Town, as part of a countywide funding commitment, coordinated and adopted, by the City/County Association of Governments (C/CAG), was allocated funding under the MTC One Bay Area Grant Program (OBAG) for roadway rehabilitation projects through the Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ). Under this commitment, Portola Valley would receive \$224,000 in grant funds for roadway rehabilitation projects. In November 2012, the City/County Association of Governments (C/CAG) informed the Town of Portola Valley that MTC requires that the Town Council adopt a resolution of local support and assurance to complete the project in order to program the STP/CMAQ funds. This resolution was adopted by the Town Council at its February 13, 2013 meeting. The Town had until 2015/2016 to submit a project and expend the funds for reimbursement.

Town staff developed a project that fit the parameters of the OBAG project requirements.

The preparation of construction documents for this street resurfacing project is completed. The project will repair roadway base and apply asphalt overlay on Alpine Road from Portola Road to Corte Madera Road. Because any obligated funds for this project that are unused will be lost, there are various bid alternate items including base repairs on Corte Madera Road which can be executed if the base bid comes in lower than anticipated. This is done to utilize all OBAG funds allocated to the Town.

OBAG funded projects are required to conform to Federal-aid project requirements. Federal-aid projects generally require more staff time because they require more administrative procedures. The process and approvals are handled through the California Department of Transportation (CalTrans). The process involves document submittals and approvals for each phase of the project from beginning to end which the Town must comply with. The Town received from CalTrans an E76 approval on April 28th and is now approved to advertise for public bids.

The streets selected for treatment this year were based on the Town's Pavement Management System and field surveys. A copy of the Plans and Specifications are available for review at Town Hall in the office of the Town Clerk. Due to the proximity of Corte Madera School and limited travel routes, the intention is to schedule this work after the last day of school.

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

Town publicly advertises for the project:	Week of May 19, 2014
Bid Opening:	Week of June 9, 2014
Town Manager awards contract:	Week of June 23, 2014
Construction begins:	Week of July 7, 2014
Construction completed:	Week of August 11, 2014

FISCAL IMPACT

The estimated cost of the base street resurfacing project is \$241,000 not including a 10% construction contingency. The adopted 2013/2014 budget allocated \$224,000 in OBAG funds and \$29,000 in road impact fees for the required local match for a total of \$253,000. Because of the timing of the project and CalTrans approvals, the appropriate funds will be carried over and placed into the 2014/2015 Town budget as required. The remaining portion of the 10% construction contingency will be allocated from the Towns 2014/2015 annual street resurfacing budget if needed. The project estimate including the 10% contingency is \$265,000.

The project estimates \$12,000 for raising public utility manholes as a bid alternate. If a public utility elects to have the Town perform this work for them, it will be on a reimbursement basis and not counted towards the final project cost.

The bid alternates estimate, if utilized, for adjusting manhole lids, asphalt curbs, and additional base repairs total \$55,100. The intent is to not lose any remaining OBAG allocated funds and expend the total allocated and required match amount of \$253,000. If additional funds remain in the CIP budget from the Town's regular annual street resurfacing project, those funds can be utilized towards this project if needed to insure maximum reimbursement of OBAG funds.

ATTACHMENT
Resolution

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

RESOLUTION NO. _____ 2014

A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY
APPROVING PLANS AND SPECIFICATIONS AND
UPON AUTHORIZATION FROM CALTRANS, CALL FOR BIDS FOR THE
2013/2014 STREET RESURFACING PROJECT – REHABILITATION
No. 2013-PW01 Federal Project No. STPL-5390(005)

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

Section 1. The Town Council hereby approves and adopts plans and specifications for certain work in the Town known as the 2013/2014 Street Resurfacing Project – Rehabilitation No. 2013-PW01 Federal Project No. STPL-5390(005)

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

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

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

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

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

Section 6. The sealed proposals or bids shall be delivered to the Public Works Director of the Town on or before 11:00 a.m., on the 11th day of June, 2014, or other date as amended by the Public Works Director, at the Office of the Town Clerk in the Town Hall, 765 Portola Road, in the Town, said time being not less than ten (10) days from the time of the first publication of said Notice. Bids will be publicly opened, examined, and the Town Manager will take action awarding the contract or rejecting all bids not later than thirty (30) days after the expiration of the time prescribed for the receipt of bids; provided the award may be made after the expiration of the specified times, if the bidder shall not have given to the Council notice in writing of the withdrawal of such bid on proposal.

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

PASSED AND ADOPTED this 14th day of May 2014.

Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: May 14, 2014

RE: Adoption of a Resolution Approving a Revised Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/Engineering and Planning Departments

RECOMMENDATION

Hold a public hearing to review proposed fee changes and adopt a resolution establishing a new Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/Engineering and Planning Departments, as attached hereto as Attachment 1.

BACKGROUND

The Town last undertook a comprehensive fee study in 2011-12 with an in-depth analysis of the Town's services and fees charged for those services. The study was prepared by NBS Consultants in coordination with Town staff and required over six months to complete. On May 23, 2012, the Town Council adopted Resolution No. 2555-2012 setting a new Planning, Building and Public Works/Engineering Department Fee Schedule. In June 2013, the Town Council adopted Resolution 2595-2013 which replaced the then current fee schedule with a new fee schedule that took effect August 2013.

DISCUSSION

At the Town Council meeting on April 9, 2014, staff sought direction and input from the Town Council on the staff recommendation of an across-the-board fee schedule increase based on the "Consumer Price Index – All Urban Consumers" (CPI) for the San Francisco region. The change in CPI from February 2013 to February 2014 was 2.4%. Staff noted that annual updates to the fee schedule are important to keep fees aligned with the Town's costs and to avoid significant spikes, which is likely to occur if several years pass with no adjustments to fees. The Town Council supported the staff recommendation and directed staff to proceed in presenting a revised fee schedule reflecting a 2.4% CPI adjustment.

The Proposed Fee Schedule, Exhibit A of Attachment 1 to the report, highlights the proposed fee increases. Due to the relatively small increase that would occur in Town fees \$100 or less, staff is proposing to leave these fees unchanged. Also staff recommends keeping all

deposits unchanged. In an effort to keep the fees rounded to the nearest increment of \$5, staff used its discretion to round up or down as necessary.

The only proposed fee change outside of the CPI adjustments is the Community Hall rental fee for private events. In July 2013, staff recommended increasing this fee from \$1,800 to \$2,500 to adequately recover Town costs associated with the hall rental, which Town Council was supportive of. Given the proximity of the last update to the fee schedule (June 2013), staff deferred including the updated rental fee for private parties until this annual review. This increase is reflected under Facility Rental Fee a) 1) in the Administrative Fees & Permits section of the Fee Schedule.

The proposed resolution provides for two distinct changes to the adopted Fee Schedule. One change is to increase the Community Hall rental fee to \$2,500 to recover the Town's actual cost associated with the hall rental. The other change is an across the board increase to all adopted fees by the "Consumer Price Index – All Urban Consumers" (CPI) for the San Francisco region. Annual CPI adjustments are recommended between comprehensive fee studies, which are conducted every 7 to 10 years. This CPI adjustment of +2.4% would pass on a portion, but not all, of the increased labor costs that are the primary driver of costs to provide services. The reason to pass on a portion of the increased personnel costs is to protect against inadvertently increasing the fees faster than actual costs increase. The projected budget increase in personnel costs for 2014-15 is +3.5%. It is important to note that the personnel costs are estimates based on a number of factors and may or may not materialize.

FISCAL IMPACT

The CPI adjustment to fees will likely generate less than \$25,000 in increased revenue.

ATTACHMENTS

1. Resolution Approving a Revised Fee Schedule for the Town's Administrative, Building, Public Works/Engineering, and Planning Departments
 - a. Exhibit A - Proposed Master Fee Schedule
2. April 9, 2014 Staff Report on Fee Updates

RESOLUTION NO. _____-2014

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING A REVISED FEE SCHEDULE FOR ITS ADMINISTRATIVE, BUILDING, PUBLIC WORKS/ENGINEERING AND PLANNING DEPARTMENTS

WHEREAS, Municipal Code Section 18.34.040 [Fees for applications—Collection] of Chapter 18.34 [Administration] of Title 18 [Zoning] authorizes the Town Council to establish, by resolution, the amounts of fees for applications and permits under the Zoning Ordinance and may, from time to time modify the resolution; and

WHEREAS, Resolution 2595-2013 was adopted on June 12, 2013 and provided for a new master fee schedule; and

WHEREAS, Resolution 2595-2013 provides the fees and charges set forth in Exhibit A shall be adjusted annually on July 1st of every year by the percentage increase or decrease in the Consumer Price Index – All Items Index (San Francisco-Oakland-San Jose). The calculation will be based upon the index from February of the prior year to the index for February of the current year; and

WHEREAS, the percentage change in the Consumer Price Index – All Items Index (San Francisco-Oakland-San Jose), from February of the 2013 to the index for February of 2014, is +2.4%; and

WHEREAS, the Town also desires to increase the Community Hall rental fee to reflect the Town's cost of providing services to the community; and

WHEREAS, the proposed fees are not a tax pursuant to State of California Proposition 26; and

WHEREAS, on April 30 and May 7, 2014, the Town Clerk published notices in a newspaper of local distribution concerning the Town Council's intention to hold a public hearing to consider adoption of a new fee schedule and all documentation supporting the proposed fee schedule was made available to the public, beginning on Friday, May 2, 2014.

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

Section 1. The fees set forth in the attached fee schedule (Exhibit A) are hereby established pursuant to the Town of Portola Valley Municipal Code and shall be paid to or collected by the Town for each of the applications, permits, extensions, renewals, services or other matters enumerated therein. No application shall be deemed filed or complete until all required fees have been paid in full to the Town.

Section 2. Resolution 2595-2013 is hereby repealed in its entirety, it being the intent of the Town Council that the fee schedule adopted by this resolution shall supersede all prior schedules pertaining to the same subject matter.

Section 3. Annual Adjustment. The fees and charges set forth in Exhibit A shall be adjusted by the Town Council in July of every year by the percentage increase or decrease in

the Consumer Price Index – All Items Index (San Francisco-Oakland-San Jose). The calculation will be based upon the index from February of the prior year to the index for February of the current year.

Section 4. This resolution shall become effective on 60 days from adoption, and shall be applicable to all fees and deposits listed on Exhibit A which are payable to the Town from and after the effective date hereof.

PASSED AND ADOPTED this 14th of May 2014.

By: _____
Ann Wengert, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

TOWN OF PORTOLA VALLEY

Adopt Proposed Fee Schedule



Update Approved June 12, 2013

Town of Portola Valley Proposed Fee Schedule

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ADMINISTRATIVE FEES & PERMITS

Banner/Sign Fee	\$25
 Business License	
a) Fixed place of business within Portola Valley	\$100
i) Employee Fee 30+ hours week	\$20 each/per year
ii) Employee Fee 15-30 hours week	\$10 each/per year
b) Not Fixed place of business	
i) General Contractor (3 or more subcontractors)	\$400
ii) General Contractor (less than 3 subcontractors)	\$100
iii) Subcontractor	\$100
iv) General License/Home Occupation	\$100
 Classes	
a) Town registration fees	20% of fees received
b) Insurance (if supplied by the Town)	Non-sports instruction -- \$50 Sports instruction - \$100
 Copying Fees	
a) Compact Disc (CD) copying	\$10/CD
b) Paper Documents	\$.25/copy
 Electric Vehicle Charging Station	
a) First hour	Free
b) Each additional hour	At cost, not to exceed \$10/hr
 Facility Rental Fees/Deposits	
a) Community Hall (8:00 a.m. to midnight)	
i) Resident Fee	\$1,800 <u>\$2,500</u> /day
ii) Non-resident Fee	\$2,800 <u>\$2,865</u> /day
iii) Deposit	\$1,000
b) Community Hall – Memorial Service	
i) Current/Past Resident Only	\$1,000 <u>\$1,025</u> /day
ii) Deposit	\$500
c) Community Hall – Local Non-profit within Town limits)	
i) No Fundraiser	No charge
ii) No Fundraiser - Deposit	\$1,000

iii) Fundraiser	\$900 <u>\$920</u>
iv) Fundraiser – Deposit	\$1,000
d) Alder or Buckeye Room minimum rental = 2 hour meetings; 4-hour parties	
i). Resident Fee	\$100/hour
ii). Non-resident Fee	\$150 <u>\$155</u> per hour
iii). Deposit	\$250
e) Kitchen (must rent with room)	
i) Rented with Community Hall	No charge
ii) Rented with Alder or Buckeye Room -- Resident	\$100/event
iii) Rented with Alder or Buckeye Room – non-resident	\$125 <u>\$130</u> /event
iv) Deposit	\$100
f) Redwood Grove (Weddings only)	
i) Resident Fee	\$150 <u>\$155</u> per event
ii) Non-Resident Fee	\$200 <u>\$205</u> per event
iii) Deposit	\$100
Horse Permit	
a) New	\$50/horse/year
b) Renewal – Residential	\$15/horse/year
c) Renewal – Commercial	\$20/horse/year
Sport User Fees	
a) Town Fields	
i) Town Sponsored; Schools (Town Council; Town Committees; PV School District; Woodside Priory)	No Fees/No Deposit
ii) Local Organized Youth Leagues (Alpine/West Menlo Little League; AYSO; Kidz Love Soccer)	\$40/person/season
iii) Local Organized Youth Clubs (Alpine Strikers; CYSO)	\$60/person/season
iv) Local Organized Adult Leagues (PV Adult Soccer League; PV Softball)	\$60/person/season
v) Local Organized Adult Clubs (PV Soccer Club)	\$90/person/season
vi) Deposit for ii. through v. above	\$500
b) Private Parties, Picnics, Pick-up Games	
i) Local Informal Groups	\$3/person/use
ii) Non-Local Informal Groups	\$4.50/person/use
iii) Deposit	50 or fewer - \$100; >50 - \$500
c) Commercial Use (clinics and classes)	
	15% of gross revenue
	Deposit: \$500
d) Picnic Spaces (next to Little Peoples' Park – Town Center)	
	\$3/person/use
	Deposit: \$100
e) Ford Field Parking Lot	
	\$100
	Deposit: \$100

PLANNING FEES & PERMITS

Pre-Application Meeting	\$590 <u>\$605</u>
Architectural Review	
a) New Residence	\$1,140 <u>\$1,165</u>
b) Guest House/Addition	\$675 <u>\$690</u>
c) Amendment	\$340 <u>\$350</u>
Site Development Permit	
a) 50-100 Cubic Yards	\$1,070 <u>\$1,095</u>
b) 101-1,000 Cubic Yards	\$2,280 <u>\$2,335</u>
c) Greater than 1,000 Cubic Yards	\$2,890 <u>\$2,960</u>
Conditional Use Permit	
a) Standard	\$4,055 <u>\$4,150</u>
b) Planned Unit Development	\$6,085 <u>\$6,230</u>
c) Amendment	\$2,030 <u>\$2,080</u>
Variance	\$2,400 <u>\$2,455</u>
Lot Line Adjustment	\$1,640 <u>\$1,680</u>
Geology Review	
a) Building Permit	\$255 <u>\$260</u>
b) Map Modification	\$1,015 <u>\$1,040</u>
c) Deviation	\$890 <u>\$910</u>
Subdivision Preliminary Map	\$3,115 <u>\$3,190</u>
Subdivision - Tentative Map	\$4,750 <u>\$4,865</u>
Subdivision - Final Map	\$1,360 <u>\$1,390</u>
Map Time Extension	\$380 <u>\$390</u>
Tentative Map Amendment	\$760 <u>\$780</u>
Final Map Revision	\$760 <u>\$780</u>
Certificate of Compliance	\$1,575 <u>\$1,615</u>
Environmental - Initial Assessment	\$340 <u>\$350</u>

Environmental - Negative Declaration	\$1,015 <u>\$1,040</u>
General Plan Amendment	\$3,380 <u>\$3,460</u>
Zoning Ordinance Amendment	\$1,690 <u>\$1,730</u>
Fence Permit	
a) Horse Fence	\$105 <u>\$110</u>
b) All Other Fences	\$230 <u>\$235</u>
Tree Removal Permit	\$70
Residential Data Report	\$105 <u>\$110</u>
Allowed Floor Area Calculation	\$105 <u>\$110</u>
Temporary Occupancy Permit	\$1,260 <u>\$1,290</u>
Appeal	\$5,250 <u>\$5,375</u>
Photovoltaic System	\$50
Temporary Gas or Electrical	\$500 deposit
Plan Review/Revisions	Per hour as billed
Zoning Permit Fee	\$310 <u>\$315</u> plus \$1,000 deposit

BUILDING FEES & PERMITS

Construction & Demolition Recycling

~~\$180~~ \$185 or ~~\$360~~ \$370

Commercial

Commercial without Interior Improvements

a) Less than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

Deposit based on valuation

b) Greater than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

Deposit based on valuation

Commercial with Interior Improvements

a) Less than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

Deposit based on valuation

b) Greater than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

Deposit based on valuation

Commercial Tenant Improvements

a) Less than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

~~\$860~~ \$880

b) Greater than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

~~\$1,475~~ \$1,510

NOTE: An initial deposit would be assessed based on valuation. If the deposit is insufficient to fully cover cost of services, an additional amount would be collected.

Commercial Repair

a) Less than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

~~\$490~~ \$500

b) Greater than 1,000 square feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	<u>\$985 \$1,010</u>
Commercial Barn/Stable	
i) Plan Check	Deposit based on valuation
ii) Inspection	<u>\$985 \$1,010</u>
Residential	
Custom Residence Without Basement	
a) 5,000 square Feet or Less	
i) Plan Check	Deposit based on valuation
ii) Inspection	<u>\$3,075 \$3,150</u>
b) Greater than 5,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	<u>\$3,685 \$3,775</u>
Custom Residence With Basement	
a) 5,000 square Feet or Less	
i) Plan Check	Deposit based on valuation
ii) Inspection	<u>\$4,300 \$4,405</u>
b) Greater than 5,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	<u>\$4,300 \$4,405</u>
Addition	
a) 500 Square Feet or Less	
i) Plan Check	<u>\$370 \$380</u>
ii) Inspection	<u>\$1,230 \$1,260</u>
b) 501-1,000 Square Feet	
i) Plan Check	<u>\$735 \$750</u>
ii) Inspection	<u>\$1,720 \$1,760</u>
c) Greater than 1,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	<u>\$2,215 \$2,270</u>
Detached Second Unit	
a) 750 Square Feet or Less	
i) Plan Check	<u>\$985 \$1,010</u>
ii) Inspection	<u>\$1,720 \$1,760</u>

b) Accessory Building (e.g. Cabana)	
i) Plan Check	<u>\$735 \$750</u>
ii) Inspection	\$985 <u>\$1,010</u>

Detached Unit (Other)

a) Garage/Workshop - 1,000 Square Feet or Less	
i) Plan Check	<u>\$735 \$750</u>
ii) Inspection	<u>\$860 \$880</u>

b) Carport	
i) Plan Check	<u>\$490 \$500</u>
ii) Inspection	<u>\$615 \$630</u>

c) Barn/Stable	
i) Plan Check	<u>\$735 \$750</u>
ii) Inspection	<u>\$615 \$630</u>

Bathroom Remodel

a) Bathroom with Structural	
i) Plan Check	Deposit based on valuation
ii) Inspection	<u>\$985 \$1,010</u>

b) Bathroom without Structural	
i) Plan Check	<u>\$125 \$130</u>
ii) Inspection	<u>\$735 \$750</u>

Kitchen Remodel

a) Kitchen with Structural	
i) Plan Check	Deposit based on valuation
ii) Inspection	<u>\$985 \$1,010</u>

b) Kitchen without Structural	
i) Plan Check	<u>\$125 \$130</u>
ii) Inspection	<u>\$735 \$750</u>

Minor Repair (e.g. Deck)

a) Without Plan Check	
i) Inspection	<u>\$245 \$250</u>

b) With Plan Check	
i) Plan Check	<u>\$125 \$130</u>
ii) Inspection	<u>\$370 \$380</u>

Remodel with Structural

a) 0-500 Square Feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$985 \$1,010

b) 501-1,000 Square Feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$1,230 \$1,260

c) 1001-1,500 Square Feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$1,475 \$1,510

d) 1,501-2,000 Square Feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$1,965 \$2,010

e) 2,001 - 3,000 Square Feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$2,215 \$2,270

f) 3,001-4,000 Square Feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$2,460 \$2,520**Remodel without Structural**

a) 0-500 Square Feet

i) Plan Check

\$245 \$250

ii) Inspection

\$735 \$750

b) 501-1,000 Square Feet

i) Plan Check

\$490 \$500

ii) Inspection

\$985 \$1,010

c) 1001-1,500 Square Feet

i) Plan Check

\$735 \$750

ii) Inspection

\$1,230 \$1,260

d) 1,501-2,000 Square Feet

i) Plan Check

\$860 \$880

ii) Inspection

\$1,475 \$1,510

e) 2,001-3,000 Square Feet

i) Plan Check

\$985 \$1,010

ii) Inspection

\$1,720 \$1,760

Remodel without Structural (Cont.)

f) 3,001-4,000 Square Feet

i) Plan Check	<u>\$1,105</u> <u>\$1,130</u>
ii) Inspection	<u>\$1,965</u> <u>\$2,010</u>

Mobile Home Installation

a) With Foundation

i) Plan Check	<u>\$370</u> <u>\$380</u>
ii) Inspection	<u>\$370</u> <u>\$380</u>

b) Without Foundation

i) Plan Check	<u>\$125</u> <u>\$130</u>
ii) Inspection	<u>\$245</u> <u>\$250</u>

Foundation Repair

a) 35 Linear Feet or Less

i) Plan Check	<u>\$245</u> <u>\$250</u>
ii) Inspection	<u>\$370</u> <u>\$380</u>

b) Greater Than 35 Linear Feet

i) Plan Check	<u>\$490</u> <u>\$500</u>
ii) Inspection	<u>\$645</u> <u>\$630</u>

Stucco/Siding

a) 500 Square Feet or Less

i) Plan Check	<u>\$125</u> <u>\$130</u>
ii) Inspection	<u>\$245</u> <u>\$250</u>

b) 501-1,000 Square Feet

i) Plan Check	<u>\$125</u> <u>\$130</u>
ii) Inspection	<u>\$370</u> <u>\$380</u>

c) Greater than 1,000 Square Feet

i) Plan Check	<u>\$245</u> <u>\$250</u>
ii) Inspection	<u>\$490</u> <u>\$500</u>

Re-Roofing

a) 1,000 Square Feet or Less

i) Plan Check	\$90
ii) Inspection	<u>\$370</u> <u>\$380</u>

b) 1,001-3,000 Square Feet

i) Plan Check	90
ii) Inspection	<u>\$370</u> <u>\$380</u>

Re-Roofing (Cont.)

c) Greater than 3,000 Square Feet

i) Plan Check

\$90

ii) Inspection

\$645 \$630**Doors and Windows**

a) Five or Less

i) Plan Check

\$125 \$130

ii) Inspection

\$245 \$250

b) More than Five

i) Plan Check

\$125 \$130

ii) Inspection

\$370 \$380**Swimming Pool (In Ground)**

i) Plan Check

\$735 \$750

ii) Inspection

\$645 \$630**Spa**

a) In Ground

i) Plan Check

\$370 \$380

ii) Inspection

\$490 \$500

b) Above Ground (Prefabricated)

i) Plan Check

\$245 \$250

ii) Inspection

\$270 \$275**Demolition**

i) Plan Check

\$45

ii) Inspection

\$245 \$250**Retaining Wall**

a) Four Feet High or Less

i) Plan Check

\$90

ii) Inspection

\$370 \$380

b) Greater than Four Feet High

i) Plan Check

\$180 \$185

ii) Inspection

\$645 \$630

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(ASSOCIATED WITH NEW CONSTRUCTION PERMITS)**

Permit Application Fee (applies to all permits)

a) For Initial Permit	\$65
b) For Each Additional Permit	\$30

Plumbing	\$0.45 per s.f.
Mechanical	\$0.40 per s.f.
Electrical	\$0.45 per s.f.

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(STAND-ALONE)**

Permit Application Fee (stand-alone projects)

a) For Initial Permit	\$25
b) For Each Additional Permit	\$25

Water Heater Permit Fee	\$40
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PER UNIT FEES -- ELECTRICAL

Temporary Power Pole	\$90
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Electrical Service

a) 100-400 Amps	\$180 <u>\$185</u>
b) Greater than 400 Amps	\$270 <u>\$275</u>

Subpanel	\$45
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Electrical Associated with a Pool/Spa	\$180 <u>\$185</u>
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Generator	\$180 <u>\$185</u>
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Per Unit Fees -- Mechanical

Furnace	\$45
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Condensor (Evaporative Cooler)	\$45
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Boiler	\$45
---------------	------

Exhaust Hood (Fan) (Commercial or Heat Recovery Ventilator)	\$90
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PER UNIT FEES -- PLUMBING

Water Service	\$90
Backflow Device	\$45
Water Piping	\$90
Sewer Line	\$90
Drain-Waste Vent (1-5 Fixtures)	\$90
Gas Piping (1-5 Outlets)	\$90
Earthquake Shut-off Valve	\$45
Pool/Spa Plumbing	\$180 <u>\$185</u>

ITEMS NOT LISTED IN THIS SCHEDULE

Fee Per Inspection Required	\$45
Strong Motion Instrumentation & Seismic Hazard Mapping Fee	
a) Residential	
i) Valuation over \$5,000	.0001 x valuation
ii) Valuation under \$5,000	\$0.50
b) Commercial	
i) Valuation over \$2,381	.00021 x valuation
ii) Valuation under	\$0.50
California Building Standards Commission Fee	
a) Every \$25,000 or fraction thereof	\$1 per \$25,000 valuation

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PUBLIC WORKS ENGINEERING & PERMIT FEES

Driveway Connection to Street

	a) Application	\$230 \$235
	b) Plan Review	\$75
	c) Inspection	
	Town Staff	Actual cost with
	Contract Engineer	\$500-\$1,000
	Contract Inspector	initial deposit

Utilities**Regular Utility Maintenance Connect / Disconnect**

	a) Application	\$230 \$235
	b) Plan Review	\$75
	c) Inspection	
	Town Staff	Actual cost with
	Contract Engineer	\$500-\$1,000
	Contract Inspector	initial deposit

Utility Main / Capital Project

	a) Application	\$230 \$235
	b) Plan Review	Actual cost with \$95-\$2,500 initial deposit
	c) Inspection	
	Town Staff	Actual cost with
	Contract Engineer	\$500-\$2,000
	Contract Inspector	initial deposit

Other projects including without limitation:**Right-of-way, landscaping, fences, and investigations**

	a) Application	\$30
	b) Plan Review	\$75
	c) Inspection	
	Town Staff	Actual cost with
	Contract Engineer	\$95-\$1,000
	Contract Inspector	initial deposit

Additional Plan Review or Inspection - Hourly

	Town Staff	Actual cost
	Contract Engineer	\$180 \$185
	Contract Inspector	\$95

Clean up or Repair to Town Property

Actual Cost

Actual deposit amount will be determined by Town Staff on anticipated number of plan reviews / inspections required and project timeline.

Projects/Services Not Listed on Fee Schedule

For services requested of Town Staff for which no fee is listed in this Master Fee Schedule, or for projects of size and complexity not typically encountered by the Town, the Town Manager or his/her designee shall determine the appropriate fee based on the hourly rates for staff time involved in the service or activity.

Hourly rates for Town staff shall be calculated based on the employee's fully burdened cost which includes salary and all benefit costs.

~~Adopted~~ Proposed to by the Town Council June 12, 2013 May 14, 2014



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: April 9, 2013

RE: Annual Update to the Town's Fee Schedule

RECOMMENDATION

It is recommended that the Town Council give staff direction on updating the Town's fee schedule to reflect an annual inflation adjustment of 2.4%. Town staff will prepare the subsequent staff report complete with any specific analysis requested by the Town Council and return to the Town Council with an amended fee schedule for consideration at a noticed public hearing.

BACKGROUND

The Town last undertook a comprehensive fee study in 2011-12, with an in-depth analysis of the Town's services and fees charged for those services. The study was prepared by NBS Consultants in coordination with Town staff and required over six months to complete. On May 23, 2012, the Town Council adopted Resolution No. 2555-2012 which set a new Planning, Building and Public Works/Engineering Department Fee Schedule. In June 2013, the Town Council authorized an across-the-board inflation adjustment to fees of +2.4% that took effect in August 2013.

DISCUSSION

In advance of requesting the Town Council's approval of an annual adjustment to the fee schedule, staff is seeking initial reactions and requests for specific analysis from the Town Council. As with last year, staff would prepare a proposed fee update that includes an across-the-board increase to all adopted fees by the "Consumer Price Index – All Urban Consumers" (CPI) for the San Francisco region. Annual CPI adjustments are recommended between comprehensive fee studies, which are conducted every 7 to 10 years. The change in the CPI from February 2013 to February 2014 was +2.4%.

The bulk of the Town's fees are derived from building permits, with the primary drivers of all fees being labor costs and the time required to perform a task. The labor costs for building services are projected to increase by more than 3.5% in 2014-15 when considering both salary and benefit increases. There are no indications that the time required to perform typical building tasks has changed since the NBS study was completed in 2012, therefore the only variable that should be considered in the annual update is the cost of labor.

At the same time that an increase is recommended, the Town is experiencing an unusually high volume of building permit activity. As of the February 2014 month-end financials, building permit revenues for 2013-14 are roughly 50% higher than prior year. If this level of activity continues, the Town may soon require supplemental building inspection from a third-party consultant to assist in-house staff. Considering the possibility that the Town will incur new costs if supplemental staff becomes necessary, an inflation adjustment is still recommended to keep up with the core NBS analysis.

To help gauge where Portola Valley's fees are in relation to neighboring jurisdictions, the following information was pulled from the Town of Los Altos Hills' 2013 fee study, which compares permit costs for a 5,000 square foot house across several cities:

City	Total Building Permit Fee	% Difference from PV
Los Altos	\$18,004	23%
Los Altos Hills	\$16,783	14%
Los Gatos	\$23,291	59%
Saratoga	\$14,948	2%
Woodside	\$18,398	25%
Portola Valley (current)	\$14,670	

Town staff is confident that the fee study conducted by NBS in 2012 was exhaustive and that the significant variations in costs demonstrated in the above table are likely due to operational issues unique to each city (such as staffing). The table does demonstrate that the Town's fees are reasonable compared to the "market" and that a CPI adjustment would not cause Portola Valley to suddenly have the highest fees in the region.

FISCAL IMPACT

The CPI adjustment to fees would likely generate less than \$25,000 in increased revenue.

ATTACHMENTS

1. ~~NBS Cost of Service Study dated March 21, 2012~~
2. Consumer Price Index – All Urban Consumers, Bureau of Labor Statistics

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San Francisco, Calif.

For release 10:00 a.m. (PDT) Tuesday, March 18, 2014

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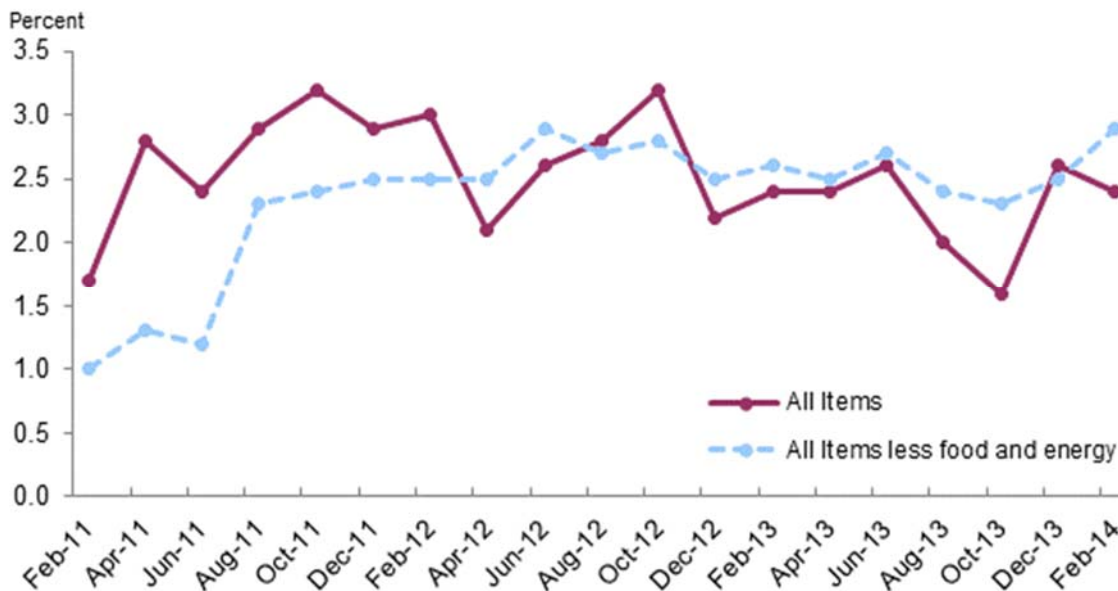
CONSUMER PRICE INDEX, SAN FRANCISCO AREA – FEBRUARY 2014

AREA PRICES WERE UP 1.2 PERCENT OVER THE PAST TWO MONTHS, UP 2.4 PERCENT FROM A YEAR AGO

Prices in the greater San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 1.2 percent for the two months ending February 2014, the U.S. Bureau of Labor Statistics reported today. (See table A.) Regional Commissioner Richard J. Holden noted that the February increase was influenced by higher prices for shelter. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U rose 2.4 percent. (See chart 1.) Energy prices decreased 3.5 percent, largely the result of a decrease in the price of gasoline. The index for all items less food and energy advanced 2.9 percent since February 2013.

Chart 1. Over-the-year percent change in CPI-U, San Francisco, February 2011–February 2014



Source: U.S. Bureau of Labor Statistics.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: May 14, 2014

RE: **Resolution Approving Amendments to the Town's Employee Compensation Plan Effective June 1, 2014**

RECOMMENDATION

The recommendation is that the Town Council approve the attached resolution to amend the Town's Employee Compensation Plan effective June 1, 2014.

BACKGROUND

On April 24, 2013, the Town Council approved the creation of the Employee Compensation Plan (Plan) document which outlines the authorized salary schedule and fringe benefits provided to employees. The Plan was last updated in November 2013 to reflect structural changes in the amount of cafeteria plan dollars provided to employees.

DISCUSSION

This update does not provide for any significant change in employee compensation. In addition to correcting a few typos, the following notable changes are recommended:

1. Salary Schedule Update (Section 1.1) – Each year the Town adjusts the top salary for each classification by the “Consumer Price Index – All Urban Consumers” (CPI) for the San Francisco region. The change in CPI from February 2013 to February 2014 was 2.4%. The purpose of this adjustment is to keep the Town's salary ranges in-line with the changes in cost of living. Actual salary adjustments for employees are based solely on merit and are typically awarded in July of each year, at the Town Manager's discretion, in an amount not to exceed the allocation approved by the Town Council in the annual budget. The Town Manager's salary is determined by the Town Council and is not impacted by this adjustment.
2. Vision Insurance for Dependents (Section 3.4) – The Town has historically paid for the cost of vision insurance for the employee only. Given the fact that most employees add vision insurance for their eligible dependents, the accounting required to provide for this is cumbersome and the recommendation is that the Town pay the full vision premium for employees and their eligible dependents. The cost increase for this expanded benefit will be \$809 for 2014-15.

3. Employees Eligible for Auto Allowance (Section 4.3) – To compensate employees for use of their private vehicle while conducting Town business, the Town provides an auto allowance of \$250 per month. This arrangement reduces the town's cost to maintain fleet vehicles and does not require the employee to track their mileage spent on town business. The 2013-14 budget expanded this benefit to the Public Works Director and the recommendation is to also add the Planning Director in this update of the Plan. The addition of the Planning Director will cost \$3,000 per year.
4. Tuition Reimbursement – To assist Town staff members who seek to increase their skills and value to the Town, the recommendation is to create a tuition reimbursement program. The proposed program allows employees to seek reimbursement for up to \$3,000 per fiscal year for job related coursework and training.

FISCAL IMPACT

The adjustment to the salary schedule has no fiscal impact since salary increases provided to employees is based on merit and determined by the Town Manager using a budget approved by the Town Council for salary increases. Expanding vision coverage to all eligible dependents, providing an auto allowance for the Planning Director and creating a tuition reimbursement program will increase 2014-15 costs by \$6,809 per fiscal year, assuming one employee takes advantage of the tuition reimbursement program.

ATTACHMENT

1. Resolution Amending the Employee Compensation Plan
 - a. Exhibit A – Proposed Amendments to the Employee Compensation Plan

RESOLUTION NO. _____-2014**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
AMENDING THE EMPLOYEE COMPENSATION PLAN
EFFECTIVE JUNE 1, 2014**

WHEREAS, on the 24th day of April, 2013, the Town Council considered and approved Resolution 2587-2013 which adopted the Employee Compensation Plan in accordance with the Town's Personnel Policies; and

WHEREAS, the adopted Employee Compensation Plan was amended on October 9, 2013 by Town Council approved Resolution 2608-2013 to incorporate changes to the flexible benefit allowance beginning January 1, 2014; and

WHEREAS, the Town Council considers an annual adjustment to the salary range for all town classification, except the Town Manager, with the adjustment based on the change in Consumer Price Index; and

WHEREAS, the change in Consumer Price Index from February 2013 to February 2014 was +2.4%; and

WHEREAS, the Town desires to pay the cost of vision care insurance for employee dependents, establish a tuition reimbursement program, and add Public Works Director and Planning Director as classifications eligible for automobile allowance;

NOW, THEREFORE, the Town Council of the Town of Portola Valley does hereby RESOLVE that the Employee Compensation Plan shall be amended effective June 1, 2014 as detailed in Exhibit A.

REGULARLY PASSED AND ADOPTED this 14th of May, 2014.

Ann Wengert, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

Town of Portola Valley Compensation Plan

~~Adopted October 9, 2013~~
Proposed Amendment May 14, 2014



Insert Adopted Resolution

COMPENSATION PLAN

The purpose of the compensation plan is to outline the compensation package for eligible employees and their eligible dependents. Eligibility is determined by the Town's Personnel Policies unless otherwise defined in the benefit description.

SECTION 1

AUTHORIZED CLASSIFICATIONS AND SALARIES

1.1 Monthly Salary Schedule by Permanent Employee Classification

Proposed May 14, 2014

Proposed CPI adjustment of 2.4%

	Annual Range		
	Bottom	Current	Top
Administration			Proposed
Town Manager	set by contract		n/a
Town Clerk	\$ 70,762	\$ 103,620	\$ 106,106
Assistant to the Town Manager	\$ 70,762	\$ 103,620	\$ 106,106
Administrative Technician III	\$ 54,384	\$ 79,632	\$ 81,543
Administrative Technician II	\$ 47,290	\$ 69,245	\$ 70,907
Administrative Technician I	\$ 42,991	\$ 62,950	\$ 64,461
Planning			
Planning Director/Town Planner	\$ 114,131	\$ 167,112	\$ 171,123
Deputy Town Planner	\$ 85,214	\$ 124,780	\$ 127,774
Assistant Planner	\$ 54,384	\$ 79,633	\$ 81,544
Planning Technician II	\$ 47,290	\$ 69,246	\$ 70,908
Planning Technician I	\$ 42,991	\$ 62,951	\$ 64,462
Public Works / Facilities Maintenance			
Public Works Director/Town Engineer	\$ 114,131	\$ 167,112	\$ 171,123
Deputy Building Official	\$ 85,214	\$ 124,779	\$ 127,774
Recreational Facilities Coordinator	\$ 52,605	\$ 77,027	\$ 78,876
Senior Maintenance Worker (40hr workweek)	\$ 52,605	\$ 77,027	\$ 78,876
Maintenance Worker II	\$ 44,491	\$ 65,157	\$ 66,721
Part-Time Classifications			
Stable Inspector	<i>part-time, as needed</i>		

Notes:

1. All hourly positions are based on a 37.5 hour work week (1,950 hours per year) unless noted otherwise.
2. Not all classifications detailed above are authorized to be filled, please refer to the Town's budget for authorizations.

1.2 Temporary and Part-Time Employee Salaries

Temporary and Part-Time employees are paid an hourly rate equivalent to the monthly rate for permanent employees in a like classification at a salary commensurate with the employee's experience. If there is no related permanent employee classification, the Town Manager shall set a temporary rate not to exceed \$25.00 per hour.

SECTION 2

LEAVE

All leaves provided to employees (both paid and unpaid) are documented in Section 7 “Attendance and Leaves of Absence” of the Adopted Personnel Policies.

SECTION 3

HEALTH AND WELFARE

3.1 Cafeteria Flexible Benefits Plan

The Town shall calculate the flexible benefit allowance (flexible dollar amount) based on the following chart effective January 1st of each year. The percentages shown below represent the amount of the flexible benefit allowance as a percentage of the CalPERS Kaiser premium as adopted by the CalPERS Board annually.

		Flexible Dollar Amount, as % of CalPERS Kaiser Premium				
		1/1/13	1/1/14	1/1/15	1/1/16	1/1/17
<i>Employee only</i>		100%	125.0%	125.0%	125.0%	125.0%
<i>Employee +1</i>		100%	95.0%	90.0%	85.0%	80.0%
<i>Employee +2/more</i>		100%	92.5%	82.5%	72.5%	62.5%

The Town provides a cafeteria plan flexible dollar amount as follows:

<i>Level of coverage</i>	<i>2013 Monthly Flexible Dollar Amount</i>	<i>2014 Monthly Flexible Dollar Amount</i>
Employee	\$668.03	\$928.00
Employee plus one	\$1,337.26	\$1,411.00
Employee plus two or more	\$1,738.44	\$1,786.00

The flexible dollar amount may be used to select any of the CalPERS - Public Employees' Medical and Hospital Care Act (PEMHCA) medical plans available to the employee or any other benefits available in the Town's Cafeteria Flexible Benefits Plan (Plan). In 2014 the additional Plan options include payment of dependent coverage vision insurance, contribution to a deferred compensation program, and contribution to a flexible spending account option. Employees selecting a plan or benefits for which the cost is greater than the Town's applicable flexible dollar amount shall pay the excess cost and may opt to pay the excess cost on a ~~pre-tax~~ ~~deferred~~ basis. Eligible employees with proof of insurance from another source may elect to receive an opt-out payment in lieu of participating in the Town's Cafeteria Flexible Benefits Plan. Opt-out payments are:

<i>Level of coverage</i>	<i>Monthly opt-out payment</i>
Employee Only & Employee plus one	\$600.00
Employee plus two or more	\$800.00

The Town shall adopt and maintain an IRS Section 125 Cafeteria Flexible Benefits Plan Document and the monthly flexible dollar amount may be adjusted by resolution of the Town Council.

3.2 Designated Health Contribution Toward Health Premium

The Town contracts with CalPERS for PEMHCA medical insurance and pays the minimum monthly health contribution toward the health premium, as established by PEMHCA on an annual basis, for eligible employees and qualifying retirees. For eligible employees, this benefit begins on the first day of the calendar month following the employee's hire date and terminates on the last day of the calendar month following the employee's separation date. For 2013, the PEMHCA contribution for health is \$115 per month for eligible employees and qualifying retirees. For 2014, the PEMHCA contribution for health is \$119 per month for eligible employees and qualifying retirees. Retirees will be required to qualify as CalPERS annuitants and meet all statutory and legal requirements necessary to receive this benefit. The PEMHCA health contribution is included in the Cafeteria Flexible Benefit Plan amounts described in Section 3.1.

3.3 Dental Plan

The Town contracts for dental insurance and pays the full premium for eligible employees and their eligible dependents. This benefit begins on the first day of the calendar month following the employee's hire date and terminates on the last day of the calendar month following the employee's separation date.

3.4 Vision Plan

The Town contracts for vision insurance and pays ~~the full premium for eligible employees and their eligible dependents~~the employee only premium. An employee may add dependents at his/her own cost and may do so on a pre-tax basis. This benefit begins on the first day of the calendar month following the employee's hire date and terminates on the last day of the calendar month following the employee's separation date.

3.8 Workers' Compensation

3.8.1 General Description

Through worker's compensation, employees are insured against losses due to job-related illness or injury. Under this program, medical expenses are paid and, while disabled, employees are eligible for weekly compensation based on their salary.

3.8.2 Eligibility

Regular, full-time employees, part-time employees and temporary employees are eligible for this benefit. Retired employees are not eligible for this benefit.

3.8.3 Benefit

When an employee suffers a workers' compensation injury, the employee is eligible for receipt of two-thirds (2/3) of his/her salary or the amount statutorily assigned by the State of California, whichever is lower, as well as authorized health care costs, through the workers' compensation claim. Employees on workers' compensation leave may use accrued sick leave to supplement any monetary difference between their normal rate of pay and the temporary disability benefits of workers' compensation.

3.8.4 Method of Administration

Workers compensation claims are administered for the Town by a third-party administrator. All on-the-job injuries must be reported to the Administrative Services Manager immediately. When an employee makes a workers' compensation claim, the claim must be submitted to the Town on the appropriate claim form, and must be accompanied with verification of the injury by a physician as well as the recommendation that the employee be absent from work for a certain length of time to allow recovery from the injury. The third-party administrator makes the determination as to whether a claim is eligible for payment and which medical bills are eligible for reimbursement.

3.9 Uniforms and Safety Gear

Town employees who work in the field may be provided uniforms and safety gear necessary to protect the employee's well-being and establish a consistent Town image. The Town Manager shall determine which employee classifications are eligible for this benefit and what type of uniform or safety gear is appropriate.

The Town's annual budget includes a line item for this benefit and purchases must be authorized by the employee's supervisor under the general guidance of the Town Manager. Uniforms and safety gear are replaced as deemed necessary by the supervisor.

SECTION 4

OTHER BENEFITS

4.1 Deferred Compensation

4.1.1 General Description

Town employees are eligible to participate in approved deferred compensation plans through payroll deductions. These deductions are forwarded to the appropriate institution by the Town at the end of each month.

4.1.2 Eligibility

Regular, full-time employees and part-time employees who regularly work twenty (20) hours per week or more are eligible for this benefit. Part-time employees who work less than twenty (20) hours per week, temporary employees, and retired employees are not eligible for this benefit.

4.1.3 Benefit

The two companies that are approved by the Town to administer this benefit are the National Deferred and the ICMA Retirement Trust Corporation. Deferred compensation is self-funded with no contribution from the Town unless otherwise stipulated by contract. Employees who elect to participate have an amount deducted from each paycheck deposited directly into their deferred compensation account. The amount of the maximum annual contribution is determined by federal and state regulations.

4.1.4 Method of Administration

Deferred compensation transactions are handled as payroll deductions. Deductions from an employee's gross pay are deposited in the appropriate account and are itemized on the employee's check stub. Taxable income at year-end is based on an employee's post-deduction gross pay. Federal and state income taxes are not calculated or withheld on amounts deposited in employee deferred compensation accounts, as they are deferred until withdrawals from the accounts begin (usually upon retirement).

4.2 Credit Union

All Town employees are eligible to become members of the San Mateo County Employee's Credit Union. The advantages of the programs offered to member employees are typical of credit union membership, at no cost to the Town.

4.3 Automobile Allowance

4.3.1 General Description

The automobile allowance provides reimbursement for the maintenance and use of a management employee's personal vehicle for Town business. This benefit is in lieu of a Town-provided vehicle.

4.3.2 Eligibility

The following positions are eligible for an automobile allowance: Deputy Building Official, Public Works Director, Planning Director.

4.3.3 Benefit

Eligible employees will receive a monthly allowance of two hundred fifty dollars and zero cents (\$250.00) per calendar month as compensation for the use of their personal vehicle while conducting Town business.

4.3.4 Method of Administration

This benefit is paid each pay period worked during the calendar year at the rate of two hundred fifty dollars and zero cents (\$250.00) per calendar month.

4.4 Tuition Reimbursement

4.4.1 General Description

This Section outlines the Town's Tuition Reimbursement Policy which provides financial assistance for job-related education.

4.4.2 Eligibility

All full-time employees of the Town who have completed no less than one year of continuous employment prior to the time of course enrollment are eligible for tuition reimbursement. Employees who receive tuition reimbursement are expected to remain in continuous employment with the Town for no less than one year after receiving such reimbursement.

4.4.3 Benefit

It is the Town's policy to provide participants seeking to improve their work performance or enhance their value to the Town with reimbursement for coursework related to a degree, certificate or skill enhancement. Each course must be related to the participant's present or probable future work assignment. Courses not taken as part of a degree program are evaluated on a course-by-course basis. All coursework and course-related activities must be completed during off-duty hours.

The funds provided to eligible participants under this benefit are available only for the reimbursement for tuition costs. Institution fees, textbooks, supplies, and other costs are not reimbursable under this benefit.

Reimbursement is contingent upon the student's achieving a minimum letter grade of "B" or a point grade of "3.0" while also maintaining satisfactory work performance his/her assigned duties. The maximum reimbursement per participant is \$3,000.00 per fiscal year.

4.4.4 Method of Administration

To request tuition reimbursement, participants must receive pre-approval for tuition reimbursement under this policy. To do so, participants must submit a "Request for Tuition Reimbursement" form to the Town Manager. The Town Manager has sole discretion over the request and may approve or deny the request.

SECTION 5

RETIREMENT

5.1 Pension – “Classic Members”

5.1.1 General Description

The Town’s retirement program provides employees with benefits through their retirement years in an amount which is based upon years of service, age of employee at the beginning of their retirement and the three highest years’ compensation during their tenure.

5.1.2 Eligibility

All regular, full-time and part-time employees who work twenty (20) hours per week or more hired prior to ~~December 31, 2013~~ January 1, 2013 are members of the California Public Employees Retirement System (CalPERS) are “Classic Members”. Employees hired on or after January 1, 2013 must meet the tests established by the Public Employees’ Pension Reform Act of 2012 to determine their eligibility to qualify as a “Classic Member”. In order to be eligible any such employee must meet all applicable CalPERS eligibility rules.

5.1.3 Benefit

The Town contributes an employer share of retirement contribution based on the eligible compensation for each eligible employee, and also pays the employee’s share of the retirement contribution. The employee’s share is equal to 7% of their eligible compensation. No deduction is made from an employee’s earnings for this retirement benefit. Eligible compensation is defined as base salary less \$133.33 per month due to the Town’s participation in Social Security. Eligible compensation excludes the following pay types, not all of which are currently available to Town employees: one-time or ad hoc payments; terminal pay; pay for unused leave or time off; pay for work outside of normal hours; uniform, housing or auto allowances; and employer contributions to defined contribution deferred compensation plans.

The Town’s contract with CalPERS provides service retirement benefits under the “2% at 55” formula. The formula uses a multiplier of X%, times the number of years of service, to determine retirement benefits at a given age. For example, under the 2% at 55 formula, a retiree with 10 years of service retiring at age 55 would receive an annual retirement benefit of 20% of his/her adjusted final compensation (calculated as the highest average annual compensation over a consecutive three-year period). The earliest retirement date is age 50, with at least 5 years of service. The table below shows the “benefit factor”, or multiplier for the 2% at 55 plan.

Retirement Age	2% @ 55 Percent Per Year
	X
50	1.426
51	1.522
52	1.628
53	1.742
54	1.866
55	2.000
56	2.052
57	2.104
58	2.156
59	2.210
60	2.262
61	2.314
62	2.366
63 and over	2.418

5.1.4 Method of Administration

The Town makes the appropriate payment to CalPERS each month. CalPERS keeps detailed records of each employee’s account and sends annual statements to all employees within six months following the close of each fiscal year (June 30th). Once an employee retires, CalPERS administers the retirement benefit to the former employee. CalPERS offers many retirement planning workshops throughout the year to assist employees with retirement planning decisions. Details regarding the accrual and disbursement of retirement benefits can be discussed directly with a CalPERS representative.

5.2 Pension – “New Members”

5.2.1 General Description

The Town’s retirement program provides employees with benefits through their retirement years in an amount which is based upon years of service, age of employee at the beginning of their retirement and the three highest years’ compensation during their tenure.

5.2.2 Eligibility

All regular, full-time and part-time employees who work twenty (20) hours per week or more hired on or after January 1, 2013 are “New Members” unless they meet the tests established by the Public Employees’ Pension Reform Act of 2012 to determine their eligibility to qualify as a “Classic Member”. In order to be eligible any such employee must meet all applicable CalPERS eligibility rules.

5.2.3 Benefit

The Town contributes an employer share of retirement contribution based on the eligible compensation for each eligible employee. The employee’s share is equal to one-half of the normal cost of the pension benefit for both employer and employee. The employee’s share is deducted from the employee’s earnings on a pre-tax basis for this retirement benefit. Eligible compensation is defined as base salary less \$133.33 per month due to the Town’s participation in Social Security. Eligible compensation excludes the following pay types, not all of which are currently available to Town employees: one-time or ad hoc payments; terminal pay; pay for unused leave or time off; pay for work outside of normal hours; uniform, housing or auto allowances; and employer contributions to defined contribution deferred compensation plans

The Town’s contract with CalPERS provides service retirement benefits under the “2% at 62” formula. The formula uses a multiplier of X%, times the number of years of service, to determine retirement benefits at a given age. For example, under the 2% at 62 formula, a retiree with 10 years of service retiring at age 62 would receive an annual retirement benefit of 20% his/her adjusted final salary (calculated as the highest average annual compensation over a consecutive three-year period). Final compensation excludes the following pay types, not all of which are currently available to Town employees: one-time or ad hoc payments; terminal pay; pay for unused leave or time off; pay for work outside of normal hours; uniform, housing or auto allowances; and employer contributions to defined contribution deferred compensation plans. The earliest retirement date is age 52, with at least 5 years of service. The table below shows the “benefit factor”, or multiplier for the 2% at 62 plan.

Retirement Age	2% @ 62 Percent Per Year
	X
52	1.000
53	1.100
54	1.200
55	1.300
56	1.400
57	1.500
58	1.600
59	1.700
60	1.800
61	1.900
62	2.000
63	2.100
64	2.200
65	2.300
66	2.400
67 and over	2.500

5.2.4 Method of Administration

The Town makes the appropriate payment to CalPERS each month. CalPERS keeps detailed records of each employees account and sends annual statements to all employees within six months following the close of each fiscal year (June 30th). Once an employee retires, CalPERS administers the retirement benefit to the former employee. CalPERS offers many retirement planning workshops throughout the year to assist employees with retirement planning decisions. Details regarding the accrual and disbursement of retirement benefits can be discussed directly with a CalPERS representative.

5.3 **Social Security & Medicare Benefits**

Payroll taxes for both Social Security and Medicare are deducted from employee wages in addition to any deduction for CalPERS Pension to fund Social Security and Medicare benefits which include old-age, survivors, and disability insurance. These taxes are paid by both the employee and the employer and are set by the federal government. An annual maximum tax is established by the federal government for Social Security and the tax is no longer deducted from the employee's wages once the employee reaches the maximum tax in a calendar year. There is no cap on Medicare taxes. Certain types of tax deferred income or pre-tax earnings are exempt from these taxes.

#9

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – April 25, 2014

1. Agenda (Action) – Town Council – Wednesday, April 23, 2014
2. Agenda – ASCC – Monday, April 28, 2014
3. Agenda – Town Council / Emergency Preparedness special meeting – Wednesday, April 30, 2014
4. Memo from Public Works Director re: 2013/2014 Resurfacing Bid Results – April 24, 2014
5. Notice from Public Works Director re: Notice to residents of street resurfacing - April 22, 2014
6. Meeting schedule for May 2014
7. Sheriff's memo for May 2014
8. Email from Trails and Paths Committee re: Eucalyptus removal – April 23, 2014
9. Residents notice of Neighborhood Clean-up Day, Saturday, May 3, 2014
10. Letter from Senator's Boxer and Feinstein to Department of Transportation re: FAA / OAPM Draft environmental assessment - April 22, 2014
11. Letter of endorsement from Assemblymember Mullin re: Senator's Boxer and Feinstein letter to the Department of Transportation re: FAA / OAPM Draft environmental assessment – April 14, 2014
12. Report from San Mateo County Sheriff's Office – Incident Log for 04/15/14 – 04/21/14
13. San Mateo County Sheriff's / Homeland Security Division – Annual Report for 2013

Attached Separates (Council Only)

1. Invitation to HIP Housing Annual Luncheon – Friday, June 13, 2014



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
 Wednesday, April 23, 2014
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Derwin, Councilmember Hughes, Councilmember Richards, Vice Mayor Aalfs and Mayor Wengert

Councilmember Derwin absent

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** – Doug Yakel, Public Information Officer for San Francisco International Airport with an Overview of the upcoming San Francisco Runway Construction

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 April 9, 2014

Approved as amended 3-1-1 Vice Mayor Aalfs abstained

- (3) **Approval of Warrant List** – April 23, 2014
- (4) **Recommendation by Town Manager** – Support of West Nile Virus / Mosquito and Vector Control Awareness Week
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Declaring April 20 through April 26, 2014 West Nile Virus and Mosquito and Vector Control Awareness Week (Resolution No. 2617-2014)

Item 3 & 4 approved 4-0

REGULAR AGENDA

PUBLIC HEARING

- (5) **PUBLIC HEARING** - Adopt Ordinance adding Section 18.17, State Density Bonus Law to the Portola Valley Municipal Code
- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.17 [State Density Bonus Law] to Title 18 [Zoning] of the Portola Valley Municipal Code (Ordinance No. __)

First Reading of Ordinance Approved 4-0. Second Reading scheduled for the May 14 Council meeting

- (6) **Discussion and Council Action** – Comments to the NorCal OAPM Environmental Assessment Report

Draft letter approved subject to further amendment if needed prior to May 4 deadline 4-0

- (7) **Recommendation by the Nature & Science Committee** – Proposal for the Hawthorn Property

Council heard the proposal but agreed that it's too early in the process for the Town to decide if it will get involved in the project. There were suggestions that the committee designate a "CEO", and assemble a group of experienced people to help lead the project. Other suggestions were to create a defined business plan prior to opening an account with Silicon Valley to accept donations for the project.

(8) Recommendation by Town Manager – Traffic Calming Policy Framework

Council approved the proposed draft Traffic Calming Policy with amendments including; 1) Begin at Level 1; 2) Combine levels 2 & 3; 3) ASCC should review proposed signage; 4) The policy will be reviewed by the Bicycle, Pedestrian & Traffic Safety Committee to a draft a policy for the Council to review and approve.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(9) Reports from Commission and Committee Liaisons

There are no written materials for this item.

Councilmember Richards –

Cultural Arts Committee – 50th Anniversary, Budget, Picnic and announced the Town Parade date has been rescheduled for September 21st

ASCC – Three projects reviewed; Corte Madera, Redberry and Grove Court. Held discussion on gates.

Emergency Services Council – Radio tower upgrade, silver dragon (anthrax attack) simulation and the recently approved JPA documentation must be rewritten.

Conservation Committee – Requested a budget so the Committee can hire workers for various projects, proposed discussion with the White’s regarding their land to open views. Two recipients of the Backyard Habitat program were awarded. Continue to discuss improvements to the Oak Grove by the tennis courts, concern for willows in creek and eucalyptus removal on Portola Road.

Councilmember Hughes –

Nature & Science Committee – Discussed the Hawthorn proposal, upcoming events in celebration of the Town’s 50th Anniversary and their FY ’14-’15 budget.

Vice Mayor Aalfs – None

Mayor Wengert –

Ad-Hoc Water Conservation Task Force continues to work on committee goals and set a special meeting for May 16th.

ABAG – San Francisco ranks #1 in lacking affordable housing. Top items for discussion were transportation and housing needs.

Finance Committee – Proposed replacing the UUT with a parcel tax and discussed an undergrounding parcel tax.

WRITTEN COMMUNICATIONS

(10) Town Council Weekly Digest – April 11, 2014

(11) Town Council Weekly Digest – April 18, 2014

#8 – There is a ribbon cutting for the skate ramp on Sunday, April 27, 2014, 11:00 am

ADJOURNMENT: 10:00 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

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).



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, April 28, 2014
Special Field Meetings (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*

3:30 p.m. 120 Cervantes Road Field meeting for preliminary review of plans for residential redevelopment and site development permit X9H-674 for this four acre property. (ASCC review to continue at Regular Meeting)

SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING*

4:30 p.m. 128 Escobar Road Field meeting for preliminary review of plans for residential redevelopment and site development permit X9H-669 for this 2.5 acre property. (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Breen, Clark, Harrell, 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. New Business:
 - a. Preliminary Architectural Review for New Residence with Second Unit and Site Development Permit X9H-674, 120 Cervantes Road, Gillett
 - b. Preliminary Architectural Review for New Residence, Detached Guest House, and Site Development Permit X9H-669, 128 Escobar Road, Khatod
 - c. Architectural Review for Additions to Existing Detached Guest House, 130 Meadowood Drive, Wolfson
 5. Commission and Staff Reports:
 6. Approval of Minutes: April 14, 2014
 7. Adjournment:
-

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

Date: April 25, 2014

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY

7:00 PM – Special Joint Meeting of the Town Council
and Emergency Preparedness Committee
Wednesday, April 30, 2014
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

SPECIAL MEETING AGENDA

7:00 PM – CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

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

Committee members Boice, Howes, Koin, Vice Chair Kopf-Sill, Pfau, Raanes, Chair Rothrock, Taylor, Trapp and Young

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.

REGULAR AGENDA

(1) Medical Plan/Update

(2) Radio Update

(3) Emergency Protocols

There are no written materials for these items

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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SUBMITTAL OF AGENDA ITEMS

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PUBLIC HEARINGS

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MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: April 24, 2014

RE: 2013/2014 Resurfacing Project – Surface Seals #2013-PW02
Bid Results

Bids for the above referenced project were properly advertised and opened at 11:00 A.M. on April 16, 2014. Along with the base bid, this year's project included an additive bid alternate for base repairs on Mapache Drive.

	<u>Base Bid</u>	<u>Additive Bid Alt</u>
1. Graham Contractors, Inc.	\$239,321.40	\$32,112.00
2. VSS International, Inc.	\$201,035.00	\$28,098.00
3. G. Bortolotto & Co., Inc.	\$181,030.39	\$25,649.46
Low bidder total with additive bid alt:	\$206,679.85	
Engineers Estimate without 10% contingency:	\$230,836.00	
2013/2014 Adopted budget:	\$230,000.00	

Town staff is in the process of verifying contractor certifications and intends to award the project to the lowest bidder "G. Bortolotto & Co., Inc." for a base bid of \$181,030.39. Once the base bid scope of work has progressed to a point that staff believes there are no unforeseen field conditions, staff will authorize parts of the additive bid alternate and/or other additional work. The Town Council has authorized the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$230,000.00. Construction is scheduled to begin May 2014 and completed by end of June 2014.

Town of Portola Valley

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

April 22, 2014

Re: Notice of Street Resurfacing. May 5 – June 30, 2014

**Alpine Road, Cervantes Road, Portola Road, Westridge Drive
(See back page for additional information)**

Dear Resident:

The purpose of this letter is to notify you that the Town of Portola Valley will be performing street resurfacing on portions of the above listed streets. Work is scheduled to take place between the dates listed above, weather permitting. The repairs will include grinding worn areas, crack sealing, a surface seal treatment, and repainting traffic markings.

Traffic will have limited access through these streets during the street resurfacing process. Traffic controls within the construction area will be in place. Normal construction hours are Monday through Friday from 8:00 a.m. to 5:30 p.m. Two days prior to construction, "No Parking" and "Tow-away" signs will be posted with the effective time and date. Roads will be reopened to full traffic and parking at the end of each working day, however, during the construction period, loose gravel and an uneven pavement surface will result from removing the surface asphalt. For the entire project, we estimate it will take 2 weeks to repair damaged pavement sections, 1 week to apply surface seals, and 1 week to repaint traffic markings. To maintain competitive prices and proper curing times, the contractor, "G. Bortolotto & Co., Inc." is allowed to schedule the work in a cost effective manner which may result in a time lag between repair and resurfacing.

We are aware there will be residents and businesses who will be inconvenienced by the street resurfacing work and we ask for your cooperation and understanding. This improvement will result in an improved street that will serve the area for many years.

Additional information and updates are available on the Town's website at <http://www.portolavalley.net> under information for residents, public works projects. If you have any questions about the street resurfacing project, please call me at 650-851-1700 x 200 or email at hyoung@portolavalley.net. During construction activities, the inspector Tom Anderson can be reached at 831-915-3395.

Sincerely,

Howard Young
Public Works Director

Cc: Public Works Committee
Woodside Fire Dept.

Green Waste Recovery
San Mateo County Sheriff

Street Resurfacing list for surface seal treatments:

1. Alpine Road from Portola Road to just before Los Trancos Road
2. Cervantes Road from Westridge Drive (East end) to just past Peak Lane
3. Portola Road from Alpine Road to Portola Green Circle
4. Westridge Drive from Alpine Road to Cervantes Road (East end)

In the surface seal process, there can be material cure times of up to 1 week between the asphalt repair process and the application of the slurry seal top coat.

Note: The contractor will be hand delivering printed notices to residents 2 days in advance indicating the exact date your street is scheduled for the surface seal treatment phase which may affect access until the surface has cured and dried enough to allow traffic. Please do not water or drive on surfaces until dried, it will affect the final look of the product and track onto surfaces.

Town of Portola Valley

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

MAY 2014 MEETING SCHEDULE

Note: **Unless otherwise noted below and on the agenda, all meetings take place in the Historic Schoolhouse**, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:30 PM (Meets 2nd & 4th Wednesdays)

Wednesday, May 14, 2014

Wednesday, May 28, 2014

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

Council Liaison – Craig Hughes (for months May, May, June)

Wednesday, May 7, 2014

Wednesday, May 21, 2014

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

Council Liaison – Jeff Aalfs (for months May, May, June)

Monday, May 12, 2014

Monday, May 26, 2014 - Cancelled

AD-HOC WATER CONSERVATION TASK FORCE

Friday, May 16, 2014 – 3:00 PM / Town Hall Conference Room

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

Council Liaison – Maryann Derwin

Wednesday, May 7, 2014

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

Council Liaison – Craig Hughes

Thursday, May 8, 2014

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

Council Liaison – John Richards

Tuesday, May 27, 2014

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

Council Liaison – John Richards

Thursday, May 8, 2014

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

Council Liaison – John Richards

Thursday, May 8, 2014 – Cancelled

Thursday, May 15, 2014 – Special meeting

FINANCE COMMITTEE

Council Liaison – Ann Wengert

Tuesday, May 13, 2014 – 5:30 PM / Town Hall Conference Room

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

NATURE AND SCIENCE COMMITTEE – 4:00 PM (Meets 2nd Thursday) alternate even numbered months

Council Liaison – Craig Hughes

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 1st Monday)

Council Liaison – Ann Wengert

Monday, May 5, 2014

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs

As announced

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

Council Liaison – Maryann Derwin

Monday, May 12, 2014 – Special meeting

Monday, May 19, 2014 – Cancelled

TEEN COMMITTEE

Council Liaison – Ann Wengert

As announced

TRAILS & PATHS COMMITTEE – 8:15 AM (2nd Tuesday of each month, or as needed)

Council Liaison – Ann Wengert

Tuesday, May 13, 2014 – 8:15 AM



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: April 25, 2014
SUBJ: Town Center Reservations for May 2014

Following is the current schedule of events for the Town Center and surrounding area for May 2014.

- May 1, 8, 15, 22 & 29:** Farmers' Market at Town Center / 3:00 – 7:00 PM
- May 3:** Neighborhood Clean-up / Town Center / 8:00 – 11:00 AM
- May 10:** Pacific Therx Run/Walk / Portola Road / 8:00 – 9:00 AM
- May 10:** Bike Rodeo Day / Town Center / 10:00 AM – 2:00 PM
- May 26:** Memorial Day Observed / Town Hall Closed

To: Town Council

From: Trails and Paths Committee

Re: Eucalyptus Removal

Date: April 23, 2014

This communication is in response to the recent recommendation from the Conservation Committee to accelerate the removal of the eucalyptus trees in front of the Spring Down meadow.

The Trails and Paths Committee will be discussing this proposal at our next scheduled meeting on May 13, 2014.

Subsequent to the meeting we will provide our input on this subject.

I urge the Town Council to refrain from taking any action on this important matter until the Trails Committee has had a chance to make its recommendations.

Sincerely,

Susan Gold
Chair, Trails and Paths Committee



PORTOLA VALLEY NEIGHBORHOOD CLEAN-UP DAY

SATURDAY, MAY 3, 2014 8:00 – 11:00 A.M.

LOCATION: PORTOLA VALLEY TOWN CENTER — 765 PORTOLA ROAD

For more info call **GreenWaste** at 650.568.9900 or **Town of Portola Valley** at 650.851.1700

BRING THIS FLYER OR A COPY OF YOUR GARBAGE BILL AS PROOF OF RESIDENCY TO USE THE SERVICE

The Town of Portola Valley and GreenWaste have partnered with Goodwill to incorporate a "Give 'n Go" station as part of the Neighborhood Clean-Up Day. A Sheriff's Office Deputy will also be at the event to collect old medications (see back for details). Please review the list below and load your vehicle accordingly!

1st STOP – GOODWILL GIVE 'N GO – REUSE	2nd STOP – GREENWASTE – RECYCLE	NOT ACCEPTED – DON'T BRING!
<p>Clothing & Accessories</p> <ul style="list-style-type: none"> * quality women's, men's, kid's, infant's clothing * shoes, purses, book bags & man bags * belts, accessories, jewelry & watches <p>For the Home</p> <ul style="list-style-type: none"> * furniture, pictures, painting & sculptures * bedding, bath linens, rugs, throw pillows, window treatments * lighting (table lamps, floor, wall, shades) <p>Kitchen & Casual Dining</p> <ul style="list-style-type: none"> * tabletop & china, flatware, cutlery & glassware * small appliances <p>Computers & Networking equipment</p> <ul style="list-style-type: none"> * desktops and laptops (PC/Mac) & accessories * iPads, tablets, netbooks, & e-readers * monitors, printers & scanners <p>Consumer Electronics</p> <ul style="list-style-type: none"> * televisions, home audio & theater * video & audio, video & PC games * MP3 players & accessories, cameras & video equipment, cell phones, PDAs <p>Books, Movies & Music</p> <ul style="list-style-type: none"> * books & textbooks * records (LPs), CDs, DVDs, movies & instruments 	<ul style="list-style-type: none"> * mattresses, box springs, patio chairs * large rugs and carpet * large appliances: washers, dryers, ranges, water heaters * exercise equipment * infant car seats and cribs * rock, dirt, asphalt and concrete (up to 30 gallons per household) * construction or demolition debris (up to 30 gallons per household) * scrap metal (up to 40 lbs and no more than 2' long) * wood waste (unpainted and untreated) * tree trimmings (less than 6" diameter and 6' long) * metal wheels * e-waste: not-working TVs, computers, monitors, etc. 	<ul style="list-style-type: none"> * hazardous waste: batteries, oil, paints, liquids, chemicals/pesticides, sharps (hypodermic needles) * fuel cans or engine parts containing fluid of any kind (oil, grease, gasoline, etc.) * lawn mowers, hedgers or leaf blowers containing gas or other hazardous materials * large amounts of rock, dirt, asphalt and/or concrete * large pieces of plate glass * appliances that contain CFCs: refrigerators, freezers and/or air conditioners * tires * anything that is wet or contains liquids * items that you can recycle with your regular service <p>GOT HOUSEHOLD HAZARDOUS WASTE (HHW)?</p> <p>To schedule a drop-off appointment, call the County of San Mateo HHW program at 650.363.4718 or visit http://events.smhealth.org/events/.</p>

MEDICATION DISPOSAL PROGRAM

In Conjunction with the Neighborhood Clean-Up Day

SATURDAY, MAY 3, 2014

8:00 – 11:00 AM

LOCATION: PORTOLA VALLEY TOWN CENTER



The Town of Portola Valley is sponsoring a **MEDICATION DISPOSAL PROGRAM** in conjunction with the Neighborhood Clean-Up Day.

Disposing of expired medications by either throwing them in the trash or flushing them down the drain can cause very detrimental impacts on the environment. Fortunately, you now have an environmentally friendly means to dispose of old medications - bring them to the Town Center on Neighborhood Clean-Up Day!

Disposal Procedures:

- *Remove excess packaging like boxes and bottles.*
- *Consolidate pills in a Ziplock bag or tied-off bag.*
- *Leave liquid medications in their original containers.*

A San Mateo County Sheriff's Office Deputy will be on hand to accept and properly dispose of the medication.

For more info: 650.851.1700, ext. 222 or bdegarmeaux@portolavalley.net

April 22, 2014

The Honorable Anthony Foxx
Secretary of Transportation
United States Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Dear Secretary Foxx:

It has come to our attention that on March 25, 2014, the Federal Aviation Administration (FAA) published documents relating to the Northern California Optimization of Airspace and Procedures in the Metroplex Draft Environmental Assessment. The documents give notice of proposed changes to the published routes of aircraft landing and taking off from San Francisco International Airport and other Northern California commercial airports. The FAA's Northern California Metroplex region includes San Francisco, San Mateo, Oakland, San Jose, and Sacramento and the operations of aircraft in these communities affect millions of California residents.

The public comment period is currently set to expire on April 24, 2014, having invited 30 days of public comment. Many communities in the region have expressed concern that the 30 days comment period is too short for members of the public to adequately react to the proposed changes. We would like to add our voices to those who believe an extension of the comment period is warranted in order to determine the potential noise impacts of the proposed operating procedures and to allow sufficient time for the public to provide informed comments.

We urge you to encourage the FAA to extend the public comment period on the Northern California Optimization of Airspace and Procedures in the Metroplex Draft Environmental Assessment by an additional 60 days, for a total comment period of at least 90 days, and to inform the affected communities of the extension as quickly as possible.

Thank you for your attention to the matter.

Sincerely,



Barbara Boxer
United States Senator



Dianne Feinstein
United States Senator

COMMITTEES
 BUDGET
 BUSINESS, PROFESSIONS AND CONSUMER PROTECTION
 LOCAL GOVERNMENT
 PUBLIC EMPLOYEES, RETIREMENT AND SOCIAL SECURITY
 REVENUE AND TAXATION

SUBCOMMITTEES
 BUDGET SUBCOMMITTEE #4 ON STATE ADMINISTRATION

SELECT COMMITTEES
 CHAIR: BIOTECHNOLOGY
 COMMUNITY COLLEGES
 ASIA/CALIFORNIA TRADE AND INVESTMENT PROMOTION
 WORKFORCE INVESTMENT BOARD

**Assembly
 California Legislature**



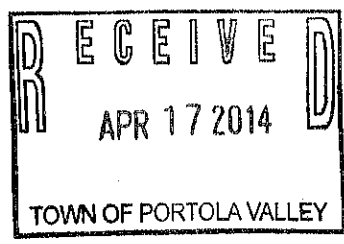
KEVIN MULLIN
 ASSISTANT SPEAKER PRO TEMPORE
 ASSEMBLYMEMBER, TWENTY-SECOND DISTRICT

STATE CAPITOL
 P.O. BOX 942849
 SACRAMENTO, CA 94249-0022
 (916) 319-2022
 FAX (916) 319-2122

DISTRICT OFFICE
 1528 S. EL CAMINO REAL, SUITE 302
 SAN MATEO, CA 94402
 (650) 349-2200
 FAX (650) 341-4676

April 14, 2014

Ms. Elizabeth Ray, Vice President, Mission Support Services
 Air Traffic Organization
 Federal Aviation Administration
 800 Independence Avenue, SW
 Washington, DC 20591



Dear Ms. Ray,

I write in support of the San Francisco Airport Community Roundtable's and Congresswomen Eshoo's and Speier's requests to extend the public comment period for the Northern California Optimization of Airspace and Procedures in the Metroplex Environmental Assessment (released March 25, 2014).

The Design and Implementation Team's Technical Report was released on March 31, 2014 and shows the anticipated procedure waypoints. However, it does not show altitudes of the new waypoints or the latitude/longitude of these new locations.

At the April 2, 2014 regular meeting of the San Francisco Airport Community Roundtable, the group asked the attending Federal Aviation Administration representative that additional design information be made public during the comment period, including altitudes of the waypoints and the procedure approach and departure plates. Should this information become available during the comment period, the existing 30-day comment period will likely be inadequate to review the changes.

Due to the time-sensitive nature of this request, I respectfully ask that you immediately consider and grant a 60-day extension to the public comment period in anticipation of reviewing the waypoint and associated altitude information.

Please do not hesitate to contact me with question or concerns, or if I can be of further assistance on this matter.

Sincerely,

Kevin Mullin

KEVIN MULLIN
 Assemblymember, 22nd District

KM:bc

cc: Members of the San Francisco Airport Community Roundtable
 The Honorable Anthony Foxx, Secretary of Transportation
 Federal Aviation Administration, Western Service Center - Operations Support Group



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.

Monday 03/24/14 to Wednesday 03/26/14

Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-2473	03/24/14 12:58PM	199 Churchill Ave. Woodside	Terrorist Threats	A deputy was dispatched to 199 Churchill Ave on the report of a teacher receiving threatening e-mails. The suspect (#1) that the e-mail came from did not write the e-mail. It is suspected that another unknown suspect (#2) used suspect #1's e-mail account to write the e-mail to the teacher. The teacher requested this incident documented in case she receives additional threatening e-mails. The school district's IT department is working on an attempt to gain any additional information.
14-2477	03/24/14 2:49PM	100 Blk. Foxhill Rd. Woodside	Burglary	Unknown suspect(s) entered the victim's locked home by breaking a rear door window. Once inside, the suspect(s) search for items to steal, but the home had minimal items as it is staged for sale. The suspect(s) used the water in the bathroom and thus steals utilities from the victim. The suspect(s) left the home without being identified. Page 8
14-2490	03/24/14 8:46AM	100 Blk. Skywood Way Woodside	Burglary	Unknown suspect(s) entered a residence on Skywood Way by removing the louvered glass and screen from a first floor rear door. The suspect(s) ransacked the residence, took

14-2514	03/25/14 4:45PM	100 Blk. Mapache Drive Portola Valley	Burglary	<p>numerous jewelry items \$500.00. The suspect(s) also took a Dell brand computer laptop and watch. The suspect(s) exited through the front door. The estimated loss is \$34,500. There is no suspect information at this time and no witnesses.</p> <p>The victim came home from vacation to find that suspect(s) had burglarized his home. The suspect(s) left the scene with jewelry. The estimated loss is \$410. There is no suspect information at this time.</p>
14-2518	03/25/14 5:01PM	Friars Lane / La Honda Rd. Woodside	Traffic Accident – Minor Injury	<p>Party #1 was driving vehicle #1 westbound on La Honda Rd approaching Friars Lane. Party #2 was driving vehicle #2 eastbound on La Honda Rd passing Friars Lane. P-#1 accidentally stepped on the gas pedal instead of the brake pedal and lost control of V-#1. V-#1 then traveled into the eastbound lane and collided into V-#2 in a head-on collision.</p>



San Mateo County Sheriff's Office Homeland Security Division Annual Report 2013 January 2013 – December 2013

San Mateo County Sheriff's Office-Homeland Security Division-
Area Office of Emergency Services & Emergency Services Bureau





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A Message from Captain Mark S. Wyss



On behalf of the Homeland Security Division, Area Office of Emergency Services, and the Emergency Services Bureau, I am pleased to present the 2013 Annual Report for the San Mateo County Sheriff's Office Homeland Security Division (HSD), Area Office of Emergency Services (OES), and Emergency Services Bureau (ESB). The Division is proud to have launched several exciting new projects that will make San Mateo County more prepared and resilient in the face of any future disaster.

Our new internet-based software technology called "Web EOC" is helping us transition to a seamless communication system between the cities and the operational area during live events. The Division has also completed the overhaul and replacement of eight coastal tsunami sirens, updated our five rain and creek gauges throughout the County to aid in flood prediction, and updated our website to become more user-friendly and to include a governance section for our Emergency Services Council.

OES has continued to provide strong leadership to the cities and special districts within the County with on-going emergency preparedness efforts. We responded to a number of greater alarm fires and unusual hazardous materials investigations, including the Asiana Flight 214 crash at San Francisco International Airport. We also hosted four Presidential/VIP visits, the annual Urban Shield SWAT Team/EOC Regional Exercise, the 9th Annual Disaster Preparedness Day, the Golden Guardian Earthquake Exercise, multiple festivals, the Half Moon Bay Marathon, and the Half Moon Bay Pumpkin Festival.

In the coming year, our division plans to continue to work diligently with our regional partners and state and federal agencies to advance or complete major public safety priorities for the Operational Area. Priorities include replacement of the County's aging 490 MHz public safety radio system with a standards based 700 mhz, P25 system. The new system will provide opportunities for future San Mateo County partners for enhanced public safety communications. The P25 system allows San Mateo County to communicate with agencies in the greater San Francisco Bay Area and creates a foundation of interoperability for our law enforcement, fire, public health, human services agency, public works and animal control departments. In addition, the Bay Area Urban Area Security Initiative (BAUASI) member agencies will be working to establish regional interoperability procedures in 2014, furthering the effort to improve interoperable communications.

On behalf of the Homeland Security Division, Area Office of Emergency Services, and the Emergency Services Bureau, we appreciate all the support and partnerships that assist us in making San Mateo County prepared for any form of disaster.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark S. Wyss".

Mark S. Wyss, Captain
Homeland Security Division



Mission, Vision and What we Do

Mission

Our Mission is to provide a comprehensive emergency management system that effectively coordinates County resources to protect lives, property and the environment through mitigation, preparedness, response and recovery from all disasters and hazards that may impact our County.



Vision

To develop a safe, disaster resilient county through effective partnerships that are committed to saving lives and reducing the impact of disasters to our community and our environments.

What we Do

- Coordinate activities to mitigate, prepare for, respond to and recover from disasters.
- Identify hazards and vulnerabilities, whether natural or human caused, and eliminate or reduce the effects of such threats.
- Offer effective planning, training and coordination to continually develop the mitigation, preparedness, response and recovery capabilities for emergencies resulting from all hazards.
- Provide support to the Sheriff's Office and other agencies for community events, search & rescue missions and other special requests.



Year In Review

Strategic Highlights

- Drafted Amendment to Joint Powers Authority between cities and the County
- Creation of the San Mateo County Emergency Managers Association (EMA)
- Redesigned Web EOC
- Created a District Coordinator position for the Coastside
- Supported the development of the new DPW Mutual Aid Agreement
- Initiated a countywide protocol for notifying individuals with special needs and their supporting agencies, non-profit organizations and Thrive - The Alliance of Nonprofits for San Mateo County

Financial Highlights

- Adopted a 2 year budget (FY 2013-14 & 2014-15)
- Managed over \$8 million in grant funding
- Exemplary grant compliance oversight
- Volunteer Services resulted in a cost savings of \$2,274,518
- Developed and implemented a Public/Private funding formula for new OES Coastside District Coordinator position

Operational Highlights

- Completed a Field Emergency Operation Center (EOC) Exercise



- Conducted 36 Search & Rescue Missions
- Conducted monthly test of public notification systems and disaster communications systems

Major Incidents

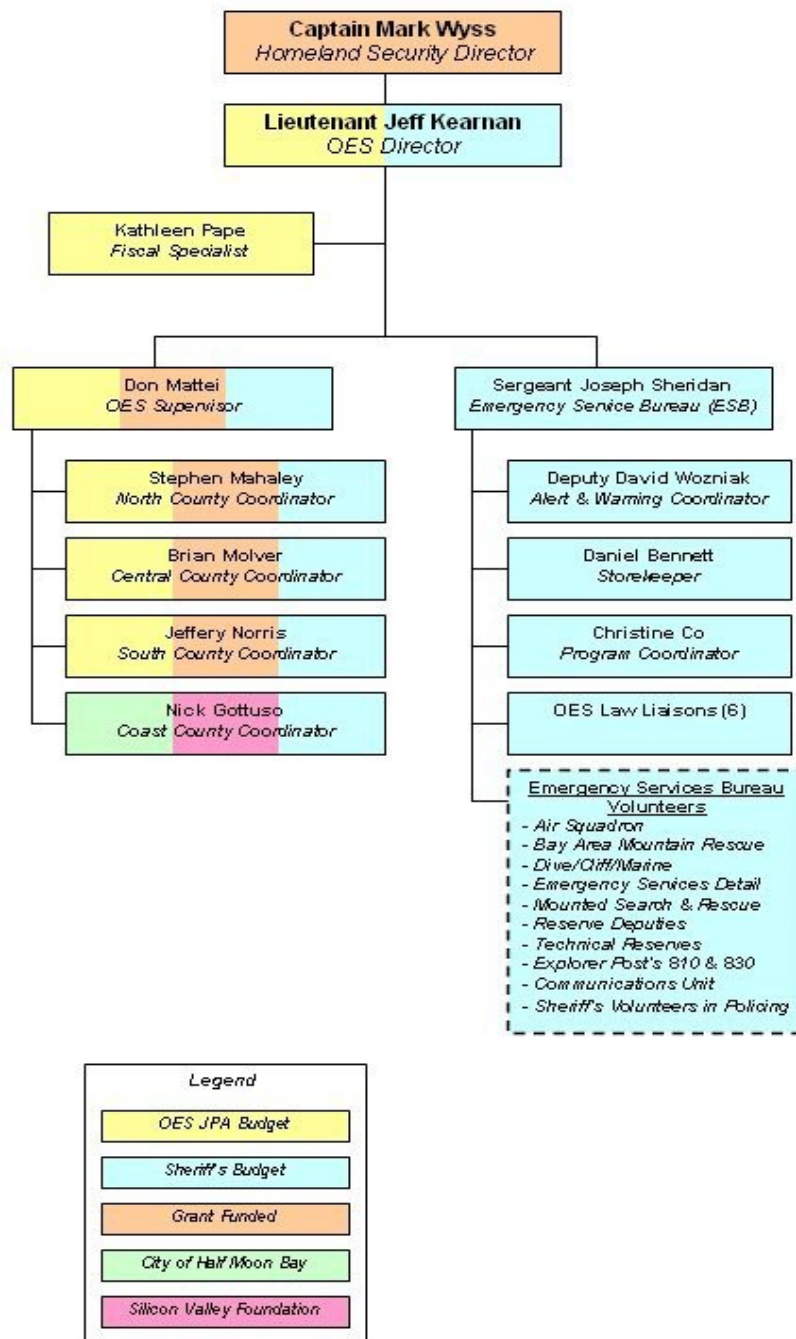
- Asiana Airlines crash at the San Francisco International Airport
- Activated the County EOC Level 1 in support of SFIA Asiana Crash
- Hallmark Apartment Complex fire in Redwood City
- Terrace Apartment Complex fire in Redwood City
- Dam/Levee flooding in East Palo Alto
- Emergency Services Bureau responded to and supported 346 events in various cities throughout the County

Looking Ahead

- Homeland Security Leadership for the San Mateo County Operational Area in the areas of training, countywide exercise development and creating/formalizing emergency functions and plans
- Additional technology, the use of WebEOC for all County agencies, utilizing computer tablets for training and field operations, digitalized resource requests, integrating live video into command post operations
- Implementation of a Training & Exercise Plan for planned exercises for San Mateo County
- Further development of the County's Emergency Operations Plan and Annexes, in conjunction with the Emergency Managers Association



Division Organizational Chart





History of Civil Defense and the Office of Emergency Services in California and San Mateo County

State of California Office of Emergency Services

The creation of the California Office of Emergency Services (CAL OES) is a relatively new development within the history of California. CAL OES includes the Office of Homeland Security, and coordinates the state's preparation for, prevention of, and response to major disasters, such as fires, floods, earthquakes and terrorist attacks. Cal OES assists local government in dealing with natural and manmade disasters that are too large in scope for any local entity to handle on its own; CAL OES is the conduit for localities to seek assistance from available federal grants.

Origins of Emergency Management Structure in California

Throughout California's history, natural disasters and war emergencies were treated as separate and distinct situations. The Legislature created the State Emergency Council in 1929 and the State Council of Defense in 1941. The State War Council replaced the Council of Defense in 1943; the State War Council was replaced by the State Disaster Council and given the dual role of natural and manmade disasters.

Emergency management shifted to the newly-created State Office of Civil Defense in 1950, but over the next six years the agency's involvement in natural disaster operations prompted a name change to the California Disaster Office. It became the Governor's Office of Emergency Services in 1970. In September 2008, the legislature passed AB 38 consolidating the offices of Homeland Security and Emergency Services. This example of consolidation instituted by the state provided the structure for counties to replicate this structure at the local level.

The state office coordinated a system that supports local governments preparing for, responding to, and recovering from natural, manmade and war-related emergencies.

History of San Mateo County Office of Emergency Services

The San Mateo County Office of Emergency Services (OES) was established in 1963 as an independent County department to serve the then 440,000 County residents. The unit was comprised of a Director, Deputy Director, and a District Supervisor. Over time the staffing level expanded to 15 employees, including HazMat Specialists, 9 District Coordinators, and support staff.



In 1997, emergency management responsibilities were transferred to the Sheriff and the San Mateo County Area Office of Emergency Services was formed, evolving into the Office of Emergency Services and Homeland Security following the events of September 11, 2001.

In 2012, Sheriff Munks reorganized OES and ESB into the Homeland Security Division and identified a Sheriff's Captain to command the Division. For organizational consistency, the Division was titled the Homeland Security Division. A Sheriff's Lieutenant oversees two bureaus; the Area Office of Emergency Services & the Emergency Services Bureau. A Sheriff's Sergeant, a Deputy Sheriff, and five District Coordinators fill out the balance of the full-time operational staff. An additional six sworn sheriff's law liaisons perform collateral duties for the Sheriff's Office on a part-time, on-call basis and respond as needed to JPA member cities' requests for service.

In 2012, the San Mateo Emergency Managers Association (EMA) was formed through the hard work of the 20 JPA cities within San Mateo County. OES District Coordinators work in partnership with members of the EMA in planning and coordinating emergency services for 20 cities and act as a liaison and conduit for information for the Emergency Managers Association and the cities they serve.



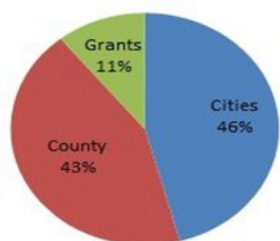
Financial Summary

Emergency Services Council / Joint Powers Authority Funding

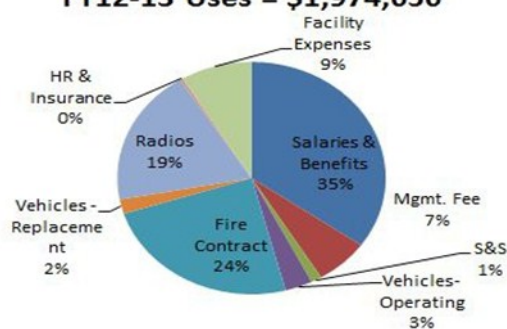
The Area Office of Emergency Services is primarily funded through an ESC/JPA which is comprised of an elected representative from each of the 20 incorporated cities and a member of the San Mateo County Board of Supervisors. The funding is based on a formula that factors in population and annual assessed property value. The County matches the funds contributed by all of the cities. The remainder of the OES budget is comprised of state and federal grant funding. The total annual operating budget for OES is \$1,781,816.

As of June 30, 2013, the ESC/JPA has a fund balance of \$232,023, which represents 11% of budgeted expenditures for FY 2013-14.

FY12-13 Sources = \$1,998,168

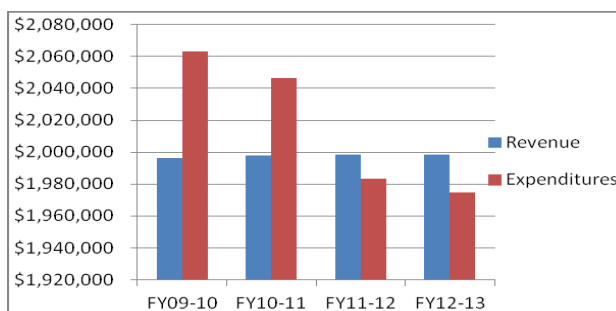


FY12-13 Uses = \$1,974,656



Four-Year Historical Overview of Budget

Fund Balance was used to balance the budget in years where expenditures exceeded revenue.



Per Capita Cost

	Per Capita	
	FY 2011-12	FY 2012-13
OES	\$ 1.82	\$ 1.89
Hazmat	\$ 0.81	\$ 0.83
Total	\$ 2.63	\$ 2.72



New Purchases with Grant Funding



Hazmat Response Vehicle



Mobile Command Vehicle



Mobile Command Vehicle

Grant Management

The federal Homeland Security Grant Program (HSGP) provides the primary funding mechanism for building and sustaining national preparedness capabilities. Since late 2003, the San Francisco greater Bay Area has received more than \$345 million in federal Homeland Security Grants. These grant awards allow city agencies to better prepare for natural or human caused disasters and improve community preparedness, but they are not without drawbacks.

Conditions of use, restrictive personnel caps, equipment purchasing rules, short performance time frames, mandated training, and extensive record-keeping require significant infrastructure to plan for, expend, and track grant funds.



Grant Oversight by the Homeland Security Division & OES in FY 2013 totals \$8,016,255

Highlighted Examples		
ProgramName	Description	Active Total
State Homeland Security Grant Program (SHSGP)	Funds planning, organization, equipment, training and exercise needs at state and local levels to prevent, protect against, respond to, and recover from acts of terrorism and other catastrophic events.	\$733,000
Urban Area Security Initiative (UASI) - San Mateo County	Funds the unique planning, organization, equipment, training and exercise needs of high-threat, high-density urban areas. While this is a regional grant, HSD/OES oversee most of the UASI funds that are allocated to the Operational Area of San Mateo County.	\$953,000
Emergency Management Performance Grant (EMPG)	Funds all-hazards emergency management capabilities including the development of a comprehensive program of planning, training and exercises.	\$271,000
Oil Spill Contingency Plan Grant (OSCGP)	Funds planning and training for oil spill response.	\$10,000
Total Grant		\$1,967,000



A detailed evidence search

Emergency Services Bureau (ESB)

The Sheriff's Office Emergency Services Bureau is comprised of sworn specialized units and volunteer forces who respond to law enforcement related missions, search and rescue missions, evidence searches, and requests for mutual-aid. The members of these units are highly trained and possess a variety of technical skills. All units are available to respond to mutual-aid requests throughout the County and throughout the State of California on a twenty-four hour basis. The goal of all Emergency Services Bureau units is to swiftly and safely respond to requests for assistance, support, and to coordinate the needed services in a manner that promotes the safety and security of the community.



Law Enforcement Tactical Response

The most recent addition to the volunteer program for the Sheriff's Office is the Sheriff's Volunteers in Policing (SVIP) group. This is a dynamic group comprised of 40 volunteers who work both in and out of the office. Our patrol volunteers provide extra eyes and ears in the communities we serve, while the office volunteers provide administrative support. For 2013 our SVIP group volunteered over 10,000 hours of service for an estimated total savings of over \$518,000 to the Sheriff's Office.



SVIP Patrol Car

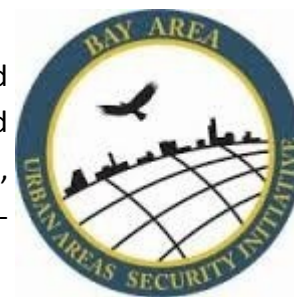
Major Accomplishments for 2013-14

- ◆ Volunteers from our ten ESB combined units saved \$2,274,518 by using volunteers in place of full time employees.
- ◆ Recipient of the \$20,000 STARS Award from the County of San Mateo, for Excellence in our volunteer program.
- ◆ Provided support to 346 incidents in San Mateo County.



Bay Area UASI

The Bay Area Urban Areas Security Initiative (UASI) is a regional body created in 2006 that distributes federal homeland security grants to Bay Area cities and counties, as well as to regional projects. The Undersheriff, Carlos Bolanos, represents San Mateo County on the UASI governing board, known as the UASI Approval Authority. UASI has managed \$246.8 million in grants since 2006.



UASI Membership and Management

Membership of the UASI Approval Authority includes the “Core” cities of San Francisco, Oakland, and San Jose, and the counties of Alameda, Santa Clara, San Mateo, Marin, Sonoma, Contra Costa, and Monterey. UASI’s General Manager and many members of its management team are employees of San Francisco, and are funded 100% through grants.

HSD & OES Administration and Support

- IT Systems Planning and Management – Chris Flatmoe, Director of Information Technology
- Homeland Security Division Captain Position – UASI Grant funded
- OES Director Position – funded through the JPA, EMPG and the Sheriff’s Office
- Coastside District Coordinator position – equally funded by City of Half Moon Bay, the Silicon Valley Community Foundation, and San Mateo County Measure A funding
- District Coordinators – Funding shared through the JPA, Grants and the Sheriff’s Office
- Emergency Services Bureau Sergeant, Sheriff’s Deputy and Storekeeper positions - funded by the Sheriff’s Office
- Finance, Budget and Accounting – provided by the Sheriff’s Office

Key Partnerships

The HSD & OES advances emergency preparedness, mitigation, response and recovery in San Mateo County

- | | |
|--|--|
| ◆ American Red Cross | ◆ Non-Profit Disaster Support Forums |
| ◆ Sobrato Center for Non-Profits | ◆ Initiated Public/Private Partnership |
| ◆ Silicon Valley Community Foundation | ◆ San Mateo County Office of Education |
| ◆ Private Sector and Medical Reserve Corps | ◆ City of Half Moon Bay |
| ◆ San Mateo County Emergency Managers’ Association | ◆ Pescadero Municipal Advisory Council |



Councils, Committees, and Associations

Administrative Executive Steering Committee

The Emergency Services Council (ESC) Administrative Executive Steering Committee or “Admin Committee” is comprised of city managers representing the north, central and south zones of San Mateo County, along with the County Manager, a representative from County Environmental Health and the Countywide Hazardous Materials Fire Chief. This committee meets two weeks prior to scheduled ESC quarterly meetings to review and set the agenda.

The San Mateo Operational Area Emergency Services Council

The San Mateo Operational Area Emergency Services Council (ESC) is comprised of all local governments within the geographic area of the County, special districts, unincorporated areas, and participating non-governmental entities. The purpose of the organization is to operate pursuant to Presidential Directive 5, the National Response Framework, National Incident Management System (NIMS), Presidential Directive 8, the National Preparedness Goal, California's Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans and Annexes. The Emergency Services Council's collective goal is to provide coordinated plans for the protection of persons and property based on the five phases of emergency management; prevention, protection, response, recovery and mitigation. The ESC supports existing regional public information and notification systems to include SMC Alert and the Telephone Emergency Notification System (TENS), as well as other Situational Awareness Tools like WEB EOC.

Finance Committee

The Finance Committee was established in September of 2013, by the Emergency Services Council. The Finance Committee is a key component of the ESC and is comprised of council members from the north, central and south areas of San Mateo County. The group is tasked with reviewing issues concerning the finances, formulas, changes to budgetary issues, and making sure proper oversight is in place. The Finance Committee can make recommendations through the chair to the main body of the council regarding financial issues and is also the initial point of contact for OES staff to propose changes in funding and request input regarding issues that may come up during the fiscal year that could affect the fiscal wellbeing of the ESC/JPA. No action can be taken by this group as a stand-alone committee. The chair is required to bring any and all issues to the main body for a vote prior to any formal adoption processes.

Emergency Managers Association

The San Mateo County Emergency Managers Association (EMA) is comprised of representatives from San Mateo County cities, special districts and county departments. The Mission of the Emergency Managers Association is to help coordinate and integrate activities necessary to build, sustain, and improve the capability of its members to mitigate against, prepare for, respond to and recover from natural or human-caused emergencies.



Hazardous Materials Emergency Response Program

In October of 1973 a resident found a desk sized metal container in a vacant lot in Belmont and decided it would make a nice barbeque. While utilizing the container for such, it began releasing a strange gas and the resident called the Belmont Fire Department. As a result, 27 firefighters were hospitalized for exposure to what ended up being a now banned chemical known as Methyl Bromide.

As a result of subsequent toxic accidents including an explosive fire at a local paint factory, Belmont Fire Battalion Chief Jim O'Donnell launched the Industrial Emergency Council (IEC), a non-profit organization that trains firefighters, police officers and employees of private companies throughout the state in hazardous materials response, emergency preparedness, rescue and other skills. In 1986 the first San Mateo County Hazardous Materials Team was formed and began operating out of Belmont Fire Station 14.



Today, the Hazardous Materials Program continues to provide a team Of 23 Belmont Firefighters trained as Hazardous Materials Technicians & Specialists who are capable of responding to and managing HazMat emergencies and potential bio-terrorism threats throughout San Mateo County, twenty-four hours a day, seven days a week. The Team operates under a contract for service between the Belmont Fire District and San Mateo County. The Team responds to calls for Hazardous Materials incidents in all jurisdictions in San Mateo County with members from Belmont, OES, and San Mateo County Environmental Health. The Team averages 40 – 60 calls for service a year, in varying levels of complexity.



Disaster Preparedness Exercises and Events

Exercise Golden Guardian: May 15, 2013

Disaster Preparedness Day 2013

Disaster Preparedness Day is sponsored by the Emergency Services Council and Supervisor Adrienne Tissier. This annual event occurs on the opening day of the County Fair, bringing all facets of public safety including, but not limited to, Hospitals, Emergency Medical Service (EMS), Fire Service, Law Enforcement, the SPCA and other key groups together. The event provides CPR training to the public along with 25 informational booths on disaster preparedness. Disaster Preparedness Day is a well attended event, drawing an average of 3,500 attendees each year.

Golden Guardian Participants		
County Agencies/ Departments	Local Jurisdictions	Other Agencies
SMCO Controllers Office	Town of Atherton	American Red Cross
SMCO County Managers Office	City of Belmont	California Highway Patrol
District Attorney	City of Burlingame	Peninsula Humane Society
Sheriff's Office Emergency Services Bureau	City of East Palo Alto	California Resiliency Assn.
Sheriff's Office Fiscal Services	City of Foster City	
SMCO Public Health System	City of Half Moon Bay	
SMCO Human Resources	Town of Hillsborough	
SMCO Human Services Agency	City of Millbrae	
SMCO Information Services Dept.	City of Pacifica	
Sheriff's Office Area Office of Emergency Svcs.	City of Redwood City	
SMCO Public Works	City of San Carlos	
SMCO Sheriff's Office	City of San Mateo	
	City of So. San Francisco	



Golden Guardian 2013” was designed to establish a learning environment for players to exercise emergency response plans, policies, and procedures as they pertain to earthquakes. An earthquake of significant magnitude is a complex event that requires detailed planning. To ensure an effective exercise,

subject matter experts (SMEs) and local representatives from numerous jurisdictions and agencies took part in the planning process, exercise conduct and evaluations.

This year’s exercise was unique in that the entire exercise was conducted from the a “Portable Emergency Operations Center (EOC)” This was the first time all of our mobile assets were utilized in one coordinated effort. The portable EOC is a collection of vehicles, trailers, tents and other mobile equipment that can be set up anywhere in the County as a command center. These assets are available to all jurisdictions in San Mateo County and the region upon request.





Public Alert and Warning Systems

The HSD/OES use various public warning systems to alert the public about emergencies, and any actions they should take to respond. Messaging is coordinated to ensure accuracy and timeliness. Primary systems used by the HSD/OES include:

Alert System (SMC ALERT)

SMC Alert is a digital communication system used by governments, emergency management agencies and first responders to send emergency alerts, notifications



And updates to e-mail or mobile digital devices. These include handheld wireless smart devices.

Telephone Notification System (TENS)

The HSD/OES was awarded grant funds to establish a Telephone Emergency Notifications System (TENS). The system is available to all cities or towns within the Opera-



tional Area with no cost to use the system. These notification systems are intended to augment, but not replace, alert and warning efforts. It offers an alternative means for communication to residents, businesses and responders during emergencies. TENS does not replace cities and towns going door to door with notifications, using sirens and loud speakers on emergency vehicles, or other tools of mass communication.

Disaster Warning Sirens (Tsunami)

Since 2008, San Mateo County has operated eight outdoor warning sirens, used for all hazards on the San Mateo County Coast, including tsunami warning and evacuation. In 2013, the system was enhanced to establish direct control of the system from the HSD/OES office and back-up activation capability at the County's Public Safety Communication Dispatch Center. The Sirens are tested monthly at full volume on the first Wednesday every month at 10 a.m. The system now has both siren and voice announcement capability and can be heard over the projected coverage area. The full volume test lasts about one minute and the sirens are not synchronized to sound at the same time in an effort to offer better coverage. The sirens are located in the City of Pacifica at Linda Mar Beach, Rockaway Beach and Sharp Park areas west of Highway 1; the mid-coast sirens are located in the communities of Princeton, El Granada, Miramar and the City of Half Moon Bay. The south siren is located in the Town of Pescadero.



Division Contacts



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Homeland Security Division
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Sergeant Joe Sheridan
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Stephen Mahaley
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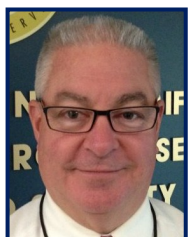
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Nick Gottuso
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ngottuso@smcgov.org



Kathy Pape
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TOWN COUNCIL WEEKLY DIGEST

Friday – May 2, 2014

1. Agenda (Action) – ASCC – Monday, April 28, 2014
2. Agenda – Parks & Recreation Committee – Monday, May 5, 2014
3. Agenda – (Cancellation) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, May 7, 2014
4. Agenda – Planning Commission – Wednesday, May 7, 2014
5. Agenda – (Cancellation) – Emergency Preparedness Committee – Thursday, May 8, 2014
6. Agenda – Cable & Undergrounding Committee – Thursday, May 8, 2014
7. Agenda – Cultural Arts Committee – Thursday, May 8, 2014
8. Month End Financial Report – April 2014
9. Report from San Mateo County Sheriff's Office – Incident Log for 04/22/14 – 04/30/14
10. Letter of endorsement from the Oakland Airport-Community Noise Management Forum re: Extension of OAPM Draft environmental assessment and additional technical information – April 23, 2014
11. Invitation to the Town Council from Peninsula Volunteers re: Rosener House Adult Day Center – Saturday, May 17, 2014
12. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, May 2, 2014

Attached Separates (Council Only)

1. None



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, April 28, 2014
Special Field Meetings (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*

3:30 p.m. 120 Cervantes Road Field meeting for preliminary review of plans for residential redevelopment and site development permit X9H-674 for this four acre property. (ASCC review to continue at Regular Meeting) **Kristiansson presented the staff report, and the project team presented the proposal and walked Commissioners through the site. Commissioner Clark offered comments and other commissioners held comments for the evening meeting.**

SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING*

4:30 p.m. 128 Escobar Road Field meeting for preliminary review of plans for residential redevelopment and site development permit X9H-669 for this 2.5 acre property. (ASCC review to continue at Regular Meeting) **Borck presented the staff report, and the project team presented the proposal and walked Commissioners through the site. Commissioner Clark offered comments and other ASCC commissioners held comments for the evening meeting. Planning Commissioners held comments to provide to staff via email.**

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:31 p.m.
2. Roll Call: Breen, Clark, Harrell, Koch, Ross (**Clark absent. Also present: Tom Vlastic Town Planner; Karen Kristiansson Deputy Town Planner; Carol Borck Assistant Planner; Nate McKitterick Planning Commission Liaison; Jeff Aalfs Town Council Liaison**)
3. Oral Communications: **None.**

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

4. New Business:
 - a. Preliminary Architectural Review for New Residence with Second Unit and Site Development Permit X9H-674, 120 Cervantes Road, Gillett **Project team responded to questions and ASCC provided comments and direction. Review continued to 5/12/14 meeting.**
 - b. Preliminary Architectural Review for New Residence, Detached Guest House, and Site Development Permit X9H-669, 128 Escobar Road, Khatod **Project team**

responded to questions and ASCC provided comments and direction. Review continued to 5/27/14 special meeting.

- c. Architectural Review for Additions to Existing Detached Guest House, 130 Meadowood Drive, Wolfson **Project approved subject to conditions to be met to the satisfaction of planning staff prior to building permit issuance.**
5. Commission and Staff Reports:
6. Approval of Minutes: April 14, 2014 **Approved as submitted.**
7. Adjournment: **8:55 p.m.**

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

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: April 25, 2014

CheyAnne Brown
Planning Technician



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, May 5, 2014 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: April 7, 2014
4. Reports from Staff and Council
5. Submitted Budget 2014/15
6. Recap of Skate Ramp Opening
7. Ford Field Update
8. Picnic Update
9. Zots to Tots Update
10. 50th Anniversary Planning

Next meeting: Monday, June 2nd, 2014



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee
Wednesday, May 7, 2014 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY COMMITTEE

NOTICE OF MEETING CANCELLATION

Wednesday, May 7, 2014

The Bicycle, Pedestrian and Traffic Safety Committee regularly scheduled meeting of Wednesday, May 7, 2014 has been cancelled. A special meeting has been scheduled for Wednesday, May 14, 2014.



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, May 7, 2014 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

REGULAR AGENDA

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. *Public Hearing* – Proposed Revision to Approval of Variance Request X7E-135, 3 Grove Court, Ciancutti
2. *Public Hearing* – Site Development Permit X9H-672 for 18 Redberry Ridge, Blue Oaks Lot #15, Douglass/LaShay Residence
3. Continued Study Session – Housing Element Update
4. Review of Housing Element Annual Report for 2013

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: April 2, 2014

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.

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: May 2, 2014

CheyAnne Brown
Planning Technician



**Emergency Preparedness Committee
Notice of Cancellation
Thursday, May 8, 2014 8:00 AM
EOC / Town Hall Conference Room**

EMERGENCY PREPAREDNESS COMMITTEE

NOTICE OF CANCELLATION

Thursday, May 8, 2014

The Emergency Preparedness Committee meeting scheduled for Thursday, May 8, 2014 has been cancelled. A special meeting has been called for Thursday, May 15, 2014.



TOWN OF PORTOLA VALLEY
Cable & Undergrounding Committee Meeting
Thursday, May 8, 2014 – 8:15 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Minutes: Approval of October minutes (Both January and March meetings did not have a quorum)
3. Communications from Members of the Public
4. Old Business
 - PG&E status on undergrounding project
 - Committee charter – expansion to include digital access concerns
 - Samcat
 - Committee budget for 2014/2015
5. New Business
 - New member recruitment for 2014
 - Funding sources to underground utilities and possible ballot initiative for November 2015
6. Adjournment:

Next meeting on July 10, 2014 at 8:15 am



TOWN OF PORTOLA VALLEY
Cultural Arts Committee
Thursday, May 8, 2014 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of April minutes
4. Old Business:
 - 50th Events Updates
 - Hawthorn Update
 - Budget 2014/2015
5. New Business:
 - PV Town Picnic participation ideas
 - June & September acting chairman
 - CAC Leadership
 - CAC New membership
 - Art Show for 2015
6. Adjournment



MONTH END FINANCIAL REPORT FOR THE MONTH OF: APRIL 2014

C A S H	Bank of America	\$	113,733.15
	Local Agency Investment Fund (0.236%)	\$	13,226,434.24
	Total Cash	\$	13,340,167.39
<hr/>			
F U N D S	05 General Fund	\$5,069,271.11	<i>General Fund Assignments:</i>
	08 Grants	(48,889.04)	<i>Emergency Capital</i> 1,400,000.00
	10 Safety Tax	654.17	<i>Unfunded Pension</i> 1,015,000.00
	15 Open Space	3,809,719.41	<i>Open Space Acquisition</i> 377,499.04
	20 Gas Tax	45,043.01	<i>Equipment Replacement</i> 200,000.00
	22 Measure M	(15,443.47)	<i>Legal Contingency</i> 100,000.00
	25 Library Fund	454,564.97	<i>Historic Museum</i> 2,890.95
	30 Public Safety/COPS	(37,073.31)	<i>Children's Theatre</i> 2,659.62
	40 Park in Lieu	6,256.44	<i>UNASSIGNED BALANCE</i> 1,971,221.50
	45 Inclusion In Lieu	2,879,491.80	<i>General Fund Total</i> 5,069,271.11
	50 Storm Damage	(40,492.53)	
	60 Measure A	191,009.55	
	65 Road Fees	41,066.33	
	75 Crescent M.D.	102,890.88	
	80 PVR M.D.	14,102.80	
	85 Wayside I M.D.	5,751.64	
	86 Wayside II M.D.	3,736.23	
	90 Woodside Highlands M.D.	172,060.18	
	95 Arrowhead Meadows M.D.	(1,799.67)	
	96 Customer Deposits	688,246.89	
Total Fund Balance		\$	13,340,167.39
<hr/>			
A C T I V I T Y R E C E I P S	Beginning Cash Balance:	\$12,274,665.74	
	Revenues for Month:	1,389,104.98	
	Quarterly Interest (LAIF):	6,968.56	
	Total Revenues for Month:	1,396,073.54	
	Warrant List 4/9/14	(96,267.76)	
	Warrant List 4/23/14	(125,730.16)	
	Payroll	(107,356.66)	
	Total Expenses for Month:	(329,354.58)	
	Total JE's and Void Checks:	(1,217.31)	
	Ending Cash Balance		\$

FISCAL HEALTH SUMMARY:		
Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	127.07%	
<i>Calculated at current GF fund balance less non-spendable funds, divided by current year budgeted operating expenditures.</i>		
Days of Running Liquidity of Spendable General Fund	468	
<i>GASB recommends no less than 90 days</i>		

NOTE: General Fund assigned fund balances were approved by the Town Council on January 24, 2014. The unassigned fund balance is on the cash basis and does not include the adopted budget surplus/deficit for the fiscal year or accrued liabilities such as accounts payable or compensated absences, which are typically only accrued on June 30th of each fiscal year. This report is complete as of the last business day of the month for which it was issued. If new information arises for this or prior periods, these monthly reports will not be updated but the adjustment will be reflected in the month where the information comes to Town staff's attention.



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 04/22/14 to Wednesday 04/30/14

Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-3393	04/22/14 7:03PM	Woodside Rd. Churchill Ave. Woodside	Burglary	The victim said she parked and locked her vehicle at about 5:30PM and returned at about 7:00PM to discover the front passenger side window of her vehicle had been broken. Upon closer review she discovered her purse that was left in plain view on the front passenger seat missing. She estimates the total value taken at \$50 plus the repair of the vehicle window.
14-3394	04/22/14 7:03PM	Woodside Rd./Churchill Ave. Woodside	Burglary	The victim said he parked and locked his vehicle at about 3:30PM and returned at about 6:30PM to discover the rear passenger side window of his vehicle had been broken. Upon closer review he discovered his messenger bag on the rear passenger seat missing. He estimates the total value taken at \$900 plus the repair of the vehicle window.
14-3409	04/23/14 12:45PM	Woodside High School Woodside	General Information Case	A Reporting Party from Woodside High School wanted to report an incident that occurred sometime over the prior weekend at the green house area. He stated that a teacher had informed him that an unknown suspect had forced open the door to the green house located in the west public

				parking area of the school. He stated that nothing appeared damaged or disturbed but requested the incident be documented.
14-3417	04/23/14 5:53PM	700 Blk. Old La Honda Rd. Portola Valley	Obtain/Use Personal ID w/o Authorization	The victims were informed by their accountant that they had been the victims of identity theft and their tax return had already been filed by unknown suspect(s). The victims contacted the Internal Revenue Service and were advised to contact the Sheriff's Office to make a report.
14-3430	04/21/14 9:06AM	3000 Blk. Sand Hill Rd. Ladera	Petty Theft	A deputy was dispatched to the Horse Park on Sand Hill Rd. on the report of a past stolen vehicle license plate. Upon arrival the deputy contacted the victim who noticed the rear license plate to her truck had been stolen. The victim does not know of anyone who would take the license plate. The deputy examined the Silverado Truck for the presence of any latent finger prints or other damage with negative results. The license plate was entered into the Stolen Vehicle System.
14-3451	04/24/14 8:20PM	400 Blk. Whiskey Hill Rd. Woodside	Traffic Accident – No Injuries	Vehicle #1 was traveling northbound on Whiskey Hill Road, swerved to avoid colliding into a deer that was crossing the road and struck a tree and fence. The cause of the accident was an unsafe turning movement, with the associated factor of speeding.
14-3488	04/26/14 12:02AM	200 Blk. Manzanita Way Woodside	General Case Information	The Reporting Party was involved in a verbal altercation with a suspect due to the fact that the suspect's vehicle was parked on the side of a narrow street in front of the R/P's residence. The suspect was later contacted and found to be in possession of some marijuana smoking instruments. The suspect stated he was following his ex-girlfriend to a friend's house in the area and lost his keys and cell phone in the process. The suspect did admit that during the altercation he used profanity towards the R/P.
14-3494	04/26/14	100 Blk. Hillside Drive	Petty Theft	A deputy was contacted by the victim who stated that the

	8:30PM	Woodside		year tab from her vehicle's license plate was gone. She remembered putting it on the license plate when she received the tab, sometime near September of 2013. She did not know how long the tab had been missing. The deputy had the year tab serial number, so he entered it into the Automated Property System.
14-3530	04/27/14 6:16PM	Alpine Rd. / Piers Lane West Menlo Park	-Burglary -Petty Theft -Unauthorized Use of Card	The victim stated that she parked her car on the south side of Alpine Road near Piers Lane to walk at the Stanford Dish. She said she parked her car at about 12:00pm and returned to her car at 1:30pm and drove home. She stated that she placed purse on the front floorboard of her car, but must have forgotten to lock it, because when she got home, she had messages and email alerts from Chase Bank telling her that someone had attempted to make an unusual purchase on her credit card. The victim then looked in her wallet and noticed that all of her credit and debit cards were missing. She immediately called her banks and cancelled her cards. However, someone had already charged \$1000.00 to one of her credit cards. The victim needed a report to provide to the bank.
14-3586	04/29/14 3:11PM	100 Blk. Eleanor Dr. Woodside	-Forge/Alter/ Counterfeit Check -Burglary -Commit Felony While on Bail -Grand Theft -Petty Theft	Eleven stolen checks totaling \$7,640.00 were cashed at various check cashing locations throughout Redwood City, CA. The victim reported the incident to her bank and was instructed to file a police report. There is a suspect at this time. This case is pending.
14-3605	04/30/14 11:32AM	900 Blk. La Mesa Dr. Ladera	Burglary	An unknown Hispanic male adult was located inside a residence on the 900 Blk. of La Mesa Dr. by landscapers. An unknown Black male adult, who was also on scene, attempted to distract the landscapers. The unknown suspect attempted to do this by claiming he was there to deliver a package. The unknown suspect also stood in front of a tall gate leading to the residence while speaking with the landscapers. Both suspects fled the scene when asked for a

				business card. The suspects were last seen driving towards Alpine Dr. from La Mesa in a white Chevrolet Avalanche.
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OAKLAND AIRPORT-COMMUNITY NOISE MANAGEMENT FORUM

An Advisory Body to the Executive Director of the Port of Oakland

Co-Chairs

Benny Lee,
Councilmember,
City of San Leandro

Walt Jacobs, Citizen
City of Alameda

Director of Aviation

Deborah Ale Flint

Forum Members

City of Alameda

City of Berkeley

City of Hayward

City of Oakland

City of San Leandro

City of Union City

County of Alameda

County of Marin

Port of Oakland

Facilitator

Michael R. McClintock

Technical Advisors

Federal Aviation
Administration

Federal Express

KaiserAir, Inc.

Southwest Airlines

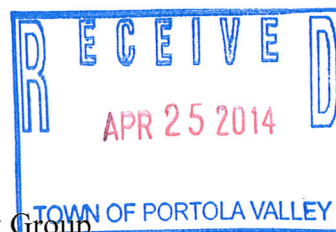
HMMH, Inc.

Landrum & Brown

Hartmann & Associates

April 23, 2014

NorCal OAPM EA
Federal Aviation Administration
Western Service Center—Operations Support Group
1601 Lind Avenue SW
Renton, WA 98057



**RE: Extension of Northern California OAPM Draft EA Comment
Period and Request for Additional Technical Information**

This letter is in support of the requests by the San Francisco Airport Community Roundtable, U.S. Representatives Jackie Speier (CA 14th) and Anna Eshoo (CA 18th), and others to extend the public comment period for the Draft Northern California Optimization of Airspace and Procedures in the Metroplex Environmental Assessment (EA) an additional sixty days. This would allow stakeholders critical time to obtain and analyze important technical information and noise data not included in the Draft EA, but of great importance to our respective constituencies.

The Oakland Airport-Community Noise Management Forum (Forum) is a fifteen-year old community and industry advisory group to the Executive Director of the Port of Oakland on aircraft noise and air quality issues at the Oakland International Airport. Forum members include elected and community representatives from six cities and two counties with a combined population in excess of one million people.

As a group, the Forum has successfully worked with the Oakland Airport and Federal Aviation Administration (FAA) to resolve a wide-range of aircraft noise issues that have impacted our member communities. One key to this successful working relationship has been the ability of the Airport's noise abatement office to obtain FAA air traffic control information.

We understand, appreciate, and applaud the efforts of the OAPM Team to enhance the safety and efficiency of the Bay Area's regional airspace. However, based in part on television news reports and the lack of specific information on the procedures set forth in the draft EA, the Forum is concerned that without access to the design information utilized in the OAPM project, it has no way of corroborating whether or not the proposed airspace procedural revisions could have any potentially adverse effects on our member communities.

April 23, 2014
NorCal OAPM EA
Page Two

The Oakland Airport-Community Noise Management Forum respectfully requests that the FAA extend the comment period for the Draft EA an additional sixty days beyond the April 24, 2014 deadline. We believe that it is necessary to have more specific information on the proposed procedures, including the altitudes and latitude/longitude of the individual waypoints in order for our member communities to be able to adequately assess the potential noise and overflight effects of the project.

Please contact the Forum's facilitator, Mr. Michael McClintock at 415-203-9097 or glomike65@aol.com if you have any questions or require any additional information.

Thank you for your consideration.

Sincerely,

For the Forum Co-Chairs:

Michael R. McClintock

Michael R. McClintock, AICP, CM
Forum Facilitator

Cc:

The Honorable Dianne Feinstein
The Honorable Barbara Boxer
The Honorable Anna G. Eshoo
The Honorable Jackie Speier
The Honorable Barbara Lee
The Honorable Eric Swalwell
The Honorable Jerad Huffman
The Honorable Jerry Hill
Mr. Chris Lytle, Executive Director, Port of Oakland
Ms. Deborah Ale Flint, Aviation Director, Port of Oakland
Oakland Airport-Community Noise Management Forum
Mr. Cliff Lentz, San Francisco Airport Community Roundtable
Ms. Ann Wengert, Mayor, Town of Portola Valley

Open House!

Rosener House Adult Day Center

Saturday May 17, 2014

10am-1 pm / 10:30am special musical presentation

Come experience our adult activity program in action!



Join us for classes led by professional staff, informational sessions with our social work staff, Registered Nurse and therapists.

Rosener House is celebrating 36 years of care for adults with challenges, including Alzheimer's, mild cognitive impairment, dementia, Parkinson's or post-stroke.

Activities at Rosener House :

- Music
- Exercise Classes
- Physical Therapy
- Occupational Therapy
- Speech Therapy
- Drum Circle
- Creative Arts
- Brain games
- Pet Partner
- Gardening
- Current Events
- Dance Parties
- Cooking
- and more!



Rosener House Adult Day Services

500 Arbor Road, Menlo Park CA / 650-322-0126

www.peninsulavolunteers.org



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: May 2, 2014
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended May 2, 2014.

1. **Gary Fitzer's Retirement** - Gary Fitzer submitted his notice of retirement from the Town effective July 16, 2014. His last day on staff will be July 15, 2014 following 11+ years of service. Filling Gary's shoes will be a difficult task and I will be working with Howard closely to ensure that we find a replacement that meets the community's high expectations.
2. **Successful Earth Fair** - Brandi and Alvin organized another successful Earth Fair event last Saturday here at Town Center. The event was well attended and it is the second year of a joint effort by Woodside and PV on the event. Next year will be hosted by Woodside.
3. **Preparations for the Wildland Fire Drill** - Staff continues its preparations for the wildland fire drill. The Portola Valley EOC will be open from 9:30 to 11:30 on Wednesday, May 7th. The Fire District's debriefing will be held at Community Hall shortly thereafter. Following the drill, senior staff will meet to discuss the 2014-15 budget, which Stacie has been expertly working on for the past several weeks. Howard, Brandi, Stacie, Karen, and I will be in either the drill or the budget meeting all day Wednesday.

4. **Fire Prevention Meeting with PV Ranch** - Howard and Denise Enea met with the Ranch HOA to discuss wildfire preparations that can be implemented by the Association. The Ranch specifically asked about management of their uphill open space areas and CalWater access road. In the end, however, the consensus was for residents and the Ranch to focus more on protecting their homes with defensible spaces and then look into shaded fuel breaks by limbing things up and removing understory to slow fires down.
5. **Street Resurfacing Project** - The street resurfacing project will kick off next week. The impacted areas have been notified by mailers, door tags, and large signs in the roadways. Staff has received concerns about the timing of the project due to school being in session. It is important to emphasize that the timing helps to stretch the Town's paving dollars by performing work during an off-peak period for paving contractors. If delayed until summer break, the costs would increase considerably.

TOWN COUNCIL WEEKLY DIGEST

Friday – May 9, 2014

1. Agenda – (Special) Sustainability Committee – Monday, May 12, 2014
2. Agenda – ASCC – Monday, May 12, 2014
3. Agenda – Trails and Paths Committee – Tuesday, May 13, 2014
4. Agenda – Finance Committee– Tuesday, May 13, 2014
5. Agenda – (Special) Bicycle, Pedestrian and Traffic Safety Committee – Wednesday, May 14, 2014
6. Agenda – (Special) Emergency Preparedness Committee – Thursday, May 15, 2014
7. Agenda – Ad-Hoc Water Conservation Task Force – Thursday, May 16, 2014
8. San Mateo County Safe Routes to School Newsletter – May 1, 2014
9. Letter from League of California Cities re: Designation of Voting Delegates and Alternates – May 1, 2014
10. Notice of Town Hall Closure in observance of the Memorial Day holiday Monday, May 26, 2014
11. Save the Date notice for San Mateo County’s 10th Annual Disaster Preparedness Day Saturday, June 7, 2014
12. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, May 9, 2014

Attached Separates (Council Only)

1. Silicon Valley Community Foundation – Spring 2014
2. Western City Magazine – May 2014



TOWN OF PORTOLA VALLEY
Special Sustainability Committee Meeting
Monday, May 12, 2014 3:30 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of Minutes – March 17, 2014**
- 4. Summary of Earth Fair Activities**
- 5. Update on Water Conservation Task Force**
- 6. Update on PACE Programs**
- 7. Update on Green Building Ordinance/Building Code**
- 8. Discussion of Home Efficiency Recognition Program**
- 9. Idea for Transportation-Related Project**
- 10. Next Steps, Next Meeting Date & Reminders**
 - a. Decide on Next Meeting Date**
- 11. Announcements**
- 12. Adjournment**



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, May 12, 2014
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

7:30 PM - REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Breen, Clark, Harrell, Koch, Ross
3. Oral Communications:

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

4. Old Business:
 - a. Continued Architectural Review for New Residence with Second Unit and Site Development Permit X9H-674, 120 Cervantes Road, Gillett
5. New Business:
 - a. Architectural Review for Residential Addition/Remodel, Detached Guest House, and Stables, 185 Shawnee Pass, Raiche
 - b. Preliminary Consideration of Variance X7E-136 and Architectural Review for House Addition, 20 Russell Avenue, Subramonian
 - c. Referral from Town Planner of Request for Modifications to Existing Wireless Communication Facilities, Conditional Use Permit X7D-160, 945 Portola Road, AT&T Mobility
6. Commission and Staff Reports:
7. Approval of Minutes: April 28, 2014, and correction to the minutes of April 14, 2014
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

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.

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: May 9, 2014

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, May 13, 2014 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from April 8, 2014
4. Financial Review and Trail Work
5. Conservation Committee Update
6. Old Business
 - a) Driveway scoring process
 - b) 50th Anniversary Event – Guided Trails Walk
7. New Business
 - a) Proposed Eucalyptus removal in front of Spring Down Meadow
 - b) Celebration of the Horse – Committee participation
 - c) Letter – Bicycles on Alpine Trail – Westridge to Golden Oak portion
 - d) Letter – Large groups – Impact on Trails
8. Other Business
9. Adjournment

Enclosures:

Minutes from April 8, 2014 meeting

Financial Review

Trail work Map and Memo – April 2014

Letter received from Cherie Callander re: Bicycles on Alpine Trail

Article from Joe Coleman re: Impact on Trails



TOWN OF PORTOLA VALLEY
Finance Committee
Tuesday, May 13, 2014 – 5:30 PM
Town Hall Conference Room
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communication
3. Approve minutes from April 21, 2014 meeting
4. New Business
 - Review the proposed budget for 2014-15
5. Old Business
 - Update on parcel tax since last meeting (Urban)
 - Update on Undergrounding
6. Adjournment



TOWN OF PORTOLA VALLEY
Special Bicycle, Pedestrian and Traffic
Safety Committee Meeting
Wednesday, May 14, 2014 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Roll Call
3. Oral Communications
4. Approve Minutes of the April meeting
5. Sheriff's Report
 - 1) Updated requests for law enforcement presence, as required
6. Public Works Report
 - 1) Windy Hill parking controls
 - 2) Review of Los Altos Hills traffic calming policy frame work
7. General Items:
 - 1) Vote: Approve BPTS Budget request for 2014 & 2015
 - 2) Proposed new items for BPTS consideration:
 - a) Flashing beacons at Alpine Hills Crosswalk
 - b) Radar speed signs
8. Update on Outreach and Teaching programs
9. Other Business
10. Time and date for June 2014 meeting
11. Adjournment



TOWN OF PORTOLA VALLEY
Special Meeting of the
Emergency Preparedness Committee
Thursday, May 15, 2014 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. 8:00 Call to order -
Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill, Dale Pfau,
Chris Raanes, Ray Rothrock/Chair, Craig Taylor, Bud Trapp, and Stuart Young
Guests: Nick Pegueros/Town Manager, John Richards/Town Council, Selena
Brown WFPD, Tim Reed/Sheriff's Office, Gary Nielsen, Sheriff
Absent:
2. 8:01 Oral communications
3. 8:10 Review and approval of minutes
 - Motion: Accept the Minutes of April 10, 2014
4. 8:12 April 30 TC Presentation feedback and report
5. 8:20 May 7 Drill Report (Pegueros)
 - Lessons learned
 - Actions and follow-up
6. 8:30 CERPP/WFPD Report (Brown or Ghiorso)
7. 8:40 Medical Plan Update/Presentation (Med subcommittee)
8. 8:50 Communications Update (Rothrock)
 - Ham Radio Field Day June 28
9. 8:55 Other business
10. 9:00 Adjourn. Next meeting is June 10, 2014



TOWN OF PORTOLA VALLEY
Ad-Hoc Water Conservation Task Force
Friday, May 16, 2014 3:00-5:00 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes from April 14, 2014
4. 10 Min -- Round Table Discussion of New Learnings & Experiences
5. 5 min -- Update on PACE Program
6. 60 min -- Goals Workshop; each member please write your top five goals (from your short, medium and long term goals) on five 4" x 6" post-it notes in large letters that can be read from 3 feet away.
 - a. K-J of goals -- Jiro Kawakita method (see article http://www.uie.com/articles/kj_technique/ if interested before-hand)
7. 30 min -- Brainstorm Strategies and Projects to Accomplish Goals
 - a. Position strategies and projects vs PV customer types
 - b. Select best set; at minimum, a starting set
 - c. Select/assign project members
8. 5 min -- Plan Topics and Dates for Next Meetings
 - a. Timelines for projects
9. Announcements
10. Adjournment

Safe Routes to School: San Mateo County

May 2014/June 2014
Volume 2, Issue 5



In this Issue

- Active Kids and Improved School Performance
- Safe Routes and Earth Day
- Gadgets to Enhance Safe Cycling Experiences
- Kennedy Middle School Bike Club
- Interactive Carbon Footprint Map
- Beyond the Yellow Bus
- Healthy Community Design Toolkit
- Helmet Use

Active Kids and Improved School Performance in Providence, RI

by Margaux Mennesson

On first glance, the data did not make sense. Why would kids who lived a mile or less from school have the highest rates of absenteeism?

That's the question staff at Providence Children's Initiative (PCI), a Family Service of Rhode Island program working to address chronic absenteeism in the low-income area of South Providence, Rhode Island, asked themselves after mapping out the homes of families in the district that had the most problems with attendance.

Then, PCI figured out that Providence School District doesn't provide school bus service to families living within one mile of school. For low-income families who aren't eligible for bus transportation, not owning a car, having parents that work morning shifts, or having children attend different schools meant that transportation was an obstacle to attendance. The students lived close enough to walk to school, but with ages ranging from five to twelve years old, families weren't comfortable letting them walk alone. That's when the team at PCI came up with the idea of starting a walking school bus program with volunteer adult chaperones to accompany the kids to school, explained Allyson Trentseaux, then an intern at PCI.

The first step was reaching out to the families to explain the idea and get them on board. PCI sent home papers with the students announcing the walking school bus, but there was not much of a response. Then they tried calling homes, but found that many of the numbers were out of order. Finally, Allyson and her team decided to go door-to-door. After visiting with the families and explaining the walking school bus program, PCI found that there was solid support for starting a program that would allow students to walk to school safely.

The first walking school bus started in September 2012 with one route – the purple line – and six students walking to and from school every day. Now, the program has expanded to two schools, four routes, and 30 kids who walk to and from school every day. Since the program started, 100 percent of participating students have improved their attendance at school.



Save the Date!

National Bike to
School Day

May 7, 2014

Operations
Committee Meeting

May 15, 2014

9:00 am-10:30 am

Policy Advisory
Committee Meeting

May 20, 2014

1:00 pm- 2:00 pm



Safe Routes and Earth Day

Earth Day and Safe Routes to School were jointly celebrated throughout the months of March and April in San Mateo County with more events on the horizon with the coming of May. The wide range of celebration dates highlights a very important message about Earth Day. Earth Day is and should be every day.

At Cunha Middle School in Half Moon Bay, students celebrated Earth Day and Safe Routes with a weekend beach clean up, neighborhood clean up events, a school clean up and walk to school clean ups! Students competed for points and upon arrival at school, were greeted by the Student Leadership Club, Safe Routes Coordinator, Carlene Foldenauer, and representatives from RecycleWorks, Recology of the Coast, and the San Mateo County Office of Education. All students who participated were given free Frisbees, water bottles and pencils. The Student Leadership Club, with support from Carlene, promoted the event, welcomed students as they arrived, conducted the student tally for participation tracking, and even assisted with sorting garbage and recycling. The students were champions and it was quite amazing to witness the power of empowered youth!

In the Cabrillo Unified School District, Hatch Elementary also celebrated Earth Day and Safe Routes with clean-ups, walking, 4 R (Recycle, Reuse, Reduce, and Rot) demonstration, as well as a truck demonstration. An Earth Day event is also scheduled for May at Farallone View.

In the San Mateo-Foster City School District, Earth Day and Safe Routes were also celebrated throughout the month of April at several schools including Park, Parkside, North Shoreview and Abbott. Both Park and North Shoreview developed formal walking routes for the event and invited students, families, and special guests to celebrate the day by beginning with a walk to school.

The City of South San Francisco celebrated Earth Day over the course of a full week! Spring Break for the South San Francisco Unified School District aligned with Earth Day and the Recreation Department added an Earth appreciation theme to their Spring Camp. Highlights from the week included a clean up event, bike safety education to promote green transportation, Earth Friendly Bike Blender Smoothies, and some support from South City Scavengers!

A little further to the north, Westlake Elementary School of the Jefferson Elementary School District celebrated Earth Day on April 15 with clean-ups, walking to school, an educational assembly and demonstrations courtesy of RecycleWorks and Allied Waste.

Posters for the event, clean up materials, seeds, and pencils incentives were made possible with support from the City/County Association of Governments of San Mateo County, RecycleWorks, Storm Water Pollution Prevention, Local Haulers, San Mateo County Safe Routes, and Pack N Save of South San Francisco. The events themselves were made possible thanks to the wonderful planning efforts of Safe Routes Coordinators, RecycleWorks, and a cadre of dedicated parent volunteers.

Gadgets to Enhance Safe Cycling Experiences

Bike to School Day is quickly approaching on May 7 and parent volunteers throughout San Mateo County are eagerly identifying routes and coordinating bike trains. Bike trains, similar in structure to walking buses, are usually led by an adult conductor and followed by an adult caboose. Most rides begin with safety checks and reminders about safe practices, with strong reminders about the importance of riding predictably. Despite a cyclist's best efforts, at times unforeseen challenges can be encountered. Proactive maneuvers can avoid collisions like those featured in the widely viewed, "[Bike Lanes by Casey Neistat](#)" video on YouTube.

A recent article published in the New York Times entitled, "Gadgets to Boost Bike Safety," by Meghan Petersen highlights a range of tools available to cyclists to increase their visibility and enhance their riding experiences. Gadgets include loud horns to alert drivers to the presence of a cyclist, bright lights to increase visibility, responsive lights to alert drivers when a cyclist is having difficulties, and even a smart phone activated bike lock! The full article is available at <http://bit.ly/bikegadgets>

A special thanks to Kari Rust of Portola Valley for sharing this wonderful read.





Kennedy Middle School Bike Club

A group of San Mateo County League Certified Instructors, led by Safe Routes to School Coordinator, Daina Lujan, developed and piloted a Middle School Bike Club program entitled, Safe Routes to Anywhere. The program aims to support students with developing safe destination riding skills and was developed in response to the preventable cyclist fatality of Woodside High School freshman, Leyla Beban, in November 2012.

The second pilot of this program was conducted at Kennedy Middle School of Redwood City Elementary School District and it concluded on April 3, 2014. Students reported wishing that the Bike Club “meetings were held daily” and that they “learned a lot about how to ride safely.”

The recognition ceremony included a final skills course, bike blender smoothies, and certificates of recognition. The tremendous accomplishments of participants were heightened with a special visit by Pamela Kurtzman of the Sequoia Health Care District.

The program implementation guide, all program resources developed for this course, and technical assistance will be available beginning summer 2014.

This program was made possible thanks to grant funding from the Sequoia Health Care District. In addition, four students earned bikes thanks to generous donations from the Woodside High School Bicycle Academy and the Kennedy Middle School PTA.



From the National Safe Routes Partnership and the California Department of Public Health:

Interactive Map of Carbon Footprint for All US Zip Codes

Researchers with Cool Climate Network at the University of California, Berkeley, have created an [interactive map](#) entitled “Average Annual Household Carbon Footprint by Zip Code” that provides estimates of household single-year consumption of energy, travel, goods, and services. This tool can be used to compare local averages and create a personalized climate action plan for your community.

New Report: Beyond the Yellow Bus

In 2014, [Center for Cities+Schools](#) and [Mile High Connects](#) released a report entitled “Beyond the Yellow Bus: Promising Practices for Maximizing Access to Opportunity Through Innovations in Student Transportation.” The study looks at how localities across the country are implementing new and innovative alternative approaches to student transportation that expand regional transportation access for K-12 students, improve cost-effectiveness, and leverage inter-agency partnerships beyond the traditional yellow school bus. To download the full report, please click [here](#).

Healthy Communities Toolkit

The Center for Disease Control recently released a free online toolkit that provides a variety of resources that are easy to read, understand, and use. They include:

- A checklist of questions for individuals, to help them consider and understand healthy community design elements.
- A customizable PowerPoint presentation on healthy community design that explains to individuals how the physical makeup of their neighborhood affects their health.
- A guide to CDC’s Environmental Public Health Tracking Network and other online resources to find health data on a community.
- A resource guide listing other audit tools, websites, checklists and pamphlets that can help residents, planners, public health and local officials create vibrant healthy neighborhoods.

[Access the toolkit here.](#)

Coordinator Corner

A New Look for the San Mateo County Office of Education's Website

In mid-March, the San Mateo County Office of Education unveiled a new, colorful, and more user-friendly website. All programs of the San Mateo County Office of Education were included in the update to the website and the San Mateo County Safe Routes to School Program was no exception.

The new San Mateo County Safe Routes to School webpages include new videos, updated content, and an increase in content. The Safe Routes to School section of the San Mateo County Office of Education's website caters to three types of users including program implementers, parents interested in learning a bit more about the program, and community members. By popular demand, there is a comprehensive Safety Section that grantees who develop webpages may link to in the interest of limiting effort duplication.

Safe Routes to School is located under the Parents and Students section of the website and under the Student Wellness section of the Learning and Leadership section of the website. The short link to the site is www.smcoe.org/sr2s. Feedback is welcome!

Important Dates

May 7: National Bike to School Day

May 15: Operations Committee Meeting 9:00 - 10:30 am

Topics to include: How to Engage Law Enforcement and School Administration

May 20: Policy Advisory Committee Meeting from 1:00 -2:00 pm

Please register for events at <http://sanmateo.k12oms.org/index.php>. Early registration is recommended to ensure enough materials are available.



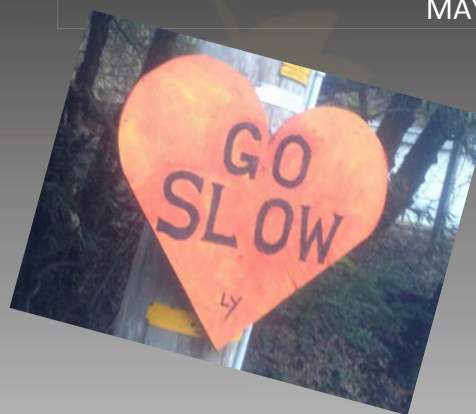
Helmet Use

Helmet use is the smart and safe choice for cyclists. Helmet use is also required by California law for anyone under 18 years of age. Despite the benefits of helmet use, getting youth to wear a properly fitted helmet at all times can occasionally pose a challenge. The California Department of Public Health recently produced a fact sheet that may help with education and outreach efforts about helmet use. The fact sheet explains how both police and medical data demonstrate the benefits of helmet use. To access the fact sheet, visit <http://bit.ly/cdphhelmet>. To access the project that led to the development of this fact sheet, visit <http://bit.ly/cdphproject>.



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MAY 2014/JUNE 2014



Your Feedback

At the Safe Routes to School, San Mateo County, we aim to provide Safe Routes to School advocates with quality services and products. Your feedback is an integral part of being able to provide high quality services and products. Service provider feedback should be submitted at <http://www.surveymonkey.com/s/sr2sproviders>.

Upcoming Conferences and Webinars

“Unintentional Injury Prevention Conference and Strategic Planning Kick Off”

May 14 and 15

Register at www.cccsh.ca

“Recruiting and Training Volunteers for Long Term Success! Webinar”

May 15

Register at <https://attendee.gotowebinar.com/register/7964409590028016898>

“Managing and Retaining Volunteers for Long Term Success! Webinar”

June 19

Register at <https://attendee.gotowebinar.com/register/597124231533549826>

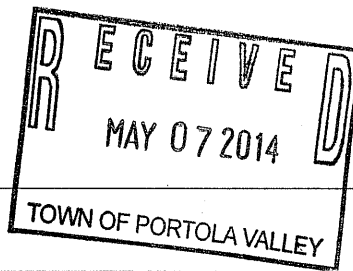
Request future webinar topics to be addressed by the National Safe Routes Partnership at

<https://www.surveymonkey.com/s/72L7QY3>

San Mateo County Office of Education Safe Routes to School

101 Twin Dolphin Drive
Redwood City, CA 94065





Council Action Advised by July 31, 2014

May 1, 2014

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 3 - 5, Los Angeles**

The League's 2014 Annual Conference is scheduled for September 3 - 5 in Los Angeles. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 5, at the Los Angeles Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 15, 2014. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

-over-

Annual Conference Voting Procedures 2014 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2014 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, August 15, 2014. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail: _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, August 15, 2014

League of California Cities
ATTN: Karen Durham
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8220
E-mail: kdurham@cacities.org
(916) 658-8262



PORTOLA VALLEY TOWN HALL

WILL BE CLOSED

Monday, May 26, 2014
In observance of Memorial Day



In Case of Emergency: Sheriff's Office: 911

Save the Date

San Mateo County

★ 10th Annual ★

DISASTER PREPAREDNESS DAY

Saturday, June 7, 2014

**10AM-2PM, San Mateo County Event Center
1346 Saratoga Avenue, San Mateo**

**Arrive BEFORE 11am for FREE Parking &
FREE Admission to the County Fair!**

**First-Aid, Police, Fire, Emergency Medical Services
and Equipment Demonstrations**

★Learn How to Put Together a Disaster Plan and Emergency Kit!★

For more information:

Office of Emergency Services at (650) 363-4790

Office of Supervisor Adrienne J. Tissier (650) 363-4572



SMCAAlert.info
San Mateo County's Community Alert System





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: May 9, 2014
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended May 9, 2014.

- 1. First Draft of 2014-15 Budget Complete** – Stacie completed the first draft of the 2014-15 budget for the Finance Committee to review at their upcoming meeting on May 13th. The budget provides for an operating surplus in the Town's General Fund. The capital budget uses the current year surplus and accumulated fund balance to provide for several one-time capital projects and capital purchases. The final draft budget will be reviewed by the Town Council at their meeting on May 28th. Final adoption is scheduled for June 25th.
- 2. Wildland Fire Drill** – Sharon, Brandi, Stacie, Karen, Howard and I participated in the Wildland Fire Drill on Wednesday, May 7th from 9 to 12:30 p.m. During the exercise, the Town's EOC was activated and several reverse 9-1-1 alerts were sent. The exercise provided a good test run of the EOC and highlighted a number of operational and technological improvements.
- 3. Paving Project Gas Line Hit** – The Town's paving contractor struck a 1" natural gas service lateral crossing Cervantes near Peak Lane during their work on Tuesday. The incident was handled properly – Woodside Fire and PG&E responded quickly and there was no danger to the public. The gas lateral was improperly located at a depth of 3" as

opposed to the required 30" for gas lines that run underneath a public road. Staff is working with PG&E to relocate the lateral to the proper depth to prevent future mishaps, however, PG&E has been reluctant to approve the additional work (picture attached).

4. **Out-of-Control Truck on Westridge** – On Wednesday morning, a dump truck working on a private project reportedly lost its brakes coming down Westridge at Alpine Road. The truck came to a stop at Ford Field, luckily missing any cross traffic on Alpine Road and narrowly missing a number of firefighters who were staged at Ford Field in advance of the Wildland Fire Drill. Luckily no one was hurt and the diesel fuel that leaked from the vehicle was contained to woodchips with no contamination to the creek (picture attached).





WOODSIDE
WHITE

ERICKSON

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