



# TOWN OF PORTOLA VALLEY

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**7:00 PM – Special Meeting of the Town Council**  
**Wednesday, August 13, 2014**  
**Redwood Grove – Adjacent to the Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

## **SPECIAL MEETING AGENDA**

### **7:00 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** – Special Town Council/Planning Commission/ASCC Meeting Retreat of May 18, 2014 (3)
- (2) **Approval of Minutes** – Regular Town Council Meeting of July 9, 2014 (17)
- (3) **Ratification of Warrant List** – July 23, 2014 (30)
- (4) **Approval of Warrant List** – August 13, 2013 (43)
- (5) **Recommendation by Public Works Director** – Notice of Completion for the 2013/2014 Street Resurfacing (58)  
Project Surface Seals No. 2013-PW02
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed Town of Portola Valley 2013/2014 Street Resurfacing Project – Surface Seals #2013-PW02 and Authorizing Final Payment to “G. Bortolotto & Co., Inc.” Concerning Such Work, and Directing the Town Clerk to File a Notice of Completion (Resolution No. \_\_)
- (6) **Recommendation by Sustainability and Special Projects Manager** – Proposed change to the Sustainability (62)  
Committee Charter
- (7) **Report from Sustainability & Special Projects Manager** – Amendment to Agreement Between the Town of (64)  
Portola Valley and Maggie Foard for coordination of the Farmers Market
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and Maggie Foard (Resolution No. \_\_)
- (8) **Report from Sustainability & Special Projects Manager** – Amendment the Limited Use Parking Agreement (77)  
between the Town of Portola Valley and Christ Church
- (9) **Appointment by Mayor** – Woodside Highlands Road Maintenance District President of the Board (82)

### **REGULAR AGENDA**

- (10) **Recommendation by Town Manager** – Adoption of a Resolution Approving Amendments to the Town’s (83)  
Employee Compensation Plan
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan Effective September 1, 2014 (Resolution No. \_\_)

### **COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

- (11) **Reports from Commission and Committee Liaisons** (92)  
*There are no written materials for this item.*

**WRITTEN COMMUNICATIONS**

- (12) **Town Council Digest** – July 11, 2014 (93)
- (13) **Town Council Digest** – July 18, 2014 (124)
- (14) **Town Council Digest** – July 25, 2014 (139)
- (15) **Town Council Digest** – August 1, 2014 (195)
- (16) **Town Council Digest** – August 8, 2014 (215)

**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 SPECIAL JOINT TOWN COUNCIL ~ PLANNING COMMISSION ~ ARCHITECTURAL AND SITE CONTROL COMMISSION STUDY SESSION/RETREAT, TOWN OF PORTOLA VALLEY, MAY 18, 2014, COMMUNITY HALL, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Present

|                     |  |
|---------------------|--|
| Town Council        | Maryann Moise Derwin<br>Craig Hughes<br>John Richards<br>Jeff Aalfs; Vice Mayor<br>Ann Wengert, Mayor  |
| Planning Commission | Judith Hasko<br>Nate McKitterick<br>Alexandra Von Feldt<br>Nicholas Targ, Vice Chair<br>Denise Gilbert, Chair  |
| ASCC                | Danna Breen<br>Jeff Clark<br>David Ross, Vice Chair  |
| Staff               | Nick Pegueros, Town Manager<br>Karen Kristiansson, Interim Town Planner  |
| Others              | Steve Toben, Former Mayor and Councilmember<br>Tom Vlastic, Town Planning Consultant, Spangle Associates<br>George Mader, Town Planning Consultant, Spangle Associates<br>Ted Sayre, Town Geologist, Cotton Shires and Associates<br>Leigh Prince, Town Attorney, Jorgenson, Siegel, McClure & Flegel, LLP |
| Absent              | Iris Harrell, ASCC<br>Megan Koch, Chair, ASCC  |

Call to Order and Roll Call [9:00 a.m.]

Mayor Wengert welcomed everyone, led the Pledge of Allegiance and asked Mr. Pegueros to call the roll. She thanked Portola Valley baker Phil Reilly for providing food.

Oral Communications

Karen Tate, Joaquin Road, shared information about a project she considers very important to the community. A member of the Windmill School Board, she said that Windmill School's roots date back to the 1950s, and the school operated on Georgia Lane for many years before moving to the Alpine Hills Tennis and Swimming Club in 1974. Ms. Tate also co-chairs the school's capital campaign to relocate to the property of the former Al's Nursery at 900 Portola Road and advised that the school has reached an agreement to acquire the property from current owners Jeff and Colleen Tate (no relation). The school is awaiting word on the cleanup from San Mateo County before taking title, she said, thanking the Tates for their diligent efforts in ensuring a clean and safe environment on that site.

Ms. Tate said that Karen Wu, daughter of longtime Al's Nursery owner Al Bertschinger, wrote recently to express her delight that Windmill School was finally realizing her dream of turning the nursery of plants into a nursery for children. Ms. Tate said Windmill School also looks forward to open dialogue with all parties who are interested in, affected by and/or are responsible for helping make this happen.

In the context of General Plan goals, she said the location seems ideal for Windmill School, right in the heart of Town, with Village Square and churches nearby and just a short walk to Town Center with all its amenities – the library, the creek and the Redwood Grove. In terms of the General Plan, she said one of the school's goals also is to help young families move into town. General Principles in the Land Use Element (Section 2103) discuss grouping “public and private facilities, such as schools, parks, churches, public buildings, stores and offices which serve all or major portions of the planning area ... in readily accessible centers to the greatest extent permitted by site and location requirements of the individual facilities.”

- (1) Study Session/Retreat: Review Portola Valley land-use planning and discuss the framework for planning decision-making in light of changing community conditions

### **Welcome, introduction and perspective on planning and land use values as a basis for looking ahead**

#### Steve Toben

Mr. Toben said he entitled his remarks, “The 1964 Consensus: Relic of the Past or Blueprint for the Future?” He said he thinks of the 1964 consensus as the building blocks of the land-use planning put in place by the Town's founders that made their way into the General Plan. He quoted portions with a “bit of a poetic quality” from the Community Goals section that struck him as particularly inspiring:

*... to preserve and enhance natural features and open space, because they are unusual and valuable assets for the Peninsula and the entire Bay Area.... to create an overall impression of open space, natural terrain and vegetation, interrupted minimally by the works of people.... to permit minimal lighting so that the presence of development at night is difficult to determine, so that the subtle changes between day and night are easily discernible and so that the stars may be readily seen at night.... to minimize man-made noise so that the prevailing sense tends to be one of quiet except for the sounds of nature.*

Other features of the Town that Mr. Toben extracted from the General Plan: Unobtrusive entrances to properties, minimal use of fencing, paths and trails that allow for easy access throughout the Town – and the overarching principle, that the built environment should be subordinated to the natural surroundings.

Mr. Toben said he doubts that many communities anywhere in the U.S. enshrine these values with this level of eloquence and inspiration.

Over the past 50 years, he continued, there has been no fundamental challenge to the 1964 consensus, which also is rarely the case in other communities, even in Woodside, where property owners complained that they weren't being given their due, and property maximum utilization should be performance valued. Despite the fact that Portola Valley property owners find the Town's process more rigorous than they might like, he said that more often than not, people emerge feeling they came out with better projects as a result. Among actions taken during his time on the Council, Mr. Toben included adopting rigorous ordinances to control noise, govern rebuilding and protect riparian corridors – all controversial but with barely any opposition when the time came to vote on them.

How has it been possible for the 1964 consensus to endure? Mr. Toben identified four factors:

1. *The quality of Town leadership.* From the beginning, there's been fundamental support for the principles behind the 1964 consensus among the Town Council, Planning Commission and ASCC, despite the very different personalities, temperaments and points of view. He said that as longtime resident Linda Yates puts it, “At the end of the day, the environment always wins in Portola Valley.”
2. *Town staff.* Mr. Toben said he was pleased to see staff members on hand to be recognized and honored publicly for their contributions for putting the Town's cornerstone principles in place. This includes everyone in Town Hall who's made it their business to show applicants ways to solve problems that help enable their projects to be approved; Mr. Toben called it a critical feature of customer-oriented service.
3. *Zoning and building regulations,* from principles that are non-negotiable to those that have been revised, all leading to the built environment we see today.

4. *High-octane citizen engagement*, exhaustive opportunities for public involvement and community input to engage residents in conversation about what makes our community best.

As a result of all of this, Portola Valley isn't just a collection of beautiful homes but a place where the natural world is an extension of the Town's identity – Windy Hill, the Alpine Scenic Corridor, Corte Madera Creek, the playing fields at Town Center, the trails on Coal Mine ridge. This deep, shared connection to our common assets is an extraordinary accomplishment, Mr. Toben said.

How strong is the 1964 consensus today? He said he's optimistic because citizens recognize Portola Valley's preciousness ever more clearly as the urbanization and globalization exert ever-increasing pressures. Our surroundings serve as a counterbalance to the virtual world that preoccupies so much of our time and attention. He also sees growing sensitivity to the threats to the natural world, both from development and the possibility of natural disaster.

To maintain the 1964 consensus going forward, Mr. Toben believes leadership remains key, and year after year, he said he's humbled at the number of people who are prepared to fill leadership roles. He expects to continue seeing serial entrepreneurs who are between ventures come forward, young retirees. Despite his optimism, Mr. Toben cautioned that factors beneath the surface might tip the 1964 consensus in a different direction. Among these factors, he said, is the perception among some residents that the bodies governing land use in Portola Valley are fracturing, with some taking a strict constructionist view of the General Plan and others who believe the General Plan must flex to maintain community support for its basic building blocks.

He said we can't overlook the fact that the lifestyles of newer residents differ vastly from those of the 1964 generation, or even the 1991 generation, when he moved to Town. We have more absentee property owners, more dual-career households, more nannies, more cultural diversity and far less economic diversity. Portola Valley used to be full of Stanford faculty and U.S. Geological Survey employees; not so any longer, he said.

Noting that solidarity comes from a community of volunteerism, he suggested that those who keep to themselves may doubt the value of the 1964 consensus. What would happen if those who dread the permit approval process join forces with those who want turf fields? Would the complexion of Town Council change over time as more residents question elements of the 1964 consensus?

Mr. Toben stated that land-use decisions profoundly shape the lives of individuals and the character of communities. He recalled his son, disappearing on his mountain bike on the Town trails every Saturday, growing up with extraordinarily refined environmental sensibility due to his connection to the soil, the creek and the trails. Mr. Toben said it's an example he's deeply grateful for when he thinks about his place as a Portola Valley citizen.

He said he misses his every-other-Wednesday meetings with Council colleagues, but said it's hard work and it's troubling to hear residents take sometimes ill-informed and sometimes mean-spirited positions in criticizing them.

### **Background on planning, review of recent planning issues and how regulations apply to decision making**

#### George Mader

Introducing George Mader, his predecessor as Town Planner, Mr. Vlasic said that Mr. Mader served the community prior to incorporation and continues to influence planners' thinking. Mr. Vlasic also thanked Mr. Toben for his introduction and noted that he sets an example of the kind of leadership, where the expectation from staff, consultants and the community are at a super-high level, demanding that those serving the town, bring their "A game" every time. "He does that," Mr. Vlasic said. "It's hard. It's tough. But it makes everything better."

Mr. Mader, who served as Town Planner from 1965 until 2010 said he owes much to the Town and all the wonderful people he worked with; the quality of the people on the Council, Planning Commission and ASCC have been unparalleled. Providing some background on the underpinnings of Town plans and regulations, he said Portola Valley residents have the good fortune to live in one of the most desirable places in the world, including the climate, the physical setting and convenience of a major metropolitan area nearby are almost without parallel, he said.

The framework that's helped residents take advantage of these qualities has guided the Town since the 1950s, Mr. Mader said, some years prior to incorporation. He said that combined, he, Mr. Vlasic and Ms. Kristiansson have spent about a century working with the Town.

The San Mateo County Master Plan, the first that existed, was created in 1954. Bill Spangle, who later formed Spangle & Associates, was named to head the project. He hired Mr. Mader, who'd just completed requirements for his graduate degree in planning from UC-Berkeley. Mr. Mader explained that the original San Mateo County Master Plan, which covered the 15 cities in the County at the time as well as the unincorporated areas, fundamentally showed high-density development along the margins of San Francisco Bay, along Bayshore Boulevard and El Camino Real, with the western hill area, including Woodside and Portola Valley in the lowest density possible.

Among the "big mistakes" made in devising this plan, Mr. Mader said, was a proposal for an Outer Bayshore Freeway and a demographic projection of coast-side development coming down past Half Moon Bay. (The California Coastal Commission wasn't established until 1972 and didn't become permanent until the California Coastal Act of 1976 was enacted.)

Mr. Mader said the push for Portola Valley incorporation stemmed from objections to developments the County permitted. The County had approved The Sequoias, which was hotly contested at the time, and other projects were awaiting approval. John Francis Neylan, a University of California regent for 28 years, owned 1,500 acres on the western hillsides that he intended to develop.

The Board of Supervisors responded to residents' urging to prepare a detailed plan for Portola Valley based on the San Mateo County Master Plan. Again, Mr. Mader said, Bill Spangle was engaged to head that project. A resident advisory committee, which included Bill Lane and Sam Halstead – who also served on Portola Valley's first Town Council. Mr. Mader said Mr. Halstead was a planner and engineer who urged (according to a statement Mr. Mader attributed to Mr. Lane) "that the specific land uses be open space and single-family residential, with no other developed uses except those that can be shown to serve local residents or serve the open space of the valley." A lot of that is reflected in the goals of the Portola Valley General Plan from which Mr. Toben quoted earlier – preserving the natural environment and seeing it as an asset not just for residents but for the Peninsula and the entire Bay Area. The fact that it's a regional asset is very important, Mr. Mader said; being able to enjoy this open space comes with a responsibility to share it.

Mr. Mader said that on September 21, 2014, the last day of the Town's 50th Anniversary celebration, a panel including Mr. Halstead, Bob Katz, who chaired the Town's first Planning Commission and helped lead the campaign to incorporate, Bill Cotton, Principal at Cotton Shires and Associates, which he founded in 1974, longtime volunteer, current VP of the Friends of the Portola Valley Library and former Mayor and Councilmember Sue Crane, and current Planning Commissioner Von Feldt.

Since the beginning, Mr. Mader said, an important feature of the General Plan has been the relationship between the amount of development and steepness of slope. Limited development on steep slopes not only mitigates against erosion and landslides and enables tree preservation, he pointed out, but minimizes the amount of development people see when they view the hillsides. Ground stability, risk of flooding and proximity to earthquake faults and also serve to restrict density.

Other significant features of the Portola Valley General Plan are the extensive trail system and open-space areas. The only major change to the Plan since its inception, he said, was the addition of the Midpeninsula Regional Open Space District (MROSD).

Among significant zoning changes over time have been establishment of exceptions to the standard on one acre as the minimum lot size and creek setbacks. Mr. Mader said the former change came about when Joe Whelan wanted to develop Portola Valley Ranch, but was advised that geology conditions and steep slopes precluded developing the whole property with one-acre sites. Mr. Whelan proposed clustering homes on lots as small as 20,000 square feet. There were objections – "a lot that can't accommodate a horse isn't Portola Valley" – but Mr. Whelan's proposal prevailed.

Since the introduction of design guidelines, Mr. Mader said the Town has been reviewing new developments more intensely than in earlier days.

Neither the San Mateo County Master Plan nor the Portola Valley General Plan had much to say about geology, Mr. Mader said. In the 1960s, he said, Dwight Crowder rode his bicycle from his Portola Valley home to his job at the U.S. Geological Survey (USGS) in Menlo Park. Whenever he mentioned the San Andreas Fault up at a Town Council meeting, eyes would roll back, but he kept bringing it up; he also stopped by Spangle Associates' offices wanting to talk about the Town's geologic problems. Ultimately, people heard what Mr. Crowder had to say, which led to the geological program the Town now has; it was Bill Cotton's firm that developed much of it.

### Ted Sayre

Addressing himself to the role geology plays in the Town, Mr. Sayre, which is important with the San Andreas Fault coming right through Town and weak bedrock materials that are prone to deep landslides. Portola Valley has been fortunate to have unusually close collaboration among planners, geologists and decision-makers, resulting in both innovative and effective land-use approaches and planning for land use. He mentioned Resolution 500 and the Land-Use Matrix.

Mr. Sayre said Cotton Shires conducts peer reviews of project geotechnical reports for 15 Bay Area communities, several of which continue to struggle with how to approach landslide constraints, and it's refreshing to work with a community that has tackled those issues and cracked the nut – back in the 1970s. Among the most notable decisions, he said, is to prohibit new housing construction in areas of deep landslides (Pd and Md on the Town's Ground Movement Potential Map). He said this reflects a value decision, that it's preferable to avoid new development in hazardous areas than enter into massive grading repair projects with their associated environmental impacts and reconfiguring the landscape.

Due to the support of the Town Council, Planning Commission and ASCC, Mr. Sayre said if an existing landslide needs repair or a proposed development potentially encroaches on a potentially unstable slope, the local contractors know they will be required to characterize the site's geology, fully identify that potential hazard, and come up with mitigation that addresses the problem completely.

Mr. Sayre said he doubts Portola Valley would have a situation such as the deadly and destructive 300-acre landslide in Oso, Washington, on March 22, 2014, due to the Town's efforts to map dangerous areas and keep development out of their path.

### Tom Vlastic

Mr. Vlastic said he wanted to lay out his experiences with the Town from a day-to-day planning perspective – what goes on in the trenches – and his observations looking forward. He said he's a relative youngster, with only 42 years working with the Town. He said he started with Bill Spangle and George Mader, approaching his work with the Town from a technical, idealistic standpoint and finding a community that "wants to do it right." That has manifested itself in planning ethics that are fundamental – and fundamental to the values of the community. The Town's pioneering work in incorporation of geology in planning, as recorded in his firm's 1988 NSF study, has worked its way across the country and beyond, he said.

Pointing out important transitions decade by decade, Mr. Vlastic also indicated how they've played into and reinforced the community's values:

1960s: After incorporation and development of its first General Plan, the Town began to look hard at the geology and adopted its first zoning subdivision and site development ordinances, basically setting the framework for how decision-makers would deal with all land-use decisions. As we reached the end of the 1960s, discussion of the Portola Valley Ranch began.

1970s. Work on The Ranch continued, feeding into the development of Resolution 500 and Land Movement Potential Map, carefully crafted to produce regulations and information. California's adoption of CEQA laws added a layer of formality to the Town's review process, but even before CEQA, the Town had mandated a hard look at the physical constraints and opportunities in every proposed development. Other issues emerging during the 1970s included the Nathhorst Triangle and the question of a restaurant at the Village Square.

1980s: Open-space efforts continued to be fostered as the Town dealt with other projects on the western hillsides, with various proposals for development of portions that are now part of the MROSD Open Space Preserve. The Town elevated the ASCC from an informal organization to one with structure and solid staff support that's now critical to carrying out its mission. Later, the ASCC developed design guidelines and picked up more work on site development permit reviews; it has become "ground zero" not only for project review but for sharing of values. With every project, provisions associated with various zoning regulations are all set forth during ASCC deliberations; heights, setbacks, conformity, etc, but the ASCC also comes to grips with the subjective elements associated with applying the regulations to reflect the values behind them. Staff sets the framework, but the ASCC takes the policy documents and helps mold a project to meet community values. The ASCC has done an incredible job of being really good neighbors and sharing the Town's vision in a constructive way. People often leave the ASCC experience believing they emerged with better projects as a result.

1990s: Blue Oaks came online, with complicated environmental review. Sandy Sloan came on as special counsel and stayed on as Town Attorney until her retirement. The Town continued reviewing design standards, a process begun in the late 1980s, dealing with density of site use, including contentious issues such as ratcheting down permitted floor area, height, impervious surfaces, etc. The 1990s also saw the battle over Nathhorst Triangle. Looking forward, Mr. Vlasic said intense issues will crop up again, but probably not many because there isn't much land left for developments such as Blue Oaks, Portola Valley Ranch and the Hayfields.

2000s: The key planning tasks have been the Town Center (also controversial), master planning for the Priory, Roberts Market's arrival, changes at Alpine Hills, cell towers, sustainability – all in a way involving refinements to the fundamental community values. Good information, solidly prepared and presented clearly to decision-makers, results in good decisions.

Mr. Vlasic said that residents in Portola Valley know what to expect; they don't have to debate geology or sustainability. Most of the architects, designers and engineers who come in know what to expect as well, because staff and decision-makers have been clear and consistent. He said it's important, too, that staff and consultants not only identify issues for consistency with plans and regulations, but they offer possible solutions, giving resident's opportunities to fix problems and to move their projects forward. As the Planning Department goes through its transition – with his retirement, Ms. Kristiansson's new role and a position for Planning Director – Mr. Vlasic said there would be growing pains, a need for continuing mutual support and patience.

He noted that volunteering isn't what it used to be. It isn't just a matter of "What can we do as volunteers to the community?" but also "What can the community do for us?" As Mr. Vlasic sees it, this is a community-values challenge that we must all work on.

He said the ASCC is a critical body in the day-to-day trenches. The Planning Commission and Town Council carry burdens with broader pictures in terms of setting the tone, but day-in, day-out work and education to the community, he said he can't say enough about the good work the people who serve on the ASCC do. Mr. Vlasic said the Planning Department staff hears a lot of criticism of the Planning Commission; when he tries to discern why, he thinks it's because the Planning Commission must make decisions in a very structured way. Every decision regarding conditional use permits (CUPs) and variances requires the Commission to make specific findings, and people tend to feel more "judged" in that process.

Looking ahead in terms of technical requirements, Mr. Vlasic said one of the biggest things the Town needs to come to grips with is reorganization and clarification of the zoning ordinance. It's an incredible document, detailed, but almost unusable in terms of people being able to understand it. The residents' difficulty also adds to the staff's burden.



In summary, Mr. Vlasic said he couldn't be happier with Mr. Toben's presentation, because Portola Valley as a major open space of great natural beauty within a larger urban area really sets the tone that's fundamental to the Town's planning documents. He said he's grateful to have been a part of it.

Mayor Wengert said the people at Spangle Associates and Cotton Shires have been enormous assets to Portola Valley. The transition is proceeding as smoothly as it can, she said, and we're grateful for that as well.

### **Legal responsibilities, roles in land-use decision-making processes, and the importance of "findings"**

#### Leigh Prince

Ms. Prince said Town officials have many responsibilities, among the most important of which is determining how to develop and maintain the physical configuration in ways that meet present and future needs of Town residents. Considering a range of issues from big-picture visions to fine details of particular structures, planning uses various tools that comprise a framework that Town officials draw upon to manage development and realize the collective vision of the Town's future.

Among those tools, Ms. Prince said, are the General Plan and the Zoning Ordinance:

- The General Plan is a state-required document that must be comprehensive, long-term and up-to-date, and all local land-use decisions must be consistent with it. The General Plan also must contain at least seven mandatory elements, including the Land Use Element, which sets forth guidelines for land occupancy and designates the proposed general distribution and location of land uses. (The General Plan also contains Elements on Open Space, Recreation, Housing, Historic Resources and Circulation.)
- The Zoning Ordinance, which contains the finer details in the framework, generally advises permitted uses within various land use designations, provides for conditional and accessory uses, establishes development standards, building height and setbacks, landscaping and parking. It provides administrative procedures for issuing variances, CUPs, design review, etc.

Within the framework provided by the General Plan and Zoning Ordinance, Ms. Prince said decision-making on planning and land use are a shared responsibility among members of the Town Council, which has the ultimate authority, members of the Planning Commission, members of the ASCC and Town staff. Important stakeholders in the process include property owners, project applicants, neighbors and other members of the public. Local officials play a number of roles, Ms. Prince explained, typically:

- Legislative, e.g., adopting broad policies that govern development, such as the General Plan and Zoning Ordinance amendments
- Quasi-judicial, applying policies to specific projects via CUPs
- Enforcement, ensuring that once approved, projects comply with all applicable laws and conditions of approval

As the elected, final decision-making body in the Town, the Town Council considers community input, evaluates staff analyses, reviews recommendations and decisions by advisory bodies, hears appeals, adopts the General Plan and Zoning Ordinances, and makes final decisions on land-use planning and proposals. The Planning Commission, too, considers community input, evaluates staff analyses and takes Town goals and policies into account as it makes decisions and recommendations to the Town Council. Planning Commission decisions are based on finding of fact, an example of which is making findings for a CUP.

Ms. Prince said Planning Commissioners, appointed by the Mayor, makes decisions on policy matters as well as projects. Quoting Municipal Code Section 2.20.020, which defines the Planning Commission's powers and duties, Ms. Prince read:

*The Planning Commission shall have the powers and duties set forth in the Government Code and the general laws of the state, and as set forth in the ordinances of the Council, which shall include the following:*

- A. Prepare a master plan for the development of the Town, for recommendation to the Council*
- B. Recommend such ordinances and resolutions to the Council as are necessary to implement the master plan*
- C. Supervise the land use in the Town by conducting necessary public hearings and acting upon applications for zoning amendments, CUPs, variances from the existing ordinances, subdivisions, re-subdivisions, and building permits*
- D. Reappraise, redefine and submit changes, where necessary, in the master plan at regular intervals, not to exceed two years, to the Council*

Also appointed by the Mayor, members of the ASCC also consider staff analyses and public input as well as information in Town bulletins and policies in making their recommendations and decisions. Their conclusions are based on findings of fact that require evaluation of pertinent information and documents such as architectural drawings and landscaping plans. They review applications, site development permits, grading proposals and various matters referred by staff, the Planning Commission and the Town Council, and supervise rulings at the direction of the Planning Commission. Municipal Code Section 2.16.030 sets forth the ASCC's powers and duties, from which Ms. Prince quoted:

*... to assist and advise the Planning Commission of the Town, established by the ordinances of the Town, which ordinances and powers and duties may be modified from time to time, and which shall include the following:*

- D. Study and make recommendations on architectural design and landscaping of all nonresidential structures and areas in the Town and along all Town roads*
- E. Study and make recommendations on ordinances for grading, signs, private roads, and such other items as the Planning Commission shall direct*

Turning to Town staff and committees roles in the process, Ms. Prince said various committees make recommendations relative to their areas of expertise, while staff members:

- Act as technical staff, identifying relevant local regulations and preparing recommendations
- As authorized by Town officials, organize meetings and hearing on plans and project proposals
- Work with applicants to ensure compliance with community policies and standards as well as state and federal law
- Monitor implementation of compliance with planning policies

The public also plays a key role in the planning process, with their input important to the officials' making findings of fact and reaching ultimate decisions.

Findings are relevant sub-conclusions which expose the analysis of facts, regulations, and policies, and which bridge the analytical gap between raw data and the ultimate decision. In other words, findings are the legal footprints local officials leave to explain how they progressed from the facts through established policies to the decision.

To indicate what a finding might "sound like," Ms. Prince explained that a CUP may be issued if it meets a set of eight findings. For instance, the Planning Commission would have to find that that:

- The proposed use will not adversely affect the abutting property or the permitted use thereof
- The proposed use will be in harmony with the general purpose and intent of this title and the General Plan

As members of the Planning Commission evaluate and discuss the application, they would identify reasons that support their judgment that they can or cannot make a particular finding.

The overall role of planning, Ms. Prince said, involves providing a framework for principled decision-making, safeguarding and enhancing the integrity of the administrative process, helping ensure that analysis is orderly and evidence-based, and communicating clearly with parties regarding reviews, options for remedy, and rationale for decisions. Whether it's accomplished in the minutes or in a resolution, she emphasized, the basis for determining findings made and decisions reached must be clear.

Ms. Prince concluded her remarks by quoting Harvard Business School's definition of leadership from Sheryl Sandberg's book, *Lean In: Women, Work, and the Will to Lead*:

*Leadership is about making others better as a result of your presence and making sure that impact lasts in your absence.*

### **New challenges facing the Town and where to go in the future**

#### Ann Wengert

At the recent 50th Anniversary tribute to long-time Portola Valley residents held at The Sequoias, Mayor Wengert said they were asked, what's the same in Town now versus what's different? What remains at the core of our community and what is changing that we need to address?

Clearly, the demographics have changed. It's a function of rising property values. We're not yet feeling the most direct impact of this change except in the schools. As Mr. Toben had indicated, we have increased diversity in terms of having people from all over the world living here and recognizing its value; she's heard languages in the last 10 years of the 15 years she's been here. However, we have less diversity at the economic level.

Another significant change involves the complexity of issues, including the water shortage, the fire danger and all of the related emergency-preparedness activities, housing, transportation and even the use of our beloved public spaces and trails.

Portola Valley is becoming much more of a regional recreation center, which presents a big challenge to the community as well.

Change in communication also is occurring at an increasingly fast pace, both in terms of volume and demand for rapid response time.

We also face the challenge of rising to the need to enforce regulations in this environment.

She said there's a ton of good news to focus on – such as the enthusiastic community participation in events related to the Town's 50th Anniversary celebration – but we also have to recognize the macro changes in our environment as well as the specific issues we face.

#### Jeff Aalfs

Hearing the presentations today reminded him of the reasons for the General Plan, Vice Mayor Aalfs said. It strikes a balance and addresses a tension between use and nature, and a lot of what we do is sighting where the line between the two priorities should lie. It might be considered in the context of property rights versus community values as well, he said.

As Vice Mayor Aalfs sees it, some expectations for land use have risen over the years. As well, new issues and different expectations come up from time to time; examples include the natural-versus-artificial turf case. The line between property rights and core values remains hard to define. He said we may not always agree, but we must understand what's important in making land-use decisions. It's not just a matter, for example, of whether a homeowner can install yard lights, but why they might be necessary.

How do we establish the value of enforcement or an anti-development ruling in the context of the General Plan? How do we explain how rulings enhance our community as well as our property rights and property values? And how do we handle situations in which property owners cross the line? Vice Mayor Aalfs mentioned having recent high-profile violations of our General Plan and some of our ordinances that required action. Another question, he said, regards the goal of enforcement. Correct the infraction? Make sure it doesn't happen again? He said it's useful to extract some value for the community along with the remediation of the violation. Where is the balance between individual or institutional property rights and the potential impact exercising those rights would have on the community as a whole?

Beyond making decisions, Vice Mayor Aalfs continued, we have to think about how to inform the community, so residents understand the appropriateness of a decision that strikes them as either too restrictive or too permissive. That, he said, is where he'd like to start the conversation.

Mayor Wengert suggested beginning with the Planning Commission and the issues and the areas it addresses.

### Planning Commission

Chair Gilbert said in preparation for this meeting, she spent time considering Planning Commission decisions over the past couple of years and looking for common factors. Two such factors emerged, she said, the first being the amount of judgment required to interpret the General Plan. Is it at an appropriate level? Too much? Too little? Is discussing and debating words and phrases in the General Plan a healthy process, or does it need more/less definition? The first factor relates to whether the Planning Commission as a body strikes the right balance, Chair Gilbert said.

She said the second factor relates to where each Commissioner stands on the continuum between protecting provisions of the General Plan and protecting private-property rights. With term limits, Commissioners will come and go, the second may tip the scales in one direction or the other. Chair Gilbert said she can think of examples where the facts in two cases were very similar, but the mix of Commissioners had changed from the first decision to the second, and the outcomes were not the same.

Commissioner McKitterick enumerated three "proactive areas" that warrant the Town's attention:

1. Revisiting whether the requirement that we impose on businesses that 50% of their customer base must be from the Town should be more flexible

Commissioner McKitterick said when he moved to Portola Valley 15 years ago, the Town had a pharmacy, video rentals, florists, a coffee shop and other businesses we just don't have anymore.

2. Exploring the feasibility of annexation in our sphere of influence, which relates to
3. Preserving, protecting and enhancing open space

The biggest issue that will face Portola Valley sooner or later, in Commissioner McKitterick's view, is open space. The western hillsides motivated founding this Town, he said, but with much of that land still in private hands, he asked, "Who knows what could happen with that next year, in 10 years? Would we be ready if someone came in with a development plan?"

We need three things: vision, money and planning. Commissioner McKitterick said the Town has had the vision since its founding; keeping the hillsides open and opening up space for public use and preservation. But it will take money to secure the land, the trail easements, the conservation easements, etc. We have the Open Space Acquisition Fund, he said, but we also could turn to entities such as the Peninsula Open Space Trust (POST), which has hundreds of millions of dollars, and a large and well-financed land donor – the largest around, in Stanford. Commissioner McKitterick asked, “Do we have the relationship with Stanford that we need?” “Do we have the planning in place if something were proposed for the land along I-280?”

Finally, we need to reach consensus to meet our important goals and get community buy-in, he said. He warned against thinking of people in pigeonholes – “turf,” “Wyndham,” “horse,” “bike,” “young tech” or “green” people – because those people are us and we are those people, he said. Even if people don’t get their way, if they feel the process was fair and transparent, they won’t rise up together to tackle the 1964 Consensus and change the Town’s basic core values. Bottom line? Commissioner McKitterick said he’s very optimistic.

Commissioner Hasko said she’s only been on the Planning Commission for a matter of months, but other experiences lead her to believe that whatever direction we decide to take on important issues, it behooves us perhaps more than ever before to make a concerted effort to communicate, reach out and ensure input. We have to consider demographic changes and the fact that there are a lot of new people in Town.

Vice Chair Targ said he thinks there’s a lot of consensus among Planning Commissioners. Commenting on the shout-out to Ms. Breen for community engagement, he said the most important asset the Town has is its community, sense of volunteerism and the shared values that come with community participation. He pointed out, too, that consistency in decision-making harkens back to those shared values.

Vice Chair Targ said there are internal inconsistencies among the beautiful words of our General Plan. We have differences of opinion about whether Portola Valley is a regional amenity. Large lots. Affordability. Sustainability. Workarounds such as clustering to minimize spread-out development. Small government, entrenched in the General Plan, with a strong sense of maintaining order. He said sometimes we want all of those things all at the same time, and sometimes we end up with projects that seem to tear them apart.

Back to the point about community engagement, to keep ourselves as a whole community with a shared understanding, we need resilience within the community. It’s not only the beautiful environment, but ultimately it’s more about people with common values, which manifests itself in sharing thoughts, ideas, positions and perspectives as we work together. It also comes out in issues of enforcement, he said, noting that violations may stem from people not understanding community expectations and Town requirements, and the resolution must enable those people to engage in and integrate with the community.

Vice Chair Targ said furthering public engagement will be critical in resolving fractious issues as well.

### ASCC

As the ASCC member with the shortest tenure here today, Mr. Ross said he’d defer to his colleagues to speak first, but he started off by referring to the ASCC as “ground zero” for implementing Town planning policies, or an “infantry” – the first line. Past and present, he said he’s been impressed by fellow Commissioners’ non-defensive mindset, he said, noting that they tend to embrace applicants, help them find ways to make their projects part of Portola Valley, and look forward to being excited by their projects.

In terms of recruiting volunteers, including himself, he said he doesn’t know of anyone who’s done a better job than Ms. Breen.

Ms. Breen explained her recruitment process, because she said she’s trying to find great people to serve. To Planning Commissioner McKitterick’s point, she said looks not so much for people who share her values but who seeks thoughtful, deliberate people. She scans committee lists, sits down and talks with people, and asks them if they’ll serve.

As for the 50th Anniversary celebration, the idea is to bring out the Town values through an experiential process for residents, helping them find common ground – such as taking part in a scavenger hunt that takes them to Windy Hill or into the library's Heritage Room to look up some information. She said a lot of difficult things have happened over the past couple of years that left a sense of a fracture, and the hope was to help build community through some shared experiences that tie in to the Town's history.

Turning to ASCC's work, she said the ASCC does a great job looking at each project individually, but the past couple of months have been the toughest in her 12 years of service. She's happy to hear of Planning Commissioners' optimism, she said, but some of the shifts she sees trouble her. She said she feels enguaged, with the ASCC reviewing more applications for gates than ever. From her perspective as a landscape person, landscaping has changed the Town much more than any particular piece of architecture. At this point, she feels the landscape has become almost more important than individual structures. Noting that the streetscape also has changed, she worries about the propensity to hedge and screen, so you can't see the land anymore. In the interests of sustainability, she'd hoped to see people building smaller homes, but with the real estate market getting stronger again, Ms. Breen said the pendulum seems to be swinging back to larger houses.

Mr. Clark shared some good news on the issue of enforcement to help safeguard the Town's values. When he came to the ASCC seven-plus years ago, he said there was no strategy for dealing with the problem of nonconforming lighting on existing properties. What he called a "delightful evolution" has resulted in building a review of existing outdoor lighting into all applications that come to the ASCC, and a standard condition now specifies that nonconforming lighting be removed.

Amazed by the exponential increase in the number of cars on the road, Mr. Ross remembered riding his bike all over Town in the early 1970s and encountering maybe half a dozen cars in a couple of hours. It was very quiet, he said. Now, there are traffic jams. He also sees a shift in the intensity of land use vis-à-vis lot size. When the Town was incorporated, he said, the important landowners, who had the most resources, also were the most important decision-makers. Nowadays, people with considerable personal resources focus on smaller and smaller parcels of land, developing them to the greatest extent zoning allows, seeking more exceptions and variances, and looking for privacy with opaque fences, gates and hedges that, in effect, create a "walled compound within the greater context of this paradise." As a result of this trend, Mr. Ross expects future members of the ASCC to be called upon more and more to pay a lot of attention to relatively smaller projects, and anyone who's involved in reviewing these projects, staff included, will have to apply the more subjective elements of the 1964 Consensus that Mr. Toben spoke about.

However, Mr. Ross added, specific ordinances don't give the staff a lot of regulatory authority. He used night sky and illumination issues as an example. More and more, design emphasis is shifting to homes that are well-lighted from within, but interior lighting can create a jack-o-lantern effect that illuminates the area around the house as well. And staff has no ordinance language to deal with light spill, clerestories and big picture windows. He said that staff needs tools to help ensure carrying out the Town's founding principles, to the extent they're still desired, on smaller projects.

### Town Council

Councilmember Richards said the question keeps coming back to how we perpetuate the Town's core values. What we started with in 1964 makes the Town what it is today, he said, but community engagement, participation and volunteerism are challenged by the fact that people are involved with so many different activities.

Still, Councilmember Hughes said a lot of people are engaging with the Town, and we need to continue providing opportunities for engagement. Our very small government is largely volunteer-based, he observed, but we also must be careful not to over-tax that resource. In terms of planning issues, he said the emphasis on the natural environment is a core part of the General Plan as well as our understanding of what the Town wants to be. This takes on even greater importance now that, as Mr. Vlasic mentioned, the supply of land that remains available for development is limited. Accordingly, Councilmember Hughes said, it makes sense to focus on reasonable use of the remaining land – not only the intensity issue, but also the character of the use. Meanwhile, notions of the meanings of "natural," "open space" and "undeveloped" vary; he asked whether the context is 1964, 1864 or today?

Councilmember Derwin said when she was elected to the Council, there was no Town Center – which was a tough one to get through. But in the eight and a half years that have elapsed, she said, a lot of things besides the construction of the Town Center have changed. Sustainability issues came to the fore, including development of a Sustainability Element in the General Plan and passage of a sustainability ordinance. She said the Town has certainly been a leader on this front, not only on the Peninsula but also in California and the nation. She spoke of significant transitions – the retirements of George Mader, Sandy Sloan, the arrival of a new Town Manager. Councilmember Derwin also commented about the foundational work done to instill the values of volunteerism and carry them forward.

But not everything has been positive. Councilmember Derwin admitted being quite scarred by the battles of the past few years, particularly in terms of affordable housing. Smaller battles have involved clear-cutting and the increasing number of gates; she said she can't forget Bill Lane always saying, "We are not a gated community." She said we always have the responsibility to find the fine line between private property rights and community core values to which Vice Mayor Aalfs referred when we apply the General Plan to decisions. And then, she added, explaining those decisions is vital.

### Public Comments

Bud Eisberg, Wyndham Drive, said one of the things Portola Valley has been blessed with is consistency in planning. He alluded to something Vice Chair Targ and Commissioner Hasko touched on, relating to how to reach out to residents, not only recent arrivals but people who have lived here for years. He said it took years before he got around to reading the General Plan, noting that when he and his wife proposed a project, she left an ASCC meeting in tears. He said he finally became a "member of the first line of defense," serving on the ASCC, and learned more what the Town is all about. When the bodies, particularly ASCC, do their jobs in the beginning, Mr. Eisberg said it alleviates a lot of the need for enforcement. He also said the design guidelines document is one of the best tools available for contentious projects, particularly for those whose eyes glaze over when they read the General Plan.

Speaking to the important topic of volunteerism, Mr. Eisberg said we've all seen a change and know about difficulties experienced in putting on Blues & Barbecue and the fact that bartenders had to be hired for last year's Volunteer Party. We have to distinguish between the sheer number of volunteers and the number of committees, and the number of volunteers who do the "heavy lifting." He said it's the latter who enable Portola Valley to run with a small government. The one point in Mr. Toben's presentation he differs with, Mr. Eisberg said, concerns recruiting young retirees as volunteers; he's always found the busiest people do most of the work. Mr. Eisberg also said that Mr. Toben's presentation should be required reading for the whole Town.

Virginia Bacon, Golden Oak Drive, a 42-year resident, said she's seen quite a few changes as well. For instance, she finds the Town more bureaucratic, with more requirements. In the past, people volunteered just did things; now they have to jump through hoops to help the Town. She said that unfortunately discourages volunteerism. Even though we're trying all different types of communication, we need to do more. She said she's heard that the Town relies on the PV Forum and feels even a little possessive about it, and at the same time, the Forum was set up as something outside of the Town purview. She suggested something, perhaps on the Town website, that enables interaction within the Town sphere but outside the PV Forum. She said she doesn't know how to accomplish that, but online dialogue might be useful.

As a real estate broker, Ms. Bacon said she's often pointed out that the Town doesn't use its Residential Data Report (RDR) effectively. It's an ordinance with no teeth, with no enforcement, she stated. When someone sells a piece of property in Town, she said, the seller is supposed to give the buyer a document that spells out Town values, what is expected, what kind of community this is – but there's no follow-up. Sellers aren't penalized if they don't give that document to buyers, nor are buyers required to do anything with the document if they receive it. She suggested that any property owner who wants to make a particular improvement that's contrary to design guidelines should be required to demonstrate having read and understood the RDR and the rationale behind the guidelines.

Ms. Bacon said she's also concerned about the horrendous traffic coming into the Portola Valley, largely due to service people being hired to come in related to property redevelopment. She said we have to deal with the traffic issue and the noise and pollution that come with it.

Carter Warr, Willowbrook Drive, said that serving as an ASCC volunteer for 21 years, he’s seen the changes and adjustments and demographic shifts. He participated in the last major design standards review in the 1990s, when there was considerable discussion about enforcement. He said he agreed with what Mr. Eisberg said about enforcement, noting that most compliance is voluntary. He said the ASCC has worked hard to develop relationships, comments and guidance in a way that is educational; among his proudest moments as a member of the ASCC, he said, is when someone would approach him in the grocery store after the ASCC reviewed a contentious project to say thanks, because the design turned out better. Every issue that isn’t seen that way is divisive, Mr. Warr stated, and isn’t consistent with what the Town’s founding was about. He puts Portola Valley high on the list of communities that are better due to design guidelines – not because they stop development but because they guide development.

Mr. Warr said he hadn’t heard any significant issues brought up today that are real problems, but communications is a challenge. The increasing speed and volume of communication make it worse rather than better; from a planning standpoint, he said that’s important not only to acknowledge but to use as a tool. He said he liked Ms. Bacon’s idea of people being able to take part in interactive online dialogue without having to come to Town Hall. Mr. Warr also mentioned the challenge the Town will face with a new Planning Director who lacks the cumulative 100 years of Portola Valley planning experience that Mr. Mader, Mr. Vlasic and Ms. Kristiansson have amassed and bring to applicant.

Susan Gold, Pineridge Way, a member of the Trails and Paths Committee who also served on the Planning Commission, said that for her, three things stand out from today’s discussion – the importance of:

- Defining what’s natural, which is the question behind many of the very contentious issues
- Landscape; she said Ms. Breen hit the nail on the head when she talked about the importance of the landscape, because the views, from the mountainsides to the valley floor, are the landscape
- Consistency – the same rules and regulations for everyone – to facilitate building community in the broadest sense

Wrapup

In conclusion, Mayor Wengert thanked everyone for the tremendous amount of input and commentary, all of which will help officials base their decisions on priorities, facts as they appear, and the evolution of the processes as the change to address changing circumstances. She said some of the discussion is likely to move into direct actions – in communication, in strategy, in planning – and a multi-pronged process.

She said she doesn’t foresee major problems, but she does anticipate some subsurface potential issues that we should address. The good news is the apparent consensus among everyone here today that if these things matter, we put in the time and effort to develop the best solutions possible for the community as it exists today and as it will likely change going forward.

Adjournment

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Planning Commission Chair

\_\_\_\_\_  
ASCC Chair



PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 883, JULY 9, 2014

Mayor Wengert called the Town Council's regular 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

Absent: None

Others: Nick Pegueros, Town Manager  
Brandi de Garmeaux, Sustainability & Special Projects Manager  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Mr. Pegueros said the Town would post updates on the Littlefield Collection of tanks to the PV Forum, and has been in contact with the auction organizer to get an approximate headcount. Parking will be at Ford and Rossotti Fields, he said, but traffic impacts are possible. The Blue Oaks Homeowners' Association (HOA) has been advised to put out "no parking" signs to help avoid clogging the road there. Tanks are likely to be moving to their staging area over the next two to three months.

CONSENT AGENDA

- (1) Approval of Minutes: Special Town Council Meeting of June 18, 2014 [*Removed from Consent Agenda*]
- (2) Approval of Minutes: Regular Town Council Meeting of June 25, 2014 [*Removed from Consent Agenda*]
- (3) Ratification of Warrant List: July 9, 2014 in the amount of \$175,091.51
- (4) Recommendation by Town Manager: Amendment No. 2 to Agreement for Administrative and Management Services
  - (a) Adoption of a resolution of the Town Council of the Town of Portola Valley approving and authorizing Amendment No. 2 to Agreement for Professional Services between the Town of Portola Valley and Regional Government Services (RGS) Authority (Resolution No. 2629-2014)

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

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

No: None.

- (1) Approval of Minutes: Special Town Council Meeting of June 18, 2014

Councilmember Derwin said she voted for the proposed Capital Assets Policy revisions effective June 18, 2014, so the vote was unanimous, 5-0. Vice Mayor Aalfs also reported errors to be corrected. Councilmember Richards moved to approve the minutes of the Town Council meeting of May 14, 2014, as amended. Seconded by Councilmember Hughes, the motion carried 5-0.

(2) Approval of Minutes: Regular Town Council Meeting of June 25, 2014

Vice Mayor Aalfs moved to approve the minutes of the Town Council meeting of June 25, 2014. Seconded by Councilmember Derwin, the motion carried 4-0-1 (Hughes abstained).

REGULAR AGENDA(5) Presentation: Report from Dawn Smithson, California Water Service Company [7:40 p.m.]

Dawn Smithson, the Local Manager for the Bear Gulch Water District for the California Water Service Company (CalWater), provided information about the organization and an update on its conservation programs. CalWater is the largest subsidiary in the California Water Group, which also has operations in Washington, New Mexico and Hawaii and serves a total of nearly two million customers. CalWater's Northern California operations extend from Chico to Los Angeles, with two districts serving customers on the San Francisco Peninsula. The Bayshore District covers South San Francisco, Colma, San Mateo and San Carlos, while the Bear Gulch District, encompassing about 42 square miles, serves Portola Valley, Woodside, Atherton, the Skyline area, portions of Menlo Park and unincorporated Redwood City. CalWater also is part of the Bay Area Water Supply and Conservation Agency (BAWSCA), a group of municipal and private water agencies that buy water from San Francisco.

About 10% of our water comes from the Santa Cruz Mountains, Ms. Smithson said, and CalWater would like to see that source grow because local water is much cheaper than what it pays the San Francisco Public Utilities Commission (PUC), where CalWater buys about 90% of the water used in the Bear Gulch District. Despite buying water from the SFPUC, CalWater is regulated by the California Public Utilities Commission – which means that SFPUC mandates (such as its voluntary 10% water conservation policy) don't always apply to CalWater customers. Accordingly, CalWater is passing on to its customers the 20% voluntary conservation requested by the state PUC.

As a private agency, CalWater has no enforcement power, Ms. Smithson said, so it also filed Rule 14.1 papers with the state PUC in April 2014. Taking effect on May 1, 2014, Rule 14.1 basically lays out the process for activating conservation measures (whether voluntary or mandatory), provides enforcement mechanisms, establishes appeal procedures and notification requirements, and outlines non-essential and unauthorized waters uses. Unauthorized uses include washing vehicles without a shutoff nozzle on the hose, cleaning hard-surface areas such as driveways, filling decorative lakes or ponds unless it's needed to sustain aquatic life, running decorative fountains without a recirculation pump or system, and letting irrigation water flow into the streets.

As a member of BAWSCA, Ms. Smithson said, CalWater is guaranteed a certain amount of water from the SFPUC for both Bayshore and Bear Gulch Districts – 35.65 million gallons per day. She said that if all goes well in 2015, CalWater will narrowly miss its individual supply guarantee (ISG). They're counting on conservation, which they've been promoting via news releases and bill inserts, to make up the difference.

Based on the numbers she presented, it will be a challenge. Looking at demand in the Bear Gulch District, where residential use dominates the data, she noted that Portola Valley's average residential water use in 2013 was 306 gallons per capita per day (gpcd), up from 283 gpcd in 2012. (For purposes of comparison, 2012 consumption was 99 gpcd in Menlo Park, where outdoor use accounts for 50% of the total – versus 70% in Portola Valley.)

Targeted use for 2015 is 214 gpcd and for 2020, 190 gpcd, Ms. Smithson said. As she pointed out, demand exceeds the goal, and projecting out, it's plain that the SFPUC allotment gets closer and closer to the ISG, until it can't go anymore. Thus, she said, CalWater relies more and more heavily on conservation to actually meet the demand for its customers. While Ms. Smithson also said CalWater doesn't anticipate a need for mandatory rationing at this point, she repeated the "at this point" clause.

While some find the projected shortfall distressing, she views the situation as hopeful; with 70% of 2013 residential water consumption related to outdoor use and not essential to sustain human life, she sees a lot of play. “Not that we shouldn’t have luxuries,” she said, “but we can do more conservation in that area.”

Ms. Smithson said CalWater promotes conservation via local presentations, printed advertising in newspapers, an expanded website presence with excellent customer accessibility, irrigation audits and tabletop tents in restaurants. Other tools CalWater uses to encourage conservation include:

- Conservation Kits, including high-efficiency showerheads, faucet aerators, toilet leak tablets and a hose nozzle
- Rebates for high-efficiency toilets, clothes washers, smart irrigation controllers, (free) sprinkler nozzles and (in conjunction with the BAWSCA Lawn Be Gone Lawn *Conversion* Program); Ms. Smithson noted that high-efficiency sprinkler nozzles alone can cut water use by up to 1,000 gallons of water a year
- Reaching out to selected customers with large landscapes to work with on reducing their water consumption

CalWater estimates that all of these activities have saved 53 million gallons of water since 2011, Ms. Smithson said. And the good thing about conservation is that it’s a gift that keeps on giving and the savings grow exponentially as more people participate. CalWater estimates the lifetime saving is about 280 million gallons. It’s a good start, she added, but it’s not near where we need to be and it requires partnering with customers and agencies. As she stated, “it takes a village.”

In response to Mayor Wengert, Ms. Smithson said she understands that conservation efforts have taken us only 8 to 9% toward the 20% voluntary savings goal.

Mayor Wengert also asked whether “cash for grass” is available in Portola Valley, because she’s not heard about it. Jade Joesten, a Conservation Coordinator for CalWater, said they processed a total of eight applications in 2012 and 2013 for customers in the CalWater districts that are BAWSCA members, and so far this year, she reported 40 applications in process already.

In response to Vice Mayor Aalfs, Ms. Smithson said graywater and rainwater harvesting aren’t part of the Bear Gulch District strategy as of yet, but they’re open to exploring all avenues of savings.

Councilmember Derwin asked whether CalWater comes out to help people detect possible leaks. Ms. Smithson said the company’s responsibility goes up to the meter, so they definitely help with those, but they’re technically not allowed to go beyond that. She said homeowners would have to consult a private contractor to identify and correct swimming pool leaks. She noted, though, that CalWater also may offer a service to help detect irrigation system leaks, but it may be available only to the larger customers.

Councilmember Richards asked whether any specific information is geared toward the small region that includes Portola Valley. Most of CalWater’s districts, Ms. Smithson explained, are like Chico or Visalia or Salinas; Bear Gulch is unique and more complicated in that it consolidates so many jurisdictions and the data must be segregated manually. CalWater has provided some water usage information to various agencies Bear Gulch works with, she added, noting that she’d love to see more of that. She said she keeps her eye out for software and new programs that include features that enable querying out information on different cities.

Ms. de Garneau said today the Town received 2013 data specific to Portola Valley from CalWater, which she will be share with the Ad Hoc Water Conservation Task Force Committee to analyze. In 2011, Town residents used 251 gpcd; it was 283 in 2012 and 306 in 2013. (The goal mentioned for 2015 was 214 gpcd (dropping to 195, Mayor Wengert added).

Ms. Smithson said that upon checking, she noted that the Bear Gulch consumption is double San Mateo's and triple South San Francisco's. She acknowledged that the environments are different, but San Mateo also has some very large parcels.

Debbie Mendelson, a member of Woodside's Sustainability and Conservation Committee, pointed out that Woodside's 2013 consumption was 421 gpcd, "so you all in PV don't feel too badly." It's still quite troubling, Mayor Wengert stated, and also speaks to a direction we might proceed in working on a joint basis.

Virginia Bacon, Golden Oak Drive, asked what common threads CalWater has identified in reaching out to high-usage individuals. Ms. Smithson said they're just in the process of identifying such users now; Ms. Joesten said it's always irrigation. Ms. Bacon also asked whether CalWater might be considering another local reservoir. Ms. Smithson said they're always looking at property to be aware of what's available and what they might be able to do.

Judith Murphy, Portola Green Circle asked about the complexity and expense of recycled versus gray water. West Bay Sanitary District and CalWater are talking more about these issues, Ms. Smithson said.

In response to a question from Loverine Taylor, Naranja Way, Ms. Smithson said that CalWater absolutely will not be abandoning its water-conservation efforts even after the rain returns. Not only is drought a recurring theme, she said, but our communities are growing and their need for water is increasing.

Ms. Smithson also was asked what leads her to believe that mandatory rationing won't be necessary and whether CalWater is working with schools to get the water-conservation message out to children. If conservation programs don't achieve the savings necessary, Ms. Smithson said we might be looking at something very different from what we see now. Although we have water in the reservoirs for the time being, the snowpack to replenish it is minimal. Responding to his question about schools, Ms. Joesten said that CalWater has partnered with BAWSCA on an entertaining assembly program designed to combine water source, watershed and conservation education and information and also a fifth-grade Water-Wise School Education Kits Program. The latter program includes a water conservation curriculum for teachers to implement, and kits for the students to take home. They work with their parents on installing water-saving devices in the kit, and follow the instructions for performing audits to quantify the water savings they achieve by taking the actions they learn about. Ms. Joesten said CalWater's also excited about a new school program that's in the works.

(6) Discussion and Council Action: Report from Mike Ward, Chair to the Ad Hoc Water Conservation Task Force Committee request to approve the 2014 Work Plan and associated budget [8:20 p.m.]

Ms. de Garmeaux reported that staff has been working closely with the group on its first deliverable, an initial work plan that focuses on three areas – increasing resident awareness, promoting real change and social marketing. Indicating that staff supports the plan and its associated \$3,400 budget request, she introduced Chair Mike Ward to discuss the plan in more depth.

Mr. Ward began by thanking the Council (especially Mayor Wengert and Councilmember Derwin, who served as liaisons), staff (particularly Ms. de Garmeaux for her endless work) and members for their time and contribution to this effort. He introduced the team, described its initial charge, the goals and plans that emerged from its charter, and some of the challenges they see as headwinds to overcome.

Those working with Mr. Ward on the Ad Hoc Water Conservation Task Force Committee include Loverine Taylor, Marty Mackowski, Judith Murphy, Marge DeStaebler and Al Sill. Mr. Ward said they all share a passion for water conservation but otherwise brought different backgrounds and ideas to the table. Their water conservation interests range from smart controllers and educational efforts to gray water systems and foods that don't leave large water footprints, etc. Also serving on the Committee are two members of Woodside's Sustainability and Conservation Committee, Ms. Mendelson and Ann Von Essen. He said

CalWater's Conservation Manager Ken Jenkins and Ms. Smithson came to a lot of meetings and Ms. Joesten has been available for telephone consultation.

Before developing its work plan, Mr. Ward said Committee members had to educate themselves. In addition to meeting twice a month, he said most members read *Water 4.0: The Past, Present, and Future of the World's Most Vital Resource*, a good read by UC Berkeley environmental engineer Dr. David Sedlak that was published in January 2014, and *The West without Water: What Past Floods, Droughts, and Other Climatic Clues Tell Us about Tomorrow* by B. Lynn Ingram, a professor in UC Berkeley's Department of Earth and Planetary Science. Published in August 2013, Mr. Ward said West without Water takes a long-range look at the weather and predicts more droughts. Committee members also reviewed the California Long-Range Master Plan and the California Water Plan of 2014. They visited other communities – Los Altos Hills, Hillsborough, Scotts Valley and Woodside among them – and attended conservation events such as the Silicon Valley Water Conservation Awards and the Green Building Water Conservation Showcase in San Francisco, meeting vendors, gathering ideas and collateral material from other communities and seeing how they promote water conservation, and keeping a lookout for potential speakers.

As Ms. Smithson indicated, Portola Valley's water use is concentrated in outdoors uses – about 70% of our total consumption. Commercial water consumption is relatively low, he said – not that we can ignore it, Mr. Ward stated. Businesses should be managing their water as well as homeowners, he said, but the big bang for the buck is to go after is the outdoor residential water use. Beyond reducing the volume of landscaped area, the biggest single thing we can do to limit outdoor water is to install smart irrigation controllers – also called ant evapotranspiration or ET controllers – that can cut usage by 20 to 40% simply on the basis of varying watering with the weather, Mr. Ward said. A system that follows weather on a real-time basis can be tied to an over-the-air system or a local weather station, and the annual water savings can mount to 68,000 gallons per resident in a place such as Portola Valley, he said.

Mr. Ward acknowledged that it isn't inexpensive to bring irrigation systems up to speed. For instance, modern systems need matched precipitation devices so drippers and sprayers don't share the same line, to avoid watering to the least-effective one – overwater the most effective one. And that's not cheap, he said, especially if you get good people to do the work.

But to illustrate how effective smart irrigation controllers can be in terms of conserving water, Mr. Ward challenged Councilmembers with a "homework" exercise to calculate their own annual outdoor water use.

- A. Determine total annual consumption: Pull out your CalWater bill, and from the graph in the upper left-hand corner, add up the CCFs (hundreds of cubic feet) you use in a year (a total of 13 months shows; omit the current month from your calculation)
- B. Calculate indoor use: Either
  - 1) Take 90% of your December CCFs and multiply times 12, or
  - 2) Use 6 CCFs per month as "typical" and multiply times 12.
- C. Calculate outdoor use: Subtract "B" from "A" – your opportunity for outdoor water-saving

Mr. Ward did the calculation with data a friend provided; the difference between "A" and "B" was 349 CCFs – about 250,000 gallons of water going into the yard, garden and/or pool in a year. Saving 20 to 40% of that would conserve a rather significant amount of water.

In the meantime, he shared the potential impact of several other conservation activities:

- Low-flow shower heads, which now put out about 2.5 (versus 5) gallons per minute, can save up to 18,250 gallons per resident per year, and taking 5-minute showers (versus 8) can save a further 6,800 gallons
- High-efficiency toilets, which use 1.3 gallons per flush (versus 3.5), can reduce water consumption by as much as 10,500 gallons per resident per year

- A new washing machine could save residents up to 7,000 gallons a year

Committee members agreed that reducing landscape water use is a top priority, Mr. Ward indicated, because the water that comes through the meter and into the garden is potable, very expensive and in limited supply. The Committee also wants to develop some educational programs for adults as well as children. To accomplish our water-conservation goals may take some changes in regulations as well as education, Mr. Ward said, noting that we already have landscaping guidelines for new building and remodeling, and should be looking at drought-tolerant plants. Consideration might be given also to establishing upper limits on the size of lawns and/or regulating the percentage of a lot that can be landscaped and/or irrigated.

Furthermore, with drought comes greater fire danger, so while changing plants, Mr. Ward said it's important to think in terms of fire safety as well as water conservation.

He also pointed out that technological solutions such as low-flow toilets and smart controllers take a while to get installed and a while to take effect. Because we can anticipate a long gestation period to see the full impact of infrastructure and technology improvements, he said that to achieve a 10% reduction this year we must just use less water, let some of our gardens go and tighten up our personal water budgets. As some said, we live in a beautiful place; we don't need little ponds in our yards to make it beautiful.

Mindful of how long it took to get seatbelts and airbags into cars, for example, Mr. Ward said that while getting technology installed for tomorrow, we have to work on the messaging to use less water now. Ultimately, a peer-to-peer ethos that saving water is really a great thing, a prideful way of life to share with one another, could permeate the community, serving as a powerful motivator that in the long term will help us think about water as a precious resource.

The Committee's proposal for the near term is to increase awareness and exposure to water issues. The group plans to organize a community forum on water conservation this fall, with water conservation "postcards" going to every household with a short message and some conservation tips, partnering with garden clubs and HOAs, conducting "best practices" tours and developing a water-wise web page for Town website, complete with links to CalWater and other resources. They're also working with CalWater to publicize more widely the Town's list of native plants that need minimal watering. The Committee also wants to recognize and publicize heroes, stars or champions – people making meaningful contributions to new water-wise ways. As Mr. Ward explained, the Committee wants this peer-to-peer influence process to build on itself, with people telling others what they've done to reduce water consumption and how much it cut their usage. He said residents of Santa Cruz use yard signs; that wouldn't go over well in Portola Valley, he said, but we can find something acceptable that allows public recognition.

Peer-to-peer contact is among the plans to promote long-term real change. For example, Mr. Ward said the Committee wants to figure out how many ET controllers we can encourage people to install. His own plan is to approach some people personally, showing them the benefits of smart irrigation controllers and how they work. And as Ms. Smithson pointed out, they can cash in on a \$125 rebate. The Committee's educational outreach proposal also extends to local gardeners, who may well need water-conservation training because they've worked hard and long to keep things green. As Mr. Ward put it, landscape maintenance people can be wary of new technology because if they don't do it right, they get in trouble.

The Committee came up with a number of areas for further investigation, which include:

- Consider requirements for water conservation measures at time of home resale, such as low-flow toilets, etc., which would go beyond current requirements to incorporate such measures in new residential construction and major remodels
- Influence large non-residential consumers such as schools and commercial users to adopt water-conservation plans

- Help do-it-yourselfers identify and address leaks and other problems; leaks simply waste water but generally account for 9 to 10% of a household's water consumption; Mr. Ward said
- Augment CalWater and BAWSCA rebate programs

While CalWater provides by far the majority of the water Portola Valley residents use, we can also explore other sources to augment it, including:

- On-demand hot water recirculation, catch basins, weirs, rain catchment equipment, weirs, etc., and even possible community recycling of water
- Groundwater replenishment systems
- Non-potable wells; Portola Valley has an unknown number of private wells, Mr. Ward said
- Gray water use (laundry to landscape)

California apparently regulates neither wells nor groundwater systems (unlike Kansas and Texas, for example). The Committee would encourage San Mateo County to think about groundwater rules and make graywater regulations much clearer, more pragmatic and usable than they are today.

To get going on the water-conservation program Mr. Ward outlined, the Committee requested a total of \$3,400, including \$1,000 for the community forum, \$700 for the postcard mailing, \$600 for bilingual training sessions for landscapers, \$500 to develop a program to encourage peer-to-peer influence, \$300 for a workshop to encourage the use of smart controllers, \$200 for recognition awards, \$100 for a focus group of major water users, plus some staff assistance (primarily in assembling a water-wise web page for the Town website, to a large extent using collateral that various agencies are willing to share) and occasional use of space in Community Hall.

With Council approval of its proposed program and budget, Mr. Ward said the Committee's first order of business would be to develop a timeline for each step, and communicate it, hold the community forum and then come back to the Council with a progress update in three or four months. Specifically, Mr. Ward indicated that the Committee would focus its efforts on:

- Developing an initial work plan and meeting schedule
- Organizing and hosting the community forum, perhaps sponsored by a third party and drawing on broader regional resources
- Working with CalWater to develop messaging on targeted, high-impact actions for both residential and commercial users
- Outlining suggested updates to the Town webpage
- Refining recommendations on what more the Town could do to sponsor and/or encourage water conservation

Councilmember Hughes said it's a great idea to bring in landscaping workers, because a large percentage of those out watering lawns are probably hired gardeners, and getting them up to speed, looking for leaks, figuring out ways to conserve and making suggestions would be an excellent way to reach a lot of people. He asked Mr. Ward about the scale the Committee has in mind for these bilingual classes. Mr. Ward said they'd expect to do it more than once, because the first time it would be important to get whomever we can get to come to trust us. He suggested, too, that perhaps residents could "sponsor" their gardeners. To ask the gardeners to come "on their own nickel" would mean they'd lose at least a half-day of income, Mr. Ward noted. The owners might believe in conservation, but the gardeners might be skeptical unless they experience it for themselves. He also suggested adding personal touches to the classes, and maybe serve lunch along with them.

Following up, Councilmember Derwin described a program put together by Redwood City and Acterra that issued green gardener certification. Fluent in Spanish, her son was one of the instructors, and she said the experience was quite meaningful and helpful for the gardeners. She suggested Acterra as a good resource for the Committee to consult.

Vice Mayor Aalfs, who said he thought the new CalGreen rules require ET controllers for builder-installed landscape equipment on residential projects, but he hasn't seen many of them being installed, even on new construction. Mr. Ward, who's been working on ET controllers for eight years, noted that many choices are now available, and he's excited about the fifth-generation systems, which operate on cloud-based technology. Vice Mayor Aalfs suggested that because landscape architects and designers often specify equipment in their proposals, they may be an audience to reach out to with Committee programs, and the Town could encourage use of state-of-the-art ET controllers during plan review.

Councilmember Derwin said the Committee's report is "beyond fantastic." Recognizing the people who worked together on it, she said she doesn't know that she's ever seen such a hard-working committee. The only area overlooked, she said, is swimming pools (and about one-third of Portola Valley homes have pools and/or hot tubs, according to Ms. Bacon). Councilmember Derwin said if you cover a pool and there's a leak, or if you don't cover it, you add water every week even though you aren't supposed to. If you don't, the pump fails and you end up with a huge, stagnant, mosquito-breeding pool.

In terms of groundwater, Councilmember Derwin said that although San Mateo County doesn't regulate it, last night the Santa Clara Valley Water District became the first jurisdiction to adopt a resolution in support of sustainable groundwater management. Tuolumne River Trust Bay Area Program Director Peter Drekmeier spearheaded that project and would love to talk to Portola Valley, Woodside and Atherton and bring them along. She said Mr. Drekmeier's already talking with representatives of East Palo Alto, Palo Alto, Menlo Park, Stanford, and unincorporated San Mateo County.

Echoing Councilmember Derwin's praise of the Committee, Mayor Wengert described it as a terrifically positive group with great leadership that's made great movement forward. She also said the group's benefited from the participation of Ms. Mendelson and Ms. Von Essen, adding that resume o the extent we can share information and resources and work together with adjoining communities, we're happy to do that. Having received CalWater's latest data, she said that Portola Valley is unfortunately moving in the wrong direction, but that just increases the urgency of what the Committee is doing. It's a terrific first step, she said, and she favors approval of the budget request.

Councilmember Richards moved to approve the budget request. Seconded by Councilmember Hughes, the motion carried 5-0.

(7) Discussion and Council Action: Property Acquisition [9:00 p.m.]

At its June 18, 2014 meeting, the Council adopted an amended capital asset policy that included annual discussion of the Town's intent to purchase land for a compelling public purpose such as open space, public facilities and affordable housing. Mr. Pegueros said that tonight is the annual discussion for 2014, and the July 9, 2014 staff report provides more detail on the three areas. He indicated that there are no recommendations for acquisition of land for either public facilities or affordable housing at this time.



- **Open Space:** With a projected balance of more than \$4 million in the Town's Open Space Restricted Fund when FY 2014-2015 ends, the Council could identify up to two individuals in addition to the Town Attorney to serve as negotiators and conduct due diligence on properties that could be appropriate for open-space preservation. They could work in concert with the Town's Open Space Acquisition Advisory Committee.
- **Public Facilities:** A capital campaign would be needed to raise funds if the Town wants to pursue property acquisition for public facilities. Among possibilities identified are facilities to accommodate the Planning Department, including workspace, meeting and storage space, and proposals floated about parks for dogs, skateboarders and mountain/dirt bikers.
- **Affordable Housing:** Staff recommends focusing on the visioning process outlined in the Housing Element update that was recently submitted to the state for review, and defer any decisions regarding expenditure of affordable housing funds. Mr. Pegueros said as of May 31, 2014, the Town has about \$2.8 million in its Inclusionary Housing Fund.

Councilmember Hughes noted that the Town has approximately \$377,000 in a fund that's unrestricted but flagged for open space. Mr. Pegueros said that amount in the General Fund was a designation made years ago, and the Council could reaffirm that those funds are still available for that purpose.

In response to Councilmember Hughes' question about the negotiators, Mr. Pegueros said they would have a fairly general mandate to look for open-space opportunities, working in concert with the Open Space Acquisition Advisory Committee.

Mayor Wengert explained that designation of a negotiating team is an extra step being taken so that people will be in place in the event an opportunity presents itself. The Open Space Acquisition Advisory Committee has identified numerous possibilities over the years, and although none has gelled into a transaction, it's never clear when that might happen. Much of it is situational and reactive, so we want to be positioned to be ready, she said.

Councilmember Hughes asked about the process for choosing negotiators. Noting that it would be good to have a Planning Commissioner and a Councilmember on the team, Mayor Wengert asked whether anyone wanted to volunteer. Carrying no "baggage" from previous negotiations, Councilmember Hughes said he'd be happy to do so. Mayor Wengert and Councilmember Richards both supported the idea of him serving as a negotiator. Councilmembers agreed to invite the Planning Commission to put an item on its agenda to name a third negotiator, and to continue this item to a future meeting.

## COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

### (8) Reports from Commission and Committee Liaisons [9:15 p.m.]

Councilmember Richards

#### (a) Conservation Committee

Meeting on June 24, 2014, the Conservation Committee discussed the olive tree on Corte Madera Road, which brought up the perennial question of coordination between the Committee and the ASCC. The situation has improved, Councilmember Richards said, but issues still pop up occasionally.

The Committee also discussed the trees on Phil and Cindie White's Jelich Ranch property in connection with their Conditional Use Permit (CUP) amendment application and in the context of the Portola Road Corridor Plan.

In addition, the Committee is working on tying a Backyard Habitat awards presentation in with some other Town event.

(b) Planning Commission

At its meeting on July 2, 2014, the Planning Commission:

- Granted the Whites' requested CUP amendment for their 683 Portola Road property
- Approved requested exceptions to the Town's utility undergrounding requirements at 21 Santa Maria Avenue and 147 Crescent Avenue

Councilmember Hughes – None

Councilmember Derwin

(c) Sustainability Committee

Meeting on July 7, 2014, members of the Sustainability Committee received updates on:

- The Ad Hoc Water Conservation Task Force Committee's work
- PACE, which is coming back on line to help residential customers with energy-efficiency upgrades, even water-conservation projects
- Implementation of CalGreen, the 2013 California Green Building Standards Code, which took effect on January 1, 2014 and supersedes the Town's Green Building ordinance

Members also discussed:

- The revised Sustainability Committee Charter, the most significant changes being meetings scheduled as necessary (rather than monthly) and minimum Committee membership of five (rather than seven)
- The Green Speaker series, with possible topics including PACE, water conservation, indoor air quality, environmental films, a residential net zero retrofit project at Chris Field and Nona Chiariello's home on Brookside Drive
- The Climate Action Plan, which is scheduled to come to the Council in September 2014

The Sustainability Committee expects to meet next in October 2014.

(d) Countywide Integrated Waste Management Plan (CIWMP) Study Ad Hoc Committee, part of the City/County Association of Governments (C/CAG)

At the July 8, 2014 meeting, participants discussed funding for the state-mandated review of its waste management program, which is required every five years. They focused on the known disposal facilities in the County, household hazardous wastes and source reduction and recycling planning documents.

Councilmember Derwin said she was surprised by the number of small facilities, such as those that take metals, and by the fact that not all of them are regulated by the County, including Sims Metals in Redwood City.

She also noted that there are cheaper ways to dispose of waste than the Ox Mountain Sanitary Landfill in Half Moon Bay. Trash collectors such as Recology pay \$9.83 per ton; with that money, the County pays for programs on household hazardous waste, etc. However, trash from Portola Valley, Woodside and San Bruno doesn't go to Ox Mountain at this time. Ours goes to the Monterey Peninsula Landfill in Marina (part of the Monterey Regional Waste Management District). However, Councilmember Derwin explained, the County is now interested in the revenue from Portola Valley, Woodside and San Bruno, because Daly City, Pacifica and South San Francisco Scavenger, which services Brisbane, South San Francisco, Millbrae and the San Francisco International Airport exploring contracts to have their trash hauled elsewhere.

Ms. de Garmeaux calculated that this would cost Portola Valley households an additional \$5 to \$10 annually, but noted that no details have been worked out yet.

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

Parking signs for Windy Hill, sidewalks in need of repair at the Portola Valley Ranch due to tree roots breaking up the pavement and progress on the traffic-calming policy documentation were among the topics members of the BP&TS Committee discussed at their meeting this morning. They plan to review the final draft of their traffic-calming policy proposal on August 20, 2014, after which they'll present it to the Town Council.

Police Commissioner Gary Nielson shared a report of citations issued. Although the low numbers of citations may mean that people are doing a better job of obeying the laws, some members are concerned that the speed limit isn't being enforced. There's also some concern that San Mateo County Sheriff's Deputy Tim Reid missed the meeting, because the group needs him.

Following up on a question about why Committee minutes don't appear on the Town website, Councilmember Derwin texted Mr. Pegueros during the meeting and received an instant explanation – it would be resource-intensive work and published minutes aren't required because committees are advisory rather than decision-making bodies (such as the ASCC).

Vice Mayor Aalfs

(f) PG&E

Mr. Pegueros, Mayor Wengert and Vice Mayor Aalfs met with PG&E representatives on June 30, 2014, to follow up on the gas leak at the Ranch on May 6, 2014 and discuss proactive maintenance items. After that incident, PG&E conducted leak-detection tests throughout the Ranch and found no more leaks. Meanwhile, they've also been doing a forensic analysis to identify the specific source of the problem, and expect to meet next week with Public Works Director Howard Young to report on their findings.

Most of the gas pipes in Town are metal, although those at the Ranch are PVC. In some areas, Portola Valley also has short stretches of pipe made of Aldyl A, an older form of plastic. Vice Mayor Aalfs said we're trying to get PG&E to determine whether any of that material traces back to batches manufactured by the DuPont Company in 1970 and 1971, when some of it was of questionable quality.

## Mayor Wengert

(g) Midpeninsula Regional Open Space District (MROSD)

Mayor Wengert met with MROSD Director Yoriko Kishimoto on July 7, 2014, to discuss the Hawthorns Historic Complex. She said four letters of interest about the property were submitted, which Ms. Kishimoto had not yet seen.

Mayor Wengert took advantage of the occasion to reinforce the Town's interest in upgrading the Alpine Trail, and said Ms. Kishimoto was extremely interested. They're going to arrange for a small group to walk a section of the trail – probably Mayor Wengert, Vice Mayor Aalfs, Mr. Pegueros and MROSD's Ward 6 Director Larry Hassett. (Ward 6 comprises Portola Valley along with Atherton, La Honda, Loma Mar, Menlo Park, Pescadero, Redwood City, San Gregorio and Woodside.)

(h) Parks and Recreation Committee

At their meeting on July 7, 2014, members of the Parks & Recreation Committee discussed their satisfaction with the success of the Zots to Tots event and the Town Picnic on June 7, 2014. Mayor Wengert said Chair Simone LaValle and Vice Chair Wendi Haskell did a great job, with BP&TS Committee member Kevin Welch pitching in as well.

Also discussed:

- Games for the Town's 50th Anniversary celebration; as plans take shape, it looks as if they'll set up a horseshoe pit, bocce ball court and croquet course
- Additional work on Ford Field, including netting in the back
- Softball netting at Town Center to provide separation for the children's play area

(i) Trails and Paths Committee

She missed the July 8, 2014 Trails and Paths Committee meeting, but Mayor Wengert said Mr. Young reported an item that came up during oral communications regarding handmade "no bikes" signs on the uphill side of the Alpine Road trail. Apparently a policy was established to have no bikes on the trail in 1992, but the Council agreed there could be bikes on the Safe Routes to School trails. Councilmembers discussed revisiting the issue again to clarify.

(j) Ad Hoc Water Conservation Task Force Committee

The Committee finalized its presentation for the Council and discussed a possible need to establish an upper limit on irrigation required for landscaping and lawns.

WRITTEN COMMUNICATIONS

## (9) Town Council June 27, 2014 Weekly Digest [9:40 p.m.]

## (a) #10 – Memo from Sustainability &amp; Special Projects Manager re: 2013 Household Hazardous Waste Collection &amp; Neighborhood Cleanups – June 27, 2014

Councilmember Hughes noted the high participation at recent Household Hazardous Waste Day events. Ms. de Garmeaux's memo indicated that 500 Town residents accounted for 28,422 pounds of hazardous waste. Those statistics, plus the results of the

Town's three cleanup days last year (May 13, August 13 and October 13, 2013) will be included in the Town's annual report to CalRecycle, she said. GreenWaste collected a total of 76.22 tons of mixed materials in Portola Valley during those events, of which approximately 57.17 tons were diverted. Residents also discarded 3.21 tons of electronics for recycling. In partnership with GreenWaste and Goodwill Industries, "Give n' Go" stations for donations were set up in conjunction with our CleanUp Days for the first time. With nearly 17.5 tons of Goodwill donations factored in, we kept approximately 77.81 tons from going to landfill.

- (b) #15 – Letter to the Town Council re: Town's current, former, and future Housing Elements – June 24, 2014

Councilmember Hughes asked who wrote the letter. No one recognized the initials at the bottom of the letter or knew who sent it.

- (c) #16 – #1: Memo from Town Manager, Nick Pegueros re: Weekly Update – June 27, 2014

Councilmember Hughes commented on the Sheriff's Office request to set up a License Plate Reader (LPR) in Town to assist in an investigation. Mr. Pegueros had explained that the request was denied on the basis of a review of the circumstances surrounding the request, the absence of a threat to public safety and continued concerns over privacy and the security of the data collected by the LPRs (which are a federal asset). He said staff is working with the Sheriff's Office and Town Attorney on a privacy and information destruction policy to address concerns.

Ironically, Councilmember Hughes observed, the July 3, 2014 Digest (Item 10 – Report from San Mateo County Sheriff's Office – Incident Log for 06/23/14 – 07/01/14) revealed that on June 23, 2014, the driver of a white pickup truck stole a LPR from the Cañada College campus. The angle of the video surveillance monitoring camera was such that it did not catch the vehicle's license plate number.

- (c) #16 – #3: Memo from Town Manager, Nick Pegueros re: Weekly Update – June 27, 2014

Mr. Pegueros said the Planning Director recruitment was very successful, with the quality of candidates quite high. A background investigation on the top candidate is underway. (Top candidates met with a panel consisting of Mayor Wengert, Councilmember Richards, Planning Commission Chair Denise Gilbert, ASCC Member Dave Ross, Ms. Prince and Assistant Planner Carol Borck.)

- (10) Town Council July 3, 2014 Weekly Digest – None

ADJOURNMENT [9:50 p.m.]

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Mayor

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Town Clerk

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

JULY 23, 2014

Date: 07/21/2014

Time: 8:29 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 | Qtrly Event Ins, April - June | 15485 | 07/23/2014 |        |
|                            |                               |       | 07/23/2014 |        |
| SPECIAL EVENTS             | 475                           |       | 07/23/2014 | 0.00   |
| NEWPORT BEACH              | BOA                           | 48803 | 07/23/2014 | 0.00   |
| CA 92658                   |                               |       |            | 271.00 |

| GL Number  | Description     | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4338 | Event Insurance | 271.00         | 0.00            |

|           |                            |        |        |
|-----------|----------------------------|--------|--------|
| Check No. | 48803                      | Total: | 271.00 |
| Total for | ALLIANT INSURANCE SERVICES |        | 271.00 |

|                   |                  |       |            |        |
|-------------------|------------------|-------|------------|--------|
| ALMANAC           | June Advertising | 15440 | 07/23/2014 |        |
|                   |                  |       | 07/23/2014 |        |
| 450 CAMBRIDGE AVE | 0048             |       | 07/23/2014 | 0.00   |
| PALO ALTO         | BOA              | 48804 | 07/23/2014 | 0.00   |
| CA 94306          | 32136            |       |            | 780.00 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4320 | Advertising | 780.00         | 0.00            |

|           |         |        |        |
|-----------|---------|--------|--------|
| Check No. | 48804   | Total: | 780.00 |
| Total for | ALMANAC |        | 780.00 |

|                 |                                |       |            |        |
|-----------------|--------------------------------|-------|------------|--------|
| ARC             | Plan Sets, Alpine Bank Project | 15468 | 07/23/2014 |        |
|                 |                                |       | 07/23/2014 |        |
| P.O. BOX 192224 | 0112                           |       | 07/23/2014 | 0.00   |
| SAN FRANCISCO   | BOA                            | 48805 | 07/23/2014 | 0.00   |
| CA 94119-2224   | 1021624                        |       |            | 426.64 |

| GL Number  | Description         | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 50-68-4475 | Alpine Road Repairs | 426.64         | 0.00            |

|           |       |        |        |
|-----------|-------|--------|--------|
| Check No. | 48805 | Total: | 426.64 |
| Total for | ARC   |        | 426.64 |

|                              |                              |       |            |        |
|------------------------------|------------------------------|-------|------------|--------|
| ASSOCIATED BUSINESS MACHINES | Annual Maint, 8/1/14-7/31/15 | 15442 | 07/23/2014 |        |
|                              |                              |       | 07/23/2014 |        |
| 1552 BEACH STREET            | 0017                         |       | 07/23/2014 | 0.00   |
| EMERYVILLE                   | BOA                          | 48806 | 07/23/2014 | 0.00   |
| CA 94608                     | 2141031                      |       |            | 830.00 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-64-4314 | Equipment Services Contracts | 830.00         | 0.00            |

|           |                             |        |        |
|-----------|-----------------------------|--------|--------|
| Check No. | 48806                       | Total: | 830.00 |
| Total for | ASSOCIATED BUSINESS MACHINI |        | 830.00 |

|               |                |       |            |        |
|---------------|----------------|-------|------------|--------|
| AT&T          | June Statement | 15443 | 07/23/2014 |        |
|               |                |       | 07/23/2014 |        |
| P.O. BOX 9011 | 441            |       | 07/23/2014 | 0.00   |
| CAROL STREAM  | BOA            | 48807 | 07/23/2014 | 0.00   |
| IL 60197-9011 |                |       |            | 262.04 |

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

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

|            |            |  |        |      |
|------------|------------|--|--------|------|
| 05-64-4318 | Telephones |  | 262.04 | 0.00 |
|------------|------------|--|--------|------|

|           |       |        |        |
|-----------|-------|--------|--------|
| Check No. | 48807 | Total: | 262.04 |
| Total for | AT&T  |        | 262.04 |

|                  |                             |       |            |        |
|------------------|-----------------------------|-------|------------|--------|
| AUCTIONS AMERICA | Refund Deposit, 7/9-12/2014 | 15488 | 07/23/2014 |        |
| 5536 COUNTY ROAD | 0422                        |       | 07/23/2014 | 0.00   |
| AUBURN           | BOA                         | 48808 | 07/23/2014 | 0.00   |
| IN 46706         |                             |       |            | 200.00 |

| GL Number  | Description              | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-56-4226 | Facility Deposit Refunds | 200.00         | 0.00            |

|           |                  |        |        |
|-----------|------------------|--------|--------|
| Check No. | 48808            | Total: | 200.00 |
| Total for | AUCTIONS AMERICA |        | 200.00 |

|                  |   |       |            |          |
|------------------|---|-------|------------|----------|
| JANET BANNER     | Deposit Refund for 10/11/14<br>(Event Canceled) | 15491 | 07/23/2014 |          |
| 171 TRINITY LANE | 045   |       | 07/23/2014 | 0.00     |
| PORTOLA VALLEY   | BOA   | 48809 | 07/23/2014 | 0.00     |
| CA 94028         |   |       |            | 1,250.00 |

| GL Number  | Description             | Invoice Amount | Amount Relieved |
|------------|-------------------------|----------------|-----------------|
| 05-00-2561 | Community Hall Deposits | 1,250.00       | 0.00            |

|           |              |        |          |
|-----------|--------------|--------|----------|
| Check No. | 48809        | Total: | 1,250.00 |
| Total for | JANET BANNER |        | 1,250.00 |

|                            |                                |       |            |       |
|----------------------------|--------------------------------|-------|------------|-------|
| BENJAMIN FRANKLIN PLUMBING | Refund Biz License overpayment | 15444 | 07/23/2014 |       |
| 22 DIGITAL DRIVE, STE 1    | 0419                           |       | 07/23/2014 | 0.00  |
| NOVATO                     | BOA                            | 48810 | 07/23/2014 | 0.00  |
| CA 94949                   |                                |       |            | 50.00 |

| GL Number  | Description           | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-56-4228 | Miscellaneous Refunds | 50.00          | 0.00            |

|           |                            |        |       |
|-----------|----------------------------|--------|-------|
| Check No. | 48810                      | Total: | 50.00 |
| Total for | BENJAMIN FRANKLIN PLUMBING |        | 50.00 |

|                             |                 |       |            |           |
|-----------------------------|-----------------|-------|------------|-----------|
| CALIFORNIA WATER SERVICE CO | July Statements | 15483 | 07/23/2014 |           |
| 3525 ALAMEDA DE LAS PULGAS  | 0011            |       | 07/23/2014 | 0.00      |
| MENLO PARK                  | BOA             | 48811 | 07/23/2014 | 0.00      |
| CA 94025844                 |                 |       |            | 10,843.60 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4330 | Utilities   | 10,843.60      | 0.00            |

|           |                             |        |           |
|-----------|-----------------------------|--------|-----------|
| Check No. | 48811                       | Total: | 10,843.60 |
| Total for | CALIFORNIA WATER SERVICE CC |        | 10,843.60 |

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

|                            |                     |       |            |           |
|----------------------------|---------------------|-------|------------|-----------|
| CCAG                       | 2014/15 Annual Dues | 15445 | 07/23/2014 |           |
| City of San Carlos Finance |                     |       | 07/23/2014 |           |
| P.O. BOX 3009              | 0028                |       | 07/23/2014 | 0.00      |
| SAN CARLOS                 | BOA                 | 48812 | 07/23/2014 | 0.00      |
| CA 94070-1309              | 18510               |       |            | 11,676.00 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4322 | Dues        | 11,676.00      | 0.00            |

|           |       |        |           |
|-----------|-------|--------|-----------|
| Check No. | 48812 | Total: | 11,676.00 |
| Total for | CCAG  |        | 11,676.00 |

|                           |                 |       |            |          |
|---------------------------|-----------------|-------|------------|----------|
| CITY OF REDWOOD CITY (IT) | June IT Support | 15446 | 07/23/2014 |          |
|                           |                 |       | 07/23/2014 |          |
| P.O. BOX 3629             | 586             |       | 07/23/2014 | 0.00     |
| REDWOOD CITY              | BOA             | 48813 | 07/23/2014 | 0.00     |
| CA 94064                  | BR33190         |       |            | 1,957.70 |

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

|           |                           |        |          |
|-----------|---------------------------|--------|----------|
| Check No. | 48813                     | Total: | 1,957.70 |
| Total for | CITY OF REDWOOD CITY (IT) |        | 1,957.70 |

|                      |                                |       |            |          |
|----------------------|--------------------------------|-------|------------|----------|
| CLEANSTREET          | Quarterly & June Street/Litter | 15469 | 07/23/2014 |          |
|                      |                                |       | 07/23/2014 |          |
| 1937 W. 169TH STREET | 0034                           |       | 07/23/2014 | 0.00     |
| GARDENA              | BOA                            | 48814 | 07/23/2014 | 0.00     |
| CA 90247-5254        | 74834                          |       |            | 4,493.47 |

| GL Number  | Description             | Invoice Amount | Amount Relieved |
|------------|-------------------------|----------------|-----------------|
| 20-60-4262 | Street Sweeping         | 3,623.37       | 0.00            |
| 20-60-4266 | Litter Clean Up Program | 870.10         | 0.00            |

|           |             |        |          |
|-----------|-------------|--------|----------|
| Check No. | 48814       | Total: | 4,493.47 |
| Total for | CLEANSTREET |        | 4,493.47 |

|                            |               |       |            |       |
|----------------------------|---------------|-------|------------|-------|
| CONTEMPORARY ENGRAVING CO. | Service Award | 15499 | 07/23/2014 |       |
|                            |               |       | 07/23/2014 |       |
| 425 LAMBERT AVE            | 0191          |       | 07/23/2014 | 0.00  |
| PALO ALTO                  | BOA           | 48815 | 07/23/2014 | 0.00  |
| CA 94306                   | 32321         |       |            | 52.14 |

| GL Number  | Description   | Invoice Amount | Amount Relieved |
|------------|---------------|----------------|-----------------|
| 05-64-4336 | Miscellaneous | 52.14          | 0.00            |

|           |                           |        |       |
|-----------|---------------------------|--------|-------|
| Check No. | 48815                     | Total: | 52.14 |
| Total for | CONTEMPORARY ENGRAVING CO |        | 52.14 |

|                              |                            |       |            |        |
|------------------------------|----------------------------|-------|------------|--------|
| COUNTY OF SAN MATEO          | Airport Roundtable 2013-14 | 15447 | 07/23/2014 |        |
| Airport Comm Roundtable Fund | Annual Contribution        |       | 07/23/2014 |        |
| JAN MILLER, FOS              | 0420                       |       | 07/23/2014 | 0.00   |
| REDWOOD CITY                 | BOA                        | 48816 | 07/23/2014 | 0.00   |
| CA 94063                     |                            |       |            | 750.00 |

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



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

|            |      |           |                     |               |
|------------|------|-----------|---------------------|---------------|
| 05-64-4322 | Dues |           | 750.00              | 0.00          |
|            |      | Check No. | 48816               | Total: 750.00 |
|            |      | Total for | COUNTY OF SAN MATEO | 750.00        |

|                       |                           |       |            |          |
|-----------------------|---------------------------|-------|------------|----------|
| CSG CONSULTANTS INC   | Building Insp 4/26 - 5/30 | 15449 | 07/23/2014 |          |
|                       |                           |       | 07/23/2014 |          |
| 1700 S. AMPHLETT BLVD | 622                       |       | 07/23/2014 | 0.00     |
| SAN MATEO             | BOA                       | 48817 | 07/23/2014 | 0.00     |
| CA 94402              | 027192                    |       |            | 1,900.00 |

|                       |                              |                |                 |        |
|-----------------------|------------------------------|----------------|-----------------|--------|
| GL Number             | Description                  | Invoice Amount | Amount Relieved |        |
| 05-50-4062            | Temp Bldg Inspection         | 1,900.00       | 0.00            |        |
| CSG CONSULTANTS INC   | Bldg Insp Svcs, 5/31-6/30/14 | 15487          | 07/23/2014      |        |
|                       |                              |                | 07/23/2014      |        |
| 1700 S. AMPHLETT BLVD | 622                          |                | 07/23/2014      | 0.00   |
| SAN MATEO             | BOA                          | 48817          | 07/23/2014      | 0.00   |
| CA 94402              | 027419                       |                |                 | 617.50 |
| GL Number             | Description                  | Invoice Amount | Amount Relieved |        |
| 05-50-4062            | Temp Bldg Inspection         | 617.50         | 0.00            |        |

|  |  |           |                     |                 |
|--|--|-----------|---------------------|-----------------|
|  |  | Check No. | 48817               | Total: 2,517.50 |
|  |  | Total for | CSG CONSULTANTS INC | 2,517.50        |

|                  |                |       |            |       |
|------------------|----------------|-------|------------|-------|
| CULLIGAN         | June Statement | 15450 | 07/23/2014 |       |
|                  |                |       | 07/23/2014 |       |
| 1785 RUSSELL AVE | 0250           |       | 07/23/2014 | 0.00  |
| SANTA CLARA      | BOA            | 48818 | 07/23/2014 | 0.00  |
| IL 95054-2032    |                |       |            | 41.20 |

|            |               |                |                 |  |
|------------|---------------|----------------|-----------------|--|
| GL Number  | Description   | Invoice Amount | Amount Relieved |  |
| 05-64-4336 | Miscellaneous | 41.20          | 0.00            |  |

|  |  |           |          |              |
|--|--|-----------|----------|--------------|
|  |  | Check No. | 48818    | Total: 41.20 |
|  |  | Total for | CULLIGAN | 41.20        |

|                     |                               |          |            |          |
|---------------------|-------------------------------|----------|------------|----------|
| DELL MARKETING L.P. | Laptop for Planning, 5 Cmptrs | 15496    | 07/23/2014 |          |
| c/o DELL USA L.P.   | (Planning/Bldg Staff)         | 00006207 | 07/23/2014 |          |
| P.O. BOX 910916     | 0194                          |          | 07/23/2014 | 0.00     |
| PASADENA            | BOA                           | 48819    | 07/23/2014 | 0.00     |
| CA 91110-0916       | XJF1PCD29                     |          |            | 6,946.62 |

|            |                  |                |                 |  |
|------------|------------------|----------------|-----------------|--|
| GL Number  | Description      | Invoice Amount | Amount Relieved |  |
| 05-64-4312 | Office Equipment | 6,946.62       | 6,981.50        |  |

|                     |                               |          |            |          |
|---------------------|-------------------------------|----------|------------|----------|
| DELL MARKETING L.P. | 2 Computers (Rodas/IT Wkstrn) | 15497    | 07/23/2014 |          |
| c/o DELL USA L.P.   | Replacing XP Systems)         | 00006210 | 07/23/2014 |          |
| P.O. BOX 910916     | 0194                          |          | 07/23/2014 | 0.00     |
| PASADENA            | BOA                           | 48819    | 07/23/2014 | 0.00     |
| CA 91110-0916       | XJF3CW919                     |          |            | 2,733.51 |

|            |                  |                |                 |  |
|------------|------------------|----------------|-----------------|--|
| GL Number  | Description      | Invoice Amount | Amount Relieved |  |
| 05-64-4312 | Office Equipment | 2,733.51       | 2,733.52        |  |

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

|                     |                           |          |            |          |
|---------------------|---------------------------|----------|------------|----------|
| DELL MARKETING L.P. | Computer for Plan Tech II | 15498    | 07/23/2014 |          |
| c/o DELL USA L.P.   |                           | 00006211 | 07/23/2014 |          |
| P.O. BOX 910916     | 0194                      |          | 07/23/2014 | 0.00     |
| PASADENA            | BOA                       | 48819    | 07/23/2014 | 0.00     |
| CA 91110-0916       | XJF3XPC7                  |          |            | 1,366.76 |

| GL Number  | Description      | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 05-64-4312 | Office Equipment | 1,366.76       | 1,389.36        |

|           |                     |        |           |
|-----------|---------------------|--------|-----------|
| Check No. | 48819               | Total: | 11,046.89 |
| Total for | DELL MARKETING L.P. |        | 11,046.89 |

|                            |                            |       |            |       |
|----------------------------|----------------------------|-------|------------|-------|
| DIV OF THE STATE ARCHITECT | DSA Fee, April - June 2014 | 15484 | 07/23/2014 |       |
|                            |                            |       | 07/23/2014 |       |
| ATTN: SB 1186              | 1085                       |       | 07/23/2014 | 0.00  |
| SACRAMENTO                 | BOA                        | 48820 | 07/23/2014 | 0.00  |
| CA 95811                   |                            |       |            | 92.40 |

| GL Number  | Description       | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-56-4224 | BSA/SMIP/DSA Fees | 92.40          | 0.00            |

|           |                            |        |       |
|-----------|----------------------------|--------|-------|
| Check No. | 48820                      | Total: | 92.40 |
| Total for | DIV OF THE STATE ARCHITECT |        | 92.40 |

|                          |                          |       |            |       |
|--------------------------|--------------------------|-------|------------|-------|
| FRANCOTYP-POSTALIA, INC. | Meter Rental, 7/9 - 10/8 | 15451 | 07/23/2014 |       |
|                          |                          |       | 07/23/2014 |       |
| P.O. BOX 4510            | 0172                     |       | 07/23/2014 | 0.00  |
| CAROL STREAM             | BOA                      | 48821 | 07/23/2014 | 0.00  |
| IL 60197-4510            | R1102063479              |       |            | 88.29 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-64-4314 | Equipment Services Contracts | 88.29          | 0.00            |

|           |                          |        |       |
|-----------|--------------------------|--------|-------|
| Check No. | 48821                    | Total: | 88.29 |
| Total for | FRANCOTYP-POSTALIA, INC. |        | 88.29 |

|                       |                        |       |            |            |
|-----------------------|------------------------|-------|------------|------------|
| G. BORTOLOTTI COMPANY | 2013/14 Resurf Project | 15470 | 07/23/2014 |            |
|                       | Progress Pmt #2        |       | 07/23/2014 |            |
| 580 BRAGATO ROAD      | 0025                   |       | 07/23/2014 | 0.00       |
| SAN CARLOS            | BOA                    | 48822 | 07/23/2014 | 0.00       |
| CA 94070              | 4214                   |       |            | 106,190.61 |

| GL Number  | Description               | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 60-68-4533 | CIP13/14 Street Resurface | 106,190.61     | 0.00            |

|           |                       |        |            |
|-----------|-----------------------|--------|------------|
| Check No. | 48822                 | Total: | 106,190.61 |
| Total for | G. BORTOLOTTI COMPANY |        | 106,190.61 |

|                 |                    |       |            |           |
|-----------------|--------------------|-------|------------|-----------|
| GO NATIVE INC   | ROW Maint May/June | 15471 | 07/23/2014 |           |
|                 |                    |       | 07/23/2014 |           |
| P.O. BOX 370103 | 632                |       | 07/23/2014 | 0.00      |
| MONTARA         | BOA                | 48823 | 07/23/2014 | 0.00      |
| CA 94037        | 2670               |       |            | 11,200.00 |

| GL Number  | Description                | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 20-60-4264 | ROW Tree Trimming & Mowing | 11,200.00      | 0.00            |

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

|                 |                        |       |            |          |
|-----------------|------------------------|-------|------------|----------|
| GO NATIVE INC   | May TC Vegetation Mgmt | 15472 | 07/23/2014 |          |
|                 |                        |       | 07/23/2014 |          |
| P.O. BOX 370103 | 632                    |       | 07/23/2014 | 0.00     |
| MONTARA         | BOA                    | 48823 | 07/23/2014 | 0.00     |
| CA 94037        | 2669                   |       |            | 4,680.00 |

| GL Number  | Description                   | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4342 | Landscape Supplies & Services | 4,680.00       | 0.00            |

|           |               |        |           |
|-----------|---------------|--------|-----------|
| Check No. | 48823         | Total: | 15,880.00 |
| Total for | GO NATIVE INC |        | 15,880.00 |

|                        |                            |       |            |          |
|------------------------|----------------------------|-------|------------|----------|
| BRADLEY A. GREENE      | PV Concert Series, 7/24/14 | 15495 | 07/23/2014 |          |
|                        |                            |       | 07/23/2014 |          |
| 572 SANTA CLARA AVENUE | 0421                       |       | 07/23/2014 | 0.00     |
| REDWOOD CITY           | BOA                        | 48824 | 07/23/2014 | 0.00     |
| CA 94061               | PVCONCERT2                 |       |            | 1,200.00 |

| GL Number  | Description             | Invoice Amount | Amount Relieved |
|------------|-------------------------|----------------|-----------------|
| 05-52-4150 | Cultural Arts Committee | 1,200.00       | 0.00            |

|           |                   |        |          |
|-----------|-------------------|--------|----------|
| Check No. | 48824             | Total: | 1,200.00 |
| Total for | BRADLEY A. GREENE |        | 1,200.00 |

|                                |                          |       |            |           |
|--------------------------------|--------------------------|-------|------------|-----------|
| HALF MOON BAY GRADING & PAVING | Alpine Road Trail Repair | 15474 | 07/23/2014 |           |
|                                |                          |       | 07/23/2014 |           |
| 1780 HIGGINS CANYON ROAD       | 0350                     |       | 07/23/2014 | 0.00      |
| HALF MOON BAY                  | BOA                      | 48825 | 07/23/2014 | 0.00      |
| CA 94019                       | 4947, 4948               |       |            | 14,180.00 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 20-60-4270 | Trail Surface Rehabilitation | 14,180.00      | 0.00            |

|           |                             |        |           |
|-----------|-----------------------------|--------|-----------|
| Check No. | 48825                       | Total: | 14,180.00 |
| Total for | HALF MOON BAY GRADING & PAV |        | 14,180.00 |

|                  |                            |       |            |        |
|------------------|----------------------------|-------|------------|--------|
| HAYWARD          | Ford Field Accident Repair | 15475 | 07/23/2014 |        |
|                  |                            |       | 07/23/2014 |        |
| 429 FRONT STREET | 1237                       |       | 07/23/2014 | 0.00   |
| SALINAS          | BOA                        | 48826 | 07/23/2014 | 0.00   |
| CA 93901         |                            |       |            | 190.14 |

| GL Number  | Description   | Invoice Amount | Amount Relieved |
|------------|---------------|----------------|-----------------|
| 05-64-4336 | Miscellaneous | 190.14         | 0.00            |

|           |         |        |        |
|-----------|---------|--------|--------|
| Check No. | 48826   | Total: | 190.14 |
| Total for | HAYWARD |        | 190.14 |

|                               |                                |       |            |          |
|-------------------------------|--------------------------------|-------|------------|----------|
| JENSEN LANDSCAPE SERVICES INC | Landscape/Weeding Trails Maint | 15476 | 07/23/2014 |          |
|                               |                                |       | 07/23/2014 |          |
| 1983 CONCOURSE DRIVE          | 849                            |       | 07/23/2014 | 0.00     |
| SAN JOSE                      | BOA                            | 48827 | 07/23/2014 | 0.00     |
| CA 95131                      | 134086                         |       |            | 4,690.00 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 20-60-4270 | Trail Surface Rehabilitation | 4,690.00       | 0.00            |

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

|           |                             |        |          |
|-----------|-----------------------------|--------|----------|
| Check No. | 48827                       | Total: | 4,690.00 |
| Total for | JENSEN LANDSCAPE SERVICES I |        | 4,690.00 |

|                       |                              |       |            |          |
|-----------------------|------------------------------|-------|------------|----------|
| LUCILLE KALMAN        | Instr Fees, Spring/Summer 14 | 15494 | 07/23/2014 |          |
|                       |                              |       | 07/23/2014 |          |
| 245 OLD SPANISH TRAIL | 1082                         |       | 07/23/2014 | 0.00     |
| PORTOLA VALLEY        | BOA                          | 48828 | 07/23/2014 | 0.00     |
| CA 94028              |                              |       |            | 1,860.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 1,860.00       | 0.00            |

|           |                |        |          |
|-----------|----------------|--------|----------|
| Check No. | 48828          | Total: | 1,860.00 |
| Total for | LUCILLE KALMAN |        | 1,860.00 |

|             |                         |       |            |        |
|-------------|-------------------------|-------|------------|--------|
| DALE KANE   | Refund Deposit, 6/28/14 | 15489 | 07/23/2014 |        |
|             |                         |       | 07/23/2014 |        |
| 3 HILLBROOK | 0423                    |       | 07/23/2014 | 0.00   |
|             | BOA                     | 48829 | 07/23/2014 | 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. | 48829     | Total: | 100.00 |
| Total for | DALE KANE |        | 100.00 |

|                         |                      |       |            |           |
|-------------------------|----------------------|-------|------------|-----------|
| KUTZMANN & ASSOCIATES   | June 2014 Plan Check | 15452 | 07/23/2014 |           |
|                         |                      |       | 07/23/2014 |           |
| 39355 CALIFORNIA STREET | 0090                 |       | 07/23/2014 | 0.00      |
| FREMONT                 | BOA                  | 48830 | 07/23/2014 | 0.00      |
| CA 94538                |                      |       |            | 22,424.37 |

| GL Number  | Description         | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-54-4200 | Plan Check Services | 22,424.37      | 0.00            |

|           |                       |        |           |
|-----------|-----------------------|--------|-----------|
| Check No. | 48830                 | Total: | 22,424.37 |
| Total for | KUTZMANN & ASSOCIATES |        | 22,424.37 |

|                          |                      |       |            |        |
|--------------------------|----------------------|-------|------------|--------|
| LAKE TRAFFIC SOLUTIONS   | Street Signs/Markers | 15486 | 07/23/2014 |        |
|                          |                      |       | 07/23/2014 |        |
| 1839 YGNACIO VALLEY ROAD | 0096                 |       | 07/23/2014 | 0.00   |
| WALNUT CREEK             | BOA                  | 48831 | 07/23/2014 | 0.00   |
| CA 94598                 | 13213                |       |            | 686.99 |

| GL Number  | Description             | Invoice Amount | Amount Relieved |
|------------|-------------------------|----------------|-----------------|
| 20-60-4268 | Street Signs & Striping | 686.99         | 0.00            |

|           |                        |        |        |
|-----------|------------------------|--------|--------|
| Check No. | 48831                  | Total: | 686.99 |
| Total for | LAKE TRAFFIC SOLUTIONS |        | 686.99 |

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

|                   |                                |       |            |       |
|-------------------|--------------------------------|-------|------------|-------|
| SIMONE LAVALLE    | Reimbursement, Town Picnic '14 | 15477 | 07/23/2014 |       |
|                   |                                |       | 07/23/2014 |       |
| 103 GAMBETTA LANE | 0410                           |       | 07/23/2014 | 0.00  |
| PORTOLA VALLEY    | BOA                            | 48832 | 07/23/2014 | 0.00  |
| CA 94028          |                                |       |            | 42.48 |

| GL Number  | Description          | Invoice Amount | Amount Relieved |
|------------|----------------------|----------------|-----------------|
| 05-52-4147 | Picnic/Holiday Party | 42.48          | 0.00            |

|           |                |        |       |
|-----------|----------------|--------|-------|
| Check No. | 48832          | Total: | 42.48 |
| Total for | SIMONE LAVALLE |        | 42.48 |

|                |                      |       |            |        |
|----------------|----------------------|-------|------------|--------|
| OFFICE DEPOT   | WiFi Printer for EOC | 15453 | 07/23/2014 |        |
|                |                      |       | 07/23/2014 |        |
| P.O. BOX 70025 | 0105                 |       | 07/23/2014 | 0.00   |
| LOS ANGELES    | BOA                  | 48833 | 07/23/2014 | 0.00   |
| CA 90074-0025  | 717724046001         |       |            | 232.98 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-52-4152 | Emerq Preparedness Committee | 232.98         | 0.00            |

|           |              |        |        |
|-----------|--------------|--------|--------|
| Check No. | 48833        | Total: | 232.98 |
| Total for | OFFICE DEPOT |        | 232.98 |

|             |                        |       |            |           |
|-------------|------------------------|-------|------------|-----------|
| PERS HEALTH | August Medical Premium | 15478 | 07/23/2014 |           |
|             |                        |       | 07/23/2014 |           |
| VIA EFT     | 0108                   |       | 07/23/2014 | 0.00      |
|             | BOA                    | 48834 | 07/23/2014 | 0.00      |
|             |                        |       |            | 16,195.17 |

| GL Number  | Description              | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-50-4086 | Health Insurance Medical | 16,195.17      | 0.00            |

|           |             |        |           |
|-----------|-------------|--------|-----------|
| Check No. | 48834       | Total: | 16,195.17 |
| Total for | PERS HEALTH |        | 16,195.17 |

|                             |                   |          |            |          |
|-----------------------------|-------------------|----------|------------|----------|
| PIVOT INTERIORS, INC.       | Staff Task Chairs | 15454    | 07/23/2014 |          |
|                             |                   | 00006203 | 07/23/2014 |          |
| 2740 ZANKER ROAD, SUITE 100 | 598               |          | 07/23/2014 | 0.00     |
| SAN JOSE                    | BOA               | 48835    | 07/23/2014 | 0.00     |
| CA 95134                    | 131802            |          |            | 5,565.95 |

| GL Number  | Description      | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 05-64-4312 | Office Equipment | 5,565.95       | 5,565.95        |

|           |                       |        |          |
|-----------|-----------------------|--------|----------|
| Check No. | 48835                 | Total: | 5,565.95 |
| Total for | PIVOT INTERIORS, INC. |        | 5,565.95 |

|                            |                 |       |            |          |
|----------------------------|-----------------|-------|------------|----------|
| PLATINUM FACILITY SERVICES | June Janitorial | 15455 | 07/23/2014 |          |
|                            |                 |       | 07/23/2014 |          |
| 1530 OAKLAND RD., #150     | 402             |       | 07/23/2014 | 0.00     |
| SAN JOSE                   | BOA             | 48836 | 07/23/2014 | 0.00     |
| CA 95112                   | 16901           |       |            | 2,987.51 |

| GL Number  | Description    | Invoice Amount | Amount Relieved |
|------------|----------------|----------------|-----------------|
| 05-66-4341 | Community Hall | 722.01         | 0.00            |

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

|                            |                           |          |            |        |
|----------------------------|---------------------------|----------|------------|--------|
| 05-66-4344                 | Janitorial Services       | 1,487.65 | 0.00       |        |
| 25-66-4344                 | Janitorial Services       | 777.85   | 0.00       |        |
| PLATINUM FACILITY SERVICES | Deep Clean Community Hall | 15479    | 07/23/2014 |        |
|                            |                           |          | 07/23/2014 |        |
| 1530 OAKLAND RD., #150     | 402                       |          | 07/23/2014 | 0.00   |
| SAN JOSE                   | BOA                       | 48836    | 07/23/2014 | 0.00   |
| CA 95112                   | 17067                     |          |            | 700.00 |

| GL Number  | Description    | Invoice Amount | Amount Relieved |  |
|------------|----------------|----------------|-----------------|--|
| 05-66-4341 | Community Hall | 700.00         | 0.00            |  |

|           |                            |        |          |
|-----------|----------------------------|--------|----------|
| Check No. | 48836                      | Total: | 3,687.51 |
| Total for | PLATINUM FACILITY SERVICES |        | 3,687.51 |

|                              |                                |       |            |          |
|------------------------------|--------------------------------|-------|------------|----------|
| REGIONAL GOVERNMENT SERVICES | Jen/Juran Contract Svcs., June | 15457 | 07/23/2014 |          |
|                              |                                |       | 07/23/2014 |          |
| P.O. BOX 1350                | 1165                           |       | 07/23/2014 | 0.00     |
| CARMEL VALLEY                | BOA                            | 48837 | 07/23/2014 | 0.00     |
| CA 93924                     | 4269                           |       |            | 7,724.33 |

| GL Number  | Description            | Invoice Amount | Amount Relieved |  |
|------------|------------------------|----------------|-----------------|--|
| 05-50-4060 | Temp NonPay Cler/Admin | 7,724.33       | 0.00            |  |

|           |                            |        |          |
|-----------|----------------------------|--------|----------|
| Check No. | 48837                      | Total: | 7,724.33 |
| Total for | REGIONAL GOVERNMENT SERVIC |        | 7,724.33 |

|                             |                               |       |            |        |
|-----------------------------|-------------------------------|-------|------------|--------|
| RON RAMIES AUTOMOTIVE, INC. | June Fuel Stmt/Trailer Repair | 15456 | 07/23/2014 |        |
|                             |                               |       | 07/23/2014 |        |
| 115 PORTOLA ROAD            | 422                           |       | 07/23/2014 | 0.00   |
| PORTOLA VALLEY              | BOA                           | 48838 | 07/23/2014 | 0.00   |
| CA 94028                    | 44786, 44534                  |       |            | 993.42 |

| GL Number  | Description         | Invoice Amount | Amount Relieved |  |
|------------|---------------------|----------------|-----------------|--|
| 05-64-4334 | Vehicle Maintenance | 993.42         | 0.00            |  |

|           |                             |        |        |
|-----------|-----------------------------|--------|--------|
| Check No. | 48838                       | Total: | 993.42 |
| Total for | RON RAMIES AUTOMOTIVE, INC. |        | 993.42 |

|                              |               |       |            |       |
|------------------------------|---------------|-------|------------|-------|
| SAN MATEO CO INF SERVICES    | May Microwave | 15448 | 07/23/2014 |       |
|                              |               |       | 07/23/2014 |       |
| 455 COUNTY CENTER, 3RD FLOOR | 0307          |       | 07/23/2014 | 0.00  |
| REDWOOD CITY                 | BOA           | 48839 | 07/23/2014 | 0.00  |
| CA 94063                     | 1YPV11405     |       |            | 76.00 |

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

|           |                           |        |       |
|-----------|---------------------------|--------|-------|
| Check No. | 48839                     | Total: | 76.00 |
| Total for | SAN MATEO CO INF SERVICES |        | 76.00 |

|                      |                   |          |            |           |
|----------------------|-------------------|----------|------------|-----------|
| SAN MATEO LAWNMOWER  | Replacement Mower | 15458    | 07/23/2014 |           |
|                      |                   | 00006217 | 07/23/2014 |           |
| 760 S. AMPHLETT BLVD | 0412              |          | 07/23/2014 | 0.00      |
| SAN MATEO            | BOA               | 48840    | 07/23/2014 | 0.00      |
| CA 94402             | 136156            |          |            | 15,534.05 |

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

| GL Number  | Description        | Invoice Amount | Amount Relieved |  |
|------------|--------------------|----------------|-----------------|--|
| 05-70-4479 | CIP13/14 Equipment | 15,534.05      | 15,534.05       |  |

|           |                     |        |           |
|-----------|---------------------|--------|-----------|
| Check No. | 48840               | Total: | 15,534.05 |
| Total for | SAN MATEO LAWNMOWER |        | 15,534.05 |

|                                |                      |       |            |          |
|--------------------------------|----------------------|-------|------------|----------|
| SMALL BUSINESS BENEFIT PLAN TR | August Dental/Vision | 15459 | 07/23/2014 |          |
|                                |                      |       | 07/23/2014 |          |
| BELMONT                        | 0132                 |       | 07/23/2014 | 0.00     |
| CA 94002-0156                  | BOA                  | 48841 | 07/23/2014 | 0.00     |
|                                |                      |       |            | 1,974.60 |

| GL Number  | Description                | Invoice Amount | Amount Relieved |  |
|------------|----------------------------|----------------|-----------------|--|
| 05-50-4090 | Health Ins Dental & Vision | 1,974.60       | 0.00            |  |

|           |                             |        |          |
|-----------|-----------------------------|--------|----------|
| Check No. | 48841                       | Total: | 1,974.60 |
| Total for | SMALL BUSINESS BENEFIT PLAN |        | 1,974.60 |

|                      |                       |       |            |           |
|----------------------|-----------------------|-------|------------|-----------|
| SPANGLE & ASSOCIATES | 5/22 - 6/26 Statement | 15460 | 07/23/2014 |           |
|                      |                       |       | 07/23/2014 |           |
| 770 MENLO AVENUE     | 0121                  |       | 07/23/2014 | 0.00      |
| MENLO PARK           | BOA                   | 48842 | 07/23/2014 | 0.00      |
| CA 94025-4736        |                       |       |            | 23,712.50 |

| GL Number  | Description        | Invoice Amount | Amount Relieved |  |
|------------|--------------------|----------------|-----------------|--|
| 05-52-4162 | Planning Committee | 23,712.50      | 0.00            |  |

|                      |                       |       |            |           |
|----------------------|-----------------------|-------|------------|-----------|
| SPANGLE & ASSOCIATES | 5/22 - 6/26 Statement | 15461 | 07/23/2014 |           |
|                      |                       |       | 07/23/2014 |           |
| 770 MENLO AVENUE     | 0121                  |       | 07/23/2014 | 0.00      |
| MENLO PARK           | BOA                   | 48842 | 07/23/2014 | 0.00      |
| CA 94025-4736        |                       |       |            | 11,587.50 |

| GL Number  | Description                | Invoice Amount | Amount Relieved |  |
|------------|----------------------------|----------------|-----------------|--|
| 96-54-4198 | Planner - Charges to Appls | 11,587.50      | 0.00            |  |

|           |                      |        |           |
|-----------|----------------------|--------|-----------|
| Check No. | 48842                | Total: | 35,300.00 |
| Total for | SPANGLE & ASSOCIATES |        | 35,300.00 |

|                     |                      |       |            |        |
|---------------------|----------------------|-------|------------|--------|
| STAPLES             | June Office Supplies | 15462 | 07/23/2014 |        |
|                     |                      |       | 07/23/2014 |        |
| STAPLES CREDIT PLAN | 430                  |       | 07/23/2014 | 0.00   |
| DES MOINES          | BOA                  | 48843 | 07/23/2014 | 0.00   |
| IA 50368-9020       |                      |       |            | 265.80 |

| GL Number  | Description     | Invoice Amount | Amount Relieved |  |
|------------|-----------------|----------------|-----------------|--|
| 05-64-4308 | Office Supplies | 265.80         | 0.00            |  |

|           |         |        |        |
|-----------|---------|--------|--------|
| Check No. | 48843   | Total: | 265.80 |
| Total for | STAPLES |        | 265.80 |

|                           |              |       |            |          |
|---------------------------|--------------|-------|------------|----------|
| STATE COMP INSURANCE FUND | July Premium | 15463 | 07/23/2014 |          |
|                           |              |       | 07/23/2014 |          |
| PO BOX 748170             | 0122         |       | 07/23/2014 | 0.00     |
| LOS ANGELES               | BOA          | 48844 | 07/23/2014 | 0.00     |
| CA 90074-8170             |              |       |            | 1,447.08 |

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

| GL Number                 | Description           | Invoice Amount | Amount Relieved |        |
|---------------------------|-----------------------|----------------|-----------------|--------|
| 05-50-4094                | Worker's Compensation | 1,447.08       | 0.00            |        |
| STATE COMP INSURANCE FUND | Deposit Premium       | 15464          | 07/23/2014      |        |
|                           |                       |                | 07/23/2014      |        |
| PO BOX 748170             | 0122                  |                | 07/23/2014      | 0.00   |
| LOS ANGELES               | BOA                   | 48844          | 07/23/2014      | 0.00   |
| CA 90074-8170             |                       |                |                 | 532.00 |

| GL Number  | Description           | Invoice Amount | Amount Relieved |  |
|------------|-----------------------|----------------|-----------------|--|
| 05-50-4094 | Worker's Compensation | 532.00         | 0.00            |  |

|           |                           |        |          |
|-----------|---------------------------|--------|----------|
| Check No. | 48844                     | Total: | 1,979.08 |
| Total for | STATE COMP INSURANCE FUND |        | 1,979.08 |

|                           |                              |       |            |          |
|---------------------------|------------------------------|-------|------------|----------|
| STATE CONTROLLER'S OFFICE | Annual Street Report FY12/13 | 15480 | 07/23/2014 |          |
|                           |                              |       | 07/23/2014 |          |
| DEPARTMENTAL ACCTG OFC    | 0218                         |       | 07/23/2014 | 0.00     |
| SACRAMENTO                | BOA                          | 48845 | 07/23/2014 | 0.00     |
| CA 94250-5877             | 40062                        |       |            | 1,188.04 |

| GL Number  | Description           | Invoice Amount | Amount Relieved |  |
|------------|-----------------------|----------------|-----------------|--|
| 05-54-4180 | Accounting & Auditing | 1,188.04       | 0.00            |  |

|           |                           |        |          |
|-----------|---------------------------|--------|----------|
| Check No. | 48845                     | Total: | 1,188.04 |
| Total for | STATE CONTROLLER'S OFFICE |        | 1,188.04 |

|                     |                              |       |            |          |
|---------------------|------------------------------|-------|------------|----------|
| SHELLY SWEENEY      | Instructor Fees, Summer 2014 | 15493 | 07/23/2014 |          |
|                     |                              |       | 07/23/2014 |          |
| 285 GRANDVIEW DRIVE | 407                          |       | 07/23/2014 | 0.00     |
| WOODSIDE            | BOA                          | 48846 | 07/23/2014 | 0.00     |
| CA 94062            |                              |       |            | 1,572.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |  |
|------------|-----------------------------|----------------|-----------------|--|
| 05-58-4246 | Instructors & Class Refunds | 1,572.00       | 0.00            |  |

|           |                |        |          |
|-----------|----------------|--------|----------|
| Check No. | 48846          | Total: | 1,572.00 |
| Total for | SHELLY SWEENEY |        | 1,572.00 |

|                   |                             |       |            |          |
|-------------------|-----------------------------|-------|------------|----------|
| BARBARA TEMPLETON | June Transcription Services | 15465 | 07/23/2014 |          |
|                   |                             |       | 07/23/2014 |          |
| 304 MELVEN COURT  | 369                         |       | 07/23/2014 | 0.00     |
| SAN LEANDRO       | BOA                         | 48847 | 07/23/2014 | 0.00     |
| CA 94577-2011     | 787                         |       |            | 1,900.00 |

| GL Number  | Description            | Invoice Amount | Amount Relieved |  |
|------------|------------------------|----------------|-----------------|--|
| 05-54-4188 | Transcription Services | 1,900.00       | 0.00            |  |

|           |                   |        |          |
|-----------|-------------------|--------|----------|
| Check No. | 48847             | Total: | 1,900.00 |
| Total for | BARBARA TEMPLETON |        | 1,900.00 |

|                            |                           |       |            |       |
|----------------------------|---------------------------|-------|------------|-------|
| THE ALMANAC                | Annual Membership Renewal | 15441 | 07/23/2014 |       |
|                            |                           |       | 07/23/2014 |       |
| 3525 ALAMEDA DE LAS PULGAS | 0418                      |       | 07/23/2014 | 0.00  |
| MENLO PARK                 | BOA                       | 48848 | 07/23/2014 | 0.00  |
| CA 94025                   |                           |       |            | 60.00 |



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

| GL Number  | Description   | Invoice Amount | Amount Relieved |
|------------|---------------|----------------|-----------------|
| 05-64-4336 | Miscellaneous | 60.00          | 0.00            |

|           |             |        |       |
|-----------|-------------|--------|-------|
| Check No. | 48848       | Total: | 60.00 |
| Total for | THE ALMANAC |        | 60.00 |

|                         |                            |       |            |          |
|-------------------------|----------------------------|-------|------------|----------|
| THERMAL MECHANICAL, INC | May Bi-Monthly Maintenance | 15466 | 07/23/2014 |          |
| 425 ALDO AVENUE         | 955                        |       | 07/23/2014 | 0.00     |
| SANTA CLARA             | BOA                        | 48849 | 07/23/2014 | 0.00     |
| CA 95054                | PM-59748                   |       |            | 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. | 48849                   | Total: | 1,468.00 |
| Total for | THERMAL MECHANICAL, INC |        | 1,468.00 |

|                     |                             |       |            |           |
|---------------------|-----------------------------|-------|------------|-----------|
| TREE SPECIALIST INC | ROW Maint/Emer Tree Removal | 15481 | 07/23/2014 |           |
| 1198 NEVADA AVE     | 839                         |       | 07/23/2014 | 0.00      |
| SAN JOSE            | BOA                         | 48850 | 07/23/2014 | 0.00      |
| CA 95125            |                             |       |            | 17,700.00 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 20-60-4264 | ROW Tree Trimming & Mowing   | 14,700.00      | 0.00            |
| 20-60-4271 | Storm Damage / Emerq Repairs | 3,000.00       | 0.00            |

|           |                     |        |           |
|-----------|---------------------|--------|-----------|
| Check No. | 48850               | Total: | 17,700.00 |
| Total for | TREE SPECIALIST INC |        | 17,700.00 |

|                  |               |       |            |        |
|------------------|---------------|-------|------------|--------|
| VERIZON WIRELESS | June Cellular | 15467 | 07/23/2014 |        |
| P.O. BOX 660108  | 0131          |       | 07/23/2014 | 0.00   |
| DALLAS           | BOA           | 48851 | 07/23/2014 | 0.00   |
| TX 75266-0108    | 9727584393    |       |            | 146.10 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4318 | Telephones  | 146.10         | 0.00            |

|           |                  |        |        |
|-----------|------------------|--------|--------|
| Check No. | 48851            | Total: | 146.10 |
| Total for | VERIZON WIRELESS |        | 146.10 |

|                    |                              |       |            |          |
|--------------------|------------------------------|-------|------------|----------|
| KATHY WADDELL      | Instructor Fees, Spring 2014 | 15492 | 07/23/2014 |          |
| 460 CERVANTES ROAD | 1354                         |       | 07/23/2014 | 0.00     |
| PORTOLA VALLEY     | BOA                          | 48852 | 07/23/2014 | 0.00     |
| CA 94028           |                              |       |            | 6,000.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 6,000.00       | 0.00            |

|           |       |        |          |
|-----------|-------|--------|----------|
| Check No. | 48852 | Total: | 6,000.00 |
|-----------|-------|--------|----------|

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

JULY 23, 2014

Date: 07/21/2014

Time: 8:29 am

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TOWN OF PORTOLA VALLEY

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

Total for KATHY WADDELL 6,000.00

|                |                         |       |            |          |
|----------------|-------------------------|-------|------------|----------|
| LEONIE WALKER  | Refund Deposit, 7/12/14 | 15490 | 07/23/2014 |          |
| 40 BUCKEYE     | 044                     |       | 07/23/2014 | 0.00     |
| PORTOLA VALLEY | BOA                     | 48853 | 07/23/2014 | 0.00     |
| CA 94028       |                         |       |            | 1,000.00 |

| GL Number  | Description             | Invoice Amount | Amount Relieved |
|------------|-------------------------|----------------|-----------------|
| 05-00-2561 | Community Hall Deposits | 1,000.00       | 0.00            |

Check No. 48853 Total: 1,000.00

Total for LEONIE WALKER 1,000.00

|                       |                                |       |            |          |
|-----------------------|--------------------------------|-------|------------|----------|
| JANE WILSON           | Reimb, Zotts Race/Town Picnic  | 15482 | 07/23/2014 |          |
|                       | Reimb, Holiday Fair Banner CAC |       | 07/23/2014 |          |
| 557 CRESTA VISTA LANE | 1162                           |       | 07/23/2014 | 0.00     |
| PORTOLA VALLEY        | BOA                            | 48854 | 07/23/2014 | 0.00     |
| CA 94028              |                                |       |            | 2,017.51 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-52-4150 | Cultural Arts Committee      | 117.70         | 0.00            |
| 05-52-4158 | Parks & Recreation Committee | 1,899.81       | 0.00            |

Check No. 48854 Total: 2,017.51

Total for JANE WILSON 2,017.51

|                    |                            |            |
|--------------------|----------------------------|------------|
| Total Invoices: 59 | Grand Total:               | 337,654.00 |
|                    | Less Credit Memos:         | 0.00       |
|                    | Net Total:                 | 337,654.00 |
|                    | Less Hand Check Total:     | 0.00       |
|                    | Outstanding Invoice Total: | 337,654.00 |

TOWN OF PORTOLA VALLEY

Warrant Disbursement Journal

July 23, 2014

Claims totaling \$337,654.00 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date: \_\_\_\_\_

\_\_\_\_\_  
Nick Pegueros, Treasurer

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

Signed and sealed this (date): \_\_\_\_\_

\_\_\_\_\_  
Sharon Hanlon, Town Clerk

\_\_\_\_\_  
Mayor

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/13/14

Date: 08/08/2014

Time: 10:16 am

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TOWN OF PORTOLA VALLEY

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

|                               |                             |       |            |          |
|-------------------------------|-----------------------------|-------|------------|----------|
| 828 PORTOLA ROAD LLC          | Refund Dep, 828 Portola Rd. | 15500 | 08/13/2014 |          |
|                               |                             |       | 08/13/2014 |          |
| 222 N. LASALLE ST. SUITE 1000 | 0424                        |       | 08/13/2014 | 0.00     |
| CHICAGO                       | BOA                         | 48855 | 08/13/2014 | 0.00     |
| IL 60601                      |                             |       |            | 4,597.50 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 4,597.50       | 0.00            |

|           |                      |        |          |
|-----------|----------------------|--------|----------|
| Check No. | 48855                | Total: | 4,597.50 |
| Total for | 828 PORTOLA ROAD LLC |        | 4,597.50 |

|                      |                         |       |            |        |
|----------------------|-------------------------|-------|------------|--------|
| A-A LOCK & ALARM INC | Lock Repairs/Key Copies | 15501 | 08/13/2014 |        |
|                      |                         |       | 08/13/2014 |        |
| 1251 EL CAMINO REAL  | 0001                    |       | 08/13/2014 | 0.00   |
| MENLO PARK           | BOA                     | 48856 | 08/13/2014 | 0.00   |
| CA 94025-4208        | 244872                  |       |            | 259.69 |

| GL Number  | Description                   | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4346 | Mechanical Sys Maint & Repair | 184.69         | 0.00            |
| 25-66-4346 | Mechanical Sys Maint & Repair | 75.00          | 0.00            |

|                      |                            |       |            |        |
|----------------------|----------------------------|-------|------------|--------|
| A-A LOCK & ALARM INC | Locksmith Svcs, TH/Library | 15554 | 08/13/2014 |        |
|                      |                            |       | 08/13/2014 |        |
| 1251 EL CAMINO REAL  | 0001                       |       | 08/13/2014 | 0.00   |
| MENLO PARK           | BOA                        | 48856 | 08/13/2014 | 0.00   |
| CA 94025-4208        | 244891                     |       |            | 671.43 |

| GL Number  | Description                   | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4346 | Mechanical Sys Maint & Repair | 571.43         | 0.00            |
| 25-66-4346 | Mechanical Sys Maint & Repair | 100.00         | 0.00            |

|           |                      |        |        |
|-----------|----------------------|--------|--------|
| Check No. | 48856                | Total: | 931.12 |
| Total for | A-A LOCK & ALARM INC |        | 931.12 |

|                              |                           |       |            |        |
|------------------------------|---------------------------|-------|------------|--------|
| ALL ABOUT PARKING            | Refund Dep, 7/24/14 Event | 15502 | 08/13/2014 |        |
|                              |                           |       | 08/13/2014 |        |
| 1139 SAN CARLOS AVE, STE 311 | 0425                      |       | 08/13/2014 | 0.00   |
| SAN CARLOS                   | BOA                       | 48857 | 08/13/2014 | 0.00   |
| CA 94070                     |                           |       |            | 100.00 |

| GL Number  | Description    | Invoice Amount | Amount Relieved |
|------------|----------------|----------------|-----------------|
| 05-00-2562 | Field Deposits | 100.00         | 0.00            |

|           |                   |        |        |
|-----------|-------------------|--------|--------|
| Check No. | 48857             | Total: | 100.00 |
| Total for | ALL ABOUT PARKING |        | 100.00 |

|                   |                  |       |            |        |
|-------------------|------------------|-------|------------|--------|
| ALMANAC           | July Advertising | 15503 | 08/13/2014 |        |
|                   |                  |       | 08/13/2014 |        |
| 450 CAMBRIDGE AVE | 0048             |       | 08/13/2014 | 0.00   |
| PALO ALTO         | BOA              | 48858 | 08/13/2014 | 0.00   |
| CA 94306          | 32735            |       |            | 540.00 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4320 | Advertising | 540.00         | 0.00            |

|           |       |        |        |
|-----------|-------|--------|--------|
| Check No. | 48858 | Total: | 540.00 |
|-----------|-------|--------|--------|

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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TOWN OF PORTOLA VALLEY

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

Total for ALMANAC 540.00

|                           |                   |       |            |        |
|---------------------------|-------------------|-------|------------|--------|
| ANIMAL DAMAGE MGMT INC    | July Pest Control | 15504 | 08/13/2014 |        |
|                           |                   |       | 08/13/2014 |        |
| 16170 VINEYARD BLVD. #150 | 804               |       | 08/13/2014 | 0.00   |
| MORGAN HILL               | BOA               | 48859 | 08/13/2014 | 0.00   |
| CA 95037                  | 76240             |       |            | 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. 48859 Total: 295.00

Total for ANIMAL DAMAGE MGMT INC 295.00

|                    |                                |       |            |       |
|--------------------|--------------------------------|-------|------------|-------|
| ARBORLIFT, INC.    | Partial Refund, BusLic Overpmt | 15505 | 08/13/2014 |       |
|                    |                                |       | 08/13/2014 |       |
| 3 ARASTRADERO ROAD | 0426                           |       | 08/13/2014 | 0.00  |
| PORTOLA VALLEY     | BOA                            | 48860 | 08/13/2014 | 0.00  |
| CA 94028           |                                |       |            | 30.00 |

| GL Number  | Description           | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-56-4228 | Miscellaneous Refunds | 30.00          | 0.00            |

Check No. 48860 Total: 30.00

Total for ARBORLIFT, INC. 30.00

|                 |                          |       |            |        |
|-----------------|--------------------------|-------|------------|--------|
| ARC             | Alpine Road Bank Project | 15548 | 08/13/2014 |        |
|                 | OBAG Fed Pave Proj       |       | 08/13/2014 |        |
| P.O. BOX 192224 | 0112                     |       | 08/13/2014 | 0.00   |
| SAN FRANCISCO   | BOA                      | 48861 | 08/13/2014 | 0.00   |
| CA 94119-2224   | 1014170                  |       |            | 688.26 |

| GL Number  | Description    | Invoice Amount | Amount Relieved |
|------------|----------------|----------------|-----------------|
| 05-68-4534 | OBAG Road Impr | 688.26         | 0.00            |

Check No. 48861 Total: 688.26

Total for ARC 688.26

|               |            |       |            |       |
|---------------|------------|-------|------------|-------|
| AT&T (2)      | August M/W | 15506 | 08/13/2014 |       |
|               |            |       | 08/13/2014 |       |
| P.O. BOX 5025 | 877        |       | 08/13/2014 | 0.00  |
| CAROL STREAM  | BOA        | 48862 | 08/13/2014 | 0.00  |
| IL 60197-5025 |            |       |            | 64.25 |

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

Check No. 48862 Total: 64.25

Total for AT&T (2) 64.25

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

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TOWN OF PORTOLA VALLEY

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

|                  |                |       |            |          |
|------------------|----------------|-------|------------|----------|
| BANK OF AMERICA  | July Statement | 15507 | 08/13/2014 |          |
| Bank Card Center |                |       | 08/13/2014 |          |
| P.O. BOX 53155   | 0022           |       | 08/13/2014 | 0.00     |
| PHOENIX          | BOA            | 48863 | 08/13/2014 | 0.00     |
| AZ 85072-3155    |                |       |            | 1,121.91 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |  |
|------------|--------------------------------|----------------|-----------------|--|
| 05-52-4146 | Comm'ty Events / 50th Anniv    | 478.20         | 0.00            |  |
| 05-64-4311 | Internet Service & Web Hosting | 9.99           | 0.00            |  |
| 05-64-4312 | Office Equipment               | 151.90         | 0.00            |  |
| 05-64-4326 | Education & Training           | 87.50          | 0.00            |  |
| 05-64-4336 | Miscellaneous                  | 394.32         | 0.00            |  |

|           |                 |        |          |
|-----------|-----------------|--------|----------|
| Check No. | 48863           | Total: | 1,121.91 |
| Total for | BANK OF AMERICA |        | 1,121.91 |

|                         |                    |       |            |          |
|-------------------------|--------------------|-------|------------|----------|
| BAYSCAPE LANDSCAPE MGMT | Irrigation Repairs | 15558 | 08/13/2014 |          |
|                         |                    |       | 08/13/2014 |          |
| P.O. BOX 880            | 949                |       | 08/13/2014 | 0.00     |
| ALVISO                  | BOA                | 48864 | 08/13/2014 | 0.00     |
| CA 95002                | 393817             |       |            | 1,234.00 |

| GL Number  | Description                | Invoice Amount | Amount Relieved |  |
|------------|----------------------------|----------------|-----------------|--|
| 05-58-4240 | Parks & Fields Maintenance | 1,234.00       | 0.00            |  |

|           |                         |        |          |
|-----------|-------------------------|--------|----------|
| Check No. | 48864                   | Total: | 1,234.00 |
| Total for | BAYSCAPE LANDSCAPE MGMT |        | 1,234.00 |

|                      |                              |          |            |           |
|----------------------|------------------------------|----------|------------|-----------|
| BIANCHINI'S CATERING | Catering Deposit, 50th Anniv | 15508    | 08/13/2014 |           |
|                      |                              | 00006225 | 08/13/2014 |           |
| 810 LAUREL STREET    | 1138                         |          | 08/13/2014 | 0.00      |
| SAN CARLOS           | BOA                          | 48865    | 08/13/2014 | 0.00      |
| CA 94070             | 8148                         |          |            | 10,535.40 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |  |
|------------|-----------------------------|----------------|-----------------|--|
| 05-52-4146 | Comm'ty Events / 50th Anniv | 10,535.40      | 10,535.40       |  |

|           |                      |        |           |
|-----------|----------------------|--------|-----------|
| Check No. | 48865                | Total: | 10,535.40 |
| Total for | BIANCHINI'S CATERING |        | 10,535.40 |

|                            |                           |       |            |          |
|----------------------------|---------------------------|-------|------------|----------|
| BLUE OAKS HOA              | Refund Dep, Blue Oaks HOA | 15509 | 08/13/2014 |          |
| c/o Ferrari Community Mgmt |                           |       | 08/13/2014 |          |
| 444 FIRST STREET, SUITE A  | 0427                      |       | 08/13/2014 | 0.00     |
| LOS ALTOS                  | BOA                       | 48866 | 08/13/2014 | 0.00     |
| CA 94022                   |                           |       |            | 4,771.29 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |  |
|------------|--------------------------------|----------------|-----------------|--|
| 96-54-4207 | Deposit Refunds, Other Charges | 4,771.29       | 0.00            |  |

|           |               |        |          |
|-----------|---------------|--------|----------|
| Check No. | 48866         | Total: | 4,771.29 |
| Total for | BLUE OAKS HOA |        | 4,771.29 |

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TOWN OF PORTOLA VALLEY

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

|                          |                           |       |            |        |
|--------------------------|---------------------------|-------|------------|--------|
| BREATHE CALIFORNIA       | Refund Dep, 7/12/14 Event | 15510 | 08/13/2014 |        |
|                          |                           |       | 08/13/2014 |        |
| 2171 JUNIPERO SERRA BLVD | 0052                      |       | 08/13/2014 | 0.00   |
| DALY CITY                | BOA                       | 48867 | 08/13/2014 | 0.00   |
| CA 94014-1999            |                           |       |            | 100.00 |

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

|           |                    |        |        |
|-----------|--------------------|--------|--------|
| Check No. | 48867              | Total: | 100.00 |
| Total for | BREATHE CALIFORNIA |        | 100.00 |

|                 |                         |       |            |        |
|-----------------|-------------------------|-------|------------|--------|
| CABLECOM        | Refund Dep, 116 Portola | 15514 | 08/13/2014 |        |
|                 |                         |       | 08/13/2014 |        |
| 8602 MALTBY RD. | 0429                    |       | 08/13/2014 | 0.00   |
| WOODINVILLE     | BOA                     | 48868 | 08/13/2014 | 0.00   |
| WA 98072        |                         |       |            | 580.00 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 580.00         | 0.00            |

|           |          |        |        |
|-----------|----------|--------|--------|
| Check No. | 48868    | Total: | 580.00 |
| Total for | CABLECOM |        | 580.00 |

|                                |                                |       |            |        |
|--------------------------------|--------------------------------|-------|------------|--------|
| CALIFORNIA BLDG STANDARDS COMM | BSC Qrtly Report, Apr-Jun 2014 | 15511 | 08/13/2014 |        |
|                                |                                |       | 08/13/2014 |        |
| 2525 NATOMAS PARK DRIVE        | 458                            |       | 08/13/2014 | 0.00   |
| SACRAMENTO                     | BOA                            | 48869 | 08/13/2014 | 0.00   |
| CA 95833                       |                                |       |            | 162.90 |

| GL Number  | Description       | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-56-4224 | BSA/SMIP/DSA Fees | 162.90         | 0.00            |

|           |                             |        |        |
|-----------|-----------------------------|--------|--------|
| Check No. | 48869                       | Total: | 162.90 |
| Total for | CALIFORNIA BLDG STANDARDS C |        | 162.90 |

|                             |                 |       |            |           |
|-----------------------------|-----------------|-------|------------|-----------|
| CALPERS                     | July Retirement | 15512 | 08/13/2014 |           |
| FISCAL SERVICES DIVISION    |                 |       | 08/13/2014 |           |
| ATTN: RETIREMENT PROG ACCTG | 0107            |       | 08/13/2014 | 0.00      |
| SACRAMENTO                  | BOA             | 48870 | 08/13/2014 | 0.00      |
| CA 94229-2703               |                 |       |            | 15,602.69 |

| GL Number  | Description       | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-00-2522 | PERS Payroll      | 630.20         | 0.00            |
| 05-50-4080 | Retirement - PERS | 14,972.49      | 0.00            |

|           |         |        |           |
|-----------|---------|--------|-----------|
| Check No. | 48870   | Total: | 15,602.69 |
| Total for | CALPERS |        | 15,602.69 |

|                    |                    |       |            |       |
|--------------------|--------------------|-------|------------|-------|
| CITY OF MENLO PARK | Dinner/Mtg, Derwin | 15516 | 08/13/2014 |       |
| c/o Pamela Aguilar |                    |       | 08/13/2014 |       |
| 701 LAUREL STREET  | 696                |       | 08/13/2014 | 0.00  |
| MENLO PARK         | BOA                | 48871 | 08/13/2014 | 0.00  |
| CA 94025           |                    |       |            | 50.00 |

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

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TOWN OF PORTOLA VALLEY

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

|            |                                |                 |                    |       |
|------------|--------------------------------|-----------------|--------------------|-------|
| 05-64-4327 | Educ/Train: Council & Commissn | 50.00           | 0.00               |       |
|            |                                | Check No. 48871 | Total:             | 50.00 |
|            |                                | Total for       | CITY OF MENLO PARK | 50.00 |

|                |                   |       |            |       |
|----------------|-------------------|-------|------------|-------|
| COMCAST        | WiFi, 7/21 - 8/20 | 15517 | 08/13/2014 |       |
|                |                   |       | 08/13/2014 |       |
| P.O. BOX 34744 | 0045              |       | 08/13/2014 | 0.00  |
| SEATTLE        | BOA               | 48872 | 08/13/2014 | 0.00  |
| WA 98124-1744  |                   |       |            | 75.70 |

| GL Number  | Description | Invoice Amount  | Amount Relieved |       |
|------------|-------------|-----------------|-----------------|-------|
| 05-64-4318 | Telephones  | 75.70           | 0.00            |       |
|            |             | Check No. 48872 | Total:          | 75.70 |
|            |             | Total for       | COMCAST         | 75.70 |

|                     |                                |       |            |        |
|---------------------|--------------------------------|-------|------------|--------|
| COPYMAT             | 50th Anniv Save the Date Cards | 15553 | 08/13/2014 |        |
|                     |                                |       | 08/13/2014 |        |
| 1918 EL CAMINO REAL | 0046                           |       | 08/13/2014 | 0.00   |
| REDWOOD CITY        | BOA                            | 48873 | 08/13/2014 | 0.00   |
| CA 94063-2113       | 65889                          |       |            | 153.69 |

| GL Number  | Description | Invoice Amount  | Amount Relieved |        |
|------------|-------------|-----------------|-----------------|--------|
| 05-64-4320 | Advertising | 153.69          | 0.00            |        |
|            |             | Check No. 48873 | Total:          | 153.69 |
|            |             | Total for       | COPYMAT         | 153.69 |

|                             |                          |       |            |           |
|-----------------------------|--------------------------|-------|------------|-----------|
| COTTON SHIRES & ASSOC. INC. | June/July 2014 Statement | 15518 | 08/13/2014 |           |
|                             |                          |       | 08/13/2014 |           |
| 330 VILLAGE LANE            | 0047                     |       | 08/13/2014 | 0.00      |
| LOS GATOS                   | BOA                      | 48874 | 08/13/2014 | 0.00      |
| CA 95030-7218               |                          |       |            | 20,999.55 |

| GL Number  | Description                  | Invoice Amount  | Amount Relieved             |           |
|------------|------------------------------|-----------------|-----------------------------|-----------|
| 96-54-4190 | Geoloqist - Charges to Appls | 20,999.55       | 0.00                        |           |
|            |                              | Check No. 48874 | Total:                      | 20,999.55 |
|            |                              | Total for       | COTTON SHIRES & ASSOC. INC. | 20,999.55 |

|                  |                |       |            |       |
|------------------|----------------|-------|------------|-------|
| CULLIGAN         | July Statement | 15519 | 08/13/2014 |       |
|                  |                |       | 08/13/2014 |       |
| 1785 RUSSELL AVE | 0250           |       | 08/13/2014 | 0.00  |
| SANTA CLARA      | BOA            | 48875 | 08/13/2014 | 0.00  |
| CA 95054-2032    |                |       |            | 41.20 |

| GL Number  | Description   | Invoice Amount  | Amount Relieved |       |
|------------|---------------|-----------------|-----------------|-------|
| 05-64-4336 | Miscellaneous | 41.20           | 0.00            |       |
|            |               | Check No. 48875 | Total:          | 41.20 |
|            |               | Total for       | CULLIGAN        | 41.20 |

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

|               |                         |       |            |          |
|---------------|-------------------------|-------|------------|----------|
| ANNE DAVISON  | Refund Dep, 260 Mapache | 15520 | 08/13/2014 |          |
|               |                         |       | 08/13/2014 |          |
| 260 MAPACHE   | 1100                    |       | 08/13/2014 | 0.00     |
| PORTOLA VALEY | BOA                     | 48876 | 08/13/2014 | 0.00     |
| CA 94028      |                         |       |            | 5,000.00 |

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

|           |              |        |          |
|-----------|--------------|--------|----------|
| Check No. | 48876        | Total: | 5,000.00 |
| Total for | ANNE DAVISON |        | 5,000.00 |

|                            |                          |       |            |        |
|----------------------------|--------------------------|-------|------------|--------|
| DEPARTMENT OF CONSERVATION | SMISHMF Qrtly, Apr - Jun | 15521 | 08/13/2014 |        |
| Division of Administrative |                          |       | 08/13/2014 |        |
| 801 K STREET MS22-15       | 0054                     |       | 08/13/2014 | 0.00   |
| SACRAMENTO                 | BOA                      | 48877 | 08/13/2014 | 0.00   |
| CA 95814-3531              |                          |       |            | 373.59 |

| GL Number  | Description       | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-56-4224 | BSA/SMIP/DSA Fees | 373.59         | 0.00            |

|           |                           |        |        |
|-----------|---------------------------|--------|--------|
| Check No. | 48877                     | Total: | 373.59 |
| Total for | DEPARTMENT OF CONSERVATIO |        | 373.59 |

|                |                        |       |            |          |
|----------------|------------------------|-------|------------|----------|
| KEVIN FOSTER   | Refund Dep, 170 Ramoso | 15513 | 08/13/2014 |          |
|                |                        |       | 08/13/2014 |          |
| 170 RAMOSO     | 0428                   |       | 08/13/2014 | 0.00     |
| PORTOLA VALLEY | BOA                    | 48878 | 08/13/2014 | 0.00     |
| CA 94028       |                        |       |            | 1,524.95 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 1,524.95       | 0.00            |

|           |              |        |          |
|-----------|--------------|--------|----------|
| Check No. | 48878        | Total: | 1,524.95 |
| Total for | KEVIN FOSTER |        | 1,524.95 |

|                       |                               |       |            |           |
|-----------------------|-------------------------------|-------|------------|-----------|
| G. BORTOLOTTA COMPANY | 2013/14 Resurf Project, Final | 15522 | 08/13/2014 |           |
|                       |                               |       | 08/13/2014 |           |
| 580 BRAGATO ROAD      | 0025                          |       | 08/13/2014 | 0.00      |
| SAN CARLOS            | BOA                           | 48879 | 08/13/2014 | 0.00      |
| CA 94070              |                               |       |            | 10,960.66 |

| GL Number  | Description               | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 60-68-4533 | CIP13/14 Street Resurface | 10,960.66      | 0.00            |

|           |                       |        |           |
|-----------|-----------------------|--------|-----------|
| Check No. | 48879                 | Total: | 10,960.66 |
| Total for | G. BORTOLOTTA COMPANY |        | 10,960.66 |

|                |                         |       |            |          |
|----------------|-------------------------|-------|------------|----------|
| STEVE GOLDBAND | Refund Dep, 187 Bolivar | 15523 | 08/13/2014 |          |
|                |                         |       | 08/13/2014 |          |
| 187 BOLIVAR    | 0431                    |       | 08/13/2014 | 0.00     |
| PORTOLA VALLEY | BOA                     | 48880 | 08/13/2014 | 0.00     |
| CA 94028       |                         |       |            | 5,000.00 |

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



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

|           |                |        |          |
|-----------|----------------|--------|----------|
| Check No. | 48880          | Total: | 5,000.00 |
| Total for | STEVE GOLDBAND |        | 5,000.00 |

|                   |                                       |       |            |          |
|-------------------|---------------------------------------|-------|------------|----------|
| GOLDEN ROOFING    | Refund Dep, 380 Portola Rd. & 8 Tynan | 15524 | 08/13/2014 |          |
| 828 WILLOW STREET | 0239                                  |       | 08/13/2014 | 0.00     |
| REDWOOD CITY      | BOA                                   | 48881 | 08/13/2014 | 0.00     |
| CA 94063          |                                       |       |            | 2,000.00 |

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

|           |                |        |          |
|-----------|----------------|--------|----------|
| Check No. | 48881          | Total: | 2,000.00 |
| Total for | GOLDEN ROOFING |        | 2,000.00 |

|                |                       |          |            |        |
|----------------|-----------------------|----------|------------|--------|
| TERRY HIATT    | August Concert Series | 15560    | 08/13/2014 |        |
|                |                       | 00006226 | 08/13/2014 |        |
| 801 HOLLY ROAD | 1247                  |          | 08/13/2014 | 0.00   |
| BELMONT        | BOA                   | 48882    | 08/13/2014 | 0.00   |
| CA 94002       |                       |          |            | 700.00 |

| GL Number  | Description             | Invoice Amount | Amount Relieved |
|------------|-------------------------|----------------|-----------------|
| 05-52-4150 | Cultural Arts Committee | 700.00         | 700.00          |

|           |             |        |        |
|-----------|-------------|--------|--------|
| Check No. | 48882       | Total: | 700.00 |
| Total for | TERRY HIATT |        | 700.00 |

|                 |                     |          |            |          |
|-----------------|---------------------|----------|------------|----------|
| HILLYARD, INC   | Janitorial Supplies | 15525    | 08/13/2014 |          |
|                 |                     | 00006221 | 08/13/2014 |          |
| P.O. BOX 874338 | 531                 |          | 08/13/2014 | 0.00     |
| KANSAS CITY     | BOA                 | 48883    | 08/13/2014 | 0.00     |
| MO 64187-4338   |                     |          |            | 1,189.10 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-66-4340 | Building Maint Equip & Supp | 396.36         | 354.47          |
| 05-66-4341 | Community Hall              | 396.37         | 354.48          |
| 25-66-4340 | Building Maint Equip & Supp | 396.37         | 354.48          |

|           |               |        |          |
|-----------|---------------|--------|----------|
| Check No. | 48883         | Total: | 1,189.10 |
| Total for | HILLYARD, INC |        | 1,189.10 |

|                               |                         |       |            |          |
|-------------------------------|-------------------------|-------|------------|----------|
| JENSEN LANDSCAPE SERVICES INC | Dethatch Rossotti Field | 15555 | 08/13/2014 |          |
|                               |                         |       | 08/13/2014 |          |
| 1983 CONCOURSE DRIVE          | 849                     |       | 08/13/2014 | 0.00     |
| SAN JOSE                      | BOA                     | 48884 | 08/13/2014 | 0.00     |
| CA 95131                      | 134999                  |       |            | 5,200.00 |

| GL Number  | Description                | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 5,200.00       | 0.00            |

|                               |                              |       |            |          |
|-------------------------------|------------------------------|-------|------------|----------|
| JENSEN LANDSCAPE SERVICES INC | TC Softbal Field, Renovation | 15556 | 08/13/2014 |          |
|                               |                              |       | 08/13/2014 |          |
| 1983 CONCOURSE DRIVE          | 849                          |       | 08/13/2014 | 0.00     |
| SAN JOSE                      | BOA                          | 48884 | 08/13/2014 | 0.00     |
| CA 95131                      | 134985                       |       |            | 4,330.00 |

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

| GL Number                     | Description                   | Invoice Amount | Amount Relieved |          |
|-------------------------------|-------------------------------|----------------|-----------------|----------|
| 05-58-4240                    | Parks & Fields Maintenance    | 4,330.00       | 0.00            |          |
| JENSEN LANDSCAPE SERVICES INC | Dethatch, PVTC Fields         | 15557          | 08/13/2014      |          |
|                               |                               |                | 08/13/2014      |          |
| 1983 CONCOURSE DRIVE          | 849                           |                | 08/13/2014      | 0.00     |
| SAN JOSE                      | BOA                           | 48884          | 08/13/2014      | 0.00     |
| CA 95131                      | 134994                        |                |                 | 3,328.00 |
| GL Number                     | Description                   | Invoice Amount | Amount Relieved |          |
| 05-58-4240                    | Parks & Fields Maintenance    | 2,218.66       | 0.00            |          |
| 05-66-4342                    | Landscape Supplies & Services | 1,109.34       | 0.00            |          |

|           |                             |        |           |
|-----------|-----------------------------|--------|-----------|
| Check No. | 48884                       | Total: | 12,858.00 |
| Total for | JENSEN LANDSCAPE SERVICES I |        | 12,858.00 |

|                                   |                |       |            |          |
|-----------------------------------|----------------|-------|------------|----------|
| JORGENSON SIEGEL MCCLURE & FLEGEL | June Statement | 15526 | 08/13/2014 |          |
|                                   |                |       | 08/13/2014 |          |
| 1100 ALMA STREET                  | 0089           |       | 08/13/2014 | 0.00     |
| MENLO PARK                        | BOA            | 48885 | 08/13/2014 | 0.00     |
| CA 94025                          |                |       |            | 1,843.00 |

| GL Number                         | Description                 | Invoice Amount | Amount Relieved |          |
|-----------------------------------|-----------------------------|----------------|-----------------|----------|
| 96-54-4186                        | Attorney - Charges to Appls | 1,843.00       | 0.00            |          |
| JORGENSON SIEGEL MCCLURE & FLEGEL | June Statement              | 15559          | 08/13/2014      |          |
|                                   |                             |                | 08/13/2014      |          |
| 1100 ALMA STREET                  | 0089                        |                | 08/13/2014      | 0.00     |
| MENLO PARK                        | BOA                         | 48885          | 08/13/2014      | 0.00     |
| CA 94025                          |                             |                |                 | 8,351.50 |
| GL Number                         | Description                 | Invoice Amount | Amount Relieved |          |
| 05-54-4182                        | Town Attorney               | 8,351.50       | 0.00            |          |

|           |                            |        |           |
|-----------|----------------------------|--------|-----------|
| Check No. | 48885                      | Total: | 10,194.50 |
| Total for | JORGENSON SIEGEL MCCLURE & |        | 10,194.50 |

|   |                        |       |            |       |
|---|------------------------|-------|------------|-------|
| KINGS MTN ARBOR HEALTH AND SAFETY, INC. | Refund, BusLic Overpmt | 15527 | 08/13/2014 |       |
|   |                        |       | 08/13/2014 |       |
| 2995 WOODSIDE ROAD #400-204             | 0432                   |       | 08/13/2014 | 0.00  |
| WOODSIDE                                | BOA                    | 48886 | 08/13/2014 | 0.00  |
| CA 94062                                |                        |       |            | 20.00 |

| GL Number  | Description           | Invoice Amount | Amount Relieved |  |
|------------|-----------------------|----------------|-----------------|--|
| 05-56-4228 | Miscellaneous Refunds | 20.00          | 0.00            |  |

|           |                            |        |       |
|-----------|----------------------------|--------|-------|
| Check No. | 48886                      | Total: | 20.00 |
| Total for | KINGS MTN ARBOR HEALTH AND |        | 20.00 |

|                        |                 |       |            |        |
|------------------------|-----------------|-------|------------|--------|
| MICHAEL LUBIAK         | Refund, RDR Fee | 15528 | 08/13/2014 |        |
|                        |                 |       | 08/13/2014 |        |
| 27 SOUTH PALOMAR DRIVE | 0433            |       | 08/13/2014 | 0.00   |
| REDWOOD CITY           | BOA             | 48887 | 08/13/2014 | 0.00   |
| CA 94062               |                 |       |            | 100.00 |

| GL Number  | Description           | Invoice Amount | Amount Relieved |  |
|------------|-----------------------|----------------|-----------------|--|
| 05-56-4228 | Miscellaneous Refunds | 100.00         | 0.00            |  |

|           |       |        |        |
|-----------|-------|--------|--------|
| Check No. | 48887 | Total: | 100.00 |
|-----------|-------|--------|--------|

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

Total for MICHAEL LUBIAK 100.00

|                 |                         |       |            |          |
|-----------------|-------------------------|-------|------------|----------|
| DONALD MCKINNEY | Refund Dep, 5010 Alpine | 15515 | 08/13/2014 |          |
|                 |                         |       | 08/13/2014 |          |
| PO BOX 460190   | 0430                    |       | 08/13/2014 | 0.00     |
| FT. LAUDERDALE  | BOA                     | 48888 | 08/13/2014 | 0.00     |
| FL 33346        |                         |       |            | 1,023.80 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 1,023.80       | 0.00            |

Check No. 48888 Total: 1,023.80

Total for DONALD MCKINNEY 1,023.80

|                   |                         |       |            |       |
|-------------------|-------------------------|-------|------------|-------|
| NAT'L NOTARY ASSN | Annual NNA Dues, Hanlon | 15550 | 08/13/2014 |       |
|                   |                         |       | 08/13/2014 |       |
|                   | 806                     |       | 08/13/2014 | 0.00  |
|                   | BOA                     | 48889 | 08/13/2014 | 0.00  |
|                   |                         |       |            | 59.00 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4322 | Dues        | 59.00          | 0.00            |

Check No. 48889 Total: 59.00

Total for NAT'L NOTARY ASSN 59.00

|                       |                        |       |            |          |
|-----------------------|------------------------|-------|------------|----------|
| NOLTE ASSOCIATES, INC | June Applicant Charges | 15529 | 08/13/2014 |          |
|                       |                        |       | 08/13/2014 |          |
| P.O. BOX 93243        | 0104                   |       | 08/13/2014 | 0.00     |
| LAS VEGAS             | BOA                    | 48890 | 08/13/2014 | 0.00     |
| NV 89193-3243         | 14070267               |       |            | 3,256.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 96-54-4194 | Engineer - Charges to Appls | 3,256.00       | 0.00            |

Check No. 48890 Total: 3,256.00

Total for NOLTE ASSOCIATES, INC 3,256.00

|                      |                          |       |            |       |
|----------------------|--------------------------|-------|------------|-------|
| OPPORTUNITY FUND     | Refund Dep, Sausal Creek | 15531 | 08/13/2014 |       |
|                      |                          |       | 08/13/2014 |       |
| 718 OAK GROVE AVENUE | 0435                     |       | 08/13/2014 | 0.00  |
| MENLO PARK           | BOA                      | 48891 | 08/13/2014 | 0.00  |
| CA 94025             |                          |       |            | 44.00 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 44.00          | 0.00            |

Check No. 48891 Total: 44.00

Total for OPPORTUNITY FUND 44.00

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

|                            |                          |       |            |        |
|----------------------------|--------------------------|-------|------------|--------|
| PACIFIC STATE CAPITAL CORP | Refund Dep, Sausal Creek | 15530 | 08/13/2014 |        |
|                            |                          |       | 08/13/2014 |        |
| PO BOX 7602                | 0434                     |       | 08/13/2014 | 0.00   |
| MENLO PARK                 | BOA                      | 48892 | 08/13/2014 | 0.00   |
| CA 94026                   |                          |       |            | 117.50 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 117.50         | 0.00            |

|           |                            |        |        |
|-----------|----------------------------|--------|--------|
| Check No. | 48892                      | Total: | 117.50 |
| Total for | PACIFIC STATE CAPITAL CORP |        | 117.50 |

|               |                 |       |            |        |
|---------------|-----------------|-------|------------|--------|
| PG&E          | July Statements | 15534 | 08/13/2014 |        |
|               |                 |       | 08/13/2014 |        |
| BOX 997300    | 0109            |       | 08/13/2014 | 0.00   |
| SACRAMENTO    | BOA             | 48893 | 08/13/2014 | 0.00   |
| CA 95899-7300 |                 |       |            | 229.21 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4330 | Utilities   | 229.21         | 0.00            |

|           |       |        |        |
|-----------|-------|--------|--------|
| Check No. | 48893 | Total: | 229.21 |
| Total for | PG&E  |        | 229.21 |

|                            |                 |       |            |          |
|----------------------------|-----------------|-------|------------|----------|
| PLATINUM FACILITY SERVICES | July Janitorial | 15535 | 08/13/2014 |          |
|                            |                 |       | 08/13/2014 |          |
| 1530 OAKLAND RD., #150     | 402             |       | 08/13/2014 | 0.00     |
| SAN JOSE                   | BOA             | 48894 | 08/13/2014 | 0.00     |
| CA 95112                   | 17219           |       |            | 2,987.51 |

| GL Number  | Description         | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-66-4341 | Community Hall      | 722.01         | 0.00            |
| 05-66-4344 | Janitorial Services | 1,487.65       | 0.00            |
| 25-66-4344 | Janitorial Services | 777.85         | 0.00            |

|           |                            |        |          |
|-----------|----------------------------|--------|----------|
| Check No. | 48894                      | Total: | 2,987.51 |
| Total for | PLATINUM FACILITY SERVICES |        | 2,987.51 |

|                         |                |       |            |          |
|-------------------------|----------------|-------|------------|----------|
| PORTOLA VALLEY HARDWARE | July Statement | 15536 | 08/13/2014 |          |
|                         |                |       | 08/13/2014 |          |
| 112 PORTOLA VALLEY ROAD | 0114           |       | 08/13/2014 | 0.00     |
| PORTOLA VALLEY          | BOA            | 48895 | 08/13/2014 | 0.00     |
| CA 94028                |                |       |            | 1,325.33 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance     | 471.85         | 0.00            |
| 05-60-4267 | Tools & Equipment              | 240.00         | 0.00            |
| 05-66-4340 | Building Maint Equip & Supp    | 17.40          | 0.00            |
| 20-60-4260 | Public Road Surface & Drainage | 596.08         | 0.00            |

|           |                         |        |          |
|-----------|-------------------------|--------|----------|
| Check No. | 48895                   | Total: | 1,325.33 |
| Total for | PORTOLA VALLEY HARDWARE |        | 1,325.33 |

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

|                             |                             |       |            |       |
|-----------------------------|-----------------------------|-------|------------|-------|
| PORTOLA VALLEY POOL SERVICE | Refund, Bus License Overpmt | 15537 | 08/13/2014 |       |
|                             |                             |       | 08/13/2014 |       |
| 817 LA MESA                 | 0438                        |       | 08/13/2014 | 0.00  |
| PORTOLA VALLEY              | BOA                         | 48896 | 08/13/2014 | 0.00  |
| CA 94028                    |                             |       |            | 10.00 |

| GL Number  | Description           | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-56-4228 | Miscellaneous Refunds | 10.00          | 0.00            |

|           |                             |        |       |
|-----------|-----------------------------|--------|-------|
| Check No. | 48896                       | Total: | 10.00 |
| Total for | PORTOLA VALLEY POOL SERVICE |        | 10.00 |

|                               |                            |          |            |        |
|-------------------------------|----------------------------|----------|------------|--------|
| R&R RAINGUTTERS, INC          | PV Backyard Habitat Awards | 15551    | 08/13/2014 |        |
|                               |                            | 00006218 | 08/13/2014 |        |
| 810 E. SAN CARLOS AVE., STE A | 0366                       |          | 08/13/2014 | 0.00   |
| SAN CARLOS                    | BOA                        | 48897    | 08/13/2014 | 0.00   |
| CA 94070                      | 14-799                     |          |            | 600.00 |

| GL Number  | Description            | Invoice Amount | Amount Relieved |
|------------|------------------------|----------------|-----------------|
| 05-52-4144 | Conservation Committee | 600.00         | 600.00          |

|           |                      |        |        |
|-----------|----------------------|--------|--------|
| Check No. | 48897                | Total: | 600.00 |
| Total for | R&R RAINGUTTERS, INC |        | 600.00 |

|                              |           |       |            |       |
|------------------------------|-----------|-------|------------|-------|
| SAN MATEO CO INF SERVICES    | June M/W  | 15547 | 08/13/2014 |       |
|                              |           |       | 08/13/2014 |       |
| 455 COUNTY CENTER, 3RD FLOOR | 0307      |       | 08/13/2014 | 0.00  |
| REDWOOD CITY                 | BOA       | 48898 | 08/13/2014 | 0.00  |
| CA 94063                     | 1YPV11406 |       |            | 76.00 |

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

|           |                           |        |       |
|-----------|---------------------------|--------|-------|
| Check No. | 48898                     | Total: | 76.00 |
| Total for | SAN MATEO CO INF SERVICES |        | 76.00 |

|                      |               |       |            |        |
|----------------------|---------------|-------|------------|--------|
| SAN MATEO LAWNMOWER  | Mower Repairs | 15539 | 08/13/2014 |        |
|                      |               |       | 08/13/2014 |        |
| 760 S. AMPHLETT BLVD | 0412          |       | 08/13/2014 | 0.00   |
| SAN MATEO            | BOA           | 48899 | 08/13/2014 | 0.00   |
| CA 94402             | 136923        |       |            | 196.86 |

| GL Number  | Description                | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 196.86         | 0.00            |

|           |                     |        |        |
|-----------|---------------------|--------|--------|
| Check No. | 48899               | Total: | 196.86 |
| Total for | SAN MATEO LAWNMOWER |        | 196.86 |

|                   |                               |       |            |          |
|-------------------|-------------------------------|-------|------------|----------|
| SHAW PIPELINE INC | Ref Dep, Alpine/Portola Sewer | 15540 | 08/13/2014 |          |
|                   |                               |       | 08/13/2014 |          |
| 5244 MISSION ST   | 613                           |       | 08/13/2014 | 0.00     |
| SAN FRANCISCO     | BOA                           | 48900 | 08/13/2014 | 0.00     |
| CA 94112          |                               |       |            | 3,513.75 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 3,513.75       | 0.00            |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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TOWN OF PORTOLA VALLEY

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

|           |                   |        |          |
|-----------|-------------------|--------|----------|
| Check No. | 48900             | Total: | 3,513.75 |
| Total for | SHAW PIPELINE INC |        | 3,513.75 |

|                      |                        |       |            |           |
|----------------------|------------------------|-------|------------|-----------|
| SPANGLE & ASSOCIATES | July, Monthly Retainer | 15549 | 08/13/2014 |           |
|                      |                        |       | 08/13/2014 |           |
| 770 MENLO AVENUE     | 0121                   |       | 08/13/2014 | 0.00      |
| MENLO PARK           | BOA                    | 48901 | 08/13/2014 | 0.00      |
| CA 94025-4736        | 19885                  |       |            | 13,200.00 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-54-4196 | Planner     | 13,200.00      | 0.00            |

|           |                      |        |           |
|-----------|----------------------|--------|-----------|
| Check No. | 48901                | Total: | 13,200.00 |
| Total for | SPANGLE & ASSOCIATES |        | 13,200.00 |

|                           |                |       |            |          |
|---------------------------|----------------|-------|------------|----------|
| STATE COMP INSURANCE FUND | August Premium | 15541 | 08/13/2014 |          |
|                           |                |       | 08/13/2014 |          |
| PO BOX 748170             | 0122           |       | 08/13/2014 | 0.00     |
| LOS ANGELES               | BOA            | 48902 | 08/13/2014 | 0.00     |
| CA 90074-8170             |                |       |            | 1,447.08 |

| GL Number  | Description           | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-50-4094 | Worker's Compensation | 1,447.08       | 0.00            |

|           |                           |        |          |
|-----------|---------------------------|--------|----------|
| Check No. | 48902                     | Total: | 1,447.08 |
| Total for | STATE COMP INSURANCE FUND |        | 1,447.08 |

|                      |                            |       |            |       |
|----------------------|----------------------------|-------|------------|-------|
| GLORIA STRONGIN      | Refund Dep, 1390 Westridge | 15532 | 08/13/2014 |       |
|                      |                            |       | 08/13/2014 |       |
| 1390 WESTRIDGE DRIVE | 0436                       |       | 08/13/2014 | 0.00  |
| PORTOLA VALLEY       | BOA                        | 48903 | 08/13/2014 | 0.00  |
| CA 94028             |                            |       |            | 95.00 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 95.00          | 0.00            |

|           |                 |        |       |
|-----------|-----------------|--------|-------|
| Check No. | 48903           | Total: | 95.00 |
| Total for | GLORIA STRONGIN |        | 95.00 |

|                    |                        |       |            |          |
|--------------------|------------------------|-------|------------|----------|
| TOWNSEND MGMT, INC | June Applicant Charges | 15561 | 08/13/2014 |          |
|                    |                        |       | 08/13/2014 |          |
| P.O. BOX 24442     | 609                    |       | 08/13/2014 | 0.00     |
| SAN FRANCISCO      | BOA                    | 48904 | 08/13/2014 | 0.00     |
| CA 94124           |                        |       |            | 1,150.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 96-54-4194 | Engineer - Charges to Appls | 1,150.00       | 0.00            |

|           |                    |        |          |
|-----------|--------------------|--------|----------|
| Check No. | 48904              | Total: | 1,150.00 |
| Total for | TOWNSEND MGMT, INC |        | 1,150.00 |

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

|                      |                        |       |            |      |
|----------------------|------------------------|-------|------------|------|
| TROTTER MASONRY, INC | Refund, BusLic Overpmt | 15542 | 08/13/2014 |      |
|                      |                        |       | 08/13/2014 |      |
| PO BOX 4176          | 0440                   |       | 08/13/2014 | 0.00 |
| SANTA CRUZ           | BOA                    | 48905 | 08/13/2014 | 0.00 |
| CA 95062             |                        |       |            | 9.00 |

| GL Number  | Description           | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-56-4228 | Miscellaneous Refunds | 9.00           | 0.00            |

|           |                      |        |      |
|-----------|----------------------|--------|------|
| Check No. | 48905                | Total: | 9.00 |
| Total for | TROTTER MASONRY, INC |        | 9.00 |

|                  |                |       |            |        |
|------------------|----------------|-------|------------|--------|
| VERIZON WIRELESS | July Statement | 15552 | 08/13/2014 |        |
|                  |                |       | 08/13/2014 |        |
| P.O. BOX 660108  | 0131           |       | 08/13/2014 | 0.00   |
| DALLAS           | BOA            | 48906 | 08/13/2014 | 0.00   |
| TX 75266-0108    | 9729300306     |       |            | 145.12 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4318 | Telephones  | 145.12         | 0.00            |

|           |                  |        |        |
|-----------|------------------|--------|--------|
| Check No. | 48906            | Total: | 145.12 |
| Total for | VERIZON WIRELESS |        | 145.12 |

|                               |               |       |            |        |
|-------------------------------|---------------|-------|------------|--------|
| VISION INTERNET PROVIDERS INC | July Web Host | 15543 | 08/13/2014 |        |
|                               |               |       | 08/13/2014 |        |
| P.O. BOX 251588               | 827           |       | 08/13/2014 | 0.00   |
| LOS ANGELES                   | BOA           | 48907 | 08/13/2014 | 0.00   |
| CA 90025                      | 27848         |       |            | 200.00 |

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

|                               |                         |       |            |          |
|-------------------------------|-------------------------|-------|------------|----------|
| VISION INTERNET PROVIDERS INC | CMS Upgrade Balance Due | 15546 | 08/13/2014 |          |
|                               |                         |       | 08/13/2014 |          |
| P.O. BOX 251588               | 827                     |       | 08/13/2014 | 0.00     |
| LOS ANGELES                   | BOA                     | 48907 | 08/13/2014 | 0.00     |
| CA 90025                      | 27954                   |       |            | 6,770.00 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4311 | Internet Service & Web Hosting | 6,770.00       | 0.00            |

|           |                              |        |          |
|-----------|------------------------------|--------|----------|
| Check No. | 48907                        | Total: | 6,970.00 |
| Total for | VISION INTERNET PROVIDERS IN |        | 6,970.00 |

|                |                         |       |            |      |
|----------------|-------------------------|-------|------------|------|
| CHARLES WELCH  | Refund Dep, 227 Mapache | 15533 | 08/13/2014 |      |
|                |                         |       | 08/13/2014 |      |
| 227 MAPACHE    | 0437                    |       | 08/13/2014 | 0.00 |
| PORTOLA VALLEY | BOA                     | 48908 | 08/13/2014 | 0.00 |
| CA 94028       |                         |       |            | 7.60 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 7.60           | 0.00            |

|           |               |        |      |
|-----------|---------------|--------|------|
| Check No. | 48908         | Total: | 7.60 |
| Total for | CHARLES WELCH |        | 7.60 |

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

|                 |                                |       |            |        |
|-----------------|--------------------------------|-------|------------|--------|
| BRUCE WILLARD   | Woods H'lands, Traffic Mirrors | 15544 | 08/13/2014 |        |
|                 |                                |       | 08/13/2014 |        |
| 110 RUSSELL AVE | 836                            |       | 08/13/2014 | 0.00   |
| PORTOLA VALLEY  | BOA                            | 48909 | 08/13/2014 | 0.00   |
| CA 94028        | 1814                           |       |            | 178.33 |

| GL Number  | Description      | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 90-00-4375 | General Expenses | 178.33         | 0.00            |

|           |               |        |        |
|-----------|---------------|--------|--------|
| Check No. | 48909         | Total: | 178.33 |
| Total for | BRUCE WILLARD |        | 178.33 |

|                       |                           |       |            |          |
|-----------------------|---------------------------|-------|------------|----------|
| WILLIAM S REHLICH INC | Install Display Cabinet @ | 15538 | 08/13/2014 |          |
|                       | 116 Portola Road          |       | 08/13/2014 |          |
| ONE TYNAN WAY         | 461                       |       | 08/13/2014 | 0.00     |
| PORTOLA VALLEY        | BOA                       | 48910 | 08/13/2014 | 0.00     |
| CA 94028              |                           |       |            | 1,066.57 |

| GL Number  | Description   | Invoice Amount | Amount Relieved |
|------------|---------------|----------------|-----------------|
| 05-64-4336 | Miscellaneous | 1,066.57       | 0.00            |

|           |                       |        |          |
|-----------|-----------------------|--------|----------|
| Check No. | 48910                 | Total: | 1,066.57 |
| Total for | WILLIAM S REHLICH INC |        | 1,066.57 |

|                     |                       |       |            |          |
|---------------------|-----------------------|-------|------------|----------|
| WORRELL ROOFING     | Refund Dep, 16 Ohlone | 15545 | 08/13/2014 |          |
|                     |                       |       | 08/13/2014 |          |
| 3790 EL CAMINO REAL | 669                   |       | 08/13/2014 | 0.00     |
| PALO ALTO           | BOA                   | 48911 | 08/13/2014 | 0.00     |
| CA 94306            |                       |       |            | 1,000.00 |

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

|           |                 |        |          |
|-----------|-----------------|--------|----------|
| Check No. | 48911           | Total: | 1,000.00 |
| Total for | WORRELL ROOFING |        | 1,000.00 |

|                 |    |                            |            |
|-----------------|----|----------------------------|------------|
| Total Invoices: | 62 | Grand Total:               | 151,302.92 |
|                 |    | Less Credit Memos:         | 0.00       |
|                 |    | Net Total:                 | 151,302.92 |
|                 |    | Less Hand Check Total:     | 0.00       |
|                 |    | Outstanding Invoice Total: | 151,302.92 |



**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**August 13, 2014**

Claims totaling \$151,302.92 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:** Howard Young, Public Works Director

**DATE:** August 13, 2014

**RE:** **Acceptance of the Town of Portola Valley 2013/2014 Street Resurfacing Project – Surface Seals #2013-PW02**

### RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution accepting as completed the Town of Portola Valley 2013/2014 Street Resurfacing Project – Surface Seals #2013-PW02, authorizing final payment concerning such work, and directing the Town Clerk to file a Notice of Completion.

### BACKGROUND

At its March 26, 2014 meeting, the Town Council approved the 2013/2014 Street Resurfacing plans and called for sealed bids for the project. G. Bortolotto & Co., Inc. was awarded the contract for the project. The Council authorized the Town Manager to award the project to the lowest responsible bidder. Sections of streets worked on included: Alpine Road, Cervantes Road, Mapache Drive, Portola Road, and Westridge Drive.

### DISCUSSION

The project was substantially completed in June 2014 within the allocated budget. The fiscal year 2013/2014 adopted budget allocated \$230,000.00 for this capital improvement project. The amount spent on this construction contract was \$219,213.16. The contract still requires Bortolotto & Co., Inc. to warranty all improvements for 1 year. The contractor and staff have performed a final inspection of the improvements. Staff recommends to the Town Council acceptance of the improvements as complete.

### FISCAL IMPACT

This action will enable final payment of retention funds to the Contractor.

### ATTACHMENTS

Resolution and Notice of Completion

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

**RESOLUTION NO. \_\_\_\_\_-2014**

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY TO ACCEPT THE COMPLETED TOWN OF PORTOLA  
VALLEY 2013/2014 STREET RESURFACING PROJECT – SURFACE SEALS #2013-  
PW02 AND AUTHORIZING FINAL PAYMENT TO “G. BORTOLOTTI & CO., INC.”  
CONCERNING SUCH WORK, AND DIRECTING THE TOWN CLERK TO FILE A  
NOTICE OF COMPLETION**

**WHEREAS**, the Public Works Director of the Town of Portola Valley has, in writing, made and filed in the Office of Town Clerk his notice certifying that the work under the contract described above has been completed in conformance with the Plans and Specifications for said project, and has recommended that said work be accepted as complete and satisfactory,

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

1. The above-described work as mentioned in the Notice of Completion of the Public Works Director is hereby accepted as substantially complete, and the appropriate officer of the Town is authorized to make final payment concerning the above-described work.

2. The Town Clerk is hereby authorized and directed to file with the County Recorder of the County of San Mateo, the Notice of Completion of said project within ten (10) days from the date of this resolution.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

This Document is Recorded  
For the Benefit of the  
Town of Portola Valley  
And is Exempt from Fee  
Per Government Code  
Sections 6103 and 27383

**When Recorded, Mail to:**

Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028  
**Attn: Town Clerk**

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN that G. Bortolotto & Co., Inc., on April 30, 2014, did enter into a contract for the 2013/2014 Street Resurfacing Project-Surface Seals #2013-PW02 situated in San Mateo County, within the Town of Portola Valley. Said improvements were completed in accordance with the Plans and Specifications adopted by the Town Council and upon the terms and conditions set forth and identified by the written contract.

On the 30th day of June 2014, the work provided to be done under contract was fully completed in accordance with the terms of the contract.

NOTICE IS FURTHER GIVEN that the public board for whom the above-described work was done is the Town Council of the Town of Portola Valley, a municipal corporation of the State of California, and that the name and address of the political subdivision for which the above-described work was done is in the Town of Portola Valley, State of California, Town Hall, 765 Portola Road, Portola Valley, California 94028.

NOTICE IS FURTHER GIVEN that the name of the contractor by whom the above-described work was done is as follows:

CONTRACTOR: G. Bortolotto & Co., Inc.

---

Howard Young  
Public Works Director  
Town of Portola Valley

DATE: \_\_\_\_\_

I hereby certify the foregoing to be a full, true and correct copy of a resolution adopted by the Council of the Town of Portola Valley, California, at a meeting thereon held on the 13th day of August 2014, by the following vote of the members thereof:

AYES, and in favor thereof, Council members:

NOES, Council members:

ABSENT, Council members:

---

Town Clerk of the  
Town of Portola Valley  
(SEAL)

APPROVED:

---

Mayor



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Brandi de Garneau, Sustainability & Special Projects Manager

**DATE:** August 13, 2014

**RE:** **Proposed Revisions to Sustainability Committee Charter**

### RECOMMENDATION

It is recommended that the Town Council approve the revisions to the Sustainability Committee Charter as outlined in Attachment 1.

### BACKGROUND

On February 26, 2014, the Town Council approved the formation of an Ad-Hoc Water Conservation Task Force. At that time, the Council approved a quarterly meeting schedule for the Sustainability Committee due to the staff and Council time being devoted to the new Ad-Hoc Task Force.

In light of the Sustainability Committee's reduced meeting schedule, staff is proposing the revisions to the Sustainability Committee Charter outlined in the attached document (Attachment 1). These changes were approved by the Sustainability Committee at their special meeting on July 8, 2014. The Committee Charter will be revisited once the Council makes a decision about the future of the Ad-Hoc Water Conservation Task Force.

### ATTACHMENTS

- Attachment 1: Proposed Revisions to Sustainability Committee Charter

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

## Attachment 1

### SUSTAINABILITY COMMITTEE

#### MISSION:

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

#### DUTIES & FUNCTION:

~~To be determined on an annual basis (Exhibit “A”).~~ To serve as advisors to the Town Council and Town staff on issues related to greenhouse gas emissions; primarily related to the renewable and non-renewable resources. If the Committee decides to undertake projects, they must first be pre-approved by the Town Council before being implemented by Committee members.

#### RESPONSIBLE TO:

The Town Council

#### COORDINATION AND LIAISON:

Town Council Liaison  
Staff Liaison - Sustainability & Special Projects Manager  
~~Staff and Committees as necessary~~  
~~Acterra Representative~~  
~~Marketing experts~~

#### MEMBERSHIP:

Minimum of ~~seven (7)~~ five (5) members and maximum of (9) members appointed by the Mayor with Council concurrence for a one-year term. Chair appointed by Town Council.

#### MEETINGS:

~~Held on third Monday of each month at 3:30 p.m. As deemed necessary.~~



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Brandi de Garneau, Sustainability & Special Projects Manager

**DATE:** August 13, 2014

**RE:** **Adoption of a Resolution Approving and Authorizing Execution of an Agreement between Town of Portola Valley and Maggie Foard**

### RECOMMENDATION

The recommendation is that the Town Council adopt a Resolution authorizing the Mayor to execute an agreement between the Town and Maggie Foard to continue operating the farmers' market at the Town Center for a period of one year.

### DISCUSSION

The Town entered into an agreement with Maggie Foard in September 2013 to operate the farmers' market at the Town Center for a period of one-year. Ms. Foard has been successfully operating the market pursuant to this agreement. The redlined version of the new agreement (Attachment 1) outlines a few minor changes:

1. License Area – modified to improve flexibility as well as to minimize traffic issues near the Historic Schoolhouse.
2. Report Frequency – in light of the ongoing success of the market and few issues, staff is recommending reports to the Council twice yearly as opposed to quarterly.
3. Date & Time of Operation – staff has refined the wording to allow for more flexibility in the hours of the market due to the changing hour of sunset. In addition, flexibility has been added to allow the market to occur on an alternate date during Thanksgiving and Christmas. Last year the market was held on the Wednesday before Thanksgiving, which was very appreciated by the community.



4. Participating Merchants – staff has further defined who may occupy the “Town” booth, in light of increasing requests to occupy this space.

**ATTACHMENTS**

1. Farmers’ Market License Agreement – Redlined Version
2. Farmers’ Market License Agreement – Signed
3. Resolution Approving and Authorizing Farmers’ Market License Agreement

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

## FARMERS' MARKET LICENSE AGREEMENT

THIS FARMERS' MARKET LICENSE AGREEMENT ("Agreement"), dated August \_\_\_\_, 2014, by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and Maggie Foard, an individual ("Foard") is made with reference to the following facts:

A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").

B. The Town desires to have and Foard desires to operate a farmers' market at the Town Center, subject to all of the terms and conditions hereinafter set forth.

**NOW, THEREFORE**, it is agreed as follows:

1. **Grant of License.** Town hereby grants to Foard a revocable license to use and occupy a portion of the Town Center for the purpose of operating a farmers' market wherein participating merchants will be engaged in the retail sale of agricultural products and other items customarily offered at a farmers' market for sale to the general public. The license granted herein shall authorize use and occupancy of the Town Center only by Foard and her authorized agents and participating merchants who are engaged in operation of the farmers' market pursuant to an agreement with Foard ("Participating Merchants"). The agreement between Foard and the Participating Merchants shall require each Participating Merchant to comply with all of the applicable conditions and requirements set forth in this Agreement.

2. **License Area.** The area of the Town Center to be occupied by the farmers' market operated by Foard shall be a portion of the parking area adjacent to the Historic School House, as shown on Exhibit A attached hereto and made a part hereof ("License Area"). ~~Each of the boxes shown on Exhibit A represents the approximate location of an individual booth or area to be occupied by a Participating Merchant.~~

3. **Condition of License Area.** Use of the License Area is being granted to Foard in its present condition and the Town shall have no obligation to make any alterations or improvements to the License Area to accommodate the farmers' market. Foard acknowledges that the Town has made no representations or warranties concerning the condition of the License Area or its suitability for a farmers' market. It shall be the sole responsibility of Foard to conduct such inspections of the License Area as she deems necessary to satisfy herself that the License Area can be used for the farmers' market.

4. **Term.** The term of this Agreement shall be for one year from August 15, 2014 through August 15, 2014. Approximately ~~twice yearly every quarter (on November 15, 2013, February 15, 2014, May 15, 2014 and August 1, 2014)~~, Foard, in conjunction with the Town staff, shall prepare a report to the Town Council summarizing the activities of the farmers' market and any issues that have arisen.

5. **Permitted Use; Conditions.** The License Area shall be used and occupied by Foard and Participating Merchants solely for the purpose of operating a farmers' market and related activities, such as entertainment, and for no other purpose without the prior written approval of the Town.

a. Datey and Time of Operation. The farmers' market shall be limited to Thursday afternoons for a period of ~~four hours of operation, between the hours of 3:00 p.m. and 7:00 p.m.~~, with ~~an additional~~ two hours before operation for set-up and one hour after operation for clean-up. ~~Aside from the time of year, farmers' market shall always close by sunset, so that clean-up is not occurring after dark. However, as the time of sunset changes, the Town Manager shall have the authority to change the hours of operation so that the farmers' market, including the hour for clean-up, is not occurring after dark.~~ If the Town needs to cancel any particular week of the farmers' market due to a conflict with another event at Town Center, the Town shall provide Foard with at least one week advance written notice. ~~In addition, the Town Manager may give Foard permission for the farmers' market to occur on an alternate date for the Thanksgiving and/or Christmas holiday.~~

b. Participating Merchants; Booths; Entertainment. The maximum number of Participating Merchants shall be 25 and shall not be increased without prior written approval of the Town Council. The Town shall be provided with a booth ~~space~~ for use by Town committees, Town staff, ~~government agencies with jurisdiction in Portola Valley (e.g., Woodside Fire, Library) and town service providers (e.g., GreenWaste Recovery)~~ for outreach purposes. In addition, ~~a few local~~ musicians ~~and artisans~~ may be invited to enhance the atmosphere of the farmers' market. Amplified sound shall be allowed at Foard's reasonable discretion, provided it does not disturb adjoining property owners.

c. Sustainability. Foard will ensure the farmers' market is "zero waste." Participating Merchants shall comply with the Reusable Bag Ordinance and shall provide compostable serve-ware and produce bags. To the greatest extent feasible, subject to Foard's reasonable discretion, Foard will seek to select vendors that are sensitive to the needs of Town residents and to engage vendors that are based in close proximity to the Town.

d. Clean Up. Upon the conclusion of each farmers' market, Foard and Participating Merchants shall thoroughly clean the License Area, place all trash, waste, recycling and debris into the proper receptacle (if necessary, transporting any extra waste or recycling to the Town's corporation yard and placing it in the proper receptacle), and restore the License Area to substantially the same condition as existed before the conduct of the farmers' market, including the repair of any damage to Town property resulting from the farmers' market activities.

6. **Termination.** Foard and the Town may terminate this Agreement at any time by giving at least one week advance written notice to the other party. This Agreement will automatically terminate at the end of the term, if not extended by the parties written agreement.

7. **Rent.** Foard shall pay to the Town as rent for the use and occupancy of the License Area the sum of One Dollar (\$1.00) per week, payable monthly in advance on the first day of each calendar month.

8. **Compliance with Legal Requirements.** Foard and Participating Merchants shall strictly comply with all applicable federal, state and local laws and regulations concerning transportation, handling, storage, and sale of food and other products offered for sale by the Participating Merchants at the farmers' market. Foard shall strictly comply with all applicable laws, ordinances and regulations pertaining to the operation of a farmers' market, including, but not limited to, the prohibition of pets within the License Area.

9. **Indemnity.** Foard agrees to indemnify, defend, and hold the Town, and its officers, officials, boards, commissions, employees, and agents, harmless from and against any and all claims, demands, causes of action, liabilities, costs or expenses, including attorney's fees, occasioned by or in any way connected with the condition, use or misuse of the License Area or the operation of a farmers' market thereon, or occasioned by any negligent act or omission of Foard or Participating Merchants, or arising from any breach of this Agreement by Foard or any Participating Merchants. The indemnity obligations of Foard set forth herein shall survive and continue beyond the term of this Agreement.

10. **Liability Insurance.** During the term of this Agreement, Foard, at her expense, shall procure and maintain in full force and effect: (i) comprehensive general liability insurance with an aggregate limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, insuring against all liability of Foard and the Town for bodily injury and property damage arising out of or in connection with Foard's use and occupancy of the License Area. The general liability insurance policy shall name the Town, and its officers, officials, boards, commissions, employees, agents, and volunteers as insured parties thereunder, and shall be endorsed to provide that: (i) the insurance coverage thereunder shall be primary with respect to Town; and (ii) no cancellation or reduction in coverage will be made without 10 days prior written notice to the Town by the carrier.

11. **Notices.** Any notice required or permitted to be given hereunder shall be in writing and shall be mailed or personally delivered to the other party at the following address:

Town of Portola Valley, Attn: Town Manager  
765 Portola Road  
Portola Valley, CA 94028

Maggie Foard  
265 Portola State Park Road  
La Honda CA 94020

Any notice sent by mail shall be deemed received on the third business day after deposit of the notice in the U.S. Mail with proper postage prepaid thereon.

12. **Costs of Suit.** In the event legal action between the Town and Foard becomes necessary in order to enforce or interpret this Agreement, or any provision contained herein, the prevailing party shall be entitled to recover all costs and expenses that may be incurred in connection therewith, including reasonable attorney's fees.

13. **No Assignment.** This Agreement is personal to Foard and may not be assigned or transferred to any other party without the prior written consent of the Town.

14. **Successors and Assigns.** Subject to the restrictions against assignment by Foard, this Agreement shall be binding upon and inure to the benefit of the respective heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day, month and year first written above.

TOWN OF PORTOLA VALLEY

MAGGIE FOARD

By: \_\_\_\_\_  
Ann Wenger, Mayor

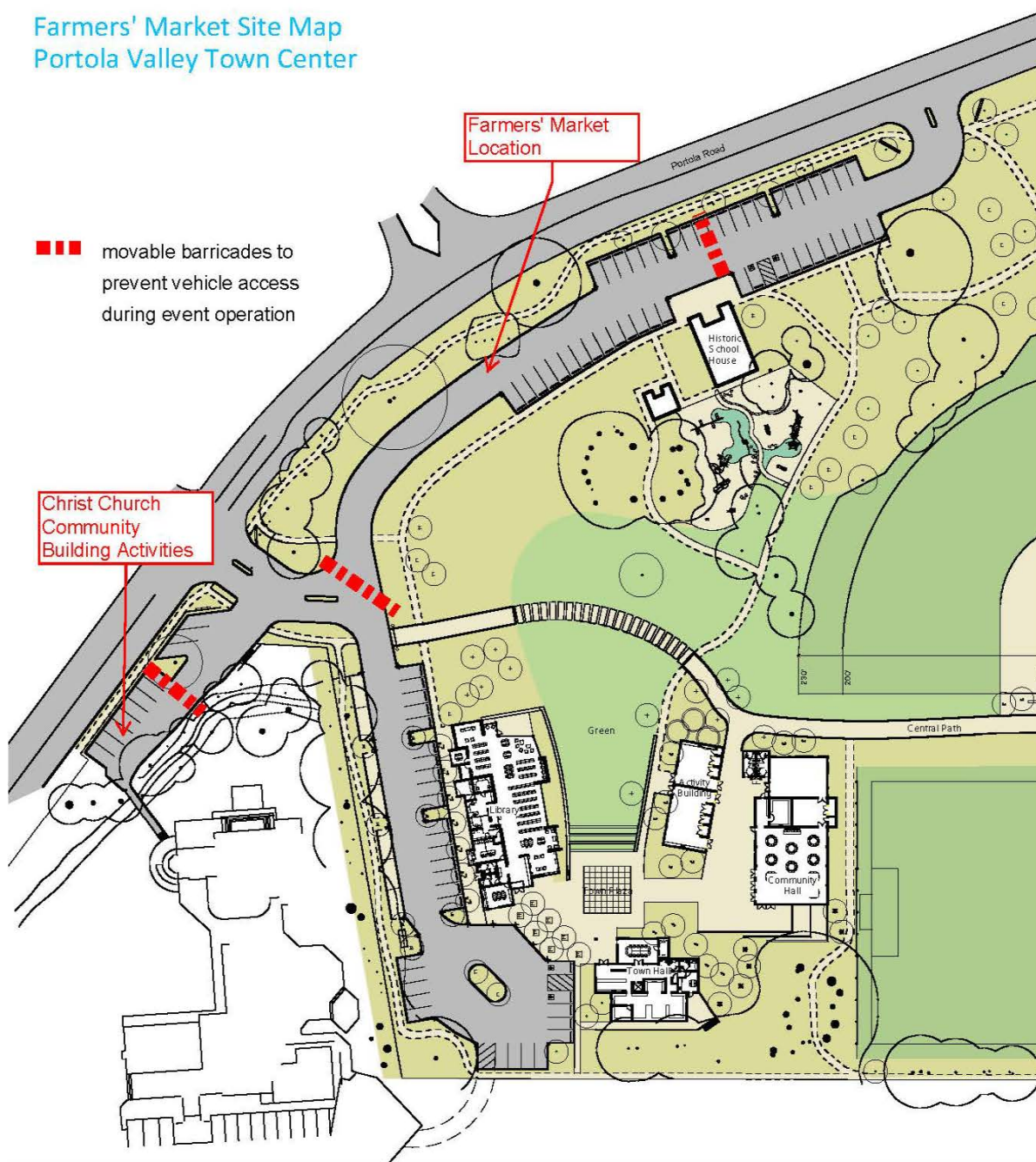
By: \_\_\_\_\_  
Maggie Foard

APPROVED AS TO FORM:

\_\_\_\_\_  
Leigh Prince, Town Attorney

### EXHIBIT A Site Plan for Farmers' Market

Farmers' Market Site Map  
Portola Valley Town Center



**FARMERS' MARKET  
LICENSE AGREEMENT**

THIS FARMERS' MARKET LICENSE AGREEMENT ("Agreement"), dated August \_\_\_\_, 2014, by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and Maggie Foard, an individual ("Foard") is made with reference to the following facts:

A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").

B. The Town desires to have and Foard desires to operate a farmers' market at the Town Center, subject to all of the terms and conditions hereinafter set forth.

**NOW, THEREFORE**, it is agreed as follows:

1. **Grant of License.** Town hereby grants to Foard a revocable license to use and occupy a portion of the Town Center for the purpose of operating a farmers' market wherein participating merchants will be engaged in the retail sale of agricultural products and other items customarily offered at a farmers' market for sale to the general public. The license granted herein shall authorize use and occupancy of the Town Center only by Foard and her authorized agents and participating merchants who are engaged in operation of the farmers' market pursuant to an agreement with Foard ("Participating Merchants"). The agreement between Foard and the Participating Merchants shall require each Participating Merchant to comply with all of the applicable conditions and requirements set forth in this Agreement.

2. **License Area.** The area of the Town Center to be occupied by the farmers' market operated by Foard shall be a portion of the parking area adjacent to the Historic School House, as shown on Exhibit A attached hereto and made a part hereof ("License Area").

3. **Condition of License Area.** Use of the License Area is being granted to Foard in its present condition and the Town shall have no obligation to make any alterations or improvements to the License Area to accommodate the farmers' market. Foard acknowledges that the Town has made no representations or warranties concerning the condition of the License Area or its suitability for a farmers' market. It shall be the sole responsibility of Foard to conduct such inspections of the License Area as she deems necessary to satisfy herself that the License Area can be used for the farmers' market.

4. **Term.** The term of this Agreement shall be for one year from August 15, 2014 through August 15, 2014. Approximately twice yearly, Foard, in conjunction with the Town staff, shall prepare a report to the Town Council summarizing the activities of the farmers' market and any issues that have arisen.

5. **Permitted Use; Conditions.** The License Area shall be used and occupied by Foard and Participating Merchants solely for the purpose of operating a farmers' market and related activities, such as entertainment, and for no other purpose without the prior written approval of the Town.

a. Day and Time of Operation. The farmers' market shall be limited to Thursday afternoons for a period of four hours of operation, with an additional two hours before operation for set-up and one hour after operation for clean-up. Aside from the time of year, farmers' market shall always close by sunset, so that clean-up is not occurring after dark. If the Town needs to cancel any particular week of the farmers' market due to a conflict with another event at Town Center, the Town shall provide Foard with at least one week advance written notice. In addition, the Town Manager may give Foard permission for the farmers' market to occur on an alternate date for the Thanksgiving and/or Christmas holiday.

b. Participating Merchants; Booths; Entertainment. The maximum number of Participating Merchants shall be 25 and shall not be increased without prior written approval of the Town Council. The Town shall be provided with a booth space for use by Town committees, Town staff, government agencies with jurisdiction in Portola Valley (e.g., Woodside Fire, Library) and town service providers (e.g., GreenWaste Recovery) for outreach purposes. In addition, musicians may be invited to enhance the atmosphere of the farmers' market. Amplified sound shall be allowed at Foard's reasonable discretion, provided it does not disturb adjoining property owners.

c. Sustainability. Foard will ensure the farmers' market is "zero waste." Participating Merchants shall comply with the Reusable Bag Ordinance and shall provide compostable serve-ware and produce bags. To the greatest extent feasible, subject to Foard's reasonable discretion, Foard will seek to select vendors that are sensitive to the needs of Town residents and to engage vendors that are based in close proximity to the Town.

d. Clean Up. Upon the conclusion of each farmers' market, Foard and Participating Merchants shall thoroughly clean the License Area, place all trash, waste, recycling and debris into the proper receptacle (if necessary, transporting any extra waste or recycling to the Town's corporation yard and placing it in the proper receptacle), and restore the License Area to substantially the same condition as existed before the conduct of the farmers' market, including the repair of any damage to Town property resulting from the farmers' market activities.

6. **Termination.** Foard and the Town may terminate this Agreement at any time by giving at least one week advance written notice to the other party. This Agreement will automatically terminate at the end of the term, if not extended by the



parties written agreement.

7. **Rent.** Foard shall pay to the Town as rent for the use and occupancy of the License Area the sum of One Dollar (\$1.00) per week, payable monthly in advance on the first day of each calendar month.

8. **Compliance with Legal Requirements.** Foard and Participating Merchants shall strictly comply with all applicable federal, state and local laws and regulations concerning transportation, handling, storage, and sale of food and other products offered for sale by the Participating Merchants at the farmers' market. Foard shall strictly comply with all applicable laws, ordinances and regulations pertaining to the operation of a farmers' market, including, but not limited to, the prohibition of pets within the License Area.

9. **Indemnity.** Foard agrees to indemnify, defend, and hold the Town, and its officers, officials, boards, commissions, employees, and agents, harmless from and against any and all claims, demands, causes of action, liabilities, costs or expenses, including attorney's fees, occasioned by or in any way connected with the condition, use or misuse of the License Area or the operation of a farmers' market thereon, or occasioned by any negligent act or omission of Foard or Participating Merchants, or arising from any breach of this Agreement by Foard or any Participating Merchants. The indemnity obligations of Foard set forth herein shall survive and continue beyond the term of this Agreement.

10. **Liability Insurance.** During the term of this Agreement, Foard, at her expense, shall procure and maintain in full force and effect: (i) comprehensive general liability insurance with an aggregate limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, insuring against all liability of Foard and the Town for bodily injury and property damage arising out of or in connection with Foard's use and occupancy of the License Area. The general liability insurance policy shall name the Town, and its officers, officials, boards, commissions, employees, agents, and volunteers as insured parties thereunder, and shall be endorsed to provide that: (i) the insurance coverage thereunder shall be primary with respect to Town; and (ii) no cancellation or reduction in coverage will be made without 10 days prior written notice to the Town by the carrier.

11. **Notices.** Any notice required or permitted to be given hereunder shall be in writing and shall be mailed or personally delivered to the other party at the following address:

Town of Portola Valley, Attn: Town Manager  
765 Portola Road  
Portola Valley, CA 94028

Maggie Foard  
265 Portola State Park Road  
La Honda CA 94020

Any notice sent by mail shall be deemed received on the third business day after deposit of the notice in the U.S. Mail with proper postage prepaid thereon.

12. **Costs of Suit.** In the event legal action between the Town and Foard becomes necessary in order to enforce or interpret this Agreement, or any provision contained herein, the prevailing party shall be entitled to recover all costs and expenses that may be incurred in connection therewith, including reasonable attorney's fees.

13. **No Assignment.** This Agreement is personal to Foard and may not be assigned or transferred to any other party without the prior written consent of the Town.

14. **Successors and Assigns.** Subject to the restrictions against assignment by Foard, this Agreement shall be binding upon and inure to the benefit of the respective heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto.

**IN WITNESS WHEREOF,** the parties have executed this Agreement on the day, month and year first written above.

TOWN OF PORTOLA VALLEY

By: \_\_\_\_\_  
Ann Wenger, Mayor

MAGGIE FOARD

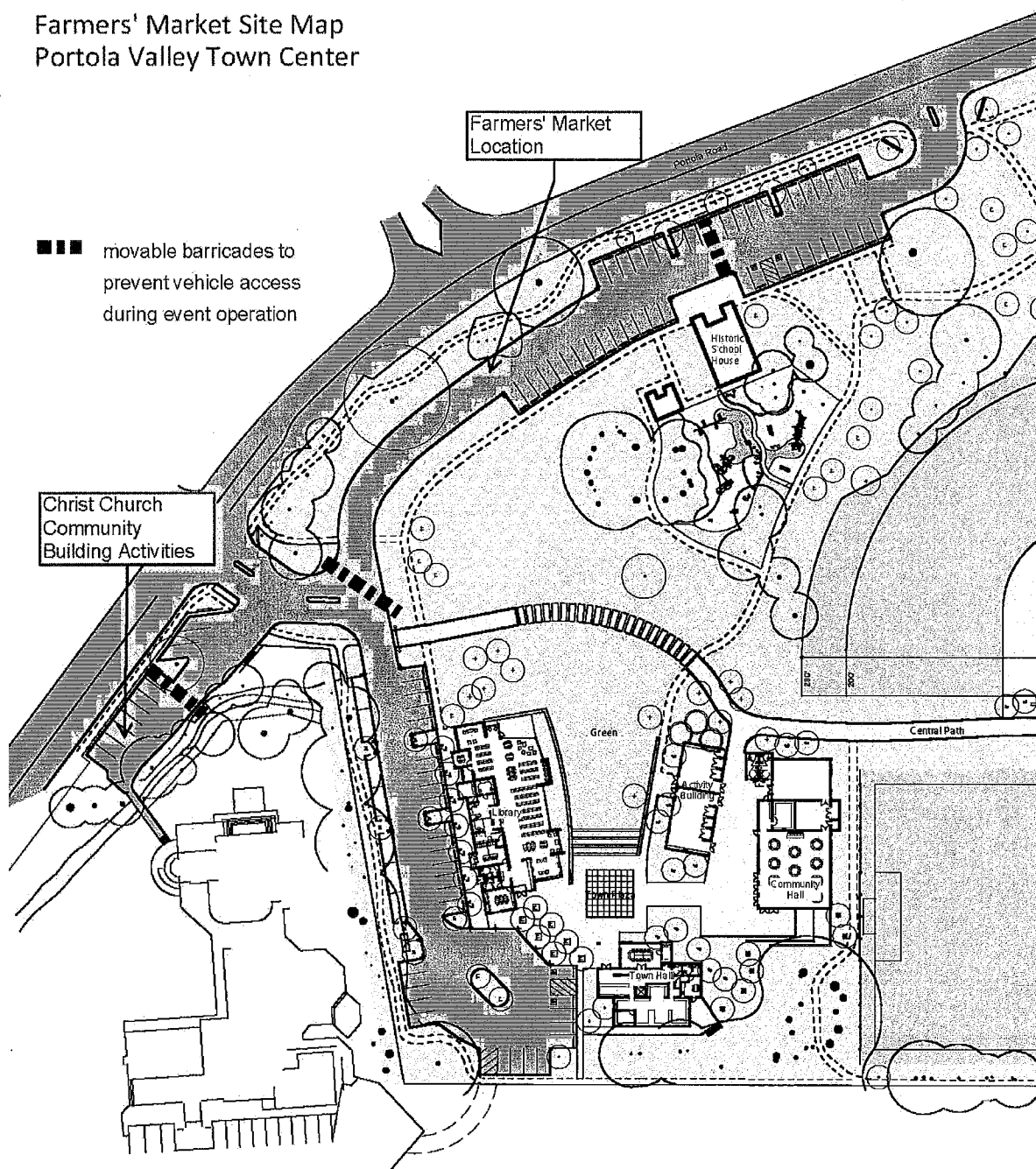
By:   
Maggie Foard

APPROVED AS TO FORM:

\_\_\_\_\_  
Leigh Prince, Town Attorney

### EXHIBIT A Site Plan for Farmers' Market

Farmers' Market Site Map  
Portola Valley Town Center



**RESOLUTION NO. \_\_\_\_\_-2014**

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING  
EXECUTION OF AN AGREEMENT BETWEEN THE  
TOWN OF PORTOLA VALLEY AND MAGGIE FOARD**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Agreement for operation of a farmers' market at the Town Center ("Agreement") between the Town and Maggie Foard.

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

1. Public interest and convenience require the Town of Portola Valley to enter into the Agreement described above.
2. Foard has been successfully operating the market pursuant to the agreement dated September 25, 2013.
3. The Town of Portola Valley hereby approves the Agreement and the Mayor is hereby authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and Maggie Foard.

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

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Brandi de Garneau, Sustainability & Special Projects Manager

**DATE:** August 13, 2014

**RE:** **Approve and Authorize an Amendment to the Limited Use Parking Agreement between the Town of Portola Valley and Christ Episcopal Church**

### RECOMMENDATION

The recommendation is that the Town Council approve and authorize the Mayor to execute the Amendment to the Limited Use Parking Agreement between the Town and Christ Church through August 15, 2015.

### BACKGROUND

The Town entered into an agreement with Christ Church in August 2013 to use the Church parking lot for overflow parking during the farmers' market. The Town now desires to amend the Agreement to extend the term for another year to coincide with the one-year renewal of the farmers' market agreement. There have been no issues with overflow parking at Christ Church during the past year that would prevent either party from entering into the agreement for an additional year.

### ATTACHMENTS

1. Amendment to Limited Use Parking Agreement
2. Limited Use Parking Agreement

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

Attachment 1

**AMENDMENT TO  
LIMITED USE PARKING AGREEMENT**

This Amendment to Limited Use Parking Agreement ("Amendment") is made as of August \_\_\_\_, 2014, with respect to that certain Limited Use Parking Agreement ("Agreement") by and between the Town of Portola Valley, a municipal corporation ("Town") and Christ Episcopal Church in Portola Valley, California, a California nonprofit religious corporation ("Church").

RECITALS

A. The Town and Church entered into the Agreement on August 4, 2013 to allow the Town to use the Church parking lot for overflow parking during the farmers' market.

B. The Town now desires to amend the Agreement to extend the term for another year.

**NOW, THEREFORE**, in consideration of their mutual covenants, Town and Church do hereby agree as follows:

1. Section 3, Term, of the Agreement is hereby amended to read as follows: "The term of this Agreement shall be for one year from August 15, 2014 through August 15, 2014.

2. Other than the amendment set forth in Section 1 above, no other provisions of the Agreement are amended and all other provisions of the Agreement are in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment as of the date set forth above.

**TOWN OF PORTOLA VALLEY:**

**CHRIST EPOSCOPAL CHUCH  
IN PORTOLA VALLEY:**

\_\_\_\_\_  
Ann Wengert  
Mayor

  
\_\_\_\_\_  
Daniel Hill  
Senior Warden

**ATTEST:**

\_\_\_\_\_  
Town Clerk

**LIMITED USE  
PARKING AGREEMENT**

THIS LIMITED USE PARKING AGREEMENT ("Agreement") dated August \_\_\_\_, 2013, by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and CHRIST EPISCOPAL CHURCH IN PORTOLA VALLEY, CALIFORNIA, a California nonprofit religious corporation ("Church") is made with reference to the following facts:

A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").

B. The Church is the owner of the neighboring real property and improvements located at 815 Portola Road, Portola Valley, California 94025 ("Church").

C. The Church and the Town Center are connected via an access easement.

D. The Town will be hosting a farmers' market at the Town Center for a year commencing on August 15, 2013 and ending on August 15, 2014. The farmers' market, which is intended to be a community building event, will be held on Thursday afternoons between the hours of 3:00 p.m. and 7:00 p.m., with two hours before for set-up and one hour after for clean-up. However, the hours of operation will be earlier as the time of sunset changes, so that the market is not occurring after dark.

E. The Town desires to use the Church Parking Lot for overflow parking during the farmers' market and the Church desires to serve the Portola Valley community by making its Parking Lot available for use by the community.

**NOW, THEREFORE**, it is agreed as follows:

1. **Farmers' Market Parking.** The Church hereby grants the Town permission to use the Church Parking Lot, as shown on Exhibit A, for overflow parking during the Thursday afternoon farmers' market. Parking shall be limited to the four hours of operation of the farmers' market. The Parking Lot includes space for up to approximately 75 cars to park.

2. **Ancillary Activities.** It is acknowledged and agreed that in an effort to serve the Portola Valley community, on farmers' market days, the Church may provide activities accessory to its church use such as face painting, bake sales or other similar activities, but may not allow food trucks at the Church.

3. **Term.** The term of this Agreement shall be for the duration of a year, as referenced in Recital D, above. The Town Council will be conducting an evaluation of

the farmers' market after this year. Depending upon the outcome of that evaluation, the Town and Church may consider extending the term of this Agreement. This Agreement will terminate at the end of the year, if not extended in writing by both parties.

4. **Insurance.** The Town shall include the Church as an additional insured on its event or general liability insurance policy with respect to the Town's limited use of the Church Parking Lot and shall provide the Church with a certificate of insurance confirming that coverage.

5. **Hold Harmless.** The Town agrees to indemnify, and hold harmless the Church and its directors, officers, agents and employees from any and all claims seeking recovery for injury or death of any person and loss of or damage to any property arising out of the Town's limited use of the Church Parking Lot.

**IN WITNESS WHEREOF,** the parties have executed this Agreement on the day, month and year first written above.

TOWN OF PORTOLA VALLEY

CHRIST EPISCOPAL CHURCH  
IN PORTOLA VALLEY,  
CALIFORNIA

By: Nick Pegueros  
Nick Pegueros  
Its: Town Manager

By: [Signature]  
Its: Rector

APPROVED AS TO FORM:

Margaret A. Sloan  
Margaret A. Sloan, Town Attorney



**EXHIBIT A**  
**Parking Lot Site Plan**



**To: Portola Valley Town Council**  
**From: John Boice. District Administrator**  
**Subject: Appointment of Jean Isaacson as the new president**  
**of the Woodside Highlands Road Maintenance District**

In accordance with Woodside Highlands Road Maintenance District Procedure Directive dated 7/10/1972 the Council appoints the members of The Citizens Advisory Board.

I ask that Jean Isaacson be appointed to replace Andy Belk as President of the Advisory Board

## **CURRENT MEMBERS OF THE ROAD ADVISORY BOARD**

*Jean Isaacson*, President (Pending Appointment)  
Kristen Stozel. Association Board Treasurer  
Jeff Milo, Association Board Secretary  
Bruce Willard\*, Road Commissioner  
Craig Taylor, Association Board Member  
Ken Singleton, Association Board Member  
Andy Browne\*, Board Member

\* Non Highlands Improvement Association Board Members

John Boice is the District Administrator/ Treasurer and serves as principal liaison to the Town.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Nick Pegueros, Town Manager

**DATE:** August 13, 2014

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

### RECOMMENDATION

The recommendation is that the Town Council approve the attached resolution to amend the Town's Employee Compensation Plan effective September 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 includes an IRS Section 125 Plan that provides employees with a monthly flexible dollar amount which can be used, at the employee's determination, to purchase or opt-out of a medical plan, contribute to an IRS Section 125 flexible spending program, or contribute to an IRS Section 457 deferred compensation.

### DISCUSSION

The recommended changes to the Plan address two separate areas. The first adjusts the monthly flexible spending allowances that are provided to employees and are used by employees to pay for eligible expenditures – most commonly medical insurance. The second change is a recommendation to provide Town-paid long-term disability insurance (LTD) and group term life insurance to all employees eligible for benefits.

1. **2015 Cafeteria Flexible Benefit Plan Amount (Section 3.1)** – The Town Council adopted Resolution No.2608-2013 on October 9, 2013, which structurally changed how the Town calculates the monthly flexible dollar amount provided under Section 3.1, "Cafeteria Flexible Benefit Plan" effective January 1<sup>st</sup> of each year. The action provided that the flexible dollar amount is calculated based on the CalPERS/PEMHCA Kaiser premium rates with a cost sharing that would require employees with one dependent to pay 20% of the total premium and employees with two or more dependents to pay 37.5% of the total premium. The cost-sharing would be phased in over four calendar years, adjusted every January 1<sup>st</sup> and is detailed in the following chart:

| 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%  |

With the adoption of this benefit structure, the Town achieves two distinct objectives. First, the amount allowed for the flexible dollar allowance provides for long-term stability of Town fringe benefit costs. Second, the fringe benefit plan will eventually provide parity in the dollar benefit provided to employees. The previous benefit structure inadvertently provided employees with dependents a higher fringe benefit compensation amount if the employee decided to enroll their dependent(s) in the medical plan. It should also be noted that the new cost sharing structure has also impacted employee choices with employees electing the opt-out option or selecting lower cost medical plans.

Next calendar year is the second year of the phased-in cost sharing for employees with dependents, and open enrollment for 2015 is quickly approaching. Employees with one dependent will see their flexible dollar allowance decrease from 95% to 90% of the Kaiser premium. Employees with two or more dependents will see their flexible dollar allowance decrease from 92.5% to 82.5% of the Kaiser premium. In order to provide employees with the information they need to assess their options, the Compensation Plan must be updated as outlined in Exhibit A to Attachment 1. In Attachment 2, the change in CalPERS/PEMCHA premiums year-over-year as well as historically is also provided.

When calculating the cost to employees, it is important to note that the basis for the flexible dollar amount calculation is the Kaiser premium in the CalPERS/PEMHCA plan. CalPERS/PEMHCA rates were announced in June and Kaiser premiums will decrease in 2015 by 3.8%. The impact on employees will vary depending on the plan selected by the employee and their level of coverage. Below is a summary of monthly premium costs to the employee for the health plans currently utilized by Town staff.

|               | 2015 Flex Dollar Allowance | Monthly Cost to Employee* |                 |                 |
|---------------|----------------------------|---------------------------|-----------------|-----------------|
|               |                            | Kaiser                    | Blue Shield HMO | Blue Shield PPO |
| Employee Only | \$ 894.00                  | \$ (179.55)               | \$ 34.87        | \$ (193.16)     |
| Employee +1   | 1,287.00                   | 141.90                    | 570.74          | 114.68          |
| Employee +2+  | 1,533.00                   | 324.57                    | 882.06          | 289.18          |

\* Negative amounts can be used by EE for other allowable cafeteria plan expenses

2. **Long Term Disability (LTD) & Group Term Life Insurance (Section 3.5 & 3.6, respectively)** – In the Town’s 2013 compensation survey of ten peer agencies, the Town of Portola Valley was the only employer that did not offer LTD and Group Term Life Insurance benefits to its employees. The cost of these benefits is relatively small and provides some peace of mind to the employee should an unfortunate circumstance arise. In discussions with an insurance broker, a LTD policy that provides 60% of the employee’s salary up to \$7,500 per month for 24 months and a term life insurance policy of \$50,000 per employee would cost no more than \$3,500 per year which is the amount programed in the 2014-15 budget. Staff will work with the broker to finalize the terms of the insurance contracts and request a 3-year rate lock for future budget planning purposes.

### **FISCAL IMPACT**

The amounts budgeted for the cafeteria plan/health premiums (\$231,481) and the LTD and group term life insurance premiums (\$3,500) are sufficient to provide for the expenditures anticipated as a result of this amendment to the Compensation Plan.

### **ATTACHMENT**

1. Resolution Amending the Employee Compensation Plan
  - a. Exhibit A – Proposed Amendments to the Employee Compensation Plan
2. CalPERS/PEMHCA Health Premium Changes and Historical Trend, compiled by Bartle Associates, LLC

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

**WHEREAS**, on the 24<sup>th</sup> 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 each subsequent January 1<sup>st</sup>; and

**WHEREAS**, the Town Council has received the 2015 CalPERS/PEMHCA premiums and now desires to update the monthly flexible dollar allowances effective January 1, 2015 in accordance with the cost sharing formula outlined in Resolution 2608-2013; and

**WHEREAS**, a survey of ten peer agencies indicates that the Town is the only agency that does not provide employees with long term disability insurance and group term life insurance; and

**WHEREAS**, the Town Council now desires to provide long term disability insurance and group term life insurance for all eligible employees at no expense to the employee;

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

**REGULARLY PASSED AND ADOPTED** this 13<sup>th</sup> of August, 2014.

\_\_\_\_\_  
Ann Wengert, Mayor

ATTEST:

\_\_\_\_\_  
Sharon Hanlon, Town Clerk

## Exhibit A

**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 1<sup>st</sup> 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>  | <del><i>2013 Monthly Flexible Dollar Amount</i></del> | <i>2014 Monthly Flexible Dollar Amount</i> | <del><i>2015 Monthly Flexible Dollar Amount</i></del> |
|---------------------------|---|--|---|
| Employee                  | <del>\$668.03</del>                                   | \$928.00                                   | <del>\$894.00</del>                                   |
| Employee plus one         | <del>\$1,337.26</del>                                 | \$1,411.00                                 | <del>\$1,287.00</del>                                 |
| Employee plus two or more | <del>\$1,738.44</del>                                 | \$1,786.00                                 | <del>\$1,533.00</del>                                 |

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 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 &<br>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. 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.

### **3.5 Long Term Disability Insurance**

The Town contracts for long term disability insurance (LTD) and pays the full premium for eligible employees. This benefit begins on the first day of the calendar month following the employee's hire date and terminates on the employee's date of separation.

### **3.6 Group Term Life Insurance**

The Town contracts for group term life insurance in the amount of fifty thousand dollars (\$50,000) for eligible employees. This benefit begins on the first day of the calendar month following the employee's hire date and terminates on the employee's date of separation.



|                         | 2014         |             |             |           |           |             | 2015         |             |             |           |           |             | Percent Change |          |
|-------------------------|--------------|-------------|-------------|-----------|-----------|-------------|--------------|-------------|-------------|-----------|-----------|-------------|----------------|----------|
|                         | Non-Medicare |             |             | Medicare  |           |             | Non-Medicare |             |             | Medicare  |           |             | Non-Medicare   | Medicare |
|                         | Single       | 2-Party     | Family      | Single    | 2-Party   | Family      | Single       | 2-Party     | Family      | Single    | 2-Party   | Family      |                |          |
| <b>Bay Area</b>         |              |             |             |           |           |             |              |             |             |           |           |             |                |          |
| Anthem Select           | \$ 657.33    | \$ 1,314.66 | \$ 1,709.06 | \$ 341.12 | \$ 682.24 | \$ 1,023.36 | \$ 662.41    | \$ 1,324.82 | \$ 1,722.27 | \$ 445.38 | \$ 890.76 | \$ 1,336.14 | 0.77%          | 30.56%   |
| Anthem Traditional      | 728.41       | 1,456.82    | 1,893.87    | 341.12    | 682.24    | 1,023.36    | 827.57       | 1,655.14    | 2,151.68    | 445.38    | 890.76    | 1,336.14    | 13.61%         | 30.56%   |
| Blue Shield             | 836.59       | 1,673.18    | 2,175.13    | 298.21    | 596.42    | 894.63      | 928.87       | 1,857.74    | 2,415.06    | 352.63    | 705.26    | 1,057.89    | 11.03%         | 18.25%   |
| Blue Shield NetValue    | 704.01       | 1,408.02    | 1,830.43    | 298.21    | 596.42    | 894.63      | 870.60       | 1,741.20    | 2,263.56    | 352.63    | 705.26    | 1,057.89    | 23.66%         | 18.25%   |
| Kaiser                  | 742.72       | 1,485.44    | 1,931.07    | 294.97    | 589.94    | 884.91      | 714.45       | 1,428.90    | 1,857.57    | 295.51    | 591.02    | 886.53      | (3.81%)        | 0.18%    |
| UnitedHealthcare        | 764.24       | 1,528.48    | 1,987.02    | 193.33    | 386.66    | 579.99      | 850.67       | 1,701.34    | 2,211.74    | 267.41    | 534.82    | 802.23      | 11.31%         | 38.32%   |
| PERS Choice             | 690.77       | 1,381.54    | 1,796.00    | 307.23    | 614.46    | 921.69      | 700.84       | 1,401.68    | 1,822.18    | 339.47    | 678.94    | 1,018.41    | 1.46%          | 10.49%   |
| PERS Select             | 661.52       | 1,323.04    | 1,719.95    | 307.23    | 614.46    | 921.69      | 690.43       | 1,380.86    | 1,795.12    | 339.47    | 678.94    | 1,018.41    | 4.37%          | 10.49%   |
| PERSCare                | 720.04       | 1,440.08    | 1,872.10    | 327.36    | 654.72    | 982.08      | 775.08       | 1,550.16    | 2,015.21    | 368.76    | 737.52    | 1,106.28    | 7.64%          | 12.65%   |
| PORAC                   | 634.00       | 1,186.00    | 1,507.00    | 397.00    | 791.00    | 1,264.00    | 675.00       | 1,292.00    | 1,642.00    | 402.00    | 802.00    | 1,281.00    | 8.48%          | 1.35%    |
| <b>Sacramento</b>       |              |             |             |           |           |             |              |             |             |           |           |             |                |          |
| Anthem Select           | \$ 750.27    | \$ 1,500.54 | \$ 1,950.70 | \$ 341.12 | \$ 682.24 | \$ 1,023.36 | \$ 811.14    | \$ 1,622.28 | \$ 2,108.96 | \$ 445.38 | \$ 890.76 | \$ 1,336.14 | 8.11%          | 30.56%   |
| Anthem Traditional      | 840.43       | 1,680.86    | 2,185.12    | 341.12    | 682.24    | 1,023.36    | 940.16       | 1,880.32    | 2,444.42    | 445.38    | 890.76    | 1,336.14    | 11.87%         | 30.56%   |
| Blue Shield             | 734.87       | 1,469.74    | 1,910.66    | 298.21    | 596.42    | 894.63      | 809.22       | 1,618.44    | 2,103.97    | 352.63    | 705.26    | 1,057.89    | 10.12%         | 18.25%   |
| Blue Shield NetValue    | 618.39       | 1,236.78    | 1,607.81    | 298.21    | 596.42    | 894.63      | 758.45       | 1,516.90    | 1,971.97    | 352.63    | 705.26    | 1,057.89    | 22.65%         | 18.25%   |
| Kaiser                  | 681.59       | 1,363.18    | 1,772.13    | 294.97    | 589.94    | 884.91      | 660.96       | 1,321.92    | 1,718.50    | 295.51    | 591.02    | 886.53      | (3.03%)        | 0.18%    |
| UnitedHealthcare        | 643.34       | 1,286.68    | 1,672.68    | 193.33    | 386.66    | 579.99      | 623.45       | 1,246.90    | 1,620.97    | 267.41    | 534.82    | 802.23      | (3.09%)        | 38.32%   |
| PERS Choice             | 665.99       | 1,331.98    | 1,731.57    | 307.23    | 614.46    | 921.69      | 679.26       | 1,358.52    | 1,766.08    | 339.47    | 678.94    | 1,018.41    | 1.99%          | 10.49%   |
| PERS Select             | 637.85       | 1,275.70    | 1,658.41    | 307.23    | 614.46    | 921.69      | 669.16       | 1,338.32    | 1,739.82    | 339.47    | 678.94    | 1,018.41    | 4.91%          | 10.49%   |
| PERSCare                | 694.26       | 1,388.52    | 1,805.08    | 327.36    | 654.72    | 982.08      | 751.21       | 1,502.42    | 1,953.15    | 368.76    | 737.52    | 1,106.28    | 8.20%          | 12.65%   |
| PORAC                   | 634.00       | 1,186.00    | 1,507.00    | 397.00    | 791.00    | 1,264.00    | 675.00       | 1,292.00    | 1,642.00    | 402.00    | 802.00    | 1,281.00    | 8.48%          | 1.35%    |
| <b>Los Angeles Area</b> |              |             |             |           |           |             |              |             |             |           |           |             |                |          |
| Anthem Select           | \$ 475.86    | \$ 951.72   | \$ 1,237.24 | \$ 341.12 | \$ 682.24 | \$ 1,023.36 | \$ 493.40    | \$ 986.80   | \$ 1,282.84 | \$ 445.38 | \$ 890.76 | \$ 1,336.14 | 3.69%          | 30.56%   |
| Anthem Traditional      | 549.76       | 1,099.52    | 1,429.38    | 341.12    | 682.24    | 1,023.36    | 631.62       | 1,263.24    | 1,642.21    | 445.38    | 890.76    | 1,336.14    | 14.89%         | 30.56%   |
| Blue Shield             | 469.91       | 939.82      | 1,221.77    | 298.21    | 596.42    | 894.63      | 517.87       | 1,035.74    | 1,346.46    | 352.63    | 705.26    | 1,057.89    | 10.21%         | 18.25%   |
| Blue Shield NetValue    | 395.50       | 791.00      | 1,028.30    | 298.21    | 596.42    | 894.63      | 485.41       | 970.82      | 1,262.07    | 352.63    | 705.26    | 1,057.89    | 22.73%         | 18.25%   |
| Health Net Salud y Más  | 425.44       | 850.88      | 1,106.14    | 261.24    | 522.48    | 783.72      | 430.71       | 861.42      | 1,119.85    | 276.85    | 553.70    | 830.55      | 1.24%          | 5.98%    |
| Health Net SmartCare    | 542.71       | 1,085.42    | 1,411.05    | 261.24    | 522.48    | 783.72      | 568.47       | 1,136.94    | 1,478.02    | 276.85    | 553.70    | 830.55      | 4.75%          | 5.98%    |
| Kaiser                  | 541.79       | 1,083.58    | 1,408.65    | 294.97    | 589.94    | 884.91      | 521.18       | 1,042.36    | 1,355.07    | 295.51    | 591.02    | 886.53      | (3.80%)        | 0.18%    |
| UnitedHealthcare        | 487.76       | 975.52      | 1,268.18    | 193.33    | 386.66    | 579.99      | 458.74       | 917.48      | 1,192.72    | 267.41    | 534.82    | 802.23      | (5.95%)        | 38.32%   |
| PERS Choice             | 599.19       | 1,198.38    | 1,557.89    | 307.23    | 614.46    | 921.69      | 585.18       | 1,170.36    | 1,521.47    | 339.47    | 678.94    | 1,018.41    | (2.34%)        | 10.49%   |
| PERS Select             | 573.83       | 1,147.66    | 1,491.96    | 307.23    | 614.46    | 921.69      | 576.49       | 1,152.98    | 1,498.87    | 339.47    | 678.94    | 1,018.41    | 0.46%          | 10.49%   |
| PERSCare                | 624.59       | 1,249.18    | 1,623.93    | 327.36    | 654.72    | 982.08      | 647.11       | 1,294.22    | 1,682.49    | 368.76    | 737.52    | 1,106.28    | 3.61%          | 12.65%   |
| PORAC                   | 634.00       | 1,186.00    | 1,507.00    | 397.00    | 791.00    | 1,264.00    | 675.00       | 1,292.00    | 1,642.00    | 402.00    | 802.00    | 1,281.00    | 8.48%          | 1.35%    |



| Premiums                 |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
|                          | 2001     | 2002     | 2003     | 2004     | 2005     | 2006     | 2007     | 2008     | 2009     | 2010     | 2011     | 2012     | 2013     | 2014     | 2015     |
| <b>Basic</b>             |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| <b>Bay Area</b>          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Anthem Select            | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | \$657.33 | \$662.41 |
| Anthem Traditional       | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 728.41   | 827.57   |
| Blue Shield              | \$201.17 | \$216.66 | \$267.25 | \$315.22 | \$389.96 | \$425.50 | \$484.21 | \$532.93 | \$560.57 | \$577.33 | \$675.51 | \$711.10 | \$784.63 | 836.59   | 928.87   |
| Blue Shield NetValue     | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 478.22   | 495.50   | 500.35   | 581.24   | 611.59   | 670.21   | 704.01   | 870.60   |
| Kaiser                   | 202.21   | 210.17   | 259.21   | 305.42   | 354.69   | 389.38   | 431.17   | 470.67   | 508.30   | 532.56   | 568.99   | 610.44   | 668.63   | 742.72   | 714.45   |
| United Healthcare        | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 764.24   | 850.67   |
| PERS Choice              | 214.00   | 249.00   | 296.00   | 349.41   | 369.74   | 404.59   | 455.18   | 482.48   | 482.48   | 508.74   | 563.40   | 574.15   | 667.03   | 690.77   | 700.84   |
| PERS Select              | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 467.18   | 453.16   | 474.93   | 492.68   | 487.39   | 487.20   | 661.52   | 690.43   |
| PERSCare                 | 361.00   | 449.00   | 548.00   | 544.77   | 619.93   | 680.43   | 769.50   | 749.83   | 749.83   | 868.17   | 893.95   | 1,029.23 | 1,083.11 | 720.04   | 775.08   |
| Western Health Advantage | n/a      | 181.65   | 208.90   | 280.41   | 322.47   | 354.07   | 395.85   | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      |
| <b>Sacramento</b>        |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Anthem Select            | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | \$750.27 | \$811.14 |
| Anthem Traditional       | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 840.43   | 940.16   |
| Blue Shield              | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | \$519.57 | \$609.14 | \$636.92 | \$702.75 | 734.87   | 809.22   |
| Blue Shield NetValue     | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 473.48   | 541.43   | 553.09   | 606.11   | 618.39   | 758.45   |
| Kaiser                   | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 502.56   | 524.51   | 562.69   | 613.42   | 681.59   | 660.96   |
| United Healthcare        | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 643.34   | 623.45   |
| PERS Choice              | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 458.36   | 524.04   | 534.10   | 620.49   | 665.99   | 679.26   |
| PERS Select              | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 427.90   | 458.27   | 453.39   | 453.21   | 637.85   | 669.16   |
| PERSCare                 | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 782.19   | 831.50   | 957.44   | 1,007.54 | 694.26   | 751.21   |
| <b>Los Angeles Area</b>  |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Anthem Select            | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | \$475.86 | \$493.40 |
| Anthem Traditional       | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 549.76   | 631.62   |
| Blue Shield              | \$201.17 | \$216.66 | \$267.25 | \$315.22 | \$287.75 | \$312.98 | \$356.17 | \$392.01 | \$412.35 | \$424.69 | \$496.93 | \$510.72 | \$530.75 | 469.91   | 517.87   |
| Blue Shield NetValue     | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 351.77   | 364.49   | 368.06   | 427.58   | 439.25   | 453.35   | 395.50   | 485.41   |
| Health Net Salud y Más   | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 425.44   | 430.71   |
| Health Net SmartCare     | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 542.71   | 568.47   |
| Kaiser                   | 202.21   | 210.17   | 259.21   | 305.42   | 294.78   | 306.54   | 329.14   | 359.30   | 388.02   | 413.17   | 434.00   | 465.63   | 502.40   | 541.79   | 521.18   |
| United Healthcare        | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 487.76   | 458.74   |
| PERS Choice              | 214.00   | 249.00   | 296.00   | 349.41   | 344.12   | 376.55   | 423.63   | 449.04   | 449.04   | 452.41   | 496.15   | 505.63   | 587.46   | 599.19   | 585.18   |
| PERS Select              | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | n/a      | 434.80   | 421.75   | 422.35   | 433.87   | 429.22   | 429.08   | 573.83   | 576.49   |
| PERSCare                 | 361.00   | 449.00   | 548.00   | 544.77   | 576.96   | 633.27   | 716.17   | 697.87   | 697.87   | 772.05   | 787.24   | 906.39   | 953.90   | 624.59   | 647.11   |



|                          | Percent Change |       |       |       |      |       |       |       |       |       |       |       |        |       |
|--------------------------|----------------|-------|-------|-------|------|-------|-------|-------|-------|-------|-------|-------|--------|-------|
|                          | 2002           | 2003  | 2004  | 2005  | 2006 | 2007  | 2008  | 2009  | 2010  | 2011  | 2012  | 2013  | 2014   | 2015  |
| <b>Basic</b>             |                |       |       |       |      |       |       |       |       |       |       |       |        |       |
| <b>Bay Area</b>          |                |       |       |       |      |       |       |       |       |       |       |       |        |       |
| Anthem Select            | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | 0.8%  |
| Anthem Traditional       | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | 13.6% |
| Blue Shield              | 7.7%           | 23.3% | 17.9% | 23.7% | 9.1% | 13.8% | 10.1% | 5.2%  | 3.0%  | 17.0% | 5.3%  | 10.3% | 6.6%   | 11.0% |
| Blue Shield NetValue     | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | 3.6%  | 1.0%  | 16.2% | 5.2%  | 9.6%  | 5.0%   | 23.7% |
| Kaiser                   | 3.9%           | 23.3% | 17.8% | 16.1% | 9.8% | 10.7% | 9.2%  | 8.0%  | 4.8%  | 6.8%  | 7.3%  | 9.5%  | 11.1%  | -3.8% |
| United Healthcare        | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | 11.3% |
| PERS Choice              | 16.4%          | 18.9% | 18.0% | 5.8%  | 9.4% | 12.5% | 6.0%  | 0.0%  | 5.4%  | 10.7% | 1.9%  | 16.2% | 3.6%   | 1.5%  |
| PERS Select              | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | -3.0% | 4.8%  | 3.7%  | -1.1% | 0.0%  | 35.8%  | 4.4%  |
| PERSCare                 | 24.4%          | 22.0% | -0.6% | 13.8% | 9.8% | 13.1% | -2.6% | 0.0%  | 15.8% | 3.0%  | 15.1% | 5.2%  | -33.5% | 7.6%  |
| Western Health Advantage | n/a            | 15.0% | 34.2% | 15.0% | 9.8% | 11.8% | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | n/a   |
| <b>Sacramento</b>        |                |       |       |       |      |       |       |       |       |       |       |       |        |       |
| Anthem Select            | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | 8.1%  |
| Anthem Traditional       | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | 11.9% |
| Blue Shield              | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | 17.2% | 4.6%  | 10.3% | 4.6%   | 10.1% |
| Blue Shield NetValue     | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | 14.4% | 2.2%  | 9.6%  | 2.0%   | 22.6% |
| Kaiser                   | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | 4.4%  | 7.3%  | 9.0%  | 11.1%  | -3.0% |
| United Healthcare        | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | -3.1% |
| PERS Choice              | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | 14.3% | 1.9%  | 16.2% | 7.3%   | 2.0%  |
| PERS Select              | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | 7.1%  | -1.1% | 0.0%  | 40.7%  | 4.9%  |
| PERSCare                 | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | 6.3%  | 15.1% | 5.2%  | -31.1% | 8.2%  |
| <b>Los Angeles Area</b>  |                |       |       |       |      |       |       |       |       |       |       |       |        |       |
| Anthem Select            | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | 3.7%  |
| Anthem Traditional       | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | 14.9% |
| Blue Shield              | 7.7%           | 23.3% | 17.9% | -8.7% | 8.8% | 13.8% | 10.1% | 5.2%  | 3.0%  | 17.0% | 2.8%  | 3.9%  | -11.5% | 10.2% |
| Blue Shield NetValue     | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | 3.6%  | 1.0%  | 16.2% | 2.7%  | 3.2%  | -12.8% | 22.7% |
| Health Net Salud y Más   | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | 1.2%  |
| Health Net SmartCare     | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | 4.7%  |
| Kaiser                   | 3.9%           | 23.3% | 17.8% | -3.5% | 4.0% | 7.4%  | 9.2%  | 8.0%  | 6.5%  | 5.0%  | 7.3%  | 7.9%  | 7.8%   | -3.8% |
| United Healthcare        | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a   | n/a    | -5.9% |
| PERS Choice              | 16.4%          | 18.9% | 18.0% | -1.5% | 9.4% | 12.5% | 6.0%  | 0.0%  | 0.8%  | 9.7%  | 1.9%  | 16.2% | 2.0%   | -2.3% |
| PERS Select              | n/a            | n/a   | n/a   | n/a   | n/a  | n/a   | n/a   | -3.0% | 0.1%  | 2.7%  | -1.1% | 0.0%  | 33.7%  | 0.5%  |
| PERSCare                 | 24.4%          | 22.0% | -0.6% | 5.9%  | 9.8% | 13.1% | -2.6% | 0.0%  | 10.6% | 2.0%  | 15.1% | 5.2%  | -34.5% | 3.6%  |



#11

There are no written materials for this agenda item.

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – July 11, 2014**

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1. Agenda – ASCC – Monday, July 14, 2014
2. Agenda (Cancellation) – Planning Commission – Wednesday, July 16, 2014
3. Letter from Resident, Louis Ebner re: Council meeting of June 18, 2014
4. Report from San Mateo County Sheriff's Office – Incident Log for 07/02/14 – 07/08/14
5. Invitation to the Council of Cities dinner meeting on Friday, July 25, 2014

### **Attached Separates (Council Only)**

1. None



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, July 14, 2014  
Special Joint Field Meeting (time and place as listed herein)  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

**SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING\***

4:00 p.m. 123 Pinon Joint field meeting to consider an application for a variance to allow a ground-mounted solar panel array in the side yard setback for the 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. Old Business:
  - a. Follow-up Architectural Review and Revisions to Previous Approvals for Residential Additions and Remodeling and Detached Guest House, 25 Bear Gulch Road, Richardson
5. New Business:
  - a. Architectural Review for Carport Enclosure, 2 Ohlone, Down
  - b. Architectural Review for Workshop, 1 Indian Crossing, Portola Valley Ranch
  - c. Architectural Review for Detached Studio and Detached Guest House, 465 Golden Oak Drive, Hicks
  - d. Variance X7E-137 for Placement of Ground-Mounted Solar Panels within the Side Yard Setback, 123 Pinon, Donahue
6. Commission and Staff Reports:
7. Approval of Minutes: May 27, 2014 and June 23, 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.

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

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

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#### **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).

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

Date: July 11, 2014

CheyAnne Brown  
Planning Technician

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission

**FROM:** CheyAnne Brown, Planning Technician

**DATE:** July 11, 2014

**RE:** Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, July 16, 2014 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, August 6, 2014 at 7:30 p.m.

cc: Town Manager  
Town Council  
Town Planner  
The Almanac  
Barbara Templeton

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This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: July 11, 2014

CheyAnne Brown  
Planning Technician

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## ***Open Letter to the Portola Valley Town Council    June 30, 2014***

On June 18, Councilmembers considered and ultimately adopted language establishing a more “open” process for the “purchase, sale, exchange or lease of real property”. While applauding the Council for the vote ultimately (if reluctantly) taken, I think it important to respond to comments made by Councilmembers en route to that vote. Not simply to raise specific counter-argument for which no opportunity was given, but to object to both the tone and content of various comments made from the dais that night, to address comments made and actions taken in previous meetings, and to set the whole in some historical perspective. There is no convenient avenue for covering this ground, other than correspondence. Two years ago, I began to research the record of the BMR-affordable housing debate in Portola Valley, running back to 1991, and since have compiled a documentary history of the debate and of acts and findings arising from it. A few entries from that History are appended to this letter, in support of various points.

### **1. Meeting of 6/18/2014**

The new procedural ‘rule’ adopted on 6/18 was a weaker version of language suggested by the May, 2013 *Report to the Town Council* by an Ad hoc Committee on Affordable Housing. (The Committee had been created after collapse of the Town’s attempted purchase of 900 Portola Road as a site for “affordable” housing.) The pertinent passage from the Report (*under “General Recommendations”, paragraph 2: Town Housing Funds*) read:

*“(T)he Ad-hoc Housing Committee recommends that town funds should only be used to purchase land or pay for construction of housing after a rigorous open and public process that includes adequate notice, identification of the property and disclosure of the financial viability, and proposed density of the project before entering into a contract.”*

To a person, the Council balked at this language, insisting that such a process would “tie the hands of future councils”. Despite their decades-long record of dramatic failures in this area of policy, a curious and somewhat tone-deaf brace of arguments was raised by Council members, and the Town attorney, in support of *retaining* the status quo:

(a) *The “Bidding-leverage” argument that “Adequate notice” would hamper the negotiating position of the Town.* (Prince, Wengert, 6/18/14) While this favorite chestnut of the backroom wheeler-dealers has been trotted out for years, no empirical evidence has ever been brought to substantiate the claim. A savvy seller will always know that selling to the Town has drawbacks for *many* reasons, and if so inclined will entertain other “bids” anyway. There is no leverage-advantage intrinsic to “quickie” deals in this ambit; no one is under illusion that *transaction speed* is a bankable expectation when dealing with Town government. Brushed aside here is all consideration of the public outcry over “notice” in recent years, in favor of overestimating, almost comically, the Council’s ability to ‘pull a fast one’ on competitors in the bidding arena. In any event, this inflated self-assessment is hardly worth propping up at the price of ‘pulling a fast one’ on the people of the town. The counter-argument, less entertaining but more to the point, is a plea for greater transparency in both the formulation and execution of housing policy (section 2, *infra*). This “transparency” should extend to the contemplation of real estate deals.

(b) *“Economic” arguments against the notion of a pre-purchase feasibility study: “You don’t design a house and go buy it... you don’t design it first and then make the purchase...” (Richards, 6/18/14)*  
*“Determining financial viability of a project could cost us \$40k before we buy a property...that’s taxpayer money...” (Aalfs, 6/18/14)*

*Design agnosticism* seems, for the Council, to have long been a convenient rationale for questionable policy maneuvers (items 3, 17, *attached History*). But surely the Council can understand that such an approach to major capital expenditure-- *buy first, assesses viability later* – holds as little appeal for the taxpayer as it did for the Ad hoc Committee. In its ‘deliberations’, the Council took no note at all of two decades’ expenditures on “consultancy” as the Town dithered with the Blue Oaks lots, which had been assessed as unfeasible for BMR as early as 1992 (item 2, attached). So of course there was no sense in the breeze that years of expense might have been obviated by commitment to a formal feasibility study early in the game. Nor, when I raised the subject (6/18/14), did the Council so much as blink at the budget line-item from 2013: *\$79,706 spent from the General Fund on “consultancy” last year*, in finally deciding to face reality and sell those lots. (Item 1—this was *independent* of brokers’ fees)

Now the collective wisdom of the Council sums to this: that it is appropriate to spend millions of dollars of Town (taxpayer) resources to purchase more land (*which you then plan to give away to a developer*) but foolish to spend \$40,000 to find out whether the transaction can lead to a workable plan.

Brilliant.

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Far the most nonsensical utterance of the evening was delivered by Councilwoman Derwin, who appeared to believe she was formulating coherent argument against *process reform* when she said: *“On Nathhorst they spent a ton on a design for a project and there was a rigorous public discussion... and so everything that you’re asking for happened and look at the result...” (Derwin, 6/18/14)*

Well, the result was that the plan was rejected, for cause. The reasons were many, and varied—among them, runaway density and heavy-handed tactics on the part of proponents of the project. This bitter fruit of democracy-in-action was apparently indigestible to Ms Derwin; and her lingering dyspepsia, eleven years on, would culminate in the rhetorical eructation with which she chose to conclude:

*“I’m going to call a spade a spade here. We’re not talking about process, we’re talking about product. If the Town had wanted to build a science center over on 900 Portola Road, nobody would have given a rat’s ass about process... This is about building affordable housing in Portola Valley, and when you try to build affordable housing in an affluent community, people go insane...”*

While one must concede that the final sentence of this statement is all but proven by its predecessors, the sheer tasteless puerility of Ms Derwin’s contribution from the dais overwhelmed any salience to which it might have laid claim. What seems to have eluded the Councilwoman is the possibility that the *corporate real-estate development model* for production of “affordable housing” (of which she is an histrionic proponent) is simply the wrong template for the Town of Portola Valley, and that it is this

*template*, and not the *concept* of affordable housing, from which the Town has recoiled. So perhaps it is not soullessness but *sense* that has prevailed, with better ideas to follow.

Councilmembers are fond of quoting Bill Lane on matters great and small. Here's a statement made by Mr. Lane in November of 2008—five years after the Nathhorst vote, and over a decade into the Blue Oaks debacle: *“Bill Lane said...(t)he developers he spoke with didn't think Portola Valley was worth any investment on their part in terms of acquiring land or putting money into construction unless it was provided by donations and non-profits. There was no transportation, minimal retail, no drugstore, etc. It was not a good market for investment in real estate for people to invest in low-cost housing...”* (November 19, 2008 Planning Commission Meeting, excerpts of minutes, p4)

Perhaps the Nathhorst plan and the Blue Oaks 'plan' and the 900 Portola Road 'plan that dared not speak its name' *were simply bad ideas*. But demonizing all opposition (e.g. item 11) has long been fundamental to the political program of the particular 'housing' advocacy to which Ms. Derwin subscribes; her spite from the dais, like the sublime flatness of her political learning-curve on these issues, comes as little surprise to those who, over the years, have noted her tactics and methods.

As for discussion of reforms to the process of investment in land for housing : entirely unremarked in the Council's deliberation of 6/18 was the fact that the Ad hoc Committee's recommendations *accurately reflected* what the people of the Town have been communicating in a variety of ways for over two decades: that such standards of practice are *precisely* what they expect to see applied to subsidized housing —or to *any other* major capital investment: *“a rigorous and public process”*, adequate notice to all stakeholders, disclosure (after diligence) of financial viability...and *specifics* on anticipated consequences for the environment and character of the Town.

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Passing strange to anyone familiar with Town debates and documentary revelations on these matters over the past few years was the wistful if sincere comment of Councilman Richards as he consented to go along with adoption of the new procedural rule: *“It's frankly rather discouraging that there is still an impression that anything that was done over the last few years was done in anything but the most open and honest manner...”*

How could it be that citizens of this town would come to question the statements, actions and motivations of past and present members of Town government? And why, in communications such as this one, would anyone suggest that those governmental functionaries might be unreliable assessors of their own past actions? One small example might provide Mr. Richards with sufficient clue.

On 11/13/2013, in a Town Council meeting, I criticized the “Palo Alto approach” of the Town Council to “affordable housing” policy--an approach based on the model of a corporate developer being invited in, both to build and to run BMR. The danger, I observed, was that the approach conceded too much economic and design leverage to the developer, as revealed in the outfall of recent housing development wars (complete with Brown Act investigations) in Silicon Valley. Former Councilman Silver vehemently protested this critique (sec 2, infra), insisting that the Town's approach was being mischaracterized, declaring that he was “insulted” by the “insinuation”. (Interestingly, he went on later that same evening to

suggest that the Council approach PAHC --Palo Alto Housing Corp-- to put together a tour of projects they had built and were running).

A couple weeks later, in his last address as a Planning Commissioner, Chip McIntosh (apparently attempting to assist in Silver's re-write of history) saw fit to declare that the Town *never had subscribed to that corporate model*. (12/4/13 Commissioner McIntosh):

*"There has never been any discussion of an outside party running housing...only building that housing..."*

But it is clear from the documentary record that this process has been driven by the "corporate approach" from the beginning:

--April 8, 2003 letter from Angela Howard to Marlene Prendergast of PAHC:

*"Would you be interested in administering units after they are constructed, both at Blue oaks and any other location in Town?"*

--September 8, 2000 memo from Sandy Sloan to Town Council:

*"As to the question of whether the town can 'control the occupancy' (of BMR units), the Town can set criteria favoring certain persons...but it has always been the recommendation of the Town Attorney and the Town Planner that the town contract with the Palo Alto Housing Corporation to administer the BMR program. ..."*

--May 14 1992 letter from Mid-Peninsula Housing Coalition Fran Wagstaff to Mike Meldman, Haas & Haynie on the subject of Proposed Blue oaks BMR: *"...it is absolutely necessary to keep construction costs down...it is also critical from a management standpoint. We would plan to provide long term professional management through our affiliate management company..."*

Was Commissioner Macintosh's statement of 12/13/13 *solicited*? No.

Was it inadvertent-- blurted in the heat of a raging debate? No.

It was merely, casually, symptomatic of the way in which he and others in Town government, over many years, have bent, shaded or obfuscated the truth in the "affordable housing" debates.

I would urge Mr. Richards to study Items 4-20, attached—only a few out of dozens that could have been attached by way of illustration, and to consider the following:

I have noted in both Town Council and Planning Commission meetings the utter (and, one must assume, *intentional*) failure of Town officials to make clear to the people of this Town the implications of the Density Bonus (Gov Code Sec 65915) — over the many months during which those same Town officials were attempting to sell us all on the concept of BMR at 900 Portola Road.

Nowhere, on "Information" websites, Q and A, or in public presentation was any mention made of the fact that once a property is purchased *specifically for BMR*, this Density Bonus is *automatically* in play—

giving tremendous leverage to developers *by law*. And nowhere was a calculation offered as to how that Law's application could *dramatically* affect the potential size (height, coverage *and* density) of any project built under aegis of BMR. Instead, the Council played the "agnostic" card: insisting that while it was *declaring* a project limited to 8 housing units, it had no real plan, and so there was no need to *analyze* the project *ex ante*. (Wengert response to direct question on this matter, 4/23/2014). No need, then, go into the dicey matter of what could result pursuant to (a) *inevitable* arguments of developers that more units—including "for profit" units-- would need to be built (in order to make the project "economically viable") and (b) *inevitable* invocation of the Density Bonus provision of the housing law (in order to guarantee maximization of the build-out).

The closest this Town ever came to conceding the Density Bonus reality was an exchange between Wengert and "a man" in the audience during the July 2012 meeting convened to "explain" (ex post facto) the wisdom of contracting to acquire 900 Portola Road (Item 16). The "man" quoted in the transcript happens to have been me.

Through numerous community meetings, the Ad hoc Committee on Affordable Housing took note of complaints about the disingenuousness of the Town's "representations" in this regard, and recommended a process that would guarantee a more candid and clear-eyed public consideration of housing development proposals.

In view of the history, this would seem to me a perfectly reasonable suggestion. But the Council bristles at such suggestions. After years of serial fecklessness and bluster in the matter of BMR, the Council seems to find candor onerous. Which begs the question: at what point do you stop taking umbrage and start listening to your constituents?

## **2. Meeting of 11/13/2013**

Here is how the 'official' town minutes reported what happened on 11/13/13:

*"Louis Ebner, Wyndham Drive, said that ex post facto disclosure of a done deal is not a transparent process... and that...the Town should not have policy formulated behind closed doors. He suggested agendizing a public discussion of the Brown Act and its use by the Town Council and Commissions, and noted that (the Brown Act actually invites) local legislatures to set greater requirements for transparency than what is required by state law. ...*

*Mr. Ebner...said that matters of public trust, and restoration of the bruised public trust, were subtexts in the Ad Hoc Affordable Housing Committee meetings.*

*Jon Silver, Portola Road, said the implication of Mr. Ebner's remarks was insulting. Portola Valley is as open as it gets, and the Town does follow the Brown Act. He added that to the extent there's controversy, we need to bend over backwards to show openness and transparency...*

What the 'official' minutes fail to reflect is something one can still find on the disc recording of Silver's performance that night: a post-campaign political tantrum, leading **into** the quoted comments, in which Silver declares that "the time to criticize the Council was **before** the election" --- now that the election was over (and his slate of Councilmembers had been re-elected), the criticism was "out of bounds". As he spoke these words, I was reminded of a comment by former Councilman Steve Toben as he chaired a meeting of the Ad Hoc Committee on Housing last year. When a member of the audience asked what recourse the public would have should the Town Council choose to ignore the recommendations of the Ad Hoc Committee, Toben quipped: "Well, you could always vote them out of office..." This doltish attempt at wit might long since have been forgotten, but for the sobering fact that after accepting and praising it, the Council *postponed all action* on the Ad Hoc Committee Report *for five full months*—until *after* the November elections.

Process matters—especially in the realm of public policy. The contention that (after all) 'the ends justify the means' is rightly viewed askance —more often than not, we come to see that ends questionably pursued are themselves questionable...

Here's what Mr. Silver had to say about "process" in 2010, when the County announced its plan to put stoplights on a road leading into town: *"This (is) a big deal to us."* Mr. Silver said... *Portola Valley had not heard about the proposal until reading about it in the Almanac... "County Staff should have notified all stake-holders..,"* Mr. Silver said...**recounting concerns expressed by the current mayor, Maryann Derwin....**Mr. Silver said he was "really amazed" that the (people of the) town had not been consulted. *"I just think it was odd and a really crappy process",* he said. *"If you want to stir up a hornet's nest, that's one way to do it..."* (Almanac article by Boyce)

Meanwhile, this is what was happening to *my* neighborhood. Over the course of 3 1/2 years, members of this Town Council, and of the Planning Commission, under guidance of two Town attorneys, strategized, formulated, formalized and plotted the funding of policy targeting a property bordering the neighborhood as a site for an "affordable" housing development. This they did behind closed doors, under cover of the Real Estate Exception of the Brown Act: thus (in light of findings by two California Attorneys General) stretching the application of that provision well beyond anything contemplated by the legislature that enacted it (AG op. 07-1202, 2010; AG op 10-226, 2011).

For the duration of that period,—3 1/2 years—and even during a time when it was under contract to be sold to another buyer, the push to acquire that property continued (item 18). And for all that time, this same cadre deliberately *avoided* direct communication of its plan to the neighborhood destined to be most impacted by the proposed development. That neighborhood, Wyndham Drive, first became aware of this plan *via the Almanac*, in a rather arch press release issued by **Mayor Derwin**, which culminated with the announcement that *now that the Town was in contract, "the next step in the process (would be) to consult ...with neighbors..."* In short, we were both blindsided *and* insulted.

Ever since, this disdainful modus operandi has been described by members of that cadre, and their proxies, as "transparent". *Process matters*-- and so does terminology. To call this process "transparent" is not only historically inaccurate; it is, in view of the context, richly sardonic (item 20).

It is abundantly clear from the Documentary Record—much of which could only be accessed by **forcing** the issue, via two Public Records Act requests-- that driven by failures to place BMR housing elsewhere in Town this cadre cooked up a plan to acquire 900 Portola Road for BMR *before any public debate on the necessity, wisdom, economic viability, scale or site-appropriateness of the project could take place.*

Most tellingly, this cadre went out of its way to avoid consultation with, or even timely notification of, the *contiguous* neighborhood. Counter to then-mayor Derwin's talking-points, this approach was not **forced** upon the Council—it was **chosen** by the Council.

Whatever one may think of the policy *objectives* at play, this, to use Mr. Silver's parlance, is the very portrait of a "crappy process": offensive to the principles of Small Town 'openness' and civic candor for which Mr. Silver styles himself an advocate.

In the aftermath of this June Surprise, residents of the Wyndham neighborhood and others who objected to these maneuvers were dismissed as "elitist", "ill-informed", "mean-spirited" and unsympathetic to both the "need for modest housing" and the "need for diversity" in Portola Valley. Much of that demonization came from Steve Toben and Jon Silver—the latter, while acting as re-election campaign manager for councilmembers Derwin and Richards. The rhetorical problem there was that Wyndham Drive happens to *be* a neighborhood of modest houses, and perhaps the most diverse neighborhood in town—ethnically, economically, occupationally, actuarially— and we had taken great pains to research the history of these policies, and the laws cited as the rationale for them. Still the campaign to demonize, to stifle objection, and to 'sanitize' the record persisted-- through the election and even into the post-election meetings last November and December.

Process matters. Which is why, in the 11/13/13 meeting, I raised the issue of process before this Council and the Planning Commission. I called for public discussion of this Town's use of the Brown Act Real Estate Exception, and requested to know whether promises regarding *process* made from that dais had been adhered to. The record shows that no coherent answers to these requests and queries were forthcoming. Instead, Mayor Richards recognized his campaign manager (Silver) who as if on cue waxed indignant— declaring that such calls for accountability and *true* transparency were "insulting".

But the Council, (including past members Silver and Toben) cannot have it both ways: you cannot treat constituents with such calculated disdain, and then dodge accountability by complaining that you find the resultant 'push-back' to be 'uncivil'. Such posturing is ...unsavory. It is also unconvincing.

Of course, *perfect* transparency in government is unachievable— a strong case can be made that it is even undesirable. But *practicable* transparency is nonetheless a worthy objective, and toward that end this Town can do much better than it has in the past. The Ad Hoc Housing Committee Report, so highly praised by the Council last year, is quite clear on this point.

What was done to *my* neighborhood should never again be allowed to happen in this Town. Formulation of Housing Policy should never again be reduced to a game of Monopoly played behind closed Council doors, while the public waits to be told who won, who lost and where the next roll of the dice is going to take us.

On the matter of Housing Policy: Perhaps instead of congratulating itself for side-stepping disasters it helped to create (Item 21), this Council should resolve to change its modus operandi. In this, you might take your cue from a major theme of the Ad Hoc Housing Committee Report: that in the formulation as well as in the execution of public policy, *Process matters*.

*Louis Ebner, 255 Wyndham*

## Addenda

**(1) Line item in Town Budget** 2014-15 budget worksheet Presented Wed June 25, 2014:

*“Legal & Planning Consultants - Aff Hsg/Blue Oaks \$79,706”* under the heading “consultant services 2012-13; verified in Council meeting by Town Manager Pegueros as expenses related to “Affordable Housing and the sale of the Blue Oaks property.”

**(2) (2) May 14 1992 letter from Mid-Peninsula Housing Coalition** Fran Wagstaff to Mike Meldman, Haas & Haynie on the subject of Proposed Blue oaks BMR: *From the outset, a no-go. Every element that will ultimately scuttle the Blue Oaks BMR agenda is suggested here, before the first documents are drawn.*

“Having visited the site and having analyzed the map for your proposed subdivision and considered the constraints, most particularly the slope, the five 20ksquare foot lots on the East side of Los Trancos Road appear to be the only feasible site for BMR Units if a total of 20 are desired... (This) is the only large feasible flat area in the entire subdivision.

“These five contiguous lots are far preferable for the location of the affordable units than scattering them throughout the development from MPHIC’s point of view...First, we cannot afford the high homeowner association dues, which will be paid by the homeowners on the west side of LTR...if these...units were somehow exempted from paying the homeowners fees, this would probably not be conducive to a good relationship between our tenants and the homeowners who would bear the extra cost of such fees...

“Secondly...the slope on the West side of Los Trancos generally is enough to make affordable housing prohibitively expensive. This is particularly true with all the new legislation regarding handicapped access, as accessibility is very difficult to achieve, and therefore very costly, on steep sites.

“The location on the East side of Los Trancos appears to be the only location where all five units could be easily clustered. Grouping affordable housing units together in one location is far more efficient in the construction phase; it is absolutely necessary to keep construction costs down...it is also critical from a management standpoint. We would plan to provide long term professional management through our affiliate management company....

“Although we support the concept of full integration of lower income families with upper income families, in this particular instance where there will be such a large disparity between the incomes of MPHIC tenants and other residents, we think it would be better psychologically to separate the two groups by Los Trancos Road...”



**(3) (88) August 10, 2000 memo from Chip McIntosh, Planning Commissioner, to the Commission**

“In the past few months I have become involved in the BMR housing issue, and this memo will give you some background on how in my opinion the Town might take an active role.

“The givens are that the Town has a BMR requirement by state law which it has not fulfilled...(but) while we have not provided the target number of housing units, we have made a good faith effort, and we are less vulnerable to legal action for non-compliance than communities that have done nothing or very little to comply.

“...Four undersized residential lots at Blue oaks are designated for a projected eight BMR units, and the town essentially owns these lots...However, neither the Homeowners’ association nor a number of Town officials familiar with the site feel that these lots are in an appropriate location for BMR units, and furthermore, the Association dues for BMR units with the BO subdivision would be a problem.

“Several months ago the Blue Oaks developer, Paul Fay, presented to a joint Planning Commission/ Town Council meeting the idea of his building 12-14 BMR units **on an alternative site** within the Blue oaks property, **which is now designated open space**, in exchange for all the lots the Town owns. **He has since withdrawn that proposal.** However, I have continued to investigate the possibility of someone else building the BMR units on that same site...

**“Pursuing this idea, I had several meetings including at one time or another George Mader, Sandy Sloan...two council members, and the then president of the BO Homeowners Assn. Jim Pollock, and what evolved is as follows:**

1.The Homeowners’ Association would be agreeable to relocating the BMR units to the new site in exchange for either two of the town’s four lots or possibly all four lots, but in the latter event paying the town \$2 million and consolidating the four lots into one large lot. Presuming that one large consolidated lot could be sold for \$4million or more, **the HOA would have \$2million or more and not have the BMRs in the center of the project.** The town would be able to develop or have developed more BMR units (12-14 vs 8) and still wind up with \$2 million in the bank for future BMR units.

2. Jim Pollock is now working on a project in Marin County with a good non-profit BMR housing company, EAH which has indicated it would be interested in being the developer for the Blue Oaks project. However, for that to happen, the town would need to take the initiative of amending the General Plan to show the BMRs in the alternate location.

**After the above action has been taken, the Town will have demonstrated its good faith and support, and EAH would begin to process the proposal through public hearings and all normal requirements necessary to get the project approved. At this point the unknown is whether the BMR units can be sold for an amount sufficient to pay for their construction costs, plus the infrastructure costs...and the processing costs.”**

*This document is emblematic of everything that has been wrong with the BMR process in Portola Valley for over two decades. Stunningly tone-deaf to the environmental, sociological, political and economic arguments that have raged for twelve years around the prospect of ‘off-siting’ Blue Oaks’ BMR obligation, yet another over-reaching Town official decides to try the arrogant tack of cutting a slick inside deal first and consulting the public later. “Chip” has “become involved” and has taken matters into his own hands. He has met behind the scenes with a cast of ‘key players’: abetted by the Town’s Attorney, his brilliant play is to get the Town council to ‘show good faith’ by quietly amending the General Plan, then hire the wonderful non-profit from Marin to sell a fait accompli to the (credulous, and only secondarily significant) people of the Town. The really marvelous part of this performance is that the self-announced dealmaker-savior hasn’t a clue as to whether or not the project is economically feasible. Deal first, mop up later. This is the FOURTH variant on the Blue Oaks debacle. It will prove to be as much of a dead end as the other three.*

**(4) a. (97) July 24, 2002 letter from G Mader on Spangle letterhead to M Prendergast, PAHC**

“I enjoyed our meeting last week and hope PAHC will be interested in our project...”

“I mentioned that I had some cost information relative to the option of a project near the entrance to Blue Oaks. After looking at the information, I have some doubt as to how useful it would be for the location we have discussed. Also, the information was based on 1999 costs. In any event, the information would need to be massaged to be relevant to this project...*The information was not intended for distribution so I want to be careful as to how it might be used.*”

*While Mr. Mader has been busy ‘massaging his information’, nothing of any significance has been done with respect to BMR housing. In fact, **in ten years**, according to records provided by the Town, there have been only **seven** documented attempts (three on a single day in the tenth year) to contact (a total of four) outside developers on the matter, as the Town Council and Town Attorney were being led down the primrose path by Mr. Fay: hardly the unrelenting effort which would be attested by Ann Wengert before an open Town Meeting on BMR in July of 2012 (#200, below).*

**b. (98) September, 2002 revised cost estimate for BMR at Blue Oaks from PAHC**

“Cost per unit (1500 sq ft): \$393,047 a jump of 63% in three years. Unfortunately, the estimated sale price has not gone up as much. It is quoted at \$390,000—so in the event that the units could be built, *and despite the multi-million dollar donation of the land, the housing would have to be further subsidized* to the tune of an estimated \$3,000 per unit.”

**(5) (126) November 12, 2003 minutes of Town Council Meeting**

P9: “Ms Sloan said...The Town’s inclusionary zoning ordinance was the reason the Town acquired those four lots at Blue Oaks...It had never been contemplated ...that the Town would build those units. It had always been discussed that the Town would contact several affordable housing developers in the area and interview them. Most recently, there were two affordable housing developers that the subcommittee interviewed... *The two developers talked to indicated that this would pencil out and that*

*there would be no subsidy from the Town other than the land...” This last statement as uttered, when uttered, had no substantiating basis in the record and was simply untrue, as previous presentations (see #98 above) and subsequent reports show. Presumably, Ms Sloan knew so at the time.*

**(6) (163) December 9, 2009 Excerpt from General Plan Housing Element Update (pp 75-76)**  
*By which, quietly, the exit from Blue Oaks is charted...*

**Programs, Quantified Objectives, and Action Plan**

**Programs**

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

**Program 1: Inclusionary Housing Requirements**

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

*2480a One alternative is to develop the eight units on the existing lots in the Blue Oaks subdivision.*

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

*2480b The second alternative is to sell the Blue Oaks lots and use the funds from the sale to build eight or more below market rate units in another location in town. The town will establish an ad hoc committee to work on this alternative. During 2010, this committee will identify and explore alternative locations, including the feasibility and cost of each possible site. The committee will compare the cost of each site with the income that could be expected from the sale of the Blue Oaks lots. As will be shown below, this “ad hoc committee” violated its mandate, and so, the rule as written into Town law...*

2480c At the end of 2010, the town will assess the information collected on the two alternatives. In 2011, the town will make a decision about which alternative to pursue. If the units are to be built on the site, the town will aim to have a developer committed to the project by the end of 2011, with construction to start in 2012. If the units are to be built at another location, the town will aim to sell the Blue Oaks lots and purchase the new site by early 2012, to have a developer committed to building the units on the new site in 2012, and construction to start in 2013.

2480c *Because of difficulties the town has experienced in getting housing built on lots that have been set aside, the town also intends to revise the inclusionary housing program to make the program more effective\*\*.* Since no new subdivisions are anticipated during the next five years, this is a good time to assess and amend this program. *With the horses long gone, the barn door is slammed shut...*

2480d Each year, staff will monitor the progress that has been made on this program and report to the Planning Commission on the progress compared with the goals set forth in this program. Monitoring will also consider whether the program in any way constrains the development of housing, and will identify

any impacts on the cost and supply of housing. The program will be revised if necessary to meet the goals or mitigate any constraints or negative impacts.

2480e Objective: **Eight BMR homes will be built on or funded by the Blue Oaks BMR lots during the planning period. To do this, the town will explore the alternatives of building the units on site, or selling the lots and using the funds to construct the units at another location.** In either case, construction is anticipated to begin in 2012 or 2013. In addition, one BMR unit has been approved as part of the subdivision of Site 19, as described in the Site Inventory section of this housing element. **This unit is expected to be built in 2009\***, with the five market rate units constructed soon thereafter. No other new subdivisions are anticipated in town before 2014.

During the planning period, the town will also study the inclusionary housing program and revise it as necessary to make the program more effective. As part of the revision process, the town will consult local developers and builders to ensure that the requirements are not too onerous and that the program includes appropriate incentives. In addition, the town will also monitor this program annually and adjust the program if necessary.

Portola Valley General Plan Housing Element, Adopted December 9, 2009

**\*\*A delicate way of conceding Sloan's failure in architecting the Blue Oaks CC&R's (see #42 above)**

**\*This unit was never built.**

*(Note that for **public** consumption this is the first admission by the Council that locating 'Blue Oaks' BMR units somewhere other than Blue Oaks has become an **official housing element objective**. Note too that five months prior to proposal of the 'ad hoc' committee, and a full year before actual naming of that committee (#177), the Council was already convening to discuss an alternative site: 900 Portola Road — in fact, had already met **three times** with regard to that site—(#160, #161). The intramural 'ad hoc' committee is clearly a set of empty chairs, created for political cover...it will in the end produce no report, no comparative economic study, no schedule of sites and recommendations. In violation of its own charter — written into the Housing Element—it will simply (verbally, behind closed doors) pass along the conclusion that --- *mirabile dictu*— 900 Portola Road is the one and only place to locate the 'once and future' Blue Oaks BMR units.)*

**(7) (164) February 24, 2010 Town Council Meeting, excerpt from minutes, vol XXXXI**

CLOSED SESSION [9:43 p.m.]

(11) CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Government Code § 54956.8

Property: Parcel #076-261-010, **900 Portola Road**

Town Negotiators: Town Attorney and Mayor (Sloan and Toben)

REPORT OUT OF CLOSED SESSION: None to Report

*This note constitutes the fourth hint in the public record (see also # 160(a,b); #161 above) that the Council is pursuing the purchase of 900 Portola Road, though **no public announcement of intent has been made, no public discussion of the deal has taken place, and the policy has never been agendized by the Council**. Eventually it would be revealed that certain Council Members had approached the owners of Al's Nursery (John and Karin Wu, the daughter and son-in-law of nursery founder Al Bertschinger), within a few months of Al's death, proposing to build BMR units on the property. Despite repeated rejection of their offers, the Council would continue to pressure the Wu's to sell—discouraging other buyers as the months rolled by (#168a). Counter to subsequent declarations by*

various Councilmembers (see #170,#171,#181,#200)...the record shows that this pressuring continued even through a period (June 20, 2010- March 15, 2011) during which the Windmill School was in contract for purchase of the property—via a letter of intent signed by Windmill and the Wus (#165,below).

**(8) (166) July 28, 2010 Town Council Meeting, excerpt from minutes, vol XXXXI**

CLOSED SESSION: [9:38 p.m.]

(10) Real Estate Negotiations with Real Property Negotiator, Town Attorney and Town Manager; Government Code Section 54956.8, Parcel # 076-261-010, **900 Portola Road**

REPORT OUT OF CLOSED SESSION No report

*(Note that at this point, the owners of 900 Portola Road are **in contract** with Windmill. On August 10, Karin Wu calls Monika Cheney, Board President of Windmill, in some perplexion and upset. As announced earlier in an e-mail from her husband John (see #168a) Councilmember Wengert has called to press a meeting with the Wu's to once again discuss purchase of the property, and KW not only does not wish to deal with them, she is aware that to do so would put her in contravention of the "Intent" agreement with Windmill. She requests Cheney's intervention. This is a delicate matter for Ms Cheney, who though offended and angered by Councilmembers' actions, knows that all development plans Windmill is attempting to chart for 900 PR **will have to be approved by these same Councilmembers**. She chooses a diplomatic course, writing to Town Manager Angela Howard, who in the interim has called Cheney to announce that the Town is (once again) actively pursuing purchase of 900 Portola Road (!). The Town, through Ms Howard, will plead ignorance of the state of negotiations between Windmill and the Wu's, even though they clearly have been informed of same by Town Planner Vlastic-- viz #166, above and #168a below. Denials notwithstanding, the letter to Ms Howard has its intended effect... and the Town backs down...at least, publicly.)*

**(9) (167c) August 18, 2010 Response:**

Dear Monika,

*I can assure you that my only intent was to inform you that the Town did in fact have an ongoing interest in the property and to find out where Windmill was in their process. I did not know if you knew the Town had made an offer, and that **the Wus were interested in continuing to discuss the matter with the Town.\* The Town did not know that the Wus had signed a letter of intent with the school\*\***. Now that we have been informed that you have progressed to this point, the Town will not initiate further discussions...*

Angela Howard

*\*This, according to the Wu's, was certainly not the case.*

*\*\*Also untrue. The Town has known for nearly a month, per Mr. Vlastic, and has continued to strategize on the property while avoiding any public discussion of the issue (#167 above; # 169 below).*

*Despite clear documentary evidence to the contrary (#168a, #168b), Councilmember Ann Wengert would later claim that the Town had no contact whatsoever with the Wu's on the matter between 2009 and 2012 (see #200 below, "By late 2009, early 2010 and through 2011,Councilmember Wengert reported, Town representatives were no longer talking to the nursery owners about this property. 'We stood down entirely...It was not until January of this 2012(sic)—almost a full two years—that I called the new owners of the parcel and asked about the status'.") And if this claim **were** true, then on what justification did the*

*Council continue to meet in Closed Session on the matter of 900 Portola Road during this period (#164, #167, #169, #173)? The Brown Act is clear in its stipulation that the Real Estate exception which would warrant such closed sessions is ONLY for the purpose of negotiation (see #176, infra).*

**(10) (168) August 25, 2010 Town Council Meeting, excerpt from minutes, vol XXXXI**  
**CLOSED SESSION: [9:10 p.m.]**

(16) Real Estate Negotiations – Conference with Real Property Negotiator  
 Government Code Section 54956.8  
 Property: Parcel # 076-261-010, 900 Portola Road  
 Negotiators: Town Attorney and Town Manager

*There have now been five CLOSED meetings on 900 PR even as the Council seems to suggest in OPEN meetings that BMR may yet be built at Blue Oaks (see #162, #163 above): and the property is at this point still contractually committed to Windmill. The Planner's Memo, (#170, below) is the first 'public' airing of the notion that a 'swap' may already be 'in the works', though here, too, there is ambiguity. It will be the job of the suggested 'ad hoc committee', intramurally composed, to formalize the 'bait-and-swap'.*

**(11) (169a) August 28, 2010 E-mail, M. Derwin to Windmill**

*In which it is revealed that the Council is not NEGOTIATING, but rather STRATEGIZING behind closed doors about 900 Portola Road; and (at least one member ) is very touchy about public consciousness of the Council's continuing (passive-aggressive) drive to obtain 900 PR for themselves.*

On Aug 28, 2010, at 9:11 PM, Maryann Derwin wrote:

Hi Karen.

*"...As for Al's Nursery, Ann Wengert and Sandy Sloan brought us all up to speed on the matter in closed session at the Town Council meeting on Wednesday night. One disturbing anecdotal piece of information did come forth from the Mayor: Karen Wick claims that she was approached by Windmill to make a donation to the new preschool and the argument was, "If we don't build the preschool there, the town will construct BMR's." Totally not cool, so please inform whoever is using such a slimy scare tactic to kindly knock it off."*

--maryann

**(12) (177) April 27, 2011 Town Council Meeting, excerpts from minutes, vol XXXXI**  
**(b) Status of Blue Oaks BMR Lots and Next Steps**

"Mr. Vlasic said that looking ahead to next year, with the planning budget and also with the requirements of the General Plan, the Town Planner's office is responsible for moving ahead with work on BMR housing, and asked for the Council's support in establishing a committee to do so.

*(At this point, an intramural ad hoc group is selected, composed of individuals who have been implicated in the BMR debacle for many years. What follows is the first overt suggestion that the Council has given up on Blue Oaks, and has set its sights on another target.)*

"Ms. Kristiansson said that Portola Valley's Housing Element sets forth an approach for trying to get the below-market-rate units built, either onsite at Blue Oaks or in an alternative location, and makes the Town

Planner the party responsible for coordinating the effort. Toward that end, an Ad Hoc Blue Oaks BMR Advisory Committee will be formed, ideally consisting of a member of the Town Council and a member of the Planning Commission in addition to representatives from the Town Attorney's office, the Town Manager's office and the Town Planner's office. The Committee's role would be to identify and explore options, evaluate their pros and cons, and report back to the Council for a decision on moving forward.

"Planning **Commissioner Arthur McIntosh** will serve on the Committee, as he's indicated a desire to continue to be involved in the process, Ms. Kristiansson said, and pointed out that **Councilmember Wengert** has worked on some of this previously. Councilmember Wengert said that she would be happy to represent the Council on the Committee, and she's optimistic about the group's ability to finally move forward.

*It is important to note again that this 'Ad Hoc Committee', while included in the Housing Element, will never submit a report to the Council, will make no formal study or presentation of 'pros and cons' (i.e. comparative feasibility study); no presentation of findings will be made to the Public. Yet the Council will forge ahead as though such 'findings' had been formalized, presented, vetted and affirmed.*

*In creating this "Committee", the Council simply appoints two of its own—Wengert and McIntosh...and leaves it there, countermending Kristiansson's suggestion of 5 members...*

*"Mayor Driscoll said that a concern obviously will be that neighbors won't necessarily welcome BMR housing. Councilmember **Wengert** agreed about expecting resistance."*

*Which is precisely why, outside of chambers and with utmost care to circumvent public debate and discussion of this objective, the Council has been attempting for **over two years** to lodge BMR at 900 Portola Road: avoiding consultation with contiguous residents and avoiding open hearings on the matter with the community at large. Unlike the Blue Oaks and Nathhorst gambits, both of which have failed miserably, this 'plan' will be "closed door" until it is a fait accompli... better to apologize later than ask permission going in...It is clear that by April 2011 the plan has long since been hatched to sell the Blue Oaks Lots and buy 900PR. The 'Ad Hoc Committee' is little more than cover for a foregone policy conclusion. Confronted about the "work" supposedly done by the ad hoc appointees, Town Atty. Sloan will later maintain: "The "ad hoc committee" referenced in the Housing Element... was not really a committee – it consists of Commissioner McIntosh and Councilmember Ann Wengert." (Nov 7, 2012 Planning Commission meeting: #219, below) In other words, the Council was now on course to committing \$3 million of public money to a 'stealth' transaction which it knew would be extremely controversial-- on the strength of a non-report by a rump 'ad hoc committee' which was later disavowed by the very Town Attorney who had architected the deal...*

**(13) (185-a) March 19, 2012 e-mail from M. Moulton of HEART to M. Derwin**

"Looks like the conversation we had last week at the Ad Hoc Committee has come to my network. Sometime we should talk. I took a tour of Blue Oaks as Habitat ED, perhaps in 2003?

*"Is the site still those two lots in Blue Oaks, or has there been a trade/swap?"*

**(14) (185-b) March 19, 2012 e-mail response, Derwin to Moulton**

*"Trade/swap....do you want me to put you in touch with my colleague, Ann Wengert (the Councilmember working on the project)?"*

**(15) (185-c) March 30, 2012 e-mail from A. Wengert to Mark Moulton of HEART, excerpt**

“As to the status of the town owned Blue Oaks lots, the most I can currently report is that we are working on a potential project that would re-ignite our focus on these lots. It is premature for me to discuss this further, **but I am optimistic that our plan will move forward** and that we will have much to discuss in the near future. Timing wise I expect to know more within 3-4 weeks, and am happy to contact you once we have a clearer picture of our next steps...”

*(Thus a full three months before the people of PV are told about it, and unbeknownst to the Windmill School Board, who are still hoping to work out a resolution of the toxic issue and buy 900 PR (see #188, below), various members of the Town Council are networking and drawing outside developers into the scheme—in effect announcing to them that the old swaperoo (Blue Oaks for AI’s Nursery) is a ‘done deal’(see #187 at paragraph Marked \*\*\* below). And evidently Ann Wengert, who has declared that “no committee anywhere in Town is ever empowered to make deals, conduct meetings outside of the public eye, or come up with agreements.”(August 17, 2011 Planning Commission Meeting), is at the heart of the doings.)*

**(16) (197) (f) 1 June 27, 2012 letter, T. Crown to M. Derwin and A. Wengert**

I am writing to express my disappointment... I certainly understand the importance of providing reasonable housing options for those who contribute to our community, and I also, frankly, understand the attractiveness of this particular parcel to meet those ends. I also recognize that this country runs on free markets. **What I do not understand is the Town’s seemingly clandestine approach** in trying to acquire this property right now.

It has been common knowledge in our community that Windmill School is looking for a permanent home to secure its future and that the school had been in negotiations for the AI’s Nursery property prior to discovery of the soil contamination issue and has continued to be interested in this property pending completion of the remediation work. **I know that the school has on several occasions expressed this to the Town directly and has been required to go through the Town for various zoning issues related to using the site as a school...That being the case, I cannot understand why the Town has chosen now to again target this site for affordable housing and perhaps more importantly, failed to disclose that position to Windmill prior to announcing it to the public? It reads like a situation of trading on insider information.**

... I think the Town has a responsibility to its community organizations and businesses to show them the respect they deserve.

**(17) (200) July 11, 2012 PV Community Meeting, excerpts from transcription of recording**

*This carefully orchestrated parody of Democracy-in-action was plotted out over the course of two weeks in the aftermath of the Derwin (Mayor) press release of June 25. Its strategic purpose appears to have been five-fold: (1) Hold a (well-scripted) ‘town meeting’ on (the fait accompli of) 900 Portola Rd. so it could later be maintained that the matter had been fully and publicly aired; (2) Present the “case” for BMR (subsidized) housing in general, hoping that the rekindled ‘generic’ debate over “affordable” housing would drown out close consideration of the Town Council’s actions, in particular vis-à-vis Windmill; (3) Present the Council’s (airbrushed) history of BMR housing efforts over the years; (4) Promulgate the notion that a crisis was brewing—that housing **must** be built at 900 Portola Road or (a) the Town would be sued, and (b) State money would be withheld, and the Town’s ability to approve and build other projects would be suspended (5) Encourage the notion that objection to the 900 PR project was infra dig, if not contemptible: a product not of economic reasoning, support for the pre-school and umbrage at the mal- and non-feasance of the Council, but simply of rank (‘ill-informed’) “nimby-ism”, “elitism” and selfish resistance to “doing the right thing”.*



*This was a complex agenda. Its success would require just the right combination of procedural anesthetics, hortatory/monitory rhetoric, 'sincerely spun' bureaucratese, community amnesia, and 'spontaneous' sermonettes from audience proxies. For Orchestrators of the Event, the overarching objective was to obscure the actual past and lead Townsfolk to the 'light'—to agreement with the foregone policy conclusions of the Council; to forgiveness of the methods the Council had used to pursue those policies; and to the deeper peace of the happy illusion that (even as they were being manipulated) they (the Townsfolk) had worked **their** will, with the benefit of an open process, in order to arrive at a soulful and high-minded concord.*

*In any forum, the distinction between true democracy and a parody of democracy lies with the possibility (present in the real thing, lacking in the parody) that voices raised in open session will have real, even substantial, effect on outcomes. The meeting of 7/11/12 was never intended, and so not 'structured', to cede **efficacy** to critical or contrary voices...In other words, theater aside, the intent was not to debate, to deliberate or even—in an adjudicative sense-- to listen. The intent was not to Enlighten-- but rather to Package, and if possible, to Sell, the Town Council's 'narrative'. In that sense, the 'outcome', both of the "Community Meeting" and of the much-vaunted public outreach (#192; #197a) was pre-determined.*

.....

*Tom Vlastic:*

"Subsequently the Town had conversations with various entities, including non-profits that have experience in developing BMR housing, none of which proved fruitful, because the cost of development was too high to build and sell units at the sums deemed affordable for moderate income households.

"Following up on a request from one of the developers, Palo Alto Housing Corporation, the Town Council authorized a survey to determine the need for such housing. **The survey produced only about 54 valid responses 18% (9) of which had incomes that would qualify them for BMR housing in Blue Oaks. Palo Alto Housing Corporation also encouraged the Town to consider higher-density alternatives, with 10-13 units, to bring the cost down to the point that the project could be economically feasible."**

*(Note here that despite the findings of the survey PAHC itself had prompted, the recommendation of the Corporation is to build units in **excess** of demand and in excess of obligation (dismissing density considerations.)*

.....

*Leigh Prince on legal issues*

The Town's Housing Element must satisfy the numbers for each category in the Regional Housing Needs Assessment (RHNA), and if it does not, the Town is subject to:

- legal challenge
- requirements to re-zone for a density of 20 units per acre
- suspension of the Town's right to issue building and planning permits

*"The State also limits the amount of time allowed to bring a Housing Element into compliance, which also limits the Town's ability to maximize community input."*

*"The Housing Element contains **very specific timelines** for the goals and milestones to achieve with respect to the affordable housing unit numbers. For example, the 2009 Housing Element included*

deadlines for discussing the Blue Oaks parcels with additional developers and looking at alternative sites for the BMR units that had been planned for Blue Oaks...”

*The story-line emerging from Ms Prince’s presentation is that great hazard will inevitably befall the non-compliant, with the suggestion that unless the Town acts NOW to acquire the parcel and build the units, all hell will break loose. Of course, she finesses the obvious point: if the Town is in legal jeopardy, how did it get there? If this imperative has always been so...imperative, to what does one attribute the foot-dragging over the “Blue Oaks” units? What has the Town’s attorney been paid for all these years, if not to avert this kind of train-wreck? Also finessed (i.e. answered ambivalently): the question as to whether the 8 ‘Blue Oak’ units actually have to be **built** in order to show compliance...*

*The assertion that State compliance mandates somehow ‘limit a Town’s ability to maximize community input’ is patently absurd. The suggestion being, of course, that the Town really had no choice but to operate in a less than transparent way, in order to move things along: skipping that community-input indulgence in the interest of avoiding hypothetical lawsuit by a yet-to-be-specified complainant—or State retribution for the shortcomings of a yet-to-be conceived plan of development. In fact, if the Town has left itself vulnerable to such threats, it is not due to recent developments in local real estate, but rather to the dithering (over the Blue Oaks units) by the Council for the past two decades.*

.....

Ann Wengert:

*.” In 2009, to stay as closely in compliance as possible with the Housing Element, the Town Council recognized a need to move forward **despite the huge financial challenges and liabilities in having anyone come into Town to develop the BMR units at Blue Oaks. The Town has never had any desire or goal to be a developer at the time for any units in Town. That’s not part of the Council’s mandate...With affordable housing projects, the developer typically provides the capital and builds the units. In this case, the Town would contribute the land. (I.e. the Town would be subsidizing a developer’s project to the tune of \$3 million.)***

*--There is no preliminary site plan because the Town has no identified partner. We’ll be working with Palo Alto Housing Corporation, Eden Housing Corporation and others to see whether they are interested in coming up with a project that’s going to be financially viable for them. **It would not be done without a lot of public input, and clearly a lot of close outreach to the neighborhood as well. (At this utterance, there was a substantial ripple of laughter through the audience.)...***

*(Wengert)... “And so we started again to go down the path looking at other parcels around Town that would accommodate some number of units—**eight at the minimum. So standing in front of you today, I can’t tell you what that number would actually be. I think we all share the goal of keeping density level at a minimum. We expect it would be somewhere between 10 and 12. They may require 14, and in which case the project may or may not go forward. Because we have not reached the point—this is critical to all of this time line I’ll go through—where we can give you enough information and say, ‘This is what we’re planning to build.’...***

*(Man): “The question has to do with concerns about the numbers. The Town said in the beginning “Oh, half a dozen, maybe eight units of BMR.” Tonight you have quietly bumped that number up to **“maybe 14”**. One thing that seems to have been revealed here is that we really have no control over that number, because that’s in the hands of the developers and whatever they say is ‘affordable’ for them to build. If a developer comes along and is the only bid—say, the Palo Alto bunch—and they say “we’ll do this for you, but we’ve got to have 30 units there,” you’re going to roll over for the 30 units?”*

*(Wengert): “I don’t believe that’s the kind of numbers we’re talking about.” (This ‘ringing’ response is somewhat less than reassuring, as the questioner attempts to convey...)*

(Man): "Well, my point is there seems to be—if this is a presentation of fact—absolutely and utterly no fence out there..."

(Wengert): "I would ask if you would allow—"

(Man): "Understand that this is very unsettling...to those of us who are right over the fence from where this thing is going to be..."

(Steve Toben): "Thank you. Okay..." *Once again, Toben intervenes as the exchange gets close to critical and uncomfortable truth. But an indignant Wengert presses on...and flounders-- revealing once again that the best argument she can muster is a curiously defiant agnosticism: as though she is somehow vindicated by ignorance of the probable consequences of her own actions, and those of the Council.*

(Wengert): "I would only—in answering your question..."

(Man): "Yes..."

(Wengert): "There is a shared objective here. And *the shared objective is to minimize the number of units to that which balances economic feasibility and our minimum requirement. We obviously to the extent that we can get eight—that would be our optimum goal. ...we don't know yet whether or not that's going to be a viable project for anyone...And that is a truthful statement in the sense that we don't know....*"

(Man): "My question has to do with the distance between viable and palatable, and there seems to be quite a spread in there..."

(Toben, *jumping in*) "...All right. We're going to move (on) now..."

**(18) (204) August 6, 8, 2012 e-mail exchange**  
between Dave Boyce (reporter, Almanac) and Ann Wengert

**(a) Boyce to Wengert: 8/6/12:**

"Hi, Ann—I am looking forward to studying the material on PV's affordable housing. There is one question that may or may not be addressed, but which seems to be significant.

"At the recent community meeting on this issue, I believe you said that the Town ceased negotiating for the AI's Nursery site at the end of 2009, and that the Town "stood down" throughout 2010 and 2011.

"Are you sure about these dates?

"This is from a story of mine in the spring of 2011:

*Between July 2009 and October 2010, the council met seven times in closed session to discuss 900 Portola Road, according to the minutes archive. During that period, AI's Nursery never appeared as a discussion item in an open-session agenda.*

*On March 23 (2011) the Council voted to go into an "urgent" closed session, a designation allowing it to meet in private without advanced public notice. It did so because new information about the nursery had come to the council's attention since publication of the regular agenda. Mayor Ted Driscoll said. There was a need for immediate action, he said.*

*The council's official summary of that closed session's action: None to report," as was reported for each of the previous seven closed sessions, the minutes say.*

*"In every meeting, we discussed prices and terms," MS. Sloan said.*

*"Are closed sessions in the realm of having stood down?"*

*"Given the restrictions on talking about closed sessions, is there anything you can tell me about how this record of seven meetings in closed session is consistent with the council's statement on when negotiations ceased and when they resumed?"*

*"If the council is discussing 'prices and terms', as Sandy Sloan noted, is that discussion being done by one side only? Doesn't that imply an exchange of some kind going on with the property owners?"*

**(b) Wengert to Boyce, 8/8/12**

*"Before responding to your e-mail questions I wanted to confirm the number of meetings that included 900 Portola Road as a closed session item and also speak to Sandy Sloan about these discussions. I've got my information now and am happy to respond to your questions. It's probably best done via telephone so please suggest a good time for me to call you..."*

***The answers to Boyce's astute but discomfiting questions were never made public.***

**(19) (215) October 3, 2012 Planning Commission Meeting, excerpt from minutes**

*(Confronted by members of the Planning Commission, Ms Sloan inadvertently admits to (a) having pushed the deal on the QT with Council members, and (b) multiple conversations on these real estate deals --which would have substantial public impact-- with no public notice...)*

Commissioner McKitterick said that (even) setting aside anything related to 900 Portola Road, the Planning Commission had not been consulted previously on any of the issues related to the Blue Oaks proposal. He said the Mayor and the Town Council decided to sell the Blue Oaks lots. The Planning Commission was involved in neither the timing nor the proposal being made. He asked Ms. Sloan to clarify the Planning Commission's role vis-à-vis the Town Council. In response, she agreed that the Town Council directed staff to bring this application to the Planning Commission... . She said she met with Councilmember Wengert a month ago with Ms. Murray and another HOA member, Jim Pollack, to talk about putting these lots on the market. Even though these discussions weren't publicly noticed, she said, they did have those conversations.

Ms. Murray confirmed that she did in fact meet with Ms. Sloan...She said her issue in that meeting was that as a member of the HOA, she couldn't engage in such a discussion but had to go back to the homeowners and represent them...

Commissioner McIntosh said the HOA was advised of this a month ago, and the two adjacent neighbors also were contacted to see whether they would be interested in buying the lots before the properties were listed. On each occasion, Ms. Murray said, the HOA indicated that they wanted the parcels annexed and configured prior to sale.

*(Admitting that vis a vis BMR the Blue Oaks developers were given an 'out' from the beginning which has led to the current morass, Ms Sloan conveniently fails to identify herself as the architect of this porous agreement.)*

Commissioner McKitterick asked whether there's a Town rule about a 15% BMR standard, or is that related to this development in particular. Ms. Sloan said that according to the Municipal Code, subdivisions over a certain size must set aside 15% of the lots for BMR units. In the course of approval of the Blue Oaks Subdivision, she added, the Town gave the developer the choice of building the units or

transferring the land to the Town. She said that was clarified (*i.e., abandoned as failed policy*) in the last Housing Element update that's been certified as part of the Portola Valley General Plan.

**(20) (220) November 7, 2012 Planning Commission Meeting, excerpts from minutes**

"Commissioner McKitterick said he understands the frustration he's heard, because before the community meetings or public hearings took place, the Town was in already contract on the 900 Portola Road property. *But that was a Town Council decision he said...*"

"Like Commissioner McKitterick, Vice Chair Zaffaroni that she understands the community's frustration to a great extent, and noted that the Planning Commission wasn't privy to any more information than the public and she herself had no knowledge of the Town's interest in 900 Portola Road until she read about it in the Almanac."

**(21) From minutes of May 28, 2014 Derwin and Wengert take credit**

"Councilmember Derwin said that Ms. Kristiansson, Tom Vlasic (now Town Planning Consultant) before her, and before that George Mader always did a fabulous job with the Housing Element. When she was elected in 2005, Councilmember Derwin recalled, then Town Attorney Sandy Sloan told her if something weren't done about those Blue Oaks units, *eventually it's going to catch up with us* and our Housing Element won't be certified. Councilmember Derwin said she had no idea what Ms. Sloan was talking about at the time, *but there were many attempts between 2005 and 2012 to deal with those units. "In 2012 we finally did,"* she said, *applauding the 2012 Councilmembers for the grit, stamina and courage they showed in dealing with it.* Had we not sold those units and put the money into an inclusionary fund, she said, she doesn't know that we'd be getting a certified Housing Element this time around.

"Mayor Wengert agreed with Councilmember Derwin and said that it's was a tough battle but the best outcome is that *we did deal effectively and with finality with the Blue Oaks issue* and can now move forward. .."



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Wednesday 07/2/14 to Tuesday 07/08/14

Sheriff

| CASE NUMBER | DATE & TIME Reported | LOCATION                                       | DESCRIPTION               | FACTUAL CIRCUMSTANCES  |
|-------------|----------------------|--|---------------------------|--|
| 14-5556     | 07/02/14<br>11:34AM  | Alpine Rd. / Westridge Drive<br>Portola Valley | Drive w/Suspended License | A deputy affected a traffic stop and contacted the driver of the vehicle. When the deputy asked the driver for his driver's license he stated he did not have it with him. County Communications performed a records check on the driver which revealed that he had three active suspensions on his driver's license. The records check also revealed that the driver had been booked into the county jail on 06/01/14 for driving on a suspended license. The deputy issued the driver a misdemeanor citation for driving on a suspended license. |
| 14-5558     | 07/02/14<br>12:24AM  | 200 Blk. Golden Oak Dr.<br>Portola Valley      | Warrant Arrest            | John Kaho from Sunnyvale was arrested for having a warrant in the amount of \$5000.00 out of Santa Clara County for traffic related offences. Kaho was transported and booked into the San Mateo County Jail.  |
| 14-5588     | 07/03/14<br>7:05AM   | 3000 Blk. Woodside Rd.<br>Woodside             | Burglary                  | Unknown suspect(s) pried open a side exterior door to a residence under construction. The suspect(s) took multiple construction tools and a briefcase containing an Ipad. The estimated loss is \$18,900.00. There is no suspect   |

|         |                     |   |                               |  |
|---------|---------------------|---|-------------------------------|--|
|         |                     |   |                               | information at this time.  |
| 14-5644 | 07/05/14            | 3000 Blk. Woodside Rd.<br>Woodside        | Vandalism                     | Unknown suspect(s) broke one exterior glass window and a margarita glass at the Robert's Hardware. The estimated loss is \$611.99. There is no suspect information at this time.   |
| 14-5649 | 07/05/14<br>11:17AM | 400 Blk. Golden Oak Dr.<br>Portola Valley | Burglary                      | The victim returned home from vacation to find that unknown suspect(s) had burglarized his home. The suspect(s) left the scene without any property. There was no loss and no suspect information is available.  |
| 14-5657 | 07/05/14<br>2:15PM  | 400 Blk. Summit Springs Rd.<br>Woodside   | General Information<br>Case   | A deputy responded to a report of an individual possibly attempting to break into the residence. The Reporting Party stated that she felt that the individual who was knocking on her door was knocking excessive and believed that the individual was attempting to break into her residence. The R/P contacted law enforcement and awaited their arrival. While waiting for law enforcement, she observed the individual walk down to his vehicle and drive away. She advised San Mateo County Communications of the vehicle description and the direction she last saw the vehicle driving. Upon arrival, the deputy contacted the R/P at the front door of the residence. The R/P stated she noticed the individual turning the doorknob and then knocking or hitting the door. While talking with the R/P at the door of her residence, the deputy noticed a business card near the door. With the R/P's permission, the deputy collected the business card. At a later time and date the deputy contacted the individual who was listed on the business card. The deputy asked the individual several questions and he admitted to being at the R/P's residence and knocking on the door. He admitted to soliciting new contracts for tree trimming. |
| 14-5693 | 07/07/14<br>6:50AM  | Whiskey Hill Rd.<br>Woodside              | Drive w/ Suspended<br>License | A deputy affected a traffic stop on a vehicle for not having a license plate and for speeding. While speaking with the driver County Communications performed a records check  |

|         |                    |   |                   |  |
|---------|--------------------|---|-------------------|--|
|         |                    |   |                   | on the vehicle and the driver. County Communications informed the deputy that the vehicles registration was expired as of 05/2009 with no registration in progress. They also informed the deputy that the driver's license was suspended. The driver was issued a citation for having a suspended license. The driver was released from the scene and the vehicle was towed.  |
| 14-5696 | 07/07/14<br>8:28AM | 700 Blk. West California<br>Way<br>Woodside | Burglary          | Sometime between 07/02/14 and 07/07/14 a jewelry box was taken from a residence on the 700 Blk. of West California Way. The victim is in the process of moving, and had numerous contractors, delivery people, and Comcast workers at the residence. At this time it is unknown what is missing from the home. The victim is in the process of making a list of the stolen items. There were no signs of forced entry at the residence. There were multiple boxes of jewelry left behind in the same room the jewelry box was taken. |
| 14-5714 | 07/07/14<br>2:53PM | 4000 Sand Hill Rd.<br>Woodside              | Grand Theft       | An unknown subject gained access to the Jasper Ridge Biological Preserve and stole a wireless camera. The camera is valued at approximately \$1200.00 and was put in place to photograph animals in the area. There are no suspects at this time.  |
| 14-5753 | 07/08/14<br>4:55PM | 500 Blk. Old La Honda Rd.<br>Woodside       | Commit Mail Theft | The victim discovered that his secured mailbox, located on the side of the street was pried open with an unknown tool. The victim is unsure what mail if any is missing and there is no suspect or vehicle information at this time.   |





## Meeting Announcement & Agenda

**FRIDAY, JULY 25, 2014**

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

| Location                                    | Schedule  |                             |
|---|-----------|-----------------------------|
| Hello Startups                              | 6:00 p.m. | Social hour with appetizers |
| 68 Willow Road                              | 7:00 p.m. | Dinner                      |
| Menlo Park, CA 94025                        | 8:00 p.m. | Tour/Presentation           |
| Dinner and meeting will be in the courtyard | 8:30 p.m. | Meeting is Adjourned        |

Please contact Chairperson Mary Ann Nihart if you wish to bring up an item for group discussion or give a committee report.  
Telephone: (650) 738-7301 or email: [nihartm@ci.pacifica.ca.us](mailto:nihartm@ci.pacifica.ca.us)

**\$50.00 per person**

*Please select from one of the following entrees*

*(1) Beef (2) Seafood (3) Vegetarian*

**RSVP by noon on July 21, 2014**

**PLEASE MAKE CHECKS PAYABLE TO:**

City of Menlo Park  
c/o Pamela Aguilar  
701 Laurel Street  
Menlo Park, CA 94025

**PLEASE MAIL CHECK TO:**

Pamela Aguilar, City Clerk  
701 Laurel Street  
Menlo Park, CA 94025

Thank you for your prompt processing of payment for this event.  
All payments for dinner expected on or before event date, unless other arrangements have been made.

***Questions or need more information? Please call 650-330-6620***



Business meeting  
Friday, July 25, 2014  
8:00 P.M.

- Call to Order
- Roll Call and Introductions by City Mayors, Councilmembers, and Guests
- Welcome by Mayor Ray Mueller
- Approval of previous meetings minutes and Treasurers report
- Committee Reports
- Old Business
- New Business
- Announcements

Directions to 68 Willow Road

From North:

Take US 101 S/San Jose

Exit Willow Road West

Follow Willow Road for about 1 mile

Turn left onto Willow Place and park in the parking lot to the left.

Enter the gate into the courtyard

From South:

Take US 101 N/San Francisco

Exit Willow Road West

Follow Willow Road for about 1 mile

Turn left onto Willow Place and park in the parking lot to the left.

Enter the gate into the courtyard

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – July 18, 2014**

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1. Agenda (Action) – Town Council – Wednesday, July 9, 2014
2. Agenda (Cancellation) – Sustainability Committee – Wednesday, July 16, 2014
3. Agenda - Ad-Hoc Water Conservation Task Force – Tuesday, July 22, 2014
4. Agenda – Conservation Committee – Tuesday, July 22, 2014
5. Town of Portola Valley welcomes its first Planning Director, Debbie Pedro
6. Report from San Mateo County Sheriff's Office – Incident Log for 07/09/14 – 07/13/14
7. Letter from PG&E re: Update since the gas pipeline explosion in San Bruno
8. Invitation from MROSD re: Dedication of the Bo Gimbal Trail

### **Attached Separates (Council Only)**

1. None



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council  
 Wednesday, July 9, 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

All Present

### ORAL COMMUNICATIONS

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

**Councilmember Hughes asked that the residents be notified of possible street closures due to the Littlefield Tank Auction.**

### 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** – Special Town Council Meeting of June 18, 2014

**Approved as Amended 5-0**

(2) **Approval of Minutes** – Regular Town Council Meeting of June 25, 2014

**Approved 4-0-1 Councilmember Hughes abstained**

(3) **Approval of Warrant List** – July 9, 2014

(4) **Recommendation by Town Manager** – Amendment No. 2 to Agreement for Administrative and Management Services

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Amendment No. 2 to Agreement for Professional Services Between the Town of Portola Valley and Regional Government Services Authority (Resolution No. 2629-2014)

**Items 3 & 4 Approved 5-0**

### REGULAR AGENDA

(5) **PRESENTATION** – Report from Dawn Smithson, California Water Service Company

**Dawn Smithson, with California Water Service Co. (Cal Water) and Local Manager, Bear Gulch District, gave an update on drought conditions and conservation efforts. The California Public Utilities Commission (CPUC) is currently requesting 20% voluntary water conservation. Cal Water filed Rule 14.1 with the CPUC on April 1, 2014. Rule 14.1, effective May 1, 2014, establishes the process for activating voluntary and mandatory conservation, including non-essential and unauthorized waters uses; enforcement mechanisms; appeal procedures; and publicity requirements.**

The majority of water use in the Bear Gulch District is attributed to residential outdoor use. Portola Valley's average residential water use in 2013 was 306 gallons per capita per day (gpcd), up from 283 gpcd in 2012. Targeted use for 2015 is 214 gpcd and for 2020, 190 gpcd.

Conservation programs include: Residential Conservation Kit Program; Residential Rebate Program; Commercial Rebate Program; Sprinkler Nozzle Voucher Program; Lawn Be Gone; and Large Landscape Program that includes monthly water use reports.

- (6) **Discussion and Council Action** – Report from Mike Ward, Chair to the Ad-Hoc Water Conservation Committee, Request to Approve the 2014 Work Plan and Associated Budget

**Council Approved (5-0) the Work Plan and Associated Budget. The Task Force will execute its plan and report back to the Council in four months with a progress update.**

- (7) **Discussion and Council Action** – Property Acquisition

Council approved formation of two individuals, one Councilmember, one Planning Commissioner and the Town Attorney, to identify potentially suitable sites for open space preservation. Councilmember Hughes volunteered as Council liaison, and the Planning Commission will be asked to name a volunteer as well.

### **COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

- (8) **Reports from Commission and Committee Liaisons**

*There are no written materials for this item.*

**Councilmember Richards –**

Conservation Committee discussed an olive tree on Corte Madera Road, tree concerns at Jelich property and the possible impact on the Portola Road Corridor, and the Backyard Habitat program.

Planning Commission discussed the requested amendment to conditional use permit for Jelich Ranch and approved requested undergrounding projects.

**Councilmember Hughes –**

None

**Councilmember Derwin –**

The Sustainability Committee heard updates on the Water Conservation Task Force efforts, the PACE program, Green Building Ordinance, which will now be under Cal Green, Charter Update, Green Speaker Series and the Climate Action Plan.

Councilmember Derwin attended a meeting on the Countywide Integrated Waste Management Plan Study.

The Bicycle, Pedestrian & Traffic Safety Committee noted a reduction in citation reports, asked for clarification on the signage for Windy Hill parking, PV Ranch sidewalks are being uprooted by trees, and the 50th-Anniversary parade will now be internal, within Town Center. The Committee will review their draft traffic calming policy at its August meeting and bring to the Council at a September meeting.

**Vice Mayor Aalfs –**

The Vice Mayor met with PG&E representatives regarding the recent gas leak in the Portola Valley Ranch.

**Mayor Wengert –**

The Mayor announced that there were four proposals submitted for the Hawthorn property project.

The Parks & Recreation Committee is pleased with the outcome of this year's Town Picnic and Zots to Tots. The Committee discussed suggested games for the 50th-Anniversary celebration and is working with the Public Works Director regarding extra money available for Ford Field. There was also discussion on the softball netting by the children's playground.

Trails & Paths Committee discussed the issue of handmade signs stating "No Bikes" that are being put up on Alpine Road.

Ad-Hoc Water Conservation Task Force finalized its presentation to the Council and discussed possible future upper limit on irrigation required for landscaping and lawns.

### **WRITTEN COMMUNICATIONS**

- (9) **Town Council Weekly Digest** – June 27, 2014

#10 Councilmember Hughes noted the high participation at recent Household Hazardous Waste Day events.

- (10) **Town Council Digest** – July 3, 2014

**ADJOURNMENT: 9:50 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).



Sustainability Committee  
Notice of Cancellation  
Monday, July 21, 2014

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# **SUSTAINABILITY COMMITTEE MEETING**

## **NOTICE OF CANCELLATION**

**Monday, July 21, 2014**

The meeting of the Sustainability Committee scheduled for Monday, July 21, 2014 has been cancelled.





**TOWN OF PORTOLA VALLEY**  
**Ad-Hoc Water Conservation Task Force**  
**Tuesday, July 22, 2014 3:00-5:00 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of July 8 minutes**
- 4. Comments from Mayor Ann Wengert regarding Task Force operations**
- 5. (12 min) Round table discussion of new learning's or materials, since last meeting (2-3 minutes each)**
- 6. PV Town Council report**
- 7. (20 min) Develop time lines for each element in our plan**
- 8. (40 min) Continue design of PV Water Conservation Forum**
  - a. Establish subcommittees**
  - b. Preview Lori Palmquist' slides for LAH; similar event**
- 9. Post Card design ideas: purpose, content, timing**
- 10. Continue developing Market segmentation of proposed programs**
- 11. Discuss**
  - a. Meeting schedule, currently 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of the month**
  - b. Topics for next meeting: August 12th**
- 12. Announcements**
- 13. Adjournment**



**TOWN OF PORTOLA VALLEY**  
**Conservation Committee**  
**Tuesday, July 22, 2014 - 7:45 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – May 27 and June 24, 2014
4. Site Permits –
  - New – 10 Grove Drive  
1260 Westridge - Shorenstein
  - Tree Permits – Indian Crossing #2
5. Old Business
  - A. Backyard Habitat
    - Application Vahtra 72 Hillbrook
      1. Subcommittee Report
      2. Fall evening program – choose date/reserve
      3. Consider water conservation issues?
  - B. Cooperation with Trails Committee
    1. Report: Their last meeting
    2. Oak grove plan shared
    3. Letter to MROSD (Phil)
  - C. Ad-Hoc Water Conservation Committee Task Force coordinate October 18
  - D. Tip of the month – who will do this month?
  - E. 50<sup>th</sup> Anniversary – Plunder Bee party subcommittee report
  - F. Final spell-checked drought tolerant plant list
  - G. Budget approval 2014-15 – Awards purchased
  - H. Fire preparedness
6. New Business
  - A. Mailboxes
7. Action Plan
8. Announcements
9. Adjournment

## **Portola Valley names first planning director**

Debbie Pedro, a Belmont resident and the current planning director for the town of Los Altos Hills, has been hired to serve as the first planning director for the Town of Portola Valley. She is expected to start on August 18.

The appointment of an in-house planning director marks the end of a 50-year relationship with Spangle Associates who has served the Town since its incorporation in 1964. The appointment also finalizes the change in senior staff in town hall which has undergone a number of transitions over the past few years beginning with Town Manager Angela Howard's retirement in 2012, Town Attorney Sandy Sloan's retirement in 2013, and Town Planner Tom Vlastic's retirement in 2014. One of Ms. Pedro's highest priorities will be to develop the planning function in house while maintaining the commitment to excellence and high quality customer service provided by Spangle over the years.

Ms. Pedro, who is in the process of obtaining a masters of public administration from the University of San Francisco, has a master's degree in urban planning from San Jose State University and a bachelor's degree in architecture from University of California at Berkeley. She holds certifications from the American Institute of Certified Planners (AICP), LEED AP from the United States Green Building Council, and is a Certified Green Point Rater.

Her 15-year career in public service began as a community preservation officer in Foster City, and she has served as planning director for the Town of Los Altos Hills for the past eight years.



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

**Wednesday 07/09/14 to Sunday 07/13/14**

*Sheriff*

| CASE NUMBER | DATE & TIME Reported | LOCATION                                 | DESCRIPTION                 | FACTUAL CIRCUMSTANCES   |
|-------------|----------------------|--|-----------------------------|---|
| 14-5789     | 07/09/14<br>7:37PM   | Highway 84<br>Woodside                   | Driver w/ Suspended License | A deputy conducted a traffic enforcement stop due to expired registration. Upon making contact with the driver, he stated that he did not have any paperwork for the vehicle and did not need a driver's license, because he was not driving, he was "Traveling." He went on to state that California's laws and California's state constitution does not apply to him. County Communications advised that his license was suspended in 2010. The driver was issued a citation and his vehicle was towed. |
| 14-5823     | 07/11/14<br>1:10AM   | Montelena Ct. / Woodside Rd.<br>Woodside | Warrant Arrest              | James Kehrberg from La Honda was arrested for having 3 separate warrants all issued in 2014 for driving with a suspended license. The warrants were in the amounts of \$7,500.00, \$5,000.00 and \$3,000.00 issued by the San Mateo County Sheriff's Office. Kehrberg was transported and booked into the San Mateo County Jail.  |
| 14-5857     | 07/11/14<br>7:32PM   | Highway 84<br>Woodside                   | Warrant Arrest              | Andrew Rotchstein from La Honda was arrested for having a warrant in the amount of \$8,000.00 for being a minor in possession and failure to appear in court. He was  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | transported to the County Jail and Booked. |
|--|--|--|--|--|



**To the customers and communities we have the privilege to serve:**

As we approach the fourth anniversary of the natural gas pipeline explosion in San Bruno this September, we believe it is our responsibility to provide you an update of what has changed since that tragic day.

In the wake of this terrible event, we have worked hard to do the right thing for the victims, their families and the community. While we can never undo the pain of loss, we took accountability and have settled claims amounting to nearly \$500 million. We also paid for all recovery costs incurred by San Bruno and established a \$70 million fund to be used in whatever way the community wishes.

Beyond this, all of us committed ourselves to transform PG&E into the safest utility in America – from top management to the more than 20,000 local employees who are your neighbors throughout California. And, to better address your needs, we created and empowered local and regional leadership teams – local people in touch with local priorities and concerns.

Here are just a few highlights of how we have worked to make safety the foundation of our culture:

- Change began at the top with my joining the company as the CEO in 2011. We restructured our gas operations business and recruited the best natural gas experts in the country to run it.
- In order to ensure the safety of the existing pipeline system, we digitized records, conducted advanced pressure testing, replaced pipe where necessary and deployed 150 new automated or remotely controlled valves.
- We built a new gas operations command center from which we can control the entire system and respond more quickly and effectively to emergencies. It employs the most advanced 21<sup>st</sup> century technology.
- When a customer calls to report a gas odor, we are now among the fastest in the entire industry in responding, and we've adopted new gas leak detection technology that is 1,000 times more sensitive than before in order to help find and fix leaks before they become a problem.
- We put 3,500 leaders at all levels of PG&E through safety training and we review the lessons of San Bruno with every new employee we hire as we work each and every day to put safety first.
- We recently became one of the first utilities in the world to earn two of the highest safety certifications – the International Organization for Standardization (ISO) 55001 and Publicly Available Specification (PAS) 55. These stringent certifications must be re-earned every year.

We have made an incredible amount of progress. But we're not done. We have more work to do and we won't rest until it's done and done right. In the meantime, please know that we are absolutely committed to re-earning the trust of all of the people we are fortunate to serve every day.

Thank you for allowing me to share this update with you.

Sincerely,

A handwritten signature in blue ink that reads 'Anthony F. Earley, Jr.' in a cursive style.

**ANTHONY F. EARLEY, JR.**

Chairman, Chief Executive Officer and President

**Sharon Hanlon**

---

**From:** Shelly Lewis [slewis@openspace.org]  
**Sent:** Thursday, July 17, 2014 10:01 AM  
**To:** TownCenter  
**Subject:** Bo Gimbal Trail Dedication

It would be an honor if you could join us for the Bo Gimbal Trail Dedication on Saturday, July 26 11:00-1pm. Please send me an RSVP, as we will be serving lunch. Also please feel free to pass this message along to others who might have known Bo or his work on the Portola Valley trail system. Thank you. –Shelly Lewis

Join us for the Grand Opening of the Bo Gimbal Trail on Saturday,  
July 26.

[View this email in your browser](#)



**Please join the Midpeninsula Regional Open Space District  
for the dedication of the Bo Gimbal Trail at Russian Ridge Open Space Preserve**

The Midpeninsula Regional Open Space District will be hosting a picnic lunch for the family, friends, neighbors and acquaintances of the late Bo Gimbal to celebrate the newly named trail in his honor.

**Date:** Saturday, July 26, 2014

**Time:** 11:00am - 1:00pm

**Location:** Russian Ridge Open Space Preserve,  
(parking at Skyline Ridge Open Space Preserve)

The late Bo Gimbal is considered one of the most productive volunteers in trail-building history. For Midpen alone, he contributed over 4,300 hours in the past decade to building and maintaining trails. He was also responsible for many of the fabulous trails in the town of Portola Valley, for the Sempervirens Fund and in the State Parks. His park and open space legacy is a sustainable enjoyable trail system used by hundreds of thousands of visitors every year. The Midpen Board of Directors, at the request of his family and the South Skyline Association, dedicated a trail in his honor connecting the Ridge and the Ancient Oaks trails.





**Shuttle Service or Hike:** A shuttle will be provided from the Skyline Ridge parking area to the new trail and event site at Russian Ridge. For those who would like to hike to the event site on their own, it is located approximately 0.7 miles from the Russian Ridge parking area or 0.5 miles from the Vista Point parking area at the intersection of the Ridge Trail and the Bo Gimbal Trail. Please note: this hike does have some elevation change.

**Getting There:** The Skyline Ridge Open Space Preserve parking entrance is located about one mile south of the Page Mill Road / Alpine Road and Skyline Boulevard (Highway 35) intersection. This is the parking area for the shuttle to the Bo Gimbal Trail. Directional signage to the Skyline Ridge parking area will be posted on the day of the event. Carpooling is encouraged.

**Parking:** As there is limited parking, please RSVP with [slewis@openspace.org](mailto:slewis@openspace.org) or by calling 650-691-1200.



About Midpeninsula Regional Open Space District: Established in 1972, the Midpeninsula Regional Open Space District is a regional greenbelt system in the San Francisco Bay Area, including areas of San Mateo, Santa Clara, and a small portion of Santa Cruz counties. It is one of California's largest urban regional open space districts serving over 700,000 residents, and providing over 225 miles of trail and 62,000 acres of open space for low-intensity recreation, environmental education and protection of sensitive habitats.



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**Our mailing address is:**

Midpeninsula Regional Open Space District  
330 Distel Circle  
Los Altos, CA 94022

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Shelly Lewis  
Public Affairs Manager  
[slewis@openspace.org](mailto:slewis@openspace.org)  
Midpeninsula Regional Open Space District  
330 Distel Circle, Los Altos, CA 94022  
P: (650) 691-1200 F: (650) 691-0485  
[www.openspace.org](http://www.openspace.org) | twitter: [@mrostd](https://twitter.com/mrostd)

\*Celebrating 40 Years of Open Space Preservation

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – July 25, 2014**

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1. Agenda – ASCC – Monday, July 28, 2014
2. Report from San Mateo County Sheriff's Office – Incident Log for 07/14/14 – 07/20/14
3. Notice from San Mateo County Mosquito and Vector Control District re: Fogging on July 21, 2014
4. San Mateo County Mosquito and Vector Control District Report – June 2014
5. Invitation to attend the League of California Cities 2014 Annual Conference - September 3 – 5, 2014
6. Letter from Sequoia Union High School District re: Seeking applicants to serve on the Sequoia Union High School District Board of Trustees
7. Letter from HIP Housing re: Summary of Activities Achieved during Fiscal Year 2013 -2014
8. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, July 25, 2014

### **Attached Separates (Council Only)**

1. None



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, July 28, 2014  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

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**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. Architectural Review and Revisions to Previous Approvals to Allow Proposed Second Story Guest House Addition, 130 Golden Oak Drive, Rosenthal/Carroll
5. New Business:
  - a. Architectural Review for Residential Additions and Remodeling, Swimming Pool, Entry Gate, and Site Development Permit X9H-677, 410 Cervantes Road, Kamran
  - b. Architectural Review for New Garage and Residential Addition, 62 Santa Maria Avenue, Saii
6. Commission and Staff Reports:
7. Approval of Minutes: July 14, 2014
8. Adjournment:

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

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

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

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### **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).

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

Date: July 25, 2014

CheyAnne Brown  
Planning Technician

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# 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 07/14/14 to Sunday 07/20/14**

*Sheriff*

| CASE NUMBER | DATE & TIME Reported | LOCATION                              | DESCRIPTION                              | FACTUAL CIRCUMSTANCES   |
|-------------|----------------------|---------------------------------------|--|---|
| 14-5925     | 07/14/14<br>10:25AM  | Woodside Under 280<br>Woodside        | Driver w/ Suspended License              | A deputed conducted a traffic enforcement stop on a vehicle with an inoperable brake light. A DMV records check through County Communications revealed that the driver's license status was suspended. Further, the driver stated that he was aware his license being suspended. The driver was cited for an inoperable brake lamp and having a suspended license. The vehicle was parked at the scene. |
| 14-5926     | 07/14/14<br>10:52AM  | 300 Blk. Albion Ave.<br>Woodside      | Burglary                                 | Unknown suspect(s) entered the residence and stole approximately fifty pieces of silverware. The value of the silverware is estimated at \$5000. There is no entry point that has been located at this time. There is no suspect information regarding this case.   |
| 14-5942     | 07/14/14<br>3:45PM   | 300 Blk. Old La Honda Rd.<br>Woodside | Obtain/Use Personal ID w/o Authorization | The victim stated that her Chase Credit Card was fraudulently used twice in the past 10 days. The victim stated that she was monitoring her Chase charge account when she saw that there was a charge at a Menlo Park Shell Station for \$56.78 on 07/14/14. The victim stated she definitely did not use her credit card on 07/14/14. When she   |

|         |                    |                                       |  |  |
|---------|--------------------|---------------------------------------|--|--|
|         |                    |                                       |  | contacted Chase, she was also informed about an attempted charge to her card from a Pilot Gas Station in Oakland, Oregon for \$150. The victim told Chase Bank that she did not authorize either of the charges. Chase Bank cancelled her card and had a new card issued to her. The victim did not suffer any loss for the fraudulent charge.   |
| 14-5939 | 07/14/14<br>3:15PM | 300 Blk. Old La Honda Rd.<br>Woodside | Petty Theft                              | The reporting party stated that on 07/09/14 she went to get her mail out of her mailbox and found it contained numerous bees. She saw that there was mail in the box, but she closed the door to avoid being stung. She left the mail and contacted her handyman to get rid of the bees. The handyman sprayed the box and the victim decided to leave the box until the next day. On 07/10/14, the victim went to her mailbox and found that it was it empty. The victim believed that the mail that was stolen might have contained her new California Driver's License, some insurance paperwork. There is no suspect information. |
| 14-5944 | 07/14/14<br>7:00PM | 200 Blk. S. Balsamina Way<br>Ladera   | Obtain/Use Personal ID w/o Authorization | A deputy was dispatched to the report of a past fraud. The reporting party was reporting that someone had opened a credit account in his name and had made charges without his knowledge or consent. The victim received a statement from BillMeLater/Paypal with a balance of approximately \$360.00. The victim informed the security department of Paypal and had the account closed. The victim placed a fraud alert on his identity with the three major credit bureaus to prevent any further fraud.   |
| 14-5965 | 07/15/14<br>8:45AM | 100 Blk. Orchard Hill Rd.<br>Woodside | Grand Theft                              | The victim stated that on 07/09/14 he went out to his mailbox to retrieve his mail. He found an envelope in the middle of his mail that had the bottom torn out and scotch tape over the sealable flaps. The inside of the envelope was empty. The envelope had a return address for Honda of Serramonte which the victim had been expecting a check from. The victim contacted Honda and informed them of the damaged and empty envelope. Honda has since   |

|         |                    |   |                                     |   |
|---------|--------------------|---|-------------------------------------|---|
|         |                    |   |                                     | canceled the check and re-issued the victim a new one.  |
| 14-5994 | 07/16/14<br>1:46AM | 1900 Blk Camino De Los<br>Robles<br>West Menlo Park | Attempted Burglary /<br>Petty Theft | The Reporting Party was the victim of an attempted burglary and petty theft, when an unknown suspect entered his unlocked vehicle parked in the driveway of his residence. The suspect opened the garage door to the victim's residence using the victim's garage door remote control located inside of his vehicle. The victim confronted this subject as he fled the area on a bicycle still carrying the garage door remote. As the suspect fled, he dropped a duffle bag he was carrying, that was determined to have belonged to the victim's next door neighbor (N#1). The bag was recovered and upon review by Neighbor #1, it was determined that nothing was taken from inside of it. This bag was taken from neighbor #1's vehicle that was locked, but the windows to it were partially down. A search of the area revealed another vehicle belonging to another neighbor (N#2) had also been rummaged through. Neighbor #2 looked through his unlocked vehicle and determined nothing had been taken. |
| 14-5996 | 07/16/14<br>7:54AM | 3000 Blk. Woodside Rd.<br>Woodside                  | Vandalism                           | The victim showed the deputy that her fence was spray painted in the front of her property. The words "blox", "blaka" and "barz" were spray painted on the outside perimeter of the fence. The victim has no idea who would have spray painted the fence. There is no estimated loss at this time.  |
| 14-6013 | 07/16/14<br>8:55AM | 100 Blk. Rondo Way<br>West Menlo Park               | Burglary                            | The victim stated she accidentally left the front overhead door to her garage open on 7/15/14. On 7/16/14 at around 8:30 am the victim and her husband discovered their bicycle was missing from the garage. In addition, the victim stated she was missing two pairs of prescription glasses from inside her vehicle which was parked unlocked inside the garage. The estimated value of the bicycle is \$3000.00 and the estimated value of the two pair of glasses is \$1200.00.   |
| 14-6026 | 07/16/14           | 3000 Blk. Woodside Rd.                              | Possession of                       | Robert David Gragg from Redwood City was arrested for   |



|         |                     |  |   |   |
|---------|---------------------|--|---|---|
|         | 3:38PM              | Woodside                                 | Controlled Substance / Resist Arrest / Resist Executive Office / Battery on Peace Officer | possession of a controlled substance, resisting an executive officer, destroying/concealing evidence, resisting arrest, and battery on a peace officer. He was booked into the San Mateo County Jail.   |
| 14-6028 | 07/16/14<br>3:58PM  | 2000 Blk. Portola Rd.<br>Woodside        | Petty Theft   | The Reporting Party explained she believes she is missing mail because a debit card sent from Bank of America for her daughter never arrived. A follow up call by her daughter to Bank of America revealed unknown persons attempted to activate the card without success. Bank of America froze the card and notified the fraud investigators. The victim stated that her son was possibly missing a check sent by his employer. The R/P's son notified her that all the mailboxes on the street were open as he left the residence on the morning of 7/15/14. |
| 14-6034 | 07/17/14<br>12:11PM | 100 Blk. Stonegate Rd.<br>Portola Valley | Traffic Accident  | Driver #1 was operating Vehicle #1 without its headlights on. As driver #1 pulled to the shoulder of the road to park he did not see the mailbox structure approximately 2 feet from the roadway edge, and collided into it. As a result of this collision Vehicle #1 caused damage to the mailbox structure which was uprooted from the ground.  |
| 14-6044 | 07/17/14            | 3000 Blk. Partition Rd.<br>Woodside      | Vandalism   | The victim stated that her son is the primary driver of the vehicle. Her son parked and locked the vehicle on the street in front of her house on 07/16/14 3:00pm. When her son returned to the vehicle on 07/17/14 at 7:30am he found two large, distinct, deep scratches in the paint. The scratches appeared to be down to the metal. The victim stated that neither she nor her son know of anyone who would want to harm them or their property.   |
| 14-6055 | 07/17/14<br>12:31PM | 4000 Blk. Woodside Rd.<br>Woodside       | Obtain/Use Personal ID w/o Authorization  | An unknown subject used the victim's credit card to make an online purchase in the amount of \$870.56. The purchase was made on heartratemonitorusa.com on 07/16/14. The suspect ordered two GoPro cameras to be delivered at an address in Anaheim Ca. The Deputy contacted  |

|         |                     |   |                                       |   |
|---------|---------------------|---|---------------------------------------|---|
|         |                     |   |                                       | heartratemonitorusa.com and spoke with an associate. The victim's credit card has been credited for the full amount charged. Anaheim PD attempted to contact the suspect but was met with negative results.   |
| 14-6056 | 07/17/14<br>12:33PM | 100 Blk. Coal Mine View<br>Portola Valley | Enter/Occupy<br>Property or Structure | A Deputy was dispatched to a residence on a report of trespassing. Upon arrival the deputy met with the victim who stated that she and her husband were out of town from 07/12/14 to 07/14/14. On Sunday (07/13/14), her housekeeper arrived to the home to clean and found smashed strawberries all over the house as well as numerous empty beer cans. The housekeeper noticed scuffs to the floor, water damage to a coffee table in the living room, and urine on the seat of the toilet in a guest bathroom. When the victim arrived home on 07/14/14 she checked all around the home and did not find anything taken. The victim checked the home for signs of forced entry and found none. The victim does not have teenagers and had no idea who would have come into her home to have a party. There are no suspects at this time. |
| 14-6063 | 07/17/14<br>4:36PM  | 3000 Blk Woodside Rd.<br>Woodside         | General Information<br>Case           | The Reporting Party wanted to report a collision she was involved in on 07/16/14. She was not sure where on Woodside Road the collision occurred, only that it was near Woodside Elementary School. The R/P stated she was riding her bicycle on Woodside Road when a vehicle went straight from a connecting street (possibly Albion) and attempted to access the parking lot at Woodside Elementary School. The vehicle's driver did not see the R/P riding her bicycle and collided into her. The R/P fell from her bicycle and did not suffer any injuries. The driver that hit the R/P stopped and provided his information. Later, the R/P went to the hospital after she started feeling pain and was diagnosed with bruised ribs. The R/P did not want a full collision investigation; she just wanted the incident documented.     |
| 14-6135 | 07/20/14            | 100 Blk. Olive Hill Ave.                  | Driver w/ Suspended                   | A deputy effected a traffic stop and contacted the driver. A  |

|  |         |          |         |  |
|--|---------|----------|---------|--|
|  | 12:11PM | Woodside | License | records check revealed that the driver had a suspended license. The driver was issued a citation for driving with a suspended license. The driver was not the Registered Owner of the vehicle. The vehicle was left legally parked at the scene. |
|--|---------|----------|---------|--|



**SAN MATEO COUNTY  
MOSQUITO AND VECTOR CONTROL DISTRICT**

**1351 Rollins Road  
Burlingame, California 94010-2409**

**PH: (650) 344-8592**

**FAX: (650) 344-3843**

**[www.smcmad.org](http://www.smcmad.org)**

**FOR IMMEDIATE RELEASE**

**July 19, 2014**

**Contact:** Robert Gay: (650) 918-8640  
Brian Weber: (650) 344-8592 x21  
Nayer Zahiri (650) 642-4844

**Mosquitoes carrying West Nile Virus found in San Mateo and Ladera.  
Fogging scheduled for night of July 21, 2014**

**San Mateo, CALIF.** - The San Mateo County Mosquito and Vector Control District (SMCMVCD) detected adult mosquitoes carrying West Nile Virus (WNV) collected July 18, 2014 from the 94401 and 94028 ZIP code areas. The District will conduct a mosquito fogging treatment in a half mile radius around each detection site, in an effort to prevent human cases of WNV. Weather permitting; the ground fogging is scheduled for Monday July 21 between 11:00 PM and 5:00 AM.

The District detects West Nile Virus in dead birds and squirrels every year, but District Manager Robert Gay states "this is the first year mosquitoes carrying WNV have been found in San Mateo County." Mosquitoes carrying WNV were previously detected in the same area of the city of San Mateo on June 19. A map of the fogging locations can be found on the district website, [www.smcmad.org](http://www.smcmad.org). Residents with questions can call the District at (650) 344-8592 Monday through Friday from 8:00 AM to 4:30 PM.

West Nile Virus is transmitted through the bite of an infected mosquito. The primary hosts are birds. Humans, horses and other animals can become infected with WNV if bitten by an infected mosquito. It cannot be spread person to person. Laboratory Director Dr. Nayer Zahiri emphasized that "residents should take precautions to avoid mosquito bites, remove standing water around their homes, and call the District if they are noticing mosquitoes."

Reports of dead birds are an early indication that the virus is circulating in the environment. Residents are encouraged to help by reporting fresh carcasses of birds or tree squirrels to the West Nile virus hotline, online at [www.westnile.ca.gov](http://www.westnile.ca.gov) or by phone at 877-WNV-BIRD (877-968-2473).

To prevent mosquito breeding on your property and to prevent mosquito bites, follow the "Three D's":

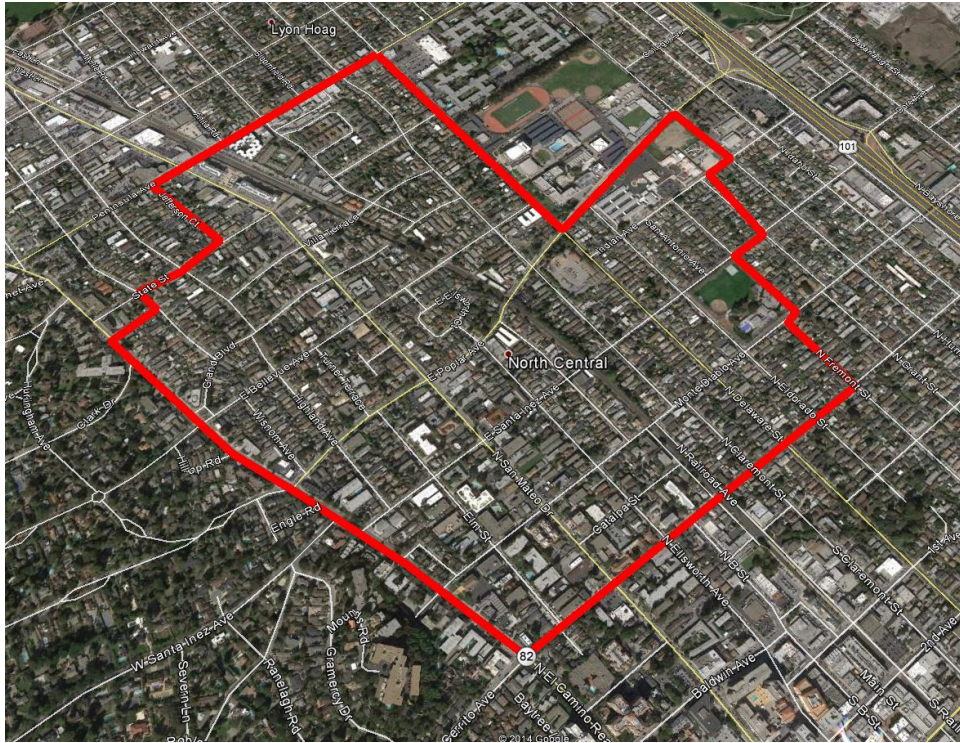
- **DRAIN** – Mosquitoes lay their eggs on standing water. Eliminate all sources of standing water on your property, including flower pots, old car tires, rain gutters and pet bowls.
- **DAWN and DUSK** – Mosquitoes bite in the early morning and evening so it is important to wear proper clothing and repellent if outside during these times. Make sure that your doors and windows have tight-fitting screens to keep mosquitoes out.
- **DEET** – Apply insect repellent containing DEET, picaradin, oil of lemon eucalyptus or IR3535 according to label instructions. Repellents keep the mosquitoes from biting you.

For assistance with a mosquito problem in San Mateo County, contact the District at (650) 344-8592.

For more information on West Nile Virus and other district services, visit us on the web at: [www.smcmad.org](http://www.smcmad.org).

Adult mosquito fogging areas shown inside red circle

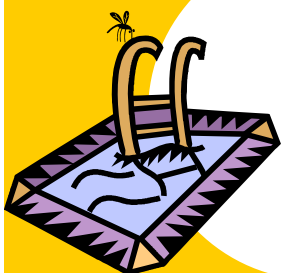
### SAN MATEO



### LADERA



#####



# District Report



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A rotating collector trap for adult mosquitoes undergoes a trial run at the East Palo Alto chicken coop. The trap design reveals the time of day the mosquitoes were caught.

## District News

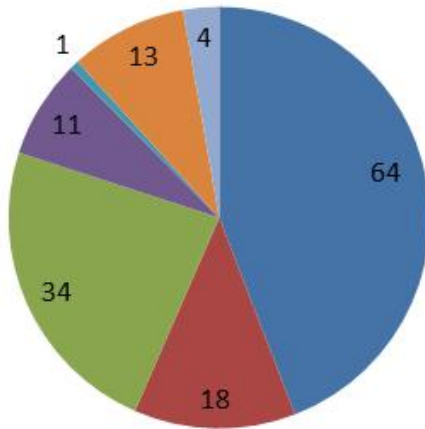
- A dead bird collected June 4 in the city of San Carlos tested positive for West Nile Virus.
- The district had a booth at the San Mateo County Fair in the city of San Mateo from June 7 -15. The booth contained information and brochures to increase awareness of district services and vector-borne diseases among county residents.
- Four seasonal employees, Collette Azzopardi, Jeremy Sette, Josh Fuata and William Gomba, joined the operations department in the month of June. They are assisting with catch basin treatments in cities along the bay during the summer and other seasonal activities.
- On June 19, adulticide fogging was conducted in the North Central region of the city of San Mateo to eliminate mosquitoes carrying West Nile Virus. All mosquitoes collected and tested after treatment have tested negative for the virus.
- Sewer plants in South San Francisco, Half Moon Bay, Burlingame and San Mateo are being inspected every two weeks and treated if necessary.



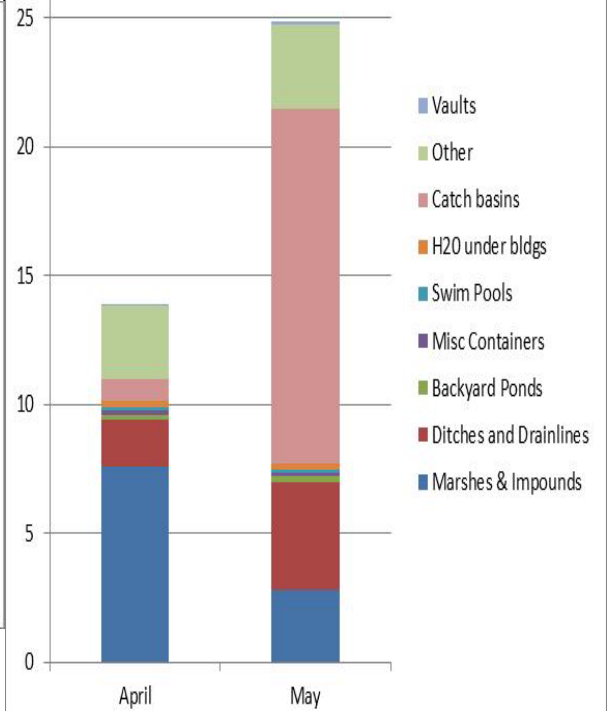
## Mosquito Sources Treated and Acres Treated

### Number of Service Requests in May

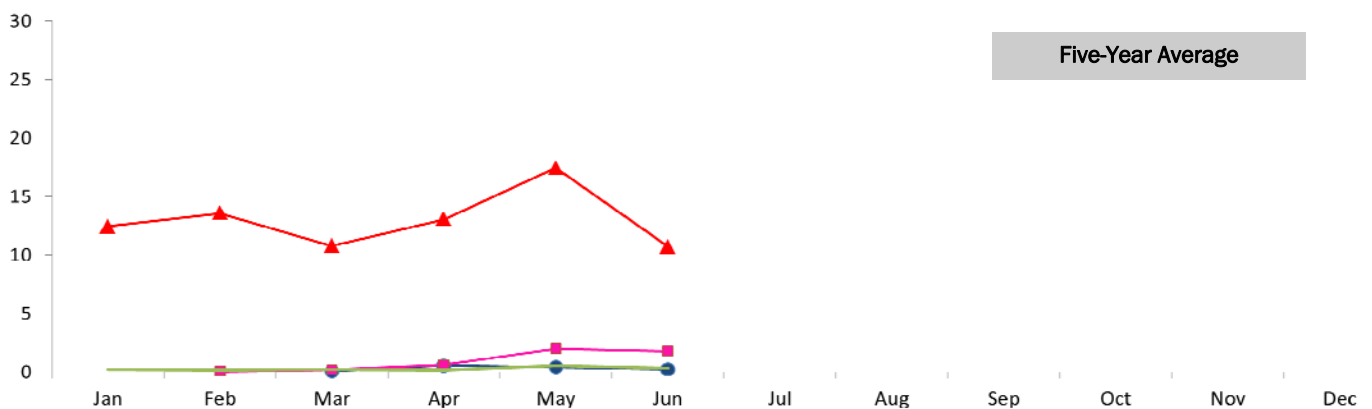
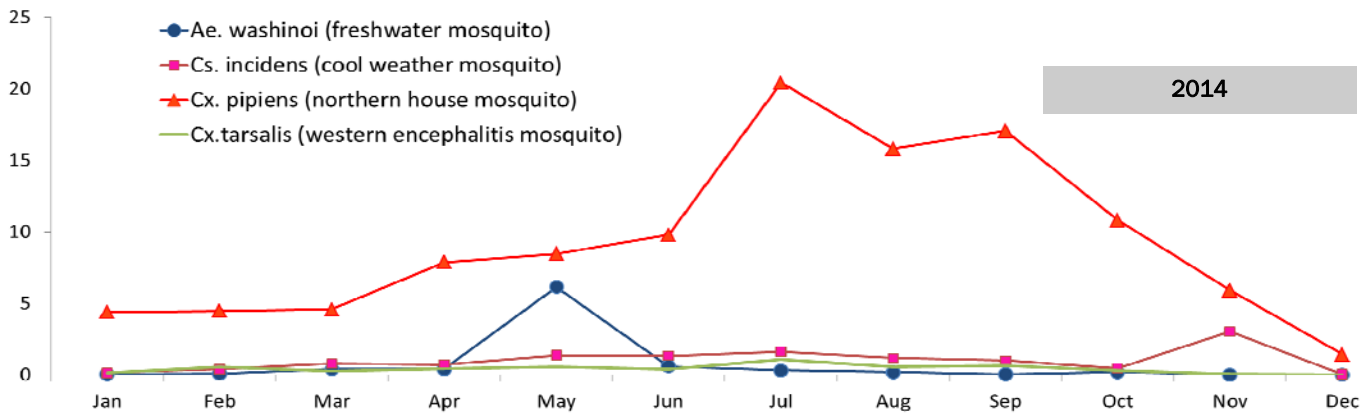
- Mosquito-related
- Rodents
- Other
- Fish Stocking
- Wildlife
- Insect ID
- Stinging Insects



### Number of acres treated in May

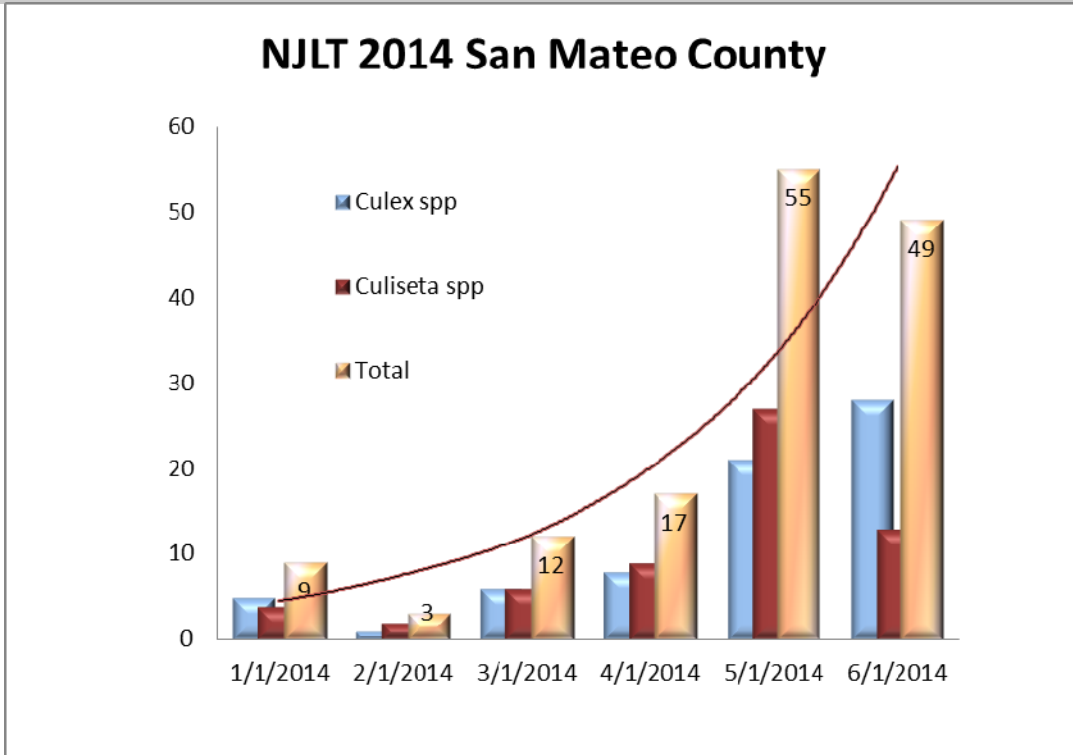


## CO2 Traps





New Jersey Light Traps



New Jersey Light Traps are used for monitoring mosquito populations in the county throughout the year. Traps are located in San Bruno, Belmont, Menlo Park and Woodside. The mosquitoes are checked weekly.

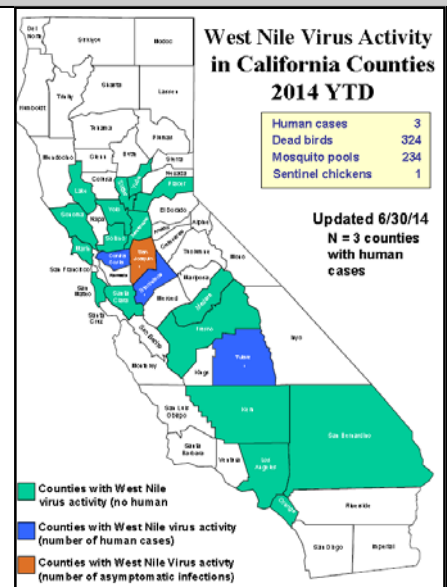
**West Nile Virus Surveillance**

San Mateo County

This year, 116 dead birds have been reported in San Mateo County and 30 have been tested in-house for West Nile Virus (WNV). One bird tested positive, an American Crow found in the city of San Carlos on June 4. Additionally, eight dead squirrels have been sent to California Animal Health & Food Safety Laboratory for testing. Six squirrels have tested negative, results are pending for two.

Twenty mosquito pools have been tested for WNV, and one pool of mosquitoes collected June 18 from the city of San Mateo tested positive.

The district asks residents to call in to report dead birds or tree squirrels. Specimens that appear to have been dead for less than 24 hours and are in good condition will be tested for WNV. Residents should contact the state WNV hotline at **877-WNV-BIRD (968-2473)**. Reports can also be made online at <http://westnile.ca.gov>.



California

Human cases of WNV have been detected in three counties, Stanislaus, Tulare and Contra Costa in 2014 (see map at right). Additionally, San Joaquin County has had an asymptomatic infection of WNV (a person was infected with WNV but did not show symptoms of illness).





West Nile Virus Risk Assessment

**Time Interval** 2014 by Half-month  
**Agency** SANM  
**Spatial** No Spatial Filter  
**Target** WNV - West Nile virus  
**Trap Type** All Available Trap Types  
**Sex/Condition** Females - Mixed, Females - Unfed  
**Species** All Available Species

|                       | 2014-01-15 | 2014-01-31 | 2014-02-15 | 2014-02-28 | 2014-03-15 | 2014-03-31 | 2014-04-15 | 2014-04-30 | 2014-05-15 | 2014-05-31 | 2014-06-15 | 2014-06-30 |
|-----------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| <b>Risk</b>           | 1          | 2.3        | 2.3        | 1          | 2.3        | 2.3        | 2.3        | 2.3        | 2.5        | 1.8        | 2.8        | 2.4        |
| <b>Environment</b>    | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 2          | 2          | 2          | 2          | 2          |
| <b>Abundance</b>      |            | 5          | 5          |            | 5          | 5          | 5          | 4          | 5          | 2          | 5          | 2          |
| <b>Infection</b>      |            |            |            |            |            |            |            |            |            |            |            | 3          |
| <b>Seroconversion</b> |            |            |            |            |            |            |            | 1          | 1          | 1          | 1          | 2          |
| <b>Dead Bird</b>      | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 2          | 2          | 2          | 3          | 3          |

The California Department of Public Health generates a risk assessment level ranging from 1-5 for West Nile Virus (WNV). The risk level is determined by analyzing a combination of data on mosquitoes and infection rates gathered by the District, weather patterns and the state WNV hotline. The risk levels are explained as:

- Risk Rating 1.0—2.5**      *Normal Season, "No Alert Level"*  
 - Regular district operations
  
- Risk Rating 2.6—4.0**      *Emergency Planning, "Alert Level"*  
 - Enhanced larval detection and control, public health officials notified, increased disease surveillance, more public outreach
  
- Risk Rating 4.1-5.0**      *Epidemic Conditions, "Emergency Level"*  
 - full media campaign, physicians and veterinarians alerted, detection and investigations of human cases, continue enhanced larval surveillance and control



## Operations Report


### West Nile in San Mateo

On June 19th, our lab discovered that there were mosquitoes in San Mateo that had tested positive for West Nile Virus. In order to protect public health all departments worked seamlessly to achieve inspections of 300 properties and adulticiding the entire detection zone of a 0.5 mile radius around the positive mosquitoes.

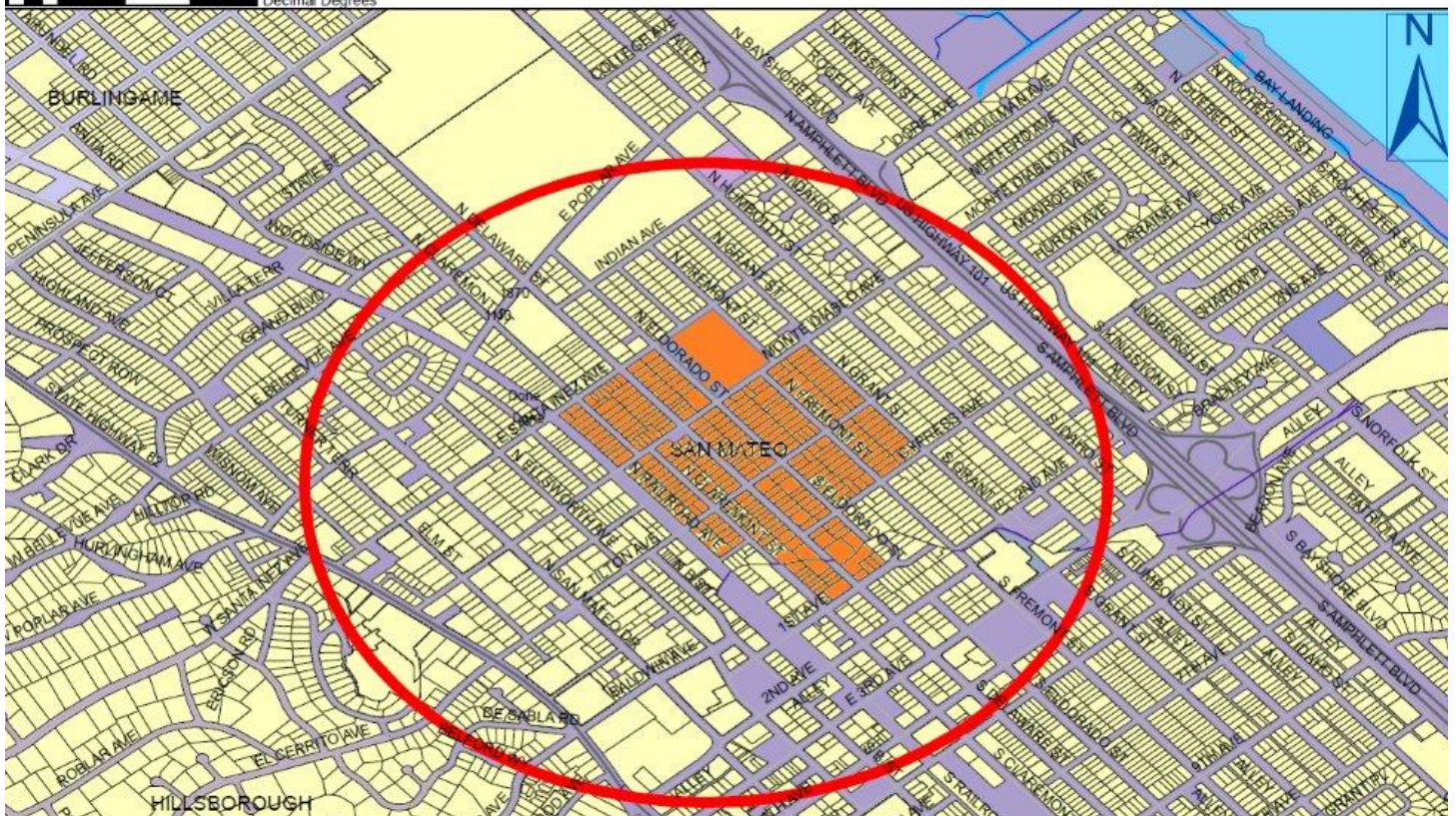
#### *How our team responded:*

- The lab tested pools of mosquitoes to determine whether or not they had WNV and also put together a press release notifying the public of the positive mosquito pools.
- Sentinel mosquito cages were positioned systematically throughout the detection zone to determine the success rate of our adulticiding treatments.
- The administration department worked hard producing WNV handouts for delivery during property inspections.
- Operations staff blanketed the detection zone prior to the adulticiding with public education materials.
- Six technicians fogged the detection zone from 11:30 pm until 3:30 in the morning.
- The next day the staff worked together to inspect over 300 properties in the main area of the detection zone where the positive mosquitoes were found. They found 20 properties breeding mosquitoes.

WNV Positive Mosquitoes San Mateo June 19, 2014

 300 properties inspected by the operations staff on June 20th and 23rd in an attempt to eliminate all West Nile mosquito breeding sites

0.0005 0.015 0.003 0.0045 0.006  
Decimal Degrees



## San Mateo County Mosquito and Vector Control

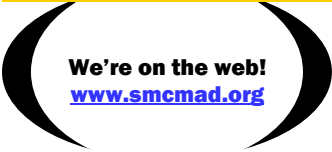
## District Balance Sheet - Consolidated Funds As of May 31, 2014

|   | <u>May 31, 2014</u> |
|---|---------------------|
| <b>ASSETS</b>                             |                     |
| <b>Current Assets</b>                     |                     |
| <b>Checking/Savings</b>                   |                     |
| 1010 - Cash                               | 6,835,121           |
| 1010A01 - Cash-VCJPA Property Contingency | 37,009              |
| 1010A02 - Cash-VCJPA Member Contingency   | 318,881             |
| 1020 - Cash - Petty Cash                  | 400                 |
| <b>Total Checking/Savings</b>             | 7,191,411           |
| <b>Accounts Receivable</b>                |                     |
| 1012 - 1012 - Accounts Receivable-001     | 11,772              |
| <b>Total Accounts Receivable</b>          | 11,772              |
| <b>Other Current Assets</b>               |                     |
| 1120 - Inventory - Pesticides             | 96,514              |
| <b>Total Other Current Assets</b>         | 96,514              |
| <b>Total Current Assets</b>               | 7,299,697           |
| <b>TOTAL ASSETS</b>                       | <b>7,299,697</b>    |
| <b>LIABILITIES &amp; EQUITY</b>           |                     |
| <b>Liabilities</b>                        |                     |
| <b>Current Liabilities</b>                |                     |
| <b>Accounts Payable</b>                   |                     |
| 4300-1 - 4300-1 - Accounts Payable        | 92,900              |
| <b>Total Accounts Payable</b>             | 92,900              |
| <b>Credit Cards</b>                       |                     |
| US Bank Credit Card                       | -                   |
| <b>Total Credit Cards</b>                 | -                   |
| <b>Total Current Liabilities</b>          | 92,900              |
| <b>Total Liabilities</b>                  | 92,900              |
| <b>Equity</b>                             |                     |
| 32000 - Retained Earnings                 | 6,203,823           |
| Net Income                                | 1,002,973           |
| <b>Total Equity</b>                       | 7,206,797           |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>     | <b>7,299,697</b>    |

## San Mateo County Mosquito and Vector Control

### District Profit & Loss - Consolidated Funds for the month ended May 31 2014

|                                |                                  | MTD<br>May-14  | YTD<br>FY13/14   | Budgeted<br>FY13/14 | YTD May%<br>Balance<br>Remaining | 92%<br>% of FY13/14 Budget |
|--------------------------------|----------------------------------|----------------|------------------|---------------------|----------------------------------|----------------------------|
| <b>REVENUES</b>                |                                  |                |                  |                     |                                  |                            |
| 1021                           | Prop. taxes, current, secured    | 136,153        | 1,618,550        | 1,521,718           | (96,832)                         | 106.4%                     |
| 1024                           | FY Secured Rede                  | 0              | 3,629            | 5,000               | 1,371                            | 72.6%                      |
| 1031                           | Prop. taxes, current unsecured   | 0              | 90,552           | 86,000              | (4,552)                          | 105.3%                     |
| 1033                           | Prop. taxes, prior, unsecured    | 0              | (4,999)          | 1,000               | 5,999                            | -499.9%                    |
| 1041                           | Prop taxes CY secured SB 813     | 8,148          | 41,693           | 26,000              | (15,693)                         | 160.4%                     |
| 1042                           | Prop taxes CY unsecured SB 813   | 0              | 0                | 650                 | 650                              | 0.0%                       |
| 1043                           | FY SB 813 REDEM                  | 899            | 899              | 1,400               | 501                              | 64.2%                      |
| 1046                           | Prop. taxes unsecured SB 813     | 0              | 0                | 320                 | 320                              | 0.0%                       |
| 1048                           | 1048 - ERAF Rebate               | 0              | 281,332          | 215,000             | (46,332)                         | 121.5%                     |
| 1521-11                        | VC/JPA-Interest Income           | 0              | 2,825            | 1,500               | (1,325)                          | 188.3%                     |
| 1521                           | Interest Earned                  | 0              | 34,448           | 40,500              | 6,052                            | 86.1%                      |
| 1831                           | Homeowner Prop                   | 3,839          | 9,323            | 5,500               | (3,823)                          | 169.5%                     |
| 2031                           | Benefit Assessment               | 111,114        | 1,381,382        | 1,438,911           | 57,519                           | 98.0%                      |
| 2439                           | Mosquito Control Tax             | 37,155         | 449,029          | 484,181             | 15,152                           | 96.7%                      |
| 2451                           | Service Abatement Income         | 6,820          | 248,308          | 255,000             | 8,692                            | 98.8%                      |
| 2647                           | Misc Refunds/RDA/RPTTF           | 0              | 58,874           | 40,000              | (18,874)                         | 142.2%                     |
| 2658-11                        | VC/JPA-Misc Income               | 0              | 0                | 10,000              | 10,000                           | 0.0%                       |
| 2658                           | Other                            | 0              | 286,171          | 48,000              | (218,171)                        | 554.5%                     |
| <b>Total Revenue</b>           |                                  | <b>307,127</b> | <b>4,458,027</b> | <b>4,180,880</b>    | <b>(297,847)</b>                 | <b>107.1%</b>              |
| <b>EXPENDITURES</b>            |                                  |                |                  |                     |                                  |                            |
| <b>Salary &amp; Benefits</b>   |                                  |                |                  |                     |                                  |                            |
| 4111                           | Regular Full Time                | 125,067        | 1,311,128        | 1,515,000           | 203,874                          | 88.5%                      |
| 4161                           | Regular Part Time                | 11,824         | 112,388          | 129,000             | 16,614                           | 87.1%                      |
| 4311                           | Social Security                  | 876            | 8,207            | 10,000              | 1,794                            | 82.1%                      |
| 4321                           | Retirement                       | 55,571         | 425,422          | 478,000             | 52,578                           | 89.0%                      |
| 4412                           | Health Insurance                 | 30,535         | 319,801          | 369,000             | 49,199                           | 86.8%                      |
| 4414                           | Great-West Deferred Comp         | 1,500          | 11,000           | 13,000              | 2,000                            | 84.6%                      |
| 4415                           | Medicare Insurance               | 1,920          | 20,855           | 24,000              | 3,145                            | 88.9%                      |
| 4422                           | Dental Insurance                 | 3,000          | 31,944           | 38,000              | 6,056                            | 84.1%                      |
| 4431                           | Vision Insurance Plan (VSP)      | 484            | 4,807            | 5,300               | 493                              | 80.7%                      |
| 4440                           | Employee Commute Benefit         | 328            | 4,050            | 5,500               | 1,450                            | 73.6%                      |
| 4442                           | Long Term Disability             | 903            | 9,438            | 11,300              | 1,864                            | 83.5%                      |
| 4451                           | Unemployment Insurance           | 1,159          | 14,855           | 18,000              | 3,345                            | 81.4%                      |
| 4621                           | AFLAC Insurance                  | 490            | 5,461            | 6,500               | 1,040                            | 83.9%                      |
| <b>Subtotal</b>                |                                  | <b>233,835</b> | <b>2,278,840</b> | <b>2,622,800</b>    | <b>343,960</b>                   | <b>88.9%</b>               |
| <b>Services &amp; Supplies</b> |                                  |                |                  |                     |                                  |                            |
| 5111                           | Pesticides                       | 0              | 111,950          | 250,000             | 138,050                          | 44.8%                      |
| 5121                           | Clothing                         | 2,384          | 19,181           | 23,700              | 4,519                            | 80.9%                      |
| 5166                           | Household                        | 400            | 2,386            | 4,200               | 1,814                            | 66.8%                      |
| 5171                           | Medical/Laboratory               | 2,463          | 29,315           | 18,800              | (10,515)                         | 155.9%                     |
| 5188                           | Other Misc (Union Bank Fee)      | 39             | 410              | 1,800               | 1,390                            | 22.8%                      |
| 5199                           | Office                           | 1,845          | 14,828           | 20,100              | 5,274                            | 73.8%                      |
| 5233                           | Tools/Equipment                  | 1,858          | 19,391           | 19,950              | (41)                             | 100.2%                     |
| 5331                           | Memberships                      | 0              | 18,423           | 18,845              | 2,422                            | 87.1%                      |
| 5416                           | Gasoline/Oil                     | 6,280          | 52,084           | 67,000              | 14,906                           | 77.8%                      |
| 5428                           | Facility/Auto/Equip Maint/Repair | 3,071          | 224,897          | 295,000             | 70,103                           | 78.2%                      |
| 5472                           | General Maintenance              | 323            | 4,404            | 9,300               | 4,896                            | 47.4%                      |
| 5631                           | Electric/Gas                     | 1,685          | 19,972           | 20,800              | 828                              | 85.6%                      |
| 5636                           | Water/Sewer Disposal             | 232            | 8,240            | 9,700               | 1,460                            | 86.0%                      |
| 5721                           | Meetings/Conferences             | 6,478          | 70,055           | 91,800              | 21,745                           | 78.3%                      |
| 5856                           | Services/Consultation            | 30,330         | 221,034          | 238,800             | 17,766                           | 92.6%                      |
| 5906                           | District Special Expenses        | 4,993          | 43,583           | 123,750             | 80,167                           | 36.2%                      |
| 6712                           | Telephone                        | 1,343          | 17,836           | 22,500              | 4,664                            | 79.7%                      |
| 6725                           | Liability Insurance              | 0              | 41,358           | 53,000              | 11,642                           | 78.0%                      |
| 6731                           | Other Insurance                  | 0              | 120,063          | 102,100             | (17,963)                         | 117.6%                     |
| <b>Subtotal</b>                |                                  | <b>63,819</b>  | <b>1,037,819</b> | <b>1,390,445</b>    | <b>352,626</b>                   | <b>74.6%</b>               |
| <b>Fixed Assets</b>            |                                  |                |                  |                     |                                  |                            |
| 7211                           | Structures/Improvements          | 0              | 0                | 0                   | 0                                | 0.0%                       |
| 7311                           | Equipment                        | 4,271          | 138,564          | 144,300             | 5,706                            | 98.0%                      |
| <b>Subtotal</b>                |                                  | <b>4,271</b>   | <b>138,564</b>   | <b>144,300</b>      | <b>5,706</b>                     | <b>98.0%</b>               |
| <b>Total Expenditures</b>      |                                  | <b>301,425</b> | <b>3,455,263</b> | <b>4,167,345</b>    | <b>792,282</b>                   | <b>83.1%</b>               |
| <b>NET INCOME</b>              |                                  |                |                  |                     |                                  |                            |
| <b>Net Income</b>              |                                  | <b>6,702</b>   | <b>1,002,973</b> | <b>3,335</b>        |                                  |                            |



"An Independent Special District Working for You Since 1916"

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL

1351 Rollins Road  
Burlingame, CA 94010

Phone: 650-344-8592  
Fax: 650-344-3843  
info@smcmad.org  
www.smcmad.org

The San Mateo County Mosquito and Vector Control District is an independent, Special District funded by a property tax voted in by individual cities. Our mission is to safeguard the health and comfort of our citizens through a planned program to reduce mosquitoes and other vectors in an environmentally responsible manner.

|  | Extension |
|--|-----------|
| Robert B. Gay, Manager                 | 12        |
| Brian Weber, Assistant Manager         | 16        |
| Nayer Zahiri, Laboratory Director      | 32        |
| Tina Sebay, Vector Ecologist           | 38        |
| Theresa Shelton, Vector Ecologist      | 44        |
| Warren Macdonald, Laboratory Assistant | 31        |
| Rosendo Rodriguez, Finance Director    | 11        |

*"A VECTOR is any animal that can transmit disease to animals or people."*

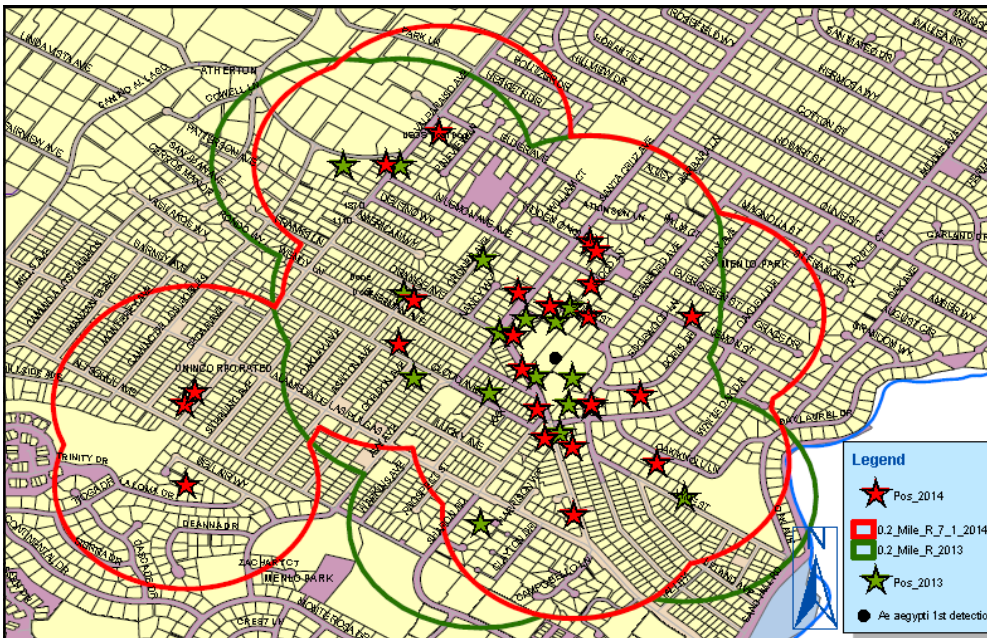
**Aedes aegypti update**

The district continues working to eradicate the *Aedes aegypti* mosquito from the neighborhood surrounding Holy Cross Cemetery in Menlo Park. The mosquito has been detected twenty six times so far in 2014, either from larval samples from breeding sources or in traps for eggs or adults.

*Aedes aegypti* monitoring includes:

- 31 AGO traps
- 19 Ovi-traps (residential)
- 48 Ovi-traps (cemeteries and nurseries County-wide)
- 4 BG-Sentinel traps

Additionally, technicians inspect yards within the infestation zone for mosquito breeding and collect samples for species identification.



Infestation area of *Aedes aegypti* in Menlo Park and Atherton with 0.2 mile buffer. The area the mosquito has been found in 2014 is outlined in red. The area the mosquito was found in 2013 is outlined in brown.

July 14, 2014

TO: Mayors, City Managers and City Clerks  
League Board of Directors

RE: Annual Conference Resolutions Packet  
Notice of League Annual Meeting

Enclosed please find the 2014 Annual Conference Resolutions Packet.

**Annual Conference in Los Angeles.** This year's League Annual Conference will be held September 3-5 in Los Angeles. The conference announcement has previously been sent to all cities and we hope that you and your colleagues will be able to join us. More information about the conference is available on the League's Web site at [www.cacities.org/ac](http://www.cacities.org/ac). We look forward to welcoming city officials to the conference.

**Annual Luncheon/Business Meeting - Friday, September 5, 12:00 p.m.** The League's Annual Business Meeting will be held at the Los Angeles Convention Center.

**Resolutions Packet.** At the Annual Conference, the League will consider the one resolution introduced by the deadline, Saturday, July 5, 2014, midnight. The resolution is included in this packet. Resolutions submitted to the General Assembly must be concurred in by five cities or by city officials from at least five or more cities. These letters of concurrence are included with this packet. We request that you distribute this packet to your city council.

We encourage each city council to consider the resolution and to determine a city position so that your voting delegate can represent your city's position on each resolution. A copy of the resolution packet is posted on the League's website for your convenience: [www.cacities.org/resolutions](http://www.cacities.org/resolutions).

The resolutions packet contains additional information related to consideration of the resolution at the Annual Conference. This includes the date, time and location of the meetings at which the resolution will be considered.

**Voting Delegates.** Each city council is encouraged to designate a voting delegate and two alternates to represent their city at the Annual Business Meeting. A letter asking city councils to designate their voting delegate and two alternates has already been sent to each city. Copies of the letter, voting delegate form, and additional information are also available at: [www.cacities.org/resolutions](http://www.cacities.org/resolutions). The deadline for submitting a voting delegate form prior to the Annual Conference is August 15, 2014.

**Please Bring This Packet to the Annual Conference  
September 3 – 5, Los Angeles**



1400 K Street, Suite 400 • Sacramento, California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
www.cacities.org

**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](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

-over-

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Los Angeles Convention Center, will be open at the following times: Wednesday, September 3, 9:00 a.m. – 5:30 p.m.; Thursday, September 4, 7:00 a.m. – 4:00 p.m.; and Friday, September 5, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, August 15. If you have questions, please call Karen Durham at (916) 658-8262.

Attachments:

- 2014 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form





1400 K Street, Suite 400 • Sacramento, California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
www.cacities.org

## **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, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**FAX: (916) 658-8220**  
E-mail: [kdurham@cacities.org](mailto:kdurham@cacities.org)  
(916) 658-8262



*Annual Conference  
Resolutions Packet*

*2014 Annual Conference Resolutions*



*116<sup>th</sup> Annual Conference*

*Los Angeles*

*September 3 - 5, 2014*

## INFORMATION AND PROCEDURES

**RESOLUTIONS CONTAINED IN THIS PACKET:** The League bylaws provide that resolutions shall be referred by the president to an appropriate policy committee for review and recommendation. Resolutions with committee recommendations shall then be considered by the General Resolutions Committee at the Annual Conference.

This year, one resolution has been introduced for consideration by the Annual Conference and referred to the League policy committees.

**POLICY COMMITTEES:** Two policy committees will meet at the Annual Conference to consider and take action on the resolution referred to them. The committees are Environmental Quality and Public Safety. These committees will meet on Wednesday, September 3, 2014, at the JW Marriott Hotel in Los Angeles. The sponsor of the resolution has been notified of the time and location of the meetings.

**GENERAL RESOLUTIONS COMMITTEE:** This committee will meet at 1:00 p.m. on Thursday, September 4, at the Los Angeles Convention Center, to consider the reports of the two policy committees regarding the resolution. This committee includes one representative from each of the League's regional divisions, functional departments and standing policy committees, as well as other individuals appointed by the League president. Please check in at the registration desk for room location.

**ANNUAL LUNCHEON/BUSINESS MEETING/GENERAL ASSEMBLY:** This meeting will be held at 12:00 p.m. on Friday, September 5, at the Los Angeles Convention Center.

**PETITIONED RESOLUTIONS:** For those issues that develop after the normal 60-day deadline, a resolution may be introduced at the Annual Conference with a petition signed by designated voting delegates of 10 percent of all member cities (47 valid signatures required) and presented to the Voting Delegates Desk at least 24 hours prior to the time set for convening the Annual Business Session of the General Assembly. This year, that deadline is 12:00 p.m., Thursday, September 4. If the petitioned resolution is substantially similar in substance to a resolution already under consideration, the petitioned resolution may be disqualified by the General Resolutions Committee.

Resolutions can be viewed on the League's Web site: [www.cacities.org/resolutions](http://www.cacities.org/resolutions).

Any questions concerning the resolutions procedures may be directed to Meg Desmond at the League office: [mdesmond@cacities.org](mailto:mdesmond@cacities.org) or (916) 658-8224

## **GUIDELINES FOR ANNUAL CONFERENCE RESOLUTIONS**

Policy development is a vital and ongoing process within the League. The principal means for deciding policy on the important issues facing cities is through the League's eight standing policy committees and the board of directors. The process allows for timely consideration of issues in a changing environment and assures city officials the opportunity to both initiate and influence policy decisions.

Annual conference resolutions constitute an additional way to develop League policy. Resolutions should adhere to the following criteria.

### **Guidelines for Annual Conference Resolutions**

1. Only issues that have a direct bearing on municipal affairs should be considered or adopted at the Annual Conference.
2. The issue is not of a purely local or regional concern.
3. The recommended policy should not simply restate existing League policy.
4. The resolution should be directed at achieving one of the following objectives:
  - (a) Focus public or media attention on an issue of major importance to cities.
  - (b) Establish a new direction for League policy by establishing general principals around which more detailed policies may be developed by policy committees and the board of directors.
  - (c) Consider important issues not adequately addressed by the policy committees and board of directors.
  - (d) Amend the League bylaws (requires 2/3 vote at General Assembly).

## LOCATION OF MEETINGS

### **Policy Committee Meetings**

Wednesday, September 3, 2014  
JW Marriott Los Angeles Hotel  
900 West Olympic Boulevard, Los Angeles

Environmental Quality: 9:00 a.m. – 10:30 a.m.  
Public Safety: 10:30 a.m. – 12:00 p.m.

### **General Resolutions Committee**

Thursday, September 4, 2014, 1:00 p.m.  
Los Angeles Convention Center  
1201 South Figueroa Street, Los Angeles

### **Annual Business Meeting and General Assembly Luncheon**

Friday, September 5, 2013, 12:00 p.m.  
Los Angeles Convention Center  
1201 South Figueroa Street, Los Angeles

**KEY TO ACTIONS TAKEN ON RESOLUTIONS**

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

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

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

**ENVIRONMENTAL QUALITY POLICY COMMITTEE**

|   |                             | 1 | 2 | 3 |
|---|-----------------------------|---|---|---|
| 1 | Illegal Marijuana Grow Site |   |   |   |

**PUBLIC SAFETY POLICY COMMITTEE**

|   |                             | 1 | 2 | 3 |
|---|-----------------------------|---|---|---|
| 1 | Illegal Marijuana Grow Site |   |   |   |

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

## **KEY TO ACTIONS TAKEN ON RESOLUTIONS (Continued)**

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

### **KEY TO REVIEWING BODIES**

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

### **KEY TO ACTIONS TAKEN**

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

### **ACTION FOOTNOTES**

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

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

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



## 2014 ANNUAL CONFERENCE RESOLUTIONS

### RESOLUTION REFERRED TO ENVIRONMENTAL QUALITY AND PUBLIC SAFETY POLICY COMMITTEES

1. **A RESOLUTION CALLING UPON THE GOVERNOR AND THE LEGISLATURE TO CONVENE A SUMMIT TO ADDRESS THE DEVASTATING ENVIRONMENTAL IMPACTS OF ILLEGAL MARIJUANA GROWS ON BOTH PRIVATE AND PUBLIC LANDS THROUGHOUT CALIFORNIA AND THE INCREASING PROBLEMS TO PUBLIC SAFETY RELATED TO THESE ACTIVITIES BY WORKING IN PARTNERSHIP WITH THE LEAGUE OF CALIFORNIA CITIES TO DEVELOP RESPONSIVE SOLUTIONS AND TO SECURE ADEQUATE FUNDING FOR COST-EFFECTIVE IMPLEMENTATION STRATEGIES.**

Source: Redwood Empire Division

Concurrence of five or more cities/city officials: Cities of Arcata; Blue Lake; Clearlake; Cloverdale; Crescent City; Eureka; Fort Bragg; Healdsburg; Lakeport; Trinidad; and Ukiah

Referred to: Environmental Quality and Public Safety Policy Committees

Recommendation to General Resolutions Committee:

**WHEREAS**, public concerns in response to widespread damage to fish and wildlife resources and degradation to California's environment, and threats to public safety resulting from illegal marijuana cultivation statewide requires urgent action by the Governor and the Legislature, and

**WHEREAS**, local governments and the public support the State's primary objectives in complying with environmental laws including the Clean Water Act, Porter-Cologne Water Quality Control Act, and Endangered Species Act and are supported by substantial public investments at all levels of government to maintain a healthy and sustainable environment for future citizens of California, and

**WHEREAS**, illegal marijuana cultivation activities include habitat destruction and fragmentation, poaching wildlife, illegal water diversions, unregulated use of fertilizers, pesticides, insecticides, rodenticides, soil amendments contaminating land and waters without regard for the cumulative impacts to the environment or public health, and

**WHEREAS**, changing global climate conditions are posing escalated threats in California to health, well-being, nature and property; as evidenced by critical water shortages across the state due to prolonged drought conditions, and

**WHEREAS**, illegal water diversion for the purpose of cultivating marijuana plantations poses a direct threat to California's endangered and threatened anadromous fish species, including coho salmon, Chinook salmon, steelhead trout and other aquatic species, especially at critical life phases during seasonally low flow conditions; and

**WHEREAS**, California is a leader in the global effort to fight climate change and is pursuing a broad, integrated strategy to reduce greenhouse gas emissions and conserve energy, yet in a recent Lawrence Livermore Lab study estimated that upwards of 10% of electricity usage statewide can be attributed to indoor marijuana cultivation; these sites are often the causation of fires and home invasion incidents due to criminal activity, and

**WHEREAS**, the presence of illegal marijuana growing sites on State and federal public lands is creating unsafe conditions for visitors; these lands are taxpayer supported and intended to be managed for recreation, resource conservation and the enjoyment by the public, and

**WHEREAS**, increasing violence and threats to public safety related to illegal marijuana grows is contributing to a sense of lawlessness and impacting nearby communities where criminal activities are expanding, and

**WHEREAS**, the issue of illegal marijuana grows has reached a crisis level across the state as evidenced by the murder of former League Board member, Fort Bragg Councilmember and veteran forester Jere Melo who was fatally shot down while investigating a report of a marijuana grow on private timberlands in northern California.

**RESOLVED**, at the League General Assembly, assembled at the League Annual Conference on September 5, 2014 in Los Angeles, that the League calls for the Governor and the Legislature to work with the League and other stakeholders to convene a summit to address the devastating environmental impacts of illegal marijuana grows on both private and public lands and the increasing problems to public safety related to these activities.

**FURTHER RESOLVED**, that the League will work with its member cities to educate State and federal officials regarding emerging concerns from their communities and citizenry and to the challenges facing local governments. Therefore, we request the Governor and the Legislature to work with the League to provide responsive solutions with adequate funding support and effective State and federal government leadership to address widespread environmental damage and associated threats to public safety impacting every region in the State of California.

////////

### **Background Information on Resolution No. 1**

**Source:** Redwood Empire Division

#### **Background:**

When California voters approved Proposition 215 in 1996 there was little thought given to a wide range of problems which have emerged in association with the increased availability and demand for marijuana. Cities within the Redwood Empire Division have grappled with the impacts of illicit marijuana grow sites for decades. Yet in recent years the environmental degradation from marijuana growing operations and public safety threats has grown exponentially. In 2011, Fort Bragg City Council Member Jere Melo was fatally shot while investigating illegal marijuana cultivation on private timber lands in Mendocino County.

Illegal marijuana cultivation activities are causing extreme environmental degradation including habitat destruction and fragmentation, illegal water diversions, killing and poisoning wildlife, unregulated use of fertilizers, pesticides, rodenticides contaminating land and polluting waters without regard for the cumulative impacts to the environment and the public's health and safety. It is expensive to remediate this environmental destruction that often destroys significant, federal, state, local, tribal and private investments in restoring or protecting the surrounding landscape.

Public concern for widespread, landscape-level environmental damage resulting from unregulated growing operations and escalating violent crimes associated with the marijuana industry has reached a tipping point across the state. The Redwood Empire Division joins with other cities throughout the state in a call for action to reverse these trends.

**Current Problem Facing California's Cities:**

Cities throughout California state have struggled with regulating medical marijuana dispensaries and grow houses along with the associated community impacts of those facilities and land use activities. Many unforeseen environmental impacts and public safety concerns are now emerging as a consequence of increased production and demand for marijuana.

Critical water shortages across the state due to prolonged drought conditions have resulted in the Governor declaring a Drought State of Emergency. Illegal water diversions for the purposes of cultivating marijuana plantations are increasing throughout the state. These activities impact agricultural production and domestic water use. The cumulative impacts to watershed health are considerable and pose direct threats to California's salmon, trout and other sensitive aquatic species, especially at critical life stages during seasonally low flow conditions. In addition, under drought conditions, the risk of fire is elevated. The presence of marijuana grow sites in fire prone areas contributes to potential wildfire risks at the Wildland/Urban Interface.

The presence of illegal marijuana growing sites on state and federal public lands creates unsafe conditions for visitors. These lands are managed with taxpayer support and are intended to be for enjoyment by the public, recreation and conservation. However, the increasing level of violence and threats to public safety related to illegal marijuana grows on both private and public lands are contributing to a sense of lawlessness and impacting nearby communities where criminal activities are expanding.

The lack of oversight of marijuana cultivation operations to ensure compliance with existing state and federal environmental regulations is impacting water quality and quantity statewide. The current legal and regulatory framework is inadequate to address numerous environmental issues, as well as public health and safety.

**Redwood Empire Division Resolution:**

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the rising threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions, and secure adequate funding for implementation strategies.

The issues surrounding marijuana production and distribution are complex and require a comprehensive statewide approach. California cities need to have a strong voice in this process. The mission of the League of California Cities is to enhance the quality of life for all Californians and we believe that our strength lies in the unity of our diverse communities on issues of mutual concern.

//////////

**League of California Cities Staff Analysis on Resolution No. 1**

Staff: Tim Cromartie (916) 658-8252  
Committee: Public Safety Policy Committee

**Summary:**

This Resolution seeks to highlight the environmental and public safety issues triggered by illegal marijuana cultivation, and calls upon the League, the Governor and the Legislature to take action by convening a summit to address the environmental impacts of such cultivation sites. It also calls upon the State of California to provide solutions in response, including sufficient funding to decisively address the problem.

**Background:**

The sponsor of this resolution argues that when California voters approved Proposition 215 in 1996, little thought was given to a wide range of problems which have emerged in association with the increased availability and demand for marijuana. Cities within the Redwood Empire Division have grappled with the impacts of illicit marijuana cultivation sites for decades. Yet in recent years the environmental degradation from marijuana growing operations and public safety threats has grown exponentially. In 2011, Fort Bragg City Council Member Jere Melo was fatally shot while investigating illegal marijuana cultivation on private timber lands in Mendocino County.

Illegal marijuana cultivation activities are causing extreme environmental degradation including habitat destruction and fragmentation, illegal water diversions, killing and poisoning wildlife, unregulated use of fertilizers, pesticides, rodenticides contaminating land and polluting waters without regard for the cumulative impacts to the environment and the public's health and safety. It is expensive to remediate this environmental destruction which often destroys significant, federal, state, local, tribal and private investments in restoring or protecting the surrounding landscape.

Critical water shortages across the state due to prolonged drought conditions have resulted in the Governor declaring a Drought State of Emergency. Illegal water diversions for the purposes of cultivating marijuana plantations are increasing throughout the state. These activities impact agricultural production and domestic water use. The cumulative impacts to watershed health are considerable and pose direct threats to California's salmon, trout and other sensitive aquatic species, especially at critical life stages during seasonally low flow conditions. In addition, under drought conditions, the risk of fire is elevated. The presence of marijuana grow sites in fire prone areas contributes to potential wildfire risks at the Wildland/Urban Interface.

The lack of oversight of marijuana cultivation operations to ensure compliance with existing state and federal environmental regulations is impacting water quality and quantity statewide. The current legal and regulatory framework is inadequate to address numerous environmental issues, as well as public health and safety.

Public concern for widespread environmental damage resulting from unregulated growing operations and escalating violent crimes associated with the marijuana industry has reached a tipping point across the state. The Redwood Empire Division joins with other cities throughout the state in a call for action to reverse these trends.

Note: The League of Cities has joined with the California Police Chiefs Association to co-sponsor legislation, SB 1262 (Correa), to establish a regulatory scheme for medical marijuana that protects local control, addresses the public safety concerns triggered by marijuana regulation, and imposes health and safety standards on marijuana for the first time. However, the measure does not address environmental issues, due to the expense and complexity associated with adding that objective to a bill that already has far-reaching regulatory goals combined with a critical need to contain state costs.

**Fiscal Impact:**

If the policy advocated by the Resolution is implemented by the state, there will be ongoing and unspecified costs to the State General Fund for enforcement activities, primarily in the rural counties where many of the illicit marijuana cultivation sites are located. Conservatively, the annual costs could run in the hundreds of thousands to low millions to patrol likely grow sites, crack down on illegal water diversion activities, and provide consistent environmental clean-up made necessary by illegal rodenticides and pesticides.

**Comment:**

To assure success, counties will have to be actively involved in any policy change geared toward rigorous and consistent enforcement against illegal marijuana grows, given the fact that many of the cultivation sites are located in rural areas under the direct authority of county governments. This will require a dialogue with counties, during which the question of local political will to enforce the law, in addition to securing the necessary funding, will arise. If counties should opt not to play an active part in an aggressive enforcement strategy, the chances of success are questionable.

**Existing League Policy:**

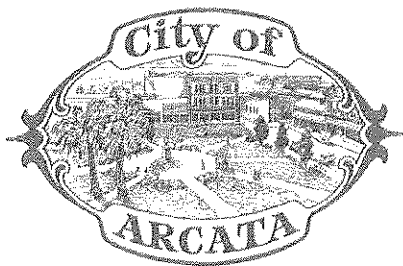
Related to this Resolution, existing policy provides:

- The League opposes the legalization of marijuana cultivation and use for non-medicinal purposes.
- Reaffirming that local control is paramount, the League holds that cities should have the authority to regulate medical marijuana dispensaries, cooperatives, collectives or other distribution points if the regulation relates to location, operation or establishment to best suit the needs of the community.
- The League affirms that revenue or other financial benefits from creating a statewide tax structure on medical marijuana should be considered only after the public safety and health ramifications are fully evaluated.

# **LETTERS OF CONCURRENCE**

Resolution No. 1

Illegal Marijuana Grow Site



736 F Street  
Arcata, CA 95521

July 2, 2014

|                                   |                                    |                          |                            |
|-----------------------------------|------------------------------------|--------------------------|----------------------------|
| City Manager<br>(707) 822-5953    | Environmental Services<br>822-8184 | Police<br>822-2428       | Recreation<br>822-7091     |
| Community Development<br>822-5955 | Finance<br>822-5951                | Public Works<br>822-5957 | Transportation<br>822-3775 |

José Cisneros, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution**

Dear President Cisneros:

The Arcata City Council supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California, and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. ALL of the rural areas adjacent to the City of Arcata and throughout Humboldt County have been greatly affected by the devastating environmental impacts of illegal marijuana grows!

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact me at any time at [mwheatley@cityofarcata.org](mailto:mwheatley@cityofarcata.org) if you have any questions.

Sincerely,

Mark E. Wheatley, Mayor

cc: Kathryn Murray, President, Redwood Empire Division, c/o Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division, via email [srounds@cacities.org](mailto:srounds@cacities.org)



# CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
Phone 707.668.5655 Fax 707.668.5916

June 30, 2014

José Cisneros, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution**

Dear President Cisneros:

The City of Blue Lake supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Lana Manzanita, Mayor Pro-Tem at 707-497-8159 or [joe2zither1@gmail.com](mailto:joe2zither1@gmail.com), if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Lana Manzanita Mayor Pro-Tem". The signature is written in a cursive, flowing style.

Lana Manzanita  
Mayor Pro-Tem  
City of Blue Lake

cc: Kathryn Murray, President, Redwood Empire Division c/o  
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,  
[srounds@cacities.org](mailto:srounds@cacities.org)





# City of Clearlake

14050 Olympic Drive, Clearlake, California 95422  
(707) 994-8201 Fax (707) 995-2653

July 2, 2014

José Cisneros, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

## **RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution**

Dear President Cisneros:

The City of Clearlake supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. The City of Clearlake is experiencing significant issues with illegal grows in the city limits. Individuals are squatting on lands not belonging to them and planting large grows. Grows are being planted near and along creeks going through the city with unknown substances potentially leeching into the waterways. Others are renting properties and clear cutting them of oak and other trees for plant sites often without the knowledge of the property owner. Homeowners tell of not being able to enjoy their own properties with grow sites next to them creating untenable odors, spewing of foul language and concern of threats to their personal safety if they complain. We hear often the concern of increased crime due to the grows in the city.

As a member of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Joan Phillippe at 707-994-8201 x120 or [city.administrator@clearlake.ca.us](mailto:city.administrator@clearlake.ca.us), if you have any questions.

Sincerely,

Joan L. Phillippe  
City Manager

cc: Kathryn Murray, President, Redwood Empire Division c/o  
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,  
[srounds@cacities.org](mailto:srounds@cacities.org)



June 25, 2014

José Cisneros, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution**

Dear President Cisneros:

The City of Cloverdale supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. Throughout the Redwood Empire region including the City of Cloverdale, illegal marijuana grows negatively impact our environmental health and public safety. Last year, the Cloverdale Police Department eradicated over 300 plants within our City Limits. Please note that Cloverdale is a total of 2.5 square miles. These plants use scarce water resources during a water shortage emergency caused by the current drought and contribute to lawlessness that threatens the public safety of our citizens.

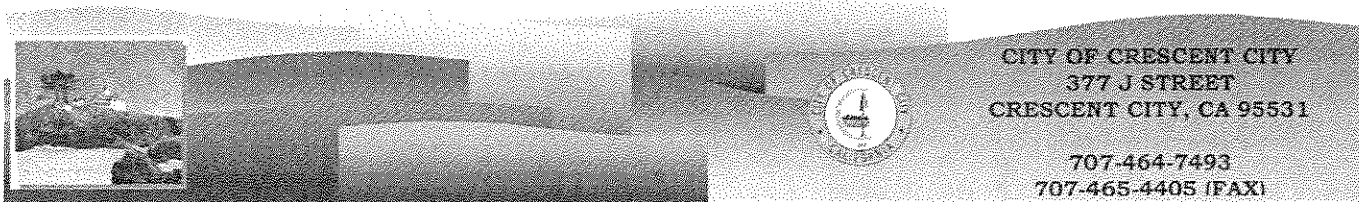
On a personal level, the City of Cloverdale continues to be heartsick for the loss of City of Fort Bragg Council Member JereMelo. Jere was murdered as a result of investigating an illegal marijuana grow. Jere was an exceptional leader in our region, the League of California Cities and the State of California. The City of Cloverdale misses him greatly.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Cloverdale City Manager Paul Cayler at 707-894-1710, if you have any questions.

Sincerely,

Carol Russell  
Mayor  
City of Cloverdale

cc: Kathryn Murray, President, Redwood Empire Division c/o  
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,  
[srounds@cacities.org](mailto:srounds@cacities.org)



*Mayor Rick Holley* \* *Mayor Pro Tem Ron Gastineau*  
 Council Member Richard Enea \* Council Member Kelly Schellong \* Council Member Kathryn Murray  
 City Clerk Robin Patch \* City Attorney Robert N. Black \* City Manager Eugene M. Palazzo

June 23, 2014

José Cisneros, President  
 League of California Cities  
 1400 K Street, Suite 400  
 Sacramento, CA 95814

**RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution**

Dear President Cisneros:

The City of Crescent City supports the Redwood Empire Division’s effort to submit a resolution for consideration by the General Assembly at the League’s 2014 Annual Conference in Los Angeles.

The Division’s resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. Illegal marijuana grows have a devastating impact on the State and federal public lands surrounding our community. They create unsafe conditions for our visitors. The use of unregulated fertilizers, pesticides, insecticides and rodenticides contaminate the land and ground water.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Eugene Palazzo, City Manager at 707-464-7483 ex 232 or epalazzo@crenscntcity.org, if you have any questions.

Sincerely,

Richard Holley  
 Mayor  
 Crescent City

cc: Kathryn Murray, President, Redwood Empire Division c/o  
 Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,  
[srounds@cacities.org](mailto:srounds@cacities.org)



# CITY OF EUREKA

531 K Street • Eureka, California 95501-1146

CITY MANAGER

• (707) 441-4144  
fax (707) 441-4138

June 26, 2014

José Cisneros, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution**

Dear President Cisneros:

The City of Eureka supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. Our city has seen an increase in gang activity and organized crime within the Greater Eureka Area as a result of illegal growing operations. Our law enforcement and community safety have been negatively impacted by these criminal activities.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact City Manager Greg Sparks at 707.441.4140 or [gsparks@ci.eureka.ca.gov](mailto:gsparks@ci.eureka.ca.gov), if you have any questions.

Sincerely,

Greg L. Sparks  
City Manager  
City of Eureka

cc: Kathryn Murray, President, Redwood Empire Division c/o  
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,  
[srounds@cacities.org](mailto:srounds@cacities.org)



## CITY OF FORT BRAGG

*Incorporated August 5, 1889*

416 N. Franklin St.  
Fort Bragg, CA 95437  
Phone: (707) 961-2823  
Fax: (707) 961-2802  
<http://city.fortbragg.com>

June 23, 2014

José Cisneros, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution**

Dear President Cisneros:

The City of Fort Bragg supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.


The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. The City of Fort Bragg lost City Councilmember and former Mayor Jere Melo in August 2011 when he walked into an illegal grow site and was shot and killed by the person guarding said site.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact City Manager Linda Ruffing at 707-961-2823 or [lruffing@fortbragg.com](mailto:lruffing@fortbragg.com), if you have any questions.

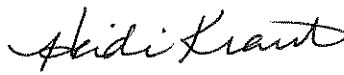
Sincerely,

  
Dave Turner  
Mayor

  
Scott Deitz  
Councilmember

  
Meg Courtney  
Vice Mayor

  
Doug Hammerstrom  
Councilmember

  
Heidi Kraut  
Councilmember

cc: Kathryn Murray, President, Redwood Empire Division c/o Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division, [srounds@cacities.org](mailto:srounds@cacities.org)



## CITY OF HEALDSBURG ADMINISTRATION

401 Grove Street  
Healdsburg, CA 95448-4723

Phone: (707) 431-3317  
Fax: (707) 431-3321

Visit us at [www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us)

June 30, 2014

José Cisneros, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution

Dear President Cisneros:

The City of Healdsburg supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact me either by phone at (707) 431-3317 or by e-mail at [jwood@ci.healdsburg.ca.us](mailto:jwood@ci.healdsburg.ca.us) if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "James D. Wood", is written over the typed name and title.

James D. Wood  
Mayor  
City of Healdsburg

cc: Kathryn Murray, President, Redwood Empire Division  
c/o Sara Rounds, Regional Public Affairs Manager,  
LOCC Redwood Empire Division, [srounds@cacities.org](mailto:srounds@cacities.org)

**CITY OF LAKEPORT**

*Over 100 years of community  
pride, progress and service*



July 1, 2014

José Cisneros, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: ENVIRONMENTAL AND PUBLIC SAFETY IMPACTS OF ILLEGAL MARIJUANA GROWS RESOLUTION**

Dear President Cisneros:

The City of Lakeport supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact me at (707) 263-5615, Ext. 12 or by email at [kparlet@cityoflakeport.com](mailto:kparlet@cityoflakeport.com) if you have any questions.

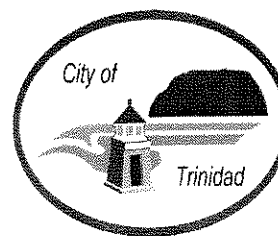
Sincerely,

Kenneth Parlet, II  
Mayor

cc: Kathryn Murray, President, Redwood Empire Division c/o  
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division, [srounds@cacities.org](mailto:srounds@cacities.org)

**CITY OF TRINIDAD**

P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223  
Fax: (707) 677-3759



July 2, 2014

José Cisneros, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution**

Dear President Cisneros:

The City of Trinidad supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue.

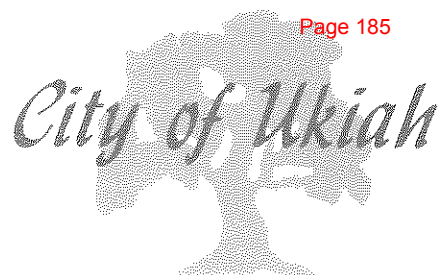
Sincerely,

A handwritten signature in black ink that reads "Julie Fulkerson".

Julie Fulkerson  
Mayor

Cc: Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division





June 30, 2014

José Cisneros, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution**

Dear President Cisneros:

The City of Ukiah supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Jane Chambers, City Manager, at 7407-463-6210 or [jchambers@cityofukiah.com](mailto:jchambers@cityofukiah.com), if you have any questions.

Sincerely,

Philip E. Baldwin  
Mayor

Mary Anne Landis  
Vice Mayor

Benj Thomas  
Councilmember

Douglas F. Crane  
Councilmember

Steve Scalmanini  
Councilmember

Cc: Kathryn Murray, President, Redwood Empire Division c/o  
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,  
[srounds@cacities.org](mailto:srounds@cacities.org)



# SEQUOIA UNION HIGH SCHOOL DISTRICT

ADMINISTRATIVE SERVICES

480 JAMES AVENUE, REDWOOD CITY, CALIFORNIA 94062-1041

TEL. (650) 369-1411 EXT. 22218 - FAX (650) 306-1762

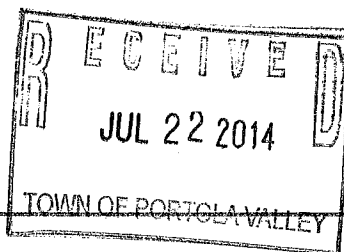
[WWW.SEQ.ORG](http://WWW.SEQ.ORG)

**BOARD OF TRUSTEES**

CARRIE DU BOIS  
OLIVIA MARTINEZ  
ALAN SARVER  
CHRIS THOMSEN  
ALLAN WEINER

**SUPERINTENDENT  
JAMES LIANIDES**

**ASSISTANT SUPERINTENDENT  
ENRIQUE NAVAS**



July 16, 2014

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

The Board of Trustees of the Sequoia Union High School District is seeking applicants to serve on the District's Construction Oversight Committee. We would appreciate if you can post the enclosed flyers.

Please do not hesitate to contact our office, if you have any questions.

Sincerely,

Enrique Navas  
Assistant Superintendent  
Administrative Services Division



## SEQUOIA UNION HIGH SCHOOL DISTRICT

### ADMINISTRATIVE SERVICES

480 JAMES AVENUE, REDWOOD CITY, CALIFORNIA 94062-1041

TEL. (650) 369-1411 EXT. 22218 - FAX (650) 306-1762

[WWW.SEQ.ORG](http://WWW.SEQ.ORG)

#### BOARD OF TRUSTEES

CARRIE DU BOIS  
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ALAN SARVER  
CHRIS THOMSEN  
ALLAN WEINER

SUPERINTENDENT  
JAMES LIANIDES

ASSISTANT SUPERINTENDENT  
ENRIQUE NAVAS

## The Sequoia Union High School District Board of Trustees

### is seeking applicants to serve on the District's Construction Citizen Oversight Committee

This committee will meet four times per year to monitor expenditures for the building projects of the recently approved Measure A school construction bond. Periodically, the committee will report bond expenditures to the community.

#### Applications

Applications may be downloaded from the Sequoia District web site at [www.seq.org](http://www.seq.org) departments/administrative/construction or may be requested from the district office by calling Assistant Superintendent, Administrative Services Enrique Navas at 650-369-1411, ext. 22218.

**Send completed applications to  
Enrique Navas  
Assistant Superintendent, Administrative Services  
Sequoia Union High School District  
480 James Avenue  
Redwood City, CA 94062**

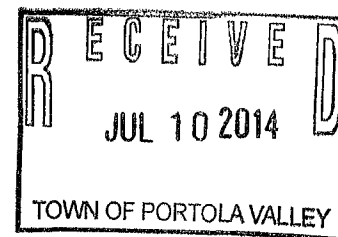
#### Timeline

- Application filing period – **July 31, 2014, to August 29, 2014**
- Committee membership announced by the Board of Trustees on September 17, 2014

For further information, contact Enrique Navas at 650-369-1411, ext. 22218.



HIPhousing



July 7, 2014

Mr. Nick Pegueros  
 Town Manager  
 Town of Portola Valley  
 765 Portola Road  
 Portola Valley, CA 94028

Dear Mr. Nick:

We thank the Town of Portola Valley for its on-going support of our housing programs and would like to provide a summary of the activities achieved during the fiscal year.

In FY13-14 San Mateo County's housing crisis soared making apartment rentals extremely unaffordable for low-income clients. According to the San Mateo County Housing Indicators data as of March 30, 2014, the average rent of a market rate 1 bedroom apartment was \$2,136.00 per month. In order to keep housing costs within an affordable range of spending no more than 30% of one's income on housing, an individual would need to earn more than \$6,400.00 per month or \$76,800 per year in order to afford a market rate apartment. Nearly 97% of the clients who apply to the Home Sharing Program earn less than \$76,800 per year and cannot afford the high cost of apartment rental housing on the Peninsula.

#### **Home Sharing Program Highlights during FY 13-14:**

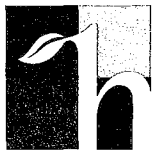
Due to the difficulty of Section 8 certificate holders being able to find housing in San Mateo County, during the fiscal year, HIP Housing staff met with the San Mateo County Housing Authority staff to develop a plan for Section 8 holders to use their voucher in a shared housing arrangement. This has given Section 8 voucher holders another option to locate housing in San Mateo County.

HIP Housing's staff continue to provide alternative resources for Home Sharing applications to apply for affordable housing. During the fiscal year, the Moving to Work waiting list became open as well as other affordable housing waiting lists such as Delaware Pacific in San Mateo, Coastside Senior Housing, Radius apartments in Redwood City, Peninsula Del Rey in Daly City and others outside of the County. The Home Sharing staff often helps clients apply to these waiting list opportunities and/or provides information on how to apply.

During the year, there were two significant fires in Redwood City on Woodside Road. The Home Sharing staff attended Town Hall meetings to provide information to the displaced residents about the Home Sharing and Self-Sufficiency Programs and PG&E's Care Program. Residents were also interviewed for the Home Sharing Program and provided resources.

Lena Potts was hired as HIP Housing's Outreach Specialist in September 2013. Lena focuses 30% of her time on bolstering HIP Housing's Social Media Presence and 70% of her time on outreach designed to recruit more home providers to the program.

HIP Housing's Associate Director was invited to speak at an aging conference in Glendale, AZ. Community members and local government staff attended a workshop on HIP Housing's Home Sharing program.



HIPhousing

Page 2

Trained a new volunteer through Senior Focus's Retired Senior Volunteer Program to assist with Home Sharing projects.

#### **HOME SHARING PROGRAM:**

During Fiscal Year 13-14, a total of 1,616 households representing 2,071 persons applied to the home sharing program. A total of 234 applicants were placed in shared housing during the year. During FY 13-14, 703 persons were sharing housing through the program including those matched during the fiscal year and persons who have been sharing housing prior to 7/1/13.

#### **Outreach and Marketing Projects:**

##### **Collaborations:**

Participation on the smchousingsearch.org workgroup. HIP Housing's shared housing listings are uploaded onto the website each week.

HIP Housing hosted two interns who graduated from Eastside Preparatory School in EPA. Both interns assisted in the home sharing program.

Barbara Liedtke, HIP Housing's South County Home Sharing coordinator conducted inservice trainings about the home sharing program at the WRAP (Wellness Recovery Action Plan) for Housing meetings facilitated through San Mateo County Behavioral Health & Recovery Services.

Presentations about home sharing are conducted at the shelters of InnVision/Shelter Network and Safe Harbor on a quarterly basis.

HIP Housing requested move in costs for individuals and families by collaborating with the Housing Industry Foundation.

Information was provided to the homeowners selected for minor home repair projects through Rebuilding Together Peninsula

Star Vista's Transitional Age Youth program collaborated with HIP Housing to interview, screen and place foster youth in shared housing. Three emancipated foster youth were placed in home sharing during the year.

#### **On-line advertising of available housing through the Home Sharing Program:**

Smchousingsearch.org

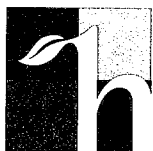
HIP Housing's facebook page

HIP Housing's website

Monthly email sent to local churches, libraries, nonprofits, school districts, City and County personnel, Homeowner Associations, senior centers and community centers.

#### **Presentations conducted:**

Pacifica Resource Center; SAMCAR realtor chapters; AARP chapters; Central County Mental Health; Peninsula Family Service; SIRS chapters; Rotary clubs; City Councils; Daly City Peninsula Partnership; San Mateo County Housing Element representatives; Colma seniors.



HIP Housing

Page 3

**Fairs/Events attended:**

Fog Fest; Housing Leadership Day; Burlingame Health fair; San Mateo Highlands resource fair; Pacifica senior center; Downtown San Mateo Festival; Menlo Park Block Party; Kevin Mullin's Health Coverage Resource fair; Seniors on the Move; Latino Leadership; San Mateo County New Employee Welcome; San Mateo County Employee Health Fair; Foster City Health Fair

**Regular networking meetings attended:**

Redwood City Interagency Forum; New Beginnings Coalition; Coastside Collaborative; Veterans Memorial Senior Center Board meetings; Peninsula Circle of Care; Daly City Peninsula Partnership; Food and Shelter workgroup; Thrive; African American Association Initiative

**Mailings sent during the year:**

Homeowner Associations; Senior Centers; CORE community centers; City Clerks; Library; Businesses; Churches and Synagogues.

**Media outreach:**

San Francisco Examiner; San Mateo County Times; Peninsula Press; Half Moon Bay Review; Silicon Valley Business Times; NBC news story; San Mateo County Patches; San Mateo Daily Journal; KQED; nextdoor.com

**Networking:**

At Home with Growing Old; Belle Haven Initiative; Wellness Matters magazine; PIA; Realty One; Able Works; Peninsula Multifaith Coalition; Jewish Vocational Services

**Technical Assistance provided:**

Sonoma Area Agency on Aging; La Mesa Adult Enrichment Center; Santa Rosa Veterans Administration; Families for Vocational Healing in Modesto; New York Foundation for Senior Citizens; Golden Connection in Monterrey; City of Fremont

**SELF SUFFICIENCY PROGRAM:**

The Self-Sufficiency Program for Families with Children provided housing and case-management services to 86 families, representing 238 adults and children, who are working toward career and educational goals. There were 12 Life Skills workshops conducted during the year including topics related to Parenting, Setting Financial Goals, Financial Literacy, Nutrition, Youth Mental Health First Aid training, Alumni graduate panel and an end of year evaluation on what workshops to offer in the future.

**During the year HIP Housing collaborated with:**

CORA (Community Overcoming Relationship Abuse) partnered with HIP Housing to have monthly workshops conducted at their office by HIP Housing staff. Topics on budgeting, financial literacy, parenting skills and others are provided to the clients in CORA's programs.

Community Financial Resources (CFR) provided financial education curriculum, CFR pre-paid debit card and secured credit card products, and a monthly \$125 raffle prize as an incentive to HIP Housing clients for improving money management behaviors.



HIPhousing

Page 4

Sleep Train provided free mattresses monthly to low-income parents in the program who could not otherwise afford beds for their families.

My New Red Shoes provided a pair of shoes and \$50 clothing gift card for each school-age child in the program, which were distributed in August for back-to-school.

HIP Housing began transitioning from a Project-Based contract to a Provider Based (PBA) contract for the SHARE homes, and each tenant will receive a 5-year MTW voucher to relocate, and new clients will take their place under the new model. Rent will now be a flat rate of \$50 per month per room, and clients can earn financial bonuses for meeting their goals while in the program, such as completing education plan, getting off CalWORKS, increasing their income, improving their credit, and saving.

HIP Housing began a new collaboration with Make A Birthday Wish, a privately-funded local philanthropic organization that will be providing a birthday gift and a monthly group birthday party for every child in the self-sufficiency program.

In December, 39 Donors participated in the Adopt-A-Family Program, providing holiday gifts to 68 low-income families in the program.

Self-Sufficiency Program welcomed new MSW intern from CSUEB, who worked 3 days a week in the program September-June for university credit.

HIP Housing hosted an information night for the WANDA program, a savings account with matching funds for single moms in San Mateo County administered by Opportunity Fund.

In March, 2014 a bi-annual Self-Sufficiency Graduation ceremony was held at the Mills Peninsula Hospital Auditorium. About 35 clients have graduated from the Self-Sufficiency program in the past two years, and report the following outcomes:

- 100% completed or are continuing a degree or job training
- Average increase in income is 94%
- Average increase in savings is 2000%
- 80% report improved money management skills
- 93% have a better housing situation
- 100% report much better or better "hope for the future"

**Additional meetings/outreach:**

CalFresh outreach meetings; Dress for Success SJ Open House in Milpitas; inservice by Year Up; ASSIST training on suicide prevention; ALLICE Gala recognizing domestic violence prevention efforts in the Filipino-American community; Cultural Humility training with Dr. Melanie T; Interchange Counseling Institute training (one weekend a month for 10 months, October 2013-June 2014).

Program Director attends the Housing Authority Program Coordinating Committee meetings.



HIPhousing

Page 5

Program Director attended Spark event recognizing her former summer apprentice at HIP Housing, Sonya Chaudra, who just graduated from Stanford and will be attending the University of Chicago in the fall for her Masters in Social Work.

**PROPERT DEVELOPMENT:**

HIP Housing owns 230 affordable units of property in the Cities of Daly City, South San Francisco, San Mateo, San Carlos, Redwood City and Menlo Park. Several properties are also managed for the cities of Foster City, San Mateo and San Carlos. Over 400 adults and children are residing in HIP Housing's owned and managed properties in San Mateo County.

During the year, staff from Mohr Davidow Ventures in Menlo Park donated gift cards to the residents of Willow Road's property. Sema Tosun, CEO of Fund a Need, has been donating items and financial assistance to help provide recreational and educational activities for the seniors at Edgewater Isle. Wilson, Sonsini, Goodrich and Rosati's law firm donated gift cards to the seniors at Edgewater Isle during the Holiday Season.

**THANK YOU:**

On behalf of the HIP Housing staff, Board of Directors, Volunteers and Clients, we thank you for the support of our housing programs. Through the Home Sharing and Self Sufficiency Program and through the properties owned and managed by HIP Housing, over 1400 persons were provided housing during FY 13-14. We cannot do this good with without your support and thank you for your efforts. We look forward to another year of providing affordable housing resources.

Sincere regards,

A handwritten signature in black ink, appearing to read 'Laura Fanucchi', with a long horizontal flourish extending to the right.

Laura Fanucchi  
Associate Executive Director





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: July 25, 2014  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended July 25, 2014.

1. **Power Outage** – Yesterday's power outage again highlighted the need to expand the generator to serve a greater portion of Town Hall. The power outage took the Town's computer network (including email) offline. Staff's resourcefulness, however, allowed the concert to go on by running extension cords to power the band's amplifiers. Additionally, staff used 4G-enabled personal iPads and mobile phones to monitor PG&E's progress on the repair and the severity of the fire situation in Woodside. Of note – PG&E representatives were very communicative with Town staff during the incident.
2. **Signs at Windy Hill** – Two "No Parking" signs have been installed at Windy Hill in locations determined by staff in consultation with Police Commissioner Gary Nielsen (picture attached). The signs are meant to be as unobtrusive as possible with the goal being to assess the effectiveness of the signage over the next several months. Depending on the results, staff may either tweak the signage to encourage compliance or install two more signs as recommended by the BPTS.
3. **Volunteers Making a Difference** – Special thanks are due to Kevin Welch, who volunteered to be the on-site facility contact during Thursday's concert. Kevin's assistance was critical to making sure that any issues that arose at Town Center during the after-hours concert were monitored and resolved quickly. Also of note, Bud Eisberg cleaned up debris in the roadway following an after-hours traffic accident on Westridge and Alamos. Both Kevin and Bud's volunteerism keep the Town's costs down by not relying on paid staff to perform these essential duties.



## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – August 1, 2014**

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1. Agenda (Action) – ASCC – Monday, July 28, 2014
2. Agenda – Teen Committee – Monday, August 4, 2014
3. Agenda – Parks & Recreation Committee – Monday, August 4, 2014
4. Agenda (Cancellation) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, August 6, 2014
5. Agenda – Planning Commission – Wednesday, August 6, 2014
6. Memo from Public Works Director, Howard Young – Bid Results for Alpine Road Bank Protection Project
7. Report from San Mateo County Sheriff's Office – Incident Log for 07/21/14 – 07/27/14
8. Letter to Claudia Mazzetti, President of the Los Trancos County Water District Board re: Request to Annex Lake
9. Email from Millbrae City Manager, Marcia Raines re: Requests support for AB 2922 (Advanced Technology Capacity to Improve Local Economic Development)
10. Letter from Adrienne Etherton, Executive Director Sustainable San Mateo County re: Thanking the Town for its donation
11. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, August 1, 2014

### **Attached Separates (Council Only)**

1. None



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, July 28, 2014  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

**ACTION**

**7:30 PM – REGULAR AGENDA\***

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Harrell, Koch, Ross (**Harrell absent. Also present: Karen Kristiansson Interim Town Planner; Carol Borck Assistant Planner; Judith Hasko Planning Commission Liaison**)
3. Oral Communications: **None.**

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

4. Old Business:
  - a. Architectural Review and Revisions to Previous Approvals to Allow Proposed Second Story Guest House Addition, 130 Golden Oak Drive, Rosenthal/Carroll **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
5. New Business:
  - a. Architectural Review for Residential Additions and Remodeling, Swimming Pool, Entry Gate, and Site Development Permit X9H-677, 410 Cervantes Road, Kamran **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member and Planning staff prior to building permit issuance.**
  - b. Architectural Review for New Garage and Residential Addition, 62 Santa Maria Avenue, Saii **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
6. Commission and Staff Reports:
 

**Kristiansson – provided update on 1260 Westridge site meeting – revised planting plans to be submitted for 8/25/14 ASCC meeting.**

**Kristiansson – 5050 Alpine submitted their quarterly report and is anticipating moving forward on proposal for building improvements.**

**Kristiansson – advised the 8/11/14 ASCC meeting is cancelled and that when a commissioner recuses oneself, they should leave the meeting room unless they want to speak on the project due to personal interest.**

**Koch – advised that trial No Parking signs are up on Portola Road at Windy Hill**

**Koch – advised that she assisted in selection of new trash cans for Town Center**

**Breen – advised that she had conducted follow-up review of the Benedictine Square landscape and site lighting plans**

**Ross – advised he had reviewed and approved request for five additional skylights for 45 Prado project**

7. Approval of Minutes: July 14, 2014 **Approved as submitted.**
8. Adjournment: **9:15 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.

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#### **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).

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

Date: July 25, 2014

CheyAnne Brown  
Planning Technician



**TOWN OF PORTOLA VALLEY**

**Teen Committee Meeting**

**Monday, August 4, 2014 – 5:00 PM**

**Picnic tables by the Old Schoolhouse**

**765 Portola Road, Portola Valley, CA 94028**

**AGENDA**

1. Call to order
2. Approval of minutes from May meeting
3. Oral communications
4. Introduction of Linda and Sawyer Giampa, who are applying for membership to the Teen Committee (they need to submit application to town) – discussion of past events, etc. Linda is considering taking over as chair. Sharing of previous Teen Committee projects as noted in the attached
5. Review of June event: Corte Madera reunion. Vote to approve expenditures.
6. Thank you to members who have served and will be leaving after the summer for college. Official resignations will be noted at the meeting and in the minutes.
7. Charter amendment – Review committee membership/number of members
8. New members: vote if appropriate (vote may be pending formal application to the town)
9. Other business?
10. Adjournment



**Town of Portola Valley**  
**Parks & Recreation Committee Meeting**  
**Monday, August 4, 2014 – 7:30 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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## **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: July 7th, 2014
4. Skate ramp update
5. Softball safety net update
6. 50<sup>th</sup> Anniversary Picnic update
7. Water conservation update on sports fields
8. September meeting canceled due to Labor Day holiday
9. Adjournment

Next meeting: Monday, October 6th, 2014



**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee**  
**Wednesday, August 6, 2014 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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## **BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY COMMITTEE**

### **NOTICE OF MEETING CANCELLATION**

**Wednesday, August 6, 2014**

The Bicycle, Pedestrian and Traffic Safety Committee regularly scheduled meeting of Wednesday, August 6, 2014 has been cancelled. A special meeting has been scheduled for Wednesday, August 20, 2014.





**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
**765 Portola Road, Portola Valley, CA 94028**  
**Wednesday, August 6, 2014 – 7:30 p.m.**  
**Council Chambers (Historic Schoolhouse)**

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**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:* Request for Modification to the Town’s Ground Movement Potential Map, 125 Deer Meadow Lane, Zider
2. *Public Hearing:* Request for Modification to the Town’s Ground Movement Potential Map, 100 Alamos Road, Stockholm
3. *Public Hearing:* Site Development Permit X9H-671, 17 Redberry Ridge, Yang
4. *Public Hearing:* Variance to Allow Solar Panels in a Required Side Yard, 123 Pinon Ave., Donahue

**Commission, Staff, Committee Reports and Recommendations**

**Approval of Minutes:** June 4, 2014 and July 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).

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

Date: August 1, 2014

CheyAnne Brown  
Planning Technician

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Mayor and Members of the Town Council

**FROM:** Howard Young, Public Works Director

**DATE:** August 1, 2014

**RE: Bid Results**  
**Alpine Road Bank Protection Project No. 2012-PW03**  
**Federal Funded Project No. ER-22X0 (001)**

Bids for the above referenced project were properly advertised and opened on July 24, 2014 at 11:00 A.M. by the Town Clerk.

|   | <u>Bid</u>          |
|---|---------------------|
| 1. Granite Construction                 | \$269,080.00        |
| 2. Disney Construction                  | \$236,225.00        |
| 3. Water Rock Construction Corp.        | \$202,630.00        |
| 4. Northwest Demolition                 | \$184,661.00        |
| 5. Hillside Drilling, Inc.              | \$178,675.00        |
| <b>6. Engineered Soil Repairs, Inc.</b> | <b>\$155,414.00</b> |

Low bidder: \$155,414.00

Engineers Estimate without 10% contingency: \$200,000.00

2014/2015 Adopted budget: \$285,000.00  
 (includes contingency, hard, and soft costs)

Town staff is in the process of verifying contractor certifications and intends to award the project to the lowest bidder "Engineered Soil Repairs, Inc." for a base bid of \$155,414.00. 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 \$220,000.00. Construction is scheduled to begin on upper Alpine September 2014 and completed by the end of October 2014.



# 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 07/21/14 to Sunday 07/27/14**

*Sheriff*

| CASE NUMBER | DATE & TIME Reported | LOCATION                                  | DESCRIPTION                        | FACTUAL CIRCUMSTANCES   |
|-------------|----------------------|---|------------------------------------|---|
| 14-6162     | 07/21/14<br>12:53AM  | State Highway 84 / Tripp Road<br>Woodside | Stored Vehicle /<br>Found Property | A deputy came across an unoccupied gold BMW with its windows down and damage to its right rear axle. The BMW had no headlights, no working tail lights, no dashboard, no backseat and all of the interior components were missing. A records check of the license plate revealed who the Registered Owner was, who was out of Livermore. The Livermore Police Department attempted to contact the registered owner and they advised that the owner's apartment was empty. The BMW was towed due to expired registration for over 6 months.          |
| 14-6170     | 07/21/14<br>8:59AM   | 2000 Blk. Cedar Ave.<br>West Menlo Park   | Petty Theft                        | The victim stated that she returned home on 07/20/2014 and parked her vehicle in the driveway of her residence. She stated that she got her children out of the car and was unsure if she returned and locked her car. When the victim returned to her vehicle on 07/21/2014 she discovered the right front door ajar. Looking inside she noticed her three purses were missing from the vehicle. One was in the glove box, one was one the floorboard under the right front seat and one was on the right front seat. The victim stated the purses |

|         |                    |   |   |  |
|---------|--------------------|---|---|--|
|         |                    |   |   | contained various personal items including numerous credit cards, her CDL, and several gift cards. At this time the estimate loss is \$75.00 for the three purses. The victim stated she would provide a list of all the missing property at a later date.   |
| 14-6174 | 07/21/14<br>9:42AM | 800 Blk. Wayside Rd.<br>Portola Valley      | Obtain/Use Personal<br>ID w/o Authorization | An unknown subject used the victim's social security number to file a false tax return with the IRS. The victim was made aware of the incident when she received a letter from the IRS. The victim does not know who would have used her social security number to file the false claim.   |
| 14-6173 | 07/21/14<br>9:45AM | Grandview Dr. / La Honda<br>Rd.<br>Woodside | Traffic Accident                            | V-1 was descending eastbound S.R. 84. P-1 entered a sweeping left bend in the roadway at a speed unsafe for conditions. V-1 drifted over the center line where he over corrected and struck the utility/ telephone pole head on.   |
| 14-6185 | 07/21/14           | 300 Blk. Cervantes Rd.<br>Portola Valley    | Obtain/Use Personal<br>ID w/o Authorization | On an unknown date and time, an unknown suspect(s) used the victim's name, social security, date of birth and home address to open up new credit cards. The victim received letters and credit cards at her home address. The victim contacted the credit card companies to cancel and suspend the credit cards. The victim has also filed a fraud report with Equifax, Experian and Transunion. The credit card companies requested her to file a report with the Sheriff's Office.   |
| 14-6186 | 07/21/14<br>5:48PM | 900 Blk. Cloud Ave.<br>West Menlo Park      | Burglary                                    | The reporting party (house sitter) resides on Cloud Avenue and advised the deputy that she was house-sitting for the victim while she was on vacation. The R/P stated that her husband last checked the house on 07/20/14 and nothing appeared to be out of order at that time. On 07/21/14 the R/P accessed the victim's house by using a garage door opener. When the garage door was fully open, the R/P noticed that the door leading from the garage into the family room was open. As soon as the R/P could see through the door leading |

|         |                     |                                      |   |  |
|---------|---------------------|--------------------------------------|---|--|
|         |                     |                                      |   | from the garage to the family room, she immediately knew that someone had been in the house. On the south wall of the family room, there is a sliding glass door that was wide open. The R/P then immediately noticed the television was missing and all the drawers were open. The estimated loss is \$2040.00.   |
| 14-6247 | 07/23/14<br>5:53PM  | 3000 Blk. Woodside Rd.<br>Woodside   | Obtain/Use Personal<br>ID w/o Authorization | An unknown suspect(s) used the victim's name, social security, date of birth and home address, to open a cell phone account. The victim received a letter at his home address, which contained a bill. The victim contacted the cell phone company to cancel and suspend the account. The victim has also filed a fraud report with Equifax, Experian and Transunion. The cell phone company requested him to file a report with the Sheriff's Office.   |
| 14-6281 | 07/24/14<br>3:29PM  | Canada Rd. / Godetia Dr.<br>Woodside | General Information<br>Case                 | A deputy responded to a fire that was occurring in the area of Godetia Dr. and Canada Rd. Upon arrival, the deputy learned that a large eucalyptus tree had fallen; breaking HIGH Tension Power lines, and then landed on a vehicle traveling on Canada Rd. The driver sustained minor damage to her vehicle and was able to drive it from the scene. Woodside Town Hall Public works arrived on scene for traffic control. CHP assisted in closing one lane of N/B Hwy 280. An SMC Alert was issued for the area. |
| 14-6288 | 07/25/14<br>12:16AM | 200 Blk. Woodside Dr.<br>Woodside    | DUI Alcohol / Drugs<br>in Public Place      | Laura Frei from Redwood City was arrested for public intoxication. She was transported and booked into the San Mateo County Jail.  |
| 14-6290 | 07/25/14<br>7:51AM  | Woodside/Hwy 280<br>Woodside         | Warrant Arrest                              | Jeannette Landa from San Mateo County was arrested for having a no bail warrant out of the Santa Clara County Sheriff's Office. Landa was transported and booked into the San Mateo County Jail.   |
| 14-6298 | 07/25/14<br>2:44PM  | N/B 280 / Woodside<br>Woodside       | Driver w/ Suspended<br>License              | A deputy conducted a traffic enforcement stop on the northbound on-ramp to HWY 280 from Woodside Rd. The   |

|         |                    |   |                                  |  |
|---------|--------------------|---|----------------------------------|--|
|         |                    |   |                                  | deputy contacted the driver who identified himself with a California Driver License. A records check was conducted through county communications which revealed that the driver had a suspended license. The driver was issued a citation.   |
| 14-6300 | 07/25/14<br>3:34PM | Alpine Rd. / La Mesa Dr.<br>Ladera              | Driver w/ Suspended<br>License   | A deputy conducted a traffic enforcement stop on La Mesa Dr. near Alpine Rd. The deputy contacted the driver, and his passenger. The driver provided the deputy with a California ID card. A records check was conducted through county communications on both subjects. Dispatch advised that the driver's license was suspended with good service. They also advised that the passenger's license was valid. The driver was issued a citation. The passenger drove the vehicle from the scene. |
| 14-6321 | 07/26/14<br>3:30AM | Portola Rd. / Woodside Rd.<br>Woodside          | DUI Alcohol / Drugs              | Satish Ramaswamy from Palo Alto was arrested for driving under the influence of alcohol. Ramaswamy was transported to the San Mateo County Jail and booked. His vehicle was released to his girlfriend.  |
| 14-6327 | 07/26/14<br>8:40AM | Quail Meadow Dr. /<br>Woodside Rd.<br>Woodside  | Traffic Accident                 | A deputy responded to the report of a bicyclist down. Upon arrival the deputy observed a female subject, lying on her back and bleeding from above her left eye. The subject was semi-conscious. Once Woodside Fire and AMR arrived on scene, the female subject was quickly treated and transported to Stanford Hospital.   |
| 14-6328 | 07/26/14<br>9:32AM | Mountain Home Rd. /<br>Woodside Rd.<br>Woodside | Traffic Accident<br>Minor Injury | Driver #1 was driving Vehicle #1 northbound Mountain Home Road approaching Woodside Road. Vehicle #2 was in front of V #1 at the intersection. Vehicle #2 stopped to yield for oncoming traffic. Vehicle #1 did not stop and collided with the rear of Vehicle #2. Driver #1 and Passenger #1 complained of pain to their necks. Both were evaluated by Woodside Fire and declined any further medical treatment.  |

|         |                     |                                    |                    |  |
|---------|---------------------|------------------------------------|--------------------|--|
| 14-6341 | 07/26/14<br>4:29M   | 3000 Blk. Woodside Rd.<br>Woodside | Cruelty to Animals | <p>A deputy was dispatched to a report of animal abuse. According to county communications, a Husky dog was left inside a Toyota vehicle. The Toyota was parked in front of Buck's Restaurant and the Husky appeared to be in distress. The reporting party told County Communications that she didn't think the dog would make it if it was left in the vehicle for 10 more minutes. Upon arrival the Husky was panting heavily. The rear windows were cracked approximately 3 inches on both the driver and passenger side, but based on training and experience, the deputy was aware that the temperature inside a parked vehicle can quickly rise to 120 degrees-160 degrees, even in the shade. The deputy looked inside the vehicle and did not see any food or water left for the Husky. The deputy or the reporting party was unable to locate the owner of the vehicle. The deputy believed that the Husky was in the beginning stages of heatstroke as he was panting heavily and his tongue was bright red. The deputy unlocked the vehicle and removed the Husky. Bystanders provided the Husky with two bowls of water, which the Husky drank, all of both. As the deputy was taking pictures of the vehicle, a man and woman walked up to the vehicle and the man identified himself as the Husky's owner. The owner denied that his dog was in any danger and wanted an official temperature taken of inside the vehicle. Based on the fact that the Husky had been in heatstroke from the extreme temperature of the vehicle the owner was issued a citation.</p> |
| 14-6358 | 07/27/14<br>12:47PM | 100 Blk. Corto Lane<br>Woodside    | Commit Mail Theft  | <p>The reporting party was the victim of mail theft by an unknown suspect(s). The victim did not check her mailbox on 7-26-14, but did check it on 7-27-14. As she walked to her mailbox, she noticed it was open and when she looked inside, she only found a department store catalog. The victim was not expecting any new checks or credit cards, but is going to monitor her credit. There is no loss or suspect information at this time.</p>  |



# TOWN of PORTOLA VALLEY

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

July 29, 2014

Claudia Mazzetti  
President of the Board  
Los Trancos County Water District  
126 Lake Road  
Portola Valley, CA 94028

**Re: Request to Annex Lake**

The Town of Portola Valley ("Town") is in receipt of your letter dated May 22, 2014. In the letter, the Los Trancos County Water District ("District") proposes that the Town annex the District's lake and preserve it as open space. The Town has considered the District's proposal. Town staff conducted research regarding the potential for increased liability if the Town took ownership of the lake and consulted with the ABAG PLAN Corporation Risk Management Officer. The critical consideration for the Town is that it would face increased exposure to liability if it accepted the District's improved lake. In fact, the Town might have to limit or eliminate access to the lake. As a result, the Town is not able to accept the District's offer to transfer ownership of the lake and will not annex the lake.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact me.

Sincerely,



Nick Pegueros  
Town Manager

cc: Town Council  
Town Attorney  
Greg Rubens, Esq.  
Martha Poyatos

**Sharon Hanlon**

---

**Subject:** AB 2292 - Infrastructure Financing Districts - Request for Support

Assembly Bill 2922 from Assembly Member Bonta would provide cities and counties with new tools to expand broadband projects that would bring high-speed communications, jobs, and new businesses to local communities.

As you well know, many cities in the Bay Area have lost manufacturing companies in recent years, resulting in the loss of jobs for local residents and economic challenges. Further compounding these issues, the dissolution of redevelopment agencies throughout the state has only increased economic problems for local governments by eliminating one of the tools used to generate funding for projects.

Infrastructure financing districts have the potential to provide an alternative for local governments to stimulate economic development. However, existing law only permits a limited number of project types to be financed, such as transportation-related projects, water treatment facilities, parks, etc.

AB 2922 simply allows cities and counties to finance broadband projects using infrastructure financing districts.

We respectfully ask your City to consider support for this legislation. Attached is a draft letter of support along with a one page bill summary. Millbrae City Council endorsed this bill on July 22, 2014.

Please let me know if you should have any questions. Thank you.

*Marcia*

---

Marcia L. Raines, ICMA-CM  
City Manager  
City of Millbrae  
621 Magnolia Avenue  
Millbrae, CA 94030  
650-259-2334  
650-259-2415 fax  
[mraines@ci.millbrae.ca.us](mailto:mraines@ci.millbrae.ca.us)

**PRIVILEGE AND CONFIDENTIALITY NOTICE:** This message, together with any attachments, is intended only for the use of the individual or entity to which it is addressed. It may contain information that is confidential and prohibited from disclosure. If you are not the intended recipient, you are hereby notified that any dissemination or copying of this message or any attachment is strictly prohibited. If you have received this message in error, please notify the original sender immediately by telephone or by return e-mail and delete this message along with any attachments from your computer. Thank you.



## **AB 2292: Improving Local Economic Development with Advanced Technology Capacity**

### **SUMMARY**

AB 2922 would provide cities and counties with new tools to expand broadband projects that would bring high-speed communications, jobs, and new businesses to local communities.

### **BACKGROUND**

Many cities in the Bay Area have lost manufacturing companies in recent years, resulting in the loss of jobs for local residents and economic stagnation. The dissolution of redevelopment agencies throughout the state has only compounded economic problems for local governments by eliminating one of the tools used to generate funding for projects.

Infrastructure financing districts have the potential to provide an alternative for local governments to stimulate economic development. However, existing law only permits a limited number of project types to be financed, such as transportation-related projects, water treatment facilities, parks, and solid waste stations. Although these projects are important for basic infrastructure

within cities, they do not inevitably bring in new businesses for future economic growth within cities and counties.

Studies by the federal government and international organizations have demonstrated that broadband is a key driver of economic growth and national competitiveness, in addition to being able to contribute to social and cultural developments. By increasing local access to broadband services, cities and counties can incentivize high-tech companies and businesses to move into their communities, and increase access to telecommunications services for schools and residents.

### **SOLUTION**

AB 2922 simply allows cities and counties to finance broadband projects using infrastructure financing districts.

### **SUPPORT**

City of San Leandro (sponsor)

### **OPPOSITION**

None on file.

June 24, 2014

The Honorable Rob Bonta  
California State Assembly  
State Capitol Building, Room 6025  
Sacramento, CA 95814

**RE: AB 2292 (Bonta) – Infrastructure Financing Districts: Broadband - SUPPORT**

Dear Assembly Member Bonta:

The City of XXXXXX is pleased to offer our support for Assembly Bill 2292, which expands the types of projects that may be legally funded by Infrastructure Financing Districts (IFDs) to include high speed broadband networks.

Current law allows IFDs to issue bonds to pay for community scale public works projects such as highways, transit, water systems, sewer projects, flood control, child care facilities, libraries, parks, and solid waste facilities. Adding broadband connectivity to the list of permissible IFD uses is essential to achieving the goal that IFDs serve as a catalyst for local economic development, especially since the dissolution of redevelopment.

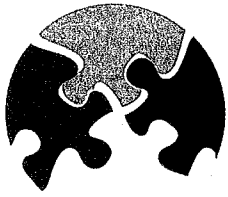
Investment and development follow infrastructure. In the 18<sup>th</sup> century, seaports were critical; in the 19<sup>th</sup> century it was railroads; and in the 20<sup>th</sup> century it was highways and airports. Today, it is ultra-high speed broadband connectivity. Access to high speed, reliable and synchronous links to the Internet is a basic 21<sup>st</sup> century utility, as vital to California's economy as electricity, gas or water.

By changing state law to add broadband-related projects to the list of approved IFD uses, communities throughout the state will be able to create and expand broadband networks, thereby enabling California to remain at the forefront of today's innovation economy.

For these reasons, the City of XXXXXX is pleased to support Assembly Bill 2292. Thank you for your leadership on this important policy topic.

Sincerely,

XXXXX  
Mayor, City of XXXXXX



# Sustainable San Mateo County

Economy. Equity. Environment.

*dedicated to the long-term health and vitality of our region*

177 Bovet Road, Sixth Floor, San Mateo, CA 94402

Email: [advocate@sustainablesanmateo.org](mailto:advocate@sustainablesanmateo.org)

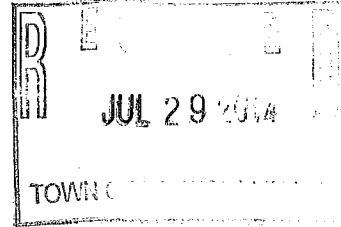
Web: [www.sustainablesanmateo.org](http://www.sustainablesanmateo.org)

Founders

MARCIA PAGELS  
RUTH PETERSON

July 28, 2014

Nick Pegueros  
Town Manager  
Town of Portola Valley  
765 Portola Rd.  
Portola Valley, CA 94028



Dear Mr. Pegueros,

Thank you very much for Portola Valley's contribution of \$2500 to Sustainable San Mateo County's 2014-2015 Indicators Reports. Your gift will be used to support our next fiscal year of Indicators Report updates, to raise awareness of sustainability in our county and improve our ability to make sound decisions for the benefit of future generations.

Our 2014 report builds on 17 years of annual Indicators Reports, modernizing to tri-annual updates with mobile-friendly online content and engaging launch events. This year we're dialing in on our Key Indicator: Transportation. The Winter 2014 event, "The First Mile," and Spring 2014 event, "Connecting the Last Mile," focused on local transportation initiatives and solutions with attendance at each event upwards of 80 participants.

We look forward to working with you and others in the community to evaluate our report, gather feedback on future changes and ensure the accuracy and usability of this important report.

This letter serves as confirmation that your contribution to Sustainable San Mateo County is fully tax-deductible. Our work is made possible through the generosity of donors. We are very grateful for your help. Thanks again for supporting SSMC.

Sincerely,

Adrienne Etherton  
Executive Director

*Thanks so much! Please share our appreciation with the Council & staff that support the Indicators (Brandi + others?)*

Donation Receipt:  
Amount: \$2500.00

BOARD OF DIRECTORS

CHAIR

WILLIAM SCHULTE

VICE CHAIR

TAMMY DEL BENE

SECRETARY

BETH BHATNAGAR

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RICKI MCGLASHAN

CLEM MOLONY

MARK MOULTON

Executive Director

ADRIENNE ETHERTON

Project Coordinator

Indicators Report

CATHY SCHECHTER

Please consider this letter official receipt of your tax deductible contribution on 7.9.2014 in the amount of \$2500.00. Our federal tax identification number is 48-1265207. This organization is a 501c(3) tax exempt organization, IRS Section 170(b)(2)(iii) for both federal and state tax purposes.

SUSTAINABLE SAN MATEO COUNTY is a nonprofit public benefit corporation exempt from federal income tax under IRS Code Section 501(c)(3)



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: August 1, 2014  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended August 1, 2014.

1. **Power Outage (Encore)** – This week's encore power outage did not directly impact Town Hall but did effect a number of Town residents and the Comcast head-end in Woodside, which ultimately resulted in a loss of data connectivity for many Comcast customers, including Town Hall. The Library, fortunately, is not a Comcast customer and could have provided backup internet access in the event of a disaster. The Town's newly updated emergency operations plan uses Google Drive to store critical operations documents and forms and g-mail to communicate in the event of an emergency.
2. **50<sup>th</sup> Anniversary Celebration on September 21** – Karen Mobley has stepped up to assist with the catering for the September 21<sup>st</sup> event and this week we finalized the barbeque dinner menu to be provided by Bianchinis. The dinner will be free of charge to town residents and we are planning for 1,100 attendees.
3. **MROSD Announced Potential Partner for the Hawthorns** – Nancy Lund advised me this week that MROSD considered four LOIs for the Hawthorns property (Boy Scout camp site, nature center/museum, therapy animal farm, and private residence). On Wednesday, MROSD selected the private residence as the finalist to move forward in their process to identify a long-term partner for the site. The individual behind the private residence proposal has not been identified but the application proposes restoration and long-term protection of the historic property.
4. **Library Lighting Project Complete** – The lighting improvement project approved in last year's budget is now complete and the Library reports being very pleased with the results. Much thanks to Howard and Gary for managing this project.

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – August 8, 2014**

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1. Agenda (Action) – Planning Commission – Wednesday, August 6, 2014
2. Agenda (Cancellation) – ASCC – Monday, August 11, 2014
3. Agenda – Ad-Hoc Water Conservation Task Force – Tuesday, August 12, 2014
4. Agenda – Trails & Paths Committee – Tuesday, August 12, 2014
5. Agenda – Emergency Preparedness Committee – Thursday, August 14, 2014
6. Agenda – Cultural Arts Committee – Thursday, August 14, 2014
7. Agenda – Nature & Science Committee – Thursday, August 14, 2014
8. Hasso Plattner – Grant Activity Report for January 1 – June 30, 2014
9. Report from San Mateo County Sheriff's Office – Incident Log for 07/28/14 – 08/05/14
10. Report from San Mateo County Sheriff's Office – Incident Log for 08/06/14 – 08/08/14
11. Press Release from San Mateo County Sheriff's Office – Vehicle Burglar Arrested
12. Letter from Ryan Weller, Environmental Specialist with the FAA re: NorCal OAPM Final Environmental Assessment
13. Email from Jessica Stanfill Mullin with Peninsula Division of League of California Cities re: Peninsula Division 2014-15 Executive Committee Officers Election & Ballot
14. Western City Magazine – August 2014 <http://www.westerncity.com/Western-City/August-2014/>
15. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, August 8, 2014

### **Attached Separates (Council Only)**

1. None



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, August 6, 2014 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

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**REGULAR AGENDA**

Call to Order, Roll Call

Call to Order at 7:30 p.m.

Chairperson Gilbert, Vice-Chairperson Targ, Commissioners Hasko, McKitterick, and Von Feldt present. Also present: John Richards, Town Council Liaison; Karen Kristiansson, Interim Town Planner; John Wallace, Town Geologist's Office.

Oral Communications

There were no oral communications.

Regular Agenda

1. *Public Hearing:* Request for Modification to the Town's Ground Movement Potential Map, 125 Deer Meadow Lane, Zider

**The Planning Commission considered and approved the proposed modification to the Town's Ground Movement Potential Map for 125 Deer Meadow Lane (5-0).**

2. *Public Hearing:* Request for Modification to the Town's Ground Movement Potential Map, 100 Alamos Road, Stockholm

**The Planning Commission considered and approved the proposed modification to the Town's Ground Movement Potential Map for 100 Alamos Road (5-0).**

***The Commission changed the order of the agenda and considered Item 4 prior to Item 3.***

4. *Public Hearing:* Variance to Allow Solar Panels in a Required Side Yard, 123 Pinon Ave., Donahue

**The Planning Commission discussed the variance request and acted to find the variance exempt from CEQA (5-0) and to approve the variance (5-0).**

3. *Public Hearing:* Site Development Permit X9H-671, 17 Redberry Ridge, Yang

**The Planning Commission reviewed the site development permit application and acted to find the project exempt from CEQA (5-0) and to approve the site development permit (5-0).**



### Commission, Staff, Committee Reports and Recommendations

**Kristiansson clarified the requirements for when Commissioners need to leave the room when they have recused themselves for an agenda item.**

**Commissioner McKitterick reported that a property owner on Wayside had contacted him about a fence application and issues related to applying the fence ordinance along paper streets. He noted that he had provided background information to the property owner about the paper streets, and that fence regulations may apply along trails as well as road rights of way.**

### Approval of Minutes:

**June 4, 2014 minutes approved as amended (5-0).**

**July 2, 2014 minutes approved as amended (4-0-1, Von Feldt abstaining)**

### 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: August 1, 2014

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
**ASCC**  
**Monday, August 11, 2014 – 7:30 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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## **ARCHITECTURAL SITE AND CONTROL COMMISSION**

### **NOTICE OF MEETING CANCELLATION**

**Monday, August 11, 2014**

The ASCC regularly scheduled meeting of Monday, August 11, 2014 has been cancelled. The next regular meeting of the ASCC is scheduled for Monday, August 28, 2014.



**TOWN OF PORTOLA VALLEY**  
**Ad-Hoc Water Conservation Task Force**  
**Tuesday, August 12, 2014 3:00-5:00 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

- 1. Call To Order**
- 2. Oral Communications – items not on the agenda (in lieu of Round Table)**
- 3. Approval of July 22 minutes**
- 4. Cal Water data for Portola Valley (Brandi)**
- 5. (60 min) PV Water Conservation Forum planning – Subcommittee reports**
  - a) Scheduling & Recognition – Judy**
  - b) Vendors – Lovey, Mike & Debbie**
  - c) Plants – Marge**
  - d) Promotion Al, Mike, Ann**
  - e) Refreshments, Food**
- 6. (20 min) Start Post Card design**
- 7. (20 min) Start Web Page design**
- 8. Discuss**
  - Topics for next meeting: August 26th**
- 9. Announcements, communications**
- 10. Adjournment**



**TOWN OF PORTOLA VALLEY**  
***Trails and Paths Committee***  
**Tuesday, August 12, 2014 - 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes from July 8, 2014
4. Financial Review
5. Trail Work map & memo – July 2014
6. Conservation Committee Update
7. Old Business
  - a) Driveway scoring process
  - b) Trails Committee Community Hike – September or October?
  - c) Bicycles on Alpine Trail between Westridge and Arastradero
8. New Business
  - a) Comments and Discussion on Town's Draft Tree Removal Policy
  - b) 10 Grove – Site Development Permit
9. Other Business
10. Adjournment

**Enclosures:**

Minutes from July 8, 2014 meeting  
Financial Review  
Trail work Map and Memo – July 2014



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, August 14, 2014 - 8:00 AM**  
**EOC / Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**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, Dan  
Ghiorso and 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 July 10, 2014
4. 8:12 CERPP/WFPD Report (Brown or Ghiorso)
5. 8:20 Town Report (Nick or Marsha)
  - Quick Cards Update and other matters
6. 8:40 Medical Plan Update/Presentation (Med subcommittee)
7. 8:50 Communications Update (Rothrock)
  - Secondary AM Radio
8. 8:55 Other business
9. 9:00 Adjourn. Next meeting is September 11, 2014 (This is 9/11!)



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee**  
**Thursday, August 14, 2014 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of July minutes
4. Old Business:
  - 50<sup>th</sup> Events Updates
  - Finalize preparation for the plein aire art exhibit at the 50<sup>th</sup> picnic
  - Concerts - Update
  - Meeting with Woodside CAC report from Linda
5. New Business:
  - Plaque
6. Adjournment



**Town of Portola Valley**  
***Nature and Science Committee Meeting***  
**Thursday, August 14, 2014 – 4:00 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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**MEETING AGENDA**

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Approve minutes from June 12, 2014 regular meeting
4. Reports:
  - Hawthorns
5. Planning:
  - Hawthorns - discussion of possible options
  
  - Town of Portola Valley 50<sup>th</sup> anniversary planning for 2014
    - Seasonal Hike – August 14
    - Star Party – August 29
    - Culmination Event – September 21
  
  - Earthquake talk by Sheldon Breiner – October 14
  
  - Portola Valley focused Ecology Day – October 18
    - Involvement of other groups
6. Budget:
  - Final 2013-14 budget balance
  - Status of 2014-15 budget
  - Discuss freezer
7. Action Items:
  - Purchases
  - Membership
8. Publicity:
  - Purchase of Banners and use of smaller sign
9. Other reports including Sub-Committee/Liaison Reports:
10. Adjournment:
  - Next meeting, October 9, 2014





# Town of Portola Valley

765 Portola Road  
Portola Valley, CA 94028  
(650) 851-1700



## Grant Activity Report January 1 through June 30, 2014

Prepared for:

Wipfler & Partner  
Steuerberater-Sozietät



## Community Hall Activity/Revenue January through June 2014

The following is a summary of the activities and revenue generated through use of the Portola Valley Community Hall during the period of January 1 through June 30, 2014:

### I. Classes (Schedule Included as Exhibit A)

#### Revenue

|                     |     |                  |
|---------------------|-----|------------------|
| Total classes:      | 41  |                  |
| Total enrolled:     | 391 |                  |
| Total Revenue ..... |     | <b>\$104,794</b> |

#### Expenses

|  |          |                  |
|--|----------|------------------|
| Instructor Fees (80%)                    | \$83,835 |                  |
| Facility Expenditures (1/2) <sup>A</sup> | 6,303    |                  |
| Staff Costs <sup>B</sup>                 | 14,656   |                  |
| Total Expenses .....                     |          | <b>\$104,794</b> |

Note A: Facility expenditures are as detailed:

|   |         |
|---|---------|
| Cleaning and janitorial services              | \$3,781 |
| Maintenance supplies                          | \$471   |
| Mechanical repairs                            | \$2,052 |
| Total facility expenditures for report period | \$6,304 |

Note B: Actual Town staff costs were \$21,611 (see detail below). Therefore, a general fund subsidy in the amount of \$6,955 was required.

|                                     |          |                          |
|-------------------------------------|----------|--------------------------|
| Office Assistant <sup>1</sup>       | \$2,130  | (35% of salary/benefits) |
| Accounting Assistant <sup>2</sup>   | \$17,322 | (17% of salary/benefits) |
| Administrative Services Manager     | \$2,159  | (3% of salary/benefits)  |
| Total staff costs for report period | \$21,611 |                          |

Notes:

1. The position of Office Assistant was filled via a temporary agency from January 1 to February 14, 2014.
2. Accounting Assistant provided ongoing support and training for class-related activities for the Office Assistant from January 1 through February 14. The Accounting Assistant now provides primary staff support for class-related activities in the Community Hall.

## II. Community Events (Schedule Included as Exhibit B)

In July 2013, the Town Council approved staff's recommendation to limit private rental of the Community Hall to Portola Valley residents only.

Refundable event deposits are recorded as a liability as the majority of these deposits are fully refunded at an event's conclusion. Activity reports include deposit-based revenue only as a result of deposit forfeiture (typically due to non-compliance with usage policies). As of 6/30/14, the Town held \$12,100 in its refundable deposit liability account.

Number of Public Events: 76  
Number of Private Events: 3

### Revenue

Fees Collected .....\$4,400  
Insurance (Applicant Paid) .....313

Total Revenue ..... **\$4,713**

### Expenses

Facility Expenditures (96% of 1/2)<sup>A</sup> .....\$4,400  
Insurance (Applicant Paid) .....313  
Town Staff Costs<sup>B</sup> .....n/a

Total Expenses<sup>C</sup> ..... **\$4,713**

Note A: Facility expenditures are as detailed:

|   |         |       |         |
|---|---------|-------|---------|
| Cleaning and janitorial services              | \$3,781 |       |         |
| Maintenance supplies                          | \$471   |       |         |
| Mechanical repairs                            | \$2,052 |       |         |
| Total facility expenditures for report period | \$6,304 | x 96% | \$6,052 |

Note B: German Tax Authority/Auditor requirements mandate that salary costs related to private events may not be included as part of the Community Hall operations. As 4% of the total number of events held during this reporting period were private, salaries and maintenance costs eligible for inclusion in operational costs are reported at 96% of the total cost.

|                                   |       |              |       |              |
|-----------------------------------|-------|--------------|-------|--------------|
| Office Assistant <sup>1</sup>     | (33%) | \$2,009      | x 96% | \$1,929      |
| Accounting Assistant <sup>2</sup> | (33%) | 16,332       | x 96% | 15,679       |
| Administrative Services Manager   | (3%)  | <u>2,159</u> | x 96% | <u>2,073</u> |
| Totals                            |       | \$20,500     | x 96% | \$19,681     |

1. The position of Office Assistant was filled via a temporary agency from January 1 to February 14, 2014.
2. Accounting Assistant provided ongoing support and training for class-related activities for the Office Assistant from January 1 through February 14. The Accounting Assistant now provides primary staff support for class-related activities in the Community Hall.

Note C: Allowable Facility Expenditures and Staff Costs totaled \$25,733. A General Fund subsidy in the amount of \$21,020 was required.



**Town of Portola Valley**  
Community Hall Classes: January 1st – June 30th  
Winter and Spring Quarters 2014

| <b>WINTER 2014</b>                                       |                               |  |  |                    |                        |                    |                   |
|--|-------------------------------|--|--|--------------------|------------------------|--------------------|-------------------|
| Class Name   | Instructor/ Room              | Days/Time/ Session Dates   | Fee per student/# of students enrolled | Revenue            | Insurance              | Paid to Instructor | Paid to Town      |
| Kid's Karate<br>KA-1: Beginners                          | Mike Agoff<br>Community Hall  | Mondays and Wednesdays<br>3:45 pm - 4:30 pm<br>January 6th - April 4th | \$360.00/<br>9 Students Enrolled       | \$3,240.00         | Provided by instructor | \$2,592.00         | \$648.00          |
| Kid's Karate<br>KA-2: Intermediate                       | Mike Agoff<br>Community Hall  | Mondays and Wednesdays<br>4:30 pm - 5:15 pm<br>January 6th - April 4th | \$360.00/<br>4 Students Enrolled       | \$1,440.00         | Provided by instructor | \$1,152.00         | \$288.00          |
| <b>Totals for Mike Agoff</b>                             |                               |  | <b>13 Students Enrolled</b>            | <b>\$4,680.00</b>  | <b>N/A</b>             | <b>\$3,744.00</b>  | <b>\$936.00</b>   |
| MU-1: Music & Art<br>0-5 years old                       | Britney King<br>Alder Room    | Mondays<br>9:30 pm - 10:15 pm<br>January 6th - April 7th               | \$300.00/<br>6 students Enrolled       | \$1,800.00         | Arranged by Town       | \$1,440.00         | \$360.00          |
| MU-4: Music & Art<br>0-5 years old                       | Britney King<br>Alder Room    | Wednesdays<br>10:30 am - 11:15 am<br>January 8th - April 2nd           | \$300.00/<br>6 Students Enrolled       | \$1,800.00         | Arranged by Town       | \$1,440.00         | \$360.00          |
| MU-5: Music & Art<br>0-5 years old                       | Britney King<br>Alder Room    | Thursdays<br>9:30 am - 10:15 am<br>January 9th - April 3rd             | \$300.00/<br>10 Students Enrolled      | \$3,000.00         | Arranged by Town       | \$2,400.00         | \$600.00          |
| <b>Totals for Britney King</b>                           |                               |  | <b>22 Students Enrolled</b>            | <b>\$6,600.00</b>  | <b>\$49.00</b>         | <b>\$5,280.00</b>  | <b>\$1,320.00</b> |
| Creative Art for Young Children<br>CA-1: Ages 3-5        | Jeannie Goldman<br>Alder Room | Wednesdays<br>1:00 pm - 3:00 pm<br>January 8th - April 2nd             | \$380.00/<br>9 Students Enrolled       | \$3,420.00         | Arranged by Town       | \$2,736.00         | \$684.00          |
| Creative Art for Young Children<br>CA-2: K - 2nd grade   | Jeannie Goldman<br>Alder Room | Wednesdays<br>3:30 pm - 5:30 pm<br>January 8th - April 2nd             | \$380.00/<br>15 Students Enrolled      | \$5,700.00         | Arranged by Town       | \$4,560.00         | \$1,140.00        |
| Creative Art for Young Children<br>CA-3: K - 2nd grade   | Jeannie Goldman<br>Alder Room | Thursdays<br>3:30 pm - 5:30 pm<br>January 8th - April 2nd              | \$380.00/<br>7 Students Enrolled       | \$2,660.00         | Arranged by Town       | \$2,128.00         | \$532.00          |
| Creative Art for Young Children<br>CA-4: Pre K - K       | Jeannie Goldman<br>Alder Room | Fridays<br>1:00 pm - 3:00 pm<br>January 8th - April 2nd                | \$380.00/<br>9 Students Enrolled       | \$3,420.00         | Arranged by Town       | \$2,736.00         | \$684.00          |
| Creative Art for Young Children<br>CA-5: 3rd - 5th grade | Jeannie Goldman<br>Alder Room | Fridays<br>4:00 pm - 6:00 pm<br>January 8th - April 2nd                | \$380.00/<br>5 Students Enrolled       | \$1,900.00         | Arranged by Town       | \$1,520.00         | \$380.00          |
| Creative Art for Young Children<br>CA-6: Ages 4-8        | Jeannie Goldman<br>Alder Room | Saturdays<br>10:00 am - 12:00 pm<br>January 8th - April 2nd            | \$380.00/<br>14 Students Enrolled      | \$5,320.00         | Arranged by Town       | \$4,256.00         | \$1,064.00        |
| Creative Art for Young Children<br>CA-7: Ages 4-8        | Jeannie Goldman<br>Alder Room | Saturdays<br>1:00 pm - 3:00 pm<br>January 8th - April 2nd              | \$380.00/<br>15 Students Enrolled      | \$5,700.00         | Arranged by Town       | \$4,560.00         | \$1,140.00        |
| <b>Totals for Jeannie Goldman -SEE NOTE 1</b>            |                               |  | <b>74 Students Enrolled</b>            | <b>\$28,120.00</b> | <b>\$49.00</b>         | <b>\$22,496.00</b> | <b>\$5,624.00</b> |

| Class Name                          | Instructor/ Room                 | Days/Time/ Session Dates   | Fee per student/# of students enrolled                                | Revenue           | Insurance                 | Paid to Instructor | Paid to Town      |
|-------------------------------------|----------------------------------|--|---|-------------------|---------------------------|--------------------|-------------------|
| Aerobic Dancing                     | Connie Stack<br>Community Hall   | Tuesdays & Thursdays<br>7:10 am - 8:10 am<br>January 7th - April 4th     | \$15.00 per class/<br>5 Students Enrolled                             | \$1,440.00        | Provided by<br>instructor | \$1,152.00         | \$288.00          |
| <b>Totals for Connie Stack</b>      |                                  |  | <b>5 Students Enrolled</b>  | <b>\$1,440.00</b> | <b>N/A</b>                | <b>\$1,152.00</b>  | <b>\$288.00</b>   |
| Puppy Play & Learn                  | Amy de Benedictis<br>Alder Room  | Sundays<br>11:00 am - 12:00 pm<br>January 12th - February 9th            | \$110.00/<br>10 Students Enrolled                                     | \$1,100.00        | Provided by<br>instructor | \$880.00           | \$220.00          |
| Let's Go On Leash!                  | Amy de Benedictis<br>Alder Room  | Sundays<br>12:15 pm - 1:15 pm<br>January 12th - February 23rd            | \$125.00/<br>7 Students Enrolled                                      | \$875.00          | Provided by<br>instructor | \$700.00           | \$175.00          |
| <b>Totals for Amy de Benedictis</b> |                                  |  | <b>17 Students Enrolled</b>   | <b>\$1,975.00</b> | <b>N/A</b>                | <b>\$1,580.00</b>  | <b>\$395.00</b>   |
| P.V. Fitness                        | Shelly Sweeney<br>Community Hall | Monday/Wednesday/Friday<br>7:00 am - 8:00 am<br>January 6th - March 31st | \$360/3 days per week<br>\$180/1 day per week<br>9 Students Enrolled  | \$2,700.00        | Provided by<br>instructor | \$2,160.00         | \$540.00          |
| <b>Totals for Shelly Sweeney</b>    |                                  |  | <b>9 Students Enrolled</b>  | <b>\$2,700.00</b> | <b>N/A</b>                | <b>\$2,160.00</b>  | <b>\$540.00</b>   |
| Boomer Fitness<br>Blast             | Lucille Kalman<br>Community Hall | Mondays<br>7:00 - 8:00 am<br>January 13th - March 31st                   | \$150.00/<br>5 Students Enrolled                                      | \$750.00          | Provided by<br>instructor | \$600.00           | \$150.00          |
| Boomer Stability<br>Ball Training   | Lucille Kalman<br>Community Hall | Tuesdays & Thursdays<br>10:30 - 11:30 am<br>January 14th - April 3rd     | \$165/1 day per week<br>\$265/2 days per week<br>11 Students Enrolled | \$2,015.00        | Provided by<br>instructor | \$1,612.00         | \$403.00          |
| <b>Totals for Lucille Kalman</b>    |                                  |  | <b>16 Students Enrolled</b>   | <b>\$2,765.00</b> | <b>N/A</b>                | <b>\$2,212.00</b>  | <b>\$553.00</b>   |
| Yoga Flow                           | Kathy Waddell<br>Community Hall  | Tuesdays & Thursdays<br>9:00 - 10:00 am<br>January 7th - April 3rd       | \$15/per class<br>37 Students Enrolled                                | \$8,055.00        | Provided by<br>instructor | \$6,444.00         | \$1,611.00        |
| <b>Totals for Kathy Waddell</b>     |                                  |  | <b>37 Students Enrolled</b>   | <b>\$8,055.00</b> | <b>N/A</b>                | <b>\$6,444.00</b>  | <b>\$1,611.00</b> |

| Number of Classes Offered | Students Enrolled | Revenue     | Insurance - amount to be deducted from total paid to instructors | Instructors 80% | Portola Valley 20% |
|---------------------------|-------------------|-------------|--|-----------------|--------------------|
| 19                        | 193               | \$56,335.00 | \$98.00  | \$45,068.00     | \$11,267.00        |

**NOTES TO WINTER 2014:**

**NOTE 1 - Instructor Goldman was overpaid by \$96 in the Summer 2013 quarter, GL will show that this amount has been deducted from Winter 2014 payment.**

**SPRING 2014**

| Class Name  | Instructor/ Room              | Days/Time/ Session Dates   | Fee per student/# of students enrolled | Revenue            | Insurance              | Paid to Instructor | Paid to Town      |
|---|-------------------------------|--|--|--------------------|------------------------|--------------------|-------------------|
| Kid's Karate<br>KA-1 Beginning                              | Mike Agoff<br>Community Hall  | Mondays & Wednesdays<br>3:45 - 4:30 pm<br>March 31st - July 2nd    | \$360<br>8 Students Enrolled           | \$2,880.00         | Provided by instructor | \$2,304.00         | \$576.00          |
| Kid's Karate<br>KA-2 Intermediate                           | Mike Agoff<br>Community Hall  | Mondays & Wednesdays<br>4:30 pm - 5:15 pm<br>March 31st - July 2nd | \$360.00<br>9 Students Enrolled        | \$3,240.00         | Provided by instructor | \$2,592.00         | \$648.00          |
| <b>Totals for Mike Agoff</b>                                |                               |  | <b>17 Students Enrolled</b>            | <b>\$6,120.00</b>  | <b>N/A</b>             | <b>\$4,896.00</b>  | <b>\$1,224.00</b> |
| MU-1: Music & Art<br>0-5 years old                          | Britney King<br>Alder Room    | Mondays<br>9:30 pm - 10:15 pm<br>April 21st - June 26th            | \$300.00/<br>10 students Enrolled      | \$3,000.00         | Arranged by Town       | \$2,400.00         | \$600.00          |
| MU-3: Music & Art<br>0-5 years old                          | Britney King<br>Alder Room    | Wednesdays<br>10:30 am - 11:15 am<br>April 21st - June 26th        | \$300.00/<br>4 Students Enrolled       | \$1,200.00         | Arranged by Town       | \$960.00           | \$240.00          |
| MU-4: Music & Art<br>0-5 years old                          | Britney King<br>Alder Room    | Thursdays<br>9:30 am - 10:15 am<br>April 21st - June 26th          | \$300.00/<br>10 Students Enrolled      | \$3,000.00         | Arranged by Town       | \$2,400.00         | \$600.00          |
| MU-5: Music & Art<br>0-5 years old                          | Britney King<br>Alder Room    | Wednesdays<br>10:30 am - 11:15 am<br>April 21st - June 26th        | \$300.00/<br>3 Students Enrolled       | \$900.00           | Arranged by Town       | \$720.00           | \$180.00          |
| <b>Totals for Britney King - SEE NOTE 2</b>                 |                               |  | <b>27 Students Enrolled</b>            | <b>\$8,100.00</b>  | <b>\$49.00</b>         | <b>\$6,480.00</b>  | <b>\$1,620.00</b> |
| Creative Art for<br>Young Children<br>CA-1: Ages 3-5        | Jeannie Goldman<br>Alder Room | Wednesdays<br>1:00 pm - 3:00 pm<br>April 23rd - June 11th          | \$300<br>7 Students Enrolled           | \$2,100.00         | Arranged by Town       | \$1,680.00         | \$420.00          |
| Creative Art for<br>Young Children<br>CA-2: K - 2nd grade   | Jeannie Goldman<br>Alder Room | Wednesdays<br>3:30 pm - 5:30 pm<br>April 23rd - June 11th          | \$300<br>6 Students Enrolled           | \$1,800.00         | Arranged by Town       | \$1,440.00         | \$360.00          |
| Creative Art for<br>Young Children<br>CA-3: K - 2nd grade   | Jeannie Goldman<br>Alder Room | Thursdays<br>3:30 pm - 5:30 pm<br>April 23rd - June 11th           | \$300<br>6 Students Enrolled           | \$1,800.00         | Arranged by Town       | \$1,440.00         | \$360.00          |
| Creative Art for<br>Young Children<br>CA-4: Pre K - K       | Jeannie Goldman<br>Alder Room | Fridays<br>1:00 pm - 3:00 pm<br>April 25th - June 13th             | \$300<br>9 Students Enrolled           | \$2,700.00         | Arranged by Town       | \$2,160.00         | \$540.00          |
| Creative Art for<br>Young Children<br>CA-5: 3rd - 5th grade | Jeannie Goldman<br>Alder Room | Fridays<br>3:30 pm - 5:30 pm<br>April 25th - June 13th             | \$300.00<br>8 Students Enrolled        | \$2,400.00         | Arranged by Town       | \$1,920.00         | \$480.00          |
| Creative Art for<br>Young Children<br>CA-6: Ages 4-8        | Jeannie Goldman<br>Alder Room | Saturdays<br>10:00 am - 12:00 pm<br>April 26th - June 14th         | \$300<br>15 Students Enrolled          | \$4,500.00         | Arranged by Town       | \$3,600.00         | \$900.00          |
| Creative Art for<br>Young Children<br>CA-7: Ages 4-8        | Jeannie Goldman<br>Alder Room | Saturdays<br>1:00 pm - 3:00 pm<br>April 26th - June 14th           | \$300<br>10 Students Enrolled          | \$3,000.00         | Arranged by Town       | \$2,400.00         | \$600.00          |
| <b>Totals for Jeannie Goldman</b>                           |                               |  | <b>63 Students Enrolled</b>            | <b>\$18,300.00</b> | <b>\$49.00</b>         | <b>\$14,640.00</b> | <b>\$3,660.00</b> |

| Class Name                                    | Instructor/ Room                 | Days/Time/ Session Dates  | Fee per student/# of students enrolled                                | Revenue           | Insurance                 | Paid to Instructor | Paid to Town      |
|---|----------------------------------|---|---|-------------------|---------------------------|--------------------|-------------------|
| Aerobic Dancing                               | Connie Stack<br>Community Hall   | Tuesdays & Thursdays<br>7:10 am - 8:10 am<br>April 1st - July 3rd     | \$15.00 per class/<br>6 Students Enrolled                             | \$1,824.00        | Provided by<br>instructor | \$1,459.20         | \$364.80          |
| <b>Totals for Connie Stack</b>                |                                  |   | <b>6 Students Enrolled</b>  | <b>\$1,824.00</b> | <b>N/A</b>                | <b>\$1,459.20</b>  | <b>\$364.80</b>   |
| P.V. Fitness                                  | Shelly Sweeney<br>Community Hall | Monday/Wednesday/Friday<br>7:00 am - 8:00 am<br>April 2nd - June 30th | \$360/3 days per week<br>\$180/1 day per week<br>11 Students Enrolled | \$3,240.00        | Provided by<br>instructor | \$2,592.00         | \$648.00          |
| <b>Totals for Shelly Sweeney</b>              |                                  |   | <b>11 Students Enrolled</b>   | <b>\$3,240.00</b> | <b>N/A</b>                | <b>\$2,592.00</b>  | <b>\$648.00</b>   |
| Puppy Play & Learn                            | Amy de Benedictis<br>Alder Room  | Sundays<br>11:00 pm - 12:00 pm<br>April 27th - June 1st               | \$110.00/<br>3 Students Enrolled                                      | \$440.00          | Provided by<br>instructor | \$352.00           | \$88.00           |
| Let's Go On Leash!                            | Amy de Benedictis<br>Alder Room  | Sundays<br>12:15 pm - 1:15 pm<br>April 27th - June 8th                | \$125.00/<br>6 Students Enrolled                                      | \$625.00          | Provided by<br>instructor | \$500.00           | \$125.00          |
| <b>Totals for Amy de Benedictis</b>           |                                  |   | <b>9 Students Enrolled</b>  | <b>\$1,065.00</b> | <b>N/A</b>                | <b>\$852.00</b>    | <b>\$213.00</b>   |
| Boomer Fitness<br>Blast                       | Lucille Kalman<br>Community Hall | Mondays<br>7:00 pm - 8:00 pm<br>April 21st - June 30th                | \$165.00/<br>6 Students Enrolled                                      | \$990.00          | Provided by<br>instructor | \$792.00           | \$198.00          |
| Boomer Stability<br>Ball Training             | Lucille Kalman<br>Community Hall | Tuesdays & Thursdays<br>10:30 pm - 11:30 pm<br>April 22nd - July 3rd  | \$165.00/<br>8 Students Enrolled                                      | \$1,320.00        | Provided by<br>instructor | \$1,056.00         | \$264.00          |
| <b>Totals for Lucille Kalman - SEE NOTE 3</b> |                                  |   | <b>14 Students Enrolled</b>   | <b>\$2,310.00</b> | <b>N/A</b>                | <b>\$1,848.00</b>  | <b>\$462.00</b>   |
| Yoga Flow                                     | Kathy Waddell<br>Community Hall  | Tuesdays & Thursdays<br>9:00 - 10:00 am<br>April 8th - June 26th      | \$15.00/per class<br>36 Students Enrolled                             | \$6,645.00        | Provided by<br>instructor | \$5,316.00         | \$1,329.00        |
| Stretch & Move<br>Yoga                        | Kathy Waddell<br>Community Hall  | Mondays<br>1:00 - 1:50 pm<br>March 3rd - March 31st                   | \$15/per class<br>11 Students Enrolled                                | \$645.00          | Provided by<br>instructor | \$516.00           | \$129.00          |
| Stretch & Breathe<br>Yoga                     | Kathy Waddell<br>Community Hall  | Mondays<br>1:00 pm - 1:50 pm<br>April 21st - May 19th                 | \$15.00/per class<br>4 Students Enrolled                              | \$210.00          | Provided by<br>instructor | \$168.00           | \$42.00           |
| <b>Totals for Kathy Waddell - SEE NOTE 4</b>  |                                  |   | <b>51 Students Enrolled</b>   | <b>\$7,500.00</b> | <b>N/A</b>                | <b>\$6,000.00</b>  | <b>\$1,500.00</b> |

| Classes Offered | Students Enrolled | Revenue     | Amount to be deducted from total | 80%         | 20%        |
|-----------------|-------------------|-------------|----------------------------------|-------------|------------|
| 22              | 198               | \$48,459.00 | \$98.00                          | \$38,767.20 | \$9,691.80 |

## NOTES TO SPRING 2014

- NOTE 2 - Instructor's portion (\$240) of late registration received for Music & Art class to be included in the summer 2014 payment to instructor.  
NOTE 3 - A late registration fee (\$165) received for Boomer class was processed in July 2014 (to be accrued in GL to FY 2013-14).  
NOTE 4 - Some yoga class registrations (\$6870) and payment to instructor (\$6,000) was processed in July 2014 (to be accrued in GL to FY 2013-14).



## TOWN OF PORTOLA VALLEY

### COMMUNITY HALL EVENTS ACTIVITY REPORT

January 1 through June 30, 2014

**Key to Events:**

**Red: Community/Neighborhood**

**Green: Town Sponsored**

**Lavender: Public Agency/Government/Schools**

**Plum: Special/Private Event**

| DATE                        | TIME                 | EVENT  | ROOM                       | FEE | DEPOSIT              | INSURANCE                    | EVENT EXPS                                   | NET REVENUE |
|-----------------------------|----------------------|--|----------------------------|-----|----------------------|------------------------------|--|-------------|
| January 7, 14, 21, 28, 2014 | 1:00 pm - 3:00 pm    | Quilting/Knitting Club                                   | Buckeye Room               | N/A | N/A                  | N/A                          | N/A  | N/A         |
| 1/10/2014                   | 6:30 pm - 10:30 pm   | Portola Valley Teen Committee - Teen Dance               | Community Hall             | N/A | N/A                  | N/A                          | N/A  | N/A         |
| 1/14/2014                   | 2:00 pm - 10:00 p.m. | Energy Upgrade - PV Focus Groups                         | Buckeye Room               | N/A | N/A                  | N/A                          | N/A  | N/A         |
| 1/15/2014                   | 8:00 am - 6:00 pm    | The Sequoias - Meeting/Training                          | Community Hall             | N/A | \$1000<br>*Rolling   | Applicant provided           | N/A  | N/A         |
| 1/17/2014                   | 3:00 pm - 5:00 pm    | Portola Valley Girl Scouts - Troop #32365: Troop Meeting | Buckeye Room               | N/A | \$250<br>*Rolling    | N/A                          | Rolling Deposit                              | N/A         |
| 1/21/2014                   | 8:30 am - 12:30 pm   | Woodside - Atherton Garden Club                          | Community Hall and Kitchen | N/A | \$1,000<br>*Rolling  | Applicant provided insurance | Deposit on hold for future event on 10-15-14 | N/A         |
| 1/24/2014                   | 5:30 pm - 8:30 pm    | Portola Valley Girl Scouts - Troop #32859: Meeting       | Alder Room                 | N/A | \$250.00<br>*Rolling | Applicant provided insurance | Rolling Deposit                              | N/A         |
| 1/24/2014                   | 5:30 pm - 11:00 pm   | Everest Charter High School - School Dance               | Community Hall and Kitchen | N/A | N/A                  | Applicant provided insurance | N/A  | N/A         |
| 1/31/2014                   | 2:00 pm - 5:30 pm    | Portola Valley Girl Scouts - Troop #62216: Troop Meeting | Alder Room                 | N/A | \$250<br>*Rolling    | Applicant provided insurance | Rolling Deposit                              | N/A         |



| DATE                         | TIME                  | EVENT   | ROOM                       | FEE | DEPOSIT            | INSURANCE                    | EVENT EXPS      | NET REVENUE |
|------------------------------|-----------------------|---|----------------------------|-----|--------------------|------------------------------|-----------------|-------------|
| 2/3/2014                     | 12:30 pm - 2:30 pm    | Portola Valley Book Club  | Alder Room                 | N/A | N/A                | N/A                          | N/A             | N/A         |
| February 4, 11, 18, 25, 2014 | 1:00 pm - 3:00 pm     | Quilting/Knitting Club  | Buckeye Room               | N/A | N/A                | N/A                          | N/A             | N/A         |
| 2/6/2014                     | 7:00 pm - 10:00 pm    | Los Trancos County Water District Board Meeting                     | Buckeye Room               | N/A | N/A                | N/A                          | N/A             | N/A         |
| 2/7/2014                     | 3:00 pm - 5:30 pm     | Portola Valley Girl Scouts - Troop #62216: Troop Meeting            | Alder Room                 | N/A | \$250<br>*Rolling  | Applicant provided insurance | Rolling Deposit | N/A         |
| 2/8/2014                     | 3:30 pm - 5:00 pm     | Portola Valley Girl Scouts - Troop #32365: Troop Meeting            | Buckeye Room               | N/A | \$250<br>*Rolling  | N/A                          | Rolling Deposit | N/A         |
| 2/10/2014                    | 5:30 pm - 7:30 pm     | CERPP Board Meeting   | Buckeye Room               | N/A | N/A                | N/A                          | N/A             | N/A         |
| 2/12/2014                    | 9:15 am - 4:30 pm     | The Sequoias - Meeting/Training                                     | Community Hall             | N/A | \$1000<br>*Rolling | Applicant provided           | N/A             | N/A         |
| 2/12/2014                    | 10:00 am - 12:00 p.m. | Bicycle, Pedestrian Traffic Safety Committee - Subcommittee Meeting | Buckeye Room               | N/A | N/A                | N/A                          | N/A             | N/A         |
| 2/12/2014                    | 5:30 pm - 7:30 pm     | San Mateo County Sheriff Department - Community Meeting             | Community Hall             | N/A | N/A                | N/A                          | N/A             | N/A         |
| 2/13/2014                    | 2:00 pm - 10:00 p.m.  | Energy Upgrade Bay Area Homeowner Workshop                          | Community Hall/Kitchen     | N/A | N/A                | N/A                          | N/A             | N/A         |
| 2/20/2014                    | 9:45 am - 11:45 am    | Portola Valley Garden Club  | Buckeye Room               | N/A | \$1000<br>*Rolling | \$113 for year               | N/A             | N/A         |
| 2/21/2014                    | 5:30 pm - 11:00 pm    | Summitt Preparatory Charter High School - School Dance              | Community Hall and Kitchen | N/A | N/A                | Applicant provided insurance | N/A             | N/A         |
| 2/21/2014                    | 2:00 pm - 10:00 pm    | Portola Valley Girl Scouts - Troop #32365: Troop Meeting            | Buckeye Room               | N/A | \$250<br>*Rolling  | N/A                          | Rolling Deposit | N/A         |
| 2/28/2014                    | 3:00 pm - 6:00 pm     | Portola Valley Girl Scouts - Troop #62216: Troop Meeting            | Alder Room                 | N/A | \$250<br>*Rolling  | Applicant provided insurance | Rolling Deposit | N/A         |

| DATE                      | TIME                | EVENT  | ROOM                       | FEE                               | DEPOSIT   | INSURANCE                                 | EVENT EXPS  | NET REVENUE |
|---------------------------|---------------------|--|----------------------------|-----------------------------------|---|---|---|-------------|
| 2/28/2014                 | 5:30 pm - 8:30 pm   | <b>Portola Valley Girl Scouts - Troop #32859: Meeting</b>                      | Alder Room                 | N/A                               | \$250.00<br>*Rolling  | Applicant provided insurance              | Rolling Deposit   | N/A         |
| 3/1/2014                  | 8:00 am - 10:00 am  | <b>Private/Special Event #1: Robert Hilton/Jeff Gentry - Memorial Service</b>  | Community Hall and kitchen | \$1,000.00<br>R#34640<br>02-20-14 | \$1,000.00<br>R#34640<br>02-20-14                                   | Applicant provided insurance              | Ref Dep April 2014 - \$1,000.00                                   | \$1,000.00  |
| March 4, 11, 18, 25, 2014 | 1:00 pm - 3:00 pm   | <b>Quilting/Knitting Club</b>  | Buckeye Room               | N/A                               | N/A   | N/A                                       | N/A   | N/A         |
| 3/6/2014                  | 7:00 pm - 10:00 pm  | <b>Los Trancos County Water District Board Meeting</b>                         | Buckeye Room               | N/A                               | N/A   | N/A                                       | N/A   | N/A         |
| 3/7/2014                  | Noon - 11:00 pm     | <b>Portola Valley Womens Club Annual Event</b>                                 | Community Hall/Kitchen     | N/A                               | \$1000<br>*Rolling  | \$173<br>(Pending receipt from applicant) | N/A   | N/A         |
| 3/12/2014                 | 9:15 am - 3:30 pm   | <b>The Sequoias - Meeting/Training</b>   | Community Hall             | N/A                               | \$1000<br>*Rolling  | Applicant provided                        | N/A   | N/A         |
| 3/13/2014                 | 4:00 pm - 8:00 p.m. | <b>Home Composting Workshop</b>  | Buckeye Room               | N/A                               | N/A   | N/A                                       | N/A   | N/A         |
| 3/14/2014                 | 3:00 - 5:00 pm      | <b>Portola Valley Girl Scouts - Troop #32365: Troop Meeting</b>                | Buckeye & Alder Rooms      | N/A                               | \$250<br>*Rolling   | Applicant provided insurance              | Rolling Deposit   | N/A         |
| 3/15/2014                 | 12:00 am - 2:00 pm  | <b>Private/Special Event #2: Nancy Meyer - Cycling Rest Stop/Meeting Place</b> | Buckeye Room               | \$200.00<br>R#34480<br>01-15-14   | \$100.00<br>R#34431<br>01-06-14 &<br>\$150.00<br>R#34480 01-15-14   | Applicant provided insurance              | Ref Dep April 2014 - \$250.00                                     | \$200.00    |
| 3/20/2014                 | 9:45 am - 11:45 am  | <b>Portola Valley Garden Club</b>  | Buckeye Room               | N/A                               | \$1000<br>*Rolling  | Town-Paid (Jan 2014)                      | N/A   | N/A         |
| 3/21/2014                 | 5:30 pm - 8:30 pm   | <b>Portola Valley Girl Scouts - Troop #32859: Meeting</b>                      | Alder Room                 | N/A                               | \$250.00<br>*Rolling  | Applicant provided insurance              | Rolling Deposit   | N/A         |
| 3/22&23/2014              | 8:00 am - 5:00 pm   | <b>Portola Valley Cub Scouts Pack #163 - Pinewood Derby</b>                    | Community Hall and Kitchen | N/A                               | \$1000<br>*Rolling  | Applicant provided insurance              | Rolling Deposit #1  | N/A         |
| 3/28/2014                 | 3:00 pm - 6:00 pm   | <b>Portola Valley Girl Scouts - Troop #62216: Troop Meeting</b>                | Alder Room/Kitchen         | N/A                               | \$250<br>*Note 1 and \$100.00 (Kitchen Deposit)<br>R#34676 03-03-14 | Applicant provided insurance              | Ref Dep May 2014 - \$100.00<br>Rolling Deposit of \$250 continues | N/A         |

| DATE                         | TIME               | EVENT  | ROOM  | FEE                            | DEPOSIT                        | INSURANCE                    | EVENT EXPS      | NET REVENUE |
|------------------------------|--------------------|--|---|--------------------------------|--------------------------------|------------------------------|-----------------|-------------|
| 3/29/2014                    | 8:00 am - 5:00 pm  | Portola Valley Library Sewing Workshop                   | Community Hall                                    | N/A                            | N/A                            | N/A                          | N/A             | N/A         |
| April 1, 8, 15, 22, 29, 2014 | 1:00 pm - 3:00 pm  | Quilting/Knitting Club                                   | Buckeye Room                                      | N/A                            | N/A                            | N/A                          | N/A             | N/A         |
| 4/3/2014                     | 7:00 pm - 10:00 pm | Los Trancos County Water District Board Meeting          | Buckeye Room                                      | N/A                            | N/A                            | N/A                          | N/A             | N/A         |
| 4/6/2014                     | 9:00 am - 2:00 pm  | Nature and Science Committee - Bird Field Day            | Buckeye Room                                      | N/A                            | N/A                            | N/A                          | N/A             | N/A         |
| 4/7/2014                     | 12:30 pm - 2:30 pm | Portola Valley Book Club                                 | Alder Room  | N/A                            | N/A                            | N/A                          | N/A             | N/A         |
| 4/8/2014                     | 4:45 pm - 9:30 pm  | CERPP Board Meeting/Training Dinner                      | Community Hall/Kitchen                            | N/A                            | N/A                            | N/A                          | N/A             | N/A         |
| 4/9/2014                     | 9:15 am - 3:30 pm  | The Sequoia's - Meeting/Training                         | Community Hall                                    | N/A                            | \$1000<br>*Rolling             | Applicant provided           | N/A             | N/A         |
| 4/17/2014                    | 9:45 am - 11:45 am | Portola Valley Garden Club                               | Buckeye Room                                      | N/A                            | \$1000<br>*Rolling             | Town-Paid (Jan 2014)         | N/A             | N/A         |
| 4/18/2014                    | 3:00 - 5:00 pm     | Portola Valley Girl Scouts - Troop #32365                | Buckeye & Alder Rooms                             | N/A                            | \$250<br>*Rolling              | Applicant provided insurance | Rolling Deposit | N/A         |
| 4/25/2014                    | 5:30 pm - 8:30 pm  | Portola Valley Girl Scouts - Troop #32859: Meeting       | Alder Room  | N/A                            | \$250.00<br>*Rolling           | Applicant provided insurance | Rolling Deposit | N/A         |
| 4/25/2014                    | 3:00 pm - 6:00 pm  | Portola Valley Girl Scouts - Troop #62216: Troop Meeting | Alder Room  | N/A                            | \$250<br>*Rolling              | Applicant provided insurance | Rolling Deposit | N/A         |
| 4/26/2014                    | 9:00 am - 8:00 pm  | Portola Valley/Woodside Earth Day Fair Event             | Community Hall, Kitchen, Alder Room, Buckeye Room | N/A                            | N/A                            | N/A                          | N/A             | N/A         |
| 5/1/2014                     | 7:00 pm - 10:00 pm | Los Trancos County Water District Board Meeting          | Buckeye Room                                      | N/A                            | N/A                            | N/A                          | N/A             | N/A         |
| 5/3/2014                     | 8:00 am - 11:00 am | Woodland School - Annual Auction                         | Community Hall/Kitchen                            | \$1,400<br>R#34932<br>04-22-14 | \$1,000<br>R#33602<br>07-11-13 | Applicant provided insurance | Rolling Deposit | \$1,400.00  |
| May 6, 13, 20, 27, 2014      | 1:00 pm - 3:00 pm  | Quilting/Knitting Club                                   | Buckeye Room                                      | N/A                            | N/A                            | N/A                          | N/A             | N/A         |
| 5/7/2014                     | 11:00 am - 2:00 pm | PV Post Wildland Fire Drill Meeting                      | Community Hall/Kitchen                            | N/A                            | N/A                            | N/A                          | N/A             | N/A         |
| 5/9/2014                     | 3:00 - 5:00 pm     | Portola Valley Girl Scouts - Troop #32365                | Buckeye & Alder Rooms                             | N/A                            | \$250<br>*Rolling              | Applicant provided insurance | Rolling Deposit | N/A         |

| DATE                     | TIME                | EVENT   | ROOM  | FEE                               | DEPOSIT                           | INSURANCE                       | EVENT EXPS  | NET REVENUE |
|--------------------------|---------------------|---|---|-----------------------------------|-----------------------------------|---------------------------------|---|-------------|
| 5/9/2014                 | 5:30 pm - 8:30 pm   | Portola Valley Girl Scouts - Troop #32859: Meeting                      | Alder Room  | N/A                               | \$250.00<br>*Rolling              | Applicant provided insurance    | Rolling Deposit   | N/A         |
| 5/12/2014                | 8:00 am - 5:00 pm   | Portola Valley Library Annual Poetry Contest                            | Community Hall                                    | N/A                               | N/A                               | N/A                             | N/A   | N/A         |
| 5/14/2014                | 9:15 am - 3:30 pm   | The Sequoias - Meeting/Training   | Community Hall                                    | N/A                               | \$1000<br>*Rolling                | Applicant provided              | N/A   | N/A         |
| 5/15/2014                | 9:45 am - 11:45 am  | Portola Valley Garden Club  | Buckeye Room                                      | N/A                               | \$1000<br>*Rolling                | Town-Paid (Jan 2014)            | N/A   | N/A         |
| 5/16/2014                | 12:00 pm - 11:00 pm | Portola Valley Annual Flight Night Event                                | Community Hall, Kitchen, Buckeye Room             | N/A                               | N/A                               | N/A                             | N/A   | N/A         |
| 5/30/2014                | 5:30 pm - 8:30 pm   | Portola Valley Girl Scouts - Troop #32859: Meeting                      | Alder Room  | N/A                               | \$250.00<br>*Rolling              | Applicant provided insurance    | Rolling Deposit   | N/A         |
| June 3, 10, 17, 24, 2014 | 1:00 pm - 3:00 pm   | Quilting/Knitting Club  | Buckeye Room                                      | N/A                               | N/A                               | N/A                             | N/A   | N/A         |
| 6/2/2014                 | 12:30 pm - 2:30 pm  | Portola Valley Book Club  | Alder Room  | N/A                               | N/A                               | N/A                             | N/A   | N/A         |
| 6/5/2014                 | 7:00 pm - 10:00 pm  | Los Trancos County Water District Board Meeting                         | Buckeye Room                                      | N/A                               | N/A                               | N/A                             | N/A   | N/A         |
| 6/7/2014                 | 9:00 am - 6:00 pm   | Portola Valley Annual Town Picnic and Race                              | Community Hall, Kitchen, Alder Room, Buckeye Room | N/A                               | N/A                               | N/A                             | N/A   | N/A         |
| 6/9/2014                 | 3:00 pm - 7:00 pm   | Woodside Priory School Meeting  | Buckeye Room                                      | N/A                               | N/A                               | N/A                             | N/A   | N/A         |
| 6/10/2014                | 4:00 pm - 9:00 pm   | Corte Madera School - 5th Grade End of Year Event                       | Community Hall and Kitchen                        | N/A                               | N/A                               | Applicant provided              | N/A   | N/A         |
| 6/11/2014                | 9:15 am - 3:30 pm   | The Sequoias - Meeting/Training   | Community Hall                                    | N/A                               | \$1000<br>*Rolling                | Applicant provided              | N/A   | N/A         |
| 6/13/2014                | 8:00 am - 10:00 pm  | Corte Madera School - 8th Grade Grad Night                              | Community Hall and Kitchen                        | N/A                               | N/A                               | Applicant provided              | N/A   | N/A         |
| 6/16/2014                | 5:00 pm - 8:00 pm   | Private/Special Event #3: James Coker - Private Memorial Service        | Community Hall/Kitchen                            | \$1,800.00<br>R#35138<br>06-12-14 | \$1,000.00<br>R#35138<br>06-12-14 | \$200.00<br>R#35176<br>06-16-14 | Ref Dep June 2014 - \$1,000.00 + \$27.00 overpayment of event insurance | \$1,800.00  |
| 6/16/2014                | 5:15 pm - 7:15 pm   | CERPP Board Meeting   | Buckeye Room                                      | N/A                               | N/A                               | N/A                             | N/A   | N/A         |
| 6/17/2014                | 5:00 pm - 9:00 pm   | Mid-Peninsula Regional Open Space - Volunteer & Docent Training/Meeting | Community Hall and Kitchen                        | N/A                               | N/A                               | Applicant provided              | N/A   | N/A         |
| 6/18/2014                | 3:45 pm - 5:45 pm   | Hawthorns Group Meeting   | Buckeye Room                                      | N/A                               | N/A                               | N/A                             | N/A   | N/A         |

| DATE      | TIME                | EVENT  | ROOM                          | FEE | DEPOSIT            | INSURANCE               | EVENT EXPS | NET REVENUE |
|-----------|---------------------|--|-------------------------------|-----|--------------------|-------------------------|------------|-------------|
| 6/19/2014 | 9:45 am - 11:45 am  | Portola Valley Garden Club                             | Buckeye Room                  | N/A | \$1000<br>*Rolling | Town-Paid<br>(Jan 2014) | N/A        | N/A         |
| 6/19/2014 | 4:00 am - 7:00 pm   | Portola Valley Library -<br>Imagination Playground     | Community<br>Hall/Kitchen     | N/A | N/A                | N/A                     | N/A        | N/A         |
| 6/21/2014 | 8:00 am - 5:00 pm   | Portola Valley Library<br>Sewing Workshop              | Community Hall                | N/A | N/A                | N/A                     | N/A        | N/A         |
| 6/25/2014 | 12:30 pm - 3:45 pm  | Mid-Peninsula Regional<br>Open Space - Meeting         | Community Hall and<br>Kitchen | N/A | N/A                | Applicant<br>provided   | N/A        | N/A         |
| 6/27/2014 | 12:00 pm - 10:30 pm | Portola Valley Teen<br>Committee - Teen Pizza<br>Night | Community Hall                | N/A | N/A                | N/A                     | N/A        | N/A         |



# 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 07/28/14 to Tuesday 08/05/14**

*Sheriff*

| CASE NUMBER | DATE & TIME Reported | LOCATION                              | DESCRIPTION                                 | FACTUAL CIRCUMSTANCES  |
|-------------|----------------------|---------------------------------------|---|--|
| 14-6377     | 07/28/14<br>2:07AM   | 1000 Blk. Runnymede Rd.<br>Woodside   | Stored Vehicle                              | A vehicle parked on Runnymede Road had an expired registration since 11/2013. The deputy contacted County Communications and had a tow truck respond to the location to tow the vehicle.   |
| 14-6435     | 07/30/14<br>8:14AM   | Alpine Rd. / La Mesa Dr.<br>Ladera    | Warrant Arrest /<br>Suspended License       | Jose Ochoa-Guerrero from Gilroy was issued a citation for having an active misdemeanor warrant out of the Ventura County Sheriff's Office in the amount of \$5,000.00 for drunk driving and a hit and run. Ochoa-Guerrero was also issued a citation for driving with a suspended license. He was released from the scene and his vehicle was towed and stored.  |
| 14-6461     | 07/30/14<br>6:17PM   | 400 Blk. Old La Honda Rd.<br>Woodside | Obtain/Use Personal<br>ID w/o Authorization | The victim stated that within the last week he's received several outstanding bills from Sprint and Verizon. Per the documents there were four different phone lines open on a Verizon account and one account open with Sprint. The victim did not open and does not have any accounts open with either company. The outstanding bill total from Sprint was \$402.51. The deputy attempted to call the listed phone |

|         |                    |   |   |  |
|---------|--------------------|---|---|--|
|         |                    |   |   | numbers but the lines have been disconnected.  |
| 14-6495 | 07/31/14<br>5:15PM | 100 Blk. Golden Oak Dr.<br>Portola Valley | Obtain/Use Personal<br>ID w/o Authorization | A deputy was dispatched to a report of fraud. Upon arrival the deputy met with the victim who escorted him into his residence and showed the deputy some documents on the kitchen table from the Internal Revenue Service showing a refund for taxes in 2013. The victim stated he received the documents in the mail and contacted the family Certified Public Accountant (CPA). The CPA stated they have not done their taxes for 2013 and was not familiar with the documents and the CPA contacted the IRS on the victim's behalf. The victim was later contacted by the CPA who told him that someone else was attempting to get a refund in the victim's name in the amount of \$46,696. The information and detail was very limited from the IRS due to the fraudulent activity. The IRS would not tell the victim the bank information that was associated with where the refund was supposed to be placed into. |
| 14-6496 | 07/31/14<br>5:30PM | 100 Blk. Moore Rd.<br>Woodside            | Commit Mail Theft                           | On an unknown date over the past three weeks, the reporting party was the victim of mail theft. An unknown amount of mail was noticed missing from his mailbox when he returned from out of town, by unknown suspect(s).   |
| 14-6550 | 08/01/14<br>9:45PM | 800 Blk. Woodside Dr.<br>Woodside         | Burglary                                    | Unknown suspect(s) gained entry via a smashed sliding glass door, entered the residence and rummaged through several rooms. It is unknown at this time if any items were taken. An area check was conducted and no witnesses or surveillance cameras were located. Three partial latent fingerprints were located at the scene.  |
| 14-6557 | 08/02/14<br>2:52AM | S/B 280 / Farm Hill Blvd<br>Woodside      | DUI Alcohol / Drugs<br>Drive w/o License    | Tyler Mosley from Boston Massachusetts was arrested for driving under the influence of alcohol. He was transported and booked into the Maguire Correctional Facility. The vehicle was towed.   |
| 14-6561 | 08/02/14           | W/B 84 E. of 35                           | Traffic Accident –                          | Vehicle #1 was traveling east bound on Woodside Road.  |

|         |                    |                                      |   |  |
|---------|--------------------|--------------------------------------|---|--|
|         | 8:22AM             | Woodside                             | Minor Injury                            | The driver of vehicle #1 was unable to maintain control of his bicycle and crossed the double yellow line into the westbound lane. Vehicle #1 struck vehicle #2 while traveling west bound. Vehicle #1 sustained major damage to the frame of the bicycle. Vehicle #2 sustained minor damage to the front portion of the vehicle; however it was unsafe to operate due to a smashed windshield.  |
| 14-6574 | 08/02/14<br>4:18PM | 100 Blk. Brookwood Rd.<br>Woodside   | Burglary                                | The victim stated that she had been away on vacation and discovered her residence burglarized when she arrived home. There was significant evidence of the burglary as the master bedroom sliding glass door had been smashed and numerous items around the house had been disturbed, namely the victim's jewelry drawers. After carefully searching the residence, the victim said she did not believe any items had been taken. At this time the estimated loss \$1000 for temporary and permanent repair to the sliding glass door. |
| 14-6580 | 08/02/14<br>7:40PM | 4200 Farm Hill Blvd<br>Woodside      | Sheriff's Office<br>Misdemeanor Warrant | Gabriel Bertolucci from Moss Beach was issued a citation for having an outstanding warrant in the amount of \$5000.00 for drunk driving.   |
| 14-6609 | 08/14/14           | 100 Blk. Montelena Court<br>Woodside | Petty Theft                             | The victim stated that she boards her horse and keeps her bicycle in a horse trailer on property on Montelena Court. She took the bicycle out of the locked horse trailer and left it outside on the property, without a lock. She last saw the bicycle on July 23, 2014. She went to look for the bicycle on July 30, 2014 and could not find it. She asked other horse boarders if they had seen the bicycle and nobody had seen it. The estimated loss is \$800.00.   |
| 14-6631 | 08/04/14           | 500 Blk. Moore Rd.<br>Woodside       | Grand Theft                             | Unknown suspect(s) stole three rings valued at approximately \$25,000.00 from a residence. The victim was at home at the time of the incident. There were no signs of forced entry, there were no witnesses and there is no physical evidence.   |



|         |          |  |          |   |
|---------|----------|--|----------|---|
| 14-6657 | 08/05/14 | 100 Blk. Granada Court<br>Portola Valley | Burglary | Unknown suspect(s) gained entry via an open front window on the ground floor of the residence. The suspect(s) entered the residence and rummaged through several rooms. It is unknown at this time what, if any, items were taken. An area check was conducted; no witnesses were located. No useable fingerprints were located at the scene. |
|---------|----------|--|----------|---|



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

**Wednesday 08/06/14 to Friday 8/08/14**

Greg Munks  
Sheriff

| CASE NUMBER | DATE & TIME Reported | LOCATION  | DESCRIPTION    | FACTUAL CIRCUMSTANCES  |
|-------------|----------------------|---|----------------|--|
| 14-06703    | 8/7/14<br>0800 AM    | 800 Blk. Westridge Dr.<br>Portola Valley        | Burglary       | Reporting party called to report a suspicious subject in her garage/driveway area. Subject was looking into their vehicles. Subject left and was stopped by a deputy. When subject was stopped he was counting a large sum of money from inside his wallet. Being on parole, a search of his person and vehicle was conducted. Inside his car, a leather bag containing a Lenevo computer was located. Numerous other items were located in his vehicle, which included a Hugo Boss men's wristwatch, necklaces, Fossil men's wallet, Faded Glory men's leather wallet, Louis Vuitton wallet, numerous gift cards, a North Face jacket and a black leather jacket.. Suspect Chester L. Brown was arrested and booked into county jail. |
| 14-6706     | 8/7/14<br>1016 AM    | Ashton/Alameda de Las Pulgas<br>West Menlo Park | Stolen Vehicle | Victim reported that he parked and locked his vehicle on the corner of Ashton and Alameda de Las Pulgas on 8/6/14 at 9:30 PM. On 8/7/14 at 10:30 hours he noticed his car was missing. He didn't see or hear anything suspicious. He didn't give anyone permission to take his vehicle and had all keys in his possession.   |

|         |                   |   |             |  |
|---------|-------------------|---|-------------|--|
| 14-6718 | 8/7/14<br>0800 AM | 0- 100 Blk. Martinez<br>Rd.<br>Portola Valley | Stolen mail | Reporting party met with a deputy at the Woodside Town Hall substation to report a damaged mailbox and stolen mail. On 8/6/14 reporting party returned from a trip and didn't check his mailbox. He checked mailbox on 8/7/14 and discovered it had been pried open and his mail was gone. This has happened to the victim once before. Victim unable to provide any suspect information or witnesses to this crime. |
|         |                   |   |             |  |
|         |                   |   |             |  |
|         |                   |   |             |  |
|         |                   |   |             |  |
|         |                   |   |             |  |

San Mateo County Sheriff's Office  
Public Information Office  
400 County Center  
Redwood City, CA 94063  
Dep. Rebecca Rosenblatt  
650-363-4800 (office)  
650-421-1243 (cell)  
[pio@smcgov.org](mailto:pio@smcgov.org)

# NEWS RELEASE

**Incident Date and Time:** Thursday, August 7, 2014 – 7:40AM

**Location:** Westridge Area of Portola Valley

**Type of Crimes/Incident:** Vehicle Burglar Arrested

**Suspect Information:** Name: **Chester BROWN (39 years old) *ARRESTED***  
City of Residence: **Fremont, CA**

**Summary:** On 08/07/14 at approximately 7:40 am, San Mateo County Public Safety Communications received a call of a suspicious person in the driveway of a residence on Naranja Way in the Westridge area of Portola Valley. The alert resident called 9-1-1 and described the person as an African American or Pacific Islander male with a long ponytail. The suspect was seen leaving the area in a dark colored Lexus.

A deputy sheriff located the vehicle a short time later and stopped it on Alpine Rd near La Mesa in Ladera. The driver and lone occupant was identified as Chester Brown, who is currently on parole. At approximately the same time, two persons in the Westridge area called to report thefts from their vehicles.

A search of Brown's vehicle yielded jewelry, wallets, a laptop computer and clothing later determined to have been stolen from vehicles in the Portola Valley area. Additional property not identified is believed to be stolen from victims who may not have yet discovered the thefts.

Brown was arrested for auto burglary, possession of stolen property, prowling and for a parole violation. He was booked into the Maguire Correctional Facility in Redwood City.

Any person with information about these crimes or who learn they have been victimized is asked to contact Detective Scott Berberian at (650)363-4051. You may also call the Sheriff's Office Anonymous Witness Line at 1-800-547-2700.

Release Date: August 07, 2014 // Case #: 14-6703



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Air Traffic Organization  
Western Service Center

1601 Lind Avenue SW  
Renton, WA 98057

**Public Notice: FAA Northern California Optimization of Airspace and Procedures in the Metroplex (NorCal OAPM) Final Environmental Assessment (EA) Finding of No Significant Impact (FONSI) and Record of Decision (ROD) – Notice of Availability**

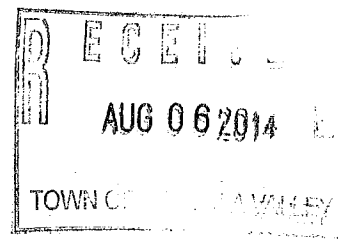
The NorCal OAPM project will improve the efficiency of the national airspace system in the Northern California area by optimizing aircraft arrival and departure procedures at four Northern California airports: San Francisco International Airport, Oakland International Airport, Mineta San José International Airport, and Sacramento International Airport.

The Federal Aviation Administration (FAA) has prepared a Final Environmental Assessment (EA) to assess the potential environmental impacts of the NorCal OAPM project. This notice announces that based on the information and analysis contained in the Final EA and Responses to Comments to the March 25, 2014 Draft EA, the FAA has issued a Finding of No Significant Impact and Record of Decision (FONSI-ROD) for the project. The FONSI-ROD documents the FAA's determination that the project, as proposed, would not significantly affect the quality of the human environment and that an Environmental Impact Statement (EIS) is therefore not necessary. The FONSI-ROD documents the FAA's decision to proceed with the preferred alternative detailed in the EA. Implementation of the project is expected to begin third quarter 2014.

The FONSI-ROD and EA are available at:  
[http://www.oapmenvironmental.com/norcal\\_metroplex/norcal\\_introduction.html](http://www.oapmenvironmental.com/norcal_metroplex/norcal_introduction.html)

For additional information, contact:

Ryan Weller  
Environmental Specialist  
Western Service Center - Operations Support Group  
1601 Lind Ave., SW  
Renton, WA 98057  
e-mail address: 7-ANM-NorCalOAPM@faa.gov



**From:** Jessica Stanfill Mullin [mailto:jstanfill@cacities.org]

Page ~~4~~ 3

**Sent:** Wednesday, August 06, 2014 5:02 PM

**To:** Jessica Stanfill Mullin

**Subject:** Peninsula Division 2014-15 Executive Committee Officers Election & Ballot

Dear Peninsula Division Mayors and Councilmembers, City Managers and City Clerks,

The election for the Executive Committee for the Peninsula Division of the League of California Cities will be held on Friday, September 5, 2014 at the Division's Annual Breakfast meeting during the League of California Cities' Annual Conference in Los Angeles, CA. The Peninsula Division Nominating Committee - Division President and Saratoga Councilmember Chuck Page, Past President and South San Francisco Vice Mayor Rich Garbarino, and Morgan Hill Mayor Steve Tate – submit the 2014-15 Peninsula Division Executive Committee Officers ballot that is enclosed below and attached to this email. Additionally, the biographies of each candidate are attached for your consideration.

Ballots will be mailed to the Division's Mayors this week. **Cities are entitled to one vote for each position on the ballot.**

**Ballots should be mailed back to Jessica Stanfill Mullin by Friday, August 29<sup>th</sup> or can be delivered in person at the Annual Breakfast on Friday, September 5<sup>th</sup>.** Please mail the ballots to the following address: PO Box 5630, South San Francisco, CA 94080. All ballots will be opened and tabulated at the Annual Breakfast meeting.

**Peninsula Division 2014-15 Executive Committee Officers Ballot**

**President:**

Kirsten Keith, Council Member, City of Menlo Park

**Vice President:**

Nancy Shepherd, Mayor, City of Palo Alto

**Secretary-Treasurer:**

Alicia Aguirre, Council Member, City of Redwood City

**At-Large – VOTE FOR ONE CANDIDATE FOR EACH COUNTY**

San Mateo County

Art Kiesel, Vice Mayor, City of Foster City

Santa Clara County

Jim Davis, Vice Mayor, City of Sunnyvale

Please let me know if you have any questions and thank you for your time and consideration.

Best,  
Jessica

Jessica Stanfill Mullin  
Regional Public Affairs Manager  
Peninsula Division, League of California Cities  
(650) 238-4111

[jstanfill@cacities.org](mailto:jstanfill@cacities.org)

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*Follow us on [Twitter @LCCPenDiv](#)*



**Candidate's Biographies for the  
2014-15 League of California Cities  
Peninsula Division Executive Committee**



**Position: President**

**Candidate: Kirsten Keith, Council Member, Menlo Park**

**Application Statement:**

It has been a pleasure as the Vice President for the Peninsula Division. As President, I would continue to encourage active participation in our Chapter and explain the importance of taking action to enhance legislation that affects our cities and our ability to govern locally. I have actively served on the Employee Relations subcommittee of the League since 2010, where we frequently take positions on Legislation. I have served on the Menlo Park City Council since 2010 and have been appointed to many local agencies and boards, including C/CAG, BAWSCA and the Service League of San Mateo County. Thank you for your consideration. It would be an honor to serve as the President.

**Council Member Kirsten Keith – Biography**

Attorney, Councilmember, Community Volunteer

**Summary**

I have volunteered with community organizations throughout San Mateo County for over twenty years. I served on the San Mateo County Commission on the Status of Women for eight years, and served twice as president. In Menlo Park, I have served on the Planning Commission for seven years before being elected to City Council in 2010. I was Mayor of Menlo Park in 2012.

**Experience**

Board of Directors at Bay Area Water Supply And Conservation Agency  
May 2013 - Present (2 months)

Board of Directors, Finance Committee at Service League of San Mateo County  
March 2012 - Present (1 year 4 months)

The Service League of San Mateo County is a non-profit agency that develops, coordinates, and delivers in-custody programs, services, and other activities within all San Mateo County jails. The agency delivers after-release programs and services at five program sites in the community.

Advisory Board Member at CORA - Community Overcoming Relationship Abuse  
December 2011 - Present (1 year 7 months)

CORA is the only agency in San Mateo County with the sole purpose of serving victims of domestic violence and abuse. The agency provides free and confidential emergency, intervention and prevention services, including the county's only emergency shelter and transitional housing for victims.

Technical Advisory Committee Member at JobTrain  
August 2011 - Present (1 year 11 months)

The primary role of this advisory committee is to provide guidance about strategic issues pertaining to JobTrain's Project Build Construction program.

City Council Member, 2012 Mayor at City of Menlo Park  
December 2010 - Present (2 years 7 months)

In general municipal elections, its members are elected at-large to four-year overlapping terms. The Mayor and Mayor Pro Tem (vice mayor) are selected to one-year terms by the Council.

Luncheon Committee Member at The Legal Aid Society of San Mateo County

January 1997 - Present (16 years 6 months)

The San Mateo County Legal Aid Luncheon Committee diligently raises money to help people obtain legal services, who otherwise could not, in our County.

Attorney at Law Offices of Kirsten Keith

January 1994 - Present (19 years 6 months)

I have a private criminal defense practice and am a member of the San Mateo County Private Defender Program, representing people accused of misdemeanors and felonies. I speak Spanish fluently.

Planning Commissioner, 2007 Chair at City of Menlo Park

April 2004 - December 2010 (6 years 9 months)

Member, President 2004 at National Women's Political Caucus, San Mateo County

January 2003 - January 2006 (3 years 1 month)

The National Women's Political Caucus is a multipartisan, multicultural, grassroots organization dedicated to increasing women's participation in politics and creating a power base designed to achieve equality for all women.

Committee Delegate at Bar Association of San Mateo County

January 2001 - January 2006 (5 years 1 month)

The mission of the San Mateo County Bar Association is to promote the honor and dignity of the legal profession, to educate its members, to foster the highest professional standards, to encourage collegiality and to maintain cooperation between its members and the judiciary, to furnish excellent indigent criminal defense, to assist the public in accessing legal services, to provide and recognize public service as it relates to this mission, and to advance the fair and effective administration of justice for all.

Board Member at League of Women Voters, South San Mateo County

January 2002 - January 2005 (3 years 1 month)

Housing Commissioner at City of Menlo Park

August 2003 - April 2004 (9 months)

Commission on the Status of Women, Chair 2000-2002 at San Mateo County

January 1996 - January 2004 (8 years 1 month)

The Commission on the Status of Women of San Mateo County is a non-partisan appointed body that advises the County Board of Supervisors. Established by the Board of Supervisors in 1982, they provide leadership in developing policies, programs and legislation that address the needs of women, girls and families.

Community Mediation Services Committee Member at City of Menlo Park

December 2001 - August 2003 (1 year 9 months)

The Mediation Commission helped Menlo Park neighbors resolve their disputes. In 2002, the City Council chose to have Peninsula Conflict Resolution Center handle these issues.

Member, Board of Directors at Sor Juana Inez

January 1998 - January 2001 (3 years 1 month)

Sor Juana Inez was the first battered women's service agency in San Mateo County to serve the Spanish-speaking community. Sor Juana Inez was incorporated into CORA a number of years ago.



Prenatal to Three Initiative, Adopt-A-Family Program Member at San Mateo County

February 1998 - February 1999 (1 year 1 month)

The San Mateo County Board of Supervisors and the Prenatal to Three Initiative created the Adopt-A-Family program and a System of Sharing.

Board Member at O'Connor Tract Co-Op Water Company

1997 - 1999 (2 years)

The OTCWC is a non-profit water co-operative that services single and multi-family residents in parts of Menlo Park and East Palo Alto. It is a small, rural water system that utilizes old agricultural wells, and operates completely independently from neighboring water purveyors.

Immigrant Rights Volunteer at FOCC - Fair Oaks Community Center

January 1993 - December 1995 (3 years)

The Fair Oaks Community Center is a multi-service facility offering a variety of services to the broader Redwood City Community. Services are offered by a combination of City staff and representatives from public and private non-profit agencies.

Law Clerk at The Legal Aid Society of San Mateo County

September 1992 - June 1993 (10 months)

Legal Aid relies on close to 400 pro bono volunteers to help disadvantaged residents improve their lives through equal access to justice.

Public Interest Law Foundation Member, President 1992 at Golden Gate University School of Law

September 1991 - June 1993 (1 year 10 months)

The Public Interest Law Foundation (PILF) is a non-partisan, student-run organization committed to fostering the careers of students who intend to dedicate themselves to providing assistance to those traditionally underrepresented in the legal system.

Volunteer Victim Advocate at Family Violence Prevention Fund

September 1991 - June 1992 (10 months)

Everyone has the right to live free of violence. Futures Without Violence, formerly Family Violence Prevention Fund, works to prevent and end violence against women and children around the world.

DAs Office, Domestic Violence Unit, Law Clerk at City and County of San Francisco

September 1991 - June 1992 (10 months)

This unit specializes in stalking and relationship based domestic violence cases. They attempt to contact every reported victim for follow up and services.

Temporary Restraining Order Clinic, Volunteer at Legal Aid Foundation of Santa Barbara County

September 1989 - June 1990 (10 months)

The mission of the Legal Aid Foundation of Santa Barbara County is to provide high-quality legal services in order to ensure that low-income persons and seniors have access to the civil justice system in times of crisis – to secure safe, habitable shelter, adequate income, and protection from domestic violence and elder abuse.

Volunteer Rape Crisis Intervention Advocate at Santa Barbara Rape Crisis Center

June 1988 - June 1990 (2 years 1 month)

Santa Barbara Rape Crisis Center has served over 10,000 survivors of sexual assault and their significant others in the last 35 years. They are dedicated and committed to ending sexual assault in our lifetime.

### **Honors and Awards**

Drucilla Stender Ramey Public Interest Achievement Award

Golden Gate University School of Law Public Interest Law Foundation, April 2013

The Golden Gate University School of Law Public Interest Law Foundation has selected GGU Law Alumna Kirsten Keith (JD 94), City Council Member and former Mayor of Menlo Park as its second recipient of the Drucilla Stender Ramey Public Interest Achievement Award. The award, named in honor of GGU Law's former dean and public interest champion, honors individuals in the GGU community whose outstanding work has advanced justice and social change in the lives of vulnerable populations.

### **Education**

Golden Gate University, School of Law

J.D., Law, 1990 - 1993

#### *Activities and Societies:*

San Francisco District Attorney's Office, Internship

Legal Aid Society of San Mateo County, Internship

Family/Domestic Violence Prevention Fund, Internship;

Public Interest Law Foundation Award;

Mock Trial Competition, Member;

Public Interest Law Foundation, Past President

University of California, Santa Barbara

BA, Political Science, 1986 - 1989

#### *Activities and Societies:*

Legal Aid Society, Santa Barbara County, Volunteer;

Amnesty International Washington, D.C., Internship;

Cambridge University, Student Exchange Program;

National Organization of Women (NOW), Member;

U.C.S.B. Political Science Student Committee, Member;

Women's Center of Santa Barbara, Volunteer;

Planned Parenthood, Volunteer;

Alpha Delta Pi Sorority, Member



## **Position: Vice President**

**Candidate: Nancy Shepherd, Mayor, Palo Alto**

### **Application Statement:**

I have enjoyed my service these last two years as the Santa Clara County At-Large Representative, and this year as Secretary-Treasurer. I would like to continue my work on the board as Vice President for 2015, and ask for your vote. This is my 5<sup>th</sup> year serving on the Palo Alto City Council, and this year as Mayor. My interests include finance, HSR/Caltrain, sustainability, and community building. I have over 25 years in managerial accounting, controller and operations. In my years on council I have served as Finance Chair, HSR Committee Chair and on Policy & Services, Infrastructure, FTTH committees and am the alternate to our position on NCPA. The League is very valuable to Cities, and I have and will support the legislative and regional efforts to help secure our joint interests.

### **Mayor Nancy Shepherd – Biography**

#### **Personal**

- Resident of Palo Alto since 1984
- Husband, Mark R. Shepherd, Esq.

#### **Education**

- San Francisco State University
- Graduate, Mid-Peninsula Leadership
- MA International Relations SFSU

#### **Council Service**

- Elected Mayor, 2014
- 2013-2014 Northern California Power Agency, alternate
- 2013 Rail Committee Chair
- 2013 Infrastructure Committee member
- 2013 FTTH/Technology Committee member
- 2012 Finance Committee Chair
- 2010-2013 Rail Committee member
- 2011-2012, VTA El Camino Rapid Transit Policy Advisory Committee
- 2010, Policy and Services
- 2010-2011 City Schools Liaison

#### **Community Service**

- 2014 Secretary/Treasurer, Executive Committee for the Peninsula Division League of Cities
- 2012-13 Santa Clara County At-Large Representative, Executive Committee for the Peninsula Division of the League of California Cities
- 2008-2011, Trustee, Mid-Peninsula High School
- 2006-2010, Financial Manager, Community Legal Services in East Palo Alto
- 2004-2009, Treasurer, Palo Altans for Government Effectiveness (PAGE)
- 2003-2005, Event Planner, Adolescent Counseling Services
- 2000-2002, President, Palo Alto Council of PTAs
- 1999-2002, Board Member, Palo Alto Foundation for Education
- 1995-2002, Organizer, PAUSD district-wide fundraising
- 

#### **Awards**

- 2009 & 2010, The Wiley W. Manuel Award for Pro Bono Legal Service, The State Bar of California
- 2007, Sally Siegel Award, Palo Alto Council of PTAs
- 2006, Volunteer of the Year Award, Adolescent Counseling Service
- 2002, California State PTA Honorary Service Award, Palo Alto Council of PTAs



**Position: Secretary-Treasurer**

**Candidate: Alicia Aguirre, Council Member, Redwood City**

**Application Statement:**

I have served on the Redwood City Council since January 2005. Since then I have been involved and participated with the League in various capacities. The League has excellent trainings that I participated from the beginning. I have attended Lobby Days with my colleagues from the Peninsula. I attend the annual conference every year. I am also the current Vice President of the Latino Caucus of the League.

The Peninsula Division is a very important and influential organization that brings together Mayors and Council Members together to address the specific issues and concerns of this region. I would be honored to serve as Secretary/Treasurer of the Peninsula Division of the League.

**Council Member Alicia Aguirre – Biography**

Alicia C. Aguirre is the former Mayor of the City Redwood City and is a serving member of the City Council. She is the first Latina/o Mayor in the history of Redwood City. She was appointed in January, 2005 and was elected in November, 2005, 2007, and 2011. She also served as a Trustee and the President of the Redwood City Elementary School Board.

She serves as an elected official on many of the City's committees and several regional boards in the County of San Mateo and statewide boards.

As an active community member, she has served on numerous community boards in San Mateo County and the State of California and has received many awards. Some of these include:

- Woman of the Year 2012 State of California 21<sup>st</sup> Assembly District's by Assemblyman Rich Gordon
- Recipient of the OHTLI Award and Medal by the Mexican Government
- Vice President of the Statewide Latino Caucus Executive Board of the League of California Cities
- Trustee, Notre Dame De Namur University
- Inducted into the Redwood City San Mateo County Chamber Hall of Fame
- Treasurer of the newly formed Latino Political Action Committee of San Mateo County
- CCAG - City County Association of Governments Board
- Board Member of the Latino Leadership Council of San Mateo
- Chair of the Redwood City Chamber Leadership Committee and member of the Government Relations Committee
- Metropolitan Transportation Commission
- Latina Mentor Advisory Council of the San Mateo County Office of Education,
- Redwood City Library Foundation,
- Young Latino Leaders,
- Shelter Network Board
- Hispanos Unidos,
- Mt. Carmel School Board and the Garfield Charter School Board

Alicia is a professor at Cañada College. She has taught there since 1988 in the English Institute and the Spanish Department. She is Chair of the District Curriculum Committee and on the District Academic Senate. She holds an M.A. from Eastern Michigan University and has done Doctoral studies in Social Anthropology at the Universidad Iberoamericana in Mexico City. She was a Fulbright Exchange Professor in Argentina.

For more information please visit her website at [www.aliciaaguirre.com](http://www.aliciaaguirre.com)



**Position: At-Large Representative – San Mateo County**

**Candidate: Art Kiesel, Vice Mayor, Foster City**

**Application Statement:**

I have been very involved with the League serving on Policy Committees for the past 6 years and am currently serving as Chair of the Housing, Community, and Economic Development committee. I have also served on the Immigration Reform Task Force and the General Resolutions Committee. I have also served on various San Mateo County Committees primarily C/CAG, C/CAG Legislative sub-committee, and the C/CAG Budget sub-committee.

The perspective that I can continue to bring to the Executive Committee is on of recognizing the need for a strong local government. After serving on the Board for the past two years as the elected Board Director from the Peninsula Division, I have become more convinced of the need for a unified voice for cities and that should be accomplished through a strong League of California Cities.

I was first elected to the City Council for Foster City in 2007, having served for 3 ½ years on the Foster City Planning Commission and 4 years on the Foster City Information Technology Advisory Committee. During the 13 years of being involved in government, I have seen the erosion of local control and funds in an effort to fill the coffers of a mismanaged State Government. During my tenure in the private sector, serving as a senior executive with a NYSE listed organization gaining a keen understanding of the working of large organizations, I learned the importance of establishing and maintaining good working relationships and have done so with our State representative.

I have seen the need for Prop 1A and 22 to protect local funds where I collected signatures for both measures. Most of us have experienced the dissolution of RDA and the negative effects it has had and will continue to have on local government. Locally, we will have to find new approaches to address economic re-vitalization, the addressing of jobs, and to deal with the mandated affordable housing, all without the funds to do so. We continue to scramble to address unfounded those mandates and concern remains over the results of realignment. My experience on the League Board and Policy Committee representation has provided me with the knowledge and perspective to be an effective member of the Peninsula Division Executive Committee.

**Vice Mayor Art Kiesel – Biography**

**League Involvement**

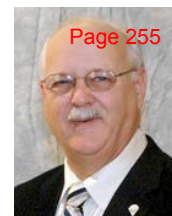
- 2008-09 Member of the Transportation, Communications and Public Works Policy Committee
- 2009-13 Member of the Housing, Community and Economic Development Committee
- 2013-14 Chair of the Housing, Community and Economic Development Committee
- 2011-13 Peninsula Division Board Director
- 2013 Appointed Member of the Immigration Task Force
- 2013 Appointed Member of the General Resolutions Committee
- 2007-Present Very Involved in the Peninsula Division's activities including CitiPAC fund raising efforts and attending Legislative Action Day in Sacramento

On November 8, 2011, Art Kiesel was re-elected to serve another four-year term on the City Council. Art is currently Vice Mayor. Art is a 16 year resident of Foster City. He is a third generation San Franciscan where he was raised until being drafted into the US Army in 1965. He is married, has two sons, and has two granddaughters.

Art has been an independent management consultant for the past 27 years. His clients included some the largest businesses in the Bay Area. Prior to that, he was a Vice President for Fidelity Savings and Loan, one of the largest S&Ls in northern California, where he had responsibility for all technology and back office operations support.

Art's civic involvement began in 2000 where he served four years on the Information Technology Advisory Committee and a one-time chair. He also served on the Traffic Review Committee for a year and most recently spending 3 ½ years on the Planning Commission and a one-time chair. He is a graduate of the Foster City Citizens Police Academy (2002), Community Emergency Response Team (2007).

Art's community involvement began in 1999 where he worked on a variety of community projects through the Foster City Lions Club. He will become President of the Foster City Lions Club for 2007-2008. He was named to the Foster City Honors List in 2003 for community involvement and was named Lion of the Year for 2006-2007. He is a Life Member of Canine Companions for Independence and has supported San Mateo 4-H Clubs for the past 18 years.



**Position: At-Large Representative – Santa Clara County**

**Candidate: Jim Davis, Vice Mayor, Sunnyvale**

**Application Statement and Biography:**

I am in my third year of representing the citizens of Sunnyvale. I serve on a number of committees ranging from the Grand Boulevard to the Valley Transportation Authority. I serve on the California and National League of Cities' Crime Prevention Committees. I served this past year on the executive committee of the Peninsula Division.

**Vice Mayor Jim Davis – Biography:**

Jim Davis is a 36 year law enforcement professional. Facing retirement from the Sunnyvale Department of Public Safety Jim knew that he needed to find a retirement job. So putting his Political Science Degree from San Jose State to use he headed out and started walking the streets of Sunnyvale meeting the residents. On November 8, 2011 the citizens elected him to the Sunnyvale City Council. Jim is a native of Santa Clara County. During his law enforcement career Jim developed an expertise in narcotics and gang enforcement. The last 6 years of his career he was a Neighborhood Resource Officer which allowed him to participate in his passion of helping school age students. He received recognition for his excellent service from the nine schools that he served.

Outside of his professional career Jim has been an advisor for the Homestead High School Key Club. In 2011 he was named Advisor of the year for the entire Key Club District. Jim's fellow officers named him officer of the year in 2009 and he was selected as Volunteer of the Year by the City of Sunnyvale in 2005.

Today Jim's talents are dedicated to doing the best that he can for the citizens of Sunnyvale.

**Education**

Associate of Science Degree, Administration of Justice, West Valley Community College  
(1970 – 1973)

Bachelor of Science, Political Science, Minor Psychology San Jose State University  
(1973- 1975)

**Professional Experience**

City Council Member City of Sunnyvale (January 2012 - Present)

Sunnyvale Public Safety Officer (July 1986 – October 2011)

San Jose Law Enforcement (October 1975 – July 1986)

**Professional Organizations**

California Narcotic Officers Association (19876 – Present)

Peace Officers Research Association of California (1975 – 2011)

Member, California Gang Investigators Association (Present)

Member, Central Coast Gang Investigators Association (Present)

Member, Sunnyvale Public Safety Officers Association (Present)

**Community Service**

Regional Advisor, Cali Nev Ha Key Club (2006 – Present)

Instructor, Parent Project (2008 – Present)

Advisor, Homestead High School Key Club (2001 – Present)

Advisor, Sunnyvale Middle School Builders Club (2003 – Present)

Chairman, Sunnyvale Pet Parade (2010)

Member, Mayor's Reading by Third Grade Committee (2008)  
Sunnyvale Basketball Shoot-Off Program (2006 – 2011)  
Sunnyvale Charter Review Committee (1991)

### **Memberships**

Silicon Valley Kiwanis (1999 – Present)  
Cops Care Cancer (2006 – Present)  
Sunnyvale Challenge Team (Present)  
Mt. View Challenge Team (Present)

### **Commendation and Awards**

Advisor of the Year, Cali Nev Ha Key Club 2011  
Recognition of Service, SNAIL Neighborhood Association (2011)  
Public Safety Officer of the Year (2009)  
Certificate of Excellence, Sunnyvale Middle School (2009)  
Distinguished Service Award, Cal Nev Ha Kiwanis (2008)  
Distinguished Service, Vargas Elementary School (2006 – 2008)  
Ellis Elementary School Recognition of Service (2008 & 2009)  
Sunnyvale Volunteer of the Year Award (2005)  
California State Senate Recognition of Public Service (2005)  
California State Assembly Recognition of Public Service (2005)  
Santa Clara County Board of Supervisors Recognition of Public Service (2005)  
Kiwanis Member of the Year (2003)  
Alan J. Garcia Leadership Award (2001)  
Who's Who Leadership Recognition (1994)

### **Inter Governmental Assignments**

Representative to Association of Bay Area Governments  
Commissioner County Expressway Planning Advisory Board  
Member Grand Boulevard Task Force  
Member Moffett Field Restoration Advisory Board  
Commissioner County Emergency Operations Council  
Member Valley Transpiration Authority Policy Advisory Board  
Member Caltrain Modernization Project Advisory Group  
Alternate to Silicon Valley Regional Interoperability Authority  
Chairman National League of Cities Large Cities Council  
Member National League of Cities Public Safety Policy Board  
Member California Leagues of Cities Public Safety Policy Board.

### **Contact Information**

E-Mail: [jdavis@sunnyvale.ca.gov](mailto:jdavis@sunnyvale.ca.gov)  
Work Phone: (408) 992-1863  
Work Address: 456 W. Olive Ave. Sunnyvale, California 94086





**PENINSULA DIVISION  
2014-15 EXECUTIVE COMMITTEE OFFICERS BALLOT**

**PENINSULA DIVISION  
MEMBER CITIES**

- ATHERTON
- BELMONT
- BRISBANE
- BURLINGAME
- CAMPBELL
- COLMA
- CUPERTINO
- DALY CITY
- EAST PALO ALTO
- FOSTER CITY
- GILROY
- HALF MOON BAY
- HILLSBOROUGH
- LOS ALTOS
- LOS ALTOS HILLS
- LOS GATOS
- MENLO PARK
- MILLBRAE
- MILPITAS
- MONTE SERENO
- MORGAN HILL
- MOUNTAIN VIEW
- PACIFICA
- PALO ALTO
- PORTOLA VALLEY
- REDWOOD CITY
- SAN BRUNO
- SAN CARLOS
- SAN FRANCISCO
- SAN JOSE
- SAN MATEO
- SANTA CLARA
- SARATOGA
- SOUTH SAN FRANCISCO
- SUNNYVALE
- WOODSIDE

**DIVISION OFFICERS**

**PRESIDENT**  
CHUCK PAGE  
COUNCILMEMBER  
CITY OF SARATOGA

**VICE PRESIDENT**  
KIRSTEN KEITH  
COUNCILMEMBER  
CITY OF MENLO PARK

**SECRETARY/TREASURER**  
NANCY SHEPHERD  
VICE MAYOR  
CITY OF PALO ALTO

**DIRECTOR**  
MARILYN LIBRERS  
MAYOR PRO TEMPORE  
CITY OF MORGAN HILL

**PAST PRESIDENT**  
RICH GARBARINO  
VICE MAYOR  
CITY OF SOUTH SAN FRANCISCO

**AT LARGE REPRESENTATIVES**  
JIM DAVIS  
VICE MAYOR, SUNNYVALE

ART KIESEL  
VICE MAYOR, FOSTER CITY

**STAFF LIAISON**  
JESSICA STANFILL MULLIN  
REGIONAL MANAGER  
EMAIL: [JSTANFILL@CACITIES.ORG](mailto:jstanfill@cacities.org)

**CITY:**

Please return to Jessica Stanfill Mullin, PO Box 5630, So San Francisco, CA 94080 by August 29<sup>th</sup> or deliver at the Annual Breakfast on Sept. 5<sup>th</sup>.

**President:**

Kirsten Keith, Council Member, Menlo Park                      Yes\_\_\_

**Vice President:**

Nancy Shepherd, Mayor, Palo Alto                                      Yes\_\_\_

**Secretary-Treasurer:**

Alicia Aguirre, Council Member, Redwood City                      Yes\_\_\_

**At-Large – VOTE FOR ONE CANDIDATE FROM EACH COUNTY**

**San Mateo County**

Art Kiesel, Vice Mayor, Foster City                                      Yes\_\_\_

**Santa Clara County**

Jim Davis, Vice Mayor, Sunnyvale                                      Yes\_\_\_

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

#14

Western City Magazine

<http://www.westerncity.com/Western-City/August-2014/>



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: August 8, 2014  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended August 8, 2014.

1. **Meet and Greet on Emergency Preparedness** – Staff met with representatives from Ormondale School, Woodside Priory, Sequoias, Sheriff, Woodside Fire, County OES, American Red Cross, and EPC to share basic information on emergency preparations and resources. This was the first meeting to get familiar with key organizations that could have a role in an emergency response.