



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, November 11, 2015  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

### **CALL TO ORDER AND ROLL CALL – 7:00 PM**

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

### **ORAL COMMUNICATIONS**

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

#### 1. **ASCC COMMISSIONER INTERVIEWS AND APPOINTMENT** (3)

- (a) Jane Wilson
- (b) Rebecca Flynn
- (c) Megan Koch
- (d) Terry Lynn

#### 2. **PLANNING COMMISSIONER INTERVIEWS AND APPOINTMENT** (8)

- (a) Judith Hasko
- (b) Emily Jagoda
- (c) Nicholas Targ

### **CONSENT AGENDA**

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

#### 3. **Approval of Minutes** – Special Town Council Meeting of October 28, 2015 (11)

#### 4. **Approval of Warrant List** – November 11, 2015 (18)

#### 5. **Appointment by Mayor** – Request for Appointment of Member to the Cable and Utilities Undergrounding (28) Committee

#### 6. **Recommendation by Interim Town Manager** – Resolution Approving a Quitclaim Deed for an Open Space (30) Easement on APN: 077-242-210

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Quit Claim Deed Between the Town of Portola Valley and Carl V. Larson, Jr. and Shirley S. Larson (Resolution No. \_\_\_)

#### 7. **Recommendation by Interim Town Manager** – Extended Winter Closure for Town Hall (52)

### **REGULAR AGENDA**

#### **STAFF REPORTS AND RECOMMENDATIONS**

#### 8. **Recommendation by Town Clerk** – Draft Revisions to the Commission and Advisory Committee Handbook (54)

#### 9. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (89)

**Report by Town Council Members** – Brief announcements or reports on items of significance for the entire Town Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

## **WRITTEN COMMUNICATIONS**

10. **Town Council Digest** – October 30, 2015 (90)

11. **Town Council Digest** – November 6, 2015 (112)

## **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**

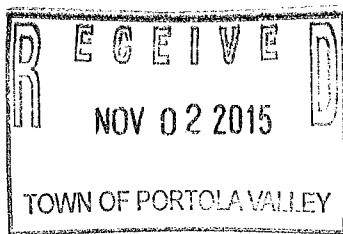
Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public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



**557 Cresta Vista Lane  
Portola Valley  
CA 94028**

1<sup>st</sup> November 2015

Members of the Portola Valley Town Council  
765 Portola Road  
Portola Valley  
CA 94028

Dear Members of the Portola Valley Town Council,

I would like to be considered for the Architectural and Site Control Commission.

I have lived in Portola Valley for almost twelve years, and hope to continue serving in the community with a role that endeavours to maintain the Town's unique qualities and vistas in architecture and landscape.

I have been involved with architecture and estate management throughout my working life, as a landlord and property owner, dealing with all types of tenant, craftspeople and contractors.

Though I cannot say that my knowledge of landscaping and native plants is as extensive in California, as it is in Britain, I do enjoy the open space, along with the local panoramas and wildlife.

My volunteer roles in the community have been varied and include: Board Member of the Friends of the Portola Valley Library (9 years); Parks and Recreation Committee (3 years); President and Vice President of Portola Valley Parent/Teachers' Organization (3 years), co-chair of the Portola Valley Holiday Fair (7 years) and ad hoc volunteer for various Town events. I am currently in my third year as a Board member of the Woodside High School Foundation. These roles have acquainted me with a large proportion of this community, across all age demographics.

I would enjoy the opportunity to serve on the Architectural and Site Control Commission, and look forward to hearing from you, should you require any further information pertinent to this application. I will however, be in England between November 3<sup>rd</sup> and November 17<sup>th</sup> where I can be contacted by email and hopefully telephone.

Thank you for your consideration.

Yours sincerely,

**Jane Wilson**

45 Cheyenne Pt  
Portola Valley, CA 94028  
November 4, 2015

To: Portola Valley Town Council

I would like to express my interest in serving on the Architectural and Site Control Commission.

I currently serve on the Water Conservation Committee and have served in the past on the Parks and Recreation Committee and the Town Center Citizens' Advisory Committee. I founded and currently moderate the PVForum, helping to increase communication and community in our small Town.

My main interest in serving on the ASCC is to encourage sustainability and green building practices while retaining the unique natural landscape of Portola Valley. I am deeply involved in the green building and passive house movements. I acted as general contractor and completed a guest house project a few years ago that involved green building techniques such as panelized walls, super-insulation, engineered stone countertops, blue jean insulation and radiant heat. The house is extremely comfortable and requires very little heat in the winter months.

We also have a greywater system and a rain tank system installed and are currently planning a solar system, lawn conversion, and a bioswale raingarden project. I'm very familiar with architectural plans, structural and civil engineering plans, as well as the latest WELO and storm drain regulations and Town building regulations.

I have become very interested in the Passive House movement which involves tightly air-sealed homes, super-insulation, heat recovery ventilation, advanced window technology, and building assemblies which eliminate thermal bridging. Using passive house building techniques can reduce energy loads by 70-90% and make zero energy homes more attainable. I have attended many green building, passive house, and sustainability trainings, lectures, and conferences and have become quite knowledgeable in these areas.

Many of the techniques can be easily incorporated into all building projects (e.g. air sealing and eliminating thermal bridging) without impacting design or significantly increasing costs. I would like to encourage residents to use Passive House and green building construction standards and techniques to help dramatically reduce their total source energy, improve comfort and air quality, and lower the energy footprint of the Town.

I look forward to further serving the Town of Portola Valley.

Best regards,  
Rebecca Flynn

Dear Portola Valley Town council,

I would be honored to serve as a commissioner for the Portola Valley ASCC for another term. I have thoroughly enjoyed being a part of this great commission.

I have a deep love for Portola Valley and great respect for our town government. I want to see our town thrive and remain the most beautiful place to live and explore.

Best,

Megan Koch

Nov 2, 2015

**Sharon Hanlon**

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**From:** Terry Lynn <terrancelynn@gmail.com>  
**Sent:** Wednesday, November 04, 2015 8:49 PM  
**To:** Debbie Pedro; Sharon Hanlon  
**Subject:** ASCC

Hi Debbie & Hi Sharon,

I'm interested in applying for an open position on the ASCC.

I've spoken with Megan Koch about this and want to submit this note for your consideration. I'd appreciate meeting with you all in person as the next step to further our discussion.

My background:

My wife, Rebecca, and I lived in San Francisco from 1998 through 2011. **We love old architecture.** In particular, we still own 2 flats in a Pacific Heights 1908 Edwardian with 10 foot ceilings and all of the original detail. Also, we did a good job of getting out of the city **and enjoying the countryside by riding horses.** We were members of the Presidio Riding Club (a stable co-op in Rodeo Valley just north of the GG Bridge) and have owned 3 horses over the years.

As much as we loved the city, it wasn't great for kids and the commute wasn't good for Rebecca.

Our first requirements for a new home were good schools and close proximity to Sand Hill Road, where my wife had an office. Our attention naturally turned to Woodside and **Portola Valley given our background with horses and love for rural life.**

We moved to Portola Valley in April of 2011. Our first house was a rental at 460 Golden Oak. As a result of this particular property, I have perspective about living on a busy road and not having good access to trails. Also, I was commuting to SF. So, basically I was living the tech commuter life in Portola Valley. This was not a great experience for me.

Next, we bought 165 Georgia Lane and moved in around August of 2015. This was much more what we had in mind when we moved to Portola Valley. Here are a few things we love about this area and new home:

- \* We know our neighbors.
- \* The historic windmill is immediately adjoining our front yard.
- \* We have 60 year old apple trees from the original orchards in our front yard and regularly make apple sauce, apricot jam, etc.
- \* We have chickens and will have bees in the spring.
- \* I sometimes attend meetings at the Mounted Patrol with a member friend.
- \* I bike with the kids to school at Ormondale and Corte Madera.
- \* Finally, we are likely to buy a pony here in the next couple of months.

In other words, I've seen good and bad in Portola Valley and have a good sense of what I'd like it to be. Getting involved with the ASCC is a way for me to more fully engage with the community and help to keep the rural nature of Portola Valley.

Thank you,

Terry Lynn  
165 Georgia Lane, Portola Valley, CA 94028  
415.378.3245  
[terrancelynn@gmail.com](mailto:terrancelynn@gmail.com)

**Sharon Hanlon**

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Dear Town Council:

I am writing to indicate my interest in continuing to serve on the Portola Valley Planning Commission beyond my current term, which expires in December 2015.

Qualifications: My husband and I have lived in Portola Valley since 2007. Since 2010, I have served the Town in various respects. First, I joined the Trails and Paths Committee in 2010 and served as Chair of that Committee from 2011 through 2013. While in that role, I also served on the Town's Portola Road Corridor Plan Task Force and its Ad Hoc Affordable Housing Committee. These experiences allowed me to gain a solid understanding of certain key planning issues for the Town. Most recently, I have served on the Town's Planning Commission since January 2014 and I am currently the Vice Chair of that Commission.

Background: Professionally, I am an attorney who advises life sciences companies in connection with their commercial transactions. My education includes a BA from Vassar College, an M.Phil from the University of Sussex and a JD from the University of Wisconsin. I take full advantage of living in Portola Valley in my spare time by running and hiking the local trails, riding horses and enjoying the outdoor experiences offered by living in the Town.

I would be pleased to answer any questions that the Town Council may have regarding my application.

Respectfully submitted,

Judith Hasko

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Latham & Watkins LLP

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# Emily Jagoda

1035 Los Trancos Road  
Portola Valley, CA 94028

M 323.397.9757

[emily@jagodaarchitecture.com](mailto:emily@jagodaarchitecture.com)  
[www.jagodaarchitecture.com](http://www.jagodaarchitecture.com)

Town Council  
Portola Valley  
11/4/15

To Whom it May Concern,

This is a letter of interest to serve on the Portola Valley Planning Commission.

I have been a licensed architect since 2004, and a resident of the Portola Valley area since 2012. I have lived in California since 1990.

765 Portola Road  
Portola Valley, CA 94028

I appreciate the unique character of Portola Valley, in terms of its rural quality in the heart of the Bay Area, as a geologically hazardous place, and as a place with historical interest. From the Ohlone, Spanish missionaries' trails, and on through Bill Lane's development and beyond, Portola Valley has seen many changes, but the character remains intact as a place with strong access to nature and open space. Thoughtful land use planning is key to keeping the quality while allowing for some progress.

Thank you for your consideration,



Emily Jagoda

**Nicholas Targ  
80 Hayfields Road  
Portola Valley, CA 94028**

November 4, 2015

*Via E-mail*

Jeff Aalfs, Mayor  
Members of the Town Council  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

Subject: Expression of Interest— Town of Portola Valley Planning Commission

Dear Mayor and Portola Valley Council Members:

Thank you for considering me for a second term on the Town of Portola Valley Planning Commission. In each matter that has come before the Commission, I have endeavored to bring an open mind, transparency to the decisionmaking process, and the values, policies and objectives of the Town's General Plan. I would welcome the opportunity serve a second term.

In particular, I have had the privilege of working on several pressing issues before the Town, including the Housing Element and Portola Road Corridor Plan, in addition to matters of more direct and personal concern to applicants and neighbors. These issues in big and small ways shape the Town's built and natural environment and ensure Town compliance with State requirements. I am also proud to have worked with the Council, members of the Commission, and staff to keep residents informed and encourage active participation.

Again, I appreciate your consideration and the opportunity to serve.

Sincerely yours,



Nicholas Targ

**PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 919, OCTOBER 28, 2015, HELD AT THE SEQUOIAS/HANSON HALL**

**CALL TO ORDER AND ROLL CALL** [7:05 p.m.]

Mayor Aalfs called the Town Council's Regular meeting to order at 7:04 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll. The meeting was held at the Sequoias.

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

Absent: None

Others: Debbie Pedro, Acting Town Manager  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS** [7:05 p.m.]

Mattea Petry, 11 years old, 147 Goya Road. She said she and her parents submitted a letter on September 20, 2015, asking to change the rule about lemonade stands on Town property. They suggested the rule be changed so that children under the age of 18 selling goods under a total of \$450 on a given day are permitted to sell products on Town Property. She asked the request be placed on the Town Council Meeting Agenda.

Jolene Petry, 9 years old, 147 Goya Road. She said she supported the proposed rules change and listed reasons such as including meeting new people in the community. She said other towns, like Palo Alto, encourage lemonade stands and encourage police officers to stop at them, and even post Twitter photos of the officers at the lemonade stands.

Kaitlyn Conley, 9 years old, 20 Paso del Arroyo. She said kids learn a good work ethic, confidence, and responsibility when they work to bake things and market them at lemonade stands. She said they worked two days on their baked goods which they sold for \$1 or less.

Ella Dyson, 10 years old, 135 Willowbrook Drive. She said that many organizations benefit from lemonade stands because the children often donate their earnings to good causes and make the world a better place. She said they donated the \$100 they earned from two lemonade stands, including the one at Town Center before they were asked to stop selling, to the World Wildlife Fund to help save the Amur Leopard. She said other children in Town have had lemonade stands at Triangle Park for causes such as Corte Madera school trips, raising money for the elephants that were hit by a train in Africa, and for girls in Afghanistan so they can go to school.

Natalie Morhenn, age 11, 5 Buckeye. She said it is very convenient and nice for people around Town to have the opportunity to buy cold lemonade, warm coffee, baked goods, and other tasty treats. She said an ice cold glass of lemonade is nice on a 100-degree day. She said if you missed lunch and are walking your dog, and crave some nice cherry cake or sugar sprinkled brownies, they can provide that. She said if the Town Council passes the proposed rule change, the community can enjoy these wonderful treats for less than \$1 each at a convenient location where members of the community spend a lot of time.

Olivia Cheney, Age 10, 158 Goya Road. She said it is too difficult for children in Town to go through all the steps to get a permit from the Town of Portola Valley. She said they were told to stop their lemonade stand sales because they didn't have a permit. She said they went to Town Hall to ask how to get a permit and were advised that they would need to be a part of an organized event at the Town or we would have to apply. She said they were unable to find out how to get a permit for a lemonade stand on the Town's website. She said the children do not have credit cards or insurance or phones.

Lukas Worthington, 10 years old, 200 Willowbrook Drive. He read from the Town's Master Plan regarding encouraging the interaction of residents in the pursuit of common interests that would result in a strong sense of community identification. He said lemonade stands should be allowed on Town Property because they create a strong sense of community identification.

Mayor Aalfs placed the item is on the agenda.

Bud Eisberg, Wyndham Drive, member of the Public Works Committee. He said he is in support of allowing lemonade stands on Town Property. Mr. Eisberg also expressed concern about the overgrowth of willow trees at the Town Center. He said the culvert at the creek is almost two-thirds silted and expressed concerned that when the forecasted heavy rains arrive, there will be a serious problem there. He suggested Councilmembers visit at the creek and address the problem.

Caroline Vertongen thanked Mayor Aalfs for recommending adoption of the proclamation on anti-bullying. She said that she's been involved in other County school districts as well as Portola Valley and has learned there are severe civil rights problems in public education. She asked if the Town Council had any jurisdiction over the Portola Valley School District. Mayor Aalfs advised her that the issue should be brought to the school district, which is its own entity.

### **CONSENT AGENDA** [7:18 p.m.]

- (1) Approval of Minutes – Town Council Regular Meeting of September 23, 2015.
- (2) Ratification of Warrant List – October 14, 2015, in the amount of \$487,087.44.
- (3) Approval of Warrant List – October 28, 2015, in the amount of \$135,371.51.
- (4) Appointment by Mayor – Request for Appointment of Members to the Parks & Recreation, Cultural Arts and Nature & Science Committees
- (5) Recommendation from Cultural Arts Committee – Request Charter Amendment
- (6) Recommendation by Mayor – Adoption of a Proclamation of the Town Council of the Town of Portola Valley Declaring October 18 through October 24, 2015 “Freedom from Workplace Bullies Week”
- (7) Recommendation by Administrative Services Manager – Action on Claim of Joseph Pereira
  - a) A Resolution of the Town Council of the Town of Portola Valley Denying the Claim of Joseph Pereira (Resolution No. 2677-2015)
- (8) Appointment by Mayor – Appointment of Teresa Godfrey to the Woodside Highlands Road Maintenance District Advisory Committee

Items 1 through 8 were approved 5-0 by a roll call vote.

### **REGULAR AGENDA** [7:19 p.m.]

#### **STAFF REPORTS AND RECOMMENDATIONS**

- (9) Recommendation by Interim Town Manager – Update on Consultant Services for Aircraft Noise Impacts.

Interim Town Manager Pedro presented the staff report regarding the request from residents to hire an aviation consultant to assist with researching the aircraft noise impacts affecting the residents of Portola

Valley. She said that since the statement of work was submitted by Williams Aviation on June 15, 2015, there have been a number of developments, resulting in the staff's recommendation that the initial scope of work should be modified. Staff recommended approving a budget not to exceed \$13,000 (up to 40 hours of consulting work) to retain the services of an aviation consultant to serve as a technical advisor to the Town.

Mayor Aalfs called for questions from the Council.

Councilmember Wengert suggested Tina Nguyen provide the update on recent developments that have occurred since this report was issued. Ms. Nguyen said there was a technical meeting that Portola Valley was not invited to and residents raised \$3,200 from their own pockets to hire a consultant to attend the meeting. The consultant said the data presented was impressive and supported the citizens' assertion that airplanes have been shifted to our communities from over the Bay and even further south. She said that it was reported that instead of making a loop around North Atherton, they now go south to Portola Valley, over to Palo Alto, and then loop back over the Bay, and the flying altitudes are much lower. The consultant advised that the Town move forward based on this convincing data, work with our Congresswoman, and draft possible solutions, which he will review for feasibility. She said they also discussed the effectiveness of the Roundtable and said they were excluding important cities such as Palo Alto and Los Altos. She said they discussed creating a separate regional body, a "square table," that was more inclusive.

Councilmember Wengert said Ms. Nguyen and Vic Schacter have been stalwarts of the efforts on behalf of Portola Valley. She said it is agreed that this has broadened into a regional issue. She said the Roundtable is a separate issue and she is still somewhat optimistic they are getting change there. She said when the Roundtable voted to not include Palo Alto, Portola Valley was a dissenting vote. She said the efforts of Ms. Nguyen and Mr. Schacter to have an on-call consultant should be supported so the Town is prepared with a technical advisor available to participate when necessary. She said it is appropriate for the Town, whenever possible, to get involved in the regional effort, which she thinks will provide political pressure that will impact and ultimately result in change within the existing organizations. Councilmember Wengert is supportive of approving a budget of \$13,000 for a six-month time period.

Ms. Nguyen said the reason the technical consultant is so expensive is because he had to be flown in. She said if the FAA agreed to an open meeting, it would just be the two hours that he's there and some time before and after.

Mayor Aalfs called for public comment.

Rachel Kellerman, Librarian at Palo Alto High School. She described her frustrations in dealing with the FAA. She said she wrote an editorial about the problem of increased air traffic noise. She said the citizens desperately need the support of their cities to pressure Congress people and Senators. She said the FAA either hides information or provides information that no one can understand it. She stressed the value and importance of a technical consultant to represent the citizens at meetings with the FAA, as well as the support of the City and Town leaders.

Don Gardner, passed out a chart showing the number of people who have filed complaints with the San Francisco Airport throughout the Bay Area in the past 2-1/2 years. He said there has been a large increase in the number of complaints in the last six months.

An unidentified audience member requested that the Council push forward the item regarding the lemonade stands so that the children might see the full resolution of the matter before bedtime, because they all have school tomorrow. Mayor Aalfs said it would be addressed next.

With no further public comments, Mayor Aalfs brought the issue back to the Council for discussion.

Councilmember Wengert said after speaking with Ms. Nguyen today, she was supportive of approving the request on a short time basis with Interim Town Manager Pedro and one or two Councilmembers reviewing and approving proposed expenditures.

Councilmember Richards and Councilmember Hughes agreed with Councilmember Wengert.

Councilmember Wengert volunteered to review proposed expenditures upon request and Councilmember Richards volunteered to serve as her alternate if she is unavailable.

Vice Mayor Derwin was supportive of the request. She said the FAA is not beholden to the citizens, the towns, the cities, or the Roundtable, but they are beholden to Congress. She thanked Ms. Nguyen and Mr. Schacter for their years of work on this issue.

Mayor Aalfs called for a motion.

Councilmember Wengert moved to approve a six-month contract agreement with Williams Aviation Consultants, not to exceed \$13,000, to provide technical assistance related to the aircraft noise issue, and subject to the approval by Interim Town Manager Pedro and Councilmember Wengert and/or Councilmember Richards. Seconded by Councilmember Richards; the motion carried 5/0.

(10) Proposal to allow children to sell lemonade and baked goods on Town Property

Interim Town Manager Pedro said Municipal Code requires food sales to have a valid permit issued by the County of San Mateo, who regulates the selling for food for health reasons and they try to make it easier for non-profits. She advised there is a Town policy for the Town Center and recreation facilities that prohibits food sales at Town facilities unless approved in advance by the Town. She said there is another policy governing the use of the recreation facilities, the sports court, and the Town picnic area which only allows food sales at the Snack Shack but if food was sold at the Snack Shack, they would be subject to the County Health Department rules.

Councilmember Hughes asked Ms. Pedro if the County's waiver process for non-profits was automatic or required an application process. Ms. Pedro said there was an application process.

Vice Mayor Derwin asked if the Girl Scouts who were selling food on Flight Night had a permit. Ms. Pedro said she did not think so and did not think the Town was aware of that until after the fact. Ms. Pedro said if a motion is passed to waive the requirement, the local applicable rules need to be investigated further.

Ella Dyson announced that they had brought cookies for the Council to sample. She said the woman who asked them to leave the Town Center said they would have to be part of a big organized event in order to sell there. Ms. Dyson said the women did not tell them they could just go into the office and ask for permission.

Leigh Prince said the Council needs to carefully consider getting into issues of carving out for particular causes. She said being children is not a legal classification that can be legally carved out.

Sally Ann Reiss, 145 Golden Oak Drive. She said Girl Scouts sold food at Flight Night. She said all the money raised from those sales were donated to a project in East Palo Alto to help a homeless shelter and they posted all of that information on their sign, which was what the Girl Scouts of America guided them to do.

Mayor Aalfs said there are County requirements and Town policies to consider and asked staff what options were available to handle this issue. Ms. Pedro said the Town Center policy would need to be amended.

Councilmember Wengert expressed support for the children's nonprofit activities, but understands the complexities and encouraged a solution that will minimize the red tape involved in getting a permit.

Mayor Aalfs said the Council needs to more fully understand the policies and regulations.

Councilmember Wengert said the Town has clearly been inconsistent regarding the enforcement of policy.

Mayor Aalfs directed staff to come back to the Council with a policy on sale of food items at Town Center, clarifying exactly what permissions are needed.

Vice Mayor Derwin said the County Health Department knows these kinds of sales occur. She said she is supportive of the children and that they did a great job presenting their argument.

(11) Recommendation by Mayor – Approval of the Town Center Master Plan Update Committee Charter and Roster

Ted Driscoll, Chair of the Town Center Master Plan Update Committee, reported regarding the organization of the committee and their first meeting. He presented the charter they prepared. Mr. Driscoll said a representative from the Library Committee is welcome to join the committee. Sue Crane said she would like to present the invitation to the Friends of the Portola Valley Library to decide if they want to be on the committee. Mayor Aalfs pointed out that the Friends of the Library is not an official Town Committee. Ms. Crane said the Master Plan Committee would benefit from having a member from the Portola Valley Library. Mr. Driscoll said that the next couple months will be spent collecting data and surveying and they will encourage other committees to do the same. In response to Vice Mayor Derwin's question, Mr. Driscoll said he would encourage the committees to design and distribute their own surveys, but if they didn't, then the Master Plan committee would do it.

Mayor Aalfs called for additional questions from the Council. Hearing none, he called for public comments. Hearing none, he called for a motion.

Vice Mayor Derwin moved to approve the Town Center Master Plan Update Committee Charter, amending the membership roster to ten members instead of nine, to be revisited in six months. Seconded by Councilmember Richards; the motion carried 5-0.

(12) Recommendation by Interim Town Manager – Discussion of Potential Regulations for Time Limits on New Construction Projects

Interim Town Manager Pedro presented the staff report addressing resident complaints regarding new construction projects that have taken an unusually long time to complete. She reported that the projects that have been approved in the last five years are being finished faster. She reported that of the 26 currently active permits, five have taken longer than 25 months. She advised that if the Council wants to establish time limits for completing construction, they can direct staff to establish a construction time limit ordinance to address the impact of long-running construction projects.

Mayor Aalfs called for questions.

In response to Councilmember Hughes' question, Ms. Pedro said a building permit is kept active as long as they call for a permit inspection every six months.

Councilmember Wengert asked staff what would be a reasonable construction schedule for Portola Valley based on the data collected. Ms. Pedro said some communities craft their ordinance based on validation of the projects and some craft it based on square footage or size. She said that generally it varies from 24 to 36 months and then penalties are applied each day the project exceeds the established limit. She said there is always an exception clause that allows a property owner to request an extension.

In response to Councilmember Richards's question, Ms. Pedro said she could reach out to the other communities to assess the effectiveness of their ordinances in reducing the length of construction schedules.

Mayor Aalfs questioned if there was actually a need for an ordinance. Councilmember Wengert said the projects that have created the problem are those that have gone for more than 50 months.

Council directed staff to look at projects where the construction time exceeds 36 months and look at requiring renewal of the building permit if no substantial progress has been made on the project.

(13) Council Liaison Committee and Regional Agencies Reports [8:18 p.m.]

Vice Mayor Derwin – Attended the Water Conservation Committee meeting where they discussed the H2Oknow tool, the recently posted “brown is the new green” lawn signs, and the WELO and Green Building Ordinance. She also attended a Resource Management and Climate Protection Committee meeting; two Regional Water meetings; a Ground Water Management meeting with Ms. Pedro; two Council of Cities dinner meetings; and two Closing the Gap San Mateo County Affordable Housing Task Force meetings.

Councilmember Hughes – Attended the Planning Commission meeting on October 21 where they discussed grading ordinances and policies, homeowners associations, and how to best expend below housing market funds. He also attended the Nature and Science Committee on October 28 where they discussed Flight Night, Star Party, and the Nature Center.

Councilmember Richards – Attended the Conservation Committee meeting on October 27 that discussed the possible conflicts with Town policies and homeowners' association policies, a creek side mailing to residents, banning rodent pesticides, and the recently very successful lion talk held at Town Center.

Councilmember Wengert – Attended the ASCC meeting on October 25 where they did not approve the proposed restoration plans for the residence at 30 Zapata Way, where there had been many trees removed in violation of Town code. She said the ASCC directed the applicant to return with a new replanting plan. She said landscape architect for the project expressed frustration because the directives provided by the ASCC and Conservation Committee and HOA were in conflict with each other regarding the size and density of trees to be planted. Councilmember Wengert suggested that perhaps the Council should review the ordinances in a situation where there have been very clear Town code violations.

Mayor Aalfs – Attended a San Mateo County Community Choice Energy (CCE) meeting where they discussed the two community informational workshops scheduled for November 5 and November 21, being held in the Historic Schoolhouse. He reported that San Mateo County is scheduled to give a presentation at the December 9 Town Council meeting. He also attended an Airport Roundtable meeting on October 7, and said the serious problem of increased aircraft noise is ultimately a congressional matter.

**WRITTEN COMMUNICATIONS [8:54 p.m.]**

(13) Town Council Digest – September 25, 2015

#3 - Letter to the Town Council from resident Marge DeStaebler re: Town Governance. Vice Mayor Derwin thanks Ms. DeStaebler for her thoughtful letter.

(14) Town Council Digest – October 2, 2015

(15) Town Council Digest – October 9, 2015

(16) Town Council Digest – October 16, 2015



#3 - Letter from Tami and Carter Warr re: Concerns over Appeal Hearing Verdict. The Town Attorney advised there is no further appeal process with the Town.

(17) Town Council Digest – October 23, 2015

**ADJOURNMENT** [8:55 p.m.]

Mayor Aalfs adjourned the meeting.

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Mayor

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Town Clerk

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City	Bank	Check No.	Check Date	Discount Amount
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MIKE AGOFF	Instructor Fees, Fall 2015	16951	11/11/2015	
			11/11/2015	
2341 KEHOE AVENUE	0016		11/11/2015	0.00
SAN MATEO	BOA	50121	11/11/2015	0.00
CA 94403				2,016.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,016.00	0.00

Check No.	50121	Total:	2,016.00
Total for	MIKE AGOFF		2,016.00

ANIMAL DAMAGE MGMT INC	October Pest Control	16910	11/11/2015	
			11/11/2015	
16170 VINEYARD BLVD. #150	804		11/11/2015	0.00
MORGAN HILL	BOA	50122	11/11/2015	0.00
CA 95037	85661			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.	50122	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

AT&T (2)	November Microwave	16945	11/11/2015	
			11/11/2015	
P.O. BOX 5025	877		11/11/2015	0.00
CAROL STREAM	BOA	50123	11/11/2015	0.00
IL 60197-5025				67.70

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	67.70	0.00

Check No.	50123	Total:	67.70
Total for	AT&T (2)		67.70

BANK OF AMERICA	October Statement	16957	11/11/2015	
Bank Card Center			11/11/2015	
P.O. BOX 53155	0022		11/11/2015	0.00
PHOENIX	BOA	50124	11/11/2015	0.00
AZ 85072-3155				2,209.14

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	10.94	0.00
05-52-4168	Water Conservation Committee	36.61	0.00
05-54-4214	Miscellaneous Consultants	0.00	0.00
05-64-4311	Internet Service & Web Hosting	134.99	0.00
05-64-4316	Postage	225.40	0.00
05-64-4326	Education & Training	1,299.00	0.00
05-64-4335	Sustainability	132.76	0.00
05-64-4336	Miscellaneous	151.96	0.00
05-66-4341	Community Hall	217.48	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	50124	Total:	2,209.14
Total for	BANK OF AMERICA		2,209.14

JANE BOURNE	Reimbursemnt, Mtn Lion Lecture	16946	11/11/2015	
			11/11/2015	
501 PORTOLA ROAD #801	1412		11/11/2015	0.00
PORTOLA VALLEY	BOA	50125	11/11/2015	0.00
CA 94028				77.28

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	77.28	0.00

Check No.	50125	Total:	77.28
Total for	JANE BOURNE		77.28

CAB INVESTMENTS LLC	C&D Refund, 3 Redberry	16935	11/11/2015	
			11/11/2015	
12681 MIRA LOMA WAY	1411		11/11/2015	0.00
LOS ALTOS HILLS	BOA	50126	11/11/2015	0.00
CA 94024				5,000.00

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

Check No.	50126	Total:	5,000.00
Total for	CAB INVESTMENTS LLC		5,000.00

CALIFORNIA BLDG STANDARDS COMM	BSC Report, July - September	16931	11/11/2015	
			11/11/2015	
2525 NATOMAS PARK DRIVE	458		11/11/2015	0.00
SACRAMENTO	BOA	50127	11/11/2015	0.00
CA 95833				452.70

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	452.70	0.00

Check No.	50127	Total:	452.70
Total for	CALIFORNIA BLDG STANDARDS C		452.70

COMCAST	WiFi 10/21 to 11/20	16912	11/11/2015	
			11/11/2015	
P.O. BOX 34227	0045		11/11/2015	0.00
SEATTLE	BOA	50128	11/11/2015	0.00
WA 98124-1227				88.77

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	88.77	0.00

Check No.	50128	Total:	88.77
Total for	COMCAST		88.77

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
COPYMAT	Town Publications	16937	11/11/2015	
			11/11/2015	
240 HARBOR BLVD	0046		11/11/2015	0.00
BELMONT	BOA	50129	11/11/2015	0.00
CA 94002	869, 1038			523.53
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4310	Town Publications	247.21	0.00	
05-64-4310	Town Publications	276.32	0.00	

Check No.	50129	Total:	523.53
Total for	COPYMAT		523.53

Vendor Name	Invoice Description1	Ref No.	Discount Date	
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CSG CONSULTANTS INC	September Bldg Insp Svcs	16934	11/11/2015	
			11/11/2015	
550 PILGRIM DRIVE	622		11/11/2015	0.00
FOSTER CITY	BOA	50130	11/11/2015	0.00
CA 94404	030896			13,680.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4062	Temp Bldg Inspection	13,680.00	0.00	

Check No.	50130	Total:	13,680.00
Total for	CSG CONSULTANTS INC		13,680.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CULLIGAN	November Service	16947	11/11/2015	
			11/11/2015	
1785 RUSSELL AVE	0250		11/11/2015	0.00
SANTA CLARA	BOA	50131	11/11/2015	0.00
CA 95054-2032				41.20
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	41.20	0.00	

Check No.	50131	Total:	41.20
Total for	CULLIGAN		41.20

Vendor Name	Invoice Description1	Ref No.	Discount Date	
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State/Province Zip/Postal	Invoice Number			Check Amount
BRANDI DEGARMEUX	Reimbursement - BECC Conf	16924	11/11/2015	
	Meals & Travel Expenses		11/11/2015	
17 LAUSSAT STREET	614		11/11/2015	0.00
SAN FRANCISCO	BOA	50132	11/11/2015	0.00
CA 94102				248.37
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4326	Education & Training	248.37	0.00	

Check No.	50132	Total:	248.37
Total for	BRANDI DEGARMEUX		248.37

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
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State/Province Zip/Postal	Invoice Number			Check Amount
DEPARTMENT OF CONSERVATION	SMISHMF, July - September	16932	11/11/2015	
			11/11/2015	
Division of Administrative	0054		11/11/2015	0.00
801 K STREET MS22-15	BOA	50133	11/11/2015	0.00
SACRAMENTO				970.22
CA 95814-3531				

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

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	970.22	0.00

Check No.	50133	Total:	970.22
<u>Total for</u>	DEPARTMENT OF CONSERVATIO		970.22

HILLYARD, INC	Restroom Supplies/Janitorial	16938	11/11/2015	
			11/11/2015	
P.O. BOX 874338	531		11/11/2015	0.00
KANSAS CITY	BOA	50134	11/11/2015	0.00
MO 64187-4338	601824401			330.67

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	110.23	0.00
05-66-4341	Community Hall	110.23	0.00
25-66-4340	Building Maint Equip & Supp	110.21	0.00

Check No.	50134	Total:	330.67
<u>Total for</u>	HILLYARD, INC		330.67

ICMA	October Deferred Comp	16914	11/11/2015	
VANTAGE POINT TFER AGTS-304617			11/11/2015	
C/O M&T BANK	0084		11/11/2015	0.00
BALTIMORE	BOA	50135	11/11/2015	0.00
MD 21264-4553				3,246.96

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	3,246.96	0.00

Check No.	50135	Total:	3,246.96
<u>Total for</u>	ICMA		3,246.96

J.W. ENTERPRISES	Portable Lavs 10/29 to 11/25	16943	11/11/2015	
			11/11/2015	
1689 MORSE AVE	829		11/11/2015	0.00
VENTURA	BOA	50136	11/11/2015	0.00
CA 93003	187608			242.44

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	242.44	0.00

Check No.	50136	Total:	242.44
<u>Total for</u>	J.W. ENTERPRISES		242.44

JENSEN LANDSCAPE SERVICES INC	Field Mowing/Maintenance	16948	11/11/2015	
			11/11/2015	
1983 CONCOURSE DRIVE	849		11/11/2015	0.00
SAN JOSE	BOA	50137	11/11/2015	0.00
CA 95131	148934/35 & 15205/06			4,150.45

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	4,150.45	0.00

Check No.	50137	Total:	4,150.45
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<u>Total for</u>	JENSEN LANDSCAPE SERVICES I	4,150.45
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DALE KANE	Refund Deposit, Event 10/18/15	16923	11/11/2015	
			11/11/2015	
3 HILLBROOK	0423		11/11/2015	0.00
PORTOLA VALLEY	BOA	50138	11/11/2015	0.00
CA 94028				100.00

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

Check No.	50138	Total:	100.00
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<u>Total for</u>	DALE KANE	100.00
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BRITNEY KING	Instructor Fees, Fall 2015	16913	11/11/2015	
			11/11/2015	
4068A 26TH STREET	0380		11/11/2015	0.00
SAN FRANCISCO	BOA	50139	11/11/2015	0.00
CA 94131				10,871.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	10,871.00	0.00

Check No.	50139	Total:	10,871.00
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<u>Total for</u>	BRITNEY KING	10,871.00
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SIMONE LAVALLE	Refund Deposit, Event 8/18/15	16930	11/11/2015	
			11/11/2015	
103 GAMBETTA LANE	0410		11/11/2015	0.00
PORTOLA VALLEY	BOA	50140	11/11/2015	0.00
CA 94028				250.00

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

Check No.	50140	Total:	250.00
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<u>Total for</u>	SIMONE LAVALLE	250.00
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NANCY LUND	Historic Resources/Archived	16929	11/11/2015	
	Data Membership		11/11/2015	
240 GOLDEN HILLS	0241		11/11/2015	0.00
PORTOLA VALLEY	BOA	50141	11/11/2015	0.00
CA 94028				186.99

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	186.99	0.00

Check No.	50141	Total:	186.99
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<u>Total for</u>	NANCY LUND	186.99
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LYNCH ELECTRIC & SONS INC	TC Cross Walk Light Repair	16936	11/11/2015	
			11/11/2015	
1160 INDUSTRIAL ROAD, #18	1365		11/11/2015	0.00
SAN CARLOS	BOA	50142	11/11/2015	0.00
CA 94070	2015.299			1,320.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	1,320.00	0.00

Check No.	50142	Total:	1,320.00
Total for	LYNCH ELECTRIC & SONS INC		1,320.00

STEPHEN LYNCH	Refund Deposit, Event 10/16/15	16926	11/11/2015	
			11/11/2015	
50 VALENCIA	1410		11/11/2015	0.00
PORTOLA VALLEY	BOA	50143	11/11/2015	0.00
CA 94028				100.00

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

Check No.	50143	Total:	100.00
Total for	STEPHEN LYNCH		100.00

STACIE NERDAHL	Oct. 2015, Consulting Fees	16915	11/11/2015	
			11/11/2015	
1317 DAKOTA AVE	754		11/11/2015	0.00
SAN MATEO	BOA	50144	11/11/2015	0.00
CA 94401				4,050.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	4,050.00	0.00

Check No.	50144	Total:	4,050.00
Total for	STACIE NERDAHL		4,050.00

O. NELSON & SON, INC.	Sand - Storm Preparation	16942	11/11/2015	
			11/11/2015	
3345 TRIPP ROAD	634		11/11/2015	0.00
WOODSIDE	BOA	50145	11/11/2015	0.00
CA 94062				435.52

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage / Emerg Repairs	435.52	0.00

Check No.	50145	Total:	435.52
Total for	O. NELSON & SON, INC.		435.52

PECKHAM & MCKENNEY	TM Recruitment Retainer	16918	11/11/2015	
			11/11/2015	
300 HARDING BLVD., STE. 106E	1403		11/11/2015	0.00
ROSEVILLE	BOA	50146	11/11/2015	0.00
CA 95678				8,795.04

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

05-54-4214	Miscellaneous Consultants	6,166.67	0.00	
05-54-4214	Miscellaneous Consultants	2,628.37	0.00	

Check No.	50146	Total:	8,795.04
Total for	PECKHAM & MCKENNEY		8,795.04

PEELLE TECHNOLOGIES, INC	Digitital Scan/Indexing	16919	11/11/2015	
	Laserfiche Upgrade		11/11/2015	
197 EAST HAMILTON AVE	961		11/11/2015	0.00
CAMPBELL	BOA	50147	11/11/2015	0.00
CA 95008	TOPV2369,84,85,86			2,976.74

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	1,476.74	0.00
05-54-4208	GIS Mapping	1,500.00	0.00

Check No.	50147	Total:	2,976.74
Total for	PEELLE TECHNOLOGIES, INC		2,976.74

PENSCO TRUST COMPANY	Deposit Refund, #20003093	16925	11/11/2015	
fbo THOMAS M BYLUND			11/11/2015	
PO BOX 173859	1409		11/11/2015	0.00
DENVER	BOA	50148	11/11/2015	0.00
CO 80217-3859				730.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	230.00	0.00
96-54-4207	Deposit Refunds, Other Charges	500.00	0.00

Check No.	50148	Total:	730.00
Total for	PENSCO TRUST COMPANY		730.00

PLATINUM FACILITY SERVICES	Library: Insecticide Cleaning	16939	11/11/2015	
			11/11/2015	
1530 OAKLAND RD., #150	402		11/11/2015	0.00
SAN JOSE	BOA	50149	11/11/2015	0.00
CA 95112	22066			139.78

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4344	Janitorial Services	139.78	0.00

Check No.	50149	Total:	139.78
Total for	PLATINUM FACILITY SERVICES		139.78

PORTOLA VALLEY HARDWARE	October Statement	16944	11/11/2015	
			11/11/2015	
112 PORTOLA VALLEY ROAD	0114		11/11/2015	0.00
PORTOLA VALLEY	BOA	50150	11/11/2015	0.00
CA 94028				1,134.48

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	1,134.48	0.00
05-66-4340	Building Maint Equip & Supp	0.00	0.00



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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	50150	Total:	1,134.48
<u>Total for</u>	<u>PORTOLA VALLEY HARDWARE</u>		<u>1,134.48</u>

RAMONA'S SECRETARIAL SERVICES	October Transcription	16950	11/11/2015	
			11/11/2015	
18403 WATTERS DRIVE	1370		11/11/2015	0.00
CASTRO VALLEY	BOA	50151	11/11/2015	0.00
CA 94546				1,868.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,868.00	0.00

Check No.	50151	Total:	1,868.00
<u>Total for</u>	<u>RAMONA'S SECRETARIAL SERVIC</u>		<u>1,868.00</u>

RENNE SLOAN HOLTZMAN SAKAI	Legal Consulting Services	16958	11/11/2015	
		00006334	11/11/2015	
	0485		11/11/2015	0.00
SAN FRANCISCO	BOA	50152	11/11/2015	0.00
CA 94104	29082			213.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	213.50	213.50

Check No.	50152	Total:	213.50
<u>Total for</u>	<u>RENNE SLOAN HOLTZMAN SAKAI</u>		<u>213.50</u>

RENT A LIVING CHRISTMAS TREE	Christmas Tree Town Hall	16955	11/11/2015	
			11/11/2015	
66 HIGHWAY 1	1413		11/11/2015	0.00
CARMEL	BOA	50153	11/11/2015	0.00
CA 93923				226.82

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	226.82	0.00

Check No.	50153	Total:	226.82
<u>Total for</u>	<u>RENT A LIVING CHRISTMAS TREE</u>		<u>226.82</u>

SHARP BUSINESS SYSTEMS	September Copies	16920	11/11/2015	
			11/11/2015	
DEPT. LA 21510	0199		11/11/2015	0.00
PASADENA	BOA	50154	11/11/2015	0.00
CA 91185-1510	C880146-541			174.08

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	174.08	0.00

Check No.	50154	Total:	174.08
<u>Total for</u>	<u>SHARP BUSINESS SYSTEMS</u>		<u>174.08</u>

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

NOVEMBER 11, 2015

Date: 11/05/2015

Time: 4:40 pm

Page: 9

TOWN OF PORTOLA VALLEY

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

SHELTON ROOFING	C&D Refund, 250 Willowbrook	16933	11/11/2015	
			11/11/2015	
1988 LEGHORN ST., #C	0309		11/11/2015	0.00
MOUNTAIN VIEW	BOA	50155	11/11/2015	0.00
CA 94043				1,000.00

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

Check No.	50155	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

STANDARD INSURANCE CO.	October LTD/Life Premium	16928	11/11/2015	
			11/11/2015	
PO BOX 5676	0469		11/11/2015	0.00
PORTLAND	BOA	50156	11/11/2015	0.00
OR 97228				218.22

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	218.22	0.00

Check No.	50156	Total:	218.22
Total for	STANDARD INSURANCE CO.		218.22

STAPLES	September Office Supplies	16922	11/11/2015	
			11/11/2015	
STAPLES CREDIT PLAN	430		11/11/2015	0.00
DES MOINES	BOA	50157	11/11/2015	0.00
IA 50368-9020				911.33

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	911.33	0.00

Check No.	50157	Total:	911.33
Total for	STAPLES		911.33

STATE COMP INSURANCE FUND	November Premium	16921	11/11/2015	
			11/11/2015	
PO BOX 748170	0122		11/11/2015	0.00
LOS ANGELES	BOA	50158	11/11/2015	0.00
CA 90074-8170				1,713.50

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	1,713.50	0.00

Check No.	50158	Total:	1,713.50
Total for	STATE COMP INSURANCE FUND		1,713.50

TOWN OF WOODSIDE	Dinner/Mtg, Derwin	16927	11/11/2015	
			11/11/2015	
P.O. BOX 620005	541		11/11/2015	0.00
WOODSIDE	BOA	50159	11/11/2015	0.00
CA 94062				45.00

GL Number	Description	Invoice Amount	Amount Relieved
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**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

NOVEMBER 11, 2015

Date: 11/05/2015

Time: 4:40 pm

Page: 10

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	45.00	0.00	
------------	--------------------------------	-------	------	--

Check No.	50159	Total:	45.00
Total for	TOWN OF WOODSIDE		45.00

TOWNSEND MGMT, INC	July App Charges	16953	11/11/2015	
			11/11/2015	
P.O. BOX 24442	609		11/11/2015	0.00
SAN FRANCISCO	BOA	50160	11/11/2015	0.00
CA 94124				6,455.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	6,455.00	0.00

TOWNSEND MGMT, INC	July Engineer Charges	16954	11/11/2015	
			11/11/2015	
P.O. BOX 24442	609		11/11/2015	0.00
SAN FRANCISCO	BOA	50160	11/11/2015	0.00
CA 94124				230.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	230.00	0.00

Check No.	50160	Total:	6,685.00
Total for	TOWNSEND MGMT, INC		6,685.00

WEST COAST FLAGS INC	Town Center Flag	16956	11/11/2015	
			11/11/2015	
16737 LA VEDA AVE	1415		11/11/2015	0.00
CANYON COUNTRY	BOA	50161	11/11/2015	0.00
CA 91387				218.67

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	218.67	0.00

Check No.	50161	Total:	218.67
Total for	WEST COAST FLAGS INC		218.67

Total Invoices:	42	Grand Total:	78,004.10
		Less Credit Memos:	0.00
		Net Total:	78,004.10
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	78,004.10

TOWN OF PORTOLA VALLEY  
Warrant Disbursement Journal  
November 11, 2015

Claims totaling \$78,004.10 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 \_\_\_\_\_

\_\_\_\_\_  
Debbie Pedro, Treasurer

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

Signed and sealed this (Date) \_\_\_\_\_

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

\_\_\_\_\_  
Mayor

## Sharon Hanlon

---

**From:** webmaster@portolavalley.net [mailto:webmaster@portolavalley.net]  
**Sent:** Thursday, October 15, 2015 10:45 AM  
**To:** Sharon Hanlon <shanlon@portolavalley.net>  
**Subject:** Portola Valley, CA Committee Application / Cable Committee / Weintraut

A new entry to a form/survey has been submitted.

**Form Name:** Committee Application  
**Date & Time:** 10/15/2015 10:44 AM  
**Response #:** 19  
**Submitter ID:** 640

**Time to complete:** 4 min. , 27 sec.

---

### Survey Details

Page 1

Committee applications are submitted to Portola Valley's Town Clerk, Sharon Hanlon. Please feel free to forward a letter of interest or resume with your application as well. Sharon can be reached at (650) 851-1700 ex210, or you may email her at [shanlon@portolavalley.net](mailto:shanlon@portolavalley.net).

Name of committee which I am interested in serving on (please note that only committees currently seeking volunteers are listed):

Cable & Utilities Undergrounding

#### Applicant Information

**Full Name** Neil Weintraut  
**Email Address** [neil.weintraut@gmail.com](mailto:neil.weintraut@gmail.com)  
**Street Address** 15 Cordova Court  
**City/Zip** Portola Valley, CA 94028  
**Number of years in Portola Valley** 16  
**Cell Phone**  
**Home Phone** (650) 851-5212  
**Other Phone** Not answered

#### Preferred Phone Contact Number

Cell

**I prefer to receive Town communications via**

(O) E-mail (recommended)

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

Hi. I have deep experience in the technology industry and would like to contribute to our community. In this particular area, we are, or should be on, the eve of significant updates to our community's network infrastructure.

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

No conflicts

**TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.**

Thank you,  
**Portola Valley, CA**

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**This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.**



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Debbie Pedro, Interim Town Manager

**DATE:** November 11, 2015

**RE:** Resolution Approving a Quitclaim Deed for an Open Space Easement on APN: 077-242-210

### RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution authorizing the Town Manager to execute a Quitclaim Deed for the open space easement on APN # 077-242-210.

### BACKGROUND

On January 1, 1974, Carl and Shirley Larson voluntarily granted an open space easement to the Town over a 3.7 acre parcel adjacent to 255 Cervantes Road (Resolution 482-1974). The Larsons dedicated the open space easement to the Town because they wished to preserve the property as open space and to discourage premature and unnecessary conversion of the land to urban use. The easement agreement had a term of 20 years. On March 8, 1982, Mr. Larson sent a letter to the Town indicating that his intent was to let the easement agreement expire at the end of the term on January 1, 1994. (Attachment 4) The easement agreement was not extended and expired on January 1, 1994.

On October 12, 2015, the property owner submitted a request to the Town to quitclaim the easement. As the easement agreement had terminated in 1994 and was never extended, staff recommends that the Council approve the quitclaim and termination of the open space easement.

### FISCAL IMPACT

None

### ATTACHMENTS

1. Resolution
2. Proposed Quit Claim Deed
3. Resolution 482-1974
4. Letter from Carl Larson dated March 8, 1982

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING  
EXECUTION OF A QUIT CLAIM DEED BETWEEN THE  
TOWN OF PORTOLA VALLEY AND CARL V. LARSON, JR. AND SHIRLEY S. LARSON**

**WHEREAS**, on January 1, 1974, Carl and Shirley Larson voluntarily granted an open space easement to the Town over their property APN#077-242-210;

**WHEREAS**, the open space easement agreement had a term of 20 years;

**WHEREAS**, on March 8, 1982, Mr. Larson sent a letter to the Town indicating that his intent was to let the easement agreement expire at the end of the term on January 1, 1994;

**WHEREAS**, the easement agreement was not extended and expired on January 1, 1994; and

**WHEREAS**, the Town Council of the Town of Portola Valley has read and considered the quitclaim deed from the Town of Portola Valley to Carl V. Larson, Jr. and Shirley S. Larson.

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

1. Public interest and convenience require the Town of Portola Valley to execute the quitclaim deed described above.
2. The quitclaim deed is approved and the Town Manager is authorized to execute the deed.

**REGULARLY PASSED AND ADOPTED** this 11th day of November, 2015.

\_\_\_\_\_  
Jeff Aalfs, Mayor

ATTEST

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

**RECORDING REQUESTED BY:**

Lawyers Title Company of California

**Escrow Order No.:** FLNP-0061500878

**When Recorded Mail Document To:**

Carl V. Larson, Jr.  
Shirley S. Larson, 255 Cervantes Road  
Portola Valley, CA 94028

Property Address: Vacant Land,  
Portola Valley, CA 94028

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN/Parcel ID(s): 077-242-210

**The undersigned grantor(s) declare(s)**

- This transfer is exempt from the documentary transfer tax.
- The documentary transfer tax is \$\_\_\_\_\_ and is computed on:
- the full value of the interest or property conveyed.
- the full value less the liens or encumbrances remaining thereon at the time of sale.

The property is located in  the **Town of Portola Valley.**

**QUITCLAIM DEED AND TERMINATION OF EASEMENT**

**MAIL TAX STATEMENTS AS DIRECTED ABOVE**



**QUITCLAIM DEED**

(continued)

APN/Parcel ID(s): 077-242-210

This Quitclaim Deed and Termination of Easement (“**Quitclaim**”) is entered into by and between the Town of Portola Valley (“**Town**”) and Carl V. Larson, Jr. and Shirley S. Larson, or their successor(s), Trustees under Trust Agreement dated December 29, 1977 (“**Owner**”) in the following factual context:

- A. Owner is the owner of that certain real property, more particularly described in **Exhibit A** attached hereto and made a part hereof (“**Property**”).
- B. On January 1, 1974, the Town and Owner entered into that certain Agreement for Open Space Easement (“**Easement Agreement**”) recorded February 4, 1974 Book 6546 Page 736, in which the Owner granted to the Town an open space easement over the Property. The term of the Easement Agreement was for twenty years. On March 8, 1982, Owner sent a letter to the Town indicating that their intent was to let the Easement Agreement expire at the end of the term on January 1, 1994. The Easement Agreement was not extended and expired on January 1, 1994.
- C. Owner and Town now desire to confirm the termination of the Easement Agreement and all of the easement rights set forth therein (the “**Easement**”).

NOW THEREFORE, the parties agree as follows:

- 1. The Town hereby remises, releases and forever quitclaims the Easement to Owner and agrees that the Easement Agreement is terminated and shall have no further force or effect with respect to the Property.
- 2. Owner accepts the Quitclaim and acknowledges and confirms that the Easement Agreement and the Easement are terminated and of no further force or effect as to the Property.

Dated: October 2, 2015

**TOWN:**

Town of Portola Valley,  
a municipal corporation

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

**MAIL TAX STATEMENTS AS DIRECTED ABOVE**

## QUITCLAIM DEED

(continued)

APN/Parcel ID(s): 077-242-210

### OWNER:

Carl V. Larson, Jr. and Shirley S. Larson, or their successor(s),  
Trustees under Trust Agreement dated December 29, 1977

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

### MAIL TAX STATEMENTS AS DIRECTED ABOVE

### QUITCLAIM DEED

(continued)

APN/Parcel ID(s): 077-242-210

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, Notary Public,

(here insert name and title of the officer)

personally appeared \_\_\_\_\_,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_

(Seal)

Signature

### MAIL TAX STATEMENTS AS DIRECTED ABOVE

**MAIL TAX STATEMENTS AS DIRECTED ABOVE**

**EXHIBIT "A"**

## Legal Description

**For APN/Parcel ID(s): 077-242-210**

---

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

## PARCEL ONE:

BEGINNING AT AN IRON PIPE MONUMENT TAGGED L.S. 4840 SET ON THE SOUTHWESTERLY PROLONGATION OF THE SOUTHEASTERLY LINE OF LOT 3 IN BLOCK 2 AS SHOWN ON THAT CERTAIN MAP ENTITLED "TRACT NO. 758, ARROWHEAD MEADOWS UNIT NO. 1, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON FEBRUARY 13, 1958 IN BOOK 48 OF MAPS AT PAGES 21 THRU 23, SAID PROLONGATION ALSO BEING THE NORTHWESTERLY BOUNDARY OF TRACT NO. 711 AS SAID TRACT IS SHOWN ON THAT CERTAIN MAP ENTITLED "TRACT NO. 711 ALPINE HILLS UNIT 2 BEING A PORTION OF RANCHO EL CORTE MADERA SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON MARCH 17, 1955 IN BOOK 41 OF MAPS AT PAGES 40, 41 AND 42, SAID IRON PIPE MONUMENT LYING DISTANT THEREON SOUTH 46° 50' 54" (CALLED SOUTH 46° 47' 29" WEST ON 48 MAPS 21) 107.88 FEET FROM THE MOST SOUTHERLY CORNER OF SAID LOT 3, THENCE FROM SAID POINT OF BEGINNING ALONG SAID SOUTHWESTERLY PROLONGATED LINE AND SAID NORTHWESTERLY BOUNDARY SOUTH 46° 50' 54" WEST (CALLED SOUTH 46° 40' 01" WEST ON SAID MAP OF ALPINE HILLS UNIT 2) FOR A DISTANCE OF 692.04 FEET; THENCE SOUTHWESTERLY ALONG THE NORTHWESTERLY BOUNDARY OF LOT 11 IN BLOCK 1 OF SAID ALPINE HILLS SUBDIVISION AND CONTINUING ALONG THE SOUTHWESTERLY PROLONGATION THEREOF FOR A DISTANCE OF 456 FEET; THENCE NORTHWESTERLY IN A DIRECT LINE 650 FEET, MORE OR LESS, TO THE MOST SOUTHERLY CORNER OF LOT 1 IN BLOCK 1 OF SAID ARROWHEAD MEADOWS UNIT NO. 1; THENCE ALONG THE SOUTHERLY BOUNDARY OF SAID BLOCK 1, NORTH 69° 00' EAST 80 FEET, NORTH 77° 07' 52" EAST 262.90 FEET AND NORTH 59° 18' 39" EAST 260.51 FEET TO THE SOUTHWESTERLY LINE OF SIERRA LANE; THENCE SOUTHEASTERLY ALONG SAID SOUTHWESTERLY LINE ON THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 125 FEET AND A CENTRAL ANGLE OF 4° 3' 01" FOR AN ARC DISTANCE OF 10 FEET; THENCE NORTH 23° 10' EAST 25 FEET TO THE SOUTHWESTERLY LINE OF THAT CERTAIN PARCEL OF LAND CONVEYED TO JOHN A. LAIRD AND WIFE, RECORDED MARCH 3, 1958 IN BOOK 3356 OF OFFICIAL RECORDS AT PAGE 100; THENCE SOUTHEASTERLY ALONG SAID SOUTHWESTERLY BOUNDARY ON THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 100 FEET AND A CENTRAL ANGLE OF 44° FOR AN ARC DISTANCE OF 76.79 FEET AND SOUTHEASTERLY ALONG THE ARC OF A REVERSE CURVE TO THE LEFT HAVING A RADIUS OF 425 FEET, AND A CENTRAL ANGLE OF 5° 43' 46" FOR AN ARC DISTANCE OF 42.50 FEET TO THE SOUTHWESTERLY CORNER OF SAID LANDS CONVEYED TO LAIRD; THENCE NORTH 61° 26' 14" EAST 25 FEET TO THE MOST SOUTHERLY CORNER OF LOT 1 IN BLOCK 2 OF SAID MAP OF ARROWHEAD MEADOWS; THENCE ALONG THE SOUTHEASTERLY BOUNDARY OF SAID LOT 1 NORTH 61° 25' 14" EAST 95 FEET TO THE SOUTHWEST CORNER OF LOT 2 BEING A COMMON CORNER WITH SAID LOT 1; THENCE LEAVING SAID COMMON CORNER AND SAID SOUTHEASTERLY BOUNDARY SOUTH 63° 49' 38" EAST 294.08 FEET TO THE POINT OF BEGINNING.

**MAIL TAX STATEMENTS AS DIRECTED ABOVE**

**EXHIBIT "A"**

## Legal Description

EXCEPTING THEREFROM THE LANDS DESCRIBED IN THAT CERTAIN QUITCLAIM DEED RECORDED MAY 31, 1972 IN VOLUME 6159 OF OFFICIAL RECORDS AT PAGE 339 (FILE NO. 22305-AF) OFFICIAL RECORDS OF SAN MATEO COUNTY, CALIFORNIA.

PURSUANT TO LOT LINE ADJUSTMENT RECORDED DECEMBER 14, 1987 AS INSTRUMENT NO. 87187268 OF OFFICIAL RECORDS.

## PARCEL TWO:

BEGINNING AT THE MOST SOUTHERLY CORNER OF LOT 1 IN BLOCK 2 AS SHOWN ON THAT CERTAIN MAP ENTITLED "TRACT NO. 758 ARROWHEAD MEADOWS UNIT NO. 1, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON FEBRUARY 13, 1958 IN BOOK 48 OF MAPS AT PAGES 21, 22 AND 23; AND RUNNING THENCE FROM SAID POINT OF BEGINNING SOUTH 61° 26' 14" WEST 25 FEET; THENCE ON THE ARC OF A CURVE TO THE RIGHT RADIAL TO SAID LAST MENTIONED COURSE WITH A RADIUS OF 425.00 FEET THROUGH A CENTRAL ANGLE OF 5° 43' 46" AND AN ARC DISTANCE OF 42.50 FEET; THENCE ON THE ARC OF A REVERSE CURVE TO THE LEFT WITH A RADIUS OF 100 FEET THROUGH A CENTRAL ANGLE OF 44° FOR AN ARC DISTANCE OF 76.79 FEET TO THE SOUTHEASTERLY TERMINUS OF SIERRA LANE; THENCE ALONG SAID SOUTHEASTERLY TERMINUS NORTH 23° 10' EAST 25 FEET TO THE SOUTHWESTERLY LINE OF LOT 1 IN BLOCK 2 OF ARROWHEAD MEADOWS; THENCE SOUTHEASTERLY ALONG SAID SOUTHWESTERLY LINE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 125 FEET AND A CENTRAL ANGLE OF 44° FOR AN ARC DISTANCE OF 95.99 FEET; THENCE ALONG THE ARC OF A REVERSE CURVE TO THE LEFT HAVING A RADIUS OF 400 FEET AND A CENTRAL ANGLE OF 5° 43' 46" FOR AN ARC DISTANCE OF 40 FEET TO THE POINT OF BEGINNING.

PURSUANT TO LOT LINE ADJUSTMENT RECORDED DECEMBER 14, 1987 AS INSTRUMENT NO. 87187268 OF OFFICIAL RECORDS.

## PARCEL THREE:

AN EASEMENT FOR INGRESS AND EGRESS WITH RIGHTS TO CONSTRUCT NECESSARY ROADWAY AND TO INSTALL UTILITY LINES AS GRANTED IN DEED RECORDED JUNE 7, 1972 IN BOOK 6164, PAGE 25 OF OFFICIAL RECORDS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST SOUTHERLY CORNER OF LOT 1 IN BLOCK 2 AS SHOWN ON THAT CERTAIN MAP ENTITLED "TRACT NO. 758 ARROWHEAD MEADOWS UNIT NO. 1, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON FEBRUARY 13, 1958 IN BOOK 48 OF MAPS, PAGES 21, 22 AND 23; AND RUNNING THENCE FROM SAID POINT OF BEGINNING, ALONG THE SOUTHERLY BOUNDARY OF SAID BLOCK 2, NORTH 61° 26' 14" EAST 95 FEET AND NORTH 72° 14' WEST 179 FEET MORE OR LESS TO THE NORTHERN MOST POINT ON THE SOUTHEASTERLY TERMINUS OF SIERRA LANE, THENCE SOUTHEASTERLY ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 125 FEET AND A CENTRAL ANGLE OF 44° FOR AN ARC DISTANCE OF 95.99 FEET; THENCE ALONG THE ARC OF A

**MAIL TAX STATEMENTS AS DIRECTED ABOVE**

## EXHIBIT "A"

### Legal Description

REVERSE CURVE TO THE LEFT HAVING A RADIUS OF 400 FEET AND A CENTRAL ANGLE OF 5° 43' 46" FOR AN ARC DISTANCE OF 40 FEET TO THE POINT OF BEGINNING.

JPN 077-024-242-13

### MAIL TAX STATEMENTS AS DIRECTED ABOVE

FEB 4 4 23 PM 1974

MAHVH CHU\GH. RECORDER.  
SA MA 'EO COIHITY  
OFFICIAL RECORDS  
COMPARED ZARATE

RESOLUTION NO. 8-1974

A RESOLUTION APPROVING AND AUTHORIZING EXECUTION AND RECORDING OF AGREEMENT FOR OPEN SPACE EASEMENT

RESOLVED, by, the Council of the Town of Portola Valley, San Mateo County, California, that that certain agreement dated January 1, 1974; relating to the grant of open space easement, and between the Town of Portola Valley and Carl V. Larson and Shirley S. Larson) copies of which have heretofore been presented to this Council, be, and it is hereby approved, and the Mayor of said Town be and she is hereby authorized and instructed to execute said agreement for and on behalf of the Town of Portola Valley; in duplicate, and the Clerk of said Town be, and she is hereby authorized and instructed to countersign and attest said agreement, to affix the seal of the Town of Portola Valley thereto; to deliver an executed copy thereof to Carl V. Larson and Shirley S. Larson, and to cause a certified copy of the agreement to be recorded in the office of the County Recorder of the County of San Mateo...

\* \* \* \*

hereby certify the foregoing to be a true copy of a resolution adopted by the Council of the Town of Portola Valley, California, at a meeting thereof held on the 23rd day of January, 1974, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmen: Kendera Boushey, Brown Whitson, Wilson

NOES, Councilmen: None

ABSENT, Councilmen: A J

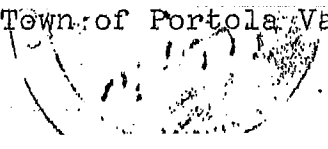
1236 AM

\_\_\_\_\_  
!"/.. \



APPROVED:

Eleanor B. Boushey



Recorded at the ...  
and return to:  
T. W. ...  
141. A1p1n ...  
... 40,;;

Governmental entity requiring title.  
Tax exempt effective November 10, 1983

AGREEMENT FOR OPEN SPACE k4; B: fIn-

THIS AGREEMENT, made and entered into this 1st day of  
January, 1974, by and between CARL V. LARSON and SHIRLEY S.  
Jott, J... ta; ...  
TOWN OF POSTOLA VALLEY, a municipal corporation, hereinafter  
...

WITNESSETH

WHEREAS, the ...  
of PoMola ...  
...

...  
in City;

WHEREAS, both Owner and City desire to limit the use of said  
property by dedication of an open space easement in order to dis-  
...  
and that ...

WHEREAS, the parties have determined that the highest and  
...

...  
...  
...

...

1. STATUTORY AUTHORIZATION. The within agreement and grant of open space easement are made and entered into pursuant to Chapter 6.5 (commencing with Section 51050) of Part 1, Division 1, Title 5 of the Government Code. This agreement is subject to all of the provisions of said chapter including any amendments thereto which may hereafter be enacted.

2. RESTRICTION ON USE OF PROPERTY. During the term of this agreement and the open space easement granted herein, the property described in Exhibit "A", hereto attached and by reference incorporated

open space easement and those uses related to or compatible therewith. Owner, for the direct benefit of all of the property described herein and of said Owner, hereby declares that said real

the land, to be known as the property of the City of San Francisco, California, and that the property is being used for the purpose of

herein for the term of this agreement, and Owner shall not convey or otherwise dispose of the property in any manner which would

of the land, and that the property is being used for the purpose of

of the land, and that the property is being used for the purpose of

of the land, and that the property is being used for the purpose of

of the land, and that the property is being used for the purpose of

of the land, and that the property is being used for the purpose of

3. TERM OF AGREEMENT. This agreement shall be effective

on the date hereof and shall remain in effect for a period of at least twenty (20) years, and shall expire January 1, 1994.

City may accept an instrument whereby the term of this agreement and of the open space easement is extended in the same

terms as provided by this agreement, or the term of the open space easement is extended in the same terms as provided by this agreement.

COUSINS BARTON et al. vs. City of Jackson, Mississippi

Owner shall not receive any payment from City in consideration of this agreement.

It is the intention of the parties that the land described herein shall be used for public purposes and that the

is the substantial public benefit to be derived therefrom and the

84. The value of the land described herein shall not be less than the value of the land as shown on the

in the assessed value of the land as shown on the tax rolls of the City of Jackson, Mississippi.

in this agreement and in the open space easement.

g-r-anted. hereto.

SUCCESSORS IN INTEREST. The within agreement and

shall bind and inure to the benefit of the heirs, assigns, personal representatives, and successors in interest of the parties hereto.

and the City of Jackson, Mississippi.

of the City of Jackson, Mississippi.

shall not be subject to any lien or claim of any person or entity other than the City of Jackson, Mississippi.

of the City of Jackson, Mississippi.

in this agreement shall not be subject to any lien or claim of any person or entity other than the City of Jackson, Mississippi.

of the City of Jackson, Mississippi.

tion of land described in Exhibit "A" shall not be imputed to the

owners of the land described herein.

of the City of Jackson, Mississippi.

of the City of Jackson, Mississippi.

5. ENTIRETY OF ACTION FOR ENFORCEMENT OF AGREEMENT.

in the event of any dispute or controversy arising out of or in connection with this agreement, the parties agree that the venue for the resolution of such dispute or controversy shall be in the courts of the State of Mississippi.

described herein in captioned filed, the agreement shall terminate.

as of the time of the filing of this... in eminent domain as to the land or portion thereof sought to be taken for public use, and Owner shall be entitled to such compensation for the taking as he would have been entitled to had the land not been burdened by the easement.

7. GRANT OF OPEN SPACE EASEMENT. Owner, as grantor, grants an open space easement to the Town of... a municipal corporation, County of San Mateo, State of California, as grantees, over the real property described in Exhibit "A" hereto attached, to have and to hold said open space easement for the term and for the purposes and subject to the conditions, covenants...

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undertake proceedings for the abandonment of the open space easement...

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data when deposited in any post office or any post office box regularly maintained by the United States Government.

Notice to the City shall be addressed:

... 3 ... A ... J... 7... 9:1 t...

Notice to Owner shall be addressed:

Mr. and Mrs. Paul V. Jackson 255 ...

IN WITNESS WHEREOF, the parties hereto have executed the  
within agreement, by owner on January 15, 1974,  
and by City on January 29, 1974.

*[Handwritten Signature]*  
\_\_\_\_\_

"... J-A ; ; ; ; f : (i) - ? . t ; ; l i ; ; ; z ; ; ; N7 z ; ; ;  
n C ; ; ; H ? / ; ; ;"

TOWN OF PORTOLA VALLEY

By *Thomas B. Boushey*  
Mayor

By *Mary Catherine*  
Town Clerk

"City"  
(8t.)



EXHIBIT A

The land referred to in this encasement is situated in the State of California, County of San Bernardino, Township of Volcan Valley and in the following described as follows:

Beginning at the intersection of the center line of the... (illegible text) ... filed in the office of the County Clerk of San Bernardino State (11 CstHJ-Q... 1953 in Book 4B of Maps at pages 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

... of a... (illegible text) ...

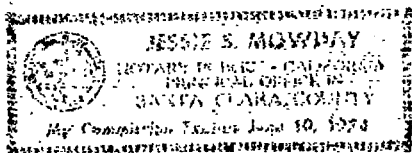
... (illegible text) ... 10,00 feet... 7.61 14" Ga. 1; 9' 00" of... 191 51' 11" F. 16. 1.6 feet... to the Northwestly boundary of Block 1, as shown in the map... California... 1958... 47' 11 9" West... 40' 01" Jf; it. on... 3. li. 0 feet. or... 1. (U.S.) dy H, 11. / (J:h n 1, Uld il f... Yeycl A nnin El n... d; tud Lou.z... tC }t; ;cn2fo\ f; hb wifr: by l)wd nH:n:ded M; ch- / . 1% 1. u look :?94.S M 4.Hficid. l. cordil t p... 3 ?1, - H=co, - dij ;f Sari Mal't! n Comity {; 3 Ti 5(-T); !:hr,i,c:c N n n.h ;;ZO 09' -W" W, i-t 4il0 f. t, mun ?T. len: . u. lht) point. Pf. lu)fl n, \tg.

EXHIBIT A

STATE OF CALIFORNIA )  
County of Santa Clara )

On \_\_\_\_\_, 1974, before me, the undersigned,  
a Notary Public in and for said State, personally appeared  
Carl V. Larson and Shirley S. Lawson, known to me to be the  
persons whose names are subscribed to the within instrument, and  
acknowledged that they executed the same.

WITNESS my hand and official seal.

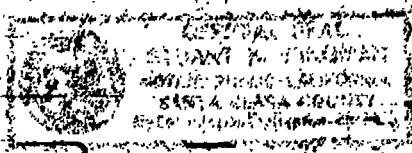


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On January 27, 1974, before me, the undersigned, a  
Notary Public in and for said State, personally appeared  
ELEANOR B. GOSNEY and Mildred Whitaker, known to  
me to be the Mayor and Clerk, respectively, of the Town of Portola  
Valley, and known to me to be the persons whose names are sub-  
scribed to the within instrument, and acknowledged that they  
executed the same on behalf of said Town.

WITNESS my hand and official seal.



Notary Public in and for the State of  
California

EDWARD J. FURBER, Notary Public  
My Commission Expires June 10, 1974



CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property by the agreement and grant of open space easement dated January 1, 1974, from Carl V. Larson and Shirley S. Larson, as Grantors, to the TOWN OF PORCELA VALLEY, a municipal corporation, is hereby accepted by order of the Town Council of said Town on January 23, 1974, and the Grantee consents to the recordation thereof by its

...

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1 kb 71 1974

TOWN OF PORCELA VALLEY - ALL!  
Municipal Corporation

By

*Shirley S. Larson*  
Town Clerk

(SEAL)



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RECEIVED  
MAR 1 1982  
TOWN OF PORTOLA VALLEY

b

RECEIVED

MAR 11 1982

TOWN OF PORTOLA VALLEY

255 Cervantes Road  
Portola Valley, CA 94025  
March 8, 1982

County Assessor  
County of San Mateo  
County Government Center  
Redwood City, CA 94063

Attention: Mr. Fred Anderson

Reference: Parcel number 077-242-130-1

Dear Mr. Anderson:

With respect to the Open Space Easement agreement covering the above referenced parcel, dated January 27, 1974, it is our intention to allow this agreement to terminate on January 1, 1994 as provided in Section 3.

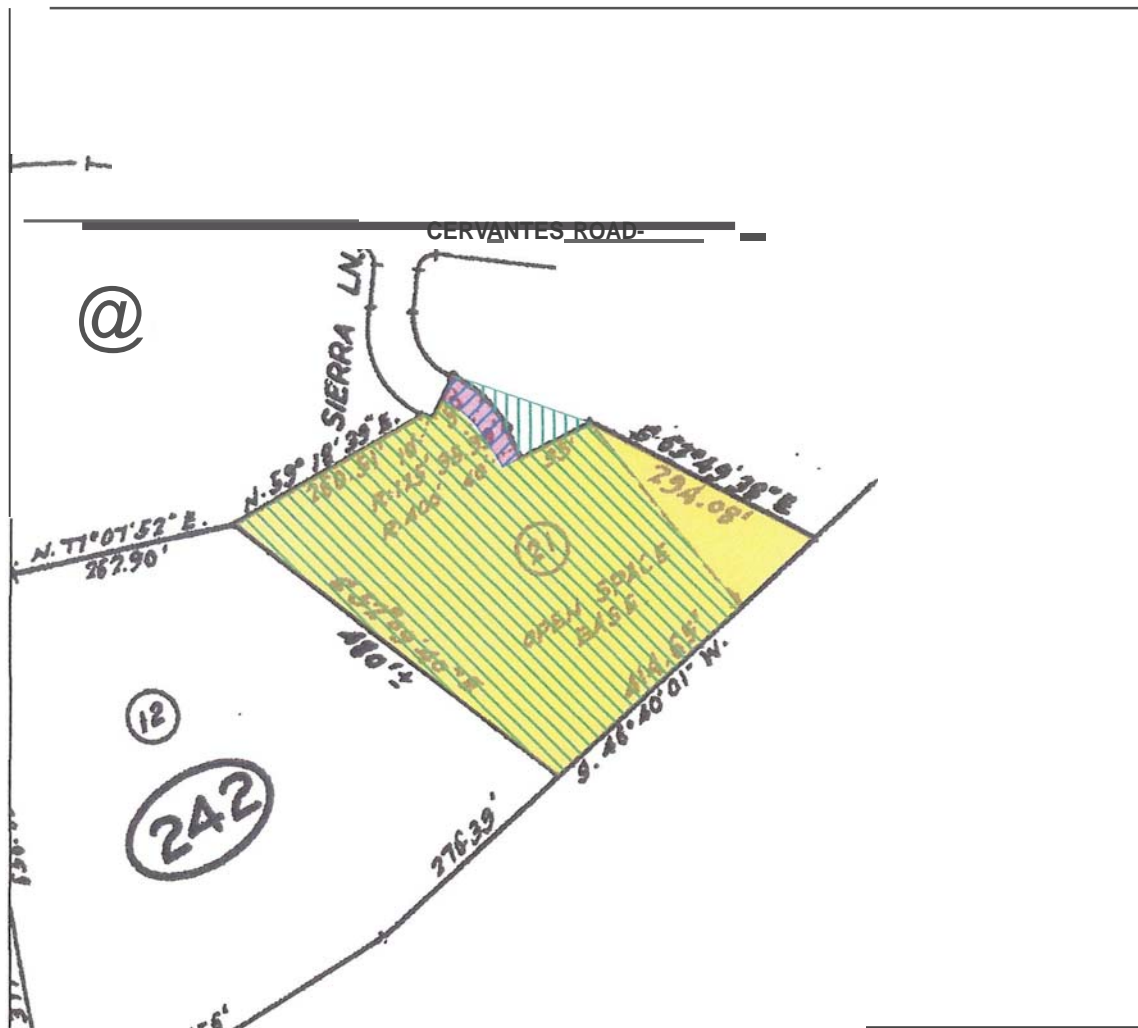
RS,

Carl V. La

FOR V L J O  
Z  
NEW YORK  
S



Scale 1inch = 144.20 feet



**Legend**

**C=:J** PARCEL ONE - Property In Question, Fee

**EJ** PARCEL TWO - Property In Question, Fee

**(||||)** PARCEL THREE - Easement

Item No. 4 - Easement for Ingress, Egress & Public Utilities  
 In 12/14/1960 Bk3906 Pg422 of Official Records  
 Affects said portion as described in the document

Item No. 5 & 6 - Easement for Open Space  
 In 04/04/1974 Bk6546 Pg736 of Official Records  
 Affects said portion as described in the document



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Debbie Pedro, Interim Town Manager

**DATE:** November 11, 2015

**RE:** Extended Winter Closure for Town Hall

### RECOMMENDATION

It is recommended that the Town Council approve an extended winter closure for Town Hall and require staff to use accrued paid time off (PTO) or leave without pay. This year, it is proposed that the winter holiday closure be extended to include Thursday, December 24th.

### DISCUSSION

Town Hall closes each year for Christmas Day, New Year's Day, and the business days in between. The last two weeks of the year are traditionally very quiet in Town Hall because the number of residents seeking municipal services during the holidays is limited. Last year, the Council authorized an extended winter closure for Town Hall between Christmas Eve and January 2<sup>nd</sup> with little impact to services. This year, staff is requesting one additional day of closure between Christmas Eve and January 1<sup>st</sup>. Public safety operations including police and fire services will not be affected by the closure. In the event of an emergency, a number of Town staff will be able to report to work if necessary.

### FISCAL IMPACT

Employees will be required to use 8 hours of accrued paid time off (PTO) or leave without pay for the additional day off on December 24<sup>th</sup>. This will result in a small reduction of the Town's liability for employee leave time.

### ATTACHMENT

1. December 2015 Calendar – Proposed Holiday Closure

## Town Calendar

Please make a selection from the Categories dropdown menu to refine your event search.

[< PREVIOUS MONTH](#)

## DECEMBER 2015

[NEXT MONTH >](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Proposed Extended Holiday Closure	25 <u>Holiday Closure</u>	26
27	28 <u>Holiday Closure</u>	29 <u>Holiday Closure</u>	30 <u>Holiday Closure</u>	31 <u>Holiday Closure</u>	1 <u>Holiday Closure</u>	2



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** November 11, 2015

**RE:** Draft Revisions to the Commission and Advisory Committee Policies & Procedures Handbook

### RECOMMENDATION

It is recommended that the Town Council review and approve the proposed revisions to the Commission and Committee Policies & Procedures Handbook (Handbook).

### BACKGROUND

Staff is presenting a draft revision to the Handbook to include the recent amendment to the preparation of committee meeting minutes, as well as general cleanup.

### DISCUSSION

The proposed revisions to the Community Handbook are noted below:

1. **Council meeting time change (pp. iii and vii)** – These sections reflect the new start time for Council and Commissions meetings.
2. **Application and Selection Process (p. 1)** – The proposed additional language clarifies the follow-up process for committee applicants. Currently, the Town Clerk receives the application and then forwards it to the Mayor and committee chair. The Mayor then consults with the committee chair and if approved contacts the Town Clerk, who will then add the appointment to the next regular Town Council meeting agenda. Currently, there is no language clarifying follow-up with the applicant. Staff proposes once approved; the committee chair notifies the applicant of their date of appointment.
3. **Annual Committee Calendar (p. 4)** – Staff relocated committee reappointments from December to January and added a reminder for committee chairs to notify the Town Clerk of its committee reappointments for coming year.
4. **Role of the Chair (p. 6 and 10)** – Current policy states that the committee chair will forward their meeting agenda to the Town Clerk no later than 8:30 a.m. the Thursday of the week prior to scheduled meeting. Increasingly, committee meeting agendas are not

being received by the requested deadline so that staff must try to contact the chair and ask if the meeting has been cancelled or if they are running late that week. Receiving agendas this late in the week makes it difficult to complete weekly work assignments. Staff is proposing moving up the deadline to no later than 8:30 a.m., the Wednesday prior to the scheduled meeting, giving an extra day to help distribute the weekly workload.

5. **Role of the Secretary (p. 6)** – At its September 23<sup>rd</sup> meeting, the Town Council approved the proposed use of a minute template for committees wanting to post their meeting minutes to the Town's website. Language for the approved procedure has been incorporated into the Committee Handbook.
6. **Minutes (p. 13)** – Language regarding the new procedure for preparing committee meeting minutes have been added to this section.
7. **Committee Events – Food/Beverage Service & Insurance (p. 20)** – Permit and Insurance language added to ensure the Town complies with all local and state regulations.

#### **FISCAL IMPACT**

None

#### **ATTACHMENT**

1. Proposed update to Commission and Committee Policies & Procedures Handbook, November 11, 2015.

cc: Committee Chairs

Report approved by: Debbie Pedro, Interim Town Manager



**Town of Portola Valley**

# **Commission and Advisory Committee Policies & Procedures Handbook**

Adopted by the Portola Valley Town Council  
January 14, 2015



# TOWN OF PORTOLA VALLEY COMMISSION & ADVISORY COMMITTEE

## Policies & Procedures Handbook

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## THE NEEDS AND REWARDS OF VOLUNTEERING

~ by *Bill Lane, Former Mayor*

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

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

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

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

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

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

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

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

## TOWN OF PORTOLA VALLEY GOVERNANCE

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

### ***Town Council***

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

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

The Town Council:

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

### ***Mayor***

The Mayor is elected by the Town Council and serves for a term of one year. The Mayor presides at Council meetings, acts as the Town's official representative, and signs all official documents, unless otherwise specified by the Council. The Mayor also works with the Town Manager and Vice Mayor to set the Town Council meeting agenda.

## ***Vice Mayor***

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

## ***Council Meetings***

Council meetings are open to the public and are held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 7:00~~30~~ p.m. in the Historic Schoolhouse, 765 Portola Road, Portola Valley.

## ***Posting of Meeting Agendas and Ordinances***

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

## ***Commissions and Advisory Committees***

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

A committee's responsibilities are of two types:

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

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

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

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

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

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

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

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

### ***Official Town Commissions & Committees***

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

The Town has 15 permanent Advisory Committees:

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

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

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

## ***Town Manager***

The Town Manager is the Town's administrative head and is appointed by the Council. The Town Manager supervises all other staff members and is responsible for managing the delivery of programs and services authorized in the Town Council adopted budget.

## ***Portola Valley Sphere of Influence***

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

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

## **Town Governance Documents**

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

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

The Town's governmental organization and land use controls further the objectives contained in the General Plan and are based in large part on the voluntary efforts of the local citizens. The size of the Town staff has been kept small through the use of volunteer citizen committees as well as professional

consultants for planning, geology, and legal services and contracting with the San Mateo County Sheriff's Department for law enforcement services.

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



**LIST OF COMMISSIONS & ADVISORY COMMITTEES**

**COMMISSIONS**

***Architectural & Site Control***

5 Members

Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays, 7:00~~30~~ p.m.

***Planning***

5 Members

Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays, 7:00~~30~~ p.m.

**ADVISORY COMMITTEES**

Each committee, shall have a minimum of five (5) members and a maximum of nine (9) members. Exceptions to these minimum/maximum requirements can be granted by the Town Council.

<b><u>Committees</u></b>	
<u>Bicycle, Pedestrian &amp; Traffic Safety</u>	<u>Nature &amp; Science</u>
<u>Cable &amp; Utilities Undergrounding</u>	<u>Open Space Acquisition</u>
<u>Conservation</u>	<u>Parks &amp; Recreation</u>
<u>Cultural Arts</u>	<u>Public Works</u>
<u>Emergency Preparedness</u>	<u>Sustainability</u>
<u>Finance</u>	<u>Trails &amp; Paths</u>
<u>Geologic Safety</u>	<u>Water Conservation</u>
<u>Historic Resources</u>	

## ORGANIZATION CHART

## COMMISSION & ADVISORY COMMITTEE MEMBERSHIP

### ***Membership Qualifications***

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

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

### ***Notice of Vacancies***

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

### ***Application and Selection Process***

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

Residents interested in serving on a **committee** must complete an application and submit it to the Town Clerk. The Town Clerk will then forward the application to the Mayor and committee chair. **Once approved, the committee chair will contact the applicant and notify them that their appointment will be agendaized at the next regular meeting of the Town Council.** The Mayor, in consultation with the committee chair, will review the application. Committee appointments are made by the Mayor with the concurrence of the entire Town Council. Vacancies are filled as necessary.

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

### ***Terms of Office***

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

Commissioners are appointed to 4-year terms expiring on December 31<sup>st</sup>.

### ***Conflict of Interest***

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

### ***Meeting Attendance & Recusals***

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

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

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

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

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

### ***Resignation***

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

### ***Removal***

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

### ***Compensation***

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

### ***Insurance***

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

## ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES

### ***Jurisdiction***

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

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

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

### ***Annual Committee Calendar***

<b><u>TIMEFRAME</u></b>	<b><u>ACTIVITY</u></b>
<i>January</i>	<b>Committee reappointments</b> Committee elects new Chair; begin work on annual report to the Town Council
<i>February to April</i>	Committee annual reports to the Town Council
<i>March to April</i>	Committee develops budget request for upcoming fiscal year – Due April 30 <sup>th</sup> to Town Manager
<i>May</i>	Semi-annual meeting of Chairs to foster inter-committee discussion and collaboration
<i>May to June</i>	Staff assembles town-wide budget; submits to Finance Committee & Town Council for review and approval
<i>July</i>	Distribution of Town Council adopted budget
<i>November</i>	Semi-annual meeting of Chairs with Mayor & Vice Mayor
<i>December</i>	<b>Committee chair notifies the Town Clerk of its committee reappointments for the coming year</b> <b>Committee reappointments</b>

### ***Committee Annual Report***

In the first several months of each calendar year, committees will be asked to make an annual report presentation to the Town Council that outlines the following:

1. Accomplishments and project updates, fiscal year to-date
2. Recommended work plan for the upcoming fiscal year
3. Requests for Town Council direction or for staff and consultant resources
4. Updates to the Committee charter or membership

Committee work plans identify measurable goals and objectives that each committee will work toward achieving during the fiscal year. These objectives generally fall within the scope of the committee's Charter. In addition, plans for appointment of new members and any reorganization of officers for the coming year are also made to ensure a smooth transition to allow important committee work benefiting the community to continue. Committees should use feedback received as part of the annual report discussion with the Town Council to help guide their budget development.

### ***Scope of Authority***

Advisory bodies are not involved in administration or operation of Town departments. Unless a committee is authorized in advance to do so by the Town Council, committees or committee members may not:

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

### ***Ad Hoc Committees***

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

### ***Role of the Chair***

In January of each year, each committee should select a chair from among its members.

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

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

- Assisting new members or an incoming chair with orientation
- Preparing the meeting agenda and submitting it to the Town Clerk no later than 8:30 a.m. the ~~Thursday~~ **Wednesday** of the week prior to the committee meeting
- Communicating important committee activity, questions, or concerns to the Council Liaison
- Monitoring attendance of committee members and utilizing discretion relative to excused/unexcused absence of members
- Ensuring meeting minutes are prepared and submitted in a timely manner
- Becoming familiar with parliamentary procedures
- Ensuring a balanced and inclusive discussion of issues
- Maintaining a watchful eye concerning the potential for perceived or actual conflict of interest
- Ensuring the meeting moves along in a timely fashion
- Directing discussion and deliberation to matters on the agenda
- Encouraging participation from all members present
- Clarifying ideas and restating motions presented to ensure members understand the item(s) on which they are voting
- Actively participating in debate by expressing his/her views
- Mediating conflicts within the committee
- Serving as sole liaison between the committee and Town staff, unless another member of the committee has been designated by the chair to work directly with staff on a particular project
- Working with the assigned Town Council liaison on matters requiring Town Council input or assistance
- Solicitation of committee members
- Review and approval of Town website postings relating to the committee
- Monitoring the committee's budget
- Ensuring that committee events are scheduled using the required event registration process

### ***Role of the Secretary***

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



**Should the committee desire their minutes be posted to the Town's website, it is required that the secretary prepare the meeting minutes by use a minute template. Once the minutes have been agendized and approved by the committee, the secretary will provide the final set of minutes to the Town Clerk, who will then post them to the Town's website.**

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

### ***Role of the Council Liaison***

A member of the Town Council is assigned to each committee to serve as its liaison and provide the committee chair with guidance as necessary. The Liaison should not participate in committee debate or discussion on an issue. The Liaison should remain impartial and avoid “steering” the discussion and/or work of the committee, remembering the primary role is to listen and provide guidance to the Chair and not speak on behalf of the Town or Town Council. The role of the Liaison is to:

- Provide the Town Council with information regarding noteworthy committee events, projects and achievements
- Provide the Chair with:
  - Input received from the Town Council under “Council Liaison Reports”
  - Guidance on Town policies and procedures, including initial feedback on the committee’s Annual Report and budget in advance of submittal to the entire Town Council.
  - Advice on inter-committee topic areas

Liaisons are not expected to attend all committee meetings, but may attend at their discretion and should upon the specific request of the committee chair.

If a Liaison does not attend the committee’s meeting, the Liaison shall contact the committee chair following each committee meeting to learn of any specific requests the chair may have of the Council.

The Council liaison appointments are made annually by the Mayor in January.

### ***Role of the Staff Liaison***

The Town Manager shall designate staff members to work collaboratively with the committee chairs to fulfill the Town Council adopted work plan for each committee.

Committee members are responsible for agendas, material supporting agenda item discussions, meeting minutes, and compliance with applicable rules and regulations, etc. The staff liaison is not expected to attend committee meetings except on the rare occasion that his/her presence is necessary for the committee to reach a consensus on an item in the adopted work plan.

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

## ADVISORY COMMITTEE POLICIES & PROCEDURES

### *I. Meetings*

#### *Ralph M. Brown Act*

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

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

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

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

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

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

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

## **Agendas**

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

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

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

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

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

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

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

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

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

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



### ***Meeting Notification (“Noticing”)***

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

There are two types of meetings: Regular and Special

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

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

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

### ***Quorum***

Definition of a quorum:

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

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

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

### ***Meeting Cancellation***

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

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

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

## **Minutes**

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

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

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

**Once meeting minutes have been agendized and approved by the committee, the secretary will provide the final set of meeting minutes to the Town Clerk who will then post them to the Town's website.**

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

## **Motions**

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

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

- e. Members can vote “yes” or “aye” or raise their hand in the affirmative, or “no” or “nay” or raise their hand negating the motion. Members may also “abstain”.
  - f. In order to be approved, a majority of the members present must vote “yes” or “aye” or raise their hands in the affirmative. A tie vote results in the motion failing. No proxy or absentee voting is allowed.
  - g. A motion may be withdrawn by its maker unless an objection is made. If an objection is stated, the chair must call for a vote to determine whether or not the motion may be withdrawn.
2. Amending a Motion
- a. A motion can be amended, as long as the amendment pertains to the main motion, even if it effectively voids the motion.
  - b. A “substitute motion” is a form of amendment that completely restates the main motion.
  - c. An amendment or substitute motion is stated, seconded, discussed and voted upon the same as a main motion.
3. Motion for Adjournment
- a. When a committee has finished the business on its agenda, a motion to adjourn is in order. This motion is not debatable. Therefore, it is very important that the Chair ensures that no important business has been overlooked prior to requesting a motion for adjournment.

### ***Subcommittees***

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

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



## **II. Finances**

### ***Annual Budget Process***

Following the committee's annual report to the Town Council, committees are asked to submit their budget requests that coincide with their proposed work plan for the next fiscal year (July 1 to June 30). A Budget Request Form will be provided for the committee to use. Committees should prepare the budget request and by motion and affirmative vote approve its submittal to the Town Manager. All budget submittals for the fiscal year beginning July 1<sup>st</sup> are due to the Town Manager by the end of the preceding April. Late budget submittals will be excluded from the budget document and the committee will be given a nominal amount of \$500. Late budget submittals will be considered in July/August, but will only be funded if a surplus is anticipated in the adopted budget.

The Town Manager will work with the Mayor and Vice Mayor to determine which committee budget requests are recommended for Town Council approval upon complete review of the Town's projected finances and the town-wide work program. The Town Council has the ultimate authority to approve the Town's budget and expenditures.

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

### ***Annual Budget Appropriation***

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

### ***Expending Committee Budgetary Funds***

In order to expend budgeted funds, the committee must:

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

Staff will then take the necessary steps – order merchandise, approve an agreement for service, issue a Purchase Order for items over \$500 or agendize the item for Council approval if it is over \$25,000.

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

***Reimbursement for Small Items (\$100 or less)***

Committee members can pay for small items for Town events (e.g. Holiday Party, Town Picnic, Blues & BBQ) and request reimbursement from the Town provided the committee has voted to approve the expenditures and reimbursement in advance of any purchase. The reimbursement will be made through petty cash or on the next warrant (check) list. All requests for reimbursement must include a receipt.

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

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

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

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

### **III. Charter Changes**

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

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

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

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

## ***IV. Process for Committee Requests for Action***

### ***Requesting Placement of Item(s) on Town Council Agenda***

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

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

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

### ***Referral of Items to Other Committees***

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

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

## ***V. Miscellaneous Policies***

### ***Committee Communications***

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

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

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

- Press releases
- Fundraising materials
- Advertising
- Articles for publication
- Flyers for an event
- Banners

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

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

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

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

### ***Using the Town's Bulk Mail Permit***

The committee must obtain a letter and certificate of bulk mailing from the Administrative Technician authorizing use of the Town's Bulk Mailing Permit in order to process the mailing at the Post Office.

## **Committee Events**

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

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

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

### **Food/Beverage Service & Insurance**

**If any food or beverages (including alcoholic beverages) will be served to the public at a Committee event, the committee chair must work with Town staff to ensure that all of the required permits are obtained from the County Environmental Health Department and/or the California Department of Alcoholic Beverage Control within the required time, in advance of the event. In addition, the Committee must work with Town staff to provide any information and or documentation if it is determined that additional insurance is needed for the event.**

### **Staff Support for Committee Events**

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

## ***VI. Fundraising***

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

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

### ***Overview***

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

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

### ***Authorization to Undertake Fundraising***

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

### ***Initiating a One-time Fundraising Event***

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

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

### ***Fundraising Group/Committee Responsibilities***

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

***Anonymous Donors***

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

***Gifts of Securities***

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

***Thank You Letters***

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



#9

There are no written materials for the Council Liaison Committee and Regional Agencies Reports

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – October 30, 2015**

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1. Agenda (Action) – Town Council – Wednesday, October 28, 2015
2. Agenda – Parks & Recreation Committee – Monday, November 2, 2015
3. Agenda (Special) – Cable & Utilities Undergrounding Committee – Tuesday, November 3, 2015
4. Agenda (Special) – Water Conservation Committee – Tuesday, November 3, 2015
5. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, November 4, 2015
6. Agenda (Cancelled) – Planning Commission – Wednesday, November 4, 2015
7. Monthly Meeting Schedule – November 2015
8. Report from San Mateo County Sheriff's Office – Incident Log for 10/08/15 – 10/19/15
9. Peninsula Humane Society & SPCA re: Shelter Services Report for 09/01/15 – 09/30/15
10. Letter from Dr. Gwen Arnold, University of California, Davis re: Upcoming survey regarding Shale Drilling
11. Letter from Daly City Councilmember David Canepa re: Request reappointment to the Bay Area Air Quality Management District Board
12. Wester City Magazine – November 2015

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

*(placed in your town hall mailbox)*

1. None



# TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council  
Wednesday, October 28, 2015  
The Sequoias / Hanson Hall  
501 Portola Road, Portola Valley, CA 94028

## ACTION AGENDA

### CALL TO ORDER AND ROLL CALL – 7:04 PM

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

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.

Residents Mattea Petry, Jolene Petry, Kaitlyn Conley, Ella Dyson, Natalie Morhenn, Olivia Cheney, and Lukas Worthington requested Council to amend the facility use policy to allow children under the age of 18, selling under a total of \$140 on a given day permitted to sell products on Town property without a permit.

Resident Bud Eisberg voiced his support of the Girl Scouts to sell on Town property. He also voiced his concern about the creek at Town Center being overgrown with willow trees.

Resident Caroline Vertongen, the proponent of freedom from workplace bullies, questioned if the Council had any jurisdiction over the Portola Valley School District. The Town Council does not, the school district is its own entity.

### CONSENT AGENDA

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

1. **Approval of Minutes** – Regular Town Council Meeting of September 23, 2015
2. **Ratification of Warrant List** – October 14, 2015
3. **Approval of Warrant List** – October 28, 2015
4. **Appointment by Mayor** – Request for Appointment of Members to the Parks & Recreation, Cultural Arts and Nature & Science Committees
5. **Recommendation from Cultural Arts Committee** – Request Charter Amendment
6. **Recommendation by Mayor** – Adoption of a Proclamation of the Town Council of the Town of Portola Valley Declaring October 18 through October 24, 2015 “Freedom from Workplace Bullies Week”
7. **Recommendation by Administrative Services Manager** – Action on Claim of Joseph Pereira
  - (a) A Resolution of the Town Council of the Town of Portola Valley Denying the Claim of Joseph Pereira (Resolution No. 2677-2015)
8. **Appointment by Mayor** – Appointment of Teresa Godfrey to the Woodside Highlands Road Maintenance District Advisory Committee

Items 1 – 8 Approved 5-0

### REGULAR AGENDA

### STAFF REPORTS AND RECOMMENDATIONS

9. **Recommendation by Interim Town Manager** – Update on Consultant Services for Aircraft Noise Impacts Analyses

Council approved a six month contract agreement with Williams Aviation Consultants, not to exceed \$13,000.00, subject to approval by Interim Town Manager and one Councilmember.

10. **Recommendation by Mayor** – Approval of the Town Center Master Plan Update Committee Charter and Roster  
**Council approved the proposed charter and roster, amending the membership to ten vs the proposed nine.**

11. **Report by Interim Town Manager** – Discussion of Potential Regulations for Time Limits on New Construction Projects

**Council directed staff to look at projects where the construction time exceeds 36 months and look at requiring renewal of the building permit if no substantial progress has been made on the project.**

## 12. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

**Report by Town Council Members** – Brief announcements or reports on items of significance for the entire Town Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

**Vice Mayor Derwin –**

**Attended the Water Conservation Committee meeting that held discussion on the H2Oknow tool, recently posted “brown is the new green” lawn signs, and the WELO and Green Building Ordinance. The Vice Mayor also attended two regional water meetings, two Council of Cities dinner meetings, and two Closing the Gap (San Mateo County affordable housing task force) meetings.**

**Councilmember Hughes -**

**Attended a Planning Commission meeting that held discussion of grading ordinances and policies, homeowner associations, and how best to expend below market housing funds. Councilmember Hughes also attended a Nature & Science Committee meeting that discussed Flight Night, Star Party, update on the Nature Center and looking ahead to their next big event.**

**Councilmember Richards -**

**Attended a Conservation Committee meeting that discussed the possible conflicts with town policies and HOA policies, creek side mailing to residents, ban rodent pesticides and the recent, very successful lion talk held at Town Center.**

**Councilmember Wengert -**

**Attended an ASCC meeting that considered an architectural review of a residence on Zapata Way, and discussed conflicting direction given by the ASCC and the Westridge HOA in regards to severe tree removal.**

**Mayor Aalfs -**

**Attended a San Mateo County Community Choice Energy (CCE) meeting, noting that there are two community informational workshops scheduled for November 5<sup>th</sup> and November 21<sup>st</sup>, being held in the Historic Schoolhouse. Also San Mateo County is scheduled to give a presentation at the December 9<sup>th</sup> Town Council meeting. The Mayor also attended an Airport Roundtable meeting noting that the increase of aircraft noise is a huge problem that is ultimately a congressional matter.**

## **WRITTEN COMMUNICATIONS**

13. **Town Council Digest** – September 25, 2015

**#3 – Councilmember Derwin thanked Marge DeStaebler for her thoughtful letter**

14. **Town Council Digest** – October 2, 2015

15. **Town Council Digest** – October 9, 2015

16. **Town Council Digest** – October 16, 2015

**#3 – Town Attorney said there is no further appeal process with the Town**

17. **Town Council Digest** – October 23, 2015

**ADJOURNMENT: 8:55 pm**

## **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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



**Town of Portola Valley**  
**Parks & Recreation Committee Meeting**  
**Monday, November 2, 2015 – 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: October 5, 2015
4. PV Fields Update
5. Skate Ramp Update (Scott)
6. Horse Shoe Pit Update (Jon)
7. 2016 Committee Membership
8. Community Programs Outreach (Sally Ann)
9. Town Center Master Plan Committee Update (Lindsay)
10. Adjournment

Next Meeting: Monday, December 7, 2015



**TOWN OF PORTOLA VALLEY**  
***Special Cable & Undergrounding Committee***  
***Meeting***  
**Tuesday, November 3, 2015 – 8:15 AM**  
**Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call meeting to order
2. Minutes: Approval of September minutes
3. Communications from Members of the Public
4. Old Business
  - Next Steps in Rule 20A project
    - Consider memorandum to Howard Young communicating Committee's recommendations
  - Next steps to determine voters' interest in undergrounding utilities
5. New Business
6. New member recruitment
7. Adjournment

Next meeting on January 14, 2016 at 8:15 am



**TOWN OF PORTOLA VALLEY**  
**Special Water Conservation Committee Meeting**  
**Tuesday Nov. 3, 2015 3:00 PM to 5:00 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

- 1. Call To Order**
- 2. Roll Call**
- 3. Oral Communications**
- 4. Approval of minutes – October 7, 2015**
- 5. Presentation – Update from CalWater**
- 6. Old Business:**
  - a. H2Oknow tool – Status and Outreach**
  - b. Lawn watering reduction program**
  - c. Review actual water conservation results from September**
  - d. WELO ordinance**
  - e. Green building ordinance – Proposal for Rainwater and Graywater**
- 7. New Business:**
  - a. Committee Membership – 2016**
  - b. Smart Irrigation Controller program**
- 8. Announcements**
- 9. Set Date and Topics for next meeting**
- 10. Adjournment**

*Marty to act as Secretary for this meeting*



**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
**Wednesday, November 4, 2015 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

1. Roll Call
2. Oral Communications
3. Approve Minutes of the October 7, 2015 meeting
4. Sheriff's Report –
  - 1) Accidents and Citations
  - 2) Updated requests for Law enforcement presence, as required School and school crossing locations
5. Public Works Report:
  - 1) Retaining wall project at Alpine and Arastradero Roads
  - 2) Georgia Lane pipeline project
  - 3) Sand Hill and Portola Roads water main project
  - 4) Parking control signage on Alpine Road at Ford Field
6. General Items:
  - 1) Confirmation of Committee memberships for 2016
  - 2) Update on Wind Hill parking situation – Parking request cards
7. Update on Outreach, events & teaching programs:
  - 1) Outreach to Cycle groups SVBC to highlight Town Roadway improvements for bicycle accommodation. Initial conversation has resulted in invitation from SVBC to start a blog. Proposal to Assign a Committee member to draft a statement for review, ahead of circulation.
  - 2) Pat Baenan (Former BPTS member) approached the committee seeking assistance with materials for the next Bike to Work Day event. See Appendix A, request emails.
8. Matters Arising:
9. Time and Date for December 2015 meeting
10. Adjournment





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission  
**FROM:** CheyAnne Brown, Planning Technician  
**DATE:** October 27, 2015  
**RE:** Cancellation of Planning Commission Meeting

The regular meeting of the Planning Commission scheduled for Wednesday, November 4, 2015 has been canceled. The next regular meeting of the Planning Commission is scheduled for Wednesday, November 18, 2015 at 7:00 p.m.

cc: Town Manager  
Town Council  
Town Planner  
The Almanac

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This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: October 27, 2015

CheyAnne Brown  
Planning Technician

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# Town of Portola Valley

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

## **NOVEMBER 2015 MEETING SCHEDULE**

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

**TOWN COUNCIL – 7:00 PM** (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, November 11, 2015

Wednesday, November 25, 2015 - **CANCELLED**

**PLANNING COMMISSION – 7:00 PM** (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – Craig Hughes (for months NOVEMBER, November, December)

Wednesday, November 4, 2015

Wednesday, November 18, 2015

**ARCHITECTURAL & SITE CONTROL COMMISSION - 7:00 PM** (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

Council Liaison – Ann Wengert (for months NOVEMBER, November, December)

Monday, November 9, 2015

Monday, November 23, 2015

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

Council Liaison – Craig Hughes

Wednesday, November 4, 2015

**CABLE & UTILITIES UNDERGROUNDING COMMITTEE – 8:15 AM** (Meets 2<sup>nd</sup> Thursday) alternate odd numbered months

Council Liaison – Craig Hughes

Tuesday, November 3, 2015 – **SPECIAL MEETING**

Thursday, November 12, 2015 - **CANCELLED**

**CONSERVATION COMMITTEE – 7:45 PM** (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, November 17, 2015 – **SPECIAL MEETING**

Tuesday, November 24, 2015 – **CANCELLED**

**CULTURAL ARTS COMMITTEE** – (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, November 12, 2015

**EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM** (Meets 2<sup>nd</sup> Thursday) in the EOC /

Conference Room at Town Hall

Council Liaison – John Richards

Thursday, November 12, 2015

FINANCE COMMITTEE

Council Liaison – Ann Wengert

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

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

Council Liaison – Craig Hughes

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes

As announced

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

Council Liaison – Craig Hughes

Monday, November 2, 2015

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs

As announced

SUSTAINABILITY COMMITTEE – 3:30 PM (Meets 3<sup>rd</sup> Monday)

Council Liaison – Ann Wengert

As announced

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

Council Liaison – Ann Wengert

Tuesday, November 10, 2015 – 8:15 AM

WATER CONSERVATION COMMITTEE – 3:00 PM (first Wednesday of each month)

Council Liaison – Maryann Derwin

Tuesday, November 3, 2015 – **SPECIAL MEETING**

Wednesday, November 4, 2015 - **CANCELLED**



# 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.

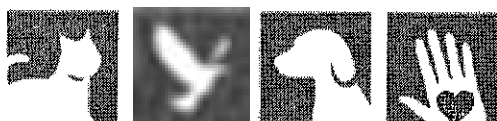
**Thursday 10/08/15 to Monday 10/19/15**

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
15-9556	10/08/15 8:40PM	2900 Blk. Calvin Ave. North Fair Oaks	Resist or Obstruct Officer	Deputies were dispatched to a report of a male and female involved in a verbal altercation. The man had a bat. Upon arrival deputies saw a male running away. A short time later he was contacted again and while attempting to confirm his identity, deputy found two Permanent Resident Cards in his wallet. Both cards showed differing information. Arturo Luna-Palacios from Redwood City was arrested and booked into the Maguire Correctional Facility.
15-9558	10/08/15 9:28PM	Dumbarton/El Camino Real North Fair Oaks	Failure to Register / Annual Update	Deputy observed a vehicle ½ car length in front of his patrol car. The driver of the vehicle was in violation of 21658(a) (unsafe lane change). Contact was made with the driver, who identified himself as Arnez Clark. A records check was conducted and Clark was advised he was required to register as a sex offender. He had failed to register since April 30,

				2014. Clark was arrested for violation of PC 290.012(a) and booked into the Maguire Correctional Facility.
15-9560	10/08/15 11:07PM	600 Blk. Warrington North Fair Oaks	Sheriff's Office Felony Warrant	Edgar Franco from North Fair Oaks was arrested for having an active felony warrant for his arrest. It was confirmed that the warrant was still active with County Communications and Franco was placed under arrest. He was transported and booked at the Maguire Correctional Facility.
15-9603	10/09/15 10:36AM	Middlefield/Pacific North Fair Oaks	Sheriff's Office Felony Warrant	A bike stop was conducted on a subject riding a bike without a working rear facing red light. A warrant check was conducted and subject Jose Luis Aboytes was found to have an outstanding San Mateo County felony warrant for 496d(a) possession of stolen property. Subject arrested and booked into the Maguire Correctional Facility.
15-9623	10/10/15 10:32AM	500 Blk. La Mesa Dr. Ladera	Obtain / Use Personal ID w/o Athorization	Reporting party called to report identity theft. Reporting party stated he received a call from a debt collector on 10/08/2015 attempting to collect on a \$255.00 loan, taken in his name, on 07/17/2015 from Check-N-Go. He told the debt collector he had never taken a loan from Check-N-Go and the loan was fraudulent. RP contacted the Federal Trade Commission and retrieved paperwork from them to document the fraud. He was unaware how his personal information may have been compromised and did not know who was responsible for the fraud.
15-9633	10/10/15 3:49PM	La Honda Rd / Skywood Way Woodside	Traffic Accident Minor Injury	Minor injury accident involving a vehicle and a motorcycle. Motorcycle driver collided with the vehicle due to traveling left over the double yellow lines. Riders of the motorcycle were transported to Stanford Hospital for minor injuries.
15-9656	10/11/15 12:16PM	La Honda Rd./Skyline Blvd Woodside	Traffic Accident Minor Injury	Minor injury accident involving two vehicles. Head on collision caused by loss of control of vehicle one which made

				him drive over the double parallel solid yellow lines. Driver of vehicle one sustained abrasions across his left collar bone from his seatbelt. Pregnant passenger of vehicle two taken to hospital for precautionary purposes.
15-9758	10/12/15 12:56 PM	Portola/Willowbrook Portola Valley	Traffic Accident Complaint of pain	Deputy made telephone contact with a bicyclist who was involved in a traffic accident (complaint of pain) the day before. Cyclist stated that the driver of vehicle one struck two bicyclists as he made a right turn. Driver stopped and checked the welfare of the cyclists and exchanged information with one of the cyclists. Driver one caused this collision by violating 22107 vc, no person shall turn a vehicle from a direct course or move right or left upon a roadway unless safe to do so.



Peninsula Humane Society & SPCA

12 Airport Blvd  
San Mateo, CA 94401  
650/340.7022

## Shelter Services Report

Jurisdiction: PORTOLA VALLEY for the period of 9/1/2015 to 9/30/2015.

Dogs	0	0.00%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	1	0.26%	
Other	0	0.00%	
Wildlife	12	1.47%	
<b>Total</b>	<b>13</b>	<b>0.83%</b>	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.

	Dogs		Cats		Other		Wildlife		Total	
Stray	0	0.00%	1	100.00%	0	0.00%	12	100.00%	13	100.00%
Owned	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Other Agency	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Adopted	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
RTO - Release - Transfer	0	0.00%	0	0.00%	0	0.00%	2	40.00%	2	40.00%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Untreatable	0	0.00%	0	0.00%	0	0.00%	3	60.00%	3	60.00%

DOA - Djed	0	0.00%	1	100.00%	0	0.00%	7	100.00%	8	100.00%
Owner Requested Euthanasia	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%



Peninsula Humane Society & SPCA

12 Airport Blvd  
San Mateo, CA 94401  
650/340.7022

## Field Services Report

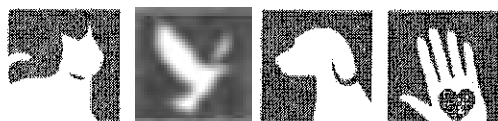
Jurisdiction: **PORTOLA VALLEY** for the period of **9/1/2015 to 9/30/2015**.

The percentages listed show the percentage of PHS's work in **PORTOLA VALLEY** that call type represents.

<b>Total Activities for jurisdiction PORTOLA VALLEY</b>		<b>21</b>
Dead Animal Calls	57.14%	12
Sick/Injured Animal Calls	19.05%	4
Field Euthanasias	9.52%	2
Municipal Code Complaint	9.52%	2
Confined Dogs/Cats/Other Domestic Animals	4.76%	1
Aggressive Animal Calls	0.00%	0
Aggressive Animal Complaint	0.00%	0
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	0.00%	0
Assist Police/Fire	0.00%	0
Assist Public	0.00%	0
Confined at Police Department	0.00%	0
Field Returns of Domestic Animals	0.00%	0
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	0.00%	0
Owner Surrender Calls of Live/Dead Animals	0.00%	0
Property Inspections	0.00%	0
Protective Custody	0.00%	0
Quarantines of Dogs/Cats/Other Domestic Animals	0.00%	0
Stray Animal Calls	0.00%	0
Traffic Hazard Animal Calls	0.00%	0
Transport Animal/Trap/Other	0.00%	0

\* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.





Peninsula Humane Society & SPCA

12 Airport Blvd  
San Mateo, CA 94401  
650/340.7022

## Shelter Services Report

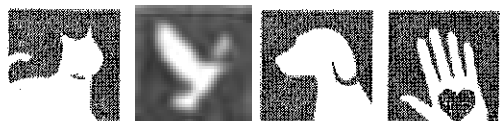
Jurisdiction: ALL JURISDICTIONS for the period of 9/1/2015 to 9/30/2015.

Dogs	283	100.00%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	378	100.00%	
Other	87	100.00%	
Wildlife	815	100.00%	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.
<b>Total</b>	<b>1,563</b>	<b>100.00%</b>	

	Dogs		Cats		Other		Wildlife		Total	
Stray	191	67.49%	267	70.63%	47	54.02%	708	86.87%	1,213	77.61%
Owned	88	31.10%	75	19.84%	32	36.78%	0	0.00%	195	12.48%
Other Agency	4	1.41%	36	9.52%	8	9.20%	107	13.13%	155	9.92%

Adopted	95	42.04%	166	68.03%	63	85.14%	0	0.00%	324	33.82%
RTO - Release - Transfer	105	46.46%	11	4.51%	.1	1.35%	141	34.06%	258	26.93%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	1	0.44%	1	0.41%	0	0.00%	1	0.24%	3	0.31%
Euth: Untreatable	25	11.06%	66	27.05%	10	13.51%	272	65.70%	373	38.94%

DOA - Died	22	38.60%	108	80.60%	8	61.54%	401	100.00%	539	89.09%
Owner Requested Euthanasia	35	61.40%	26	19.40%	5	38.46%	0	0.00%	66	10.91%



Peninsula Humane Society & SPCA

12 Airport Blvd  
San Mateo, CA 94401  
650/340.7022

## Field Services Report

Jurisdiction: **ALL JURISDICTIONS** for the period of **9/1/2015 to 9/30/2015**.

The percentages listed show the percentage of PHS's work in **ALL JURISDICTIONS** that call type represents.

Total Activities for jurisdiction ALL JURISDICTIONS		1,423
Sick/Injured Animal Calls	24.17%	344
Dead Animal Calls	21.50%	306
Quarantines of Dogs/Cats/Other Domestic Animals	17.57%	250
Confined Dogs/Cats/Other Domestic Animals	7.17%	102
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	6.68%	95
Stray Animal Calls	6.47%	92
Aggressive Animal Complaint	4.08%	58
Municipal Code Complaint	4.08%	58
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	1.62%	23
Field Euthanasias	1.48%	21
Confined at Police Department	1.34%	19
Protective Custody	1.05%	15
Property Inspections	0.84%	12
Aggressive Animal Calls	0.77%	11
Owner Surrender Calls of Live/Dead Animals	0.35%	5
Field Returns of Domestic Animals	0.28%	4
Transport Animal/Trap/Other	0.28%	4
Assist Police/Fire	0.14%	2
Assist Public	0.14%	2
Traffic Hazard Animal Calls	0.00%	0

\* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.

# Breakdown Report – San Mateo Co, CA

Activity from 9/1/15 through 9/30/15

Zip/Jurisdiction	Total Revenue	Dog		Cat		No Fee	License Total	Replacement & Transfer	Late Fees	Misc Revenue	Except
		1-Year	3-Year	1-Year	3-Year						
ATHERTON	\$918.00	28	5	2	0	0	35	1	7	1	9
		\$417.00	\$211.00	\$10.00	\$0.00	\$0.00	\$638.00	\$8.00	\$140.00	\$10.00	\$122.00
BELMONT	\$3,570.75	102	16	41	4	0	163	0	27	7	22
		\$1,710.00	\$726.00	\$265.00	\$63.75	\$0.00	\$2,764.75	\$0.00	\$384.00	\$68.00	\$354.00
BRISBANE	\$658.25	19	3	2	1	0	25	0	5	0	4
		\$365.00	\$133.00	\$12.00	\$11.25	\$0.00	\$521.25	\$0.00	\$74.00	\$0.00	\$63.00
BURLINGAME	\$3,361.50	90	15	12	1	1	119	1	11	4	18
		\$1,774.00	\$854.00	\$73.00	\$17.50	\$0.00	\$2,718.50	\$8.00	\$220.00	\$36.00	\$379.00
COLMA	\$100.00	4	0	0	0	0	4	0	1	0	1
		\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$20.00	\$0.00	\$20.00
COUNTY	\$5,554.00	163	34	38	9	3	247	1	33	1	37
		\$2,677.00	\$1,550.00	\$191.00	\$125.00	\$0.00	\$4,543.00	\$8.00	\$569.00	\$1.00	\$433.00
DALY CITY	\$5,148.00	154	22	7	0	0	183	1	26	3	17
		\$3,311.00	\$913.00	\$33.00	\$0.00	\$0.00	\$4,257.00	\$8.00	\$520.00	\$8.00	\$355.00
EAST PALO ALTO	\$733.00	18	0	1	0	0	19	0	2	0	3
		\$637.00	\$0.00	\$7.00	\$0.00	\$0.00	\$644.00	\$0.00	\$40.00	\$0.00	\$49.00
FOSTER CITY	\$3,240.00	103	19	5	0	2	129	2	19	4	19
		\$1,668.00	\$821.00	\$29.00	\$0.00	\$0.00	\$2,518.00	\$16.00	\$367.00	\$22.00	\$317.00
HALF MOON BAY	\$2,427.00	67	11	6	0	0	84	0	13	5	12
		\$1,288.00	\$543.00	\$40.00	\$0.00	\$0.00	\$1,871.00	\$0.00	\$260.00	\$44.00	\$252.00
HILLSBOROUGH	\$2,110.50	63	9	8	2	0	82	1	8	1	22
		\$1,096.00	\$376.00	\$33.00	\$22.50	\$0.00	\$1,527.50	\$8.00	\$134.00	\$11.00	\$430.00
MENLO PARK	\$2,205.00	77	8	5	0	0	90	0	13	3	11
		\$1,426.00	\$335.00	\$35.00	\$0.00	\$0.00	\$1,796.00	\$0.00	\$260.00	\$11.00	\$138.00
MILLBRAE	\$2,326.00	72	8	12	0	0	92	0	16	2	14
		\$1,185.00	\$474.00	\$82.00	\$0.00	\$0.00	\$1,741.00	\$0.00	\$307.00	\$11.00	\$267.00
OTHER	\$95.00	2	1	0	0	0	3	0	0	0	0
		\$40.00	\$55.00	\$0.00	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00
PACIFICA	\$4,877.25	171	31	11	3	1	217	3	23	5	21
		\$2,730.00	\$1,204.00	\$43.00	\$46.25	\$0.00	\$4,023.25	\$24.00	\$447.00	\$20.00	\$363.00
PORTOLA VALLEY	\$1,438.00	39	9	4	0	0	52	0	9	4	7
		\$759.00	\$375.00	\$19.00	\$0.00	\$0.00	\$1,153.00	\$0.00	\$167.00	\$13.00	\$105.00

# Breakdown Report – San Mateo Co, CA

Activity from 9/1/15 through 9/30/15

Zip/Jurisdiction	Total Revenue	Dog		Cat		No Fee	License Total	Replacement & Transfer	Late Fees	Misc Revenue	Except
		1-Year	3-Year	1-Year	3-Year						
REDWOOD CITY	\$9,478.50	258	58	62	10	0	388	2	62	9	46
		\$4,423.00	\$2,647.00	\$346.00	\$147.50	\$0.00	\$7,563.50	\$16.00	\$1,006.00	\$82.00	\$811.00
SAN BRUNO	\$3,863.00	98	14	4	0	1	117	1	20	3	17
		\$2,117.00	\$854.00	\$12.00	\$0.00	\$0.00	\$2,983.00	\$8.00	\$400.00	\$20.00	\$452.00
SAN CARLOS	\$3,134.00	110	9	9	3	1	132	1	12	6	29
		\$1,770.00	\$439.00	\$61.00	\$23.00	\$0.00	\$2,293.00	\$8.00	\$240.00	\$49.00	\$544.00
SAN MATEO	\$12,323.75	343	58	121	20	0	542	4	78	11	87
		\$6,430.00	\$2,229.00	\$725.00	\$306.25	\$0.00	\$9,690.25	\$32.00	\$1,326.00	\$53.00	\$1,222.50
SOUTH SAN FRAN	\$5,860.25	177	29	8	1	1	216	1	27	7	25
		\$3,496.00	\$1,263.00	\$49.00	\$11.25	\$0.00	\$4,819.25	\$8.00	\$540.00	\$57.00	\$436.00
WOODSIDE	\$1,268.00	49	5	9	0	0	63	1	8	0	3
		\$764.00	\$243.00	\$59.00	\$0.00	\$0.00	\$1,066.00	\$8.00	\$134.00	\$0.00	\$60.00
<b>TOTAL REGISTRATIONS</b>		<b>2,207</b>	<b>364</b>	<b>367</b>	<b>54</b>	<b>10</b>	<b>3,002</b>	<b>20</b>	<b>420</b>	<b>76</b>	<b>424</b>
		<b>\$40,143.00</b>	<b>\$16,245.00</b>	<b>\$2,124.00</b>	<b>\$774.25</b>	<b>\$0.00</b>	<b>\$59,286.25</b>	<b>\$160.00</b>	<b>\$7,555.00</b>	<b>\$516.00</b>	<b>\$7,172.50</b>
<b>TOTAL REVENUE</b>										<b>\$74,689.75</b>	

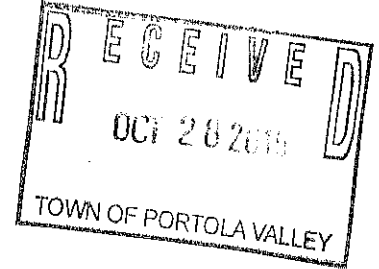


DEPARTMENT OF ENVIRONMENTAL SCIENCE AND POLICY

ONE SHIELDS AVENUE  
DAVIS, CA 95616-5270

October 16, 2015

Jeff Aalfs or current Mayor of City of Portola Valley  
765 Portola Rd  
Portola Valley, CA 94028-7205



Dear Jeff Aalfs or current Mayor of City of Portola Valley:

We would like your help with an important non-partisan research study being conducted by the University California, Davis. We are studying how municipal governments in California make decisions about a relatively new form of oil and natural gas extraction called shale drilling (also called high-volume hydraulic fracturing, or “fracking”). This study is funded by the California Institute for Water Resources.

Shale drilling is or may become an important issue for many California municipalities:

- Shale drilling is already occurring in 10 California counties.
- At least 22 California municipalities and counties have passed policies concerning shale drilling.
- In 2013, a University of Southern California study reported that drilling in the Monterey Shale could yield 2.8 million jobs and nearly \$25 billion in state and local tax revenue by 2020.

We are studying why some municipalities adopt shale drilling policies while others do not, and which policy measures municipalities choose. This research does not take a stance on whether shale drilling is good or bad. We are asking you to help us with this research because officials like yourself often have extensive knowledge about local government activities. In a few days, we will send you a survey about these topics.

We are sending you this letter in advance because people often like a heads-up before they are asked to fill out a survey. Your participation is voluntary, but we want to do everything we can to help you take part in this study. Please complete the survey even if your municipality has not passed any policy measures about shale drilling. It is just as important for us to understand why some municipalities do not pass policies about shale drilling as it is to understand why other municipalities do pass such policies.

We hope you will take about 20 minutes of your time to answer this survey. The success of this study depends on you generously sharing your thoughts and opinions. We really appreciate your help.

Sincerely,

Dr. Gwen Arnold  
University of California, Davis Department of Environmental Science and Policy  
One Shields Avenue  
Davis, CA 95616  
gbarnold@ucdavis.edu; (530) 752-6718



# OFFICE OF THE MAYOR CITY OF DALY CITY

333 - 90<sup>TH</sup> STREET  
DALY CITY, CA 94015-1895  
(650) 991-8125

October 28, 2015

RE: City Selection Committee Appointment to Bay Area Air Quality Management District (BAAQMD)

Dear Honorable Mayor and City Council Members:

I write to request your consideration and support for my reappointment as the San Mateo County representative to the Bay Area Air Quality Management District Board of Directors. It has been an honor and privilege to serve the residents of San Mateo County on the Air District Board for the last year.

During those 12 months, I have worked diligently to represent the collective interest of San Mateo County cities and our residents to address the growth of harmful vehicular emissions and other industrial pollutants. Managing air quality in this region is of significant importance to me, and I know to each of you. The ever-increasing population in our region has a direct impact on traffic growth and congestion which contributes to increased harmful emissions. Thus, I have been committed to ensuring the effective alignment of air quality improvement goals and strategies to reduce harmful emissions.

Among the accomplishments during the past year that the BAAQMD Board and I are proud to share are the following:

- Allocated \$14M to accelerate electric vehicle fleet incentives, including the purchase of new plug-in electric heavy-duty vehicles and electric buses, neighborhood electric vehicles and electric motorcycles, and expansion of the Bay Area's network of electric charging stations at workplaces, multi-family developments, and key public locations. Of course, the Air District is committed to encouraging electric vehicle adoption by public agencies and developing a regional network of charging stations where the electric vehicle users can conveniently recharge, making electric vehicles a viable fleet option.
- Authorized \$20M to support the CalTrain electrification project which aims to reduce the impact of this important regional transportation system to zero emissions along the 51 mile corridor between San Francisco and San Jose. The Air District's funding contribution toward this \$1.53B project is made possible

RE: City Selection Committee Appointment to Bay Area Air Quality Management District (BAAQMD)

October 28, 2015

Page 2 of 2

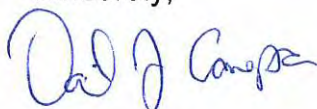
through the Mobile Source Incentive Fund, which is collected from a \$2 fee on motor vehicles registered in the Bay Area.

- Developed and approved a Climate Strategy to achieve a 20% reduction in harmful greenhouse gasses.
- Established a Regional Bike Sharing Program that will encourage the use of bicycles as an alternative form of transportation by making bicycles readily accessible to potential riders.

These and other efforts that the Air District Board will undertake in the coming year offer the potential for many improved air quality benefits to San Mateo County cities. I am deeply committed to being our regional voice on the Air District Board and ensuring that San Mateo County and its cities are the recipients of an equitable allocation of funds for projects that benefit our residents.

Thank you in advance for your kind consideration of my reappointment to the Bay Area Air Quality Management District Board of Directors. You have my ongoing commitment to protect the public's health, to enhance air quality in our region and to address global climate change by encouraging additional activities to reduce harmful greenhouse gasses in the Bay Area.

Sincerely,

A handwritten signature in blue ink, appearing to read "David J. Canepa".

David J. Canepa  
Councilmember

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – November 6, 2015**

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1. Agenda (Cancellation) – ASCC – Monday, November 9, 2015
2. Agenda – Trails & Paths Committee – Tuesday, November 10, 2015
3. Agenda – Emergency Preparedness Committee – Thursday, November 12, 2015
4. Agenda (Cancellation) – Cable & Utilities Undergrounding Committee – Thursday, November 12, 2015
5. Agenda – Cultural Arts Committee – Thursday, November 12, 2015
6. Unidentified letter to the Town Council re: Expenditure of Taxpayer Dollars
7. Council of Cities Dinner Meeting Invitation – November 20, 2015
8. Month End Financial Report – October 2015
9. Report from San Mateo County Sheriff's Office – Incident Log for 10/0 8/15 – 10/27/15

**Attached Separates (Council Only)**  
*(placed in your town hall mailbox)*

1. None





**TOWN OF PORTOLA VALLEY**  
**ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)**  
**Monday, November 9, 2015**  
**7:00 PM – Regular ASCC Meeting**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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## **NOTICE OF MEETING CANCELATION**

### **ARCHITECTURAL SITE AND CONTROL COMMISSION MEETING REGULARLY SCHEDULED FOR Monday, November 9, 2015**

Notice is hereby given that the Town of Portola Valley Architectural Site and Control Commission meeting regularly scheduled for Monday, November 9, 2015, has been canceled.

The next regular meeting of the Architectural Site and Control Commission is scheduled for Monday, November 23, 2015 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



**TOWN OF PORTOLA VALLEY**  
***Trails and Paths Committee***  
**Tuesday, November 10, 2015 - 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 – Regular meeting of October 13, 2015
4. Old Business
  - (a) Community Hike Planning – Saturday, November 7
5. New Business
  - (a) Financial Review and Trail Work Update – October 2015
6. Other Business
8. Adjournment

**Enclosures:**

Minutes from October 13, 2015 meeting  
Financial Review October 2015  
Trail Work Map and Memo – October 2015



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, November 12, 2015 - 8:00 AM**  
**EOC / Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

**REGULAR MEETING AGENDA**

1. 8:00 Call to order -  
 Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill,  
 Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp,  
 Tamara Turner, and Stuart Young  
  
 Guests: Debbie Pedro/Interim Town Manager, John Richards/Town Council,  
 Dan Ghiorso and Selena Brown WFPD, Mark Kuykendall/Sheriff's Office, Gary  
 Nielsen, Police Commissioner  
  
 Absent:
2. 8:01 Oral Communications
3. 8:04 Review and approval of minutes
  - Motion: Accept the Minutes of October 8, 2015
4. 8:05 Emergency Drinking Water Project – John Novitsky
  - Sense of the committee/motions
5. 8:15 CERPP/WFPD Report (Brown/Ghiorso)
  - PG&E Training
6. 8:25 Town Report
  - Status of Emergency Training
7. 8:35 Medical Subcommittee Report (Young)
8. 8:40 Communications Sub Committee Report (Rothrock)
  - EOC Frequency monitoring plan – based on staffing
  - Station 19/Town Center Radio link update
9. 8:45 Community Outreach Sub Committee Report (Turner)
  - Town website review to make EPC page more visible
10. 8:50 Committee Charter Review – Craig Taylor
11. 8:58 Other Business
  - Joint meeting with Woodside EPC
  - Committee Membership for 2016
12. 9:00 Adjourn: Next meeting is December 10, 2015



**Town of Portola Valley  
Cable Committee Meeting  
Notice of Cancellation  
Thursday, November 12, 2015**

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**MEETING CANCELLATION NOTICE**

The regularly scheduled meeting of the Cable Committee for Thursday, November 12<sup>th</sup>, 2015 at 8:15 a.m. has been cancelled.

The next regularly scheduled meeting of the Cable Committee is Thursday, January 14, 2016.



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee**  
**Thursday, November 12, 2015 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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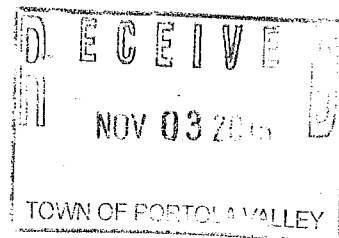
**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – October 8, 2015
4. Old Business
  - Debrief 11/10 speaker event
  - CAC calendar plan for 2016 – events/activities
  - Leadership transition
  - Holiday Fair preparation
  - CAC new objectives approved by Town Council
5. New Business:
  - Co-sponsor teen project with Friends of Library
  - Piano purchase report
6. Adjournment

Oct. 29, 2015

We came to your meeting last night in order to hear why almost \$200,000 of our taxpayers money was used to expedite the removal of two administrators from Portola Valley. Isn't that one of the reasons for your being in office - to represent and protect us in all our town dealings?

We are disappointed.



# Viewpoint

IDEAS, THOUGHTS AND OPINIONS ABOUT LOCAL ISSUES

## A troubling trend in employment contracts

The school community may never know the details behind the agreement between the Portola Valley School District and its superintendent, Lisa Gonzales, to part ways earlier this month. But that's not necessarily a problem: Voters elect school board members to hire and fire the district's top administrator, and not all choices for that important position work out. What is a problem, however, is the lack of openness and public disclosure about the nature of a top leader's departure, even when a large sum of taxpayer dollars is involved—an increasingly common situation, thanks to a growing trend in writing employment contracts and separation agreements.

When the district announced Ms. Gonzales' departure in a written statement released on her last day of employment, the cagily worded release said she was "resigning to take on a greater leadership role" in the Association of California School Administrators.

It didn't say, however, that the district would be writing her a check for six months' salary, amounting to \$91,500—a payout required under terms of her contract only if she were fired without cause.

In the "mutual separation agreement," which the Almanac was provided upon request, it's clear that her work with the state association was not the prompt for her exit from the district. But point 5 of the agreement requires the district to specifically use that blatant deception in explaining Ms. Gonzales' departure, and forbids the district and Ms. Gonzales from making any statements "by which one of the parties disparages the other or has the effect of damaging in any way the reputation of, or otherwise working in any way to the detriment of, the other party."

The agreement is, sadly, reflective of a growing trend that places more importance on protecting the reputation—and by extension, the future marketability—of a top public administrator than on the public interest. While a degree of protection for employees is justified, the total suppression

of information that might shed light on systemic problems in a public agency, or help another public agency determine whether a job candidate should be hired, doesn't serve the public well.

Another example of this trend was the amendment written into former Portola Valley town manager Nick Pegueros' contract just months before his "involuntary resignation" in August. The amendment banned the council, Mr. Pegueros and town staff from talking to the public, the press or other town employees about what might

have led to his termination. And he, too, walked away with a hefty pay-out: about \$100,000. He now is working in a high-level, high-paying interim position with the city of Menlo Park, with residents and fellow staff members in the dark about why he was shown the door in Portola Valley.

There's an interesting discussion on the Almanac's Town Square forum about Ms. Gonzales' separation-agreement provisions that require silence on the circumstances of her departure. One poster had an idea worth considering: the inclusion in high-level public employee contracts of a provision requiring "full public disclosure of the circumstances surrounding departure or termination" if the departing administrator is to receive a severance pay-out. Another poster dismissed this idea, saying that the terms in the separation agreement are consistent with "well-established best practices" in such employment and separation proceedings.

Perhaps that assertion accurately reflects conventional thinking in this area. But we challenge its validity by asking: Best practices for whom? Who is served by such provisions? The departing employee, yes, but certainly not the school community, or the taxpayers, or a future employer. The integrity of the democratic process thrives only when the public and public officials have access to the information needed to make smart and responsible decisions. Provisions that deprive us of such information have no place in high-level administrators' contracts and separation agreements. ■

### EDITORIAL

The opinion of The Almanac



## **Dinner/Meeting Announcement**

**Date: Friday, November 20, 2015 at 5:30 p.m.**

*All council members are welcome to come and meet their colleagues at these dinner meetings.  
This is a wonderful opportunity to discuss issues facing cities within San Mateo County and  
share ideas with others.*

### **Location**

Double Tree Hotel  
5000 Sierra Point Parkway  
Brisbane, CA 94005

Map and Directions Enclosed

### **Schedule**

5:30 pm	Social Time
6:30 pm	Dinner
7:15 pm	Program
8:30 pm	Adjourn

Please contact Joleen Helley at [jhelley@ci.brisbane.ca.us](mailto:jhelley@ci.brisbane.ca.us) if you wish



to bring up an item for group discussion or give a committee report.

## **Buffet Dinner**

**\$50 per person**

RSVP by noon on Monday, November 16, 2015

Joleen Helley [jhelley@ci.brisbane.ca.us](mailto:jhelley@ci.brisbane.ca.us)

Checks Payable to: City of Brisbane

Send the payment to this address:

City Clerk's Office

C/O Joleen Helley, 50 Park Place

Brisbane, CA 94005

Council of Cities Business Meeting

Friday, November 20, 2015

6:15 p.m.

- ❖ Call to Order
- ❖ Roll Call and Introductions of Mayors, Council Members and Guests
- ❖ Welcome Remarks
- ❖ Approval of Minutes of Previous Meeting and Treasurer's Report
- ❖ Committee Reports
- ❖ Old Business
- ❖ New Business
- ❖ Announcements

### **Program**

**Renew and Repower**

Karen Irwin is an Environmental Protection Specialist, who currently serves as the Sustainable Local Governments Lead in the Land Division of the U.S. Environmental Protection Agency's Pacific Southwest Office in San Francisco. Her projects involve developing tools and resources and forming partnerships with local governments to advance initiatives that address climate change, including renewable energy, zero waste, green streets, and other sustainability objectives. She previously held positions at EPA related to air and water quality, taking action on local and regional plans to meet federal standards.

Topics of note will be the Bay Area Regional Renewable Energy Procurement (R-REP) initiative. Under the leadership of Alameda County, the Regional Renewable Energy Procurement Project (R-REP) is bringing renewable energy to public facilities throughout the Bay Area. The project includes 19 public agencies working together to purchase 31 MW of renewable energy systems across 186 facilities. Sites include community centers, libraries, fire stations, medical facilities, city halls and educational facilities.

She will also speak on the EPA's RE-Powering America's Lands initiative and related tools and resources, including a newly published electronic decision tree for solar and wind power. EPA's RE-Powering America's Land Initiative encourages renewable energy development on current and formerly contaminated lands, landfills, and mine sites when such development is aligned with the community's vision for the site. The Initiative identifies the renewable energy potential of these sites and provides other useful resources for communities, developers, industry, state and local governments or anyone interested in reusing these sites for renewable energy development.

### **Speaker Contact**

Karen Irwin

Sustainable Local Government Lead

[Irwin.Karen@epa.gov](mailto:Irwin.Karen@epa.gov)

(415) 947-4116

### **Directions to Double Tree Hotel**

5000 Sierra Point Parkway

Brisbane, CA 94005

Phone # 1-415-467-4400

#### **From 101 going south:**

Take ramp for US-101 S/Central Fwy

At exit 426, take ramp right and follow signs for Sierra Pt Pkwy

Arrive at 5000 Sierra Point Pkwy, Brisbane, CA 94005

*(If you reach Shoreline Ct, you have gone too far)*

#### **From 101 going north:**

Take ramp right for US-101 North toward San Francisco

At exit 426B, take ramp right and follow signs for Sierra Pt Pkwy

Turn right onto Sierra Point Pkwy

Arrive at 5000 Sierra Point Pkwy, Brisbane, CA 94005

*(If you reach Shoreline Ct, you've gone too far)*



## MONTH END FINANCIAL REPORT FOR THE MONTH OF: OCTOBER 2015

<b>C A S H</b>	Bank of America	\$	51,826.53	
	Local Agency Investment Fund (0.320%)	\$	11,587,051.66	
	<b>Total Cash</b>		<b>\$</b>	<b>11,638,878.19</b>
<b>F U N D S</b>	05 General Fund	\$2,801,261.34		<i>General Fund Assignments:</i>
	08 Grants	(149,798.87)		Capital Replacement
	10 Safety Tax	6,610.60		Unfunded Pension
	15 Open Space	4,638,059.22		Equipment Replacement
	20 Gas Tax	14,794.86		Unfunded OPEB
	22 Measure M	(111,051.50)		Legal Fee Contingency
	25 Library Fund	395,328.87		UNASSIGNED BALANCE
	30 Public Safety/COPS	(45,897.51)		* General Fund Total
	40 Park in Lieu	6,276.66		
	45 Inclusion In Lieu	2,888,799.30		
	50 Storm Damage	(144,596.03)		
	60 Measure A	86,644.61		
	65 Road Fees	-		
	75 Crescent M.D.	80,422.38		
	80 PVR M.D.	14,410.45		
	85 Wayside I M.D.	5,770.23		
	86 Wayside II M.D.	40,939.70		
	90 Woodside Highlands M.D.	193,812.90		
	95 Arrowhead Meadows M.D.	(1,799.67)		
	96 Customer Deposits	918,890.65		
	<b>Total Fund Balance</b>		<b>\$</b>	<b>11,638,878.19</b>
<b>A C T I V I T Y  R E C A P</b>	Beginning Cash Balance:	\$	12,044,158.94	
	Revenues for Month:		307,040.63	
	<b>Total Revenues for Month:</b>		<b>307,040.63</b>	
	Warrant List 10/14/2015	(487,087.44)		
	Warrant List 10/28/2015	(135,371.51)		
	Payroll	(91,333.06)		
	<b>Total Expenses for Month:</b>	<b>(713,792.01)</b>		
	<b>Total JE's and Void Checks:</b>	<b>1,470.63</b>		
	<b>Ending Cash Balance</b>		<b>\$</b>	<b>11,638,878.19</b>

\*NOTE: Per Adopted Budget 2015-16, General Fund total fund balance for 6/30/16 is projected at \$3.3 million.

### FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	60.32%
<i>Calculated at current GF fund balance less non-spendable funds, divided by current year budgeted operating expenditures.</i>	
Days of Running Liquidity of Spendable General Fund	259
<i>GASB recommends no less than 90 days</i>	

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



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

**Thursday 10/08/15 to Tuesday 10/27/15**

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
15-9708	10/13/15 10:31AM	200 Blk. Stanford Ave. West Menlo Park	Obtain/Use Personal ID w/o Authorization	Unknown suspect(s) used the victim's Social Security number to file a fraudulent tax return. The victim and his wife discovered this on 10/12/15, when they tried to file their taxes. There is no suspect information at this time.
15-9779	10/15/15 8:16AM	Golden Oak Dr. / Peak Lane Portola Valley	Include Influence Controlled Substance	Justin Wareham from San Jose was arrested for being under the influence of a controlled substance. He was transported and booked into the First Chance Facility.
15-9788	10/15/15 2:10PM	4000 Blk Jefferson Ave. Woodside	Traffic Accident – No Injuries	The driver of a vehicle sideswiped a tree after reaching for items inside of the vehicle and taking her eyes off the road.
15-9818	10/16/15 11:30AM	3400 Blk. Edison Way North Fair Oaks	Obtain / Use Personal ID w/o Authorization	Unknown suspect(s) obtained the account information of the victim via an email scam. The unknown suspect(s) produced

				and cashed two checks in two different states. The bank was notified prior to the suspect(s) being able to obtain the money.
15-9840	10/17/15 2:19AM	2900 Blk. Middlefield Rd. North Fair Oaks	-Attempted Murder -Shoot on Public Road -Exhibit Firearm -Possession of a Firearm and Ammunition	The victim was shot two times in the buttocks while standing on the 2900 block of Middlefield Road. The suspect was later identified, arrested and booked into the Maguire Correctional Facility.
15-9877	10/18/15 11:11AM	Whiskey Hill Rd. Woodside	Traffic Accident	A bicycle rear-ended a vehicle that was stopped on the shoulder. The impact caused the cyclist to be knocked off the bicycle and receive significant damage to his shoulder. The cyclist was transported for treatment.
15-9901	10/19/15 8:20AM	2600 Blk. Spring Street North Fair Oaks	Attempted Stolen Vehicle	Unknown suspect(s) attempted to steal two Lewis Cleaner vans by removing the ignition column. The incident occurred while the van was parked in the Lewis Cleaners parking lot. There is no suspect information at this time.
15-9908	10/19/15 1:06PM	400 Blk. Dumbarton Ave. North Fair Oaks	Obtain / Use Personal ID w/o Authorization	Unknown suspect(s) used the victim's personal information to make two fraudulent transactions using his Home Depot Commercial Account. The loss is approximately \$4,800. There is no suspect information at this time.
15-9909	10/19/15 2:06PM	200 Blk. Lindenbrook Rd. Woodside	Burglary	Unknown suspect(s) entered the residence through an open and unlocked door and rummaged through the master bedroom and bathroom. Nothing was discovered to have been taken. The deputy performed a neighborhood check and located a possible witness to an unknown vehicle in the area during the time period of this incident. There is no loss at this time.
15-10002	10/21/15	500 Blk. Warrington Ave.	Resist or Obstruct	Deputies responded to the report of a man with a gun. Upon

	4:55PM	North Fair Oaks	Officer	arrival, three subjects were detained. A weapon was not located and the three subjects were not involved. While the three subjects were detained, a fourth female subject attempted to position herself and her one year old child between responding deputies and the three subjects. She was given several orders to back away and not interfere. While the fourth subject was attempting to stop the deputies from investigating this incident, she used her child as a shield. The female subject was issued a misdemeanor citation for resisting and obstructing an officer and Child Protective Services was contacted.
15-10004	10/21/15 6:03PM	800 Blk. 12 <sup>th</sup> Ave. North Fair Oaks	-Possession of Firearm -Violation of Parole	Noel Flores from Redwood City was arrested for a parole violation and possession of a firearm as a convicted felon. He was transported and booked into the Maguire Correctional Facility.
15-10014	10/22/15 12:32AM	5 <sup>th</sup> Ave / El Camino Real North Fair Oaks	-Recovered Stolen Property -Possess Burglary Tools	Marcell Clark from Sunnyvale was arrested for being in possession of stolen property and in possession of burglary tools. Clark was arrested and booked into the Maguire Correctional Facility.
15-10022	10/22/15	3500 Blk. Alameda De Las Pulgas West Menlo Park	Under the Influence of Alcohol/Drugs in Public Place	Thomas Cross from Portola Valley was arrested for being drunk in public. He was transported to the Maguire Correctional Facility and was released when sober.
15-10042	10/22/15 3:14PM	1400 Blk. Canada Rd. Woodside	Driving Motorcycle w/o License	The driver of a motorcycle was issued a citation for not having a stop lamp and for driving without a license. The motorcycle was towed from the scene.
15-10063	10/23/15 12:28PM	1000 Blk. Portola Rd. Portola Valley	Possession of Marijuana While Driving	A deputy conducted an enforcement stop on a vehicle for a vehicle code violation. An odor of marijuana was coming from the vehicle and the driver confirmed there was marijuana

				in the vehicle. The driver stated he did not have a medical marijuana card. The driver was cited and released for vehicle code violations and possession of marijuana while driving.
15-10073	10/23/15 11:44AM	400 Blk. Raymundo Dr. Woodside	Burglary	A deputy was dispatched on a report of a possible burglary. Upon arrival the Reporting Party stated that he was the house cleaner and arrived today to find the home ransacked and a rear window smashed. The R/P provided the deputy with the homeowners contact information. When the homeowners returned to the residence it was determined that nothing was missing from the residence. There is no suspect information at this time.
15-10084	10/23/15 6:18PM	2000 Blk. Portola Rd. Woodside	Burglary	Unknown suspect(s) broke into the residence through a rear bedroom glass door. The suspect(s) also damaged the window to another rear door and rummaged through multiple cabinets, jewelry boxes and closets. There is no estimated loss at this time.
15-10127	10/25/15 2:44AM	Woodside Rd. / I-280 Woodside	DUI Alcohol/Drugs	Samuel Johnson from Woodside was arrested for driving under the influence of alcohol. He was booked and transported and booked into the Maguire Correctional Facility.
15-10144	10/25/15 9:10PM	4100 Blk. Alpine Rd. Portola Valley	DUI Alcohol/Drugs	Ophny Escalante from Portola Valley was arrested for driving under the influence of alcohol. He was transported and booked in the Maguire Correctional Facility.
15-10154	10/26/15 9:12AM	400 Blk. Hurlingame Ave. North Fair Oaks	General Information Case	Several businesses and a company van were vandalized with green graffiti. All of the business owners did not wish a report or to press charges. This report was generated as an informational report because the graffiti is gang related.
15-10178	10/26/15	500 Blk. Rocky Way	Personate to Get Money	Unknown suspects charged and withdrew approximately

	6:34PM	Woodside		\$15,000 on the victim's ATM/debit cards. The victim stated that First Republic Bank had photos of the suspect using the victims ATM card at the Millbrae and San Francisco locations.
15-10208	10/27/15 2:11PM	2900 Blk. Woodside Rd. Woodside	Identity Theft	The victim received notification from American Express regarding fraudulent charges made in his name. The victim found that a checking account was also opened in his name at CITIBANK. The estimated loss has not been determined at this time.