



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, January 11, 2017  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

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

### ORAL COMMUNICATIONS

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

### CONSENT AGENDA

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

1. **Approval of Minutes** – Town Council Meeting of December 14, 2016 (3)
2. **Ratification of Warrant List** – December 28, 2016 (21)
3. **Approval of Warrant List** – January 11, 2017 (28)
4. **Recommendation by Sustainability & Special Projects Manager** – Second Reading of Amendments to the (36)  
 Green Building Ordinance and Related Finding
  - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Chapter 15.10 [Green Building] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code (Ordinance \_\_)

### REGULAR AGENDA

### STAFF REPORTS AND RECOMMENDATIONS

5. **Recommendation by Town Manager** – Formation and Appointment of Members to the Ad-Hoc Housing on Town Owned Property Committee (54)

#### Ad-Hoc Housing on Town Owned Property Committee Interviews and Appointment

- (1) Toben, Steve
  - (2) Bacon, Virginia
  - (3) Bartlett, Beth
  - (4) Ginner, Wanda
  - (5) Horn, Jill
  - (6) Kamboj, Kiran
  - (7) McIntosh, Arthur
  - (8) Secrest, Jerry
  - (9) Warr, Carter
6. **Recommendation by Sustainability & Special Projects Manager** – Adopt an Amendment to Chapter 8.09 (63)  
 [Recycling and Diversion of Construction and Demolition Debris]
    - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of Title 8 [Health and Safety] of the Portola Valley Municipal Code (Ordinance No. \_\_)
  7. **Recommendation by Sustainability & Special Projects Manager** – Adopt an Amendment to Chapter 2.24 (86)  
 [Emergency Organization and Protection], a Resolution Adopting the 2017 Emergency Operations Plan and a Resolution Relative to Disaster Service Worker Volunteers

- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Chapter 2.24 [Emergency Organization and Protection] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code (Ordinance \_\_)
- (b) Adopt a Resolution of the Town Council of the Town of Portola Valley Adopting the 2017 Emergency Operations Plan (Resolution No. \_\_)
- (c) Adopt a Resolution of the Town Council of the Town of Portola Valley Relative to Workers' Compensation Benefits for Registered Disaster Service Worker Volunteers (Resolution No. \_\_)

8. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (153)

**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.*

9. **Town Manager Report** (154)

**WRITTEN COMMUNICATIONS**

10. **Town Council Digest** – December 15, 2016 (155)

11. **Town Council Digest** – December 22, 2016 (180)

12. **Town Council Digest** – January 6, 2017 (188)

**ADJOURNMENT**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

**SUBMITTAL OF AGENDA ITEMS**

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

**PUBLIC HEARINGS**

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

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 940, DECEMBER 14, 2016**

**CALL TO ORDER AND ROLL CALL**

Mayor Derwin called the Town Council's Regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

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

Absent: None

Others: Jeremy Dennis, Town Manager  
Leigh Prince, Town Attorney  
Debbie Pedro, Planning Director  
Brandi de Garneau, Sustainability & Special Projects Manager  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

Laura Fanucchi, of HIP Housing, presented the Town Council with the 2017 HIP Housing Calendar. She said 2016 was a productive year and described HIP's accomplishments this past year. Ms. Fanucchi said they anticipated another productive year in 2017 and wished the Town of Portola Valley a happy and healthy 2017. Mayor Derwin thanked Ms. Fanucchi and the entire staff of HIP Housing for their incredible work.

Danna Breen, 4680 Alpine Road, thanked the Portola Valley Town Council for their marvelous accomplishments in 2016. She offered special thanks to Mayor Derwin for her leadership. She said she looked forward to Mayor Hughes' leadership next year.

(1) Presentation: Backyard Habitat Awards by the Conservation Committee

Marge DeStaebler, head of the Backyard Habitat subcommittee, could not attend due to illness. Judith Murphy, Conservation Committee Chair, thanked everyone on the subcommittee for their work and stood in for Ms. DeStaebler in the award presentations. She explained that the plaques being presented recognize and celebrate properties with open habitat with shelter and food, low water using native plants, and with only special places fenced to protect food growing plants and ornamentals. She said the award recipients meet the Conservation Committee's goal "To preserve and enhance the natural features and open space of the planting area because they are unusual and valuable assets for the planning area, the Peninsula, and the entire Bay Area."

- Al and Anne Sill, Minoca – Ms. Murphy presented a Backyard Habitat plaque to the Sills. She said their home is on a steep unfenced site in a coast live oak and blue oak canopy leading down to a seasonal creek with very lush native growth. She said the Sills have returned their land to a more natural site by removing a lawn and thirsty ornaments, and encouraged native plants. She said behind their home they need to remove invasive thistles and other plants from their own property as well as the neighboring Stanford-owned lands. She said the native plants near their home provide color and mulch keeps down the invasives.

- Mary Hufty and Daniel Allegria, Mapache – Ms. Murphy presented a Backyard Habitat plaque to Drs. Hufty and Allegria. She said for more than 20 years the homeowners have been restoring the site to as natural a state as possible, removing driveway pavers, landscaping with drought-tolerant native plants with low water needs. She said wildlife can pass through their open garden for shelter, food, and water on their way to the Shady Trail, with numerous protected wood rat homes. She said the homeowners constantly work at removing invasives and have only planted natives in more than 20 years. She said

their plant, barn, and chicken coop waste is composted and they are involved in a neighborly effort working together on a series of natural and created vernal pools, which provide for water table retention and amphibian habitat.

Ms. Murphy said the Conservation Committee also visited five sites where owners requested advice regarding suggestions for making their property more like what could earn a Backyard Habitat Award, even though they weren't applying for one.

Ms. Murphy announced that on Sunday, April 2, 2017, the Water Conservation Committee and Conservation Committee are cosponsoring a resident-only Portola Valley Waterwise Garden Tour, which will include six Backyard Habitat gardens. She also passed out a Portola Valley wildflower seed mix.

(2) Reorganization of the Town Council

(a) Election of Mayor

Councilmember Aalfs moved to nominate Craig Hughes for Mayor. Seconded by Councilmember Wengert. The motion carried 5-0.

Mayor Derwin said a copy of her thank you speech at the annual party a few weeks ago, listing all of the Town accomplishments in 2016, may be available on the Town's website. She added:

"I wanted to offer a few words of thanks to the community, the staff, and my colleagues for giving me a reason to get up each morning during this ... the very hardest year of my life. There were many, many days when all I wanted to do was lie on the couch with the dogs in my ratty yoga pants watching episode after episode of 'Say Yes to The Dress.' But because I was Mayor, I had to get myself cleaned up and down to Town Hall to interview candidates for Town Manager, or attend the weekly Mayor meetings, or deal with budgets or policy or whatever prickly issues had cropped up that day. When I felt like a little boat, unmoored, drifting, that duty, that obligation kept bringing me back to shore and to all of you. When I became Mayor a year ago, I had an impressive laundry list of plans. Little did I know then what was waiting for me just around the bend. What I've learned in this past year of unspeakable pain and sadness is that we can never really know what the future holds and all we truly have is the present – this day and the people who show up for us. Thank you to all of you in the community for showing up for me. Thank you to the staff for lifting me up. And thank you to my colleagues for carrying me when I needed to be carried. It is rare to live in a community where Town Councilmembers respect and support one another, united by a shared appreciation of foundational Town values, and can vigorously disagree, but still walk out together after a meeting, laughing and chatty. It is rare to live in a community where thoughtful, civil public discourse is not just the expectation, but the norm. Where people can argue passionately on the PV Forum and then meet for coffee afterwards and work through their differences. During this very dark time in our country's history, when honesty and civility seem to have gone missing from the national conversation, I have been proud to represent a community of people who practice the finest principles of democracy in their cherished Town government. Thank you for reminding me that in the middle of profound heartbreak there is goodness and beauty and grace and an adherence to tenets larger than all of us. It has been truly an honor to serve you. Thank you and congratulations to Mayor Hughes."

Town Manager Dennis said he has been fortunate to be a member of the Portola Valley staff for just over nine months. He said last year was extraordinary for many reasons. He said after everything that former-Mayor Derwin has been through, to know that every day when he came to work he could depend on her to run the meetings, to represent the community in the way she's always done, and keep them on task, making sure they were achieving the goals that had been laid out for the year. He said it was an extraordinary thing to see from his vantagepoint and the staff shared his sentiment. He said the members of the Senior Staff team are present – Planning Director Debbie Pedro, Public Works Director Howard Young, Deputy Building Official Keith Weiner, Administrative Services Manager Susan Cope, and Sustainability & Special Projects Manager Brandi de Garmaux, Town Clerk Sharon Hanlon, and Town Attorney Leigh Prince. He said they all thanked former-Mayor Derwin for her leadership, for being

available to them, and for being a steady rudder in this very difficult year. He presented former-Mayor Derwin with a gift of appreciation from the staff.

Mayor Hughes thanked former-Mayor Derwin for helping him during his year as Vice Mayor.

(b) Election of Vice Mayor

Councilmember Wengert nominated John Richards for Vice Mayor. Seconded by Councilmember Derwin. The motion carried 5-0.

Mayor Hughes introduced his parents, John and Sylvia Hughes, and his wife, Erica, and two children, Jack and Evan.

(3) Planning Commissioner Interviews and Appointment

Mayor Hughes explained there were three open seats and seven applicants. He said each applicant would present their statements and answer questions, if any, from the Council. At the end of the statements, the Council will complete paper ballot votes, which will be tallied by Town Clerk Hanlon. The top three candidates will then be appointed.

(1) Gilbert, Denise

Ms. Gilbert said she has served nine years on the Planning Commission. She said she originally applied for the position because of her love of the land, which fits tightly with the principles and community goals of the Town's General Plan. She said during her tenure on the Planning Commission, they have touched every single element in the General Plan and rewritten quite a few.

Councilmember Wengert asked what the candidate saw as the greatest challenges to be addressed by the Planning Commission in the next year or so. Ms. Gilbert said that in any year the greatest challenge is to try to balance community and individual interests. She said that is where there are conflicts and judgment calls that are challenging. She said currently the challenge is merging the new State law on accessory dwelling units with the Town's goal of making it easier for people to build them.

Councilmember Derwin asked Ms. Gilbert to provide an example of a project or policy that was difficult for her during her tenure on the Planning Commission. Ms. Gilbert said the two most difficult, probably because they were the most controversial, were the artificial turf at The Priory and use and definition of the Meadow.

(2) Goulden, Jon

Mr. Goulden said he participates in Silicon Valley Social Ventures (SV2), which gets them involved with philanthropy concerns. He said this year he has been helping with the education group, but that is coming to an end so he feels like he has time available to volunteer elsewhere. He said as part of the SV2 group he recently participated in a report on Silicon Valley Philanthropy. He said philanthropy is growing tremendously among Silicon Valley people, but very little of the money and time is distributed locally. He said he realized that, while he had previously been involved with the school districts, he had not done much local volunteering. He said when Town Manager Dennis' letter went out looking for volunteers, he thought the Planning Commission would be interesting. He said he browsed through the General Plan and read the last couple of minutes. He said those minutes showed a lot of discussion about ADUs, which has also been a big issue in the SV2 group. He said because of his interest in that area he submitted an application to be part of the Planning Commission.

Vice Mayor Richards said the position requires 75 percent attendance at meetings, which are held twice a month. He asked if that requirement would affect the applicant's travel goals. Mr. Goulden said he and his wife checked their schedules and said he thought they would be okay.

Councilmember Aalfs asked the candidate how much contact he had with ASCC and/or in planning his four remodel projects. Mr. Goulden said not that much because he used John Richards as his architect who never proposed something that would not comply with the Town rules and regulations.

Councilmember Wengert said that although the candidate has been involved in other causes and volunteer work, he has never been involved in Town government. She asked the candidate, from his vantagepoint as a resident, what he saw as being the biggest challenges with a community like Portola Valley, where there is a changing complement of residents with differing goals, some that are in conflict with how the Town has historically looked at things. Mr. Goulden said that having done some remodels, he's had goals of what he wanted to do. He said the longer he's lived here, the more he understands that maybe he didn't get to do everything he would have liked to do, but he loves the overall community. He said he's been in Portola Valley about 30 years. He said there will always be the conflict of loving the overall community and the ruffling of feathers when it comes to personally being told no. He said that is true of any of the Town positions and is not particularly specific to the Planning Commission.

(3) Leary, Frederic

Mr. Leary said he is a recent relocation from Chicago to Portola Valley. He said he was trying to understand how to learn more about the community that he moved into and appreciating all that has to offer, as well as trying to improve the wellbeing of the community. He said he's served on various volunteer boards in the past and found it to be a great way to meet people and understand issues.

Vice Mayor Richards asked what the candidate admired most and least about Portola Valley. Mr. Leary said of all the communities he looked at for real estate purposes, he chose Portola Valley because of the hills and the open space. Mr. Leary said least admired would be the balance between services and the more rural bucolic setting.

Councilmember Wengert asked the candidate, from his perspective being from a different part of the country, what he considered to be his greatest skillset to bring to the position. Mr. Leary said with his experience on various associations and boards, he is a good fiscal steward and understands business aspects. He said he understands the various needs of the applicants for planning permission versus the community plan, and mediating between those two. He said he's a physician and is well versed in exchanges of information and differing opinions.

Councilmember Derwin said Planning Commissioners are tasked with upholding and implementing the guiding principles stated in the Town's General Plan. She asked if the candidate had looked at the General Plan. Mr. Leary said when he saw the application he did some research and saw the San Mateo Guide for what it takes to be a Planning Commissioner, and he skimmed through the General Plan.

Mayor Hughes asked the candidate if he had remodeled or gone through the construction process upon moving to Portola Valley, or if he had attended any meetings of the Planning Commission or ASCC. Mr. Leary said he had not.

(4) Leckonby, Bill

Mr. Leckonby said he and his wife have lived in Portola Valley for 27 years. He said he retired six years ago after 45 years in the high-tech business, in sales management and CEO positions. He said that since retirement he has spent a lot of his time mentoring early-stage technology companies. He served on the board and as Vice President of Sharon Heights Country Club. He said he has been on the board of the Alpine Tennis and Swim Club, and last year as President of the club when they put through the vote for the new clubhouse. He said he understands it's clearly inappropriate if he is selected as a Planning Commissioner to be in any way involved in that process. He would hope that the existing Planning Commissioners and ASCC stay involved through the end because of all the time spent working with them. He said he brings a unique perspective in terms of his long time here. He said he and his wife have had several positive experiences among the six stages of remodel they've done at their home. He said

he's been involved with the safety issues, the ALPR issues, and with the Town in the Alpine Tennis and Swim Club process. He said he has a lot of experience working with teams, leading teams, and is accustomed to working with disparate factions of folks. He said he brings a high energy and strong commitment to anything he gets involved in. He said he brings a unique perspective of an active senior resident with a long history in the Town. He said he and his wife have been on the receiving end of the hard work done by the Town staff and the various committee members. He said he now has the time and would like to give back. He said his only agenda is to help keep Portola Valley the great place to live in that it is.

Councilmember Aalfs said he knows the candidate has been involved a bit with the Planning Commission through the Alpine Hills project. He asked the candidate to discuss his experience with that and how he thinks they're doing in terms of handling planning. Mr. Leckonby said this current situation and past situations in the early-'90s, late-'90s, and early-2000s have been very positive interactions. He said they used a resident as their architect, who was very helpful. He said the Alpine project is major with a lot of money involved. He said there was a large favorable vote for it and they started out, even before the vote, talking to Town people to understand the process, which was extremely helpful. He said they are prepared to make their final submission after a lot of healthy and positive give and take around what they'd like to be able to do and whether there were any serious variances or not. He said he's off the Alpine board now, but is still heading up the Master Plan Committee, which must carry this project through to completion. He said they've had nothing but very positive experiences and it has gone well.

Vice Mayor Richards asked if the candidate could envision any particular change he would like to see in Portola Valley. Mr. Leckonby said, as a resident who lives on Golden Oak, he would like to see traffic and driving speeds on Alpine Road improve. He said they understand the good job the Sheriff's Department has been doing to be more present and try to improve this.

Councilmember Wengert asked the candidate what he saw as the biggest challenges in Town from a Planning perspective. Mr. Leckonby said balancing progress and tradition. He said we have to keep the things we like about Portola Valley the way they are, while also dealing in a positive way with what's evolving going forward.

Councilmember Derwin asked the candidate, given the candidate's personal experience with his own building projects as well as being involved in Alpine and other things, what he appreciated about the Town's Codes and what has been frustrating. Mr. Leckonby said he appreciates that the Codes provide good guidelines, boxes in which to operate, and are reasonable overall. He said with Alpine they've come across a couple of things where the Codes didn't make sense.

(5) Vahtra, Karen

Ms. Vahtra said she was born in San Jose and lived in Sunnyvale during her career. She has been in Portola Valley for 15 years, moving here because of her love of nature. She said she had the Conservation Committee come to her house a year ago because she's trying to solve her backyard thistle problem and hopes to get one of their plaques someday. She said in her career she dealt with a lot of conflict, dealing with customers, customer support, and people under high stress. She said she is good with conflict situations and they do not scare her.

Councilmember Wengert asked the candidate, when thinking about the Planning challenges, particularly the voluminous Municipal Code, if she had looked at it or gone to any Planning Commission meetings, to get a sense of her comfort with those types of larger land use planning. Ms. Vahtra said she was comfortable with that. She said she was not an expert, but she just jumps into things when she's commissioned to it. She said, for example, as she described in her letter, she is not a tax accountant but is creating things in that realm. She said she will jump into this in a similar fashion and digest the Code. She said because she did build her own house, she is familiar with plans and puts her head around it well.

Vice Mayor Richards asked what about Portola Valley, in terms of land use, bothered the candidate the most. Ms. Vahtra could not think of anything.

Councilmember Aalfs said the candidate had stepped up with the technology committee for safety and has worked with other residents, the Town Manager, Councilmembers, and other staff members. He asked what has been good and bad about interacting with the fellow residents and the Town in sort of an unscripted, off the cuff set of problems to solve. She said every person you deal with isn't perfect, but it's been a very positive experience. She said they are slowly moving forward. She said there are still things not quite yet defined and it is often challenging how to understand exactly how to move forward.

(6) Von Feldt, Alex

Ms. Von Feldt said she has been a Planning Commissioner for eight years. She said she started volunteering with Town government almost 12 years ago. She said, like a lot of people, she moved here because it is such a remarkable place. She wanted to serve on the Conservation Committee to preserve the values laid out by the Town founders in the face of overwhelming wealth and development in Silicon Valley. She said it took her approximately two years to really come up to speed on all of the intricacies of findings and Codes and General Plan Amendments. She said she still learns at every meeting, whether it be from the detailed staff reports, the Town Attorney's opinions, and what she hears from her colleagues and people in the audience. She said it is always an exciting time to try to bring together all the different ideas and opinions, trying to make rulings appropriate for the community.

Councilmember Aalfs asked, at the big picture level, where does the candidate see her work and the Planning Commission's work going within Town and as they interact more with the region. Ms. Von Feldt said the biggest issue is affordable housing. She said she's been participating in a lot of regional symposiums with representatives from Cities as well as open space, because it can't be an either/or proposition any more. She said we have to figure out how to have more economic diversity in all of our communities, figuring out how to fit that in so we don't compromise our values but still get the benefits of having a more economically resilient community.

Councilmember Wengert asked the candidate what has been the most difficult policy or project to deal with. Ms. Von Feldt agreed with Ms. Gilbert that the meadow preserve and artificial turf were difficult issues, getting an understanding of how this affected the environment and the community.

Councilmember Derwin asked what qualities she thinks a good Planning Commissioner should have. Ms. Von Feldt said what she really likes about her fellow Commissioners has been the diversity of backgrounds. She said what makes people stand out is their thoughtfulness, the ability to have an open mind, not coming in with an agenda, to really come to hear what people have to say, and strict adherence to the Town's values.

(7) Warr, Carter

Mr. Warr said he moved to Portola Valley when he was 26 years old, into the smallest house on the smallest piece of property. He soon engaged with the ASCC and the Planning Commission to improve that small house. He said he's lived here 29 years. He began serving on the ASCC in 1991. He said the challenges associated with design review at that time were relatively simple. He said during his 21 years on the ASCC, the challenges became extraordinary. He said he learned, as a member of the ASCC, how to listen to what people say and even more to what they don't say, to listen to neighbors talk about neighbors and help them resolve issues. He said there can be differences and very emotional disagreements, and it is the responsibility of the ASCC and Planning Commission to help resolve those, in a civilized and very humane way that helps people truly understand the intent. He said an advantage he brings to this position is having known many of the Town's early men and women and understands why they did what they did. He said as much as the Code and General Plan are guiding principles, there are a lot of things the Town is that isn't represented in words, but is represented in the memories of why people did things, truly understanding the motivation. He said that comes back to actually listening to people with their testimony, looking at their projects – not just what they do and their impacts, but truly

understanding why they're doing it, so that as a Planning Commissioner you can help them get to a resolution that meets their needs and resolves their issues, as well as the adversaries or neighbors that don't want it. He said the history of unanimous approvals within the Town, in both the ASCC and Planning Commission, is extraordinary. He said we don't move the quickest, but the majority of the actions that the ASCC and Planning Commission have made over the years truly get to the right answer, which is usually not exactly what the applicant wants and not exactly what the adversary wants. He said because his business is located here, 50 percent of his business must be from Town and its sphere of influence. He said it's lonely because there are so few businesses and people that actually work and live here, which he thinks is a travesty. He said it's a housing issue, a business issue, and a Planning issue. He said it is a Planning responsibility to resolve that. He said the Founding Fathers' entire focus was saving the hills from the 3,000 homes that would come with it. He said their response was accurate and they did a good job. He said the basis around geology was extraordinary and continues to be thought provoking, but he also believes some of the transportation issues are the Planning Commission's and Town Council's responsibility because most of those cars are going someplace because it isn't here. The workers' homes aren't here. The people who live here don't work here. He said there's got to be a balance and it's a big deal. He said it will take somebody with some design capability that the Planning Commission doesn't have. He said there have been too many attorneys on the Commission. He said there have been too many people reading the rules and not looking at the intent or being thoughtful about the response the Town should make to actually plan ahead. He said with the pressures associated with the income disparities and the transportation problem inside the Bay Area, he thinks it's time.

Councilmember Aalfs asked if the candidate was suggesting there should be more businesses or development in Town. Mr. Warr said there should be a place where people work in Town so they don't have to drive out of Town. He said there should be places for people to live who work in Town. He said being a bedroom community is a luxury. He said it is totally irresponsible for a Town to not house the people who work here. He said it makes him angry and sad that the Town staff can't live here. He said solving the housing problem is only part of it. He said every venture capitalist in Town would love to have an office here, but they drive out of Town because they can't have offices here. He said he doesn't know what the answer is, but putting your head in the sand and saying, "We're not going to deal with that," is irresponsible. He said continuing this way creates a policy that will never solve any of those issues, and anything done will just be a Band-Aid and a social experiment, neither of which will solve the problem.

Councilmember Derwin asked the candidate if he envisioned largely increasing the Town's population. Mr. Warr said he did not think the Town needs to increase the population, but it needs to make it be a Town. He said now there is so little Town that every time somebody needs to buy something, they go online and order it. He said the largest importer in Town is UPS. He said anytime you need a service you have to go someplace else to find it. He said one of the saddest days he ever had in Town was when the pharmacy closed. He said if there was a synergy of business and people wanting to be in the same place, you would start to see a nexus for people to not have to drive out of Town. Councilmember Derwin asked if the candidate was advocating more services and more housing. Mr. Warr said he was. He said there are 1,000 cars driving into Town and 1,000 cars driving out of Town at the same time, which is a lot of traffic for a Town with only 4,000 people.

Councilmember Wengert said it sounded like the candidate was saying there hadn't been much planning of the type he is advocating. Mr. Warr said there has been no planning. He said the zoning now is exactly the same as it was when he moved to Town except for a couple of minor modifications. Councilmember Wengert asked if he was referring specifically to commercial. Mr. Warr said he was referring to zoning in Town in general. He said the rules are set up to discourage development, to the point where businesses have closed up and moved away. Councilmember Wengert said that is not atypical for small retail in a lot of areas. She said she takes exception to the inference that the departure of small retail is due to the zoning. She asked the candidate if he was willing to keep an open mind relative to goals that may be in opposition to his goals. Mr. Warr said he believes the reason we have a Town is so that disparate goals can be discussed in the open. He said he believes there has been too much of the same and too many of the same goals. He said Councilmember Derwin has been the biggest advocate for affordable housing. He said his issue with that is that it's only a small part of the problem. He said every complex application that's come to Town in the last 20 years has come from his office. He said the artificial turf and the

meadow are both things he brought forward. He said he felt good about doing it, not because of it being denied or approved, but because it could be brought to the forefront and have it decided. He said things that are happening in other communities around the railroad corridor, in advance of the high-speed rail, are going to be a big problem. He said the traffic congestion associated with some of the development in Redwood City and up and down the central part of the Peninsula will be very difficult issues. But, he said, at least they're attending to housing and work at the same time.

Mayor Hughes said the candidate's firm does tend to bring the larger, more complex projects to Town, which could present a conflict of interest if he was seated as a Planning Commissioner. He said recusing himself leaves the Commission one short to consider those issues. He asked the candidate to discuss that issue. Mr. Warr said he dealt with it for 21 years as an ASCC member. He said his clients and his projects were disadvantaged because they did not have the advocacy that he could provide to them during their presentations. He said that because of that, his firm had to do a better job to actually not need as much advocacy and to stand on their own legs. He said it does mean that his projects don't get his vote, which means that he needs to make sure that his projects meet the needs of the other four Planning Commissioners. He said a small Town works best when the people who are most engaged participate in it. He said it means that not everybody is going to have the same point of view and not everybody is going to get what they want. He said he's got a strong personality. He said he almost didn't apply because of the significant conflict of interest. But he said he believes it's in the Town's best interest to have the leading design professional who is most active in this Town paying some attention to how the plan comes together and how the ordinance is refined. He said he's participated repeatedly as new ordinances come forward through public comment, writing notes, participating in ad hoc committees, and this is just an outgrowth of that.

Mayor Hughes asked the Councilmembers to select three of the applicants and pass their ballots to Town Clerk Hanlon for tallying.

Mayor Hughes continued with the Consent Agenda and then called for a short break while the votes were being tallied.

Town Clerk Hanlon announced that the Council has reappointed incumbent Planning Commissioners Gilbert and Von Feldt and appointed Jon Goulden to the Planning Commission terms expiring January 2021.

Mayor Hughes thanked the candidates and encouraged those not selected to apply for other positions on other Committees in Town.

#### **CONSENT AGENDA** [8:08 p.m.]

- (4) Approval of Minutes: Town Council Regular Meeting of November 9, 2016.
- (5) Ratification of Warrant List: November 23, 2016, in the amount of \$346,828.59.
- (6) Approval of Warrant List – December 14, 2016, in the amount of \$161,054.83.
- (7) Appointments by Mayor – Danna Breen, Dave Ross, and Al Sill to the Architectural and Site Control Commission (ASCC)
- (8) Appointment by Mayor – Ray Williams to the Board of Trustees for the San Mateo Mosquito and Vector Control District
- (9) Appointment by Mayor – Reappoint Jean Isaacson as President of the Woodside Highlands Road Main District Advisory Board

Vice Mayor Richards moved to approve the Consent Agenda. Seconded by Councilmember Aalfs, the motion carried 5-0 by roll call vote.

**REGULAR AGENDA** [8:14 p.m.]

(10) Report by Town Manager – Update on ALPR Implementation.

Town Manager Dennis provided an update on the Automatic License Plate Reader Implementation. He said that subsequent to the November 9<sup>th</sup> vote of the Council, staff has begun a due diligence process.

Town Manager Dennis said there have been site visits by two vendors so far, which included visiting the locations where they presume to put the cameras, to determine if there were any technical or other issues related to placing the cameras.

Town Manager Dennis and Public Works Director Young have begun conversations with PG&E, which have initially been fruitful. He said, depending on locations, there are a few different options related to running power, some of which involve trenching, with cost differences associated with that. He said they are early in that process and there is more work to do on that front.

Town Manager Dennis said a fourth location may be necessary – at Creek Park Drive at Alpine Road, next to the Alpine Hills Tennis and Swim Club. He said people are able to get into Portola Valley from the other Alpine Road. He said it looks like a private driveway and the vast majority of properties on that side of the creek are actually in unincorporated Santa Clara County. He said past the properties the road becomes a gravel road that crosses back into Portola Valley. Technologically speaking, based on the conversations they've had with the vendors, he said it looks like an additional camera system can be installed at Arastradero and Alpine Road. He said there are some issues that he and the Town Attorney are discussing regarding the legality of filming people who drive into unincorporated Santa Clara County onto their own properties and may not even come into Portola Valley. He said it may make more sense to put a fourth installation at the Creek Park Drive location. He said there would be some cost issues related to that.

Town Manager Dennis said governing policies will need to be developed regarding purchasing and installation of the cameras. He said there would need to be an ALPR policy for the Town developed. He said the Sheriff's Office is still in development of their own policy, but he has not yet seen a draft. He said he will be meeting with the Sheriff's Office tomorrow to discuss these issues, along with the Town Attorney. He said depending on the system they purchase, there may be additional things they need to do. He said the vendors they've met with so far are very different in the way the data is stored. He said one system has a relationship with the Northern California Regional Information Center (NCRIC) and one does not and would require a server on-site. He said staff is going through the due diligence on that issue.

Town Manager Dennis said he is hopeful they will receive proposals from the vendors no later than the end of the year, followed by continued conversations with PG&E about power and coming up with numbers to bring back to the Council. He said the earliest and most ambitious date this will come back to Council would be the January 25 meeting, but is more likely to occur in February. He said the Sheriff continues to be a very positive partner. He said the vast majority of ALPR policies are year retention policies with some for only six months, but the Council indicated there would also be consideration of something even shorter than that.

Councilmember Wengert asked for clarification about the placement of the cameras. Town Manager Dennis said that based on conversations with the vendors, the camera systems appear to be able to film down Arastradero Road into Santa Clara County. He said they are not sure whether or not there may be legal issues with filming the section of road in Santa Clara County where unincorporated Santa Clara County residents turn left onto the other Alpine Road headed toward their own residences.

Councilmember Derwin said she would assume that PG&E supplying power to the cameras would not be a fast process. Town Manager Dennis said PG&E has not provided a specific timetable because the Town doesn't know what it will be asking for at this point. He suspects that will be the slowest piece of the process. He said they have made it clear to PG&E that it is a priority and there is an expectation of timely cooperation, which they have seen in their early interactions with them. He said they feel confident PG&E will be a partner and understand the importance. In response to Councilmember Derwin's question, Town Manager Dennis said he would hope the cameras could be in place in early- to mid-spring.

## **PUBLIC HEARING**

(11) PUBLIC HEARING - Recommendation by Deputy Building Official – Second Reading and Adoption of the 2016 California Building Code Amending Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code.

- (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending 15.04.020 [Amendments to the Building Code], and 15.04.030 [Administration of the Building Code] of Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code (Ordinance 2016-413)

Town Attorney Leigh Prince explained that a second reading of an ordinance is usually on the Consent Agenda, but the State Law requirements for adopting Building Code by reference requires that it be made a public hearing.

Mayor Hughes opened the public hearing and called for public comment. Hearing none, he closed the public hearing and called for questions from Council. Hearing none, Mayor Hughes called for a motion.

Councilmember Aalfs moved to approve a Second Reading, Waive Further Reading, and Adopt the Ordinance of the Building Adoption Code. Seconded by Vice Mayor Richards; the motion carried 5-0.

Town Manager Dennis thanked Deputy Building Official Keith Weiner on all of the work done on this extraordinary undertaking.

(12) PUBLIC HEARING – Recommendation by Sustainability & Special Projects Manager – First Reading of Proposed Amendments to the Green Building Ordinance and Related Finding (Ordinance No. \_\_\_\_)

- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Chapter 15.10 [Green Building] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code (Ordinance \_\_)

Sustainability & Special Projects Manager Brandi de Garmeaux presented the staff report regarding amending the ordinance to include an individual category for Second Units AKA Accessory Dwelling Units (ADU). She said that staff met with Councilmembers Aalfs and Richards to review the provision.

Chair Hughes called for questions from the Council.

Councilmember Derwin asked how the new State law fit into all of this. Ms. de Garmeaux said staff looked at the State law and the ordinance refers to the Second Unit Ordinance which will be updated with the new State law. She said they anticipate the State law will allow administrative approval at the staff level, so the self-certification will fall under that.

Councilmember Wengert said there was some discussion regarding how complicated and difficult some of the issues were. She asked Councilmember Derwin if she felt those issues were all addressed. Councilmember Derwin said she was more comfortable with it now.

Councilmember Wengert asked what kinds of things would need to be done to meet the 25-point requirement for interior conversions. Planning Director Pedro said it included things such as low-flow toilets and fixtures that are low water usage, self-certification requirements that did not have to go through a third party to pay for an official certification. Ms. de Garneau said the self-certification basically becomes an educational document so that the applicant can go as far as they want.

With no further questions, Mayor Hughes opened the public hearing and invited public comment. Hearing none, he closed the public hearing and called for Council comments.

Councilmember Aalfs thanked Sustainability & Special Projects Manager de Garneau and Deputy Building Official Weiner for all their work on this. He said he is also hearing favorable comments from out in the County about Portola Valley passing a Green Building Ordinance.

Councilmember Aalfs moved to Waive Further Reading and Introduce the Ordinance Amending Chapter 15.10 [Green Building] of Title 15 of the Portola Valley Municipal Code. Seconded by Vice Mayor Richards; the motion carried 5-0.

Town Manager Dennis thanked the staff for this collaborative effort led by Sustainability & Special Projects Manager de Garneau. He said when they visited with their friends at the Sustainability Office in San Mateo County about a month ago, the Town was commended for its efforts to be leaders in sustainability and this is yet another example.

Sustainability & Special Projects Manager de Garneau thanked Planning Director Pedro and Deputy Building Official Weiner for their input. She also thanked her intern, Greg Beverlin, who is now working at the County Office of Sustainability.

- (13) Report by Town Attorney – Discussion of Control, Regulate and Tax Adult Use of Marijuana Act
- (a) Study Session of Proposition 64 and Next Steps
  - (b) Adopt an Interim Urgency Ordinance of the Town Council of the Town of Portola Valley Establishing a Temporary Moratorium on the Establishment of Marijuana Uses within the Town of Portola Valley (Ordinance \_\_\_\_\_)

Town Attorney Prince presented the staff report regarding Proposition 64 (AUMA). She said there a lot of nuances to the new law and impacts that are beyond the scope of what the Town may eventually do or not do. She explained the possible local regulations that could be implemented. She said if the Town does nothing, the fallback is the State law.

Councilmember Aalfs asked, since the State was not going to issue licenses until January 1, 2018, if it was a grace period where things could go on without a license or if it was not supposed to be happening. Town Attorney Prince said her understanding is that commercial cultivation should not be happening until licenses are issued. She said they will be looking at environmental analysis at things such as water and energy use at a State level. She said that Proposition 64 specifically designates marijuana as an agricultural product. She said, for example, in the Town's open area zoning district, agricultural uses are specifically permitted. She said there are also accessory uses in most zoning districts. She said as it stands now, if the Town takes no action, cultivation of marijuana beyond the six plants for personal use is permitted with a State license.

Town Attorney Prince said the Council has some flexibility to consider. She said the State law anticipates the potential that local agencies will increase the 600-foot radius requirement for nonmedical marijuana retailers around schools, daycares or youth centers. She said, for example, using the 600-foot-radius there are a couple of places in Town Center and the Nathhorst Triangle where retail sales sites could potentially be opened. If the Town allows retail sales, they can consider whether they want to specifically allow on-site consumption.

Town Attorney Prince said that many cities have smoking ordinances that specifically prohibit smoking in multifamily apartments where it could potentially impact somebody else. Portola Valley does not. Town Attorney Prince said the Council may want to consider smoking prohibitions that would also apply to marijuana.

Councilmember Aalfs asked if the intention of the prohibition of smoking in a public place is to not see it or to not even be aware of it. Town Attorney Prince said she would guess it would be similar to alcohol, where you can drink inside your home but are discouraged from drinking on your front porch. She said the Town is entitled to have a drug-free workplace and there are provisions in the personnel policy manual addressing that. She said it is a discussion topic for the Council whether they feel comfortable and confident that those provisions are enough.

Town Attorney Prince said the Council could decide to take no action. She said the consideration would be the potential loss of local control. She said they should consider if they want rules above and beyond what the State law requires, for example broadening the radius of 600 feet to 1,000 feet around a school. She said the second option is a temporary moratorium, which preserves the status quo in Town and provides time to consider all of the complex issues. For example, Sustainability & Special Projects Manager de Garreaux researched water requirements for growing marijuana versus growing grapes. She said it appears that marijuana requires less water per plant for growing season. She said the County of San Mateo and other cities in the County have gone with the temporary moratorium option. She said, since State licensing doesn't happen until January 1, 2018, the Town has time to have conversations about policy issues such as where in Town they would want to allow, prohibit, regulate or permitted or conditional uses. She said an ordinance could be adopted that provides some local control. She said the Council could also ban commercial, cultivation, and retail sales. She said that option could result in a potential loss of tax revenue; however, there are many entities in line ahead of the Town to receive tax revenue (administrative, universities, CHP, etc.), so the potential revenue loss may be nominal.

Town Manager Dennis said many other cities were quickly acting upon this, even before the vote. He said Portola Valley took a different approach because the kinds of things that would be the primary concerns of the Council weren't going to happen. He said staff is not making a recommendation one way or the other and they feel there is ample time to have the kind of discussion necessary to come up with a coherent policy. He said the Council should consider that marijuana operations, given the fact they continue to be a federally scheduled drug, have issues related to financing and banking. An operator of a marijuana club cannot save their money in a bank and are likely keeping the cash on the property or in another location. Councilmember Derwin said there are places they can put their money that are not banks. Town Manager Dennis said some use them and some don't. Town Attorney Prince said banks are federally insured, but credit unions could be used. She said there is a lot to learn and she is just beginning in the process of learning it. She said a credit union in Colorado will accept the transactions.

Town Manager Dennis said many cities in San Mateo County are pursuing a more conservative approach to the issues by having immediate temporary moratoriums or something stronger. He said it is likely that most cities will have some sort of ban in an ordinance. He said it would be fascinating to see Portola Valley be in a position to not be as strict, because this may be the only location in a large area for these types of services, which could theoretically bring a number of elements that the Council doesn't want to deal with, especially in light of the recent home invasion robberies. He said that is important to consider, but there is time and opportunity to continue conversations with other cities to see what they're doing. He said he's had very informational conversations with the Sheriff's Department and they have concerns, depending on the approach the Town takes.

Town Attorney Prince said the County of San Mateo will enact a temporary moratorium, which lasts for 45 days, and requires a finding of immediate threat to public health, safety, or welfare. She said the reason for doing that is they are looking for a regional approach, because this is not just about personal use, but is also about cultivation, environmental, taxation, life safety, and health issues. She encouraged the Councilmembers to watch San Mateo County's presentation on the subject, which can be found on the Board of Supervisors' website. She said the moratorium can be extended repeatedly for up to a year and

15 days. If more time is still needed, an additional year can be added. She said it sounds like the County will be taking a leadership role in helping cities make decisions.

Town Manager Dennis said staff would like input from the Council regarding their concerns or interests so they know what to look at as they research this issue further.

Vice Mayor Richards said the Sheriff's Office would probably be concerned about having to deal with different rules in different jurisdictions. He asked if the towns and cities would be working together toward a consistent set of rules. Town Manager Dennis said that it appears that the Councils in other jurisdictions are approaching this in a conservative manner. He said the Town would be looking to the County as a leader in some of the issues, but the County may come back with a set of recommendations that don't necessarily align with what the Council wants to do. Town Attorney Prince said some issues are very much a local control issue versus a regional issue. She said things like the radius from schools would be enforced by the Town more than by the Sheriff.

Councilmember Wengert said she read that Woodside has instituted a moratorium and asked what the other surrounding communities have done. Town Attorney Prince said Menlo Park has not had a study session, but will probably have one in January. She said Burlingame, Woodside, Palo Alto, and San Jose have moratoriums. She said some cities throughout the state have embraced the idea of cultivation because it's good for their economy because of the significant potential for revenue generation. She said some communities are concerned that if they apply too much tax burden, it will generate a black market which was part of the impetus for Proposition 64.

Mayor Hughes asked if Portola Valley could impose a local tax on top of the ones already included in the proposition. Town Attorney Prince said the law does not preclude it but it would be subject to voter approval.

Mayor Hughes asked if Prop 64 in any way changed or affected the Town's Conditional Use Permit or Licensing process for businesses generally. Town Attorney Prince said it does not impact that process, but the current code includes no permitted conditional use for this type of retailer. She said, for example, the Planning Director has had inquiries as to whether this is to be considered a drug store. She said State law has specific definitions for a drug store and a marijuana dispensary does not fit that definition. She said the Town currently has nothing that specifically says a marijuana retailer would be a conditional use or permitted use. She said the Council could consider allowing it as a conditional use, and discuss the issues similar to other conditional use permits, such as appropriate hours, limitations, view from public spaces, etc.

Mayor Hughes asked if commercial marijuana growing would be allowed under the existing use permits for people who already have agricultural operations in the absence of a moratorium or change in ordinances. Town Attorney Prince said agriculture is agriculture, but, for example, Fogerty Winery is very specific to vineyards. She said each CUP would need to be examined to see if any were just generally agriculture. She said technically commercial marijuana cultivation is not allowed without a license. She said initially there are 2,200 square feet allowed for planting, and operations can expand after two years.

With no further questions from Council, Mayor Hughes called for public comment. Hearing none, he brought the issue back to the Council for comment.

Councilmember Derwin said she finds this to be the height of hypocrisy to demonize marijuana and not alcohol. She said alcohol kills many more people and rips apart families and she does not see that with marijuana. She said she has been through rehab with people and has never seen anyone there addicted to marijuana, although she acknowledges it probably exists. She said she does not understand why the County has become apoplectic over this new law that has made marijuana legal. She said Portola Valley does not regulate guns or massage parlors, like our neighbors. She said if somebody wanted to come into Town and have a dispensary, she does not see why they couldn't go through the process like any other business. She said she believed the community would probably rise up and fight granting a permit, but she would like to see them go through the process. She said it was a very high percentage of people

in Town who voted in favor of Prop 64. Mayor Hughes said 63 percent voted in favor Countywide and 65.5 percent in Portola Valley. He said including Ladera and Los Trancos raises it to 66.6 percent in favor. Councilmember Derwin said she does not think any action should be taken.

Councilmember Aalfs agreed with Councilmember Derwin. He said the County reaction taken to its logical conclusion would basically push it all somewhere else, with a majority of people being in favor of the use of it, but are now saying everything except use has to happen somewhere outside of the County.

Vice Mayor Richards said he's seen the environmental destruction that comes along with large marijuana production, which is his major concern. He said it could be possible to regulate it to the point where it would not be as destructive as it has been, but it's off to a bad start with years and years of terrible destruction. He said he is not opposed to people growing it for themselves at home and he wouldn't want to prohibit exterior growing, which would force people to use more energy to grow it inside. He said he was fine with all of it except the commercial production.

Councilmember Wengert said it's a complicated issue. She said she also has concerns about commercial growing and with what the County might do. She said perhaps it's a wait-and-see until the Council has more data. She said she could see an argument made that Portola Valley would be an attractive location for this kind of use because there is available land and agricultural uses. She agrees with Vice Mayor Richards that it does become a different issue when talking about commercial production. She said she is agreeable to doing nothing now, but not for long. She said she wants to see what the County is proposing.

Councilmember Derwin confirmed with Councilmember Wengert and Vice Mayor Richards that their concern was more about commercial cultivation and not a dispensary. She asked what the process was if somebody wanted to commercially grow marijuana. Planning Director Pedro said it's a permitted agricultural use as long as you live on the property and your primary use is a single-family residence. Town Manager Dennis said a commercial operation regulated by the state is vastly different from an unregulated illegal operation so some of the issues concerning the Council would be theoretically regulated by a variety of other state and local ordinances, whether it's pesticide or water use. Town Attorney Prince said there are a lot of things that the State is looking at during the year span before issuing licenses, including regulation of pesticides, water use, and other parameters, which is beyond the Town's scope. Town Attorney Prince said it within the Town's scope to decide if they want to temporarily prohibit outdoor growing. She said it should also be noted that Prop 64 repeals outdoor or cultivation bans should the Federal Schedule 1 be lifted. She asked if she was hearing a preference to not regulate retailers and stay silent for the moment.

Mayor Hughes said the voters were clear in wanting to allow these activities to a reasonable degree. He said he does not see a reason to initiate an interim emergency ordinance as there is no immediate threat to public health. He said over the course of the next year, while the State is developing its licensing rules, the Town should look at the commercial issues. In particular, he said it would be good to end up where any proposed commercial marijuana operation would have to go through a Use Permit process, which will have different impacts on the agricultural side and on the retail side. He said that level of review would be appropriate. He said if someone came in and had dealt with all the issues that would come up during a Use Permit hearing, he would have no problem approving it.

Town Attorney Prince said while the Town may not ban any particular use in Town, because there is permissive zoning, if a use is not specifically listed in the code, then it is, by default, prohibited. Mayor Hughes said agriculture and retail are allowed so there is somewhere it could fit.

Councilmember Wengert said she does not believe most people who voted for Prop 64 understood the potential complexities. She said as the Council gets into these issues, she wants to make sure the Town is not unwittingly creating different challenges and would encourage keeping close tabs on what the County is saying and any other issues the Town Attorney learns about.

Mayor Hughes said the Town has the benefit of a year before the State starts issuing licenses. Town Attorney Prince said the licenses will be valid for one year. She said there is nothing from Prop 64 preventing the Town from taking action somewhere down the road. For example, if someone received a license for a year and there were issues, the Council could take steps to limit and regulate that use.

Councilmember Wengert asked Town Attorney Prince if today someone could come into the Planning Commission and say they want to use the retail space on Portola Road to open a dispensary. Town Attorney Prince said they would need a license, which is not likely to be available for at least a year. She said there is no application process created yet, which will be done through a new agency, the Bureau of Marijuana Control.

In response to Councilmember Wengert's question, Town Attorney Prince said if someone came in and made an application for their currently zoned agricultural land, they would also require a license for anything more than six plants.

Mayor Hughes said the Council should also discuss outdoor growing, smoking radiuses, etc.

Councilmember Aalfs said that when a CUP is issued, the business must be primarily local. He said commercial growers would not meet the general plan requirements because it would be primarily for export. He asked why, for example, Fogarty is permitted, when most of their wine is leaving Portola Valley. Mayor Hughes said it varies business to business how exactly the Planning Commission interprets. Councilmember Aalfs said then there is leeway as far as what the Town grants and doesn't grant. Vice Mayor Richards said 50 percent is wishful thinking and would be difficult to enforce.

Vice Mayor Richards said big companies are buying up land in the Sierra Foothills now for this very thing. He said if Portola Valley turned out to be a great place to grow marijuana, he would hate to have them decide this is where they want to be, too.

Town Attorney Prince confirmed that the Council's decision was to do nothing at this point and staff will bring updates back to the Council.

Mayor Hughes said it is likely the Council will want to do something at some point. Councilmember Aalfs suggested keeping an eye on what the County's doing and what's happening with the state licensing as things develop over the coming year.

(14) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [9:02 p.m.]

Councilmember Derwin – She said she ran the November 10 C/CAG meeting. She attended the December 8 C/CAG meeting. She said they appointed a few people to the BPAC in the public seats but there are still open elected seats. She asked Mayor Hughes or Councilmember Aalfs to check into the Joint Venture Silicon Valley's Smart Regions Initiative. She said at the Legislative Committee meeting, the transportation funding did not come together and they hope it will next year. She said they are also hoping to make it easier for local jurisdictions to pass local measures by changing the requirement for two-thirds to 55 percent. Councilmember Derwin said the Peninsula Corridor Mobility Working Group is working with major companies to figure out how to get people to work outside of their cars. She went to a Resource Management Climate Protection Meeting. She said there were two presentations by Adrienne Carr from BAWSCA – an update on the BAWSCA Long Term Reliable Water Supply Strategy and an update on recent State Water Policy Actions. She will have the Town Clerk distribute the slides from the presentations. She said there was also a presentation on on-site water reuse and water resiliency events in the County. She said they were not supportive of recycling black water. She attended the Water Conservation Committee meeting and the gray water manual is finished. Town Manager Dennis said the manual will be brought to Council on January 11. Councilmember Derwin said it has been difficult getting Cal Water's endpoint units to work properly. She attended a green infrastructure conference in San

Francisco last week. She said green infrastructure is becoming popular, with the newest hot thing being daylighting creeks.

Vice Mayor Richards – Went on a Public Works tour at Town Center with Public Works Director Young. Vice Mayor Richards attended an Emergency Preparedness meeting on November 10 where they discussed hydrant testing. He said the Emergency Operations Plan is near completion. He also attended the December 8 meeting. He said they are working on getting satellite phones. Town Manager Dennis said the microwave phone does work, in that the County OES can be contacted through it, but Woodside Fire doesn't use it. He said it will be left in place until they come up with something better. Vice Mayor Richards said they discussed emergency water. One of the doctors on the team has arranged with the Morshead Estate to get water from there for emergency operations. He said Craig Taylor asked to change the application of the Brown Act in small committees that do not have decision-making power. Vice Mayor Richards said Mr. Taylor thinks the Brown Act may be responsible for some committees doing less hands-on work in Town. He said it may be something to consider for some committees to increase public participation. Town Manager Dennis said Mr. Taylor has also discuss it with him. Town Manager Dennis said he is not sure he agrees with that assessment and he thinks the Brown Act is a good thing to have, but said it is worth discussion. Town Attorney Prince said ad hoc committees formed for very specific purposes for a short duration can be exempt from the Brown Act. She said that could be looked at for committees with very limited focus. Vice Mayor Richards said the perception to a lot of people is they're hamstrung by the Brown Act. Town Manager Dennis said perhaps some education is in order. He said the committee could assign a sub-committee to do specific work and bring that material back. Vice Mayor Richards also attended the Conservation Committee meeting, where Woodside Fire Marshall Denise Enea discussed tree care. He said there was a mass mailing from well drillers to people in Town. The Conservation Committee will present a presentation to the Council on denticides.

Councilmember Wengert – Attended December 14 ASCC meeting where they discussed 45 Granada Court and the Hallett Store. She attended the C/CAG Finance Committee meeting where they mainly discussed improving the rates of return by moving funds into County Funds versus LAIF. She said the County Funds are performing well. She said they discussed the large buildup of revenues not matching outflow. She attended the final Select Committee meeting which lasted seven hours. She said it ended on an 8 to 4 vote, the minimum acceptable level to pass, to approve moving the SERFR back to the BSR ground track. She said nothing they have suggested has been done as far as flight paths and altitudes. She said the real issue will be what happens to the FAA under the next regime. Councilmember Wengert attended a Parks & Recreation Committee meeting where the Conservation Committee did a presentation on rodenticides. They discussed skateboarding and ramps because Jack Bartlett volunteered to put forward a new proposal and lead it up.

Councilmember Aalfs – Attended Peninsula Clean Energy meeting. He said they have 70,000 accounts, with an overall County opt-out rate at about 1 percent. He said the launch will be completed with the remaining 230,000 accounts to come in beginning in April. He said an issue came up in that net metering customers thought there appeared to be a negative change. He said they are reaching out to explain how it is calculated and how it comes out better in the long term. He said Portola Valley has the highest opt-out rate in the County with 3 out of 70 so far. He said they marketed over the last couple of weeks asking for bids to provide mid- to long-term renewable power contracts. They are looking for 4,500 gigawatt hours per year. He said they received more than 200 proposals, with some bids that would fill about half of that at incredibly low prices. He said they may be signing agreements in the next couple of years. He said the Atherton Town Center project is moving forward and they want to privately fund \$46 million. They want it to be the first zero net energy government building and a microgrid.

Mayor Hughes – Attended Connect 13, a technology in government conference.

(15) Town Manager Report

Town Manager Dennis said Mayor Hughes is the appointed Portola Valley representative in the San Mateo County City Selection Committee and Councilmember Derwin volunteered to be the alternate. Town Manager Dennis thanked Judy Murphy, Danna Breen, and Alex de Garmeaux for planting 95

plants. He said he was unable to attend the fire hydrant meeting but Town Attorney Prince attended. Town Attorney Prince said it was a good first step to get Cal Water and the Fire District together to talk about things. Town Manager Dennis said the Windy Hill signs have been installed. He said the Town staff is in week two of a 9/80 pilot program and it appears to be going well and thanked the Council for being supportive. He said he started a set of conversations with the Committees to get a sense of where they think they are related to how they would function if they lost a member, where do they see deficiencies, and where will staff have to step in. He said the Committees seemed eager to have the conversations. Town Manager Dennis said the subcommittee from the Water Conservation Committee, Conservation Committee, and Parks & Recreation Committee have started to meet to discuss the future of the Town fields. He said a landscape architect went to the fields with representatives from the committees to discuss the future related to drought and grass. He said that Rossotti Field will eventually need to be renovated and he is interested in a recycled water system, as well as a potential location for emergency water. Town Manager Dennis said the Town is now fully staffed with the addition of Justin, the new maintenance worker. He said one of the issues of recruiting staff is ensuring that they can live somewhere near work and Justin did find relatively local housing. Town Manager Dennis said Lorrie Duval will be assisting in the Neighborhood Watch outreach. He said a message will be sent out to the community soon. He attended a neighborhood watch meeting for Golden Oak North with about 35-40 attendees. He said he made a point to the group that they should talk to their neighbors about some of the land use issues. He anticipates attending each neighborhood watch meeting at some point over the next six months. Town Manager Dennis said the ASCC started discussing Town safety and they will discuss it again in January to allow further public comment. They discussed landscaping, neighborhood watch signs, and lighting. Town Manager Dennis said he had discussed with Nancy Lund, the Priory, and Alpine Hills about hosting the Dangler Prints within the next six months. He said he's asked the Cultural Arts Committee to get together next week to get them involved as well. Town Manager Dennis thanked everyone who participated in making the wreaths – Judy, Danna, and Mia -- which are put together by scraps left on people's properties. He said he has had a few conversations with the new Assemblymember, Marc Berman, who has made some decisions this week related to staffing. Town Manager Dennis anticipates having a conversation with the new District Director in the next couple of days. Assemblyman Berman agreed to Town Manager's Dennis' request for an early opportunity to get on the calendar to discuss issues important to the Town.

#### **WRITTEN COMMUNICATIONS** [10:11 p.m.]

(16) Town Council Digest – November 11, 2016

None.

(17) Town Council Digest – November 18, 2016

#3 – Email from Resident Kristi Corley re: Request for Information of Contractor/Subcontractor. Councilmember Aalfs asked if anything could be done in this regard. Town Manager Dennis said they checked with multiple jurisdictions and it is not general practice to get to this level of detailed information related to subs of subs. Town Manager Dennis said he will discuss it with Ms. Corley.

(18) Town Council Digest – November 23, 2016

None.

(19) Town Council Digest – December 2, 2016

None.

(20) Town Council Digest – December 9, 2016

#7 – Request for Appointment City Selection – Redwood City Councilmember Janet Borgens to the Housing and Community Development Committee (This will be a nomination from the floor.) Councilmember Derwin recommended Carlos Romero, City of East Palo Alto, for the ABAG Council seat. For the Bay Area Air Quality Management District Seat, said both were good candidates; however, Belmont Councilmember Doug Kim has specific background in the field. Councilmember Derwin recommended for the Housing & Community Development Committee incumbents Ron Collins and Helen Fisicaro. For the San Mateo County Transportation Authority (SMCTA), she recommended San Mateo Councilmember Maureen Freschet. Councilmember Derwin said Mike O’Neill is seeking appointment for the Vice Chairperson to the City Selection Committee for 2017. She said there will be floor nominations, possibly Emily Beach, and she would recommend her.

**ADJOURN TO CLOSED SESSION** [10:20 p.m.]

Mayor Hughes adjourned the meeting to the closed session.

(21) Public Employee Performance Evaluation

Government Code Section 54957

Title – Town Manager

**REPORT OUT OF CLOSED SESSION**: None to Report

**ADJOURNMENT** [11:20 p.m.]

Mayor Hughes adjourned the meeting.

\_\_\_\_\_  
Mayor

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

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

12/28/16

Date: 12/19/2016

Time: 5:24 pm

Page: 1

TOWN OF PORTOLA VALLEY

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

ACTERRA - GRASSROOTS ECOLOGY	PV Native Planting Plan	18180	12/28/2016	
		00006430	12/28/2016	
3921 EAST BAYSHORE ROAD	926		12/28/2016	0.00
PALO ALTO	BOA	51254	12/28/2016	0.00
CA 94303	PV122016			693.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	693.50	1,000.00

Check No.	51254	Total:	693.50
Total for	ACTERRA - GRASSROOTS ECOLC		693.50

AT&T	11/6/16-12/5/16 Statements	18181	12/28/2016	
			12/28/2016	
P.O. BOX 9011	441		12/28/2016	0.00
CAROL STREAM	BOA	51255	12/28/2016	0.00
IL 60197-9011				203.79

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	203.79	0.00

Check No.	51255	Total:	203.79
Total for	AT&T		203.79

BANK OF AMERICA	November Statement	18202	12/28/2016	
Bank Card Center			12/28/2016	
P.O. BOX 53155	0022		12/28/2016	0.00
PHOENIX	BOA	51256	12/28/2016	0.00
AZ 85072-3155				939.77

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	293.99	0.00
05-58-4240	Parks & Fields Maintenance	150.22	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4322	Dues	120.00	0.00
05-64-4336	Miscellaneous	365.57	0.00

Check No.	51256	Total:	939.77
Total for	BANK OF AMERICA		939.77

BMI	2017 Music License Renewal	18182	12/28/2016	
			12/28/2016	
PO BOX 630893	1349		12/28/2016	0.00
CINCINNATI	BOA	51257	12/28/2016	0.00
OH 45263-0893	29092702			336.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	336.00	0.00

Check No.	51257	Total:	336.00
Total for	BMI		336.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

12/28/16

Date: 12/19/2016

Time: 5:24 pm

Page: 2

TOWN OF PORTOLA VALLEY

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
THOMAS BUCKHOLTZ	Refund Deposit, 157 Westridge	18183	12/28/2016	
			12/28/2016	
157 WESTRIDGE DRIVE	0645		12/28/2016	0.00
PORTOLA VALLEY	BOA	51258	12/28/2016	0.00
CA 94028				2,000.00

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

Check No.	51258	Total:	2,000.00
Total for	THOMAS BUCKHOLTZ		2,000.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CALIFORNIA BLDG STANDARDS COMM	Qtrly BSA Report, July - Sept	18184	12/28/2016	
	2016		12/28/2016	
2525 NATOMAS PARK DRIVE	458		12/28/2016	0.00
SACRAMENTO	BOA	51259	12/28/2016	0.00
CA 95833				471.60

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	471.60	0.00

Check No.	51259	Total:	471.60
Total for	CALIFORNIA BLDG STANDARDS C		471.60

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CHARGEPOINT	EV Charging Station Service	18203	12/28/2016	
		00006431	12/28/2016	
254 E. HACIENDA AVENUE	0648		12/28/2016	0.00
CAMPBELL	BOA	51260	12/28/2016	0.00
CA 95008	36649			1,120.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	1,120.00	1,120.00

Check No.	51260	Total:	1,120.00
Total for	CHARGEPOINT		1,120.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CITY OF REDWOOD CITY (IT)	November IT Support	18185	12/28/2016	
			12/28/2016	
P.O. BOX 3629	586		12/28/2016	0.00
REDWOOD CITY	BOA	51261	12/28/2016	0.00
CA 94064	BR42092			2,163.17

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,163.17	0.00

Check No.	51261	Total:	2,163.17
Total for	CITY OF REDWOOD CITY (IT)		2,163.17

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
COTTON SHIRES & ASSOC. INC.	Oct/Nov Applicant Charges	18186	12/28/2016	
			12/28/2016	
330 VILLAGE LANE	0047		12/28/2016	0.00
LOS GATOS	BOA	51262	12/28/2016	0.00
CA 95030-7218				17,067.19

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

12/28/16

Date: 12/19/2016

Time: 5:24 pm

Page: 3

TOWN OF PORTOLA VALLEY

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

96-54-4190	Geoloqist - Charges to Appls	17,067.19	0.00	
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Check No.	51262	Total:	17,067.19
Total for	COTTON SHIRES & ASSOC. INC.		17,067.19

COUNTY OF SAN MATEO	FY 16/17 Animal Control Costs	18187	12/28/2016	
HEALTH SYSTEM			12/28/2016	
ATTN: PAMELA MACHADO	0049		12/28/2016	0.00
REDWOOD CITY	BOA	51263	12/28/2016	0.00
CA 94403	AC1617-PV			18,404.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4280	Animal Control	18,404.00	0.00

Check No.	51263	Total:	18,404.00
Total for	COUNTY OF SAN MATEO		18,404.00

CREEKSIDE 21ST CENTURY	Refund Deposit, Event 12/8/16	18188	12/28/2016	
LEARNING LAB			12/28/2016	
884 PORTOLA ROAD, SUITE #B1	0646		12/28/2016	0.00
PORTOLA VALLEY	BOA	51264	12/28/2016	0.00
CA 94028				1,000.00

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

Check No.	51264	Total:	1,000.00
Total for	CREEKSIDE 21ST CENTURY		1,000.00

DEPARTMENT OF CONSERVATION	SMISHMF Qtrly Report, July -	18189	12/28/2016	
Division of Administrative	September		12/28/2016	
801 K STREET MS22-15	0054		12/28/2016	0.00
SACRAMENTO	BOA	51265	12/28/2016	0.00
CA 95814-3531				2,126.57

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	2,126.57	0.00

Check No.	51265	Total:	2,126.57
Total for	DEPARTMENT OF CONSERVATIO		2,126.57

JORGENSON SIEGEL MCCLURE & FLEGEL	November Statement	18190	12/28/2016	
1100 ALMA STREET	0089		12/28/2016	0.00
MENLO PARK	BOA	51266	12/28/2016	0.00
CA 94025				10,062.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	8,880.00	0.00
96-54-4186	Attorney - Charges to Appls	1,182.50	0.00

Check No.	51266	Total:	10,062.50
Total for	JORGENSON SIEGEL MCCLURE &		10,062.50

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

12/28/16

Date: 12/19/2016

Time: 5:24 pm

Page: 4

TOWN OF PORTOLA VALLEY

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

NAT'L NOTARY ASSN	Notary 2017 Insurance	18191	12/28/2016	
			12/28/2016	
	806		12/28/2016	0.00
	BOA	51267	12/28/2016	0.00
				33.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4322	Dues	33.00	0.00	
		Check No. 51267	Total:	33.00
		Total for		NAT'L NOTARY ASSN 33.00

ROBERTS MARKET	Meet & Greet w/Sheriff Event	18192	12/28/2016	
	November 2, 2016		12/28/2016	
3015 WOODSIDE ROAD	1236		12/28/2016	0.00
WOODSIDE	BOA	51268	12/28/2016	0.00
CA 94062				358.05

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	358.05	0.00	
		Check No. 51268	Total:	358.05
		Total for		ROBERTS MARKET 358.05

RON RAMIES AUTOMOTIVE, INC.	November Fuel Statement	18193	12/28/2016	
			12/28/2016	
115 PORTOLA ROAD	422		12/28/2016	0.00
PORTOLA VALLEY	BOA	51269	12/28/2016	0.00
CA 94028				416.18

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4334	Vehicle Maintenance	416.18	0.00	
		Check No. 51269	Total:	416.18
		Total for		RON RAMIES AUTOMOTIVE, INC. 416.18

SAN MATEO CO INF SERVICES	November MW	18194	12/28/2016	
			12/28/2016	
455 COUNTY CENTER, 3RD FLOOR	0307		12/28/2016	0.00
REDWOOD CITY	BOA	51270	12/28/2016	0.00
CA 94063	1YPV11611			76.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4152	Emerq Preparedness Committee	76.00	0.00	
		Check No. 51270	Total:	76.00
		Total for		SAN MATEO CO INF SERVICES 76.00

SHARP BUSINESS SYSTEMS	November Copies	18195	12/28/2016	
			12/28/2016	
DEPT. LA 21510	0199		12/28/2016	0.00
PASADENA	BOA	51271	12/28/2016	0.00
CA 91185-1510	C926953-541			264.53

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

12/28/16

Date: 12/19/2016

Time: 5:24 pm

Page: 5

TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	264.53	0.00	

Check No.	51271	Total:	264.53
Total for	SHARP BUSINESS SYSTEMS		264.53

SMALL BUSINESS BENEFIT PLAN TR	January 2017 Dental/Vision	18196	12/28/2016	
			12/28/2016	
	0132		12/28/2016	0.00
BELMONT	BOA	51272	12/28/2016	0.00
CA 94002-0156				2,138.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4090	Health Ins Dental & Vision	2,138.00	0.00	

Check No.	51272	Total:	2,138.00
Total for	SMALL BUSINESS BENEFIT PLAN		2,138.00

TOWN OF COLMA	Dinner/Mtg, Wengert	18197	12/28/2016	
Attn: Caitlin Corley			12/28/2016	
1198 EL CAMINO REAL	927		12/28/2016	0.00
COLMA	BOA	51273	12/28/2016	0.00
CA 94014				45.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4327	Educ/Train: Council & Commissn	45.00	0.00	

Check No.	51273	Total:	45.00
Total for	TOWN OF COLMA		45.00

TYLER TECHNOLOGIES INC	EnerGov, Go Live Support & Training	18198	12/28/2016	
			12/28/2016	
P.O. BOX 203556	0240		12/28/2016	0.00
DALLAS	BOA	51274	12/28/2016	0.00
TX 75247-8142	025-175191			7,003.43

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4539	Permit Tracking Software	7,003.43	0.00	

Check No.	51274	Total:	7,003.43
Total for	TYLER TECHNOLOGIES INC		7,003.43

W.L. BUTLER	Deposit Refund, 302 Portola	18199	12/28/2016	
			12/28/2016	
204 FRANKLIN STREET	0647		12/28/2016	0.00
REDWOOD CITY	BOA	51275	12/28/2016	0.00
CA 94063				5,000.00

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

Check No.	51275	Total:	5,000.00
Total for	W.L. BUTLER		5,000.00

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

12/28/16

Date: 12/19/2016

Time: 5:24 pm

Page: 6

TOWN OF PORTOLA VALLEY

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

WOODSIDE FIRE PROTECTION DISTR	CERPP Coordinator, Oct - Dec	18200	12/28/2016	
			12/28/2016	
3111 WOODSIDE ROAD	709		12/28/2016	0.00
WOODSIDE	BOA	51276	12/28/2016	0.00
CA 94062	109_pv			3,000.75

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	3,000.75	0.00

Check No.	51276	Total:	3,000.75
Total for	WOODSIDE FIRE PROTECTION DI		3,000.75

CARLA WRAY	Piano Tuning, Community Hall	18201	12/28/2016	
PIANO SERVICE			12/28/2016	
263 MARGARITA AVENUE	1406		12/28/2016	0.00
PALO ALTO	BOA	51277	12/28/2016	0.00
CA 94306	4090			265.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	265.00	0.00

Check No.	51277	Total:	265.00
Total for	CARLA WRAY		265.00

Total Invoices: 24

Grand Total:	75,188.03
Less Credit Memos:	0.00
Net Total:	75,188.03
Less Hand Check Total:	0.00
Outstanding Invoice Total:	75,188.03

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**December 28, 2016**

Claims totaling \$75,188.03 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 \_\_\_\_\_

\_\_\_\_\_  
Jeremy Dennis, Treasurer

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

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

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

\_\_\_\_\_  
Mayor

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/11/2017

Date: 01/06/2017

Time: 2:21 pm

Page: 1

TOWN OF PORTOLA VALLEY

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State/Province Zip/Postal	Invoice Number			Check Amount

ALLIANT INSURANCE SERVICES	Holiday Fair, Event Insurance	18218	01/11/2017	
			01/11/2017	
SPECIAL EVENTS	475		01/11/2017	0.00
NEWPORT BEACH	BOA	51278	01/11/2017	0.00
CA 92658	543431			428.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	428.00	0.00

ALLIANT INSURANCE SERVICES	Event Ins, Quarterly Report	18219	01/11/2017	
	October - December 2016		01/11/2017	
SPECIAL EVENTS	475		01/11/2017	0.00
NEWPORT BEACH	BOA	51278	01/11/2017	0.00
CA 92658				352.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	352.00	0.00

Check No.	51278	Total:	780.00
Total for	ALLIANT INSURANCE SERVICES		780.00

AT&T (2)	January M/W	18204	01/11/2017	
			01/11/2017	
P.O. BOX 5025	877		01/11/2017	0.00
CAROL STREAM	BOA	51279	01/11/2017	0.00
IL 60197-5025				66.84

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	66.84	0.00

Check No.	51279	Total:	66.84
Total for	AT&T (2)		66.84

CASEY CONSTRUCTION INC	Asphalt Repair @ TC/ Lightpole	18230	01/11/2017	
			01/11/2017	
619 SYLVAN WAY	2021		01/11/2017	0.00
EMERALD HILLS	BOA	51280	01/11/2017	0.00
CA 94062	1441			6,121.19

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	6,121.19	0.00

Check No.	51280	Total:	6,121.19
Total for	CASEY CONSTRUCTION INC		6,121.19

COMCAST	WiFi, 12/21/16 - 01/20/17	18205	01/11/2017	
			01/11/2017	
P.O. BOX 34227	0045		01/11/2017	0.00
SEATTLE	BOA	51281	01/11/2017	0.00
WA 98124-1227				90.95

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	90.95	0.00

Check No.	51281	Total:	90.95
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/11/2017

Date: 01/06/2017

Time: 2:21 pm

Page: 2

TOWN OF PORTOLA VALLEY

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State/Province Zip/Postal	Invoice Number			Check Amount

Total for COMCAST 90.95

CSG CONSULTANTS INC	Bldg Insp Svcs 11/22/16	18206	01/11/2017	
			01/11/2017	
550 PILGRIM DRIVE	622		01/11/2017	0.00
FOSTER CITY	BOA	51282	01/11/2017	0.00
CA 94404	10036			760.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	760.00	0.00

Check No. 51282 Total: 760.00  
 Total for CSG CONSULTANTS INC 760.00

DENISE DE SOMER	Catering, Annual Volunteer Party	18207	01/11/2017	
		00006427	01/11/2017	
17 DOLPHIN COURT	1367		01/11/2017	0.00
HALF MOON BAY	BOA	51283	01/11/2017	0.00
CA 94019				8,379.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	8,379.50	8,277.00

Check No. 51283 Total: 8,379.50  
 Total for DENISE DE SOMER 8,379.50

LORRAINE R. DUVAL	Neighborhood Watch Coordinator Svcs for 12/12/16 - 12/31/16	18221	01/11/2017	
			01/11/2017	
340 GOLDEN OAK DRIVE	0652		01/11/2017	0.00
PORTOLA VALLEY	BOA	51284	01/11/2017	0.00
CA 94028				480.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	480.00	0.00

Check No. 51284 Total: 480.00  
 Total for LORRAINE R. DUVAL 480.00

FULL RANGE LANDSCAPE CO.	Historic Schoolhouse Reno Proj	18227	01/11/2017	
			01/11/2017	
LANDSCAPE DESIGN & CONSTRUCT	0591		01/11/2017	0.00
PALO ALTO	BOA	51285	01/11/2017	0.00
CA 94303				2,135.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4415	Historic Schoolhouse	2,135.00	0.00

Check No. 51285 Total: 2,135.00  
 Total for FULL RANGE LANDSCAPE CO. 2,135.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/11/2017

Date: 01/06/2017

Time: 2:21 pm

Page: 3

TOWN OF PORTOLA VALLEY

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

GREEN HALO SYSTEMS	WasteTracker System	18224	01/11/2017	
		00006432	01/11/2017	
521 CHARCOT AVENUE, SUITE 119	0654		01/11/2017	0.00
SAN JOSE	BOA	51286	01/11/2017	0.00
CA 95131	1130			999.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	999.00	999.00

Check No.	51286	Total:	999.00
Total for	GREEN HALO SYSTEMS		999.00

LADERA GARDEN CENTER	Flower Arrangments	18208	01/11/2017	
			01/11/2017	
3130 LADERA COUNTRY SHOPPER	0490		01/11/2017	0.00
PORTOLA VALLEY	BOA	51287	01/11/2017	0.00
CA 94028				150.42

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	150.42	0.00

Check No.	51287	Total:	150.42
Total for	LADERA GARDEN CENTER		150.42

CARL LARSON	Deposit Refund, 255 Cervantes	18217	01/11/2017	
			01/11/2017	
23500 CRISTO REY DRIVE	0650		01/11/2017	0.00
CUPERTINO	BOA	51288	01/11/2017	0.00
CA 95014				800.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	800.00	0.00

Check No.	51288	Total:	800.00
Total for	CARL LARSON		800.00

JAMES LIPMAN	Reimbursement-Archive Software	18216	01/11/2017	
	Historic Res Committee		01/11/2017	
25 PALMER LANE	0554		01/11/2017	0.00
PORTOLA VALLEY	BOA	51289	01/11/2017	0.00
CA 94028				99.99

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	99.99	0.00

Check No.	51289	Total:	99.99
Total for	JAMES LIPMAN		99.99

LYNGSO GARDEN MATERIALS INC	Sand for Sandbags, Storm Prep	18229	01/11/2017	
			01/11/2017	
19 SEAPORT BOULEVARD	923		01/11/2017	0.00
REDWOOD CITY	BOA	51290	01/11/2017	0.00
CA 94063	925132			343.35

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

01/11/2017

Date: 01/06/2017

Time: 2:21 pm

Page: 4

TOWN OF PORTOLA VALLEY

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

20-60-4271	Storm Damage / Emerg Repairs	343.35	0.00	
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Check No.	51290	Total:	343.35
Total for	LYNGSO GARDEN MATERIALS INC		343.35

LYNX TECHNOLOGIES, INC	EnerGov, GIS Project	18228	01/11/2017	
1350 41ST AVENUE	0294		01/11/2017	0.00
CAPITOLA	BOA	51291	01/11/2017	0.00
CA 95010	8084			250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4539	Permit Tracking Software	250.00	0.00

Check No.	51291	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

EMILY & BRIAN MELTON	Refund Deposit, 40 Antonio Ct.	18220	01/11/2017	
12 VALLEY OAK	0651		01/11/2017	0.00
PORTOLA VALLEY	BOA	51292	01/11/2017	0.00
CA 94028				4,700.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	4,700.00	0.00

Check No.	51292	Total:	4,700.00
Total for	EMILY & BRIAN MELTON		4,700.00

JOHN MUMFORD	Refund Deposit, 191 Ramoso	18222	01/11/2017	
191 RAMOSO	0653		01/11/2017	0.00
PORTOLA VALLEY	BOA	51293	01/11/2017	0.00
CA 94028				3,271.19

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	3,271.19	0.00

Check No.	51293	Total:	3,271.19
Total for	JOHN MUMFORD		3,271.19

NOLTE ASSOCIATES, INC. NV5	Applicant Charges, Oct - Dec	18209	01/11/2017	
P.O. BOX 93243	0104		01/11/2017	0.00
LAS VEGAS	BOA	51294	01/11/2017	0.00
NV 89193-3243	56316			1,846.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,846.00	0.00

Check No.	51294	Total:	1,846.00
Total for	NOLTE ASSOCIATES, INC. NV5		1,846.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/11/2017

Date: 01/06/2017

Time: 2:21 pm

Page: 5

TOWN OF PORTOLA VALLEY

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

PLATINUM FACILITY SERVICES	December Janitorial Svcs	18226	01/11/2017	
			01/11/2017	
1530 OAKLAND RD., #150	402		01/11/2017	0.00
SAN JOSE	BOA	51295	01/11/2017	0.00
CA 95112	26624			2,987.51

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

PLATINUM FACILITY SERVICES	Add'l Janitorial Services	18231	01/11/2017	
			01/11/2017	
1530 OAKLAND RD., #150	402		01/11/2017	0.00
SAN JOSE	BOA	51295	01/11/2017	0.00
CA 95112	26676			630.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	630.00	0.00

Check No.	51295	Total:	3,617.51
Total for	PLATINUM FACILITY SERVICES		3,617.51

CYNTHIA RICHARDSON	Dec Planning Consultant Svcs	18210	01/11/2017	
dba Richardson Consulting			01/11/2017	
24 CAMPBELL LANE	1250		01/11/2017	0.00
MENLO PARK	BOA	51296	01/11/2017	0.00
CA 94025				6,720.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	157.50	0.00
96-54-4198	Planner - Charges to Appls	6,562.50	0.00

Check No.	51296	Total:	6,720.00
Total for	CYNTHIA RICHARDSON		6,720.00

MATT ROLLEFSON	Deposit Refund, 169 Wayside	18215	01/11/2017	
			01/11/2017	
169 WAYSIDE ROAD	0649		01/11/2017	0.00
PORTOLA VALLEY	BOA	51297	01/11/2017	0.00
CA 94028				5,000.00

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

Check No.	51297	Total:	5,000.00
Total for	MATT ROLLEFSON		5,000.00

RAY ROTHROCK	Reimbursement, EPC Repeater	18223	01/11/2017	
	Equipment		01/11/2017	
56 GRANADA COURT	0404		01/11/2017	0.00
PORTOLA VALLEY	BOA	51298	01/11/2017	0.00
CA 94028				1,282.08

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	1,282.08	0.00

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

01/11/2017

Date: 01/06/2017

Time: 2:21 pm

Page: 6

TOWN OF PORTOLA VALLEY

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

Check No.	51298	Total:	1,282.08
Total for	RAY ROTHROCK		1,282.08

SMC CITY MGRS' ASSN	SMCCMA Holiday Luncheon	18225	01/11/2017	
City of San Mateo			01/11/2017	
C/O LAURIE STRANGE	0118		01/11/2017	0.00
SAN MATEO	BOA	51299	01/11/2017	0.00
CA 94403				45.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	45.00	0.00

Check No.	51299	Total:	45.00
Total for	SMC CITY MGRS' ASSN		45.00

STANDARD INSURANCE CO.	December LTD/Life Premium	18212	01/11/2017	
			01/11/2017	
PO BOX 5676	0469		01/11/2017	0.00
PORTLAND	BOA	51300	01/11/2017	0.00
OR 97228				377.63

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	377.63	0.00

Check No.	51300	Total:	377.63
Total for	STANDARD INSURANCE CO.		377.63

STAPLES CREDIT PLAN	Office Supplies, 11/10 -12/09	18213	01/11/2017	
			01/11/2017	
DEPT. 31 - 0000306219	430		01/11/2017	0.00
PHOENIX	BOA	51301	01/11/2017	0.00
AZ 85062-8004				706.75

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	706.75	0.00

Check No.	51301	Total:	706.75
Total for	STAPLES CREDIT PLAN		706.75

STATE COMP INSURANCE FUND	January Premium	18211	01/11/2017	
			01/11/2017	
PO BOX 748170	0122		01/11/2017	0.00
LOS ANGELES	BOA	51302	01/11/2017	0.00
CA 90074-8170				2,501.50

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	2,501.50	0.00

Check No.	51302	Total:	2,501.50
Total for	STATE COMP INSURANCE FUND		2,501.50

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

01/11/2017

Date: 01/06/2017

Time: 2:21 pm

Page: 7

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
VERIZON WIRELESS	December Cellular	18214	01/11/2017	
			01/11/2017	
P.O. BOX 660108	0131		01/11/2017	0.00
DALLAS	BOA	51303	01/11/2017	0.00
TX 75266-0108	9777647646			295.21
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	295.21	0.00	

Check No.	51303	Total:	295.21
Total for	VERIZON WIRELESS		295.21

Total Invoices:	28	Grand Total:	51,819.11
		Less Credit Memos:	0.00
		Net Total:	51,819.11
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	51,819.11

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**January 11, 2017**

Claims totaling \$51,819.11 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 \_\_\_\_\_

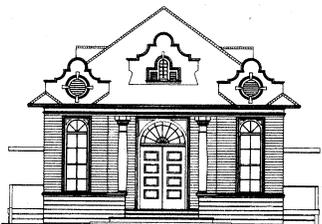
\_\_\_\_\_  
Jeremy Dennis, Treasurer

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

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

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

\_\_\_\_\_  
Mayor



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

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

**DATE:** January 11, 2017

**RE:** Adoption of an Ordinance Amending Chapter 15.10 – Green Building

At its December 14, 2016 meeting, the Town Council considered and voted to approve the amendment of to Chapter 15.10 [Green Building] of the Portola Valley Municipal Code and related findings, including the provisions that amend the 2016 California Energy Code, Title 24, Chapter 6, of the California Code of Regulations and the 2016 California Green Building Standards Code, Title 24, Chapter 11, of the California Code of Regulations (Attachment 1).

This matter has come before the Council for second reading of the ordinance title, waiving further reading and adoption of the ordinance. If approved, the ordinance shall become effective upon formal adoption by the California Energy Commission.

### RECOMMENDATION

It is recommended that the Town Council adopt the attached ordinance amending Chapter 15.10 [Green Building] of the Portola Valley Municipal Code.

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', is written over a horizontal line.

**ORDINANCE NO. 2016 –****ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AMENDING CHAPTER 15.10 [GREEN BUILDING] OF TITLE 15 [BUILDINGS AND CONSTRUCTION] OF THE PORTOLA VALLEY MUNICIPAL CODE**

**WHEREAS**, the Town Council of the Town of Portola Valley desires to amend Chapter 15.10 [Green Building] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to implement goals and objectives set forth in the Sustainability Element of the Portola Valley General Plan for reducing greenhouse gas (GHG) emissions, conserving water and energy, encouraging green building, protecting the natural environment, and protecting the health of residents and visitors;

**WHEREAS**, green building design, construction, restoration, operation and maintenance can have a significant positive effect on energy, water and resource conservation, waste management and pollution generation, and the health and productivity of a property's residents, workers and visitors over the life of a building and/or site;

**WHEREAS**, green building regulations comprise a significant component of a whole systems approach to the Town's sustainability program related to building and land use, other components of which include, but are not limited to, requirements for recycling of construction and demolition debris, storm water quality and flood protection, water conservation, protection against unstable slopes and earthquake faults, preservation of trees and natural landforms on building sites and open space conservation; and,

**WHEREAS**, the 2016 California Building Standards Code adopted by the California Building Standards Commission has set minimum Green Building Standards and, within the code, has expressly stated that the standards are viewed as "minimal" and that local government entities retain discretion, pursuant to Health and Safety Code Section 17958 to exceed the standards established by the code based on express findings relative to local climatic, topographical or geological conditions.

**WHEREAS**, the provisions of California Assembly Bill 32 (Global Warming Solutions Act) require action on the part of state and local governments to significantly reduce GHG emissions within prescribed time periods and the Town Council has taken actions to commit the town to pursue the requirements of AB 32;

**WHEREAS**, the Town Climate Protection Task Force, at the request of the Town Council, considered how best to achieve AB 32 objectives, and the Building, Energy and Efficiency and Transportation (BEET) Committee of the Task Force concluded that a building evaluation and rating system was appropriate for new buildings and major additions and remodeling of existing buildings to ensure these projects would make necessary contributions to the overall local program for meeting AB 32 objectives;

**WHEREAS**, based on the findings of the BEET Committee, the Town Council appointed a Planning Commission and Architectural and Site Control Commission subgroup to study, test and inform the community of appropriate green building regulations and this subgroup completed its work, including public workshops, and forwarded its recommendations to the Town Council in the March 4, 2010 report to Town Council from the Deputy Town Planner; and

**WHEREAS**, the Town Council held a duly noticed public hearing on October 23, 2016 and December 14, 2016 to review and consider the amendments to the Town's Green Building Ordinance; and

**WHEREAS**, the Town Council adopted Chapter 15.10 [Green Building] of Title 15 [Buildings and Construction] of the Municipal Code on May 12, 2010 and now seeks to amend Chapter 15.10 to reflect changes to the 2016 California Building Standards Code and add additional provisions to continue to meet AB 32 objectives.

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

1. Findings. The Town Council of the Town of Portola Valley hereby finds and declares as follows:
  - A. CEQA Findings. This ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15308 because it is an action taken by a regulatory agency for the protection of the environment.
  - B. General Findings.
    - a. The California Building Standards Code is contained in Title 24 of the California Code of Regulations, and consists of several parts that are based upon model codes with amendments made by various State agencies. The California Green Building Standards Code, also known as the CALGreen Code, is Part 11 of Title 24 of the California Code of Regulations, and the Town of Portola Valley has enacted the Portola Valley Green Building Ordinance as amendments to the California Green Building Standards Code.
    - b. Local jurisdictions are required to enforce the California Green Building Standards Code, but they may also enact more stringent standards when reasonably necessary because of local conditions caused by climate, geology, or topography.

C. Findings Regarding Local Conditions Required by the California Health and Safety Code.

- a. Section 17958 of the California Health & Safety Code provides that the Town may make changes to the provisions in the uniform codes that are published in the California Building Standards Code. Sections 17958.5 and 17958.7 of the Health & Safety Code require that before making any changes or modifications to the California Green Building Standards Code and any other applicable provisions published by the State Building Standards Commission, the governing body must make an express finding that each such change or modification is reasonably necessary because of specified local conditions, and the findings must be filed with the State Building Standards Commission before the local changes or modifications go into effect.
- b. The Town Council expressly declares that the following amendments to the Portola Valley Green Building Ordinance are reasonably necessary due to local climatic, geological and topographic conditions as listed below.
- c. The Town is located within the southern hillside portions of San Mateo County with elevations ranging from just below 300 feet to over 1,800 feet above sea level. The Town occupies approximately 5,785 acres consisting largely of a natural valley containing steep, rugged tree-covered slopes and open mountains on the west and lower more gently rolling hills on the east. The San Andreas Rift Zone, an area of past and probably future earth movement, follows the floor of the valley. Much of the land southwest of the San Andreas Rift Zone consists of active or geologically recent landslides. The Town has mapped the complex geology of the area and adopted land use regulations based on this mapping to reduce risk to residents and private and public improvements.
- d. Due to its hillside location, the Town is in a climate zone that has precipitation averaging approximately 15 inches per year. Most precipitation falls during the months of November through April, with a relatively dry period extending over six months of the year in a non-drought year. Due to the amount of open space, the reliance upon potable water for irrigation, and vulnerability to wildfire, Portola Valley experiences the effects of the drought more than other communities. Efficient use of potable water and local storm water management are essential to ensuring against loss of natural vegetation and minimizing the impacts associated with erosion, sedimentation and ground-water pollution as well as protecting against unstable slopes.

- e. The Sustainability Element of the General Plan recognizes that emission of GHG may impact weather patterns and sets forth goals that recognize energy and water efficiency in buildings as key components in reducing emissions. The burning of fossil fuels used in the generation of electric power and heating of buildings produces GHG emissions that contribute to climate change, which could result in rises in sea level, flooding, temperature increases, and wildfire that put at risk Portola Valley homes, businesses, public facilities and transportation routes. It is reasonably necessary to require building owners to take steps to reduce the energy and water consumed by building operations and reduce the use of potable water for irrigation in order to reduce GHG emissions and improve resiliency to climate change.
- f. Pacific Gas and Electric Company prepared the September 2, 2016 CALGreen Cost Effectiveness Study to calculate the cost effectiveness of exceeding the 2016 California Building Energy Efficiency Standards, which go into effect January 1, 2017. This study identified the low incremental costs associated with exceeding the state standards as provided for in this proposed Green Building Ordinance for the Town. Based upon the findings of this cost-effectiveness study, the Town Council hereby determines that these local energy standards are cost-effective and will save more energy than the standards contained in the 2016 California Green Building Standards (CALGreen) Code (Title 24 Part 11) and the 2016 California Energy Standards (Title 24 Part 6).
- g. The Portola Valley Green Building Ordinance will require buildings to be designed to consume no more energy than permitted by the 2016 California Energy Standards Title 24 Part 6. All permit applicants will continue to be required to demonstrate compliance with Title 24 Part 6 using the standard forms and calculation methods approved by the California Energy Commission. Nothing in this Ordinance is intended to duplicate, contradict, or infringe upon the provisions of state law, including the California Building Standards Code. The Ordinance and associated checklists provide many opportunities to achieve required points and credits that do not impact areas where the state has established building standards.
- h. The Architectural Site & Control Commission considered the Ordinance at a noticed meeting on March 14, 2016 and recommended minor modifications. The Planning Commission considered the Ordinance with the modifications at a duly noticed public hearing on June 1, 2016 and adopted a resolution recommending approval by the Town Council.

- i. Because the design, restoration, construction and maintenance of buildings and structures within the town can have a significant impact on the Town's environment, greenhouse gas emissions, resource usage, energy efficiency, waste management, and health and productivity of residents, workers, and visitors over the life of the building, requiring commercial, institutional and residential projects to incorporate green building measures is necessary and appropriate to achieve the public health and welfare benefits of green building. The proposed amendments are designed to achieve the following goals:
  - i. Increase energy and water efficiency in buildings;
  - ii. Increase resource conservation;
  - iii. Provide durable buildings that are efficient and economical to own and operate;
  - iv. Promote the health and productivity of residents, workers, and visitors to the town;
  - v. Recognize and conserve the energy embodied in existing buildings; and
  - vi. Reduce disturbance of natural ecosystems, vegetation and environments.

2. Amendment of Code. Chapter 15.10 [Green Building] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code is hereby amended in its entirety to read as follows:

## **CHAPTER 15.10 - GREEN BUILDING**

### **Sections:**

- 15.10.010 Purpose**
- 15.10.020 Applicability**
- 15.10.030 Definitions**
- 15.10.040 Standards for Compliance**
- 15.10.050 Administrative Procedures and Implementing Regulations**
- 15.10.060 Hardship or Infeasibility Exemption**
- 15.10.070 Appeal**

### **15.10.010 - Purpose.**

The purpose of this chapter is to enhance the public health and welfare by promoting the environmental health of the town through the incorporation of green building practices in the design, construction, maintenance, operation and deconstruction of buildings and other

site development. The green building provisions in this chapter are designed to achieve the following goals:

- (a) Encourage the conservation of natural resources and reduction of greenhouse gas emissions;
- (b) Increase energy efficiency and lower energy usage;
- (c) Increase water efficiency and lower water usage;
- (d) Reduce waste generated by construction projects;
- (e) Provide durable buildings that are efficient and economical to own and operate;
- (f) Recognize and conserve the energy embodied in existing buildings; and
- (g) Promote the health of residents, workers, and visitors to the town.

#### **15.10.020 - Applicability.**

This chapter applies to all projects defined as "covered projects," as defined in Section 15.10.030, except that it shall not apply to any project for which a planning entitlement application (except preliminary architectural review applications) or building permit application has been submitted prior to the effective date of this chapter.

#### **15.10.030 - Definitions.**

For purposes of this chapter, the following terms are defined as follows:

- (a) "Accessory Dwelling Unit" as defined in Chapter 18.04 of the Portola Valley Municipal Code.
- (b) "Addition" means new construction square footage added to an existing structure.
- (c) "Applicant" means anyone that applies to the town for the applicable permits or approvals to undertake any covered project within the town, or any subsequent owner of the site.
- (d) "Applied Water for Turf Calculator" is a tool that uses data and methodology from the California Department of Water Resources to estimate the irrigation water requirements for turf minus any water supplied by effective rainfall and effective ground water seepage. The calculator uses the evapotranspiration of applied water (ETaw) for cool-season and warm-season turf that was calculated based on a six-year period of climate data specific to a 4x4 km grid spacing within the town.
- (e) "Build It Green" is a non-profit membership organization whose mission is to promote healthy, energy- and resource-efficient building practices in California. Build It Green created Green Building Guidelines that are a comprehensive resource of best practices for green building. The Build It Green Checklists are tools used to assess how environmentally friendly a proposed building project will be via the use of a point system.
- (f) "CALGreen" is the California Green Building Standards Code.

- (g) "Compliance threshold" means the minimum number of points or rating level of a green building rating system that must be attained for a particular covered project, as outlined in the standards for compliance in Section 15.10.040.
- (h) "Covered project" means any planning entitlement application(s) or building permit application(s) for new non-residential construction, or for any new residential construction, addition or remodel subject to the standards for compliance outlined in Section 15.10.040.
- (i) "Elements" means a project where a portion of the home is undergoing a remodel or addition (e.g., a kitchen remodel or master bedroom addition).
- (j) "Good faith effort" means a project that has not met the required compliance threshold, but for extenuating reasons or reasons beyond the control of the applicant, the planning director or his/her designee has found that the project meets the good faith effort provisions of Section 15.10.060.
- (k) "Graywater" means untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. "Graywater" includes, but is not limited to, wastewater from bathtubs, showers, bathroom washbasins, clothes washing machines, and laundry tubs, but does not include wastewater from kitchen sinks or dishwashers.
- (l) "Green building" means a whole systems approach to the design, construction and operation of buildings that substantially mitigates the environmental, economic, and social impacts of buildings. Green building practices recognize the relationship between the natural and built environments and seek to minimize the use of energy, water and other natural resources and provide a healthy, productive indoor environment.
- (m) "Green building project checklist" means a checklist or scorecard developed for the purpose of calculating a green building rating.
- (n) "Green building rating system" means the rating system associated with specific green building criteria and used to determine compliance thresholds, as outlined in the standards for compliance in Section 15.10.040. Examples of rating systems include, but are not limited to, the GreenPoint Rated systems.
- (o) "GreenPoint Rated" means a residential green building rating system developed by the "Build It Green" organization.
- (p) "GreenPoint Rated verification" means verification of compliance by a certified GreenPoint Rater, resulting in green building certification by Build It Green.
- (q) "Multi-family residential" means a building containing three or more attached dwelling units.
- (r) "New non-residential construction" means the construction of a new or replacement retail, office, institutional, semi-institutional or similar building(s), or additions to such building(s).

- (s) "New residential construction" means the construction of a new or replacement single-family or two-family dwelling unit or new or replacement multi-family residential building(s), or additions to such building(s).
- (t) "Qualified green building professional" means a person trained through Build It Green as a certified green building professional, or similar qualifications if acceptable to the planning director or his/her designee. For projects requiring self-certification, the project architect or designer is considered a qualified green building professional.
- (u) "Rainwater catchment system" means the collected precipitation from rooftops and other above-ground impervious surfaces that is stored in catchment tanks for later use.
- (v) "Remodel" means any rehabilitation, repair, renovation, change, or modification to an existing building, where changes to floor area and the footprint of the building are negligible.
- (w) "Self verification" means verification by the project architect, designer or a qualified green building professional certifying that the project has met the standards and has attained the compliance threshold as indicated for the covered project type as set forth in the standards for compliance outlined in Section 15.10.040.
- (x) "Single-family or two-family residential" means a single detached dwelling unit or two units in a single building or two separate buildings on a single parcel, such as a main residence and second unit.
- (y) "Solar zone" means an allocated space that is unshaded, un-penetrated, and free of obstructions. It serves as a suitable place that solar panels can be installed at a future date.
- (z) "Square footage" means all new and replacement square footage, including basement areas (seven feet or greater in height) and garages, except that unconditioned garage space shall only count as fifty percent of that square footage. Areas demolished shall not be deducted from the total new construction square footage.
- (aa) "Turf" means a ground cover surface of mowed grass. All of the following qualify as turf: annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and tall fescue (cool-season grasses). Bermuda grass, Kikuyu grass, Seashore Paspalum, St. Augustine grass, Zoysia grass, and Buffalo (warm-season grasses).
- (bb) "Whole House" project means the homeowner is completing a gut remodel and replacing all of the systems. A gut remodel incorporates stripping less than 90% of the walls to the studs (leaving the foundation framing and exterior finish), which enables one to replace all systems and address the thermal envelope and insulate. If a home has removed significant framing and the exterior cladding, leaving very little of the original home, it shall apply under the new residential construction.

### 15.10.040 - Standards for Compliance.

The standards for compliance are as follows:

1. New Residential Construction. New homes shall demonstrate GreenPoint Rated certification using certified professional raters. The number of Build It Green points required pursuant to this section shall be calculated in accordance with the GreenPoint Rated New Home Single Family checklist, with the exception that if California Building Code Title 24, Part 6 is updated after the effective date of this chapter to be more stringent, item J.5. in the GreenPoint Rated Single Family checklist shall not be included in calculating the number of points required until such time as the appropriate cost effectiveness study has been completed.
  - A. For projects up to and including 3,000 sf. A minimum threshold of 75 Build It Green points, with GreenPoint Rated certification prior to building permit sign-off/occupancy.
  - B. For projects over 3,000 sf. A minimum threshold of 75 Build It Green points with one additional point for each 50 sf over 3,000 sf, and with GreenPoint Rated certification prior to building permit sign-off/occupancy.
  - C. Basement floor area. Basement floor area must be included in the total floor area for point calculations.
  - D. Solar Photovoltaic and Solar Thermal “Ready” Infrastructure. “Section 110.10 Mandatory Requirements for Solar Ready Buildings” of the California Energy Code is added as mandatory and amended to read:
    - (1) Solar zone. The solar zone shall be located on the roof or overhang of the building and have a total area of no less than 500 square feet. If the project applicant determines that the entire energy needs of the project can be met with a solar photovoltaic system that occupies less than 500 square feet, the project applicant can demonstrate this with the Title 24 Calculation and solar photovoltaic system plans.
    - (2) Interconnection pathways. New residential construction projects shall provide a pathway for conduit and plumbing to support the installation of future solar photovoltaic and solar thermal infrastructure. The pathway for conduit and plumbing shall be routed from the attic space (or equivalent) to the point of interconnection with the electrical service panel and the water-heating system.
  - E. Electric Vehicle “Ready” Infrastructure. “Section 4.106.4 Electric vehicle (EV) charging for new construction” of the California Green Building Standards Code is added as mandatory and amended with the additional requirements as outlined below.

- (1) Service panel and/or subpanel shall provide, at minimum, capacity to install a 208/240v, 50 amperes grounded AC outlet and dedicated branch circuit.
- (2) Raceway or wiring with capacity to accommodate a 100 ampere circuit; terminating in a listed cabinet box, enclosure, or NEMA receptacle.
- (3) The raceway shall be installed so that minimal removal of materials is necessary to complete the final installation.

F. Graywater “Ready” Infrastructure. Install graywater “ready” systems as outlined below. Additional plumbing piping is installed to permit the discharge from all clothes washers and all applicable fixtures from bathrooms located above grade to allow for future installation of a distributed irrigation system, either subsurface or treated. All graywater “ready” systems must be installed in compliance with Chapter 16 of the California Plumbing Code.

- (1) Identify an appropriate location for possible future installation of a graywater treatment system, including storage tanks.
- (2) Include either a separate multiple pipe outlet or a diverter valve and an outside “stub-out” installation on clothes washing machine hook-ups, to allow separate discharge of graywater direct for irrigation.
- (3) Include a building drain(s) for lavatories, showers, and bathtubs, segregated from drains for all other plumbing fixtures, connected to the black water pipe a minimum of three (3) feet from the building foundation.
- (4) Provide power supply for future graywater treatment system.
- (5) The graywater system shall be comprised of purple piping. The diverter valve on the clothes washing machine system shall be labeled as “LAUNDRY-TO-LANDSCAPE CAPABLE.”

G. Reduction of Potable Water Use on Turf. For all projects with landscapes that include the use of turf, install rainwater catchment system. Irrigation needs of turf should be calculated using the Applied Water for Turf Calculator. All rainwater catchment systems must be installed in compliance with Chapter 17 of the California Plumbing Code.

- (1) Rainwater Catchment System Size. The rainwater catchment system size shall be determined by using the Applied Water for Turf Calculator. The rainwater catchment system will need to be sized in order to satisfy 50 percent of the estimated annual water demands for the first 500 square feet of turf installed on the project. The rainwater catchment system will need to be sized in order to satisfy 100 percent of the estimated annual water demands for installed turf that is greater than 500 square feet.

- (2) Alternative. A fully installed graywater system connected to an irrigation system that can satisfy all of the annual water demands of turf as identified in the Applied Water for Turf Calculator can be used as an alternative to installing a rainwater catchment system.
2. Residential construction additions and/or remodel projects 400 square feet or greater. The number of Build It Green points required pursuant to this section shall be calculated in accordance with the GreenPoint Rated Existing Home Single Family checklist.
    - A. For whole house projects. A minimum threshold of 50 Build It Green points, with GreenPoint Rated certification prior to building permit sign-off/occupancy.
    - B. For elements projects. A minimum threshold of 25 Build It Green points, with self-certification allowed.
    - C. Basement floor area. Basement floor area must be included in the total floor area for point calculations.
  3. Small residential additions or remodels. For small residential addition or remodel projects, which are projects less than 400 square feet, completion of the Build It Green GreenPoint Rated Existing Home Single Family (Elements Label) checklist shall be required as a working/learning document, but no minimum points are required and self-certification allowed.
  4. Accessory Dwelling Units. The Town desires to encourage the production of accessory dwelling units and, therefore has identified a simplified process for green building requirements related to all accessory dwelling units. Specifically, although minimum points are required as set forth below, self-certification is allowed.
    - A. Detached. A minimum threshold of 75 Build It Green points in the GreenPoint Rated New Home Single Family checklist is required.
      - a. Solar Photovoltaic “Ready” Infrastructure. “Section 110.10 Mandatory Requirements for Solar Ready Buildings” of the California Energy Code is added and amended as follows: detached accessory dwelling units shall provide a pathway for conduit to support the installation of future solar photovoltaic infrastructure. The pathway for conduit and shall be routed from the attic space (or equivalent) to the point of interconnection with the electrical service panel.
    - B. Attached. A minimum threshold of 50 Build It Green points in the GreenPoint Rated Existing Home Single Family checklist (Whole House Label) is required.

- C. Interior Conversions. An interior conversion occurs when the applicant seeks to convert existing square footage in an existing dwelling into an accessory dwelling unit. A minimum threshold of 25 Build It Green points in the GreenPoint Rated Existing Home Single Family checklist (Elements Label) is required.
- D. Laundry facilities. If the structure includes laundry hook-ups, include a diverter valve and an outside “stub-out” installation on the clothes washing machine hook-up, to allow separate discharge of graywater direct for irrigation. The diverter valve on the clothes washing machine system shall be labeled as “LAUNDRY-TO-LANDSCAPE CAPABLE.”
5. Non-residential projects. New, non-residential projects shall comply with all mandatory CALGreen measures. The mandatory measures shall be verified by a third party approved by the Town for which the applicant will pay for the review.
- A. Electric Vehicle “Ready” Infrastructure. “Section 5.106.5.3 Electric vehicle (EV) charging for new construction” of the California Green Building Standards Code is added as mandatory and amended with the additional requirements as outlined below.
- (1) Service panel and/or subpanel shall provide, at minimum, capacity to install a 208/240v, 50 amperes grounded AC outlet and dedicated branch circuit.
  - (2) Raceway or wiring with capacity to accommodate a 100 ampere circuit; terminating in a listed cabinet box, enclosure, or NEMA receptacle.
  - (3) The raceway shall be installed so that minimal removal of materials is necessary to complete the final installation.

#### **15.10.050 - Administrative Procedures and Implementing Regulations.**

(a) The planning director shall promulgate any rules and regulations necessary or appropriate to achieve compliance with the requirements of this chapter. The rules and regulations shall provide, at a minimum, for the incorporation of green building requirements of this chapter into checklist submittals with planning entitlement and building permit applications, and supporting design, construction, or development documents to demonstrate compliance with this chapter.

(b) The procedures for compliance documentation shall include, but not be limited to, the following:

- (1) Preliminary documentation. Applicants for a covered project are encouraged, but not required, to meet with the planning director or his/her designee, in advance of submittal of an application, to determine required green building thresholds for compliance and to review the proposed green building program and details to achieve compliance.

- (2) Discretionary planning entitlements. Upon submittal of an application for any discretionary planning entitlement for any covered project, including, but not limited to, architectural review, site development permit, conditional use permit, or variance requests, application materials shall include the appropriate completed checklists, as required by the standards for compliance specified in Section 15.10.040, accompanied by a text description of the proposed green building program and expected measures and milestones for compliance.
- (3) Building plan check review. Upon submittal of an application for a building permit, building plans for any covered project shall include a checklist and green building program description, reflecting any changes proposed since the planning entitlement phase (if a planning entitlement was required). The checklist shall be incorporated onto a separate plan sheet included with the building plans. A qualified green building professional shall provide evidence of adequate green building compliance or documentation to the planning director or his/her designee to satisfy the requirements of the standards for compliance outlined in Section 15.10.040, prior to issuance of a building permit.
- (4) Final building inspection, verification, and occupancy. Prior to final building inspection and occupancy for any covered project, a qualified building professional shall provide evidence of adequate green building compliance or documentation to the director or his/her designee to satisfy the requirements of the standards for compliance outlined in Section 15.10.040. This information shall include, but is not limited to:
  - (i) Documentation that verifies incorporation of the design and construction related credits specified in the project approval for the covered project;
  - (ii) A letter from the qualified green building professional that certifies that the covered project has been constructed in accordance with the approved green building project checklist;
  - (iii) Any additional documentation that would be required by the GreenPoint rated manuals for GreenPoint rated certification (if required); and
  - (iv) Any additional information that the applicant believes is relevant to determining that a good faith effort has been made to comply with this chapter.
- (5) Final determination of compliance and good faith effort to comply. Prior to the scheduling of a final building inspection for a covered project, the planning director or his/her designee shall review the documentation submitted by the applicant, and determine whether the applicant has achieved the required compliance threshold as set forth in the standards for compliance outlined in Section 15.10.040 and/or demonstrate that measures are in place to assure compliance not later than one year after approval of final building inspection. If the planning director or his/her designee determines that the applicant has met the requirements of Section 15.10.040 for the project, the final building inspection may proceed, provided the covered project has received approval of all other inspections required by the chief building official. If the planning director or his/her designee determines that the required green building rating has not been achieved, the planning director or his/her designee shall find one of the following:

- (i) Good faith effort to comply: When an applicant submits a request in writing to the planning director or his/her designee for approval of a good faith effort to comply, the planning director or his/her designee shall determine that the applicant has made a good faith effort to comply with this chapter when finding that either a) the cost for providing green building documentation or assuring compliance is disproportionate to the overall cost of the project, or b) the green building materials and technologies on the green building checklist are no longer available or not yet commercially available, or c) at least eighty percent of the required green point credits have been achieved, and measures are in place to assure full compliance not later than one year after approval of the final building inspection. Determination of a good faith effort to comply shall be made separately for each item on the green building project checklist. Granting of a good faith effort to comply for one item does not preclude the need for the applicant to comply with the other items on the green building checklist.
  - (ii) Non-compliant project. If the planning director or his/her designee determines that the applicant has not made a good faith effort to comply with this chapter, or if the applicant fails to submit the documentation required within the required time period, then the project shall be determined to be non-compliant, and the final inspection and approval for the project shall be withheld. A final inspection shall not take place until the applicant has implemented equivalent alternate measures approved by the planning director or his/her.
- (6) Non-compliance. If, upon inspection, the building official or planning director determines that the covered project does not comply with the approved plans or green building checklist, a stop order shall be issued if the planning director or his/her designee determines that continuation of construction activities will jeopardize the project's ability to meet the required compliance threshold. The stop order shall remain in effect until project has been brought into compliance with the approved plans and/or checklist.
- (c) The planning director or his/her designee shall have the responsibility to administer and monitor compliance with the green building requirements set forth in this chapter and with any rules and regulations promulgated.
- (d) Compliance with the provisions of this chapter shall be listed as a condition of approval on any architectural and site control review or other discretionary permit approval, and on the building plans for building permit approval, for any covered project.

#### **15.10.060- Hardship or Infeasibility Exemption.**

If an applicant for a covered project believes that circumstances exist that make it a hardship or infeasible to meet the requirements of this chapter, the applicant may request an exemption as set forth below. In applying for an exemption, the burden is on the applicant to show hardship or infeasibility.

- (a) Application. Any request for an exemption must be included at the time of application submittal. The applicant shall indicate the maximum threshold of compliance he or she believes is feasible for the covered project and the circumstances that he or she believes create a hardship or make it infeasible to fully comply with this chapter. Circumstances that constitute hardship or infeasibility include, but are not limited to, the following:
- (1) There is conflict with the compatibility of the green building rating system with other town goals, such as those requiring historic preservation;
  - (2) There is conflict with the compatibility of the green building rating system and the California Building Standards Code;
  - (3) There is conflict with the compatibility of the green building rating system and the town's zoning ordinance and/or architectural review criteria;
  - (4) The green building compliance standards do not include enough green building measures that are compatible with the scope of the covered project; and/or
  - (5) There is a lack of commercially available green building materials and technologies to comply with the green building rating system.
- (b) Review by Architectural and Site Control Commission. For any covered project for which an exemption is requested and architectural and site control review is required, the Architectural and Site Control Commission shall provide a recommendation to the planning director or his/her designee regarding whether the exemption shall be granted, conditionally granted or denied, along with its recommendation on the project. For any project for which an exemption is requested based on the historic character of the building or site, the town historian shall provide a recommendation to the planning director or his/her designee regarding whether the exemption shall be granted or denied and shall determine whether the project is consistent with the Secretary of the Interior's Standards for Historic Rehabilitation.
- (c) Decision by Planning Director (or his/her designee). The planning director or his/her designee shall make a determination based on the information provided. The planning director or his/her designee shall determine the maximum feasible threshold of compliance reasonably achievable for the project. The decision of the planning director or his/her designee shall be provided to the applicant in writing.
- (1) If the planning director or his/her designee determines that it is a hardship or is infeasible for the applicant to meet the requirements of this chapter, the request shall be granted. Notwithstanding, the applicant shall be required to comply with this chapter in all other respects and shall be required to achieve, in accordance with this chapter, the threshold of compliance determined to be reasonably achievable by planning director or his/her designee.
  - (2) If the planning director or his/her designee determines that it is reasonably possible for the applicant to fully meet the requirements of this chapter, the request shall be denied. The project and compliance documentation shall be modified to comply with this chapter prior to further review of any pending planning or building application.

**15.10.070 - Appeal.**

- (a) Any aggrieved applicant may appeal the determination of the planning director or his/her designee regarding: (1) the granting or denial of an exemption pursuant to Section 15.10.070; or (2) compliance with any other provision of this chapter.
- (b) Any appeal must be filed in writing with the planning director or his/her designee not later than fourteen days after the date of the determination by the planning director or his/her designee. The appeal shall state the alleged error or reason for the appeal.
- (c) The appeal shall be processed and considered by the planning commission de novo in accordance with the criteria outlined in this chapter.

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

4. Effective Date; Posting. This ordinance is subject to review and approval by the California Energy Commission (CEC). This ordinance shall become effective immediately upon full CEC approval. This ordinance be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

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

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

APPROVED AS TO FORM:

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Town Attorney



## Application for the Ad Hoc Committee for Housing on Town-Owned Property

*The Portola Valley Town Council created the Ad Hoc Committee for Housing on Town-Owned Property to examine whether the Town should pursue housing opportunities on town-owned parcels. The Committee will review the Town Municipal Code, visit town-owned property and provide recommendations to the Town Council.*

Full Name:

Street Address:

City/Zip:

Number of years in Portola Valley:

Email Address:

Cell Phone:

Home Phone:

Please share your interest in serving on this committee, and provide any background or experience you may have that would make you a qualified candidate.

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.

**TIME COMMITMENT:** Generally committees meet monthly and require a significant time commitment. Please consider your availability when evaluating your interest in serving on the Ad Hoc Committee.

Completed subcommittee applications should be saved and submitted as an attachment to Portola Valley's Town Clerk, Sharon Hanlon at [shanlon@portolavalley.net](mailto:shanlon@portolavalley.net). Please contact Debbie Pedro, Planning Director with any questions at [dpedro@portolavalley.net](mailto:dpedro@portolavalley.net) or 650-851-1700 ext. 218.



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Full Name:

Street Address:

City/Zip:

Number of years in Portola Valley:

Email Address:

Cell Phone:

Home Phone:

Please share your interest in serving on this committee, and provide any background or experience you may have that would make you a qualified candidate.

I am a licensed CA Real Estate Broker (BRE#00883531) and a member of the Historic Resources and Sustainability Committees and the League of Women Voters. I am deeply interested in planning issues and the challenges they present for our community. Housing and transportation are two of the most important issues we currently face. Even though these are regional problems, we need to see how we might tackle these challenges anew in our community.

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.

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Full Name: Beth Bartlett  
 Street Address: 45 Bear Gulch Drive  
 City/Zip: Portola Valley  
 Number of years in Portola Valley: 18  
 Email Address:  
 Cell Phone:  
 Home Phone:

Please share your interest in serving on this committee, and provide any background or experience you may have that would make you a qualified candidate.

On the experience side, I have been in the residential development/homebuilding business for 35 years. As a result, I am very familiar with complex land use, zoning and entitlements issues, as well as with the construction process. In addition to my work as a builder, I have served as a residential development consultant to large and small clients. I am licensed as a real estate broker in California.

Personally, I have been a resident of PV for 18 years. I think I have a solid understanding of what makes this community so special, and an appreciation for the range of viewpoints and concerns that will need to be considered and balanced. +

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.

For the last 9 years, I have been a member of the Board of Directors of MidPen Housing, which is one of the largest regional providers of affordable housing. I am about to step in to the role as the Chair of the Board. MidPen is a non-profit developer of high quality affordable housing for low-income families, currently providing high-quality homes for over 8,000 families in the Bay Area.

I do not have a particular axe to grind on the issue of affordable housing (though I am certainly a huge advocate and supporter of the need for it in our beautiful but expensive Bay Area); I am very familiar with the issues and challenges involved in making it happen, and happen in a way that +

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*The Portola Valley Town Council created the Ad Hoc Committee for Housing on Town-Owned Property to examine whether the Town should pursue housing opportunities on town-owned parcels. The Committee will review the Town Municipal Code, visit town-owned property and provide recommendations to the Town Council.*

Full Name: Wanda W. Ginner  
Street Address:  
City/Zip: Portola Valley, CA 94028  
Number of years in Portola Valley: 35  
Email Address:  
Cell Phone:  
Home Phone:

Please share your interest in serving on this committee, and provide any background or experience you may have that would make you a qualified candidate.

I served on the Ad Hoc Housing Committee in 2013 and thus have some knowledge of the land use restrictions that exist in Portola Valley. I am a CPA and can address the housing issues with a critical approach rather than one based on emotions.

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.

None

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## Application for the Ad Hoc Committee for Housing on Town-Owned Property

The Portola Valley Town Council created the Ad Hoc Committee for Housing on Town-Owned Property to examine whether the Town should pursue housing opportunities on town-owned parcels. The Committee will review the Town Municipal Code, visit town-owned property and provide recommendations to the Town Council.

Full Name:

Street Address:

City/Zip:

Number of years in Portola Valley:

Email Address:

Cell Phone:

Home Phone:

Please share your interest in serving on this committee, and provide any background or experience you may have that would make you a qualified candidate.

I have experience with home remodels and a personal interest in real estate. A friend in PV and I frequently investigate the possibility of building affordable housing on the peninsula, but have yet to find a lot where the numbers work.

Personally, I have tremendous interest in the topic of affordable housing. As a single mom, I have been "priced out" of owning a house on the peninsula (was a PV Homeowner until divorce), and have been fortunate to find one of the only affordable rentals in PV. If something happens with this rental, I will not be able to stay here, and would have difficulty in finding housing on the peninsula. Back in May of 2012, I had approached MaryAnn Derwin re. this topic. It's surprising that in 4.5 years this issue hasn't been addressed, especially with the housing element required by the county.

I find it hard to hear that the people in the Town don't want outsiders coming into PV - frankly those who can't afford it aren't outsiders. Many are like me who are single moms, or dads.

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.

Potentially. If lots do become available, I would like to for a partnership to develop one. Alternatively, I would like to purchase a home one one of these lots if it is affordable, and if I qualify.

**TIME COMMITMENT:** Generally committees meet monthly and require a significant time commitment. Please consider your availability when evaluating your interest in serving on the Ad Hoc Committee.

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Full Name:

Street Address:

City/Zip:

Number of years in Portola Valley:

Email Address:

Cell Phone:

Home Phone:

Please share your interest in serving on this committee, and provide any background or experience you may have that would make you a qualified candidate.

*As a new resident of Portola Valley I would love to get involved in helping to plan the future of this wonderful community. Before moving to our current home, my husband and I looked at several parcels in PV and analyzed the challenges of developing them, so I am somewhat familiar with the zoning ordinance and review process. During my career I worked as a lawyer and in business development and spent many years analyzing potential business opportunities for feasibility and advisability which I hope would be helpful experience in the work of this committee.*

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.

*I don't believe so.*

**TIME COMMITMENT:** Generally committees meet monthly and require a significant time commitment. Please consider your availability when evaluating your interest in serving on the Ad Hoc Committee.

Completed subcommittee applications should be saved and submitted as an attachment to Portola Valley's Town Clerk, Sharon Hanlon at [shanlon@portolavalley.net](mailto:shanlon@portolavalley.net). Please contact Debbie Pedro, Planning Director with any questions at [dpedro@portolavalley.net](mailto:dpedro@portolavalley.net) or 650-851-1700 ext. 218.



### Application for the Ad Hoc Committee for Housing on Town-Owned Property

The Portola Valley Town Council created the Ad Hoc Committee for Housing on Town-Owned Property to examine whether the Town should pursue housing opportunities on town-owned parcels. The Committee will review the Town Municipal Code, visit town-owned property and provide recommendations to the Town Council.

Full Name:

Street Address:

City/Zip:

Number of years in Portola Valley:

Email Address:

Cell Phone:

Home Phone:

Please share your interest in serving on this committee, and provide any background or experience you may have that would make you a qualified candidate.

*I served on an ad hoc affordable housing committee with Ann Wengert and am interested in this issue.*

*I also have a career in multi-family and commercial real estate*

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*

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Full Name:

Street Address:

City/Zip:

Number of years in Portola Valley:

Email Address:

Cell Phone:

Home Phone:

Please share your interest in serving on this committee, and provide any background or experience you may have that would make you a qualified candidate.

I hope that I can contribute via my experience in having a house and guest house built in PV. I also can contribute via my experience in having industrial and commercial units built. My experience is in analysis of costs for architects, permits and construction. I would hope that the committee can encourage the Town of Portola Valley to be flexible in their approach to achieving low cost housing. I think we should be very open to every possible path to achieving several units of low cost housing.

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

**TIME COMMITMENT:** Generally committees meet monthly and require a significant time commitment. Please consider your availability when evaluating your interest in serving on the Ad Hoc Committee.

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Full Name:

Street Address:

City/Zip:

Number of years in Portola Valley:

Email Address:

Cell Phone:

Home Phone:

Please share your interest in serving on this committee, and provide any background or experience you may have that would make you a qualified candidate.

I was a volunteer for the last ad hoc housing committee. It would be a privilege to provide continuity from the that work into the next phase of providing for our housing needs.

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.

I am a practicing architect in Portola Valley for the last 29 years.

**TIME COMMITMENT:** Generally committees meet monthly and require a significant time commitment. Please consider your availability when evaluating your interest in serving on the Ad Hoc Committee.

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

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

**DATE:** January 11, 2017

**RE:** Review and Adopt an Amendment to Chapter 8.09 - Recycling and Diversion of Construction and Demolition Debris

### RECOMMENDATION

Staff recommends that the Town Council review and adopt the proposed amendments to Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of the Portola Valley Municipal Code (Attachment 1).

### BACKGROUND

In 1989, Assembly Bill 939 (AB 939) created the California Integrated Waste Management Act, which required that all jurisdictions in California reduce their overall landfill waste by 50% by the year 2000, and maintain the reduction in the future. On December 5, 2000, the Town of Portola Valley implemented a Construction & Demolition (C&D) Debris Recycling Program as part of meeting the AB 939 requirements. The Council adopted amendments to the Ordinance in 2001 in order to address materials that cannot be recycled or reused and the disposal of large quantities of dirt. Additional amendments were made in 2002 to further clarify the requirements.

In 2011, Assembly Bill 341 (AB 341) made it a statewide goal that no less than 75% of total solid waste generated in the State by 2020 be source reduced<sup>1</sup>, recycled or composted. AB 341 also required the California Department of Resources Recycling and Recovery (CalRecycle), by January 1, 2014, to provide strategies to achieve that policy goal.

CalRecycle recommended that the diversion requirements for C&D debris be increased as part of that overall strategy to achieve the 75% total solid waste diversion. Following this recommendation, the 2016 California Green Building Standards Code (CALGreen Code) has added new provisions effective January 1, 2017 that increase the required diversion rate to 65%, which is higher than the Town's current 60% required diversion rate. As a result of the higher mandatory measures included in the 2016 CALGreen Code, the Town's Ordinance needs to be updated to be consistent with CALGreen.

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<sup>1</sup> *Lessening the amount of material entering a waste stream at a specific point in a process, usually by a redesign of the product and/or of the processes it undergoes.*

**DISCUSSION**

The CALGreen Code effective January 1, 2017 requires a 65% diversion rate and applies to both residential and non-residential new construction projects and includes provisions for alterations and additions (Attachments 3, 4 & 5). For residential additions, and alterations, CALGreen only applies to projects where “the addition or alteration increases the building’s conditioned area, volume or size.” The amendments to the Town’s Ordinance incorporate the new provisions required by CALGreen and maintain the current requirements to divert waste from “demolition only” and re-roofing projects, which are above the CALGreen requirements. In addition, the amendments remove the cost, tonnage and square footage thresholds so waste is captured and diverted from all residential alteration and addition projects.

In addition to reviewing the specific provisions of the Ordinance, staff reviewed the diversion rate to determine if it would be feasible to exceed the State-required 65%, as was done in the original Ordinance (State previously required 50% and the Town’s Ordinance required 60%). Staff reviewed the C&D submittals for all projects over the last two years. Figure 1 outlines the diversion rates and cost per ton to dispose of mixed C&D at the five main facilities past projects used to dispose of materials. Three of the five facilities achieve over a 75% diversion rate for mixed C&D alone and at a similar cost to each other. The new CALGreen Code requires that projects specify if C&D waste materials will be “sorted on-site (source-separated) or bulk mixed (single stream).” A project could easily achieve the 75% diversion rate with mixed C&D alone be disposing of those materials at a facility with a higher diversion rate, and if source separation was practiced on the job site, a project could achieve even higher diversion due to the 95% diversion rate for materials like concrete. For re-roofing projects, the diversion rate of 75% is easily achievable as all the facilities used by past projects are currently diverting at a 95% diversion rate (Figure 2).

**Figure 1 - Cost & Diversion Rate for Mixed C&D**

Facility	Cost Per Ton C&D*	Diversion Rate C&D	Diversion Rate Concrete
Blue Line Transfer (South San Francisco)	\$90	Up to 80%	95%
Shoreway Environmental Center (San Carlos)	\$84	70%	95%
Waste Management Davis Street (San Leandro)	\$120	84%	95%
Waste Management Guadalupe Landfill (San Jose)	\$84	60%	95%
Zanker Material Processing Facility (San Jose)	\$80 – 90	87%	95%

*\*rate depends on amount disposed and contract individual vendor has with facility*

**Figure 2 – Diversion Rate for Roofing Materials**

<b>Facility</b>	<b>Diversion Rate</b>
Blue Line Transfer (South San Francisco)	95%
Valley Recycling (San Jose)	95%
Waste Management Davis Street (San Leandro)	95%
Waste Management Guadalupe Landfill (San Jose)	95%
Zanker Material Processing Facility (San Jose)	95%

**Summary of Proposed Ordinance Amendments**

Due to the high diversion rates possible for mixed C&D, concrete and roofing materials, staff is recommending that the diversion rate in the Ordinance be amended to 75% for all “covered projects.” The additional amendments are summarized below and redlined in Attachment 2.

1. Moved re-roofing from Section 8.09.040 “Diversion requirements” to Section 8.09.020 Definitions, under “Covered Projects” for consistency. Removed the specific requirements in Section 8.09.040 “Diversion requirements” as they are outlined in the Section 8.09.040 “Covered Projects.”
2. Removed the provisions under Section 8.09.040 “Covered Projects” section for total cost, tonnage and square feet, so that the covered projects are consistent with CALGreen requirements for new construction. In addition, removing the cost and tonnage ensures that all projects are diverting their waste, rather than landfilling it. Added the provisions for non-residential additions to be consistent with CALGreen requirements. Added provisions for Residential additions and alterations to clarify that the requirements shall only apply to the specific area of the addition or alteration. For Nonresidential additions and alterations added provisions to make consistent with CALGreen.
3. Added language in Section 8.09.050 “Information required before issuance of demolition and/or building permit” to be consistent with CALGreen requirements. Added the requirement to “Calculate the total diversion rate of all materials at the end of the project” to assist in ensuring compliance.

**New C&D Waste Tracking System**

In the past, the C&D Ordinance has been part of a broader strategy to meet the Town’s required diversion rate of 50% under AB 939. With the new provisions in the CALGreen Code that become effective on January 1, 2017, the Town’s Building Inspector will now be required to verify that each project meets the 65% diversion rate. Currently, staff tracks compliance with the Ordinance by collecting the load tags from the disposal facilities and manually calculating the tonnage and diversion rate. This is a very labor-intensive process.

Staff identified a waste tracking system called Green Halo that enables contractors to create the required Waste Management Plan and then upload the waste tags, indicate the facility location and the final diversion rate achieved. Staff will indicate “approved facilities” to ensure that waste is going to a facility that is diverting it. Once the project is complete, staff will be notified and will enter the program and verify the diversion rate. The Building Inspector will be provided a copy of the report to verify compliance, which can be included with the project documents. As the new CALGreen requirements went into effect on January 1, 2017, staff is in the process of setting up the system to be ready as soon as possible in the New Year. In addition to verifying compliance with the Ordinance, the waste tracking system will also provide a portal for staff and the public to view our overall C&D waste diversion.

### **CONCLUSION**

The proposed amendments to the C&D Ordinance bring the Ordinance in compliance with the new CALGreen requirements and codify measures to continue ensuring that the Town meets AB 939 requirements. Staff has determined that the new requirements above CALGreen are easily achievable with the current diversion rates at the disposal facilities used by projects in Portola Valley. In addition, the implementation of the Green Halo Waste Tracking system will not only reduce staff time, but has the potential to increase compliance with the Ordinance, document CALGreen requirements and increase overall diversion of materials.

### **FISCAL IMPACT**

The purchase of the Green Halo Waste Tracking system costs \$999 for initial setup and then \$114 per month on an ongoing basis. Due to the environmental benefits associated with the increased waste diversion and the data provided by the Waste Tracking system, the cost for the initial setup and monthly fees for the first six months will be covered with existing funds in the Sustainability Programs budget.

### **ATTACHMENTS**

1. Proposed Ordinance Amending Chapter 8.09 (Recycling and Diversion of Construction and Demolition Debris) of the Municipal Code
2. Proposed Ordinance Amending Chapter 8.09 Redlined
3. California Green Building Standards Code – Section 301 - Scope
4. California Green Building Standards Code – Section 5.408 – Construction Waste Reduction, Disposal and Recycling (Nonresidential Mandatory Measures)
5. California Green Building Standards Code – Section 4.408 Construction Waste Reduction, Disposal and Recycling (Residential Mandatory Measures)

**Approved by:** Jeremy Dennis, Town Manager



**ORDINANCE NO. 2017 –****ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY  
AMENDING CHAPTER 8.09 [RECYCLING AND DIVERSION OF CONSTRUCTION  
AND DEMOLITION DEBRIS] OF TITLE 8 [HEALTH AND SAFETY] OF THE  
PORTOLA VALLEY MUNICIPAL CODE**

**WHEREAS**, the Town Council of the Town of Portola Valley adopted Ordinance No. 2000-332 ("Ordinance") regarding Diversion of Construction and Demolition Debris on October 11, 2000; and

**WHEREAS**, the Town Council adopted Ordinance No. 2001-335 on July 25, 2001 amending Ordinance 2000-332 in order to address materials that cannot be recycled or reused and the disposal of large quantities of dirt; and

**WHEREAS**, the Town Council adopted ordinance No. 2002-340 on February 27, 2002 amending Ordinance 2000-332 in order to further clarify several sections; and

**WHEREAS**, the new California Green Building Standards Code (CALGreen) has added new provisions to the Code effective January 1, 2017 that increase the required diversion rate to 65%; and

**WHEREAS**, Assembly Bill 341 (AB 341) requires a statewide goal of no less than seventy-five percent (75%) of solid waste generated by 2020 to be source reduced, recycled or composted; and

**WHEREAS**, the Town Council now seeks to amend Chapter 8.09 to reflect changes to the 2016 California Building Standards Code and add additional provisions to continue to meet AB 341 objectives and that would lead to enhanced recycling and reuse of construction and demolition debris.

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

1. Amendment of Code. Section 8.09.010 [Findings and purpose] of Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of Title 8 [Health and Safety] of the Portola Valley Municipal Code is hereby to read as follows:

**8.09.010 Findings and purpose**

A. The Town Council finds that the State of California through its California Waste Management Act of 1989, Assembly Bill 939 (AB 939), requires that each local jurisdiction in the state divert fifty percent (50%) of solid waste from landfill by December 31, 2000, through source reduction, recycling, and composting activities.

B. The Town Council finds that the California Green Building Standards Code (CALGreen) includes new provisions effective January 1, 2017 that increase the required diversion rate to 65%; and

C. The Town Council finds that with Assembly Bill 341 (AB 341) the State of California made a legislative declaration in regard to AB 939 that it is the policy goal of the state that not less than seventy-five percent (75%) of solid waste generated be source reduced, recycled, or composted by the year 2020.

D. The Town Council finds that every city and county in California could face fines up to ten thousand dollars a day for not meeting the above-mandated goal.

E. The Town Council finds and determines that the Town is committed to protecting the public health, safety, welfare and environment.

F. In order to meet these goals, it is necessary that the Town promote the reduction of solid waste and reduce the stream of solid waste going to landfills.

G. Debris from demolition and construction of buildings represents a significant portion of the volume presently going to landfill(s) from Portola Valley and much of said debris is particularly suitable for recycling.

H. The Town Council finds that reuse and recycling of certain portions of construction and demolition debris is essential to further the Town's efforts to reduce solid waste, to comply with AB 939 mandates and the 2016 California Green Building Standards Code, and to work toward AB 341 mandates.

I. The Town Council finds that, except in unusual circumstances, it is feasible to divert an average of at least seventy-five percent (75%) of all construction and demolition debris from construction, demolition and renovation covered projects.

J. The Town Council recognizes that requiring construction and demolition debris to be recycled and reused may in some respects add modestly to the cost of demolition and in other respects may make possible some cost recovery and cost reduction.

K. It is necessary in order to protect the public's health, safety and welfare, that the following regulations be adopted.

2. Amendment of Code. Section 8.09.020 [Definitions] of Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of Title 8 [Health and Safety] of the Portola Valley Municipal Code is hereby amended to read as follows:

### **8.09.020 Definitions**

For purposes of this chapter, the following terms are defined as follows:

A. "Alternative daily cover ("ADC") means materials other than solid waste that have been approved by the California Integrated Waste Management Board for use as a temporary overlay on an exposed landfill face.

B. "Applicant" means any individual, firm, limited liability company, association, partnership, government agency, industry, public or private corporation, or any other person or entity whatsoever who applies to the town for a permit to undertake any construction, demolition, or renovation for a covered project within the town.

C. "Contractor" means any person or entity holding, or required to hold, a contractor's license of any type under the laws of the State of California, and who performs (whether as contractor, subcontractor or owner-builder) any construction, demolition, and/or renovation of a covered project in the Town of Portola Valley.

D. "Construction" means all building, landscaping, remodeling, addition, removal or demolition involving the use or disposal of designated recyclable and reusable materials as defined in subsection (J) below.

E. "Construction and demolition debris" means:

1. Discarded material generally considered to be not water soluble and non-hazardous in nature, including but not limited to steel, glass, brick, concrete, asphalt material, pipe, gypsum, wallboard, and lumber from the construction or demolition of a structure as part of a construction or demolition project or from the renovation of a structure and/or landscaping, and including rocks, soils, tree remains, trees, and other vegetative matter that normally results from land clearing, landscaping and development operations for a construction project.

2. Clean cardboard, paper, plastic, wood, and metal scraps from any construction project.

3. De minimus amounts of other non-hazardous wastes that are generated at construction or demolition projects, provided such amounts are consistent with best management practices of the industry.

F. "Conversion rate" means the most current rates set forth in the standardized "Weight Conversion Charts" developed, approved and disseminated by the California Integrated Waste Management Board for use in estimating the volume or weight of materials identified in a waste management plan.

G. "Covered project" means any permitted construction or demolition projects within the town, including re-roofing with the following additional provisions:

1. Residential addition, remodel and alteration requirements shall apply only to and/or within the specific area of the addition or alteration.

2. Nonresidential additions and alterations requirements shall apply to building additions of 1,000 square feet or greater, and/or building alterations with a permit valuation of \$200,000 or above. The requirements shall apply only to the portions of the building being added or within the scope of the permitted work.

H. "Deconstruction" means the soft demolition of any facility, structure, or building through a planned dismantling and salvaging of reusable materials and parts.

I. "Demolition" means the decimating, razing, ruining, tearing down or wrecking of any facility, structure, pavement or building, whether in whole or in part, whether interior or exterior and/or the removal of landscaping materials, including green waste.

J. "Deposit" means a cash deposit in the amount of fifty dollars for each estimated ton of construction and/or demolition debris from a covered demolition or renovation project, and one-half percent of total project valuation for new construction projects, but not less than one thousand dollars.

K. "Designated recyclable and reusable materials" means that portion of construction and demolition debris that includes the following:

1. Masonry building materials including all products generally used in construction including, but not limited to, asphalt, concrete, rock, stone and brick.
2. Wood materials including, but not limited to, any and all dimensional lumber, fencing or construction wood that is not chemically treated, creosoted, CCA pressure treated, contaminated or painted.
3. Vegetative materials including, including but not limited to, trees, tree parts, shrubs, stumps, logs, brush or any other type of plants that are cleared from a site for construction or other use.
4. Earth materials, including, but not limited to, dirt and rocks from land clearing activities in preparation for construction.
5. Metals including all metal scrap including, but not limited to, pipes, siding, window frames, door frames and fences.
6. Roofing materials including, but not limited to, wood shingles as well as asphalt, tile, stone and slate-based roofing material.
7. Salvageable materials and structures including, but not limited to, wall board, doors, cabinets, shelves, furniture, plumbing and electrical fixtures, windows, fixtures, toilets, sinks, bath tubs and appliances.

L. "Divert" means to use material for any purpose other than disposal in a landfill or transformation facility.

M. "Diversion requirement" means the diversion of at least seventy-five percent (75%) of the total construction and demolition debris generated by a covered project via reuse or recycling. ADC is not included as a bonafide means of diversion.

N. "Project" means any activity which requires an application for a building or demolition permit or any similar permit from the town.

O. "Recovery" means the removal and reclamation of those materials from a project that may have value if reused or recycled.

P. "Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

Q. "Renovation" means any change, addition, or modification in an existing structure.

R. "Reuse" means further or repeated use of construction or demolition debris.

S. "Salvage" means the controlled removal of designated recyclable and reusable materials from construction and demolition debris from a covered project, for the purpose of recycling, reuse or storage for later recycling or reuse.

T. "Waste management plan" means a completed waste management plan (WMP) form, approved by the Town for the purpose of compliance with this chapter submitted by the applicant for any covered project.

U. "WMP compliance official" means the town administrator or designated staff person(s) authorized and responsible for implementing this chapter.

V. "Waste tonnage" means the actual weight of either construction and demolition debris, or designated recyclable and reusable materials as used in this chapter.

3. Amendment of Code. Section 8.09.040 [Diversion requirements] of Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of Title 8 [Health and Safety] of the Portola Valley Municipal Code is hereby amended to read as follows:

#### **8.09.040 Diversion requirements**

It is required that at least seventy-five percent (75%) of the waste tonnage of construction and demolition debris generated from every covered project shall be diverted from landfill by using recycling, salvage for reuse and diversion programs:

Notwithstanding, should Town staff determine that more than forty percent (40%) of project debris primarily consists of non-recyclable material and that the applicant has

made a good faith attempt to meet, but cannot meet the seventy-five percent (75%) diversion requirement, Town staff may grant an exception from the diversion requirements for the non-recyclable material only as long as all of the recyclable material is one hundred percent (100%) diverted.

In those cases where Town staff has determined that the applicant has made a good faith effort to recycle or refuse the material and no recycling or reuse market may be found for that certain material, then alternative daily cover ("ADC") may be considered as bonafide diversion for the materials for which there is no recycling or reuse market.

The Town believes in the highest and best use of materials that are recycled. Therefore, ADC alone shall not count towards reaching the required diversion percentage.

4. Amendment of Code. Section 8.09.050 [Information required before issuance of demolition and/or building permit] of Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of Title 8 [Health and Safety] of the Portola Valley Municipal Code is hereby amended to read as follows:

**8.09.050 Information required before issuance of demolition and/or building permit**

Every applicant shall submit a properly completed "Waste Management Plan," in a form as prescribed by the WMP compliance official to the WMP compliance official, as a portion of the building or demolition permit process and shall be in conformance with Items 1 through 8. The completed WMP shall be updated as necessary and shall be available during construction for examination by the enforcing agency indicate all of the following:

- (1) Identify the construction and demolition waste materials to be diverted from disposal by efficient usage, recycling, reuse on the project or salvage for future reuse or sale.
- (2) Calculate the estimated volume or weight of construction and demolition waste materials, by material type, to be generated;
- (3) Identify the maximum volume or weight of such materials that can feasibly be diverted via reuse or recycling;
- (4) Identify the estimated volume or weight of construction and demolition debris that will be land filled.
- (5) Specify if construction and demolition waste materials will be sorted on-site (source-separated) or bulk mixed (single stream);
- (6) Identify the vendor that the applicant proposes to use to haul the materials, the facility to which the materials will be hauled, and the facility's requirement for diversion of the materials; and
- (7) Identify construction methods employed to reduce the amount of construction and demolition waste generated.

(8) Calculate the total diversion rate of all materials at the end of the project.

In estimating the volume or weight of materials identified in the WMP, the applicant shall use the standardized conversion rates approved by the Town for this purpose. Approval of the form as complete and accurate shall be a condition precedent to issuance of any building or demolition permit. If the maximum volume or weight of such materials that can feasibly be diverted via reuse or recycling, as estimated pursuant to subsection (3) above, is less than the required diversion requirements, applicant must submit information that supports the lower projected diversion rate, or the WMP shall be considered to be incomplete.

5. Amendment of Code. Section 8.09.070 [Administrative Fee] of Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of Title 8 [Health and Safety] of the Portola Valley Municipal Code is hereby amended to read as follows:

**8.09.070 Administrative fee**

As a condition precedent to issuance of any permit for construction or demolition for a covered project, the applicant shall pay to the town a cash fee sufficient to compensate the town for all expenses incurred in administering the permit. The amount of the fee shall be determined in accordance with the then current fee schedule adopted by resolution of the Town Council.

6. Environmental Review. This ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15308 because it is an action taken by a regulatory agency for the protection of the environment.

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

8. Effective Date; Posting. This Ordinance shall become effective thirty (30) days after the date of its adoption and shall be posted within the Town of Portola Valley in three (3) public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

## CHAPTER 8.09 RECYCLING AND DIVERSION OF CONSTRUCTION AND DEMOLITION DEBRIS

1. Amendment of Code. Section 8.09.010 [Findings and purpose] of Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of Title 8 [Health and Safety] of the Portola Valley Municipal Code is hereby to read as follows:

### 8.09.010 Findings and purpose

A. The Town Council finds that the State of California through its California Waste Management Act of 1989, Assembly Bill 939 (AB 939), requires that each local jurisdiction in the state divert fifty percent (50%) of solid waste from landfill by December 31, 2000, through source reduction, recycling, and composting activities.

B. The Town Council finds that the California Green Building Standards Code (CALGreen) includes new provisions effective January 1, 2017 that increase the required diversion rate to 65%; and

C. The Town Council finds that with Assembly Bill 341 (AB 341) the State of California made a legislative declaration in regard to AB 939 that it is the policy goal of the state that not less than 75% of solid waste generated be source reduced, recycled, or composted by the year 2020.

~~BD.~~ The Town Council finds that every city and county in California could face fines up to ten thousand dollars a day for not meeting the above-mandated goal.

~~CE.~~ The Town Council finds and determines that the Town is committed to protecting the public health, safety, welfare and environment.

~~DF.~~ In order to meet these goals, it is necessary that the Town promote the reduction of solid waste and reduce the stream of solid waste going to landfills.

~~EG.~~ Debris from demolition and construction of buildings represents a significant portion of the volume presently going to landfill(s) from Portola Valley and much of said debris is particularly suitable for recycling.

~~FH.~~ The Town Council finds that reuse and recycling of certain portions of construction and demolition debris is essential to further the Town's efforts to reduce solid waste, ~~and to~~ comply with AB 939 mandates ~~and the 2016 California Green Building Standards Code, and to work toward AB 341 mandates.~~

~~GI.~~ The Town Council finds that, except in unusual circumstances, it is feasible to divert an average of at least ~~seventy-five~~ ~~fifty~~ percent (~~750~~%) of all construction and demolition debris from construction, demolition and renovation covered projects.

~~HJ.~~ The Town Council recognizes that requiring construction and demolition debris to be recycled and reused may in some respects add modestly to the cost of demolition and in other respects may make possible some cost recovery and cost reduction.

~~K~~. It is necessary in order to protect the public's health, safety and welfare, that the following regulations be adopted.

2. Amendment of Code. Section 8.09.020 [Definitions] of Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of Title 8 [Health and Safety] of the Portola Valley Municipal Code is hereby amended to read as follows:

### **8.09.020 Definitions**

For purposes of this chapter, ~~only the following definitions apply~~ the following terms are defined as follows:

A. "Alternative daily cover ("ADC") means materials other than solid waste that have been approved by the California Integrated Waste Management Board for use as a temporary overlay on an exposed landfill face.

B. "Applicant" means any individual, firm, limited liability company, association, partnership, government agency, industry, public or private corporation, or any other person or entity whatsoever who applies to the town for a permit to undertake any construction, demolition, or renovation for a covered project within the town.

C. "Contractor" means any person or entity holding, or required to hold, a contractor's license of any type under the laws of the State of California, and who performs (whether as contractor, subcontractor or owner-builder) any construction, demolition, and/or renovation of a covered project in the Town of Portola Valley.

D. "Construction" means all building, landscaping, remodeling, addition, removal or demolition involving the use or disposal of designated recyclable and reusable materials as defined in subsection (J) below.

E. "Construction and demolition debris" means:

1. Discarded material generally considered to be not water soluble and non-hazardous in nature, including but not limited to steel, glass, brick, concrete, asphalt material, pipe, gypsum, wallboard, and lumber from the construction or demolition of a structure as part of a construction or demolition project or from the renovation of a structure and/or landscaping, and including rocks, soils, tree remains, trees, and other vegetative matter that normally results from land clearing, landscaping and development operations for a construction project.

2. Clean cardboard, paper, plastic, wood, and metal scraps from any construction project.

3. De minimus amounts of other non-hazardous wastes that are generated at construction or demolition projects, provided such amounts are consistent with best management practices of the industry.

F. "Conversion rate" means the most current rates set forth in the standardized "Weight Conversion Charts" developed, approved and disseminated by the California Integrated Waste Management Board for use in estimating the volume or weight of materials identified in a waste management plan.

G. "Covered project" means any permitted construction or demolition projects within the town, ~~including re-roofing the total costs of which are, or are projected to be, greater than or equal to ten thousand dollars, or which will generate more than ten tons of construction and demolition debris, and any renovation projects greater than or equal to 1,000 square feet.~~ with the following additional provisions:

1. Residential addition, remodel and alteration requirements shall apply only to and/or within the specific area of the addition or alteration.
2. Nonresidential additions and alterations requirements shall apply to building additions of 1,000 square feet or greater, and/or building alterations with a permit valuation of \$200,000 or above. The requirements shall apply only to the portions of the building being added or within the scope of the permitted work.

H. "Deconstruction" means the soft demolition of any facility, structure, or building through a planned dismantling and salvaging of reusable materials and parts.

I. "Demolition" means the decimating, razing, ruining, tearing down or wrecking of any facility, structure, pavement or building, whether in whole or in part, whether interior or exterior and/or the removal of landscaping materials, including green waste.

J. "Deposit" means a cash deposit in the amount of fifty dollars for each estimated ton of construction and/or demolition debris from a covered demolition or renovation project, and one-half percent of total project valuation for new construction projects, but not less than one thousand dollars.

K. "Designated recyclable and reusable materials" means that portion of construction and demolition debris that includes the following:

1. Masonry building materials including all products generally used in construction including, but not limited to, asphalt, concrete, rock, stone and brick.
2. Wood materials including, but not limited to, any and all dimensional lumber, fencing or construction wood that is not chemically treated, creosoted, CCA pressure treated, contaminated or painted.
3. Vegetative materials including, including but not limited to, trees, tree parts, shrubs, stumps, logs, brush or any other type of plants that are cleared from a site for construction or other use.
4. Earth materials, including, but not limited to, dirt and rocks from land clearing activities in preparation for construction.

5. Metals including all metal scrap including, but not limited to, pipes, siding, window frames, door frames and fences.
  6. Roofing materials including, but not limited to, wood shingles as well as asphalt, tile, stone and slate-based roofing material.
  7. Salvageable materials and structures including, but not limited to, wall board, doors, cabinets, shelves, furniture, plumbing and electrical fixtures, windows, fixtures, toilets, sinks, bath tubs and appliances.
- L. "Divert" means to use material for any purpose other than disposal in a landfill or transformation facility.
- M. "Diversion requirement" means the diversion of at least ~~seventy-fivesixty~~ (75~~60~~%) percent of the total construction and demolition debris generated by a covered project via reuse or recycling. ADC is not included as a bonafide means of diversion.
- N. "Project" means any activity which requires an application for a building or demolition permit or any similar permit from the town.
- O. "Recovery" means the removal and reclamation of those materials from a project that may have value if reused or recycled.
- P. "Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.
- Q. "Renovation" means any change, addition, or modification in an existing structure.
- R. "Reuse" means further or repeated use of construction or demolition debris.
- S. "Salvage" means the controlled removal of designated recyclable and reusable materials from construction and demolition debris from a covered project, for the purpose of recycling, reuse or storage for later recycling or reuse.
- T. "Waste management plan" means a completed waste management plan (WMP) form, approved by the Town for the purpose of compliance with this chapter submitted by the applicant for any covered project.
- U. "WMP compliance official" means the town administrator or designated staff person(s) authorized and responsible for implementing this chapter.
- V. "Waste tonnage" means the actual weight of either construction and demolition debris, or designated recyclable and reusable materials as used in this chapter.

3. Amendment of Code. Section 8.09.040 [Diversion requirements] of Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of Title 8 [Health and Safety] of the Portola Valley Municipal Code is hereby amended to read as follows:

#### **8.09.040 Diversion requirements**

It is required that at least ~~seventy-five (75%) the following specified percentages~~ of the waste tonnage of construction and demolition debris generated from every covered project shall be diverted from landfill by using recycling, ~~salvage for~~ reuse and diversion programs:

~~A. Demolition: Sixty percent (60%) of waste tonnage from construction and demolition debris that includes concrete and asphalt and twenty five (25%) percent of waste tonnage that does not include concrete and asphalt.~~

~~B. Re-roofing as a separate covered project: Sixty percent (60%) of waste tonnage from construction and demolition debris.~~

~~C. New Construction: Sixty percent (60%) of waste tonnage from construction and demolition debris.~~

~~D.~~ Notwithstanding ~~A thru C~~, should Town staff determine that more than forty percent (40%) of project debris primarily consists of non-recyclable material and that the applicant has made a good faith attempt to meet, but cannot meet the ~~seventy-fivesixty~~ (75~~60~~%) diversion requirement, Town staff may grant an exception from the diversion requirements for the non-recyclable material only as long as all of the recyclable material is one hundred percent (100%) diverted.

~~E.~~ In those cases where Town staff has determined that the applicant has made a good faith effort to recycle or reuse the material and no recycling or reuse market may be found for that certain material, then alternative daily cover ("ADC") may be considered as bonafide diversion for the materials for which there is no recycling or reuse market.

The Town believes in the highest and best use of materials that are recycled. Therefore, ADC ~~alone~~ shall not count towards reaching the required diversion percentage.

4. Amendment of Code. Section 8.09.050 [Information required before issuance of demolition and/or building permit] of Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of Title 8 [Health and Safety] of the Portola Valley Municipal Code is hereby amended to read as follows:

#### **8.09.050 Information required before issuance of demolition and/or building permit**

Every applicant shall submit a properly completed "Waste Management Plan," in a form as prescribed by the WMP compliance official to the WMP compliance official, as a portion of the building or demolition permit process ~~and shall be in conformance with Items 1 through 8.~~ The completed WMP shall ~~be updated as necessary and shall be available during construction for examination by the enforcing agency~~ indicate all of the following:

- (1) Identify the construction and demolition waste materials to be diverted from disposal by efficient usage, recycling, reuse on the project or salvage for future reuse or sale.
- (42) Calculate the estimated volume or weight of ~~project~~ construction and demolition ~~debris-waste materials~~, by material type, to be generated;
- (23) Identify the maximum volume or weight of such materials that can feasibly be diverted via reuse or recycling;
- (34) Identify the estimated volume or weight of construction and demolition debris that will be land filled.
- (5) Specify if construction and demolition waste materials will be sorted on-site (source-separated) or bulk mixed (single stream);
- (46) Identify the vendor that the applicant proposes to use to haul the materials, the facility to which the materials will be hauled, and the facility's requirement for diversion of the materials; and
- (7) Identify construction methods employed to reduce the amount of construction and demolition waste generated.
- (8) Calculate the total diversion rate of all materials at the end of the project.

In estimating the volume or weight of materials identified in the WMP, the applicant shall use the standardized conversion rates approved by the Town for this purpose. Approval of the form as complete and accurate shall be a condition precedent to issuance of any building or demolition permit. If the maximum volume or weight of such materials that can feasibly be diverted via reuse or recycling, as estimated pursuant to subsection (23) above, is less than the required diversion requirements, applicant must submit information that supports the lower projected diversion rate, or the WMP shall be considered to be incomplete.

5. Amendment of Code. Section 8.09.070 [Administrative Fee] of Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of Title 8 [Health and Safety] of the Portola Valley Municipal Code is hereby amended to read as follows:

**8.09.070 Administrative fee**

As a condition precedent to issuance of any permit for construction or demolition for a covered project, the applicant shall pay to the town a cash fee sufficient to compensate the town for all expenses incurred in administering the permit. The amount of the fee shall be determined in accordance with the then current fee ~~schedule~~ adopted by resolution of the town council.

**CALIFORNIA GREEN BUILDING STANDARDS CODE – MATRIX ADOPTION TABLE  
CHAPTER 3 – GREEN BUILDING**

(Matrix Adoption Tables are non-regulatory, intended only as an aid to the user.  
See Chapter 1 for state agency authority and building applications.)

Adopting agency	BSC	BSC- CG	SFM	HCD			DSA		OSHPD				BSCC	DPH	AGR	DWR	CEC	CA	SL	SLC
				1	2	1/AC	AC	SS	1	2	3	4								
Adopt entire CA chapter																				
Adopt entire chapter as amended (amended sections listed below)																				
Adopt only those sections that are listed below		X		X				X	X	X		X								
Chapter/Section																				
301		X		X					X			X								
301.1				X				X												
301.1.1				X																
301.2				X																
301.3		X																		
301.3.1		X																		
301.3.2		X																		
301.4								X												
301.5									X	X		X								
302		X		X				X	X	X		X								
303		X		X					X	X		X								
303.1		X																		
304		X		X					X	X		X								
305									X											
306								X												

**CHAPTER 3**

**GREEN BUILDING**

**SECTION 301  
GENERAL**

**301.1 Scope.** Buildings shall be designed to include the green building measures specified as mandatory in the application checklists contained in this code. Voluntary green building measures are also included in the application checklists and may be included in the design and construction of structures covered by this code, but are not required unless adopted by a city, county, or city and county as specified in Section 101.7.

**301.1.1 Additions and alterations.** [HCD] The mandatory provisions of Chapter 4 shall be applied to additions or alterations of existing residential buildings where the addition or alteration increases the building's conditioned area, volume, or size. The requirements shall apply only to and/or within the specific area of the addition or alteration.

**Note:** On and after January 1, 2014, residential buildings undergoing permitted alterations, additions or improvements shall replace noncompliant plumbing fixtures with water-conserving plumbing fixtures. Plumbing fixture replacement is required prior to issuance of a certificate of final completion, certificate of occupancy or final permit approval by the local building department. See Civil Code Section 1101.1, et seq., for the definition of a noncompliant plumbing fixture, types of residential buildings affected and other important enactment dates.

ance of a certificate of final completion, certificate of occupancy or final permit approval by the local building department. See Civil Code Section 1101.1, et seq., for the definition of a noncompliant plumbing fixture, types of residential buildings affected and other important enactment dates.

**301.2 Low-rise and high-rise residential buildings.** [HCD] The provisions of individual sections of *CALGreen* may apply to either low-rise residential buildings, high-rise residential buildings, or both. Individual sections will be designated by banners to indicate where the section applies specifically to low-rise only (LR) or high-rise only (HR). When the section applies to both low-rise and high-rise buildings, no banner will be used.

**301.3 Nonresidential additions and alterations.** [BSC-CG] The provisions of individual sections of Chapter 5 apply to newly constructed buildings, building additions of 1,000 square feet or greater, and/or building alterations with a permit valuation of \$200,000 or above (for occupancies within the authority of California Building Standards Commission).

Code sections relevant to additions and alterations shall only apply to the portions of the building being added or altered within the scope of the permitted work.

A code section will be designated by a banner to indicate where the code section only applies to newly constructed buildings [N] or to additions and/or alterations [A]. When the code section applies to both, no banner will be used.

### 301.3.1 Nonresidential additions and alterations that cause updates to plumbing fixtures only:

**Note:** On and after January 1, 2014, certain commercial real property, as defined in Civil Code Section 1101.3, shall have its noncompliant plumbing fixtures replaced with appropriate water-conserving plumbing fixtures under specific circumstances. See Civil Code Section 1101.1 *et seq.* for definitions, types of commercial real property affected, effective dates, circumstances necessitating replacement of noncompliant plumbing fixtures, and duties and responsibilities for ensuring compliance.

**301.3.2 Waste diversion.** The requirements of Section 5.408 shall be required for additions and alterations whenever a permit is required for work.

**301.4 Public schools and community colleges. [DSA-SS]** Newly constructed buildings on new or existing sites shall comply with Chapter 5. Additions to existing buildings, newly constructed landscape work, and rehabilitated landscape work shall comply with Chapter 5, Section 5.304.6, Outdoor Water Use.

**301.4.1 Minimum rehabilitated landscape area requirement for existing sites. [DSA-SS]** A minimum rehabilitated landscape area equal to 75 percent of the footprint area of a new building or of an addition to an existing building shall be provided and comply with Section 5.304.6.

#### Exceptions:

1. The new building or addition to an existing building is less than 1,600 square feet in floor area.
2. The entire existing site's irrigated landscape areas are in full compliance with Section 5.304.6.
3. The new building or addition to an existing building is to be partially or entirely constructed on an existing irrigated landscape or turf lawn area which is not in compliance with the current MWELo requirements and is equal to or greater than the minimum rehabilitated landscape area requirement of Section 301.4.1.

**301.5 Health Facilities. [OSHPD 1, 2 & 4]** Health facilities under the jurisdiction of the Office of Statewide Health Planning and Development (OSHPD) are required to comply with the mandatory measures prescribed in Section 5.304, Outdoor Water Use. Compliance with Section 5.304, as adopted by the Building Standards Commission, is enforced by the local agency having jurisdiction. Evidence of local approval shall

be submitted to OSHPD prior to issuance of plan approval or a building permit.

## SECTION 302 MIXED OCCUPANCY BUILDINGS

**302.1 Mixed occupancy buildings.** In mixed occupancy buildings, each portion of a building shall comply with the specific green building measures applicable to each specific occupancy.

## SECTION 303 PHASED PROJECTS

**303.1 Phased projects.** For shell buildings and others constructed for future tenant improvements, only those code measures relevant to the building components and systems considered to be new construction (or newly constructed) shall apply.

**303.1.1 Initial tenant improvements.** The provisions of this code shall apply only to the initial tenant improvements to a project. Subsequent tenant improvements shall comply with the scoping provisions in Section 301.3 non-residential additions and alterations.

## SECTION 304 VOLUNTARY TIERS

**304.1 Purpose.** Voluntary tiers are intended to further encourage building practices that improve public health, safety and general welfare by promoting the use of building concepts which minimize the building's impact on the environment and promote a more sustainable design.

**304.1.1 Tiers.** The provisions of Divisions A4.6 and A5.6 outline means, in the form of voluntary tiers, for achieving enhanced construction levels by incorporating additional measures for residential and nonresidential new construction. Voluntary tiers may be adopted by local governments and, when adopted, enforced by local enforcing agencies. Buildings complying with tiers specified for each occupancy contain additional prerequisite and elective green building measures necessary to meet the threshold of each tier. See Section 101.7 of this code for procedures and requirements related to local amendments, additions or deletions, including changes to energy standards.

**[BSC & HCD]** Where there are practical difficulties involved in complying with the threshold levels of a tier, the enforcing agency may grant modifications for individual cases. The enforcing agency shall first find that a special individual reason makes the strict letter of the tier impractical and that modification is in conformance with the intent and purpose of the measure. The details of any action granting modification shall be recorded and entered in the files of the enforcing agency.

## NONRESIDENTIAL MANDATORY MEASURES

**5.407.2.2 Entries and openings.** Design exterior entries and/or openings subject to foot traffic or wind-driven rain to prevent water intrusion into buildings as follows:

**5.407.2.2.1 Exterior door protection.** Primary exterior entries shall be covered to prevent water intrusion by using nonabsorbent floor and wall finishes within at least 2 feet around and perpendicular to such openings plus at least one of the following:

1. An installed awning at least 4 feet in depth.
2. The door is protected by a roof overhang at least 4 feet in depth.
3. The door is recessed at least 4 feet.
4. Other methods which provide equivalent protection.

**5.407.2.2.2 Flashing.** Install flashings integrated with a drainage plane.

### SECTION 5.408 CONSTRUCTION WASTE REDUCTION, DISPOSAL AND RECYCLING

**5.408.1 Construction waste management.** Recycle and/or salvage for reuse a minimum of 65 percent of the nonhazardous construction and demolition waste in accordance with Section 5.408.1.1, 5.408.1.2 or 5.408.1.3; or meet a local construction and demolition waste management ordinance, whichever is more stringent.

**5.408.1.1 Construction waste management plan.** Where a local jurisdiction does not have a construction and demolition waste management ordinance that is more stringent, submit a construction waste management plan that

1. Identifies the construction and demolition waste materials to be diverted from disposal by efficient usage, recycling, reuse on the project or salvage for future use or sale.
2. Determines if construction and demolition waste materials will be sorted on-site (source-separated) or bulk mixed (single stream).
3. Identifies diversion facilities where construction and demolition waste material collected will be taken.
4. Specifies that the amount of construction and demolition waste materials diverted shall be calculated by weight or volume, but not by both.

**5.408.1.2 Waste management company.** Utilize a waste management company that can provide verifiable documentation that the percentage of construction and demolition waste material diverted from the landfill complies with this section.

**Note:** The owner or contractor shall make the determination if the construction and demolition waste material will be diverted by a waste management company.

**Exceptions to Sections 5.408.1.1 and 5.408.1.2:**

1. Excavated soil and land-clearing debris.

2. Alternate waste reduction methods developed by working with local agencies if diversion or recycle facilities capable of compliance with this item do not exist.
3. Demolition waste meeting local ordinance or calculated in consideration of local recycling facilities and markets.

**5.408.1.3 Waste stream reduction alternative.** The combined weight of new construction disposal that does not exceed two pounds per square foot of building area may be deemed to meet the 65 percent minimum requirement as approved by the enforcing agency.

**5.408.1.4 Documentation.** Documentation shall be provided to the enforcing agency which demonstrates compliance with Sections 5.408.1.1 through 5.408.1.3. The waste management plan shall be updated as necessary and shall be accessible during construction for examination by the enforcing agency.

**Notes:**

1. Sample forms found in "A Guide to the California Green Building Standards Code (Nonresidential)" located at <http://www.bsc.ca.gov/Home/CAL-Green.aspx> may be used to assist in documenting compliance with the waste management plan.
2. Mixed construction and demolition debris (C&D) processors can be located at the California Department of Resources Recycling and Recovery (CalRecycle).

**5.408.2 Universal waste.** [A] Additions and alterations to a building or tenant space that meet the scoping provisions in Section 301.3 for nonresidential additions and alterations, shall require verification that Universal Waste items such as fluorescent lamps and ballast and mercury containing thermostats as well as other California prohibited Universal Waste materials are disposed of properly and are diverted from landfills. A list of prohibited Universal Waste materials shall be included in the construction documents.

**Note:** Refer to the Universal Waste Rule link at: [http://www.dtsc.ca.gov/LawsRegsPolicies/Regs/upload/OEAR-A\\_REGS\\_UWR\\_FinalText.pdf](http://www.dtsc.ca.gov/LawsRegsPolicies/Regs/upload/OEAR-A_REGS_UWR_FinalText.pdf)

**5.408.3 Excavated soil and land clearing debris.** 100 percent of trees, stumps, rocks and associated vegetation and soils resulting primarily from land clearing shall be reused or recycled. For a phased project, such material may be stockpiled on site until the storage site is developed.

**Exception:** Reuse, either on-or off-site, of vegetation or soil contaminated by disease or pest infestation.

**Notes:**

1. If contamination by disease or pest infestation is suspected, contact the County Agricultural Commissioner and follow its direction for recycling or disposal of the material. ([www.cdfa.ca.gov/exec/county/county\\_contacts.html](http://www.cdfa.ca.gov/exec/county/county_contacts.html))
2. For a map of known pest and/or disease quarantine zones, consult with the California Department of Food and Agriculture. ([www.cdfa.ca.gov](http://www.cdfa.ca.gov))

## CHAPTER 4

# RESIDENTIAL MANDATORY MEASURES

### *Division 4.4 – MATERIAL CONSERVATION AND RESOURCE EFFICIENCY*

#### SECTION 4.401 GENERAL

**4.401.1 Scope.** The provisions of this chapter shall outline means of achieving material conservation and resource efficiency through protection of buildings from exterior moisture; construction waste diversion; employment of techniques to reduce pollution through recycling of materials; and building commissioning or testing, adjusting and balancing.

#### SECTION 4.402 DEFINITIONS

**4.402.1 Definitions.** Reserved.

#### SECTION 4.403 FOUNDATION SYSTEMS (Reserved)

#### SECTION 4.404 EFFICIENT FRAMING TECHNIQUES (Reserved)

#### SECTION 4.405 MATERIAL SOURCES (Reserved)

#### SECTION 4.406 ENHANCED DURABILITY AND REDUCED MAINTENANCE

**4.406.1 Rodent proofing.** Annular spaces around pipes, electric cables, conduits or other openings in sole/bottom plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry or a similar method acceptable to the enforcing agency.

#### SECTION 4.407 WATER RESISTANCE AND MOISTURE MANAGEMENT (Reserved)

#### SECTION 4.408 CONSTRUCTION WASTE REDUCTION, DISPOSAL AND RECYCLING

**4.408.1 Construction waste management.** Recycle and/or salvage for reuse a minimum of 65 percent of the nonhazardous construction and demolition waste in accordance with either Section 4.408.2, 4.408.3 or 4.408.4, or meet a more stringent local construction and demolition waste management ordinance.

#### **Exceptions:**

1. Excavated soil and land-clearing debris.
2. Alternate waste reduction methods developed by working with local agencies if diversion or recycle facilities capable of compliance with this item do not exist or are not located reasonably close to the jobsite.
3. The enforcing agency may make exceptions to the requirements of this section when isolated jobsites are located in areas beyond the haul boundaries of the diversion facility.

**4.408.2 Construction waste management plan.** Submit a construction waste management plan in conformance with Items 1 through 5. The construction waste management plan shall be updated as necessary and shall be available during construction for examination by the enforcing agency.

1. Identify the construction and demolition waste materials to be diverted from disposal by recycling, reuse on the project or salvage for future use or sale.
2. Specify if construction and demolition waste materials will be sorted on-site (source-separated) or bulk mixed (single stream).
3. Identify diversion facilities where the construction and demolition waste material will be taken.
4. Identify construction methods employed to reduce the amount of construction and demolition waste generated.
5. Specify that the amount of construction and demolition waste materials diverted shall be calculated by weight or volume, but not by both.

**4.408.3 Waste management company.** Utilize a waste management company, approved by the enforcing agency, which can provide verifiable documentation that the percentage of construction and demolition waste material diverted from the landfill complies with Section 4.408.1.

**Note:** The owner or contractor may make the determination if the construction and demolition waste materials will be diverted by a waste management company.

**4.408.4 Waste stream reduction alternative [LR].** Projects that generate a total combined weight of construction and demolition waste disposed of in landfills, which do not exceed 3.4 pounds per square foot of the building area shall meet the minimum 65 percent construction waste reduction requirement in Section 4.408.1.

**4.408.4.1 Waste stream reduction alternative.** Projects that generate a total combined weight of construction and demolition waste disposed of in landfills, which do not exceed 2 pounds per square foot of the building area, shall meet the minimum 65-percent construction waste reduction requirement in Section 4.408.1.

**4.408.5 Documentation.** Documentation shall be provided to the enforcing agency which demonstrates compliance with Section 4.408.2, Items 1 through 5, Section 4.408.3 or Section 4.408.4.

**Notes:**

1. Sample forms found in "A Guide to the California Green Building Standards Code (Residential)" located at [www.hcd.ca.gov/CALGreen.html](http://www.hcd.ca.gov/CALGreen.html) may be used to assist in documenting compliance with this section.
2. Mixed construction and demolition debris (C&D) processors can be located at the California Department of Resources Recycling and Recovery (CalRecycle).

**SECTION 4.409  
LIFE CYCLE ASSESSMENT  
(Reserved)**

**SECTION 4.410  
BUILDING MAINTENANCE AND OPERATION**

**4.410.1 Operation and maintenance manual.** At the time of final inspection, a manual, compact disc, web-based reference or other media acceptable to the enforcing agency which includes all of the following shall be placed in the building:

1. Directions to the owner or occupant that the manual shall remain with the building throughout the life cycle of the structure.
2. Operation and maintenance instructions for the following:
  - a. Equipment and appliances, including water-saving devices and systems, HVAC systems, photovoltaic systems, electric vehicle chargers, water-heating systems and other major appliances and equipment.
  - b. Roof and yard drainage, including gutters and downspouts.

- c. Space conditioning systems, including condensers and air filters.
  - d. Landscape irrigation systems.
  - e. Water reuse systems.
3. Information from local utility, water and waste recovery providers on methods to further reduce resource consumption, including recycle programs and locations.
  4. Public transportation and/or carpool options available in the area.
  5. Educational material on the positive impacts of an interior relative humidity between 30–60 percent and what methods an occupant may use to maintain the relative humidity level in that range.
  6. Information about water-conserving landscape and irrigation design and controllers which conserve water.
  7. Instructions for maintaining gutters and downspouts and the importance of diverting water at least 5 feet away from the foundation.
  8. Information on required routine maintenance measures, including, but not limited to, caulking, painting, grading around the building, etc.
  9. Information about state solar energy and incentive programs available.
  10. A copy of all special inspection verifications required by the enforcing agency or this code.

**4.410.2 Recycling by occupants.** Where 5 or more multifamily dwelling units are constructed on a building site, provide readily accessible area(s) that serves all buildings on the site and is identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics, organic waste, and metals, or meet a lawfully enacted local recycling ordinance, if more restrictive.

**Exception:** Rural jurisdictions that meet and apply for the exemption in Public Resources Code Section 42649.82 (a)(2)(A) et seq. are not required to comply with the organic waste portion of this section.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

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

**DATE:** January 11, 2017

**RE:** Review and Adopt an Amendment to Chapter 2.24 (Emergency Organization and Protection), the 2017 Emergency Operations Plan and a Resolution Relative to Disaster Service Worker Volunteers

### RECOMMENDATION

Staff recommends that the Town Council review and adopt the following:

1. Ordinance amending Chapter 2.24 [Emergency Organization and Protection] of the Portola Valley Municipal Code (Attachment 1).
2. Resolution adopting the 2017 Emergency Operations Plan (Attachments 3).
3. Resolution relative to Workers' Compensation Benefits for Registered Disaster Service Worker Volunteers (Attachment 5).

### BACKGROUND & SUMMARY

Over the last six months, staff has been working with the San Mateo County Office of Emergency Services (SMC OES), the Emergency Managers Association (EMA) and the Emergency Preparedness Committee to bring the Town inline with current National, State and local best practices for emergency preparedness. In addition, staff has identified practices and strategies to incorporate in these efforts that provide additional preparedness measures for the town given the unique hazards and geography.

As part of this process, staff identified a need to develop an Emergency Operations Plan for the Town and to review the Town's current Emergency Organization and Protection Ordinance (Emergency Ordinance), which is located in Chapter 2.24 of the Portola Valley Municipal Code. In working with the California Office of Emergency Services (CalOES), staff also became aware of the need to update the Town's Resolution relative to Disaster Service Worker Volunteers. These documents are attached for the Council's review and approval. A detailed summary of each document's necessity and/or amendments is included below.

### Emergency Organization and Protection Ordinance

The Town's Emergency Ordinance is based on the CalOES disaster council model emergency ordinance and meets specific requirements outlined by CalOES that give the Town the powers and authorities necessary to carry out plans in an emergency. Per

the CalOES requirements, the Emergency Ordinance provides the legal basis of the emergency organization and addresses the following:

- Provides for a Disaster Council
- Specifies the director of the Disaster Council
- Recognizes the emergency organization
- States compliance with the Emergency Services Act

A “Disaster Council” is established by ordinance and must be accredited by CalOES to be empowered to register and direct the activities of disaster service workers and provide for the effective mobilization of all resources during an emergency. In order to be eligible for accreditation, a Disaster Council must provide CalOES with two certified originals of the following documents: Emergency Ordinance, Disaster Service Worker Volunteers Resolution, and Master Mutual Aid Agreement. If any amendments or revisions are made to these documents, review by CalOES is required for continued compliance, prior to the approval or adoption by the governing body.

The update to the Disaster Service Worker Volunteers Resolution is included below and the Town has a current Master Mutual Aid Agreement on file with CalOES. Staff reviewed the Town’s Emergency Ordinance against the CalOES model ordinance to determine where it was the same as the Town’s Ordinance and where wording was omitted or different than the model ordinance. The proposed amendments to Chapter 2.24 bring it into compliance with the CalOES model ordinance as well as current and best practices outlined below. Per their requirements, two staff members at CalOES have reviewed the proposed amendments and their comments have been incorporated.

***Summary of Proposed Amendments to Emergency Organization and Protection Ordinance***

- 2.24.020(A) – adds definition of Disaster Council for clarity.
- 2.24.050 – modifies officers and members of the Disaster Council per accepted best practices and adds clarity to who is in those roles.
- 2.24.060/2.24.090 – per current practice, modifies the duties of the Disaster Council and the Director of Emergency Services, giving the Director responsibility for seeing that plans are written and the Disaster Council responsibility for reviewing and providing input.
- 2.24.060/2.24.090 – per current practice, shifts the responsibility for developing and maintaining strategic emergency planning partnerships with other local agencies to the Director of Emergency Services.
- 2.24.060 – per CalOES, authorizes specific job titles to register Disaster Service Worker volunteers and approve DSW volunteer training activities when the Disaster Council is not in session.

- 2.24.060 – eliminates the “Portola Valley Citizen Corps Council,”<sup>1</sup> which is not required by CalOES and is redundant/superfluous to the Disaster Council, CERPP, and the activities organized by the Woodside Fire Protection District and Emergency Preparedness Committee.
- 2.24.070 – per current practice, gives the Director of Emergency Services the responsibility for developing Emergency Operations Plans.
- 2.24.070 – outlines who is authorized to activate the Emergency Operations Plan.
- 2.24.090 – updates to the succession order for the position of Director of Emergency Services to reflect best practices.

### **Emergency Operations Plan**

The Town is required by state law to retain and implement an Emergency Operations Plan (EOP) during training and exercises and in an emergency. The EOP is the base plan that establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations within the Town of Portola Valley during an extraordinary emergency or disaster. It provides information on the emergency management structure including how and when the Emergency Operations Center (EOC) is activated. It is designed to be consistent with Homeland Security Presidential Directive (HSPS-5), the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), Incident Command System (ICS) requirements and the California Emergency Service Act.

To be consistent with county, regional and state emergency management efforts, staff utilized a template provided by the San Mateo County Office of Emergency Services to develop the Town’s draft EOP. The template was created by city and town emergency coordinators throughout the County in May 2015 and was accepted by the County Emergency Services Council JPA and the County Board of Supervisors. The template reflects the nationally recognized best practices in an EOP describing the emergency management phases in brief and incorporating annexes and appendices that contain the detailed actions needed based on the type of disaster.

The EOP is divided into two parts:

1. EOP Basic Plan - the policies and procedures to be adopted by the Council through Resolution.
2. Appendices/Annexes - resources, references and practices that will be modified and changed based on necessity, availability and current activities.

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<sup>1</sup> A “Citizen Corps Council” is a program under the Department of Homeland Security that provides training to assist in the recovery after a disaster or terrorist attack. Each local Citizen Corps Council partners with organizations, volunteers and businesses to organize responders, volunteers and professional first responders for an efficient response so efforts aren’t wasted by being duplicated.

### ***EOP Appendices & Annexes***

Documents will be listed and posted at [www.portolavalley.net/eop](http://www.portolavalley.net/eop) once the Council approves the EOP Basic Plan. Here is a preliminary list of items to be included in the appendices and annexes:

- Town of Portola Valley EOC Checklists
- Town of Portola Valley Emergency Contact Information
- Town of Portola Valley Disaster Services council ordinance
- Town of Portola Valley Mutual Aid Agreements
- County of San Mateo EOC Communications Directory
- County of San Mateo Hazard Vulnerability Assessment
- County of San Mateo Local Hazard Mitigation Plan
- County of San Mateo Public Works Mutual Aid Agreement
- County of San Mateo Emergency Functions Annexes
- County of San Mateo OES Hazard Specific EOC Timelines

The Town's Emergency Preparedness Committee reviewed the draft EOP. Staff made revisions and additions to the EOP in response to their comments, including expanding definitions and adding an Executive Summary at the beginning of the document. The Committee approved the EOP and recommended forwarding it to the Town Council for adoption at their November 10, 2016 meeting.

### **Disaster Service Worker Volunteers Resolution**

The Town's original Disaster Service Worker Volunteers Resolution No. 996-1982 refers to out-of-date statutes. The new Resolution was created using the model provided by CalOES and has been reviewed by their staff. As mentioned above, a current Disaster Service Worker Volunteer Resolution is required by CalOES as part of the Disaster Council Accreditation.

By adopting the Disaster Service Worker Volunteers Resolution, the Town is agreeing to follow established rules and regulations relating to the various classes of disaster service worker volunteers, scope of duties of each class, and manner of registration. It also allows the Town to participate in the Disaster Service Worker Volunteers Program, which provides duly registered volunteers with workers' compensation coverage in the event of injury while performing authorized disaster duties.

### **CONCLUSION & NEXT STEPS**

The amendments to the Town's Emergency Ordinance and the adoption of the new Disaster Service Worker Volunteers Resolution will enable the Town to seek accreditation for the Disaster Council from CalOES, which was not completed when Chapter 2.24 was amended in 2014.

Adoption of the EOP will provide the Town with a framework for handling operations in an emergency. It will also serve as a training tool to orient staff, committee and Council members and the backup volunteers to the Town's role in emergency preparedness and the operation of the EOC. The appendices and annexes will provide a repository for all

documents relative to emergency operations that will be easily accessible on the Town's website.

**FISCAL IMPACT**

None.

**ATTACHMENTS**

1. Proposed Ordinance Amending Chapter 2.24 (Emergency Organization and Protection) of the Municipal Code
2. Proposed Ordinance Amending Chapter 2.24 Redlined
3. Resolution Adopting the 2017 Emergency Operations Plan
4. 2017 Emergency Operations Plan
5. Resolution relative to Workers' Compensation Benefits for Registered Disaster Service Worker Volunteers

**Approved by:** Jeremy Dennis, Town Manager



## ORDINANCE NUMBER \_\_\_\_\_

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF  
PORTOLA VALLEY AMENDING CHAPTER 2.24 [EMERGENCY  
ORGANIZATION AND PROTECTION] OF TITLE 2  
[ADMINISTRATION AND PERSONNEL] OF THE PORTOLA  
VALLEY MUNICIPAL CODE**

**WHEREAS**, the Town Council of the Town of Portola Valley last updated Chapter 2.24 [Emergency Organization and Protection] on September 19, 2014, to ensure compliance with the California's Office of Emergency Services (Cal OES) model ordinance, the California Emergency Services Act, and a statement related to the inclusion of people with disabilities and others with access and functional needs per the American Disabilities Act; and

**WHEREAS**, the Town Council desires to amend Chapter 2.24 to bring it into compliance with best and current practices; and

**WHEREAS**, the amendments include modifications to the duties of the Disaster Council and the Director of Emergency Services, the addition of specific job titles to register Disaster Service Worker volunteers and approve training activities when the Disaster Council is not in session, the addition of new members to the Disaster Council for planning and coordination, and updates to succession of both the Town Manager/Director of Emergency Services and the Town Council to follow best practices; and

**WHEREAS**, the Cal OES reviewed and provided comments on the proposed amendments as required for continued compliance and those comments were incorporated into the amendments presented to the Town Council for review and approval; and

**WHEREAS**, updating Chapter 2.24 [Emergency Organization and Protection] is a necessary step in the advance planning for the Town's emergency response in the event of a disaster.

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

1. AMENDMENT OF CODE. Chapter 2.24 [Emergency Organization and Protection] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby amended in its entirety to read as follows:

**Sections:**

**2.24.010 Purposes**  
**2.24.020 Definitions**

- 2.24.030 Inclusion**
- 2.24.040 Emergency Services Organization**
- 2.24.050 Disaster Council Membership**
- 2.24.060 Disaster Council Powers and Duties**
- 2.24.070 Emergency Operations Plan**
- 2.24.080 Director and Assistant Director of Emergency Services**
- 2.24.090 Powers and Duties of the Director and Assistant Director of Emergency Services**
- 2.24.100 Preservation of Local Government during an Emergency—Succession**
- 2.24.110 Violations—Penalty**
- 2.24.120 Expenditures**

#### **2.24.010 Purposes**

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons, property and environment within the Town in the event of an emergency, the direction of the emergency organization, and the coordination of the emergency functions with all other public agencies, corporations, organizations and affected private persons.

#### **2.24.020 Definitions**

A. “Disaster Council” is a public agency established by ordinance that is empowered to register and direct the activities of disaster service workers within the area of the county, or any part thereof. In this respect, the disaster council is acting as an instrument of the state in aid of carrying out general state government functions and policy with regard to disaster services. Counties, cities and counties and cities may create disaster councils by ordinance. A disaster council shall assist in developing and/or reviewing plans for meeting any condition constituting a local emergency, state of emergency or state of war emergency. Those plans shall provide for the effective mobilization of all of the resources within the political subdivision, both public and private. The disaster council shall supply a copy of any plans developed pursuant to this section to the California Office of Emergency Services (Cal OES).

B. “Emergency” as used in this chapter, means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons, property and environment within or affecting the Town caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the Governor’s warning of an earthquake or volcanic prediction, or other conditions including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities, requiring the combined forces of other political subdivisions to combat.

C. “Emergency services” mean the preparation and carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to

prevent, minimize, and repair injury and damage resulting from disaster. It shall not include preparation for any conditions relating to a labor controversy.

D. "Local emergency" means the duly proclaimed, actual or threatened, existence of conditions of disaster or of extreme peril to the safety of persons, property and environment, within or affecting the territorial limits of the Town, caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the Governor's warning of an earthquake or volcanic prediction, or other conditions including conditions resulting from war or imminent threat of war, which are, or are likely to be, beyond the control of Town services, personnel, equipment and facilities and requiring the combined forces of other public agencies to combat. "Local emergency" does not include, nor does any provision of this chapter apply to, any conditions resulting from a labor controversy.

E. "State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons, property, and environment within or affecting the State caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the Governor's warning of an earthquake or volcanic prediction, or other conditions, which conditions, by reason of their magnitude, are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat. "State of emergency" does not include, nor does any provision of this chapter apply to, any conditions resulting from a labor controversy or conditions causing a "state of war emergency.

F. "State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or Nation is attacked by an enemy of the United States or upon receipt by a state of a warning from the Federal government indicating that such an enemy attack is probable or imminent.

#### **2.24.030 Inclusion**

In accordance with Title II of the Americans with Disabilities Act (ADA), an integrated approach to emergency planning shall be taken to provide people with disabilities and others with access and functional needs the same opportunities to benefit from emergency programs, information, facilities, services and activities as people without disabilities.

#### **2.24.040 Emergency Services Organization**

All officers and employees, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.24.090(E)(3) of this chapter, be charged with duties incident to

the protection of life, property and environment during such emergency, shall constitute the emergency organization of the Town of Portola Valley.

#### **2.24.050 Disaster Council Membership**

The Portola Valley Disaster Council shall consist of the following:

1. The Director of Emergency Services, who is the Town Manager, who shall be chair.
2. The Public Works Director who shall be the vice chair.
3. The Planning Director.
4. The Mayor, or as an alternate, the Vice Mayor, who shall be the liaison.
5. The Assistant Director of Emergency Services (as appointed by Town Manager).
6. The Chair of the Emergency Preparedness Committee.
7. Such chiefs of emergency services as are provided for in a current emergency operations plan of this jurisdiction, adopted pursuant to this chapter.
8. Such representatives of volunteer, community based organizations, civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the Director with the advice and consent of the Town Council.

#### **2.24.60 Disaster Council Powers and Duties**

- A. It shall be the duty of the members of the Portola Valley Disaster Council, and ~~it is~~ they are hereby empowered, to engage in emergency response and recovery planning: to review and provide input on emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
- B. The Director of Emergency Services shall advise the Disaster Council with regard to the preparation and maintenance of the plan in whole or in part at times of a local emergency.
- C. The Disaster Council shall comply with the California Emergency Services Act and abide by the California Disaster and Civil Defense Master Mutual Aid Agreement.
- D. The Disaster Council, accredited by the State of California, is empowered to register and direct the activities of disaster service worker (DSW) volunteers within the sphere of influence of the Town including DSW volunteer training and planning to ensure compliance with current DSW regulations and guidelines.
  1. The Town Manager, Town Clerk, Assistant Director of Emergency Services, Emergency Preparedness Committee Chair or others as designated by the Town Manager shall also be the authorized to register DSW volunteers, review and approve DSW volunteer training activities and administer DSW volunteer programs as necessary when the Disaster Council is not in session.
- E. The Disaster Council agrees to follow established rules and regulations relating to the various classes of disaster service workers, scope of duties of each class, and manner of registration pursuant to the provisions of Government Code Section 8585.5.
- F. The Disaster Council shall meet at least once per year upon call of the chair or upon call of the vice chair (in the absence of the chair).

### **2.24.070 Emergency Operations Plan**

- A. The Town of Portola Valley has adopted the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as the preparedness, mitigation, response and recovery framework for the Emergency Operations Plan.
- B. The Director of Emergency Services shall be responsible for the development of the Emergency Operations Plan (EOP), and annexes as identified, which shall provide for the effective mobilization of all of the resources of this jurisdiction, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services and staff of the emergency organization. The plan shall also identify the sources of outside support which that might be provided (through mutual aid and specific statutory authorities) by other jurisdictions, State and Federal agencies, and the private sector.
- C. Such plan shall take effect upon adoption by resolution of the Town Council.
- D. The plan may be activated by any of the following Town representatives:
  - 1. Those listed in 2.24.090(F) under the Director of Emergency Services Order of Succession
  - 2. Any Town Staff member, volunteer or individual with required knowledge, training and authority to do so.

### **2.24.080 Director and Assistant Director of Emergency Services**

- A. There is hereby created the office of Director of Emergency Services. The Town Manager shall be the Director of Emergency Services.
- B. There is hereby created the office of Assistant Director of Emergency Services, who shall be appointed by the Director.

### **2.24.090 Powers and Duties of the Director and Assistant Director of Emergency Services**

- A. The Director of Emergency Services shall, and he/she is hereby empowered to, develop and recommend for adoption by the Town Council emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
- B. The Director of Emergency Services shall develop and maintain strategic emergency planning partnerships with other local agencies.
- C. The Director of Emergency Services or acting Director (if the Director is unavailable) is hereby empowered:
  - 1. To request the Town Council to proclaim the existence or threatened existence of a “local emergency” if the governing body is in session, or to issue such proclamation if the Town Council is not in session. Whenever a local emergency is proclaimed by the Director, the Town Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.
  - 2. To request that the Governor through appropriate channels proclaim a state of emergency when, in the opinion of the Director, or acting Director, the circumstances are beyond the Town’s capacity to adequately respond

- to or recover from an emergency.
3. To represent or provide representation of the Town in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.
  4. To control and direct the effort of this emergency organization for the accomplishment of the purposes of this chapter.
  5. To direct cooperation between and coordination of services and staff of this emergency organization; and resolve questions of authority and responsibility that may arise between them.
- D. The Assistant Director shall, under the supervision of the Director and with the assistance of Disaster Council representatives, prepare emergency plans and manage the emergency programs of this jurisdiction; and shall have such other powers and duties as may be assigned by the Director.
- E. In the event of the proclamation of a “local emergency” as herein provided, the proclamation of a “state of emergency” by the Governor or the Director of the California Office of Emergency Services, or the existence of a “state of war emergency,” the Director is hereby empowered to:
1. Make and issue rules and regulations on matters reasonably related to the protection of life, property and environment as affected by the emergency; provided, however, that the rules and regulations must be confirmed at the earliest practicable time by the Town Council;
  2. Obtain vital supplies, equipment and other properties found lacking and needed for the protection of the life, property and environment of the people, and bind the Town for the fair value thereof and if required immediately, to commandeer the same for public use;
  3. Require emergency services of any Town officer or employee and, in the event of the proclamation of a state of war emergency or a state of emergency by the Governor in the region in which this Town is located, to command the aid of as many members of this community as are deemed necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered disaster service workers;
  4. Requisition necessary personnel or material of any Town department or agency;
  5. Execute all ordinary power as Town Manager, all of the special powers conferred by this chapter or by resolution or emergency plan adopted pursuant hereto, and all powers conferred upon the Director by any statute, agreement approved by the Town Council, or by any other lawful authority.
- F. The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform duties during an emergency. The order of succession shall be:
1. The Public Works Director.
  2. The Planning Director.
  3. The Chair of the Emergency Preparedness Committee.

### **2.24.100 Preservation of Local Government during an Emergency—Succession**

In order to preserve local government during an emergency, the Town Council shall meet as soon as possible, ascertain the damage incurred as a result of the emergency, and fill vacancies with standby officers of the Council, as prescribed by California Government Code Sections 8635 through 8644. Standby officers of the Council are the former members of the Council, beginning with the immediate past Council members, by seniority, and then to prior years, beginning with the most recent. Questions regarding the availability of Council members shall be decided by the remaining available members of said body.

### **2.24.110 Violations—Penalty**

- A. Any person, firm or corporation violating any of the provisions of this chapter is guilty of a misdemeanor, and each such person, firm, or corporation is guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed, continued or permitted, and upon conviction of any such violation such person, firm, or corporation shall be punishable by a fine of not more than one thousand dollars (\$1,000.00), or by imprisonment for not more than six (6) months, or by both such fine and imprisonment.
- B. No person, firm, or corporation shall, during a period of emergency:
1. Willfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him or her by virtue of this chapter;
  2. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or imperil the lives, property or environment of inhabitants of this Town, or prevent, hinder or delay the defense or protection thereof;
  3. Wear, carry or display, without authority, any means of identification specified by any emergency agency of the State, County or Town.

### **2.24.120 Expenditures**

Any expenditures made in connection with such emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants, property and environment within the Town of Portola Valley.

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

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

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

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

**CHAPTER 2.24 – EMERGENCY ORGANIZATION AND PROTECTION****Sections:**

<b>2.24.010</b>	<b>Purposes</b>
<b>2.24.020</b>	<b>Definitions</b>
<b>2.24.030</b>	<b>Inclusion</b>
<b>2.24.040</b>	<b>Emergency Services Organization</b>
<b>2.24.050</b>	<b>Disaster Council Membership</b>
<b>2.24.060</b>	<b>Disaster Council Powers and Duties</b>
<b>2.24.070</b>	<b>Emergency Operations Plan</b>
<b>2.24.080</b>	<b>Director and Assistant Director of Emergency Services</b>
<b>2.24.090</b>	<b>Powers and Duties of the Director and Assistant Director of Emergency Services</b>
<b>2.24.100</b>	<b>Preservation of Local Government during an Emergency— Succession</b>
<b>2.24.110</b>	<b>Violations—Penalty</b>
<b>2.24.120</b>	<b>Expenditures</b>

**2.24.010 Purposes**

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons, property and environment within the Town in the event of an emergency, the direction of the emergency organization, and the coordination of the emergency functions with all other public agencies, corporations, organizations and affected private persons.

**2.24.020 Definitions**

**A.** “Disaster Council” is a public agency established by ordinance that is empowered to register and direct the activities of disaster service workers within the area of the county, or any part thereof. In this respect, the disaster council is acting as an instrument of the state in aid of carrying out general state government functions and policy with regard to disaster services. Counties, cities and counties and cities may create disaster councils by ordinance. A disaster council shall assist in developing and/or reviewing plans for meeting any condition constituting a local emergency, state of emergency or state of war emergency. Those plans shall provide for the effective mobilization of all of the resources within the political subdivision, both public and private. The disaster council shall supply a copy of any plans developed pursuant to this section to the California Office of Emergency Services (Cal OES).

**AB.** “Emergency” as used in this chapter, means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons, property and environment within or affecting the Town caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the Governor’s warning of an earthquake or volcanic prediction, or other conditions including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to

be beyond the control of the services, personnel, equipment, and facilities, requiring the combined forces of other political subdivisions to combat.

**BC.** “Emergency services” mean the preparation and carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from disaster. It shall not include preparation for any conditions relating to a labor controversy.

**CD.** “Local emergency” means the duly proclaimed, actual or threatened, existence of conditions of disaster or of extreme peril to the safety of persons, property and environment, within or affecting the territorial limits of the Town, caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the Governor’s warning of an earthquake or volcanic prediction, or other conditions including conditions resulting from war or imminent threat of war, which are, or are likely to be, beyond the control of Town services, personnel, equipment and facilities and requiring the combined forces of other public agencies to combat. “Local emergency” does not include, nor does any provision of this chapter apply to, any conditions resulting from a labor controversy.

**DE.** “State of emergency” means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons, property, and environment within or affecting the State caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the Governor’s warning of an earthquake or volcanic prediction, or other conditions, which conditions, by reason of their magnitude, are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat. “State of emergency” does not include, nor does any provision of this chapter apply to, any conditions resulting from a labor controversy or conditions causing a “state of war emergency.”

**EF.** “State of war emergency” means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or Nation is attacked by an enemy of the United States or upon receipt by a state of a warning from the Federal government indicating that such an enemy attack is probable or imminent.

#### **2.24.030 Inclusion**

In accordance with Title II of the Americans with Disabilities Act, an integrated approach to emergency planning shall be taken to provide people with disabilities and others with access and functional needs the same opportunities to benefit from emergency programs, information, facilities, services and activities as people without disabilities.

#### **2.24.040 Emergency Services Organization**

All officers and employees, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.24.090(E)(3) of this chapter, be charged with duties incident to the protection of life, property and environment during such emergency, shall constitute the emergency organization of the Town of Portola Valley.

#### **2.24.050 Disaster Council Membership**

The Portola Valley Disaster Council shall consist of the following:

1. The Director of Emergency Services, **who is the Town Manager**, who shall be chair.
2. The Public Works Director who shall be the vice chair.
3. The Planning Director.
4. The Mayor, or as an alternate, the Vice Mayor, who shall be the liaison.
5. The Assistant Director of Emergency Services **(as appointed by Town Manager)**.
6. **The Chair of the Emergency Preparedness Committee.**
7. Such chiefs of emergency services as are provided for in a current emergency operations plan of this jurisdiction, adopted pursuant to this chapter.
8. Such representatives of volunteer, community based organizations, civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the Director with the advice and consent of the Town Council.

#### **2.24.60 Disaster Council Powers and Duties**

- A. It shall be the duty **of the members** of the Portola Valley Disaster Council, and ~~it is they are~~ hereby empowered, to **engage in emergency response and recovery planning: to review and provide input on develop and recommend for adoption by the Town Council**, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
- B. The Director of Emergency Services shall advise the Disaster Council with regard to the preparation and maintenance of the plan in whole or in part at times of a local emergency.
- ~~C. The Disaster Council may provide direction on emergency response, planning and preparedness issues not mentioned above.~~
- ~~D. The Disaster Council shall develop and maintain strategic emergency planning partnerships with other local agencies.~~
- E. The Disaster Council shall comply with the California Emergency Services Act and abide by the California Disaster and Civil Defense Master Mutual Aid Agreement.
- F. The Disaster Council, accredited by the State of California, is empowered to register and direct the activities of disaster service worker (DSW) volunteers within the sphere of influence of the Town **including** DSW volunteer training and planning to ensure compliance with current DSW regulations and guidelines.
  1. **The Town Manager, Town Clerk, Assistant Director of Emergency Services, Emergency Preparedness Committee Chair or others as**

designated by the Town Manager shall also be the authorized to register DSW volunteers, review and approve DSW volunteer training activities and administer DSW volunteer programs as necessary when the Disaster Council is not in session.

G. The Disaster Council agrees to follow established rules and regulations relating to the various classes of disaster service workers, scope of duties of each class, and manner of registration pursuant to the provisions of Government Code Section 8585.5.

~~H. The Disaster Council will also serve as the Portola Valley Citizen Corps Council with the following additional responsibilities:~~

- ~~1. Approve DSW volunteer training and planning to ensure compliance with current DSW regulations and guidelines.~~
- ~~2. The Assistant Director of Emergency Services will coordinate CERT training and exercises with Woodside Fire Protection District County Fire District, Ham Radio training with the Portola Valley Emergency Preparedness Committee (EPC) and other DSW volunteer training, as identified.~~

~~H.~~ H. The Disaster Council shall meet **at least once per year** upon call of the chair or, upon call of the vice chair (in the absence of the chair).

#### **2.24.070 Emergency Operations Plan**

A. The Town of Portola Valley has adopted the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as the preparedness, mitigation, response and recovery framework for the Emergency Operations Plan.

B. The ~~Director of Emergency Services Portola Valley Disaster Council~~ shall be responsible for the development of the Emergency Operations Plan (EOP), and annexes as identified, which shall provide for the effective mobilization of all of the resources of this jurisdiction, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services and staff of the emergency organization. The plan shall also identify the sources of outside support **which that** might be provided (through mutual aid and specific statutory authorities) by other jurisdictions, State and Federal agencies, and the private sector.

C. Such plan shall take effect upon adoption by resolution of the Town Council.

~~D. The plan may be activated by any of the following Town representatives:~~

- ~~1. Those listed in 2.24.090 (F) under the Director of Emergency Services Order of Succession~~
- ~~2. Any Town Staff member, volunteer or individual with required knowledge, training and authority to do so.~~

#### **2.24.080 Director and Assistant Director of Emergency Services**

A. There is hereby created the office of Director of Emergency Services. The Town Manager shall be the Director of Emergency Services.

B. There is hereby created the office of Assistant Director of Emergency Services, who shall be appointed by the Director.

## 2.24.090 Powers and Duties of the Director and Assistant Director of Emergency Services

- A. The Director of Emergency Services shall, and he/she is hereby empowered to, develop and recommend for adoption by the Town Council emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
- B. The Director of Emergency Services shall develop and maintain strategic emergency planning partnerships with other local agencies.
- C. The Director of Emergency Services or acting Director (if the Director is unavailable) is hereby empowered:
1. To request the Town Council to proclaim the existence or threatened existence of a “local emergency” if the governing body is in session, or to issue such proclamation if the Town Council is not in session. Whenever a local emergency is proclaimed by the Director, the Town Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.
  2. To request that the Governor through appropriate channels proclaim a state of emergency when, in the opinion of the Director, or acting Director, the ~~resources of the Town are inadequate to cope with an emergency.~~ circumstances are beyond the Town’s capacity to adequately respond to or recover from an emergency.
  3. To represent or provide representation of the Town in all dealings with public or private agencies ~~pertaining to civil preparedness in the event of an emergency~~ on matters pertaining to emergencies as defined herein.
  4. To control and direct the effort of this emergency organization for the accomplishment of the purposes of this chapter.
  5. To direct cooperation between and coordination of services and staff of this emergency organization; and resolve questions of authority and responsibility that may arise between them.
- D. The Assistant Director shall, under the supervision of the Director and with the assistance of Disaster Council representatives, prepare emergency plans and manage the emergency programs of this jurisdiction; and shall have such other powers and duties as may be assigned by the Director.
- E. In the event of the proclamation of a “local emergency” as herein provided, the proclamation of a “state of emergency” by the Governor or the **Secretary Director** of the California Office of Emergency Services, or the existence of a “state of war emergency,” the Director is hereby empowered to:
1. Make and issue rules and regulations on matters reasonably related to the protection of life, property and environment as affected by the emergency; provided, however, that the rules and regulations must be confirmed at the earliest practicable time by the Town Council;
  2. Obtain vital supplies, equipment and other properties found lacking and needed for the protection of the life, property and environment of the people, and bind the Town for the fair value thereof and if required immediately, to commandeer the same for public use;
  3. Require emergency services of any Town officer or employee and, in the

event of the proclamation of a state of war emergency or a state of emergency by the Governor in the region in which this Town is located, to command the aid of as many members of this community as are deemed necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered disaster service workers;

4. Requisition necessary personnel or material of any Town department or agency;
  5. Execute all ordinary power as Town Manager, all of the special powers conferred by this chapter or by resolution or emergency plan adopted pursuant hereto, and all powers conferred upon the Director by any statute, agreement approved by the Town Council, or by any other lawful authority.
- F. The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform duties during an emergency. The order of succession shall be:
1. The Public Works Director.
  2. The Planning Director.
  - ~~3. The Chair of the Emergency Preparedness Committee Administrative Services Director.~~
  - ~~4. The San Mateo County Sheriff's Office lieutenant for Portola Valley.~~
  - ~~5. The San Mateo County Sheriff's Office captain for South County.~~
  - ~~6. The Mayor.~~
  - ~~7. The Vice Mayor.~~
  - ~~8. The most recent past Mayor currently serving on the Council.~~
  - ~~9. The remaining Council Members in order of seniority.~~

#### **2.24.100 Preservation of Local Government during an Emergency—Succession**

In order to preserve local government during an emergency, the Town Council shall meet as soon as possible, ascertain the damage incurred as a result of the emergency, and fill vacancies with standby officers of the Council, as prescribed by California Government Code Sections 8635 through 8644. Standby officers of the Council are the former members of the Council, beginning with the immediate past Council members, by seniority, and then to prior years, beginning with the most recent. Questions regarding the availability of Council members shall be decided by the remaining available members of said body.

#### **2.24.110 Violations—Penalty**

- A. Any person, firm or corporation violating any of the provisions of this chapter is guilty of a misdemeanor, and each such person, firm, or corporation is guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed, continued or permitted, and upon conviction of any such violation such person, firm, or corporation shall be punishable by a fine of not more than one thousand dollars (\$1,000.00), or by imprisonment for not more than six (6) months, or by both such fine and imprisonment.

- B. No person, firm, or corporation shall, during a period of emergency:
1. Willfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him or her by virtue of this chapter;
  2. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or imperil the lives, property or environment of inhabitants of this Town, or prevent, hinder or delay the defense or protection thereof;
  3. Wear, carry or display, without authority, any means of identification specified by any emergency agency of the State, County or Town.

**2.24.120 Expenditures**

Any expenditures made in connection with such emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants, property and environment within the Town of Portola Valley.

**RESOLUTION NO. \_\_\_\_\_-2017**

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY ADOPTING THE 2017  
EMERGENCY OPERATIONS PLAN**

**WHEREAS**, the citizens of Portola Valley may be exposed to serious risks as a result of our natural and industrial environment; and

**WHEREAS**, the Town of Portola Valley is responsible for the preparation and carrying out of plans, and training regarding those plans, for the protection of persons, property, the environment, as well as recovery, within the Town in the event of a disaster; and

**WHEREAS**, in order to minimize loss of life, property, or environmental damage, resulting from a disaster such as an earthquake, epidemic, fire, flood, plant or animal infestation or disease, severe weather, technological interruption, and more, the Town of Portola Valley has prepared this Emergency Operations Plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in times of disasters, and to expedite recovery operations; and

**WHEREAS**, the Town of Portola Valley adopted the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as the preparedness, mitigation, response and recovery framework for the Emergency Operations Plan on September 24, 2014 in Ordinance 2014-404; and

**WHEREAS**, this Emergency Operations Plan is based on a template provided by the San Mateo County Office of Emergency Operations and reflects the emergency organization, terminology, procedures, and training mandated by SEMS as well as the five major SEMS functions: Management, Finance/Administration, Logistics, Operations, and Planning/Intelligence; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Portola Valley hereby adopts the Emergency Operations Plan dated January 2017.

**PASSED AND ADOPTED** this 11<sup>th</sup> day of January, 2017.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

By: \_\_\_\_\_  
Craig Hughes, Mayor

ATTEST:

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

# Town of Portola Valley Emergency Operations Plan Draft - January 2017



## Basic Plan

County of San Mateo November 22, 2015 Edition, including  
Revisions as amended for use in Town of Portola Valley





Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028  
650-851-1700  
[www.portolavalley.net](http://www.portolavalley.net)



The original document template was provided by the San Mateo County Office of Emergency Services and has been edited by the staff of the Town of Portola Valley.

Adopted by the Town Council on \_\_\_\_\_

## TABLE OF CONTENTS

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1 - PURPOSE .....	1
2 - GOALS.....	1
3 - ASSUMPTIONS .....	1
4 - EXECUTIVE SUMMARY & EOC ACTIVATION QUICK GUIDE .....	3
5 - CONCEPT OF OPERATIONS .....	6
6 - EMERGENCY OPERATIONS PLAN, APPENDICES AND ANNEXES .....	9
7 - EMERGENCY MANAGEMENT ORGANIZATION .....	11
8 - SEMS, NIMS & ICS .....	13
9 - MUTUAL AID .....	18
10 - VOLUNTEER RESOURCES.....	22
11 - EMERGENCY OPERATIONS CENTER.....	23
12 - EOC POSITION DESCRIPTIONS & RESPONSIBILITIES .....	27
13 - EMERGENCY PROCLAMATIONS.....	31
14 - LEVELS OF DISASTER ASSISTANCE AND SUPPORTING INFORMATION .....	34
15 - CONTINUITY OF GOVERNMENT .....	36

APPENDICES & ANNEXES (CURRENT LIST AVAILABLE AT [WWW.PORTOLAVALLEY.NET/EOP](http://WWW.PORTOLAVALLEY.NET/EOP)):

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## 1 - PURPOSE

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This Emergency Operations Plan (EOP) establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations within the Town of Portola Valley during an extraordinary emergency or disaster. It provides a framework for understanding the emergency management structure including how and when the Emergency Operations Center (EOC) is activated. The EOP should be seen as the “starting point” for understanding the Town’s responsibilities related to emergency operations as well as the ordinances, policies and procedures that guide decision-making before, during, and after an emergency.

To be consistent with county, regional and state emergency management efforts, staff utilized a template provided by the County Office of Emergency Services to develop the Town’s draft EOP. The template was created by city and town emergency coordinators throughout the County in May 2015 and was accepted by the San Mateo County Emergency Services Council Joint Powers Authority and the San Mateo County Board of Supervisors. This EOP reflects nationally recognized best practices in an Emergency Operations Plan describing the emergency management phases in brief and incorporating annexes and appendices that contain the detailed actions needed based on the type of disaster. This EOP is also consistent with Homeland Security Presidential Directive (HSPS-5), the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), Incident Command System (ICS) requirements and the California Emergency Service Act.

## 2 - GOALS

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The preservation of life and property is the inherent responsibility and primary goal of the Town of Portola Valley Town Council and staff. The Town of Portola Valley has prepared this EOP to ensure that all efforts are made to prepare, prevent, mitigate, and respond to emergency events. To that end, the Town of Portola Valley commits to: the most effective and economical allocation of resources for the protection of the citizens and employees of Portola Valley in any emergency situation or disaster. The Town of Portola Valley will commit all available resources to achieve these overarching goals in an emergency or major disaster:

- Provide effective life safety measures and reduce property loss and damage to the environment.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.

## 3 - ASSUMPTIONS

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This policies and procedures outlined in this EOP are based on the following assumptions.

- The Town of Portola Valley is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property and the environment.
- The Town Portola Valley and special districts will participate in the San Mateo County Operational Area (SMOA).

- The Town of Portola Valley will utilize Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) in emergency response and management of operations.
- The resources of the Town of Portola Valley will be made available to local agencies and citizens to cope with disasters affecting this area.
- The Town of Portola Valley will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when resource requirements exceed the Town of Portola Valley's ability to meet them.
- Following a major disaster or catastrophic incident, the Town of Portola Valley may have to rely on its own resources to be self-sustaining for up to two weeks.
- Maintaining the EOP and providing opportunities for stakeholders (staff, Emergency Preparedness Committee members, first responders, and emergency management officials, etc.) to exercise the plan can improve readiness to respond to incidents.

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## 4 - EXECUTIVE SUMMARY & EOC ACTIVATION QUICK GUIDE

### Introduction

The Town of Portola Valley Emergency Operations Plan (EOP) describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. The EOP facilitates response and short-term recovery activities (which set the stage for successful long-term recovery). It drives decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. The EOP is flexible enough for use in all emergencies. It also describes the purpose of the plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. Appendices and annexes support the EOP and include EOC Checklists, hazard specific annexes, and emergency contact information. The EOP identifies pre-designated jurisdictional and/or functional area representatives to the EOC Emergency Response Team to facilitate responsive and collaborative incident management. This EOP is a preparedness document - designed to be read, understood, and exercised prior to an emergency. Each Town department is responsible for insuring the preparation and maintenance of appropriate and current Standard Operating Procedures (SOPs), appendices and annexes that support the Town of Portola Valley EOP. Below is a quick guide on when and how to activate and operate the EOC.

### Town of Portola Valley EOC Location

**Primary EOC Location:** Town Hall, 765 Portola Road, Portola Valley, CA 94028

Alternate EOC location if situation requires it (list of situations on page 23):

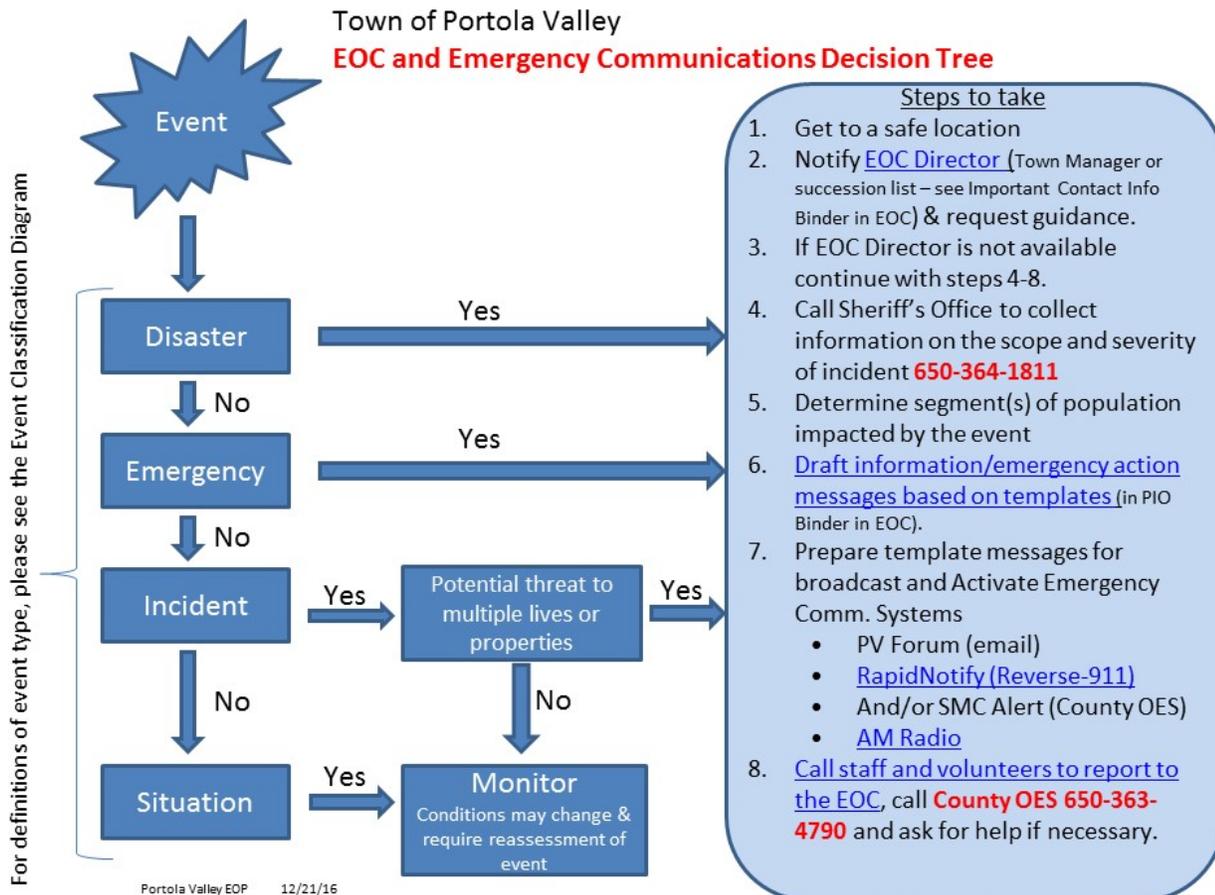
Woodside Priory School, 302 Portola Road, Portola Valley, CA 94028

The EOC Director, or their representative, in consultation with personnel commanding an incident that may impact the EOC site, is responsible for determining if or when re-location of the EOC is necessary.

### When to Activate the EOC

The EOC is activated when the Town needs emergency support. Activation may involve partial or full staffing, depending on the support required. Use the EOC and Emergency Communications Decision Tree in Exhibit 4-1 below to determine how to proceed.

EXHIBIT 4-1: EOC AND EMERGENCY COMMUNICATIONS DECISION TREE



**How to Activate the EOC**

- Notify the EOC Director (Town Manager or next position on succession list – see below. Contact info is in “Important Contact Info” Binder in EOC) and request guidance.
- Contact the Sheriff’s Office to get information on the scope and severity of the incident (650-364-1811).
- Contact staff and volunteers to report to the EOC (see “Important Contact info” Binder in EOC).
- Contact San Mateo County Office of Emergency Services and ask for help, if necessary (650-363-4790). Identify yourself and provide a callback confirmation phone number. Briefly describe the emergency/disaster situation causing the request.
- If potential threat to multiple lives or properties, prepare template messages for broadcast and activate emergency communications systems (refer to PIO Binder in EOC).

**EOC Activation Levels**

EOC activation levels and procedures are scalable based on the changing needs of an event. The EOC may be activated to Level 1 (Minimum Activation), Level 2 (Partial Activation) or Level 3 (Full Activation) according to the needs of the event. Exhibit 4-2 below defines the EOC activation levels.

EXHIBIT 4-2: EOC ACTIVATION LEVELS

Level	Operational Status	Description	Examples include, but are not limited to:
Level 1	Minimum Activation	Monitoring a situation (or potential situation), incident or event.	<ul style="list-style-type: none"> <li>▪ Storm Watch</li> <li>▪ Public Health notifications</li> <li>▪ Monitoring Potential Incidents</li> </ul>
Level 2	Partial Activation	Activate the EOC positions necessary to the management of the specific incident as needed.	<ul style="list-style-type: none"> <li>▪ Planned Events</li> <li>▪ Sheltering Incidents</li> <li>▪ Oil Spills</li> <li>▪ Local Emergencies</li> </ul>
Level 3	Full Activation	Full activation of the EOC. All staff positions are activated.	<ul style="list-style-type: none"> <li>▪ Catastrophic Earthquake</li> <li>▪ Tsunami</li> <li>▪ Significant Mass Casualty Incident</li> <li>▪ Major Wildland Fire</li> <li>▪ Other events as required</li> </ul>

**Who Can Activate the EOC**

As outlined in the Town’s Emergency Organization and Protection Ordinance, the following individuals, either acting as the Director of Emergency Services or on behalf of the Director of Emergency Services, or their appointed representatives (as referenced in Continuity of Government Lines of Succession), are authorized to activate the EOC, in this order of succession:

- Town Manager
- Public Works Director
- Planning Director
- Chair of Emergency Preparedness Committee
- Any individual with the knowledge, training and authority to activate the EOC

Given the isolated nature of Portola Valley, and the belief that a major emergency may occur when Town staff is not at work, trained residents may be the first to staff the EOC. In the event that none of the above individuals can be contacted during an emergency/disaster, the first individual to arrive at the EOC with the required knowledge, training and authority to activate it shall do so.

## 5 - CONCEPT OF OPERATIONS

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The emergency management organization in the Town of Portola Valley will identify potential threats to life, property and the environment, and develop plans and procedures to protect, prevent and mitigate those assets from potential hazards. This organization will create, develop, and support the tools and structure for emergency response and recovery activities, which will be validated by actual response or exercises. The goal is to maintain a robust emergency management organization with strong collaborative ties among local government, community-based organizations and volunteers, public service agencies, and the private sector under SEMS/NIMS. Four emergency management phases indicated below often categorizes actions. However, not every disaster necessarily includes all indicated phases.

### Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. Preventative actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. Members of the emergency management organization should prepare Standard Operating Procedures (SOPs), and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and execution of procedures.

The SOPs for the EOC encompass: activation and deactivation procedures; EOC position roles and responsibilities; the EOC Action Planning process; and the methods and systems utilized for incident information management and communication. All components of the EOC SOPs will be detailed in a separate EOC Checklist Appendix. This appendix will include the following elements:

- EOC Start-Up Instructions
- EOC Position Checklists
- EOC Action Planning Procedures
- EOC Management Software Instructions
- EOC Communications Systems Instructions
- EOC Deactivation Instructions

### *Training and Exercises*

The Town of Portola Valley will inform Town departments of training opportunities associated with emergency management. Those with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities. Based on the limited number of Town staff, Portola Valley's internal training will focus on individual preparedness (i.e., Independent Study courses offered by FEMA), focused training developed by San Mateo County Office of Emergency Services (SMC OES) for specific functions, and tabletop exercises.

Portola Valley will participate to the extent possible with training opportunities (especially larger scale exercises) offered by SMC OES. Exercises are the best method to validate plans, and to train emergency personnel. Exercises allow emergency personnel to become familiar with the procedures, facilities and systems that they will actually use in emergency situations. Exercises offered by SMC OES are anticipated to be Homeland Security Exercise and Evaluation Program (HSEEP) compliant and conducted on a regular basis to

maintain readiness. Exercises should include as many town staff as possible. It is also anticipated that SMC OES will document Operation Area exercises by conducting a critique, and using the information obtained from the critique to complete an After Action Report and Improvement Plan (AAR-IP). The Town will utilize the AAR-IP to revise standard operating procedures as deemed necessary.

Portola Valley's annex to the San Mateo County Local Hazard Mitigation Plan (LHMP), along with the work of the Emergency Preparation Committee (EPC), shall assist in the understanding of the types of potential emergencies faced by the Town, and preparation activities for those emergencies.

## Response Phase

### *Pre-Emergency*

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Alerting necessary agencies, placing critical resources and personnel on stand-by
- Evacuation of threatened populations to safe areas
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented
- Identifying the need for mutual aid
- Proclamation of a Local Emergency by local authorities

### *Emergency Response*

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector. Responsibilities of the emergency management organization during this phase include:

- Maintaining overall coordination/support of emergency response and recovery operations, including on scene incident management as required.
- Coordinating and liaising with appropriate federal, state, operational area and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establishing priorities and resolve conflicting demands for support.
- Preparing and disseminating emergency public information to alert, warn, and inform the public.
- Disseminating damage information and other essential data.

### *Prolonged Emergency*

In addition to continuing life and property protection operations, mass care, relocation, public information, situation analysis, status and damage assessment operations will be initiated.

## Recovery Phase

At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both short-term activities intended to return vital life-support systems to operation, and long-term activities designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.

The recovery period has major objectives that may overlap, including:

- Reinstatement of family and individuals' autonomy
- Provision of essential public services
- Permanent restoration of private and public property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts
- Coordination of state and federal, private and public assistance

As the immediate threat to life, property and the environment subsides, the rebuilding of Portola Valley will begin through various recovery activities. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Examples of recovery activities include:

- Restoring all utilities
- Establishing and staffing Local Assistance Centers (LACs) and Disaster Assistance Centers (DACs)
- Applying for state and federal assistance programs
- Conducting hazard mitigation analysis
- Identifying residual hazards
- Determining recovery costs associated with response and recovery

### Prevention/Mitigation Phase

Preventing damage and losses from disaster includes those efforts known as mitigation activities. Mitigation efforts occur both before and following disastrous events. Post-disaster mitigation is part of the recovery process. Preventing, eliminating or reducing the impact of hazards that exist within the operational area and are a threat to life and property are part of the mitigation efforts.

Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)
- Structural measures
- Tax levee or abatements
- Public information and community relations
- Land use planning
- Studies and/or reports on local hazards

The prevention/mitigation phase is followed by the preparedness phase, and both of these phases are continuously occurring as part of the normal activities of the Town.

## 6 - EMERGENCY OPERATIONS PLAN, APPENDICES AND ANNEXES

### Emergency Operations Plan

The EOP Basic Plan provides the general framework based on an all-hazards planning model and is flexible enough for use in all emergencies. A complete EOP describes: the purpose of the plan; assumptions; Continuity of Operations (CONOPS); organization and assignment of responsibilities; administration and logistics; plan development and maintenance; and authorities and references.

The Basic Plan is supported by supplemental plans contained in the appendices and annexes to the EOP, which are described in more detail below. The appendices provide checklists, resources and references to carry out responsibilities in the EOC and the annexes outline operations related to specific functions (e.g., communications) and specific hazards (e.g., an earthquake).

A jurisdiction's EOP is a document that:

- Assigns responsibility to organizations and individuals for carrying out specific actions that exceed routine responsibility at projected times and places during an emergency
- Sets forth lines of authority and organizational relationships and shows how all actions will be coordinated
- Identifies personnel, equipment, facilities, supplies, and other resources available within the jurisdiction or by agreement with other jurisdictions
- Reconciles requirements with other jurisdictions.

### Appendices

Appendices to the EOP are the “nuts and bolts” of the Town’s emergency operations; they include, but are not limited to: the ordinances of emergency governance, EOC checklists, emergency contact information, County of San Mateo EOC Communications Directory, County of San Mateo Hazard Vulnerability Assessment and the County of San Mateo Local Hazard Mitigation Plan. Appendices provide the detailed instructions and resources that an organization or an individual needs to fulfill responsibilities and perform tasks assigned in the EOC. They will be attached to the EOP or published separately as deemed appropriate, and shall be updated as necessary.

### Annexes

While the Basic Plan provides information relevant to the EOP as a whole, annexes emphasize responsibilities, tasks, and operational actions that pertain to the function being covered (e.g., communications). The hazard-specific and functional annexes provide additional direction and guidance for specific operations within an incident.

#### *Hazard-Specific Annexes*

Hazard-specific annexes outline emergency response strategies applicable to a specific hazard (e.g. an earthquake). The content of a hazard-specific annex focuses on the special planning needs generated by the hazard and does not duplicate the information in the functional annex. The annex contains unique and regulatory response planning details that apply to a single hazard. It addresses the essential operational actions that must be accomplished to facilitate the successful completion of a particular response function. The Town of Portola Valley’s EOP will include in its hazard-specific annex EOC timelines developed by SMC OES.

*Functional Annexes*

Functional annexes are plans organized around the performance of a broad task; for example, restoration of emergency communications in San Mateo County during a disaster. Each functional annex focuses on one of the critical emergency functions that may be needed in response to an emergency. Functional annexes are oriented toward operations; their primary audience consists of those who perform the tasks in an emergency. They do not repeat general information contained in the Basic Plan.

The Town of Portola Valley's EOP relies on the Emergency Functions Annexes developed by SMC OES. The 17 Emergency Functions (EFs) outlined below facilitate planning and coordination prior to an incident and to achieve an effective emergency response and recovery. Details of each EF are included in EF Annexes to this plan and are published separately. Each EF outlines the various departments of the local jurisdiction, County, and/or regional agencies needed to perform the task and assigns an EF Coordinating agency, Primary Agencies and Supporting Agencies. The EF Coordinator is designated because they either have statutory responsibility or the prerequisite expertise and resources due to their programmatic or regulatory responsibilities. The EF Coordinator is responsible for all pre-incident planning and coordination to ensure that all EF agencies are prepared to provide resources and perform operational roles. EFs will be activated as needed to support actual or anticipated requirements and will provide representatives to the Town EOC as needed upon activation.

**EXHIBIT 6-1: EMERGENCY FUNCTIONS (EF)**

Emergency Functions (EF)	
EF-1	Transportation
EF-2	Communications
EF-3	Construction & Engineering
EF-4	Fire & Rescue
EF-5	Emergency Management
EF-6	Care & Shelter
EF-7	Resources
EF-8	Public Health & Medical
EF-9	Search & Rescue (merged into EF-4 & EF-13)
EF-10	Hazardous Materials
EF-11	Food & Agriculture
EF-12	Utilities
EF-13	Law Enforcement
EF-14	Long-Term Recovery
EF-15	External Affairs
EF-16	Evacuation (merged into EF-13)
EF-17	Volunteer & Donations Management

## 7 - EMERGENCY MANAGEMENT ORGANIZATION

There are many organizations and entities with overlapping jurisdiction involved in emergency management and preparedness. Below is an overview of the emergency management structure from the local to the state level and the Town of Portola Valley's role.

### Portola Valley Director of Emergency Services

The Director of Emergency Services (Town Manager) assumes the ultimate responsibility and authority for directing the Town of Portola Valley's emergency management organization (including emergency response and recovery). The Director of Emergency Services is responsible for implementing the Town of Portola Valley EOP.

The Director of Emergency Services is supported by other assigned Town staff and volunteers and has overall responsibility for the following:

- Organizing, staffing and operating the EOC
- Operating communications and warning systems
- Providing information and guidance to the public and elected officials
- Maintaining information on the status of resources, services, and operations
- Directing overall operations
- Obtaining support for the Town of Portola Valley and providing support to other jurisdictions as needed
- Identifying and analyzing potential hazards and recommending appropriate counter-measures
- Collecting, evaluating and disseminating damage assessment and other essential information
- Training for staff and volunteers in the EOC

### Portola Valley Disaster Council

A disaster council is a public agency established by ordinance that is empowered to register and direct the activities of disaster service worker volunteers. In this respect, the disaster council is acting as an instrument of the state in aid of carrying out general state government functions and policy with regard to disaster services. Counties and cities may create disaster councils by ordinance. A disaster council also assists in developing and/or reviewing plans for meeting any condition constituting a local emergency, state of emergency or state of war emergency. Those plans shall provide for the effective mobilization of all of the resources within the political subdivision, both public and private. Portola Valley's disaster council has been accredited by Cal OES and membership includes the Director of Emergency Services (Town Manager), Planning Director, Public Works Director, the Mayor, the Chair of the Emergency Preparedness Committee and other key emergency services representatives as appointed by the Director. The disaster council is required by State law to meet at least once per year.

### San Mateo County Operational Area (SMOA)

The "Operational Area" is an intermediate level of the state's emergency services organization, which is defined by State's Standardized Emergency Management System (SEMS) as the county and all political subdivisions located within the county, including special districts. The Operational Area coordinates information, resources, and priorities among local governments within the area and serves as the communication link between the local government level and the regional level. Governing bodies of the county

and the political subdivisions within the county make OA-level decisions. San Mateo County Sheriff's Office of Emergency Services (OES) manages information and coordinates resources for all local government within the "Operational Area," known as the San Mateo County Operational Area (SMOA).

### Emergency Services Council

The Emergency Services Council (ESC) is a Joint Powers Authority (JPA), which established the San Mateo County Operational Area (SMOA) Emergency Services Organization Authority, and is responsible for the collective goal to provide coordinated plans for the protection of persons and property based on the four phases of emergency management: mitigation, preparedness, response and recovery. They work in coordination with local government entities to review, approve, and recommend for adoption emergency and mutual aid plans and agreements, rules, ordinances, resolutions and regulations by the Board of Supervisors and other legislative agencies. Portola Valley is signatory to the JPA and has an assigned member on the ESC.

### San Mateo County Emergency Managers Association (SMC EMA)

The SMC EMA is made up of Emergency Managers/Representatives from cities/towns, county departments, special districts, and NGOs within the San Mateo County Operational Area for the purpose of supporting emergency management, training and exercise planning. This multipronged purpose is accomplished collaboratively with various partners, in order to identify existing needs, to develop strategies for programs and processes for all entities in the San Mateo County Operational Area. The SMC EMA meets monthly to ensure that the scope of emergency management functions that are coordinated and provided by the County meet the expectations of cities/towns. Portola Valley is a member of and participates in the SMC EMA.

### Mutual Aid Region Emergency Management

The San Mateo County Operational Area is part of the Mutual Aid Region II and the Coastal Administrative Region. The primary mission of Coastal Region's emergency management organization is to support operational area response and recovery operations and to coordinate non-law and non-fire and non-EMS Mutual Aid Regional response and recovery operations through the Regional EOC (REOC).

### State Emergency Management

The Governor, through California Office of Emergency Services (Cal OES) and its Mutual Aid Regions will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required.

## 8 - SEMS, NIMS & ICS

The Town of Portola Valley is responsible for emergency response within its geographic boundaries. The San Mateo County Office of Emergency Services (SMC OES) is responsible for emergency response within the geographic boundaries of the County (known as the San Mateo County Operational Area during a disaster). The California Emergency Services Act requires local jurisdictions to manage and coordinate emergency operations within its jurisdiction. During disasters, the Town of Portola Valley is required to coordinate emergency operations with San Mateo County Operational Area, OES Coastal Region and, in some instances, other Operational Area local governments. There are three systems in place to manage emergencies across multiple agencies, jurisdictions and public and private entities with a common objective for response:

- Standardized Emergency Management System (SEMS): California State emergency management system required for use by local governments to be eligible for State funding.
- National Incident Management System (NIMS): national standard for response and emergency management, based on SEMS; local governments are required to use NIMS to apply for federal preparedness grants.
- Incident Command System (ICS): a management tool that may be used for all hazards and all disciplines; includes positions used in both the field and in the EOC. The SEMS and NIMS systems are both based on ICS and are designed to facilitate the flow of communication and resources in a disaster.

SEMS, NIMS and ICS are applicable at all jurisdictional levels and across disciplines and can expand or contract as needed to support an incident of any size or complexity. The systems share a common terminology, set of roles and responsibilities and work together to improve

- the flow of information and resources
- coordination and cooperation between all responding agencies
- rapid mobilization, deployment and tracking of resources

Under SEMS and NIMS, the county has responsibilities at two levels: the field response and the local government levels. At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response. At the Town level, the designated EOC is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with the operational area.

### Standardized Emergency Management System (SEMS)

After the 1991 Oakland East Bay Hills Fire, State Senator Petris passed the Senate Bill 1841 (SB1841) introducing the Standardized Emergency Management System (SEMS). Since 1994, SEMS has been required by Government Code Section 8607(a) for managing response to multiagency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary: field response, local government, operational area, regional and state.

SEMS has been used throughout the State of California to manage and coordinate any emergency response involving more than one agency or jurisdiction. Local governments must use SEMS to be eligible for reimbursement of their personnel-related costs under state disaster assistance programs.

A local government under SEMS is a county, city/town, or special district. Special districts under SEMS are units of local government with authority or responsibility to own, operate or maintain a project (as defined in

California Code of Regulations §2900(s) for purposes of natural disaster assistance). This may include joint powers authority established under Section 6500 et seq. of the Code.

Cities/towns are responsible for emergency response within their boundaries, although some cities contract for some municipal services from other agencies. Portola Valley contracts with the Woodside Fire Protection District for fire department administration and with the San Mateo County Sheriff's Office for law enforcement.

Special districts are primarily responsible during emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations.

All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

### National Incident Management System (NIMS)

In response to the September 11, 2001 attacks on the World Trade Center in New York City, the Pentagon and Flight 93, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5). Released on February 28, 2003, HSPD-5 directed the Secretary of the Department of Homeland Security (DHS) to develop and administer a National Incident Management System (NIMS) based on the successful SEMS model. NIMS include the following components:

- Command and Management, including the Incident Command System (ICS)
- Communications and Information Management
- Preparedness
- Resource Management
- Supporting Technologies
- Joint Information System (JIS)
- NIMS Management and Maintenance

### Incident Command System (ICS)

ICS was developed in the 1970s following a series of catastrophic fires in California's urban interface. Property damage ran into the millions, and many people died or were injured. The personnel assigned to determine the causes of these outcomes studied the case histories and discovered that response problems could rarely be attributed to lack of resources or failure of tactics. Surprisingly, studies found that response problems were far more likely to result from inadequate management than from any other single reason. The Incident Command System:

- Is a standardized management tool for meeting the demands of small or large emergency or non-emergency situations
- Represents "best practices" and has become the standard for emergency management across the country
- May be used for planned events, natural disasters, and acts of terrorism
- Is a key feature of the National Incident Management System (NIMS)

The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government—Federal, State, local, and tribal—as well as by many private sector and non-governmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five essential functional areas: command, operations, planning, logistics, and finance and administration.

### Organization Flexibility – Modular Organization

The five essential ICS functional areas in SEMS and NIMS are identified as “sections” in the EOC. All other functions are organized as branches, groups or units within these sections. Only functional elements that are required to meet current objectives will be activated.

### Management of Personnel – Hierarchy of Command and Span-of-Control

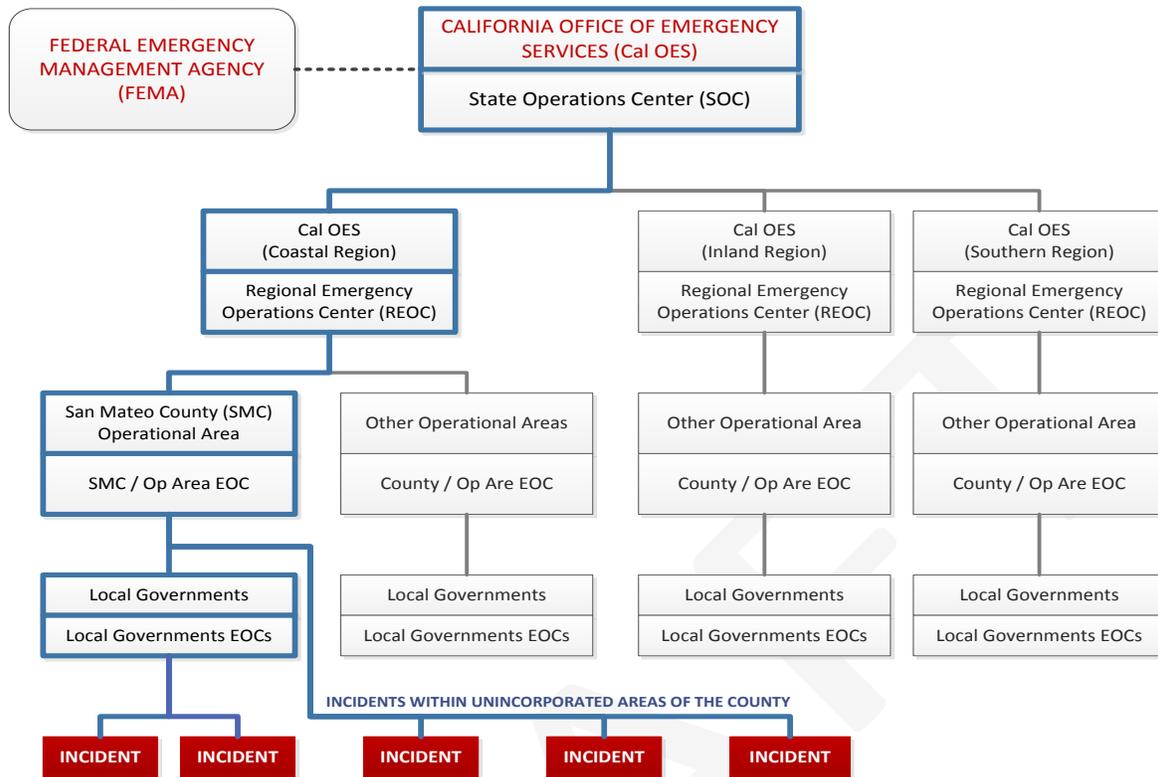
Management of personnel within the EOC will be accomplished through the assignment of Section Chiefs for Operations, Planning, Logistics, and Finance functions. Section Chiefs will report to the EOC Director. Span-of-Control will be maintained by dividing the EOC Sections into Branches and Units as needed.

### Multi-Agency or Inter-Agency Coordination

Multi-agency or inter-agency coordination is important for establishing priorities for response and allocating critical resources.

Strategies for handling multi-agency response problems need to be developed while jurisdictional and agencies’ objectives are not compromised. County departments, agencies including special districts, volunteer agencies and private organizations coordinate emergency response at the EOC. The Town of Portola Valley EOC functions as the Multi-Agency Coordination Center (MACC) for most disaster incidents and will facilitate liaisons from operational area, local, state, and federal agencies as needed. Coordination with agencies not represented in the EOC may be accomplished via various communications systems such as telephone, fax, radio and computer networks.

EXHIBIT 8-1: MULTI-AGENCY COORDINATION



Source: Cal OES

**EOC Action Plans**

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be attained and the steps required for achievement. Action plans give direction and provide a basis for measuring achievement of objectives and overall system performance in the EOC.

**Special District Involvement**

Special districts are defined as local governments in SEMS/NIMS. The emergency response role of special districts is generally focused on the return to normal services. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

Coordination and communications should be established among special districts that are involved in emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation.

Relationships among special districts, cities/towns, county government and the Operational Area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communication in emergencies.

When a special district is wholly contained within the city/town, the special district should have a liaison at the city/town EOC to provide direct support. An exception may occur when there are many special districts within the city/town. There are three special districts in Portola Valley:

- Midpeninsula Regional Open Space District
- West Bay Sanitary District
- Woodside Fire Protection District

Given that all three special districts cross municipal boundary lines and serve multiple communities, it is expected that during an emergency the special district will provide a liaison representative (if needed) to the EOC to facilitate coordination and communication with the various entities it serves.

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## 9 - MUTUAL AID

### Introduction

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided in the *California Emergency Services Act*. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements.

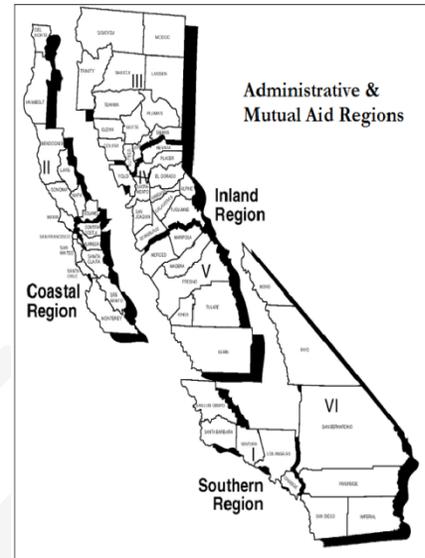


EXHIBIT 9-1

Source: Cal OES

### Mutual Aid System

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law enforcement, medical, coroner, building and safety, and public works. These systems work through local government, operational area, regional and state levels consistent with SEMS/NIMS (Exhibit 9-2, page 13). Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinate through federal agencies.

### Mutual Aid Regions

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The San Mateo Operational Area is within Region II. Each mutual aid region consists of designated counties. Region II is in the Coastal Administrative Region (Exhibit 9-2, page 13).

### Mutual Aid Coordinators

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels.

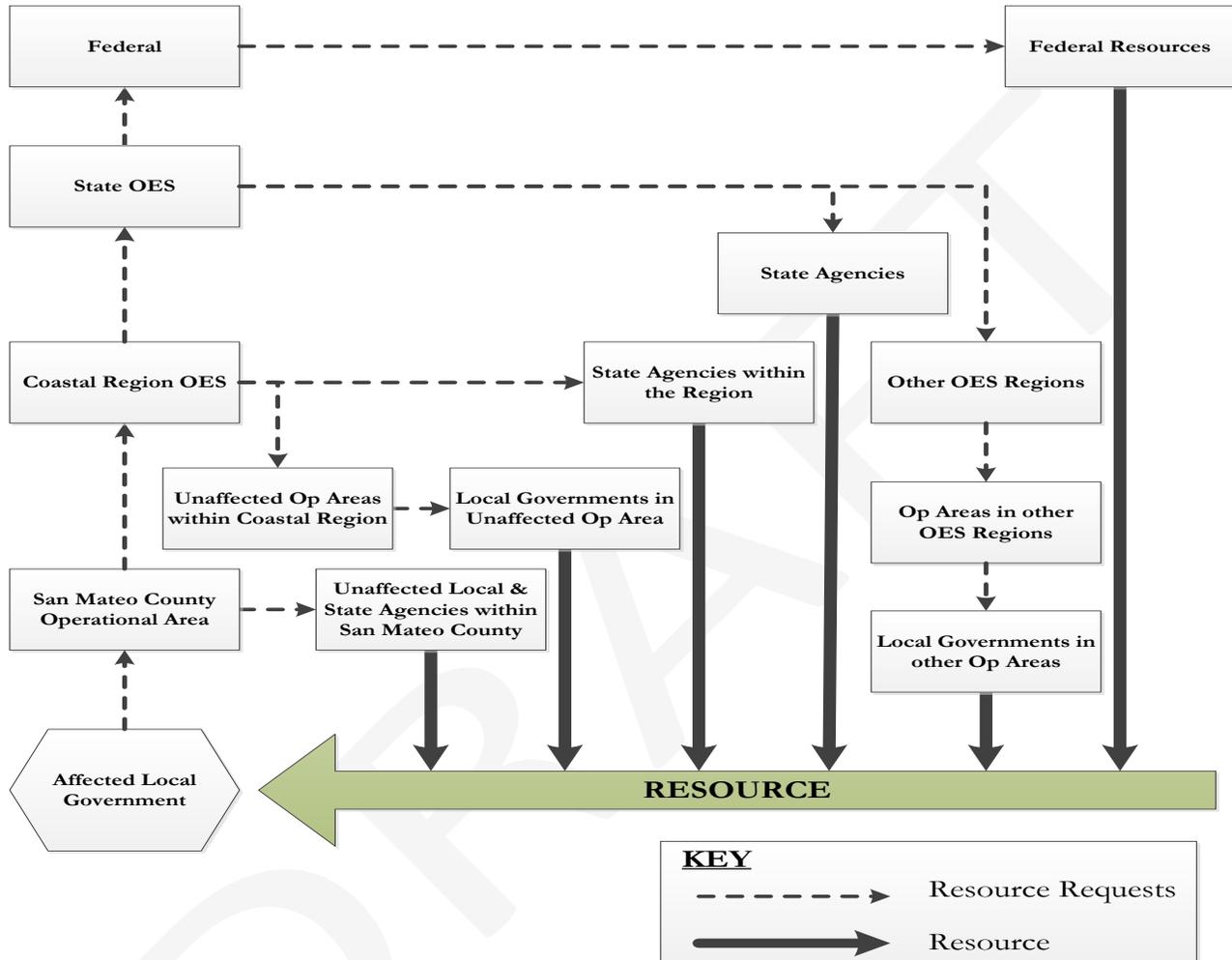
Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When EOCs are activated, all activated discipline-specific mutual aid systems should establish coordination and communications with the EOCs as follows:

- When a local EOC is activated, operational area mutual aid system representatives should be at the local EOC to facilitate coordination and information flow.
- When the OES Coastal Region EOC (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.
- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.
- Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

EXHIBIT 9-2 MUTUAL AID FLOW OF RESOURCE REQUESTS

Source

Mutual Aid Flow of Resource Requests



Cal OES

**Volunteer & Private Agencies in Mutual Aid**

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources.

Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

A liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

## Policies & Procedures

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement. During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.

Local cities/towns and special districts will make mutual aid requests through the Operational Area EOC. Requests should specify, at a minimum:

- Number and type of personnel needed
- Type and amount of equipment needed (including equipment operators if needed)
- Reporting time and location
- To whom forces should report
- Access routes
- Estimated duration of operations
- Risks and hazards following a major disaster
- San Mateo County OES can assist local governments with the preparation of reimbursement processes for response-related costs.

## Mutual Aid Authorities & References

Mutual aid assistance may be provided under one or more of the following authorities:

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides federal support to state and local disaster activities
- California Public Health and Medical Emergency Operations Manual (EOM)

## 10 - VOLUNTEER RESOURCES

In response to disaster, management of resources requires integration of material, as well as personnel, into the existing Emergency Management System of the County. Operational Area volunteer groups trained in emergency response can greatly enhance and supplement emergency response personnel. Jobs for all personnel assigned to emergency response must be trained, equipped, and aligned with a qualified organization.

Examples of existing, trained volunteers in San Mateo County include the following volunteer organizations:

### Community Emergency Response Team (CERT)

The CERT training program in San Mateo County are locally managed and is designed to educate people about disaster preparedness for hazards that may affect the area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.

Portola Valley is assisted by the Citizens Emergency Response and Preparedness Program (CERPP), which was established in 1997 to promote community-based disaster preparedness and response in the Woodside Fire Protection District. The district included the Towns of Woodside and Portola Valley and the surrounding unincorporated areas of Ladera, Vista Verde, Los Trancos Woods, and Emerald Lake. The district is divided into 25 CERPP divisions based loosely on natural geographical boundaries, major roads and pre-existing homeowners' associations. In a major emergency, CERPP will serve as the first line of information to the Town, providing on-the-ground information on the conditions of Town infrastructure and casualties.

### San Mateo County Sheriff's Office Volunteers

There are additional volunteer groups who contribute significantly during both disaster and non-disaster times. Volunteers may be called upon for their specialized training and professional skills in the following areas:

- Air Squadron
- Bay Area Mt Rescue Unit
- Cliff, Dive, & Marine Rescue
- Communications Unit
- Explorer Post 810 (Law Enforcement)
- Explorer Post 830 (Search & Rescue)
- Mounted Search & Rescue
- Reserve Deputy Sheriff
- Search & Rescue
- Sheriff's Volunteers in Policing

### Other Volunteer Programs in the Town of Portola Valley

There are additional volunteer groups who contribute significantly during both disaster and non-disaster times. Volunteers may be called upon for their specialized training and professional skills. The following groups have been identified as a resource in an emergency. In addition, the Director of Emergency Services has enlisted a core group of town residents to be trained as backups to the EOC should Town staff not be available and onsite to fulfill their assigned roles in the EOC. These volunteers will be registered and trained following the proper procedure for Disaster Service Workers.

- Emergency Preparedness Committee
- Public Works Committee
- Local medical professionals
- Portola Valley Amateur Radio Club

## 11 - EMERGENCY OPERATIONS CENTER

### Introduction

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the Town. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

An EOC provides a central location of authority and information gathering. It allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the Town of Portola Valley EOC:

- Coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to county, city/town, special district, state agencies, military, and federal agencies and political representatives.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Directing, controlling and coordinating, within established policy, the operational and logistical support of Town resources committed to the emergency.
- Maintaining contact and coordination with support to Disaster Operations Centers, other local government EOCs, and the Operational Area.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.
- In addition to the functions above, the Town's Emergency Preparedness Committee has provisioned the EOC to provide basic first aid, hydration support and sheltering.

### Town EOC Primary and Alternate Locations

Primary EOC Location: Town Hall, 765 Portola Road, Portola Valley, CA 94028

Alternate EOC location: Woodside Priory School, 302 Portola Road, Portola Valley, CA 94028

Relocation to the alternate EOC will be considered when any of, but not limited to the following situations are encountered:

- Primary EOC is in imminent threat.

- Structural or non-structural damage that make the building unsafe or uninhabitable.
- Loss of power, water, phone service or other utilities.
- Toxic or hazardous material releases in the building or neighborhood that would present a safety hazard to occupants.
- Significant security threat.
- EOC operations during a catastrophic disaster significantly exceed available space.

The EOC Director, or their representative, in consultation with personnel commanding an incident that may impact the EOC site, is responsible for determining if or when re-location of the EOC is necessary.

### When to Activate the EOC

The EOC is activated when city/town departments need emergency support. Activation may involve partial or full staffing, depending on the support required. According to SEMS Regulations (California Code of Regulations, Title 19, §2409 f), the EOC must activate and SEMS must be used when the following conditions exist:

- A city/town department requests activation of the OA EOC to support its emergency operations.
- The city/town has requested a Governor's Proclamation of a State of Emergency, as defined in the California Government Code §8558(b).
- Within the city/town:
  - The city/town is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement or EMS mutual aid; and
  - The city/town has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations, which are obtained through existing agreements such as fire or law enforcement or EMS mutual aid.

### Who Can Activate the EOC

As outlined in the Town's Emergency Organization and Protection Ordinance, the following individuals, either acting as the Director of Emergency Service or on behalf of the Director of Emergency Services, or their appointed representatives (as referenced in Continuity of Government Lines of Succession), are authorized to activate the EOC:

- Town Manager
- Public Works Director
- Planning Director
- Chair of Emergency Preparedness Committee
- Any individual with knowledge, training and authority to activate the EOC

Given the isolated nature of Portola Valley, and the belief that a major emergency may occur when Town staff is not at work, trained residents may be the first to staff the EOC. In the event that none of the above individuals can be contacted during an emergency/disaster, the first individual to arrive at the EOC with the required knowledge, training and authority to activate it shall do so.

## How to Activate the EOC

- Notify the EOC Director (Town Manager or succession list) and request guidance.
- Contact the Sheriff’s Office to get information on the scope and severity of the incident (650-364-1811).
- Contact staff and volunteers to report to the EOC.
- Contact SMC OES and ask for help, if necessary (650-363-4790). Identify yourself and provide a callback confirmation phone number. Briefly describe the emergency/disaster situation causing the request.
- If potential threat to multiple lives or properties, prepare template messages for broadcast and activate emergency communications systems.

## EOC Activation Levels

EOC activation levels and procedures are scalable based on the changing needs of an event. An activation level is defined as an organization’s readiness to carry out its mission during an emergency. The EOC may be activated to Level 1 (Minimum Activation), Level 2 (Partial Activation) or Level 3 (Full Activation) according to the needs of the event. Exhibit 2-4 below defines the EOC activation levels.

EXHIBIT 11-1 EOC ACTIVATION LEVELS

Level	Operational Status	Description	Examples include, but are not limited to:
Level 1	Minimum Activation	Monitoring a situation (or potential situation), incident or event.	<ul style="list-style-type: none"> <li>▪ Storm Watch</li> <li>▪ Public Health notifications</li> <li>▪ Monitoring Potential Incidents</li> </ul>
Level 2	Partial Activation	Activate the EOC positions necessary to the management of the specific incident as needed.	<ul style="list-style-type: none"> <li>▪ Planned Events</li> <li>▪ Sheltering Incidents</li> <li>▪ Oil Spills</li> <li>▪ Local Emergencies</li> </ul>
Level 3	Full Activation	Full activation of the EOC. All staff positions are activated.	<ul style="list-style-type: none"> <li>▪ Catastrophic Earthquake</li> <li>▪ Tsunami</li> <li>▪ Significant Mass Casualty Incident</li> <li>▪ Major Wildland Fire</li> <li>▪ Other events as required</li> </ul>

## EOC Deactivation Overview

The EOC will be deactivated or the activation level will be lowered as dictated by event needs. Deactivation or change in activation level may also occur as a result of a transition of the EOC mission from response to recovery. EOC activation status may be changed when determined appropriate by the following authorities:

- Policy Group
- EOC Management Team, and
- Lead Responding Departments

## EOC Coordination with Volunteer & Private Agencies

Portola Valley's EOC will generally be a focal point for coordination of response activities with many non-governmental agencies and should establish communication with private and volunteer agencies providing services within their jurisdiction.

Agencies that play key roles in the response should have representatives in the EOC. If an agency supports several functions and has only one representative in the EOC, the agency representative should be located in the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

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## 12 - EOC POSITION DESCRIPTIONS & RESPONSIBILITIES

### EOC Structure

SEMS regulations require local governments to provide five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization. Based on the limited number of Town staff and volunteers, it is highly unlikely that the EOC will be staffed to include all the positions listed in the organizational chart below; EOC functions will be staffed as necessary with available resources.

*Management* - Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

*Operations* - Responsible for coordinating all jurisdictional operations in support of emergency response through implementation of the EOC Action Plan.

*Planning/Intelligence* - Responsible for collecting, evaluating and disseminating information; assist in developing the Town's EOC Action Plan, After Action Report, and Corrective Action Report, in coordination with the EOC Emergency Services Coordinator.

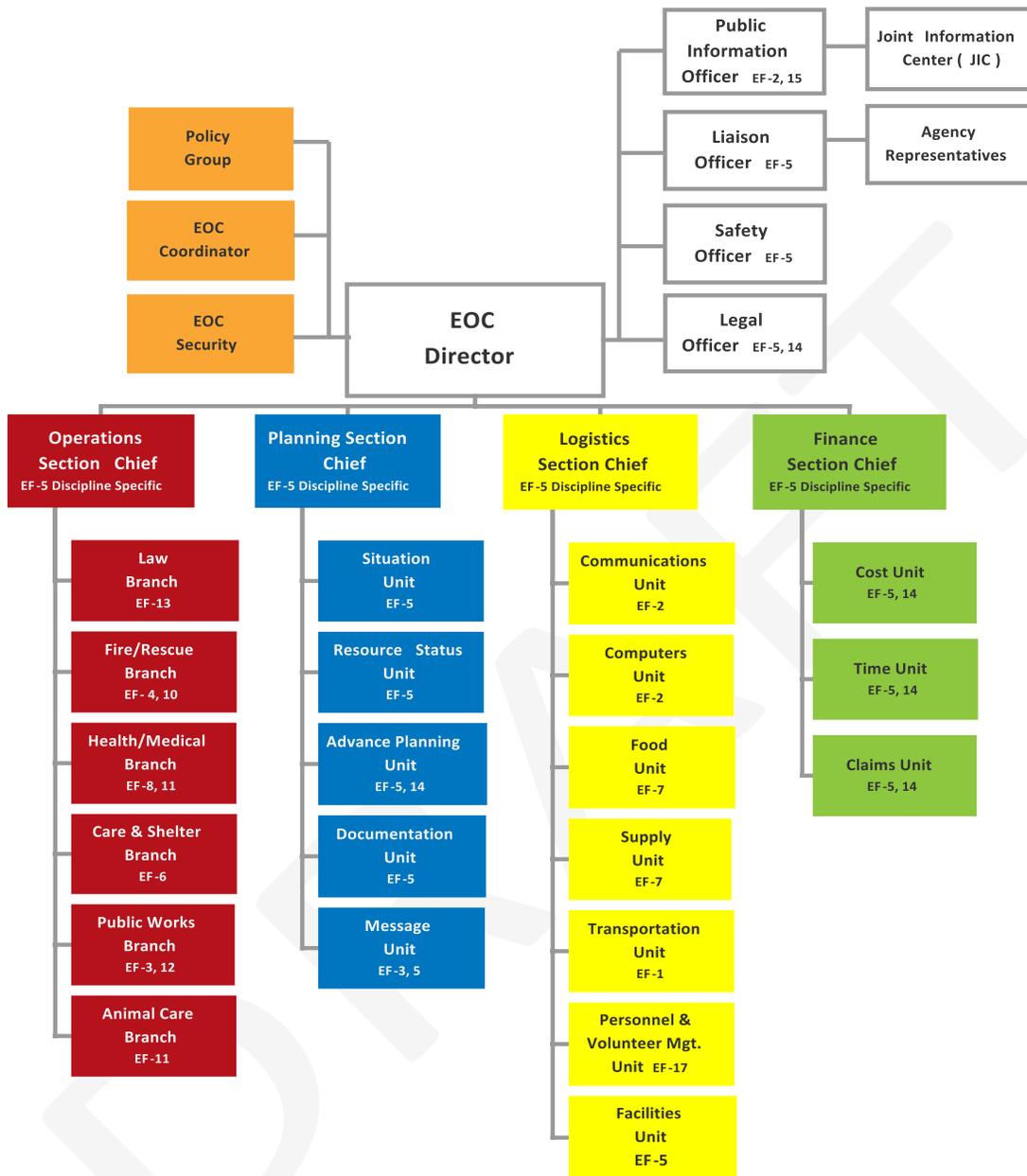
*Logistics* - Responsible for supporting operations, providing facilities, services, personnel, equipment and materials.

*Finance/Administration* - Responsible for financial activities and other administrative aspects.

The EOC organization may include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

Mutual Aid Assignments include the responsibility to liaise between the EOC and their respective agency/jurisdiction.

EXHIBIT 12-1, EOC ORGANIZATIONAL CHART



Emergency Functions (EF)			
EF #1	Transportation	EF #10	Hazardous Materials
EF #2	Communications	EF #11	Food and Agriculture
EF #3	Construction and Engineering	EF #12	Utilities
EF #4	Fire and Rescue	EF #13	Law Enforcement
EF #5	Emergency Management	EF #14	Long-Term Recovery
EF #6	Care and Shelter	EF #15	Public Information
EF #7	Resources	EF #17	Volunteer and Donations Management
EF #8	Public Health and Medical		

## Management Section

The Management Section is responsible for overall management and administration of the incident. Management also includes certain support staff functions to support the EOC Management function and the field command function.

- EOC Director
- EOC Coordinator
- Liaison Officer
- Safety Officer
- Public Information Officer
- Legal Officer
- Policy Group
- EOC Security

**EOC Director** - The EOC Director is responsible for directing city/town's response and recovery for any disaster or emergency. In Town of Portola Valley, the Town Manager is the primary EOC Director and may delegate this responsibility.

**EOC Coordinator** - The EOC Coordinator serves as a resource, and assists the EOC Director in the administration of the emergency response. In addition, the EOC Coordinator provides guidance to all other EOC staff in performing their responsibilities.

**Liaison Officer** - When an incident has a multi-agency or multi-jurisdictional response, the Liaison Officer provides and maintains coordination with outside agency representatives, local businesses and employers, the other Operational Area, Region EOC, Cal OES, and other political representatives.

**Safety Officer** - The Safety Officer acts as an advisor to the EOC Director. He or she watches over all aspects of the emergency organization to ensure the safety of all personnel. The Safety Officer is responsible for correcting unsafe operations and for working with all sections to protect the safety of all emergency services workers in the EOC.

**Public Information Officer** - The Public Information Officer (PIO) acts under the direction of the EOC Director and Emergency Services Coordinator and coordinates city/town and county public information activities. The PIO ensures that the media and citizens are fully informed on all aspects of the emergency. During regional events, the PIO will be the point of contact for the designated regional Joint Information Center (JIC).

**Legal Officer** - The Legal Officer is the Town Attorney or his or her designate. The Legal Officer provides advice to the EOC Director in all legal matters relating to the emergency. The Legal Officer assists the Director of Emergency Services and the EOC Director in declaring a local emergency and implementation of emergency powers.

**EOC Security Officer** - The EOC Security Officer is responsible for controlling personnel access to and from the EOC and other facilities as determined and in accordance with policies established by the EOC Director.

**EOC Policy Group** - The EOC Policy Group is an advisory body comprised of Town officials/department head chosen by the Town Manager. They may be part of the management team that will convene during an emergency or as necessary in or order to:

1. Advise and assist the Town Council on policy issues affecting the Town; and
2. Respond to requests for policy direction from the EOC

## Operations Section

The Operations Section is under the supervision of the Operations Section Chief who is in charge of all functions within the Operations Section. The Operations Section supports the Town of Portola Valley resources and coordinates mutual aid resources. In addition, the Operations Section is responsible for coordinating with the Town field incident commanders. The following branches are in the Operations Section. Various Branches/Groups can be added as needed.

- Law Branch
- Fire/Rescue Branch
- Health/Medical Branch
- Animal Care Branch
- Public Works Branch
- Care and Shelter Branch

## Planning Section

The Planning Section is under the supervision of the Planning Section Chief. The duties and responsibilities of the Planning Section are to gather and analyze all data regarding the incident and the assigned resources. The Planning Section maintains an incident log, EOC display maps, and charts. The Planning Section is also responsible for preparing situation reports, assessing damage, conducting planning meetings, documenting all EOC activities, and assisting in the preparation of the Action Plan. The following units are established as necessary in the Planning Section:

- Situation Status Unit
- Resource Status Unit
- Advance Planning Unit
- Message Unit
- Documentation Unit

## Logistics Section

The Logistics Section is under the supervision of the Logistics Section Chief and provides all emergency support needs. The Logistics Section orders all resources, manages volunteer personnel, and provides communications, facilities, transportation, supplies, equipment, fuel, food, and shelter. The Logistics Section is made up of the following units:

- Personnel & Volunteer Mgmt. Unit
- Facilities Unit
- Supply Unit
- Food Unit
- Computer Unit
- Communications Unit
- Transportation Unit

## Finance Section

The Finance Section provides for the tracking of the time worked by all emergency personnel involved in the incident, provides cost analysis and projections, and records any and all injury claims for compensation. The Finance Section is managed by the Finance Section Chief. The Finance Section is made up of the following units:

- Cost Unit
- Time Keeping Unit
- Claims Unit

## 13 - EMERGENCY PROCLAMATIONS

A government or division of government (i.e., on a city/town, county, state) may declare that their area is in a state of emergency. The Town of Portola Valley is the primary local coordination agency for emergencies and disasters affecting residents, public infrastructure, and government operations in the town. A “local emergency” affecting the Town may be proclaimed when hazardous conditions cause significant damages or pose an imminent threat to people, property, and/or the environment. Proclaiming a local emergency can provide the Town a pathway to additional resources. Cities/towns may independently proclaim local emergencies, while county proclamations include all cities, regions, and special districts within the Operational Area. When the Town’s needs exceed the coordinated capacity of local response agencies, the California Governor’s Office of Emergency Services (Cal OES) is available to provide additional resources. When local and state resources are insufficient during a catastrophic disaster, the assistance of the Federal Emergency Management Agency (FEMA) may be requested to supplement available state resources, primarily during post-incident recovery.

### Local Emergency

Pursuant to Portola Valley Municipal Code §2.24.090, the Director of Emergency Services (or designee) may request the Town Council to proclaim the existence or threatened existence of a local emergency, or may issue such proclamation if the Town Council is not in session. As soon as possible after the declaration of a local emergency, the Director of Emergency Services shall advise the San Mateo County Office of Emergency Services (SMC OES) of the declaration. The Town Council must ratify a Local Emergency proclaimed within seven (7) days. The Town Council (i.e., governing body) must review the need to continue the proclamation at least every fourteen (14) days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

Incorporated cities/towns within the Operational Area may declare a local emergency as provided under their municipal code. The city/town shall advise the SMC OES of the declaration. The proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request that the Governor proclaim a State of Emergency, if necessary.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any Town officer or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies, equipment and other properties found lacking and, if required, immediately commandeer the same for public use.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. *(Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities)*

## State of Emergency

The Governor may proclaim a State of Emergency when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- The Governor is requested to do so by local authorities.
- The Governor finds that local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city/town and county, or city/town for outside assistance.
- The Governor shall, to the extent he deems necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The Governor may promulgate issue and enforce orders and regulations deemed necessary.
- The Governor can request additional assistance by asking for a Presidential declaration.

## State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply. In addition, all state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided in the Emergency Services Act.

## Declaration Recovery Process

The recovery effort usually follows these steps after a disaster occurs:

- Local government response to the local emergency, supplemented by neighboring local governments and volunteer agencies.
- The Local Government declares an Emergency Proclamation and the local EOC advises the Operational Area Director of OES, or designee, of the proclamation and, in turn, the Operational Area EOC advises the Cal OES Regional Administrator.
- If the local government and Operational Area are unable to adequately respond to the emergency, the local government may request state assistance under the California Emergency Services Act (ESA). The request should include a copy of the proclamation document and an Initial Damage Estimate (IDE).
- If necessary, a State Disaster Declaration is declared by the Governor, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery. The California Disaster Assistance Act (CDAA) funding may be made available to eligible applicants.
- If the disaster is large enough, the Governor will request federal assistance. FEMA coordinates with the State to conduct a Preliminary Damage Assessment (PDA) and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. The PDA also identifies any unmet needs that may require immediate attention.

- A PDA is made by local government to determine losses and recovery needs.
- FEMA evaluates the request and recommends an action to the White House based on the disaster, the local community and the State's ability to recover.
- The President approves the request for federal disaster funding or FEMA informs the governor it has been denied. This decision process could take a few hours or several weeks depending on the nature of the disaster.
- Recovery efforts begin in conjunction with federal, State and local agencies.

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## 14 - LEVELS OF DISASTER ASSISTANCE AND SUPPORTING INFORMATION

### Secretary's Concurrence

**Purpose:** The CDAA authorizes the Cal OES Secretary, at his or her discretion, to provide financial assistance to repair and restore damaged public facilities and infrastructure.

**Deadline:** Cal EMA must receive a request from local government within 10 days after the actual occurrence of a disaster (Govt. Code Section 8685.2).

**Supporting Information Required:** Local Emergency Proclamation, IDE, and a request from the Town Mayor or Administrative Officer, or County Board of Supervisors.

### Governor's Proclamation of State of Emergency

**Purpose:** Provides the Governor with powers authorized by the Emergency Services Act; may authorize the Cal OES Secretary to provide financial relief for emergency actions, restoration of public facilities and infrastructure, and hazard mitigation; prerequisite when requesting federal declaration of a major disaster or emergency.

**Deadline:** Cal OES must receive a request from local government within 10 days after the actual occurrence of a disaster (Govt. Code Section 8685.2).

**Supporting Information Required:** Local Emergency Proclamation, IDE, and a request from the Town Mayor or Administrative Officer, or County Board of Supervisors.

### Presidential Declaration of an Emergency

**Purpose:** Supports response activities of the federal, State and local government. Authorizes federal agencies to provide "essential" assistance including debris removal, temporary housing and the distribution of medicine, food, and other consumable supplies.

**Deadline:** Governor must request on behalf of local government within 5 days after the need for federal emergency assistance becomes apparent, but no longer than 30 days after the occurrence of the incident (Title 44 of the Code of Federal Regulation (44 CFR) Section 206.35(a)).

**Supporting Information Required:** All of the supporting information required above and, a Governor's Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state's emergency plan, information describing the state and local efforts, identification of the specific type and extent of federal emergency assistance needed.

### Presidential Declaration of a Major Disaster

**Purpose:** Supports response and recovery activities of the federal, state, and local government and disaster relief organizations. Authorizes implementation of some or all federal recovery programs including public assistance, individual assistance and hazard mitigation.

**Deadline:** Governor must request federal declaration of a major disaster within 30 days of the occurrence of the incident (44 CFR) Section 206.36(a).

Supporting Information Required: All of the supporting information required above and, a Governor’s Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state’s emergency plan, and identification of the specific type and extent of federal aid required.

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## 15 - CONTINUITY OF GOVERNMENT

### Purpose

A major disaster or an enemy attack could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained.

To this end, it is particularly essential that local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

### Responsibilities

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while others may provide additional resources upon request. A key aspect of this control is the ability to communicate official requests, situation reports, and emergency information throughout any disaster.

### Preservation of Local Government

Article 15 of the *California Emergency Services Act* (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to ensure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve.

### Lines of Succession for Officials Charged with Discharging Emergency Responsibilities

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Article 15, Section 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body.

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.

Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property
- Reconstitute itself and any subdivisions
- Perform functions in preserving law and order and furnishing local service

#### EXHIBIT 15-1, TOWN GOVERNMENT LINE OF SUCCESSION

Service/Department	Title/Position
Town Manager's Office	<ol style="list-style-type: none"> <li>1. Town Manager</li> <li>2. Planning Director</li> <li>3. Public Works Director</li> <li>4. Chair of Emergency Preparedness Committee</li> </ol>

### Essential Facilities-Alternate Government Facilities

In the event an alternate location is needed to perform the day-to-day governmental functions, staff will be notified to report to one of several identified governmental facility locations where those functions can be carried out.

### Preservation of Vital Records

In Portola Valley, the Town Clerk is responsible for the preservation of vital records. Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Re-establish normal governmental functions and protect the rights and interests of government: constitutions and charters, statutes and ordinances, court records, official proceedings and financial records.

Each department within the Town should identify, maintain and protect its own essential records.

### Disaster Service Workers (DSW)

The Disaster Service Worker (DSW) Volunteer Program was created as the result of legislation to provide workers' compensation benefits to registered Disaster Service Worker (DSW) volunteers who are injured while participating in authorized disaster-related activities, including pre-approved training. Disaster service, as defined for the Program, is designed to aid in the response and recovery phases in a disaster or emergency. It does not include the day-to-day emergency response activities typically associated with, for example, law enforcement, fire services or emergency medical services. The Program also provides limited immunity from liability.

### *Volunteer*

A disaster service worker volunteer is “...any natural person who is registered with an accredited disaster council...for the purpose of engaging in disaster service...without pay or other consideration.” (Lab. Code, § 3211.92(a)). Registered DSW volunteers are persons who chose to volunteer their time to assist a disaster or emergency services agency in carrying out the responsibilities of that agency. The person must:

- be officially registered with the accredited disaster council
- receive no pay or compensation, monetary or otherwise, for the service being provided.

### *Public Employee*

Disaster service workers also include public employees (Gov. Code, § 3101). Public employees may be activated by their supervisor to perform disaster services. An injured DSW public employee has benefits and liability protections through his/her employer. A public employee performing disaster work outside his/her regular job AND without pay, is eligible for program benefits (Lab. Code, § 3211.92(b)). Registration is required with the accredited disaster council, authorized designee, or Cal OES.

### *Impressed Into Service*

Disaster service worker also means “...any unregistered person impressed into service during a state of war emergency, state of emergency, or a local emergency by a person having authority to command the aid of the citizens in the execution of his or her duties.” (Lab. Code, § 3211.92(b)). Circumstances may occur when an emergency official (a fire fighter, law enforcement officer, or other public official having authority to command the aid of citizens to carry out assigned duties) requires the immediate assistance of another person who may not be a public employee or a registered volunteer. In such a time, that official can order a bystander to assist in an emergency situation. The bystander has just been impressed into service, and as such, is covered by worker’s compensation and has immunity from liability to the same degree as a registered DSW volunteer. Although rare, certain situations may warrant such action. The emergency official notates the impressed person’s name, address, and phone number at the incident scene. The impressed person is under the supervision of that official until released from duty.

### *Registration*

All DSW volunteers must be registered prior to engaging in official DSW activities. Disaster Service Worker volunteers are registered in order to:

- Assist advance disaster planning efforts by the emergency agency
- Assist in the dispatch and management of resources
- Facilitate administration of the loyalty oath, as required by law
- Protect the interests of volunteers who provide authorized disaster services to government agencies
- Provide documentation required for workers’ compensation coverage under the DSW Program

To be properly registered, the required information below must be on file with the Town Clerk. Each DSW volunteer must subscribe to the oath in order to be officially registered and to be eligible for workers’ compensation benefits (Gov. Code, § 3102(a)). The Town’s accredited disaster council may have volunteers subscribe to the oath by reading the oath printed on the DSW registration form and self-certifying, under penalty of perjury, in a manner consistent with California Civil Code section 2015.5.

*Limited Immunity from Liability*

Registered DSW volunteers, and unregistered persons duly impressed into service during a state of war emergency, state of emergency, or local emergency, who are complying with an order or performing authorized functions or duties, enjoy the same immunities as officers and employees of the state and its political subdivisions performing similar work for their respective entities. (Gov. Code, §§ 8657(a), 3101810 et seq., 820 et seq.; Civ. Code, § 1714.5(b); Cal. Code Regs., titl 19, §§ 2570.2, 2572.2; Volunteer Protection Act of 1997 (Pub.L. No. 105-19).) Therefore, if while performing his or her authorized duties, a DSW volunteer causes injury or property damage to a third party, he or she may be able to assert an immunity defense if sued by that third party for the injury or damage. Generally, immunity from liability will not apply in cases where acts are intentional, willful, grossly negligent, criminal, or outside the scope of permissible DSW activities.

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## RESOLUTION NO. \_\_\_\_\_-2017

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY RELATIVE TO WORKERS'  
COMPENSATION BENEFITS FOR REGISTERED DISASTER  
SERVICE WORKER VOLUNTEERS**

**WHEREAS**, Section 8585.5 of the California Government Code provides that the California Governor's Office of Emergency Services (Cal OES) shall establish by rule and regulation various classes of disaster service worker volunteers and the scope of the duties of each class. Cal OES shall also adopt rules and regulations prescribing the manner in which disaster service worker (DSW) volunteers of each class are to be registered. All of the rules and regulations shall be designed to facilitate the payment of workers' compensation; and

**WHEREAS**, Cal OES adopted rules and regulations establishing classes of DSW volunteers, the scope of duties of each class, and the manner of registration; and

**WHEREAS**, Section 8612 of the California Government Code provides that any disaster council that both agrees to follow the rules and regulations established by Cal OES pursuant to the provisions of Government Code Section 8585.5 and substantially complies with those rules and regulations shall be certified by the office. Upon that certification, and not before, the disaster council becomes an accredited disaster council; and

**WHEREAS**, the Town of Portola Valley has registered and will hereafter register DSW volunteers; and

**WHEREAS**, the Town of Portola Valley desires to become an "accredited disaster council" organization in order that injured DSW volunteers registered with it may benefit by the provisions of Chapter 10 of Division 4 of Part 1 of the Labor Code related to worker's compensation and insurance; and

**WHEREAS**, once adopted, this Resolution will supersede Resolution No. 996-1982 adopted on July 28, 1982.

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

1. To follow the rules and regulations established by Cal OES pursuant to the provisions of Government Code Section 8585.5.
2. The Clerk/Recorder is hereby instructed to send a certified copy hereof to Cal OES.

**PASSED AND ADOPTED** this 11<sup>th</sup> day of January, 2017.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By: \_\_\_\_\_  
Craig Hughes, Mayor

ATTEST:

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

Mail a certified copy to: California Governor's Office of Emergency Services  
Preparedness Branch  
3650 Schriever Avenue  
Mather, CA 95655

#8

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

#9

There are no written materials for Town Manager Report

## **TOWN COUNCIL WEEKLY DIGEST**

**Thursday – December 15, 2016**

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1. Agenda – Water Conservation – Monday, December 19, 2016
2. Agenda (Cancellation) – Planning Commission – Wednesday, December 21, 2016
3. Agenda (Cancellation) – ASCC – Monday, December 26, 2016
4. Agenda (Cancellation) – Conservation Committee – Tuesday, December 27, 2016
5. Agenda (Cancellation) – Parks & Recreation Committee – Monday, January 2, 2017
6. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, January 4, 2017
7. Agenda (Cancellation) – Planning Commission – January 4, 2017
8. Notice of Town Hall Closure – Friday, December 2, 2016 – Monday, January 2, 2017
9. Notice of Council Reorganization – Town of Portola Valley
10. Notice of Council Reorganization – Town of Atherton
11. Notice of Council Reorganization – City of Belmont
12. Notice of Council Reorganization – City of Brisbane
13. Notice of Council Reorganization – Town of Colma
14. Notice of Council Reorganization – City of Daly City
15. Notice of Council Reorganization – Town of Hillsborough
16. Notice of Council Reorganization – City of Menlo Park
17. Notice of Council Reorganization – City of Millbrae
18. Notice of Council Reorganization – City of Pacifica
19. Notice of Council Reorganization – City of San Carlos
20. Notice of Council Reorganization – City of San Mateo
21. Notice of Council Reorganization – Town of Woodside
22. Request for Re-appointment to HCD City Selection from San Carlos Councilmember Ron Collins (floor nomination)

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

1. Sustainable San Mateo County Twentieth Annual Indicators Report – Fall 2016
2. LABOR Newsletter – December 2016



**TOWN OF PORTOLA VALLEY**  
**Water Conservation Committee Meeting**  
**Monday, December 19, 2016 11 AM to 1 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 – December 5, 2016**
- 5. Old Business:**
  - a. Update from Maryann**
  - b. Update from Brandi**
  - c. Update on Work with Parks & Rec**
- 6. New Business:**
  - a. Communications with Town Manager, Jeremy Dennis**
  - b. Committee Organization for 2017**
  - c. Committee Goals for 2017**
- 7. Announcements**
- 8. Set Date and Topics for next meeting**
  - a. Monday, January 16<sup>th</sup> at 11:00 am**
- 9. Adjournment**



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission

**FROM:** CheyAnne Brown, Planning Technician

**DATE:** December 2, 2016

**RE:** Cancellation of Planning Commission Meetings

The regular meetings of the Planning Commission scheduled for Wednesday, December 7, 2016 and Wednesday, December 21, 2016 have been canceled. The Planning Commission will hold a special meeting on Thursday, December 15, 2016 at 7:00 p.m.

cc: Town Manager  
Town Council  
Planning Director

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

Date: December 2, 2016

CheyAnne Brown  
Planning Technician

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** ASCC

**FROM:** CheyAnne Brown, Planning Technician

**DATE:** December 16, 2016

**RE:** Cancellation of Architectural and Site Control (ASCC) Meeting

The regular meeting of the ASCC scheduled for Monday, December 26, 2016 and Monday, January 9, 2017, have both been canceled. The next regular meeting of the ASCC is scheduled for Monday, January 23, 2017 at 7:00 p.m.

cc: Town Manager  
Town Council  
Planning Director

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

Date: December 16, 2016

CheyAnne Brown  
Planning Technician

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**Town of Portola Valley  
Conservation Committee Meeting  
Notice of Cancellation  
Tuesday, December 27, 2016**

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**CONSERVATION COMMITTEE  
MEETING CANCELLATION NOTICE**

The regular meeting of the Conservation Committee scheduled for Tuesday, December 27, 2016 has been cancelled

The next regular meeting of the Conservation Committee is scheduled for Tuesday, January 24, 2017



Town of Portola Valley  
***Parks & Recreation Committee Meeting***  
Monday, January 2, 2017 – 7:30 pm  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

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**PARKS & RECREATION**  
**COMMITTEE MEETING**

**CANCELATION NOTICE**

The regular meeting of the Parks & Recreation Committee, scheduled for Monday, January 2, 2017 has been canceled.



**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
**Wednesday, January 4, 2017 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

**MEETING AGENDA**

1. Roll Call
2. Oral Communications
3. Approve minutes from November 2, 2016 meeting
4. Sheriff's Report –
  - 1) Accidents and Citations
  - 2) Updated requests for Law enforcement presence, as required for School and school crossing locations, Officer presence for 2016-17 school year.
5. Public Works Report:
6. Alpine Road Trail
  - 1) Report on meeting arranged with MROSD to discuss trail expansion within the former Woods property. Meeting was held Wednesday, November 16<sup>th</sup>, attended by Jeremy Dennis, Town Manager.
7. 2017 Outreach –
  - 1) Invitation for Committee proposals for events, and collaboration with other Town facilities (e.g. PV Library)
8. Matters Arising:
9. Time & Date for December 2016 meeting:  
Scheduled meeting is Wednesday, February 1, 2017, 8:15 am.
10. Adjournment



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission

**FROM:** CheyAnne Brown, Planning Technician

**DATE:** December 16, 2016

**RE:** Cancellation of Planning Commission Meeting

The regular meeting of the Planning Commission scheduled for Wednesday, January 4, 2017 has been canceled. The next regular meeting of the Planning Commission is scheduled for Wednesday, January 18, 2017 at 7:00 p.m.

cc: Town Manager  
Town Council  
Planning Director

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

Date: December 16, 2016

CheyAnne Brown  
Planning Technician

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*In recognition of the Holiday Season*

**PORTOLA VALLEY  
TOWN HALL  
WILL BE CLOSED**

*Friday, December 23<sup>rd</sup>, 2016  
through  
Monday, January 2<sup>nd</sup>, 2017*

*Town Hall will reopen on Tuesday, January 3<sup>rd</sup>, 2017*

*8:00 am - 5:00 pm*

*\*Closed from noon - 1:00 pm*

*In Case of Emergency: Sheriff's Office: 911*



# TOWN OF PORTOLA VALLEY

765 Portola Road, Portola Valley, CA 94028  
650.851.1700

## Notice of Town Council Reorganization

On December 14, 2016 the Town Council of the Town of Portola Valley reorganized as follows:

<u>Name</u>	<u>Term Expires</u>
Craig Hughes, Mayor	11/18
John Richards, Vice Mayor	11/18
Jeff Aalfs, Councilmember	11/20
Maryann Derwin, Councilmember	11/18
Ann Wengert, Councilmember	11/20

Sharon Hanlon  
Portola Valley Town Clerk



**Town of Atherton**  
Office of the City Clerk

91 Ashfield Road  
Atherton, California 94027  
Phone: (650) 752-0529  
Fax: (650) 614-1212

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**TOWN OF ATHERTON**  
**CITY COUNCIL NOTICE OF REORGANIZATION**

**NOTICE IS HEREBY GIVEN** that at a regular meeting of the City Council held on December 7, 2016, the Atherton City Council reorganized as follows:

Michael Lempres, Mayor

Cary Wiest, Vice Mayor

Rick DeGolia, Council Member

Elizabeth Lewis, Council Member

Bill Widmer, Council Member

City Council meetings are held on the third Wednesday of each month at 7:00 p.m. in the City Council Chamber located at 94 Ashfield Road, Atherton, California, 94027. **Please be reminded that City Council meetings are videotaped and uploaded to Atherton's YouTube channel at <http://www.youtube.com/townofatherton>**

DATED: 15<sup>th</sup> day of December, 2016

Theresa N. DellaSanta  
City Clerk



**December 14, 2016**

## **CITY OF BELMONT**

At a Regular Meeting of the City Council of December 13, 2016, the Belmont City Council selected a new Mayor and Vice Mayor for 2017, as follows:

<b><u>NAME</u></b>	<b><u>ELECTED TERM ENDS</u></b>
Charles Stone, Mayor	11/17
Doug Kim, Vice Mayor	11/19
Warren Lieberman, Councilmember	11/17
Davina Hurt, Councilmember	11/19
Eric Reed, Councilmember	11/17

Terri Cook, CMC  
Belmont City Clerk

**Distribution:**

San Mateo County Cities  
Board of Supervisors  
Local Legislators  
Regional Agencies  
Homeowners Associations  
School District  
Judi Greig (NDNU)  
League  
Newspapers  
Chamber



## **NOTICE OF CITY COUNCIL REORGANIZATION**

On December 8, 2016, the City Council of the City of Brisbane, California reorganized as follows:

**Mayor Lori S. Liu**

Mayoral & Council term expires December 2017;  
loriliu@ci.brisbane.ca.us

**Mayor Pro Tem W. Clarke Conway**

Mayor Pro Tem & Council term expires December 2017;  
cconway@ci.brisbane.ca.us

**Councilmember Madison Davis**

Council term expires December 2019; madisondavis@ci.brisbane.ca.us

**Councilmember Clifford R. Lentz**

Council term expires December 2017; cliffrentz@ci.brisbane.ca.us

**Councilmember Terry A. O'Connell**

Council term expires December 2019; terryoconnell@ci.brisbane.ca.us

Dated this 12<sup>th</sup> day of December, 2016

**Ingrid Padilla**

Interim City Clerk  
City of Brisbane

50 Park Place, Brisbane, CA 94005

[ipadilla@ci.brisbane.ca.us](mailto:ipadilla@ci.brisbane.ca.us)

(415) 508-2113



## NOTIFICATION OF THE COLMA CITY COUNCIL REORGANIZATION

At a special meeting, held on Tuesday, December 13, 2016, the Town of Colma City Council reorganized as follows:

**Helen Fisicaro**  
Mayor

**Raquel "Rae" Gonzalez**  
Vice Mayor

**Joanne F. del Rosario**  
Council Member

**John Irish Goodwin**  
Council Member

**Diana Colvin**  
Council Member

Attached is current contact information and term expiration information for the Council. If you have questions please call 650-997-8300.

Thank you.

*Caitlin Corley*

**Caitlin Corley**  
City Clerk

cc: San Mateo County Cities  
County Board of Supervisors  
Legislators  
Regional Agencies



# Town of Colma City Council Roster

*At a Special Meeting held on December 13, 2016 the Town of Colma City Council reorganized as follows:*

<b><u>Name &amp; Title</u></b>	<b><u>Term Expires</u></b>	<b><u>Contact Information</u></b>
Helen Fisicaro Mayor	11/2018	Direct: 650.997.8304 E-mail: <a href="mailto:helen.fisicaro@colma.ca.gov">helen.fisicaro@colma.ca.gov</a>
Raquel "Rae" Gonzalez Council Member	11/2020	Direct: 650.997.8305 E-mail: <a href="mailto:rae.gonzalez@colma.ca.gov">rae.gonzalez@colma.ca.gov</a>
Joanne F. del Rosario Council Member	11/2018	Direct: 650.997.8347 E-mail: <a href="mailto:joanne.delrosario@colma.ca.gov">joanne.delrosario@colma.ca.gov</a>
John Irish Goodwin Council Member	11/2020	Direct: 650.997.8316 Email: <a href="mailto:john.goodwin@colma.ca.gov">john.goodwin@colma.ca.gov</a>
Diana Colvin Council Member	11/2020	Direct: 650.997.8315 E-mail: <a href="mailto:diana.colvin@colma.ca.gov">diana.colvin@colma.ca.gov</a>



# CITY OF DALY CITY

333-90TH STREET

DALY CITY, CA 94015-1895

PHONE: (650) 991-8000

December 13, 2016

## **NOTICE OF CITY COUNCIL REORGANIZATION**

On December 12, 2016, the City Council of Daly City reorganized as follows:

Mayor	GLENN R. SYLVESTER
Vice Mayor	JUSLYN C. MANALO
Councilmember	RAYMOND A. BUENAVENTURA
Councilmember	JUDITH A. CHRISTENSEN
Councilmember	MICHAEL P. GUINGONA

### Distribution:

San Mateo County Board of Supervisors  
Honorable Edwin M. Lee  
ABAG  
All San Mateo County Cities  
CASA  
City/County Association of Governments (C/CAG)  
City Selection Committee  
Cow Palace  
Daly City/Colma Chamber of Commerce  
League of California Cities  
Local Assembly, Senatorial and Congressional Offices  
Metropolitan Transportation Commission  
National League of Cities  
United States Conference of Mayors



# TOWN OF HILLSBOROUGH

1600 Floribunda Avenue • Hillsborough, CA 94010

## Notice of City Council Reorganization

December 12, 2016

On December 12, 2016, the City Council of the Town of Hillsborough reorganized as follows:

		<u>Term Ends</u>
Mayor*	Marie Chuang	December 2018
Vice Mayor*	Shawn M. Christianson	December 2020
Councilmember	Jess E. Benton	December 2020
Councilmember	Laurence M. May	December 2018
Councilmember	Alvin L. Royse	December 2020

\* Mayor and Vice Mayor serve a one-year term

Miyuki Yokoyama  
City Clerk



December 14, 2016

## CITY OF MENLO PARK

### NOTIFICATION OF CITY COUNCIL REORGANIZATION

At a Regular Meeting of the City Council, held on December 13, 2016, the Menlo Park City Council reorganized as follows:

<b><u>NAME</u></b>	<b><u>TERM ENDS</u></b>
Kirsten Keith, Mayor (Mayor Pro Tem term ends 12/2017)	11/2018
Peter Ohtaki, Mayor Pro Tem (Mayor Pro Tem term ends 12/2017)	11/2018
Rich Cline, Councilmember	11/2018
Ray Mueller, Councilmember	11/2020
Catherine Carlton, Councilmember	11/2020

Pamela Aguilar, CMC  
Menlo Park City Clerk



**NOTICE OF REORGANIZATION  
MILLBRAE CITY COUNCIL**

**December 14, 2016**

At the December 13, 2016 City Council meeting, the Millbrae City Council reorganized as follows:

<u><b>NAME</b></u>	<u><b>TERM ENDS:</b></u>
Mayor Reuben D. Holober (Mayor term ends 12/2017)	November 2018
Vice Mayor Gina Papan	November 2020
Council Member Ann Schneider	November 2020
Council Member Wayne J. Lee	November 2020
Council Member Anne Oliva	November 2018

Angela Louis  
City Clerk

cc: San Mateo County Cities  
San Mateo County Board of Supervisors  
City Selection Committee  
Legislators  
Regional Agencies  
League of California Cities  
Millbrae School District  
Millbrae Chamber of Commerce  
Press Release



Scenic Pacifica  
Incorporated Nov. 22, 1957

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## CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506  
[www.cityofpacifica.org](http://www.cityofpacifica.org)

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**MAYOR**  
Mike O'Neill

**MAYOR PRO TEM**  
John Keener

**COUNCIL**  
Sue Digre  
Sue Vaterlaus  
Deirdre Martin

### **CITY OF PACIFICA REORGANIZATION OF THE CITY COUNCIL**

December 14, 2016

At a meeting of the City Council held on December 14, 2016  
the Pacifica City Council reorganized as follows:

**Mayor Mike O'Neill**

(Term as Mayor expires November 2017)  
(Full four year term expires 2018)

**Mayor pro Tem John Keener**

(Term as Mayor Pro Tem expires November 2017)  
(Full four year term expires 2018)

**Councilmember Sue Digre**

(Term Expires November 2018)

**Councilmember Sue Vaterlaus**

(Term expires November 2020)

**Councilmember Deirdre Martin**

(Term expires November 2020)

*Kathy O'Connell*

---

Kathy O'Connell, City Clerk

Distribution:  
San Mateo County cities  
Board of Supervisors  
County Recorder  
Local legislators  
Regional Agencies  
School Districts  
Newspapers (2)

# CITY OF SAN CARLOS

## CITY COUNCIL

BOB GRASSILLI, MAYOR  
MATT GROCOTT, VICE MAYOR  
RON COLLINS  
CAMERON JOHNSON  
MARK OLBERT



CITY CLERK  
600 ELM STREET  
SAN CARLOS, CALIFORNIA 94070-3085

TELEPHONE: (650) 802-4219  
FAX: (650) 595-6719

WEB: <http://www.cityofsancarlos.org>

## Notice of Reorganization of City Council

Notice is hereby given that at its Regular Meeting held on the 12<sup>th</sup> day of December, 2016, the City Council of the City of San Carlos reorganized as follows:

### **Bob Grassilli, Mayor**

(Elected Term Expires November 2017)

### **Matt Grocott, Vice Mayor**

(Elected Term Expires November 2017)

### **Ron Collins, Council Member**

(Elected Term Expires November 2019)

### **Cameron Johnson, Council Member**

(Elected Term Expires November 2017)

### **Mark Olbert, Council Member**

(Elected Term Expires November 2019)

Crystal Mui, CMC  
City Clerk



## NOTICE OF CITY COUNCIL REORGANIZATION

On December 5, 2016 the City Council of the City of San Mateo, California  
Reorganized as follows:

**Mayor David Lim**

Council term expires December 2017

[dlim@cityofsanmateo.org](mailto:dlim@cityofsanmateo.org)

**Deputy Mayor Rick Bonilla**

Council term expires December 2017

[rbonilla@cityofsanmateo.org](mailto:rbonilla@cityofsanmateo.org)

**Council Member Diane Papan**

Council term expires December 2019

[dpapan@cityofsanmateo.org](mailto:dpapan@cityofsanmateo.org)

**Council Member Maureen Freschet**

Council term expires December 2019

[mfreschet@cityofsanmateo.org](mailto:mfreschet@cityofsanmateo.org)

**Council Member Joe Goethals**

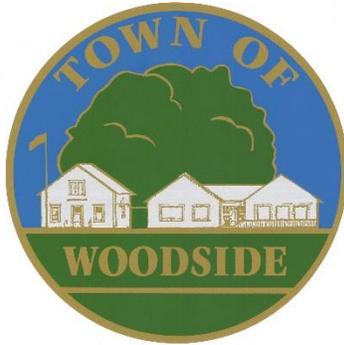
Council term expires December 2017

[jgoethals@cityofsanmateo.org](mailto:jgoethals@cityofsanmateo.org)

*Patrice M. Olds, MMC  
City Clerk*

Distribution:

San Mateo County Cities  
Board of Supervisors  
Local Legislators  
Regional Agencies  
Homeowners Associations  
School District  
League of California Cities  
Newspapers  
Chamber of Commerce



The Town of Woodside  
 P.O. Box 620005  
 2955 Woodside Road  
 Woodside, CA 94062  
 Phone: 650-851-6790  
 Fax: 650-851-2195

Email: [townhall@woodsidetown.org](mailto:townhall@woodsidetown.org)  
 Web: <http://www.woodsidetown.org/>

## NOTICE OF TOWN COUNCIL REORGANIZATION

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On Tuesday, December 13, 2016, the Town Council of the Town of Woodside reorganized as follows:

		<u>Term Ends</u>
Thomas H. Livermore	Mayor*	11/2019
Chris Shaw	Mayor Pro Tem*	11/2019
Deborah C. Gordon	Councilmember	11/2017
Anne Kasten	Councilmember	11/2017
Peter Mason	Councilmember	11/2019
Dave Tanner	Councilmember	11/2017
Daniel Yost	Councilmember	11/2019

*\*The Mayor and Mayor Pro Tempore serve one-year terms that are effective on the day and time the Council Reorganization takes place.*

Dora Wong Seamans, MPA, CMC  
 Town Clerk

## CITY OF SAN CARLOS

CITY COUNCIL

CAMERON JOHNSON, MAYOR  
BOB GRASSILLI, VICE MAYOR  
RON COLLINS  
MATT GROCOTT  
MARK OLBERT



CITY COUNCIL  
600 ELM STREET  
SAN CARLOS, CALIFORNIA 94070  
TELEPHONE: (650) 802-4219  
FAX: (650) 595-6719  
WEB: [www.cityofsancarlos.org](http://www.cityofsancarlos.org)

December 12, 2016

To: Honorable Mayors and Designees

Re: Re-appointment to Housing and Community Development Commission of San Mateo County (HCDC)

I am interested in continuing to serve on the Housing and Community Development Commission of San Mateo County (HCDC).

I am the primary housing representative for the San Carlos City Council, serving on the HEART board and as a member of our Council affordable housing sub-committee, and I am very much interested in continuing to serve in all these capacities.

Thank you for your consideration of my request.

Sincerely,

A handwritten signature in black ink that reads "Ron Collins". The signature is written in a cursive, flowing style.

Ron Collins  
San Carlos City Council

## **TOWN COUNCIL WEEKLY DIGEST**

**Thursday – December 22, 2016**

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1. Agenda – (Cancellation) – Town Council – Wednesday, December 28, 2016
2. Report from San Mateo County Sheriff's Office – Incident Log for 12/05/16 – 12/11/16
3. Daily Post Article from Thursday, December 15, 2016 – re: Mountain View City Council vote on outdoor marijuana growing
4. Board Organization Notice – Sequoia Union High School District
5. Thank you letter from Sustainable San Mateo County re: FY 16-17 Contribution

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

*(placed in your town hall mailbox)*

1. [Save the Date – Shaping the Future of ABAG, Special General Assembly on January 30, 2017](#)
2. [San Francisco Estuary Partnership Newsletter – December 2016, Vol. 25 No. 4](#)



**TOWN OF PORTOLA VALLEY  
7:00 PM – Regular Town Council Meeting  
Wednesday, December 28, 2016  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

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## **NOTICE OF MEETING CANCELLATION**

**PORTOLA VALLEY TOWN COUNCIL  
MEETING REGULARLY SCHEDULED FOR  
Wednesday, December 28, 2016**

Notice is hereby given that the Portola Valley Town Council meeting regularly scheduled for Wednesday, December 28, 2016 has been cancelled.

The next regular meeting of the Portola Valley Town Council is scheduled for Wednesday, January 11, 2017 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

**Monday 12/05/16 to Sunday 12/11/16**

Carlos G. Bolanos

*Sheriff*

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-11956	12/05/16 12:00	100 blk Ansel Lane Ladera	Stolen Vehicle	The deputy met with the victim who reported his vehicle stolen by an unknown suspect(s). The victim realized that his vehicle was stolen when he received a towing notice in the mail.
16-11924	12/07/16 16:00	2800 blk Middlefield Rd North Fair Oaks	Petty Theft/Conspiracy:commit crime	The victim reported that a male and female subject entered the place of business and was seen taking the victim's laptop and battery. The total loss of the stolen items was approximately \$225 US dollars.
16-11946	12/07/16 07:00	200 blk Dumbarton Ave North Fair Oaks	Residential Burglary	The victim reported that an unknown suspect entered the victim's apartment bedroom by removing the screen and proceeding through an opened window. The suspect then took \$200.00 and fled in an unknown direction.

16-11962	12/08/16 14:30	500 blk 9 <sup>th</sup> Ave North Fair Oaks	Stolen Vehicle	Unknown suspect(s) stole the victim's vehicle while parked in the victim's driveway. The deputy conducted an area check with negative results. The vehicle was entered into the Stolen Vehicle System.
16-11975	12/08/16 23:00	600 blk San Benito Ave North Fair Oaks	Auto Burglary	Unknown suspect(s) entered the victim's locked vehicle via unknown means. Once inside, the suspect(s) ransacked the vehicle. The victim did not notice anything missing. There was no damage to the vehicle.
16-11990	12/09/16 23:19	EB Woodside Rd/ SB US 101	Driving Under the Influence-Drugs/Drive without a License/Rec Known Stolen Prop/Carrying a Loaded Firearm-not registered/Concealed Firearm within a Vehicle	The deputy conducted a traffic stop and made contact with a male driver. While speaking to the driver, the driver admitted that he did not have a driver's license. The deputy noticed smoke coming from inside of the car and could smell the odor of marijuana on his person. The deputy saw a burnt marijuana cigarette in the center console and collected it. The deputy conducted a series of pre-sobriety test questions. The subject failed to perform the tests as explained and demonstrated. During the search, the deputy located a loaded Firearm that had been concealed behind the rear passenger seat. A records check revealed that the Firearm was report stolen during a residential burglary in Dixon California. The subject was arrested and transported the county jail.
16-11888	12/07/16 11:13	Alpine Rd/Westridge Dr Portola Valley	Driving on a Suspended License	The deputy conducted a traffic stop and made contact with a male driver. The deputy conducted a records check on the driver and learned his driver's license was suspended/revoked. The deputy issued the driver a citation and the vehicle was parked at the scene.
16-11947	12/08/16 19:19	1200 blk Bellair Way West Menlo Park	Obtain-Use Personal ID without authorization/Grand Theft via Fraud	The deputy received a report regarding identity theft and credit card fraud. The deputy met with the victim who stated that someone called the credit card agency, represented themselves as the victim, updated the address on the account and requested a new card to be sent. The victim also reported that there were transactions made on their credit card totaling approximately \$58,023.00

16-11834	12/05/16 12:53	700 blk Mountain Home Rd Woodside	General Information Case	The deputy was dispatched on a report of a suspicious person. The deputy arrived on the scene and noticed a male subject matching the description of the suspicious person standing on the corner. The deputy made contact with the male subject and conducted a records check with negative results. The deputy advised the male subject to stay away from the area unless he had a specific invitation to be there.
16-11890	12/07/16 11:59	1500 blk La Honda Rd Woodside	Warrant Arrest/Possession of Marijuana for Sale/Felony Fugitive	A welfare check was made on a male subject as he was walking in the roadway of a curvy stretch of the highway. The subject was found to have an extraditable arrest warrant out of New York. While being searched, the suspect was found to have approximately \$1,000 strapped to his chest. After being booked, an inventory was conducted on the suspect's belongings. During the inventory approximately 5.4 pounds of marijuana was found vacuumed packed into 6 packages pouches. Also located was approximately 8 ounces of marijuana butter.
16-12005	12/10/16 18:07	100 blk Laning Dr Woodside	County Ordinance Violation	The deputy was dispatched on a report of a solicitor. The deputy was advised that a male subject was going door to door selling books. The deputy located a male subject matching the description and made contact. The deputy issued the subject with a citation and was released with a promise to appear.

NEWS

# City won't extend pot-growing ban

BY JEN NOWELL  
Daily Post Staff Writer

Mountain View City Council voted against a plan to continue a temporary ban on outdoor marijuana growing, with one councilman saying this regulation could encumber legitimate uses of the drug.

Councilman John Inks said at Tuesday's meeting that this type of ordinance is all about authority, control and regulation. He called it "bureaucratic hyperbole" that was ostensibly for the public's benefit but warned it may just end up encumbering allowable uses.

### Earlier vote

Council initially passed a 45-day "urgency" ordinance on Nov. 1 in anticipation of voters legalizing marijuana in the Nov. 8 election. Some 57.1% of California voters approved its legalization.

On Tuesday, council had the option to extend the ban for another 10 months and 15 days, bringing the total length of the ban to one year.

But Vice Mayor Ken Rosenberg said voters decided marijuana is no longer a banned substance, and if it's not banned, then people should be allowed to grow it.

### Issue can be revisited

If over time there are many complaints about outdoor plants, then it may be worthwhile to take another look at the issue, Rosenberg said.

Councilman Mike Kasperzak said there are mechanisms in the city around neighborhood disputes, and a mediation program can be used to get neighbors to talk with each other.

## Official calls it 'bureaucratic hyperbole'

Council voted 5-2 not to extend the ban on outdoor growing, with Councilmen Lenny Siegel and Chris Clark opposed.

Siegel said the issue is having plants in an easily accessible area that young kids can reach, adding the city needs direction on how to address that concern. Council is avoiding what could be a problem for police and those who want to grow marijuana but don't know how to do it, he said.

### Parents' responsibility

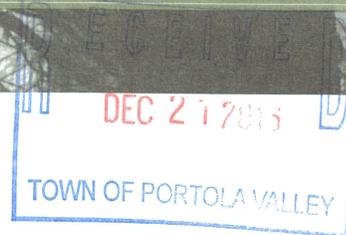
But Kasperzak said the question about children having access is like children having access to their parents' beer, wine or cigarettes. Just because pot becomes legal doesn't mean it negates the parents' responsibility, he said.

Proposition 64 legalized marijuana and adults 21 or over can legally grow, possess or use marijuana for medicinal and recreational purposes.

While cities can ban outdoor cultivation, they cannot ban the growing of marijuana indoors. The new law allows Californians to grow up to six plants in a garden up to 100 square feet for personal use.

### Other cities take action

Elsewhere on the Peninsula, Woodside, Foster City, San Mateo, Burlingame and Palo Alto have banned outdoor cultivation of marijuana. Some cities, such as San Mateo, have also banned the sale of marijuana. San Mateo County has also approved an ordinance banning the outdoor farming and selling of marijuana for recreational use.



**NOTICE OF GOVERNING BOARD ORGANIZATION**

On December 14, 2016, the Sequoia Union High School District Board of Trustees elected the following officers:

<b>Board President</b>	<b>Carrie Du Bois</b>	<b>2019</b>
<b>Board Vice President</b>	<b>Christopher Thomsen</b>	<b>2017</b>
<b>Board Clerk</b>	<b>Georgia Jack</b>	<b>2019</b>
<b>Board Member</b>	<b>Alan Sarver</b>	<b>2017</b>
<b>Board Member</b>	<b>Allen Weiner</b>	<b>2019</b>

Distribution: Local City Councils  
 San Mateo County Office of Education  
 San Mateo County Chief Elections Officer  
 San Mateo County Clerk-Recorder-Assessor  
 San Mateo County Committee on School District Organization  
 San Mateo County District Superintendents  
 San Mateo County School Boards Association  
 State of California Secretary of State



# Sustainable San Mateo County

Economy. Equity. Environment.

*Dedicated to the long-term health and vitality of our region*

(650) 638-2323 • Fax: (650) 361-1395 Page 187

177 Bovet Road, Sixth Floor, San Mateo, CA 94402

Email: [advocate@sustainableSanMateo.org](mailto:advocate@sustainableSanMateo.org)

Web: [www.sustainableSanMateo.org](http://www.sustainableSanMateo.org)

Facebook.com/SustainableSanMateo

Twitter.com/SustainableSMC

## Founders

MARCIA PAGELS

RUTH PETERSON

## BOARD OF DIRECTORS

CHAIR EMERITUS

WILLIAM SCHULTE

## CHAIR

AFSOON SHAHRDAR

## VICE CHAIR

BRYAN CHEN

## SECRETARY

SEAMUS MURPHY

## TREASURER

BARBARA MCHUGH

## MEMBERS

KAMAL HUBBARD

DAN PETERSON

PATRICK WOOLIEVER

## ADVISORS

JULIA BOTT

RICHARD GORDON

DAVID HINCKLE

ARTHUR LLOYD

THERESA LYNGSO

DOUG MCGLASHAN

RICKI MCGLASHAN

CLEM MOLONY

MARK MOULTON

## Executive Director

ADRIENNE ETHERTON

## Project Manager

Indicators Report

FLORA KAPLAN

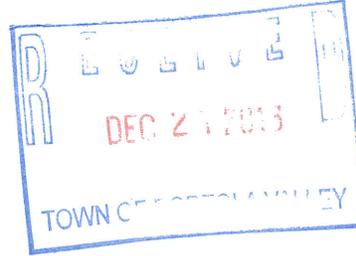
Town of Portola Valley

Jeremy Dennis

Town Manager

765 Portola Rd.

Portola Valley, CA 94028



December 16, 2016

Dear Jeremy,

Thank you very much for the Town of Portola Valley's contribution of \$2500 to Sustainable San Mateo County's 2016-2017 Indicators Reports. Your gift will be used to support this fiscal year's Indicators Report updates, to raise awareness of sustainability in our county and improve our ability to make sound decisions for the benefit of future generations.

Now having completed our twentieth year, the Indicators Report continues to build on recent efforts to modernize the program and features tri-annual updates with mobile-friendly online content and engaging launch events. Our 2016 Key Indicator, Food Systems, has proven to be a popular topic, drawing large crowds for launch events held on March 2, June 16 and November 2. Our June update included the report-out on our surveys of the County and City/Town governments, for which we were proud to again show 100% participation from local jurisdictions. Thanks to all that participated!

Our team is already hard at work on the 2017 Indicators Report, diving into "Cost of Living" as our Key Indicator. We hope you will visit the Indicators Report online, join us at our future events, and share your ideas for where to focus our efforts going forward. You'll find a wide array of ways to connect with us listed in the top right of this page.

Our work is made possible through the generosity of donors. We are very grateful for your help. Thanks again for supporting SSMC.

Sincerely,

Adrienne Etherton

Executive Director

*Thanks for your continued partnerships!*

*Please consider this letter official receipt of your tax deductible contribution on 7.27.16 in the amount of \$2500. No goods or services were provided to you in consideration of this gift. Our federal tax identification number is 48-1265207. This organization is a 501(c)(3) tax exempt organization, IRS Section 170(b)(2)(iii) for both federal and state tax purposes.*

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – January 6, 2017**

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1. Agenda (Cancellation) – ASCC – Monday, January 9, 2017
2. Agenda – Trails & Paths Committee – Tuesday, January 10, 2017
3. Agenda – Emergency Preparedness Committee – Thursday, January 12, 2017
4. Agenda – Cable & Undergrounding Committee – Thursday, January 12, 2017
5. Agenda – Cultural Arts Committee – Thursday, January 12, 2017
6. Agenda (Special) – Nature & Science Committee – Thursday, January 12, 2017
7. Town Hall Closure – Monday, January 16, 2017 – Martin Luther King Jr. Day
8. Letter from MTC Planning Director Ken Kirkey re: Comments regarding Plan Bay Area 2040 Draft Preferred Scenario
9. Report from San Mateo County Sheriff's Office – Incident Log for 12/12/16 – 12/18/16
10. Invitation to Council of Cities Dinner Meeting for January 27, 2017
11. Notice of Vacancies re: Two Seats - ABAG and HEART
12. "Thank you" letter from Maureen Freschet re: Reappointment to San Mateo County Transportation Authority
13. Reorganization of City Council – City of Burlingame
14. Reorganization of City Council – City of South San Francisco
15. Western City Magazine – January 2017
16. California Department of Water re: Bay Delta Conservation Plan/California WaterFix Final EIR/EIS

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

1. LABOR Newsletter – January 2017



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** ASCC

**FROM:** CheyAnne Brown, Planning Technician

**DATE:** December 15, 2016

**RE:** Cancellation of Architectural and Site Control (ASCC) Meeting

The regular meeting of the ASCC scheduled for Monday, December 26, 2016 and Monday, January 9, 2017, have both been canceled. The next regular meeting of the ASCC is scheduled for Monday, January 23, 2017 at 7:00 p.m.

cc: Town Manager  
Town Council  
Planning Director

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

Date: December 15, 2016

CheyAnne Brown  
Planning Technician

---



**TOWN OF PORTOLA VALLEY**  
**Trails and Paths Committee**  
**Tuesday, January 10, 2017 8:15 AM**  
**Historic Schoolhouse at Town Center**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

- 1. Call to Order**
- 2. Oral Communications**
- 3. Approval of Minutes** – Regular meeting of December 13, 2016
- 4. Old Business**
  - a. Trail work and budget update (135 Cherokee)
  - b. Trail signage update
  - c. Seasonal trail closures
- 5. New Business**
  - a. Site development plans (Alpine Inn)
  - b. Accolades
- 6. Other Business**
- 7. Adjournment**

**Enclosures:**

Minutes from December 13, 2016  
Trail Work Memo – December 2016  
Financial Review for December 2016



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, January 12, 2017 - 8:00 AM**  
**EOC / Community Hall**  
**765 Portola Road, Portola Valley, CA 94028**

**MEETING AGENDA**

1. 8:00 Call to order  
 Members: Mark Bercow, Dave Howes, Diana Koin, Anne Kopf-Sill, Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp, Tamara Turner, and Stuart Young  
 Guests: Jeremy Dennis/Town Manager, John Richards/Town Council, Dan Ghiorso and Selena Brown WFPD, Christina Corpus/Sheriff's Office, Gary Nielsen/Sheriff Commissioner.
2. 8:01 Oral Communications
3. 8:03 Review and approval of minutes  
 Motion; Accept the Minutes of December 8, 2016
4. 8:05 Committee membership/officers for 2017
5. 8:06 CERPP/WFPD Report (Brown/Ghiorso)
6. 8:15 Town Report (de Garreaux)
7. 8:30 Med subcommittee Report (Young)
8. 8:40 Communications Sub Committee Report (Rothrock)
  - Microwave phone update
  - Satellite phone update
9. 8:50 Community Outreach Sub Committee Report (Turner)
10. 8:59 Other business
11. 9:00 Adjourn. Next meeting is February 9, 2017



**TOWN OF PORTOLA VALLEY**  
***Cable & Undergrounding Committee***  
**Thursday, January 12, 2017 – 8:15 AM**  
**Historic School House**  
**765 Portola Road, Portola Valley, CA**

---

**AGENDA**

1. Call meeting to order
2. Oral Communications from Members of the Public
3. Minutes: Approval of September 2016 minutes
4. Old Business
  - Status of Rule 20A project
  - Discussion of new committee objectives
    - Review of Gigabit service options for Portola Valley
5. New Business
6. Adjournment:

Next regularly scheduled meeting is May 11, 2017 at 8:15 am at the Historic Schoolhouse



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee Meeting**  
**Thursday, January 12, 2017 - 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 – December 8, 2016
4. Old Business:
  - Spring speaker series planning
  - Art show planning
  - New member applicant
5. New Business:
  - Discussion with Town Manager re: Herb Dengler prints
6. Adjournment



**Town of Portola Valley**  
**Special Nature and Science Committee Meeting**  
**Thursday, January 12, 2017 – 5:00 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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### **MEETING AGENDA**

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)  
Introduction of visitors
3. Approval of the August 11, 2016 minutes
4. Old Business:  
Bat Presentation  
Flight Night
5. New Business:  
Future Event possibilities
6. Other Business:  
None to Report
7. Adjournment

# **PORTOLA VALLEY TOWN HALL**



## **WILL BE CLOSED**

**MONDAY,  
JANUARY 16, 2017**

**IN OBSERVANCE OF  
MARTIN LUTHER KING JR.  
DAY**

**IN CASE OF EMERGENCY: SHERIFF'S OFFICE: 911**



Association of  
Bay Area Governments

METROPOLITAN  
TRANSPORTATION  
COMMISSION

Bay Area Metro Center Page 196  
375 Beale Street  
San Francisco, CA 94105  
TEL 415.778.6700  
EMAIL info@planbayarea.org  
WEB www.planbayarea.org

#8

December 29, 2016

Mr. Jeremy Dennis  
Town Manager, Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

Dear Mr. Dennis,

Thank you for comments regarding Plan Bay Area 2040's Draft Preferred Scenario. Please know that we shared your letter with MTC Commissioners and ABAG's Executive Board. You can view your letter and others on the Plan Bay Area website: <http://planbayarea.org/your-part/your-comments/Comments-Summer-Fall2016-Draft-Preferred-Scenario.html>.

As you may know, the Final Preferred Scenario was approved November 17 at a joint meeting of the MTC Commission and ABAG Executive Board. It will now form the basis of the proposed Draft Plan Bay Area 2040, and will be further analyzed as part of a program-level Environmental Impact Report (EIR) slated for release in spring 2017.

Your letter dated October 10, 2016 expresses concern with the baseline and projected employment values for the Town of Portola Valley. Compared to the Draft Preferred Scenario, the Final Preferred Scenario incorporates an adjustment to the base year employment number, which in turn has significantly lowered the year 2040 employment projection for the Town. The Final Preferred Scenario estimates 1,500 jobs as the 2010 baseline and approximately 1,520 jobs as the projection for year 2040.

In approving the Final Preferred Scenario, ABAG and MTC also directed staff to develop an Action Plan to be adopted concurrent with Plan Bay Area 2040, currently scheduled for late summer 2017. The Action Plan will be developed starting in early 2017, in consultation with local jurisdictions, interested public agencies, and non-governmental organizations representing the economy, environment and social equity. The Action Plan will identify near- and medium-term action items for MTC, ABAG and other stakeholders to make meaningful progress on Plan Bay Area 2040's performance targets, with a focus on those targets where Plan Bay Area 2040 is moving off trajectory — housing affordability, displacement risk and access to jobs.

MTC and ABAG look forward to your continued engagement in the development of Plan Bay Area 2040.

Sincerely,

Ken Kirkey  
MTC, Planning Director

cc: Miriam Chion, ABAG



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

### Monday 12/12/16 to Sunday 12/18/16

Carlos G. Bolanos  
*Sheriff*

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-12073	12/12/16 16:00	100 blk Northridge Ln Woodside	General Information Case	The deputy was dispatched on a report of a dog bite. The reporting person stated that his neighbor brandished a shotgun and shouted racial slurs after his dog bit the neighbor's dog. The deputy took documentation of this incident and conducted an area check.
16-12075	12/12/16 Unknown	3500 blk Spring St North Fair Oaks	Grand Theft-prop/Obtain-use personal ID without authorization/Grand Theft	The deputy met with the victim who stated his wallet, driver's license, credit card and three shotguns were stolen from his unlocked vehicle. The victim also stated that an authorized transaction was made to his credit card for approximately \$112.23. The total loss was approximately \$2020.00.
16-12087	12/13/16 09:40	300 blk Golden Oak Dr Portola Valley	Suspicious Circumstances	The reporting person was in his home office when he noticed a car parked across the street. The reporting person then noticed a male subject walking back and forth on the street, heard his mailbox close, then the male subject left in a vehicle. The reporting person checked his mailbox and did not notice anything missing. The deputy conducted an area check with negative results.

16-12103	12/12/16 15:36	100 blk Tan Oak Dr Portola Valley	Solicitor Permit Required	Deputies received numerous calls of a subject who was going door to door selling books and magazines. The suspect was found to be soliciting without a permit. The suspect was cited and released. Deputies later discovered the suspect was cited by another deputy three days earlier for the same charge in the Town of Woodside.
16-12106	12/13/16 18:28	Alpine Rd/La Cuesta Dr Ladera	Drive with a Suspended License/No Proof of Financial Responsibility/Expired Registration	The deputy was on patrol when he noticed a vehicle in front of his patrol car with expired registration tabs. The deputy conducted a traffic enforcement stop and made contact with the male driver and female passenger. The male driver advised the deputy that his license was suspended. A records check through County Communications confirmed the driver's license was suspended. The deputy issued a citation and the vehicle was impounded.
16-12133	12/14/16 10:25	Kings Mountain Rd/Manuella Ave Woodside	Traffic Accident	A large truck struck under wires at the intersection. Upon arrival, the deputy discovered that large truck had struck a street sign and stop sign while attempting to negotiate a turn. There were no injuries.
16-12155	12/14/16 19:40	1000 blk Altschul Ave West Menlo Park	County Ordinance Violation	The deputy was dispatched on a report of a person soliciting without a permit. The deputy checked the area and located a subject that matched the description walking near the address. The deputy made contact with the male subject and issued a citation with a promise to appear.
16-12207	12/16/16 11:30	600 blk Oakside Ave North Fair Oaks	Residential Burglary	Unknown suspect(s) entered the victim's apartment through an unlocked window and then forced entry into a locked bedroom. From inside the bedroom, the suspect(s) took approximately \$7,200.00 worth of jewelry and fled back out the open window in an unknown direction.
16-12217	12/16/16 23:35	100 blk Hillside Ave West Menlo Park	General Information Case	The reporting person left her Apple brand ipone 7 in the car she had received an Uber ride from earlier in the night. She tracked her phone to a residence and attempted to contact the person to regain possession of her cellphone. The reporting person was unsuccessful in obtaining her phone and an argument ensued. The reporting person contacted the Sheriff's Office due to the verbal dispute.

16-12232	12/16/16 20:00	2000 blk San Hill Rd West Menlo Park	Grand Theft:Prop	Unknown suspect(s) entered the victim's unlocked vehicle and took several items. The total monetary loss was approximately \$1150.00.
16-12270	12/18/16 14:42	800 blk 5th Ave North Fair Oaks	Felony Arrest Warrant/Poss F-Sale-Sell Controlled Substance	A male subject was contacted and found to have an outstanding felony warrant for his arrest. Upon searching the subject, a small scale, small individual bags, marijuana and \$240.00 dollars were located. The warrant was confirmed and the subject was placed under arrest.
16-12280	12/18/16 21:26	300 blk Pacific Ave North Fair Oaks	Felony Arrest Warrant/Resist or Obstruct Officer	A male subject was contacted on a traffic enforcement stop at a residence. The subject ignored Deputies commands to get back into the vehicle. The subject was taken into custody and a records check was conducted through County Communications and the deputy was advised the subject had a no bail warrant for his arrest. The subject was booked into the San Mateo County Jail.

Dear City Clerk Colleagues,

Please find attached the **January 27, 2017** Council of Cities meeting invite. The Mayor David Lim and the City of San Mateo is pleased to host this at GoPro Headquarters in San Mateo. Parking is free and plentiful and it is an easy on/off of Highway 92 via W. Hillsdale Blvd. Please note that tickets may be purchased through EventBrite on the link embedded in the attached invite. There is no additional fee for processing through Event Brite (\$50 flat cost per ticket). If buying tickets for others, you'll be prompted to fill in the attendees name after pressing the green 'Tickets' bar on the EventBrite page. Maps and directions may also be accessed through the link.

The **RSVP deadline is Friday January 20, 2017**. Please pass this information along to your Mayor and Council Members. And feel free to contact me if you have any questions.



## Dinner/Meeting Announcement Friday, January 27, 2017

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

### Location:



**Headquarters**  
[3000 Clearview Way](#)  
San Mateo, CA 94403

### Schedule:

5:30 pm	Social Time
6:15 pm	City Selection Comm. Mtg.
6:30 pm	Business Meeting
6:45 pm	Dinner
7:15 pm	Program
8:30 pm	Adjourn

Please contact Chair Liza Normandy if you wish to bring up an item for group discussion or give a committee report.  
Telephone: (650) 291-4752 or email: [liza.normandy@ssf.net](mailto:liza.normandy@ssf.net)

## **BUFFET** **\$50.00 per person**

Hosted Wine / Beer / Iced Tea Bar  
and selection of tasty Hors d'oeuvres for social time

All American Grill  
Organic Field Greens

Burgers: Grass Fed Beef, Wild Salmon or Grilled Portobello  
Free Range Chicken Quarter

Tangy Cider-Honey Slaw, Garlicky Potato Wedges, Grilled Seasonal Vegetables  
Specialty sauces and condiments

Dessert: Brownie & Sundae Social with an array of toppings

Please RSVP by Friday, January 20, 2017 via Event Brite by following this link:  
<https://www.eventbrite.com/e/council-of-cities-san-mateo-tickets-30674859330>

Questions? San Mateo City Clerk Patrice Olds  
[polds@cityofsanmateo.org](mailto:polds@cityofsanmateo.org) (650) 522-7042



## Business Meeting at 6:30pm Friday, January 27, 2017

### 6:30pm

- Call to Order by Chair Liza Normandy
- Roll Call and Introduction of Mayors, Council Members and Guests
- Business Meeting
- Approval of Minutes of Previous Meeting and Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Announcements

### 7:15pm

- Introduction of the Program by Mayor David Lim and welcome from GoPro
- **PROGRAM:** The founders of America Supporting Americans (ASA), Linda and Steve Patterson, in partnership with seven San Mateo county cities, currently support active duty troops at home and during deployments. You will hear about the benefits of how your City can partner with your community in supporting a military unit with letters, care packages, and messages of love and support. Cities with adopted units are:
  - San Mateo, 1/327 A Company, 101<sup>st</sup> Airborne (Air Assault) – since 1968
  - Burlingame, 1/327 B Company, 101<sup>st</sup> Airborne (Air Assault) – since 2004
  - Hillsborough, 1/327 HH Company, 101<sup>st</sup> Airborne (Air Assault) – since 2007
  - Foster City, 1/327 Headquarters, 101<sup>st</sup> Airborne (Air Assault) – since 2012
  - Millbrae, 2/320, FAR, 101<sup>st</sup> Airborne (Air Assault) – since 2013
  - Belmont, 1/327 C Company, 101<sup>st</sup> Airborne (Air Assault) – since 2016
  - San Carlos, 1/506 D Company, 101<sup>st</sup> Airborne (Air Assault) – Adopting 1/23/17
  - San Bruno – starting discussions . . .

### 8:30pm

- Meeting Adjourned

Happy holidays!

A notice of Vacancy to fill two (2) seats - ABAG & HEART

The last day to provide letters of interests for these two positions will be Thursday, January 12th by 5pm.

**VERY IMPORTANT: Please advise your Council Members to submit their letters of interest directly to: Sukhmani S. Purewal, Assistant Clerk of the Board of Supervisors by email to [spurewal@smcgov.org](mailto:spurewal@smcgov.org)<mailto:spurewal@smcgov.org>**

PLEASE DO NOT MASS EMAIL ALL CITY CLERKS OR COUNCILMEMBERS.

We are trying our best to avoid repetition, omissions or confusion.

\*\* Letters received after the deadline will be treated as floor nominations at our January 27th meeting in San Mateo.

Should you have any questions or if I may of assistance, please contact me at 650-291-4752.

Thank you in advance and I look forward to working with you.

Sincerely,

Liza Normandy

2017 Chair of the San Mateo County Council of Cities

**ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG)**

	<b>Appointed</b>	<b>Expires</b>	<b>Representing</b>
VACANT - Alternate Member*		06/30/17	Cities

**HOUSING ENDOWMENT AND REGIONAL TRUST (HEART)**

	<b>Appointed</b>	<b>Expires</b>	<b>Representing</b>
Diane Howard, Redwood City	01/24/14	02/28/17	Cities

\* Alternate position was vacated by Councilmember Wayne Lee, Millbrae, who was appointed to serve as a regular member on 12/16/16. The new alternate will finish the remaining term through June 30, 2017.



OFFICE OF THE CITY COUNCIL

330 West 20th Avenue  
San Mateo, California 94403-1388  
Telephone: (650) 522-7048  
Fax: (650) 522-7041  
TDD: (650) 522-7047  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

Dear Mayor and City Council Colleagues,

Thank you for the great privilege of continuing to represent you on the Board of Directors of the San Mateo County Transportation Authority. Your overwhelming support of my reappointment is both gratifying and deeply appreciated.

I look forward to working with you on the many challenges and exciting opportunities that face us in 2017.

Best wishes to you and your family for a new year filled with happiness and good health.

Sincerely,

Maureen Freschet



# CITY OF BURLINGAME

Office of the City Clerk

501 Primrose Road Burlingame CA 94010-3997

(650) 558-7203 Fax: (650) 342-8386

[mhasselshearer@burlingame.org](mailto:mhasselshearer@burlingame.org)

## CITY OF BURLINGAME

### CITY COUNCILMEMBERS

At a regular meeting of the City Council held on December 19, 2016 the Burlingame City Council was seated as follows:

<u>NAME</u>	<u>TERM ENDS</u>
Ricardo Ortiz, Mayor	November 2017
Michael Brownrigg, Vice Mayor	November 2017
Donna Colson, Councilmember	November 2019
Emily Beach, Councilmember	November 2019
Ann Keighran, Councilmember	November 2017



**NOTICE OF REORGANIZATION  
OF THE  
SOUTH SAN FRANCISCO CITY COUNCIL**

We are pleased to advise that the City Council of the City of South San Francisco, at a Special Meeting held on December 6, 2016 reorganized as follows:

**MAYOR PRADEEP GUPTA**

Term expires November 2018\*  
(Mayoral Term ends December 2017)

**VICE MAYOR LIZA NORMANDY**

Term expires November 2018\*  
(Vice Mayoral Term ends December 2017)

**COUNCILMEMBER KARYL MATSUMOTO**

Term expires November 2020\*

**COUNCILMEMBER RICHARD GARBARINO**

Term expires November 2020\*

**COUNCILMEMBER MARK ADDIEGO**

Term expires November 2018\*

Dated this 21st day of December, 2016

Krista Joy Martinelli  
City Clerk

City of South San Francisco  
400 Grand Avenue  
South San Francisco, CA 94080  
650-877-8518  
Krista.Martinelli@ssf.net

\* Listed Terms are pursuant to South San Francisco Ordinance No. 1524-2016, which is pending approval by the San Mateo County Board of Supervisors. Upon approval, the listed term expiration dates will be final. Term expiration dates would otherwise revert to the preceding odd numbered year.