



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, January 25, 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.

1. **PRESENTATION** – Greywater Manual by the Water Conservation Committee (3)

CONSENT AGENDA

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

2. **Approval of Minutes** – Town Council Meeting of January 11, 2017 (4)
3. **Approval of Warrant List** – January 25, 2017 (18)
4. **Appointment by Mayor** – Request for Appointment of a Member to the Cultural Arts Committee (32)
5. **Appointment by Mayor** – Request for Appointment of Members to the Public Works Committee (33)
6. **Appointment by Mayor** – Request for Appointment of a Member to the Water Conservation Committee (35)
7. **Appointment by Mayor** – Commissions and Committees Membership Appointments for 2017 (36)
8. **Recommendation by Sustainability & Special Projects Manager** – Adopt an Ordinance Amending Chapter 8.09 (40)
 [Recycling and Diversion of Construction and Demolition Debris]
 - (a) Second Reading of Title, Waive Further Reading, and Adopt 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. __)
9. **Recommendation by Sustainability & Special Projects Manager** – Adopt an Ordinance Amending Chapter 2.24 (49)
 [Emergency Organization and Protection], a Resolution Adopting the 2017 Emergency Operations Plan and a Resolution Relative to Disaster Service Worker Volunteers
 - (a) Second Reading of Title, Waive Further Reading, and Adopt 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 __)
10. **Recommendation by Mayor** – Amendment No. 1 to the Town Manager Employment Agreement (58)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Amendment 1 to the Town Manager Employment Agreement (Resolution No. __)

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

11. **Discussion and Council Direction** – Review and Comment on Woodside Fire Protection District Draft Ordinance (61)
 No. 11
12. **Recommendation by Town Manager** – Investment Fund Option (74)
13. **Recommendation by Administrative Services Director** – Revisions to the Personnel Policies Manual (84)

14. **Appointment by Mayor** – Council Liaison Appointments for 2017 (144)

15. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (146)

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.*

16. **Town Manager Report** (147)

WRITTEN COMMUNICATIONS

17. **Town Council Digest** – January 13, 2017 (148)

18. **Town Council Digest** – January 20, 2017 (157)

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).

#1

There are no written materials for the Greywater Manual Presentations

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 941, JANUARY 11, 2017

CALL TO ORDER AND ROLL CALL

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

Absent: None

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

ORAL COMMUNICATIONS

None.

CONSENT AGENDA [7:01 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of December 14, 2016. *[Removed from Consent Agenda]*
- (2) Ratification of Warrant List: December 28, 2016, in the amount of \$75,188.03
- (3) Approval of Warrant List: January 11, 2017, in the amount of \$51,819.11.
- (4) Recommendation by Sustainability & Special Projects Manager – Second Reading of Amendments to the 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 2017-414)

Councilmember Derwin moved to approve Items 2, 3, and 4, of the Consent Agenda as submitted, and Item 1 as amended. Seconded by Councilmember Wengert, the motion carried 5-0, by roll call vote.

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

Town Manager Dennis presented the staff report regarding the appointment of three residents to the Ad-Hoc Housing on Town Owned Property Committee.

Mayor Hughes said the original schedule has been changed due to some candidates' inability to attend and withdrawals. Mayor Hughes invited the candidates to speak.

Steve Toben. Mr. Toben said any right-thinking citizen of the County can't help but be concerned about the grotesque imbalance between housing generation and jobs. He said the 2003 Nathhorst rezoning process was an earnest, although unsuccessful attempt, to provide some diversity in the housing stock in Town. He said he was on the Planning Commission at the time and was also involved in the aftermath of the 900 Portola Road story, where he facilitated the first community meeting in which the Council was invited to describe that process. He said he subsequently facilitated the Housing Committee that produced a report for the Council's consideration in connection with the 2015 Housing Update. He said he has a specialty in community engagement. He said for the past 15 years he has functioned as a mediator in several major Town controversies, and he thinks he has a particular affinity for what communication works well and what doesn't in this community. He said that specialty has been honed and, although he hasn't always gotten it right, he has always been sincere in his desire to engage all points of view and to understand the ground level with commonality of purpose, all in the interest of the wellbeing of the Town citizens.

Councilmember Derwin said that, historically, factions of the community have not been supportive of building higher density housing developments in Portola Valley. She said times have changed and housing affordability is out of reach of everyone except high income earners. She asked Mr. Toben if higher density affordable housing can coexist with the Town's traditional values of preserving open space and conserving resources. Mr. Toben said density is a tripwire for a lot of folks concerned about altering the fundamental character of the community. He said he believes that this committee offers the opportunity for the Town residents to better understand how design can work well with the fundamental ethos of the community. He said there is enormous talent on the Council and the committee to find ways that smaller scale, appropriately-sized residences can fit very well on selected sites. He said the intent is not to build a four-story apartment building onto the Rossotti parking lot. He said the state of the art has advanced and there has been a lot of innovation in the last 15 years since he struggled with Nathhorst. He said there is also more receptivity with respect to small homes. He said there is some fatigue with the notion that things need to be built larger and larger in order to satisfy the community impulse. He said he is cautiously optimistic, but is also not naïve about the sensitivities, which is why he offers facilitation as an element of what he can bring to the committee.

Councilmember Aalfs asked Mr. Toben what he saw as a good outcome of the process. Mr. Toben said net gain in units that are in the pipeline. He said the bottom line is it is time to deploy and access the housing fund. He said he doesn't have a number of units in mind and he is aware of the Housing Element targets, but he thinks the Council needs to get to a clear conviction that there will be new homes constructed at the end of the pipeline and that the deployment of the resource will be put to that end.

Councilmember Wengert said Nathhorst was the catalyst for her involvement and communications was at the top of the list for why she thinks it became such a controversial issue. She said 900 Portola Road had similar aspects. She asked Mr. Toben to discuss his strategies for managing that part of the process, fast-forwarding to today, where there is even more complexity of levels and modes of communication. Mr. Toben said frequency of check-ins with the residents is enormously important. He said he is a huge fan of the PV Forum and he would insist that there be continuous updating. He said framing is critical and he wants to focus on design. He doesn't want people to get fixated on the notion of high density and he thinks they can properly avoid that this time.

Vice Mayor Richards said he also remembers the Nathhorst time and wants to avoid the mistakes that were made then. He said it seemed to him they did engage as much as possible, but obviously something fell through the cracks. He said, regarding the design issue, he agrees with Mr. Toben that it is a critical component. He said he does not think it was entered into the process at the right time with Nathhorst. He asked Mr. Toben at what point they should actually consider getting some sketches on paper. Mr. Toben said he hasn't thought that through but said visuals are enormously important in giving comfort to folks about what's in view. He said it should be integral to the process and the earlier the better. He said they tried unsuccessfully to do that with Nathhorst. He said he favored the idea, if the resources are available, to engage in some sketch work on some possibilities and that it be vetted with the committee. He said they should start to socialize some of those ideas in a fashion that would create comfort. He said it's not

just drawings – its words, outreach, shoe leather, talking to neighbors, and media that is important to the ultimate outcome.

Mayor Hughes said one of the Committee's tasks will be identifying if there are certain types of housing occupants to target – schoolteachers, firefighters, police, Town staff, etc. He said that giving the Townspeople an idea of who will be occupying these houses will provide some comfort and alleviate some potential concerns. Mr. Toben said he has not thought about that question in analytic terms, but has thought about it in narrative terms. He said that personalizing the story, making it tangible, will be helpful. For example, speculating on a modest development on the parcel adjacent to Corte Madera School where the fifth-grade teacher will live within walking distance of the school. He said there must also be serious analytic attention given to criteria. He said there has been previous work done in identifying criteria for eligibility for BMR housing.

Virginia Bacon – Unable to attend; however, she provided her written application.

Beth Bartlett – Unable to attend; however, she provided her written application.

Wanda Ginner. Ms. Ginner said she and her husband have been in Portola Valley for 35 years. She said in 1982 the State of California produced legislation mandating mobile homes. She said she had lost track of the fact that they had to get into their new house by a certain time limit and had brought a trailer onto their property, becoming Portola Valley's only low-income housing project. She said in the course of that, they dealt with the ASCC and the Town. She said a couple of years ago, she served on the ad-hoc committee to deal with the State's new mandate about putting low-income housing in every community. She said it's the only time she's been on a committee in Portola Valley due to time constraints prior to her semi-retirement. She said she has no preconceived notions; although she does have some ideas and recommendations that were developed by the previous ad-hoc committee.

Councilmember Derwin asked how Ms. Ginner proposed to balance the Town's historical values and the preservation of open space with the need for building affordable, denser housing. Ms. Ginner said a bit of that was done on the committee a few years ago. She said there are very strong feelings in Portola Valley on both sides. She said she loves it here and loves the way it looks, but she also thinks there are ways affordable housing can be provided without building a concrete block, Russian-style apartment building. She agrees that communication is absolutely critical because people stop listening when they hear high-density housing. She said there needs to be a way to figure out how to place something presentable and inexpensive on Town-owned property. She said she'll know it when she sees it.

Councilmember Aalfs asked what Ms. Ginner hoped to see come out of this committee's work and what she would like to see happen differently than with the 2010 committee. Ms. Ginner said she is not sure anything happened after the last committee made recommendations. She said she would like to see a plan come out of this committee – not just grand words that say, "Oh yeah, we ought to do this and wouldn't it be wonderful." She would like to see guidance and concrete recommendations provided to the Town Council. She said she does not necessarily see the committee providing a cost benefit analysis, but also does not want to see the Town spend a lot of money to create only a small amount of housing.

Councilmember Wengert said there was a big division of strong opinions in the last committee. She asked Ms. Ginner how she would recommend managing the communications part to get the two sides talking to each other in a productive way from the outset. Ms. Ginner said communication must be a two-way street and it needs to be a dialogue. She said those with strong opinions can be identified and brought into a discussion about the things important to them. She said some are concerned about traffic, some are concerned about what things look like. She said the people on both sides need to be involved in the dialogue early. She said you can't just work on something for a year and then say, "Here's what we came up with." She said that is what gets people divided and planted in their thinking. She said it does make it harder on the committee members in that they really have to get involved and talk to these people. She said she thinks the committee should be very careful to be sure they have one voice. She said individual committee members should not be going out saying something that could be misinterpreted, adding to the division in Town.

Vice Mayor Richards asked Ms. Ginner if there was a particular recommendation from the last ad hoc committee that was the most important. Ms. Ginner said they were all important, but she particularly liked the recommendation about illegal granny units. She said they thought the Town needed to have someone who did not report to the Town who could come out and analyze if someone needed to spend \$20,000 or \$150,000 to bring something into code. She said there should be a way to let people get that information without getting sucked into something they weren't ready for. She said that recommendation struck her as a really simple thing to do. She said today the discussion is about a different concept – building something on Town-owned property, so there is not that same kind of problem. She said she does not know if there will be an issue with communication with the Council.

Mayor Hughes asked Ms. Ginner what restrictions, if any, should be set up regarding who might occupy these properties. Ms. Ginner said the concept was to make something available for the people who work here – at the Fire Department, the teachers, the Town staff, the corner strip mall. She said that's an easy selection because that doesn't offend anyone. She said she does not know what kind of restrictions would be legal. She said she thinks the Townspeople will have the most trouble with people who live here in low-income housing and commute somewhere else. She said they need to find out what the mandates, restrictions, and criteria are, and start focusing on people who work here and the new widow or widower who simply can't afford to live here anymore. She said she thinks they will find there are more people qualified than there will be housing.

Ms. Ginner said she's a CPA and she sees things in black and white and thinks things are either right or wrong.

Jill Horn – Withdrawn.

Kiran Kamboj – Withdrawn.

Arthur (Chip) McIntosh – Mr. McIntosh said he had a career in real estate and is interested in the affordable housing issue. He said he was on the Planning Commission for 14 years, involved in the Town Center, and appreciates and enjoys participating in this kind of thing. He said he is a big believer in affordable housing.

Councilmember Derwin confirmed with Mr. McIntosh that he had dealt with Nathhorst, 900 Portola Road, and the Town Center. She asked him what he thought would make it successful this time. Mr. McIntosh said the attitude and feeling in the State has changed a lot in the last few years with respect to the need for affordable housing and there is more openness toward the concept. He said he understands that there can be a priority for people who work in the community, which is a palatable approach. He said it's important not to take an "in your face" approach and to deal with interested parties forthright and person-to-person. He said the biggest change is the willingness of people to accept the need for affordable housing.

Councilmember Aalfs asked how Mr. McIntosh would assess the Town's overall stock of possible properties suitable for affordable housing. Mr. McIntosh said he likes the approach and ideas provided by the last committee. He said the Town is blessed with \$3 million in the bank. He said he would like to explore the different options to leverage that. He said on the nursery site there were interesting options for getting outside assistance in building and perhaps 8 to 10 units could have gone there that would have served people that work in the community. He said the committee's task, in his mind, is to set priorities and be thoughtful about how this money might best be spent to create some real things. He said he's excited about the concept.

Councilmember Wengert said, given the history of 900 Portola and Nathhorst, clearly the challenge was communication. She asked Mr. McIntosh what he thought about this committee's role and what communication strategies it might put forward. Mr. McIntosh said he believes in the concept of assigning one or two people to address areas of concern or resistance, meeting with them and bringing them into the process, and actually having them participate in the idea and concept. He said you can assess impacts, for example, of what it really means to have a 1,600-square-foot unit here versus some other

uses of the property, traffic, etc. He said those that might be resistant can be brought into the framework of understanding.

Vice Mayor Richards asked what Mr. McIntosh thought were the top two or three most important criteria for selecting a Town-owned site for affordable housing. Mr. McIntosh said with Nathhorst, for example, it was a delicate process. He said it might seem like a logical spot in some ways, but certainly the people that were so strongly against rezoning that 15 years ago would still feel that way. He said they would have to really be involved in the planning of that site. He said there may be less resistance on the piece near Rossotti's. He said he was intrigued by the idea of working with the Sequoias to see what they can do. He said certainly the Stanford site is one of the most promising, and even Stanford has seemingly embraced the concept of working with the community.

Mayor Hughes asked Mr. McIntosh how he would go about structuring the priorities on occupancy, for example the single parent versus the schoolteacher versus the firefighter. If the Town does not build a large number of units, how would Mr. McIntosh prioritize that and determine what kind of restrictions to implement in a way that would be flexible but also give the Townspeople an idea who will be occupying these units. Mr. McIntosh said the natural restriction is income. He said he would more look toward a lottery approach. He said the concept of people that work in the community being able to live here needs to be explored further and publicized. Mayor Hughes said they were also looking at potential people who currently live in the community but are being forced out for economic reasons, trying to give them an opportunity to stay. He said that is more nebulous in terms of the criteria. He asked Mr. McIntosh if he had any thoughts about how that would be designed. Mr. McIntosh said you can't do the selection before the product is available. He said once something is concrete, that would encourage people that are negative about the prospects of living around here maybe staying for a while and seeing what their chances are. He said the ratio between the available units and the people who want them is a tough one. Mr. McIntosh said one issue to be worked out is if someone works here, gets an affordable unit, but then changes jobs.

Mr. McIntosh said this will be an interesting, comprehensive, large group and he wants to be straightforward and let the Council know that he is out of town fairly often and most of the summer.

In response to Councilmember Wengert's question, Mr. McIntosh said he would be willing to participate remotely by telephone.

Jerry Secret. Mr. Secret said he's lived on Willowbrook for 45 years. He said his background was a techie in the semiconductor industry, then property management and business ownership. He said he presently does property management with some of his own property and is part-owner of a grocery store. He said he is interested in challenges and innovative approaches.

Councilmember Derwin asked how Mr. Secret thought the historical values of preserving open space and low density housing could be reconciled with the need to provide affordable housing. Mr. Secret said the objective needs to be to concentrate on low-cost housing and get it built, come up with a model that would demonstrate it can be done. He said it is not a given to him that it can actually be achieved. He said the State has said we need to do it, it's the law. Councilmember Derwin said the State requirement is only to plan to do it, but the Council actually wants to see it done. Mr. Secret said he understands that objective, but he is still not clear that it's achievable.

Councilmember Aalfs asked Mr. Secret what he saw as the unique challenges of building in Portola Valley, mainly the cost, and what could be done to alleviate that. Mr. Secret said all options need to be left open. He said the target is to achieve the cost of housing that meets the requirements and is available to people, and not to go in with a set of conditions that restrict that. He said the eye needs to be kept on the target.

Councilmember Wengert asked Mr. Secret, with reference to his comment that he's not sure the Town can achieve the goal of providing affordable housing, if he was focusing on the pricing and cost associated with it or if it was a broader statement that included resistance from the community or other issues. Mr. Secret said the costs of set up, engineering, land acquisition, construction, and sales costs

all add up. He said the challenge will be squeezing that to get the costs down. He said the committee needs to look at all options available to achieve those things.

Vice Mayor Richards said there is a list of potential sites the committee will look at. He asked Mr. Secrest what would be the first thing he would look for as far as suitability. Mr. Secrest said he would first like to see a civil engineer or geologist go through the list and determine what sites are actually buildable. He said he did not know what the next criteria would be.

Mayor Hughes asked Mr. Secrest if he could describe his interactions historically with the Town as far as volunteering, committees, or anything else. Mr. Secrest said he has not been a volunteer. He said he built a guest house/grandma unit 12 years ago and had very good dialogue with the Town during that process. He said the Town was very thorough in laying out the rules and conditions. He said he has not been highly involved with the Town operation or committees. Mayor Hughes asked Mr. Secrest if he was familiar with some of the things discussed, such as learning lessons from previous communications mistakes. Mr. Secrest said he knows that the triangle at Portola and Alpine did not go well. He said if it can't be sold as an asset to the Town, it will be a tough sell.

Carter Warr. Mr. Warr said the committee needs to find the low-hanging fruit to establish what is possible. He said he's the only designer and only architect, probably the only member in Town who has actually built below market rate housing in Town. He said he's done it at the Priory, where they see housing as a significant impediment to securing and maintaining qualified teachers, and where they are in the process of designing and bringing forth another six to nine units. He said there are some issues associated with whether or not it's an advantage to the employee or the resident or whether it tends to hold them back. Because of the way the Bay Area works, for most people who own their residences, it becomes their most important asset and one of their biggest sources of future wealth. He said the committee needs to think about not only who is going to live there, but how it operates and what the intentions are. He said this housing project will be different when its design and development process is seen as an asset for the Town. He said although he's reticent to design things by committee, one of the greatest successes in the Town Center design process was that it was developed out of and responsive to community input. He said the processes associated with the Nathhorst Triangle and 900 Portola Road showed that without broad-based community support and discussion of the pros, the cons, the economics, and the aesthetics, this doesn't have a chance of getting off the mark. He said communication about the visual effects, the design, who is likely to be living there, and how the economics work is going to be more important for this than any other project in Town. He said Portola Valley is advantaged to have an enormous brain trust within the Town, with more skeptics per capita than any other community around. He said the committee must understand how to leverage that skepticism so that answers can be developed. He said there will be some low-hanging fruit sites that have sewer, have stable geology, aren't subject to landslides, are relatively easy to build on, and relatively well screened, versus a lot of sites that are just nonsensical to even consider. He said he really thinks a significant part of this is going to be strategic in an open way so that people understand that if we're doing a survey it really is to gather real information in such a way that it becomes a part of the design process, a part of the approval process, a part of what's going on, so that it isn't in the background or pre-negotiated, and that the conjecture is completely taken out of it. He said it's an opportunity to establish the framework for some broader design issues. He said it is a significant responsibility and he understands that isn't the charge of this committee. He said the housing issues are somewhat created by the haves protecting what they have and not being concerned about those that don't have it yet. He said there is a way of creating a Town that is a sustainable organism where you don't have to worry about who is going to live there or how the economics work, because the best way to create affordable housing is to have too much. He said that's not likely to ever happen here, but if you plan affordable housing it will get built. He said you don't have to incentivize it and you don't have to fund it, it can happen by itself if you plan it. He said Redwood City is a good example in the amount of housing that they've planned for, and it will get built. He said there are some issues there that he doesn't think are sustainable because they haven't provided the infrastructure associated with what that new housing is likely to do to their Town. Councilmember Derwin said a lot of it isn't affordable. Mr. Warr said it could be if they built enough.

Councilmember Derwin said she knows Mr. Warr is supportive of affordable housing and believes Portola Valley can do it and still retain their character. She asked him what he realistically thought the committee could accomplish, especially with him on it. Mr. Warr said he's actually thinks he's not as good a committee member as a committee supporter. He said agreed with Mr. McIntosh and Mr. Secrest about the value of having a support mechanism in talent and design skills. He said he applied hoping to carry on the legacy of the original housing committee work. He said he knows where the bodies are buried and knows almost every property in Town. He said the assessment of lands to improve, which are the easy ones and which are the hard ones, will require a few hours of mulling some things over. He said support of the design efforts and some of the communication efforts are something he can easily help with. He said whether or not there's a position for him on a committee like this, he's happy to volunteer, and it's something that he could strongly support. He said they're talented and they know how to develop these sites better than anybody in Town.

Councilmember Aalfs said the Town will ideally be donating land and money to this cause. He asked Mr. Warr what other things the Council should think about that will be necessary to make this happen, for example amending the General Plan, changing ordinances, setbacks, etc. Mr. Warr said there is a lot of leeway in the Town Ordinances and General Plan that doesn't necessarily need amending. He said some things in the General Plan cannot be avoided without some gymnastics. He said the Planned Unit Development is a very flexible tool that gives the Town the opportunity to provide dispensation as compensation for public benefit. He said it's a slope that you want to have crossed with the public long before you ever get to a finished design. He said explaining "We're doing this because ..." and then doing that with broad based support is critical. He said this brings to the larger question of whether or not there is any support at all. He said he's discussed with others if broader questions should be asked – "Do you want to be a bedroom community that doesn't support this? If you support it, how big is your support? Do you want to create a sustainable organism?"

Councilmember Wengert said Mr. Warr has positioned himself in two ways and she is trying to determine if they are mutually exclusive – being part of and supportive of the committee or not being part of the committee but being supportive. She said he clearly has huge history, experience, and background in projects he's worked with that have bridged some of the gaps. She asked Mr. Warr how he would go about, from what he knows and all he's seen, really building that base of support, for whatever project. She asked if he picks the low hanging fruit, the property that is the most logical place that he'll be able to sell to the community, how he would go about building his base. Mr. Warr said it would be through a series of larger invited and informed roundtables that bring obvious skeptics and obvious supporters together, encouraging them to bring their friends with their questions, getting to why. He said in the practice of architecture and construction, it is very easy to just do what your clients tell you and then justify to yourself that you're doing it because they told you to. In deference to that, he said if he listens to the whats, but really understands the why, then the whats become very clear. He said it is easier to build consensus around why than it is about what. He said if you create a consensus about "Why should we do this?" someone will say "You're doing it because you've got three million bucks." He said that is one of the reasons, but there are a lot of other reasons. He said maybe your daughter and your son-in-law can't afford a house and your property is too small to build something – so the why is about that. He said you start to build a set of stories with characters and use that organic process to say "How are we going to express that? Is it a collage of people? Is it about your gardener and your housekeeper and the 2,000 people that drive into Town every day? Is it about the 5,000 car trips out of Town to go to ballet class and piano lessons?" Mr. Warr said there is a product and it needs to be about that, but more importantly, even if the committee is not successful in finding a way to improve those properties, they must be successful in creating a consensus about why we should.

Vice Mayor Richards asked if Mr. Warr would prefer to be on the committee or prefer to be a support person. Mr. Warr said he would prefer to be a support person, because he thinks his presence eliminates a seat for somebody else who potentially has more contacts and more friendships and provides a different perspective. He said his perspective is definitely about the Town and the understanding he has of the Town. He said his other perspective is 40 years of dealing with an ever-decreasing number of people who will come work for him because they can't afford to live here and the pressure on salaries and benefits. He said the Town Council is dealing with the ever-increasing number of staff, more and more

needs of a more and more demanding public. He said when he came to Town 30 years ago, the majority of jobs in Town, including sweeping streets and cleaning ditches, were volunteers. He said at that time there were 2-1/2 people that worked for the Town out of a classroom at the old school. He said it's a different world now and he brings significant experience and understanding of what to do with that. He said whether he serves as a volunteer and talks with the committee or gets hired as a consultant to assess the viability of some of those ideas, he thinks in some way he's better off doing that, particularly when they've got talented people with big brains.

Mayor Hughes said all of his questions have been answered.

Mr. Warr said he's pleased that the Town is doing this. He said he's displeased that it's limited. He understands how gun shy the Council can be because of the previous missteps. He said he hopes they understand what he said about public outreach and are willing to guide the committee to dealing with the whys. He said he firmly believes that if a consensus is built about why, then the whats will happen without problems. He said if they jump to judgment and say, "We're going to build on this site and it's going to be eight units and it's going to be 23 feet tall and brown," there will be people fighting it on one side and supporting it on the other, with the majority not even caring. He said if a consensus is built around why, even the silent majority could be supportive.

Commissioner Wengert asked Mr. Warr if he would serve if selected. Mr. Warr said he would.

Mr. Secrest said his wife reminded him of some other experience he's had with the Town. He said he subdivided some property in Woodside, which was challenging, and built an industrial building in Fremont, and was also involved in the remodel of a shopping center and a market.

The Council voted for three candidates by paper ballot, which were tallied by Town Clerk Hanlon. Steve Toben received five votes, Chip McIntosh received four votes, and there was a tie for Carter Warr and Beth Bartlett. The Council voted again to break the tie between Mr. Warr and Ms. Bartlett. Mr. Warr received 3 votes and Ms. Bartlett received 2 votes.

The Town Council appointed Steve Toben, Chip McIntosh, and Carter Warr to the Ad-Hoc Committee for Housing on Town-Owned Property.

- (6) Recommendation by Sustainability & Special Projects Manager – Adopt an Amendment to Chapter 8.09 [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. __)

Sustainability & Special Projects Manager Brandi de Garmeaux presented staff's recommendations for the proposed amendment to Chapter 8.09 as detailed in the staff report.

Chair Ross called for questions from the Council.

Councilmember Derwin asked if there was any cost to the homeowner due to increasing the diversion rate to 75%. Ms. de Garmeaux said they already have to comply with 65% and increasing it to 75% should not add any additional costs because of the high diversion rates at the suggested facilities. Councilmember Derwin asked if this was applicable to second units. Ms. de Garmeaux said it is a CALGreen requirement and is applicable for any new construction.

Vice Mayor Richards asked if the Town has been enforcing the 55% requirement on the smaller residential additions. Ms. de Garmeaux said they have and the requirement is actually 60%.

Vice Mayor Richards asked if, in the case of an owner-builder, there is the capacity to give them some assistance because this kind of thing could dissuade do-it-yourself projects. Ms. de Garmeaux said the software is very user friendly but staff can also help at the counter. She said they have recently implemented a lot of other software at Town Hall and wondered if it was the right time to implement this particular software. She said they decided to do it now because it will reduce staff time significantly, especially in light of the requirement to prove compliance for every project.

Councilmember Wengert asked how broad the category was for accessory structures. Ms. de Garmeaux said it applies to anything that needs a permit. Councilmember Wengert asked if the compliance requirement will create a greater burden for someone tearing down, for example, a relative small accessory structure on a do-it-yourself basis. Ms. de Garmeaux said those projects are currently required to achieve a 60% diversion rate. She said this is just increasing it slightly. She said it will be important to choose a facility that meets the required diversion rate. She said this basically encourages people to go to one of the five facilities suggested instead of going, for example, to Ox Mountain where it goes straight into the landfill.

Mayor Hughes asked Ms. de Garmeaux if there were any recent projects that have not met the 75% requirement. Ms. de Garmeaux said in the absence of staff providing recommendations for facilities for folks to use, there are a few projects that have gone to facilities that are landfilling. She said this program will enable staff to calculate the diversion rate for each material. She said the Priory used the Green Halo software and had a 97% diversion rate. She said it depends on what the contractor decides to do, but if they choose a facility that is diverting, they can easily achieve it. She said if they source-separate concrete, the diversion rate can be even higher.

Town Attorney Prince said upon re-reading the draft ordinance today, staff caught a couple of typographical and other errors that have been corrected. She said the on Page 3, Subsection D, the referenced to subsection (J) should be (K). She said page 5 referenced "town administrator," which should be "town manager."

Mayor Hughes pointed out at the bottom of page 5 it should read "...more than 25 percent (25%) of project ..." instead of 40 percent. He said in the second paragraph of page 6 it should say "reuse" instead of "refuse." Mayor Hughes suggested rewording the explanation of whether ADC does or does not work toward reaching the required diversion percentage.

Mayor Hughes asked if the cost of the software would be recouped through the administrative fee. Ms. de Garmeaux said it would be paid out of the Sustainability Program's budget. She said they will determine where it will go in the budget for the next fiscal year.

Hearing no more questions, Mayor Hughes invited public comment.

Carter Warr said he's been in construction for 40 years. He said this is symptomatic of the continual government overreach that is causing an extraordinary impact on the collective cost of construction that has made housing unaffordable. He said increasing from 65% to 75% does not improve anything. He said adoption of CALGreen is all the Town needs, they don't need their own ordinance, processing system, and software. He said it baffles the minds of old contractors and old architects that every time they turn around there's new rules and new mandates, and it's not cheap. He said it's hours of time collecting paperwork, mostly from people who are not very sophisticated. He said it feels like the contractors are the problem child of the State and they think that all the sustainability issues will be solved by having government overreach and somebody else checking on them.

With no further public comment, Mayor Hughes brought the issue to the Council for discussion.

Councilmember Derwin said because she's building something right now, what Mr. Warr says resonates with her. She said a shovel has not gone into her ground yet and she has already spent a lot of money on

all the layers of requirements. She said she understands what staff is trying to do and thinks it is the right thing, but she's not sure.

Mayor Hughes asked Ms. de Garneau what body was requiring action. Ms. de Garneau said there is an ordinance that has been in existence since 2000 and has provisions above and beyond what the 2016 CALGreen Code is requiring. She said when the Town became aware that CALGreen had a mandatory requirement that was above the Town's ordinance, and the Town needed to check for compliance. Ms. de Garneau said that on all new construction projects, there is still the requirement to meet the 65% diversion rate, have all the load tags, and indicate how the diversion rate was met. She said there are requirements by the State, and the Town saw the opportunity to do even better. She said the roofing and demolition only has been part of the ordinance since 2000 and they believe that pointing people to certain facilities will make sure that waste is being diverted.

Mayor Hughes asked if the Town requiring a little bit more work for roofing and demo, which is not required by the State, would be balanced out by providing the software to make the tracking, which has always been required, easier. Ms. de Garneau said they've already had to track it for roofing and demolition for 16 years and this software would make it easier. Town Manager Dennis said much of what currently presents a challenge is already on the books and is part of CALGreen anyway and the primary change is the number. He said because this Council and previous Councils have made sustainability such a priority, the Town has tried to stay ahead of the curve. He said as staff discussed it, they felt it was entirely appropriate to propose continuing to do that.

Councilmember Derwin asked if increasing to the 75% requirement created more work than if they were just required to be in compliance with CALGreen. Ms. de Garneau said the contractor has to make a waste management plan for CALGreen and this software makes that easy for them. They have to provide the load tags per CALGreen, but with this software, staff is able to point them to the facilities that have higher diversion rates. She said they will be able to see the diversion rates, which is almost impossible to know without the software. She said the fact that contractors are using it voluntarily shows they are seeing it as a need. She said the only thing staff is proposing above CALGreen for new construction projects is increasing the diversion rate a little bit. She said every year staff is required to do an annual report with the State Department of Recycling to exemplify how they are trying to make sure they are meeting the waste diversion goals. She said because staff saw this as an easy opportunity to assist with that, they recommended it to the Council. She said it also has other implications beyond CALGreen, such as trying to meet state requirements from other avenues.

Councilmember Derwin asked staff if they felt upping the diversion requirement and using the software would make the process more complicated or expensive. Ms. de Garneau said they did not. Councilmember Aalfs said, as a GreenPoint rater and someone who has to hunt down the haul tags in the field, Green Halo is a godsend. He said it's complicated, but people adapt. He said he's seen builders can be kind of technophobe, but it's designed to ultimately make it easier for these projects. Ms. de Garneau said Palo Alto is requiring an 80% diversion rate and they are also using Green Halo. She said Pleasanton is requiring a 75% diversion rate. She said Palo Alto is achieving their rate with basically the same pool of disposal facilities as Portola Valley's. Mr. Warr said there are a lot of small projects that get lumped into this, with less sophisticated contractors with smaller budgets. He said the amount of work associated with a \$100,000 project versus a \$10 million project is not 100 times easier. He said the software is fine but there isn't any reason for the Town to have a separate ordinance except for demolition and roofing. He said at 65% the rest of the ordinance is unnecessary because CALGreen collects all of it.

Councilmember Wengert said the efficiency appears to be particularly on the software side of it and, while the less sophisticated contractors may be less likely to use it on the smaller projects, over time it will be an incremental improvement for everything. She said she does not worry about the payback period for the Town's cost because it will very clearly be there. She said that given the primary legislation is already mandated and this helps achieve some slightly higher sustainability goals, she can support it. She said Ms. de Garneau did a great job in presenting the case for how and why the Town should do it. She said she is sympathetic to all of the projects on an aggregate and macro basis in that it is getting more difficult to do a major or minor project, recognizing the much larger financial burden, which exacerbates the

housing inventory problem. She said if owners of older homes start to hesitate to make the kind of improvements they would otherwise make because of the overall costs, that's not good. She said that is a different set of problems that will not be solved tonight, but on this subject, given there is already the requirement for the roofing materials and accessory structures outside of this, it makes sense.

Vice Mayor Richards said he also finds it frustrating. He said, however, he sees this recommendation as a minor change that is symbolic. He said the ordinance won't cost the Town a lot and he's not worried about that. He said the Town's entire approach to sustainability has been to hit it with the biggest hammer we can find and it's more making a statement than anything else, which he thinks the Town needs to do. He said it's such a big problem worldwide, the fact that the Town has grabbed it by the horns and taken it on is really worth something. He said he supports it even though it drives him crazy.

Mayor Hughes said he is very aware of how the extra regulations and extra effort that contractors have to deal with slows down projects and increases costs. He said he does not feel like this actually adds anything more to the already existing State requirements, other than having the project planner or manager having to read it to make sure they understand there isn't really anything different from CALGreen other than the numbers. He said having the software available will reduce that burden and the rest of the work has to be done anyway. He said he was supportive and it will help more than it will hurt.

Councilmember Wengert moved to adopt the First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council, the Town of Portola Valley, Amending Chapter 8.09 of Title 8 of the Portola Valley Municipal Code, as amended. Seconded by Vice Mayor Richards, the motion carried 5-0.

Councilmember Wengert thanked Ms. de Garneau for an excellent presentation. Town Manager Dennis said one of staff's major considerations was how to make this easier on the people who have to go through the Town's ordinances. He said he appreciates that Ms. de Garneau used her own budget instead of asking for additional money from somewhere else.

- (7) Recommendation by Sustainability & Special Projects Manager – Adopt an Amendment to Chapter 2.24 [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 __)

Ms. de Garneau presented staff's recommendations regarding the amendments needed for the Emergency Preparedness Program, as detailed in the staff report.

Mayor Hughes called for questions from the Council.

Mayor Hughes referred to Section 2.24.490. He said some of the sections talk about the Director of Emergency Services but only Section C says the Director or Acting Director (if the Director is unavailable). After some discussion, the Council suggested there be the definition that the Director shall refer to Acting Director if the Director is not available. Town Manager Dennis said they will add the Acting Director to Section 2.24.050(1).

Mayor Hughes asked regarding the Section 2.24.090(C)(1) requirement for Council to ratify a proclamation within seven days after a proclamation of a local emergency. Staff advised that is a State requirement.

Mr. Warr said he did not see anything in the operation plan that coordinates with Woodside Fire Protection District. He it doesn't appear they were consulted and they are not listed in the

communications decision tree. Ms. de Garneau said the Woodside Fire Protection District participated as part of the Emergency Preparedness Committee and attended all of their meetings the operation plan was discussed at length. Town Manager Dennis said this is the Town's operation plan but they would consult with all the Town's partners in an emergency. Mayor Hughes said he recalls a conversation with the Fire Department and the Sheriff where the desire was to route everything through the Sheriff and Office of Emergency Services (OES). Ms. de Garneau said the Woodside Fire District has a seat in the Emergency Operations Center. She said staff was directed that emergency management should flow through the Sheriff's Department and County OES. Mr. Warr said Woodside Fire has facilities and manpower in Town and the Sheriff does not. Town Manager Dennis said the Sheriff has a substation here. Mr. Warr said the substation is not continuous manned, but Woodside Stations 6 and 8 are manned 24 hours a day. Mayor Hughes said they will reconfirm with Woodside Fire District that they feel this is adequate but can move ahead with approving this amendment tonight. Town Attorney Prince said the Council could approve the document as presented with the option to add the Woodside Fire Protection District's number to the decision tree if they have no objection.

Councilmember Wengert and Vice Mayor Richards said the Woodside Fire Protection District number should be included in the decision tree. Town Manager Dennis noted that not every emergency faced will involve fire.

With no further questions or comments, Mayor Hughes called for a motion.

Vice Mayor Richards moved to approve the First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Chapter 2.24 of Title 2 of the Portola Valley Municipal Code, as amended. Seconded by Councilmember Aalfs; the motion carried 5-0.

- (b) Adopt a Resolution of the Town Council of the Town of Portola Valley Adopting the 2017 Emergency Operations Plan (Resolution No. 2714-2017)

Vice Mayor Richards moved to Adopt a Resolution of the Town Council of the Town of Portola Valley Adopting the 2017 Emergency Operations Plan. Seconded by Councilmember Wengert; the motion carried 5-0.

- (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. 2715-2017)

Vice Mayor Richards moved to Adopt a Resolution of the Town Council of the Town of Portola Valley Relative to Workers' Compensation Benefits for Registered Disaster Service Worker Volunteers. Seconded by Councilmember Aalfs; the motion carried 5-0.

The Council thanked Ms. de Garneau and staff for their hard work on this project. Town Manager Dennis said it is exciting that all of the disparate pieces floating around related to Emergency Operations are now in one place in a readable document that makes sense.

(8) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Attended the December Council of Cities dinner meeting where Wayne Lee was selected for the ABAG seat; Maureen Freschet and Emily Beach for the Transportation Authority; Doug Kim for the Bay Area Air Quality Management District; and Diane Papan as Vice Chair of Council of Cities. She attended the December 19 Water Conservation Committee meeting where they discussed the status of committees and a shift from hands-on to making policy and making the committees link to Council priorities. She said they also heard an interesting report from Judy Murphy on Town fields saying that a knowledgeable and attentive field manager is the most important ingredient of good fields. She said

the Town fields are rye grass and blue grass mix which use a lot of water and require lavish daily attention and Towns should not have those kinds of fields. She said there was discussion about subservice irrigation. She said the chloramine-treated water is having an effect on the grass and it can't be filtered. Councilmember Derwin said the Conservation Committee continues to work on their goals including the endpoint and/or smart meters, getting the Department of Water's special landscape district designation, rigs for graywater, a rainwater capture demonstration, education, low-water use landscaping, the graywater manual, refreshing the website, and the spring native garden tour. Councilmember Derwin said she will be participating with Vice Mayor Richards in the "Homeless Count," scheduled for 5:30 a.m. on January 26. She will also attend the "Standing Together" event being held on January 18 at Devil's Canyon.

Councilmember Aalfs – None to report.

Councilmember Wengert – Met with Town Manager Dennis, Vic Schachter and Tina Nguyen on the aircraft noise issue to strategize next steps with the Congressional Offices. She said the expectation is that the FAA will be commenting soon on both the Select Committee and San Francisco Airport Roundtable comments.

Vice Mayor Richards – None to report.

Mayor Hughes – Attended the December 15 Planning Commission meeting which was Nate McKitterick's final meeting. He said they discussed three projects – the Hallett store, 45 Granada Court, and the Alpine Inn Beer Garden. He and Town Manager Dennis met with representatives from Ladera Community Association on January 9 and this morning with Sheriff Carlos Bolanos and Supervisor Don Horsley to discuss ALPR deployment, moving the ALPR that was planned for the Ladera end of Portola Valley to the other side of Ladera to cover them as well. He said they are working on coordinating that with the County, who may be willing to contribute something toward the cost to cover that unincorporated area. He said everyone is positive and receptive. He said it will not slow down the Town's process and the cost may be defrayed somewhat. He said he passed around the Council Liaison appointments list today.

(9) Town Manager Report – Town Manager Dennis reported the Town weathered the storm well. He said three staff members will also be participating in the "Homeless Count" on January 26. He said blankets have been placed on the soccer field at Town Center to help with seed germination. He said staff is having great success with the rollout of a new recreation software that allows people to purchase classes, with 150 people registering for more than \$46,000 of classes so far. He said Lorrie Duval delivered her first public communications under her new title of Neighborhood Watch Coordinator. She wanted to thank the Council for creating the position. He said he is pleased with the work she has done so far. He said he attended a few of the Neighborhood Watch meetings which have been positive. He said there are approximately a dozen Neighborhood Watch programs in some state of activation. He met with Craig Taylor, the Open Space Committee Chair, to discuss the committee looking into strategic planning with regard to the kinds of lands the Town is interested in acquiring.

WRITTEN COMMUNICATIONS [9:28 p.m.]

(10) Town Council Digest – December 15, 2016

None

(11) Town Council Digest – December 22, 2016

Mayor Hughes plans to attend the January 30 ABAG Special General Assembly. If he cannot attend, the alternate, Councilmember Wengert will attend. Town Manager Dennis will also attend.

(12) Town Council Digest – January 6, 2017

Mayor Hughes is unable to attend the Council of Cities Dinner Meeting on January 27. Councilmember Derwin said if no one else can go, she will go to vote.

ADJOURNMENT [9:33 p.m.]

Mayor Hughes adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/25/17

Date: 01/20/2017

Time: 9:52 am

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TOWN OF PORTOLA VALLEY

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

ANIMAL DAMAGE MGMT INC	December Pest Control	18270	01/25/2017	
			01/25/2017	
16170 VINEYARD BLVD. #150	804		01/25/2017	0.00
MORGAN HILL	BOA	51304	01/25/2017	0.00
CA 95037	95311			295.00

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

Check No.	51304	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

ASSOCIATED BUSINESS MACHINES	Postage Meter Chip Jan 2017	18256	01/25/2017	
			01/25/2017	
1552 BEACH STREET	0017		01/25/2017	0.00
EMERYVILLE	BOA	51305	01/25/2017	0.00
CA 94608				457.46

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	457.46	0.00

Check No.	51305	Total:	457.46
Total for	ASSOCIATED BUSINESS MACHINI		457.46

AT&T	Deposit Refund, 4115 Alpine Rd	18259	01/25/2017	
			01/25/2017	
324 RIVERSIDE AVENUE	0655		01/25/2017	0.00
ROSEVILLE	BOA	51306	01/25/2017	0.00
CA 95678				350.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	350.20	0.00

AT&T	Deposit Refund, 4115 Alpine Rd	18260	01/25/2017	
			01/25/2017	
324 RIVERSIDE AVENUE	0655		01/25/2017	0.00
ROSEVILLE	BOA	51306	01/25/2017	0.00
CA 95678				87.60

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	87.60	0.00

AT&T	Dep Refund, 4115 Alpine/302 Portola Rd./945 Portola Rd.	18261	01/25/2017	
			01/25/2017	
324 RIVERSIDE AVENUE	0655		01/25/2017	0.00
ROSEVILLE	BOA	51306	01/25/2017	0.00
CA 95678				10,551.27

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	10,551.27	0.00

AT&T	Deposit Refund, 287 Mapache	18262	01/25/2017	
			01/25/2017	
324 RIVERSIDE AVENUE	0655		01/25/2017	0.00
ROSEVILLE	BOA	51306	01/25/2017	0.00
CA 95678				500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	500.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/25/17

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TOWN OF PORTOLA VALLEY

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

Check No.	51306	Total:	11,489.07
Total for	AT&T		11,489.07

AT&T	December Statement	18255	01/25/2017	
			01/25/2017	
P.O. BOX 9011	441		01/25/2017	0.00
CAROL STREAM	BOA	51307	01/25/2017	0.00
IL 60197-9011				288.07

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	288.07	0.00

Check No.	51307	Total:	288.07
Total for	AT&T		288.07

PATT BAENEN-TAPSCOTT	Reimbursement, Bike/Work Day	18258	01/25/2017	
			01/25/2017	
1148 LOS TRANCOS ROAD	1211		01/25/2017	0.00
PORTOLA VALLEY	BOA	51308	01/25/2017	0.00
CA 94028				185.80

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4143	BicyclePedTraffic Committee	185.80	0.00

Check No.	51308	Total:	185.80
Total for	PATT BAENEN-TAPSCOTT		185.80

BANK OF AMERICA	December Statement	18287	01/25/2017	
Bank Card Center			01/25/2017	
P.O. BOX 53155	0022		01/25/2017	0.00
PHOENIX	BOA	51309	01/25/2017	0.00
AZ 85072-3155				2,802.29

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	6.43	0.00
05-52-4168	Water Conservation Committee	17.44	0.00
05-64-4308	Office Supplies	92.36	0.00
05-64-4311	Internet Service & Web Hosting	284.33	0.00
05-64-4322	Dues	110.00	0.00
05-64-4326	Education & Training	1,196.07	0.00
05-64-4336	Miscellaneous	1,095.66	0.00

Check No.	51309	Total:	2,802.29
Total for	BANK OF AMERICA		2,802.29

MICHAEL BRAY	Reimbursement, Flight Night	18280	01/25/2017	
	Banners		01/25/2017	
140 CHEROKEE WAY	854		01/25/2017	0.00
PORTOLA VALLEY	BOA	51310	01/25/2017	0.00
CA 94028	30341			100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4163	Science & Nature	100.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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TOWN OF PORTOLA VALLEY

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

Check No.	51310	Total:	100.00
Total for	MICHAEL BRAY		100.00

CALIFORNIA WATER SERVICE CO	Service from 9/13/16 - 12/9/16	18257	01/25/2017	
			01/25/2017	
3525 ALAMEDA DE LAS PULGAS	0011		01/25/2017	0.00
MENLO PARK	BOA	51311	01/25/2017	0.00
CA 94025844				11,819.58

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	11,819.58	0.00

Check No.	51311	Total:	11,819.58
Total for	CALIFORNIA WATER SERVICE CC		11,819.58

CALPERS	December Retirement	18235	01/25/2017	
FISCAL SERVICES DIVISION			01/25/2017	
ATTN: RETIREMENT PROG ACCTG	0107		01/25/2017	0.00
SACRAMENTO	BOA	51312	01/25/2017	0.00
CA 94229-2703				18,220.46

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	1,596.11	0.00
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	16,516.97	0.00

CALPERS	December Unfunded Liability	18236	01/25/2017	
FISCAL SERVICES DIVISION			01/25/2017	
ATTN: RETIREMENT PROG ACCTG	0107		01/25/2017	0.00
SACRAMENTO	BOA	51312	01/25/2017	0.00
CA 94229-2703				1.07

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	1.07	0.00

Check No.	51312	Total:	18,221.53
Total for	CALPERS		18,221.53

CLEANSTREET	Qrtly & Dec Litter/Street Clean	18267	01/25/2017	
			01/25/2017	
1937 W. 169TH STREET	0034		01/25/2017	0.00
GARDENA	BOA	51313	01/25/2017	0.00
CA 90247-5254	84943			4,711.25

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	74.00	0.00
20-60-4266	Litter Clean Up Program	3,739.31	0.00
22-60-4266	Litter Clean Up Program	897.94	0.00

Check No.	51313	Total:	4,711.25
Total for	CLEANSTREET		4,711.25

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State/Province Zip/Postal	Invoice Number			Check Amount

COLMA FIREMEN'S SOCIAL CLUB	Mtg/Dinner, Derwin/Hughes/ Wengert	18292	01/25/2017	
			01/25/2017	
ATTN: CAITLIN CORLEY	600		01/25/2017	0.00
COLMA	BOA	51314	01/25/2017	0.00
CA 94014				135.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	135.00	0.00

Check No.	51314	Total:	135.00
Total for	COLMA FIREMEN'S SOCIAL CLUB		135.00

LORRAINE R. DUVAL	Neighborhood Watch Coordinator	18238	01/25/2017	
	Svs for 1/2/17 - 1/13/17		01/25/2017	
340 GOLDEN OAK DRIVE	0652		01/25/2017	0.00
PORTOLA VALLEY	BOA	51315	01/25/2017	0.00
CA 94028				320.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	320.00	0.00

Check No.	51315	Total:	320.00
Total for	LORRAINE R. DUVAL		320.00

ESRI, INC.	GIS Maint Agreement Renewal	18289	01/25/2017	
		00006433	01/25/2017	
FILE #54630	0212		01/25/2017	0.00
LOS ANGELES	BOA	51316	01/25/2017	0.00
CA 90074-4630	93234095			1,813.75

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	1,813.75	1,817.00

Check No.	51316	Total:	1,813.75
Total for	ESRI, INC.		1,813.75

FRANCOTYP-POSTALIA, INC.	Meter Rental, 10/9/16-1/8/17	18249	01/25/2017	
			01/25/2017	
P.O. BOX 4510	0172		01/25/2017	0.00
CAROL STREAM	BOA	51317	01/25/2017	0.00
IL 60197-4510				88.29

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

FRANCOTYP-POSTALIA, INC.	Meter Rental,1/9/17-4/8/17	18250	01/25/2017	
			01/25/2017	
P.O. BOX 4510	0172		01/25/2017	0.00
CAROL STREAM	BOA	51317	01/25/2017	0.00
IL 60197-4510				88.29

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

Check No.	51317	Total:	176.58
Total for	FRANCOTYP-POSTALIA, INC.		176.58

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

GIRL SCOUT TROOP 61712	Reimbursement, Flight Night	18281	01/25/2017	
co JANE MACKEY, TREASURER			01/25/2017	
470 SAND HILL CIRCLE	1419		01/25/2017	0.00
MENLO PARK	BOA	51318	01/25/2017	0.00
CA 94025				126.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4163	Science & Nature	126.00	0.00

Check No.	51318	Total:	126.00
Total for	GIRL SCOUT TROOP 61712		126.00

GRANITE ROCK COMPANY	Sand for Sand Bags	18271	01/25/2017	
			01/25/2017	
P.O. BOX 50001	0322		01/25/2017	0.00
WATSONVILLE	BOA	51319	01/25/2017	0.00
CA 95077-5001	1005115			469.44

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage / Emerg Repairs	469.44	0.00

Check No.	51319	Total:	469.44
Total for	GRANITE ROCK COMPANY		469.44

GRPA, LLC	Refund Deposit, Village Square	18240	01/25/2017	
			01/25/2017	
398 PRIMROSE RD	906		01/25/2017	0.00
BURLINGAME	BOA	51320	01/25/2017	0.00
CA 94010				2,741.60

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,741.60	0.00

Check No.	51320	Total:	2,741.60
Total for	GRPA, LLC		2,741.60

HAYWARD LUMBER CO	Posts for ROW Signs @ Windy Hill	18272	01/25/2017	
			01/25/2017	
429 FRONT STREET	1237		01/25/2017	0.00
SALINAS	BOA	51321	01/25/2017	0.00
CA 93901-3609	37103500-00			87.29

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	87.29	0.00

Check No.	51321	Total:	87.29
Total for	HAYWARD LUMBER CO		87.29

HILLYARD, INC	Janitorial Supplies	18273	01/25/2017	
			01/25/2017	
P.O. BOX 843025	531		01/25/2017	0.00
KANSAS CITY	BOA	51322	01/25/2017	0.00
MO 64184-3025	602360790			349.99

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

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	116.66	0.00
05-66-4341	Community Hall	116.66	0.00
25-66-4340	Building Maint Equip & Supp	116.67	0.00

Check No.	51322	Total:	349.99
<u>Total for</u>	HILLYARD, INC		349.99

INFINITE THREADS EMBROIDERY	PW Work Shirts	18284	01/25/2017	
			01/25/2017	
P.O. BOX 3615	1014		01/25/2017	0.00
REDWOOD CITY	BOA	51323	01/25/2017	0.00
CA 94064	1352			326.10

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	326.10	0.00

Check No.	51323	Total:	326.10
<u>Total for</u>	INFINITE THREADS EMBROIDERY		326.10

INTERSTATE TRAFFIC CNTRL	Custom Signage, ROW	18274	01/25/2017	
			01/25/2017	
1700 INDUSTRIAL ROAD, STE B	564		01/25/2017	0.00
SAN CARLOS	BOA	51324	01/25/2017	0.00
CA 94070	215876			138.98

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	138.98	0.00

Check No.	51324	Total:	138.98
<u>Total for</u>	INTERSTATE TRAFFIC CNTRL		138.98

J.W. ENTERPRISES	Portable Lavs 12/22/16-1/18/17	18241	01/25/2017	
			01/25/2017	
1689 MORSE AVE	829		01/25/2017	0.00
VENTURA	BOA	51325	01/25/2017	0.00
CA 93003				242.40

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	242.40	0.00

Check No.	51325	Total:	242.40
<u>Total for</u>	J.W. ENTERPRISES		242.40

JENSEN LANDSCAPE LLC	July - Nov Mowing, All Fields	18278	01/25/2017	
			01/25/2017	
1983 CONCOURSE DRIVE	849		01/25/2017	0.00
SAN JOSE	BOA	51326	01/25/2017	0.00
CA 95131	165059, 165058, 168147, 168148			9,186.25

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	9,186.25	0.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
JENSEN LANDSCAPE LLC	Seeding & Topdressing, Winter	18279	01/25/2017	
	2016 - All Sports Fields Reno		01/25/2017	
1983 CONCOURSE DRIVE	849		01/25/2017	0.00
SAN JOSE	BOA	51326	01/25/2017	0.00
CA 95131	168151			24,625.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	24,625.00	0.00

Check No.	51326	Total:	33,811.25
Total for	JENSEN LANDSCAPE LLC		33,811.25

JORGENSON SIEGEL MCCLURE & FLEGEL	December Statement	18232	01/25/2017	
			01/25/2017	
1100 ALMA STREET	0089		01/25/2017	0.00
MENLO PARK	BOA	51327	01/25/2017	0.00
CA 94025				18,800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	15,665.00	0.00
96-54-4186	Attorney - Charges to Appls	3,135.00	0.00

Check No.	51327	Total:	18,800.00
Total for	JORGENSON SIEGEL MCCLURE &		18,800.00

KUTZMANN & ASSOCIATES	Nov/Dec Plan Check	18242	01/25/2017	
			01/25/2017	
39355 CALIFORNIA STREET	0090		01/25/2017	0.00
FREMONT	BOA	51328	01/25/2017	0.00
CA 94538				13,193.77

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	13,193.77	0.00

Check No.	51328	Total:	13,193.77
Total for	KUTZMANN & ASSOCIATES		13,193.77

LEAGUE OF CALIFORNIA CITIES	2017 Annual Dues	18243	01/25/2017	
			01/25/2017	
	0093		01/25/2017	0.00
SACRAMENTO	BOA	51329	01/25/2017	0.00
CA 95814				3,047.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	3,047.00	0.00

Check No.	51329	Total:	3,047.00
Total for	LEAGUE OF CALIFORNIA CITIES		3,047.00

VANESSA MAFFIA	Refund, Karate - Winter 2017	18248	01/25/2017	
			01/25/2017	
5 NARANJA WAY	1609		01/25/2017	0.00
PORTOLA VALLEY	BOA	51330	01/25/2017	0.00
CA 94028				720.00

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

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	720.00	0.00

Check No.	51330	Total:	720.00
<u>Total for</u>	VANESSA MAFFIA		720.00

MAZE & ASSOCIATES	Audit Svcs FYE 06/30/16	18244	01/25/2017	
			01/25/2017	
3478 BUSKIRK AVENUE	879		01/25/2017	0.00
PLEASANT HILL	BOA	51331	01/25/2017	0.00
CA 94523				2,278.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	2,278.00	0.00

Check No.	51331	Total:	2,278.00
<u>Total for</u>	MAZE & ASSOCIATES		2,278.00

MIDPEN REGIONAL OPEN SPACE DIS	Deposit Refund	18265	01/25/2017	
ATTN: Warren Chan			01/25/2017	
330 DISTEL CIRCLE	0396		01/25/2017	0.00
LOS ALTOS	BOA	51332	01/25/2017	0.00
CA 94022				146.40

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	146.40	0.00

Check No.	51332	Total:	146.40
<u>Total for</u>	MIDPEN REGIONAL OPEN SPACE		146.40

MIG-TRA	Environmental Consult Services	18268	01/25/2017	
	Springdown Pond Project		01/25/2017	
800 HEARST AVE	1417		01/25/2017	0.00
BERKELEY	BOA	51333	01/25/2017	0.00
CA 94710	0046762			1,422.73

GL Number	Description	Invoice Amount	Amount Relieved
15-68-4414	CIP Spring Down OpSpa Imp	1,422.73	0.00

Check No.	51333	Total:	1,422.73
<u>Total for</u>	MIG-TRA		1,422.73

NATIONAL FIRE PROTECTION ASSN,	Annual Dues, Weiner	18276	01/25/2017	
			01/25/2017	
11 TRACY DRIVE	0628		01/25/2017	0.00
AVON	BOA	51334	01/25/2017	0.00
MA 02322				175.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	175.00	0.00

Check No.	51334	Total:	175.00
<u>Total for</u>	NATIONAL FIRE PROTECTION AS:		175.00

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

NCE	2016-17 Street Resurface Proj.	18275	01/25/2017	
Nichols Consulting Engineers	Pavement Mgmt System		01/25/2017	
1885 S. ARLINGTON AVE	0183		01/25/2017	0.00
RENO	BOA	51335	01/25/2017	0.00
NV 89509	424185507A, 424205501			5,736.25

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	5,736.25	0.00

Check No.	51335	Total:	5,736.25
Total for	NCE		5,736.25

OLBERDING ENVIRONMENTAL, INC	Mitigation Site Monitoring-Dec	18269	01/25/2017	
			01/25/2017	
193 BLUE RAVINE ROAD	2025		01/25/2017	0.00
FOLSOM	BOA	51336	01/25/2017	0.00
CA 94630	2016173			4,107.07

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4272	C-1 Bio Maintenance	4,107.07	0.00

Check No.	51336	Total:	4,107.07
Total for	OLBERDING ENVIRONMENTAL, IN		4,107.07

ROBERT ORMISTON	Reimbursement, Flight Night	18282	01/25/2017	
	Posters		01/25/2017	
1148 PIMENTO AVE	1418		01/25/2017	0.00
SUNNYVALE	BOA	51337	01/25/2017	0.00
CA 94087				81.73

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4163	Science & Nature	81.73	0.00

Check No.	51337	Total:	81.73
Total for	ROBERT ORMISTON		81.73

PG&E	December Statements	18245	01/25/2017	
			01/25/2017	
BOX 997300	0109		01/25/2017	0.00
SACRAMENTO	BOA	51338	01/25/2017	0.00
CA 95899-7300				8,120.02

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	8,120.02	0.00

Check No.	51338	Total:	8,120.02
Total for	PG&E		8,120.02

PORTOLA VALLEY HARDWARE	November Statement	18283	01/25/2017	
			01/25/2017	
112 PORTOLA VALLEY ROAD	0114		01/25/2017	0.00
PORTOLA VALLEY	BOA	51339	01/25/2017	0.00
CA 94028				1,016.94

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

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	65.39	0.00
05-60-4267	Tools & Equipment	335.20	0.00
05-66-4340	Building Maint Equip & Supp	592.39	0.00
25-66-4340	Building Maint Equip & Supp	23.96	0.00

Check No.	51339	Total:	1,016.94
Total for	PORTOLA VALLEY HARDWARE		1,016.94

ROBERTS MARKET	December Statement	18246	01/25/2017	
3015 WOODSIDE ROAD	1236		01/25/2017	0.00
WOODSIDE	BOA	51340	01/25/2017	0.00
CA 94062				675.22

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	675.22	0.00

Check No.	51340	Total:	675.22
Total for	ROBERTS MARKET		675.22

RON RAMIES AUTOMOTIVE, INC.	December Fuel Statement	18253	01/25/2017	
115 PORTOLA ROAD	422		01/25/2017	0.00
PORTOLA VALLEY	BOA	51341	01/25/2017	0.00
CA 94028				320.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	320.50	0.00

Check No.	51341	Total:	320.50
Total for	RON RAMIES AUTOMOTIVE, INC.		320.50

ROTO-ROOTER PLUMBERS	Maint Bldg Restroom Repair	18277	01/25/2017	
5672 COLLECTION CENTER DR	360		01/25/2017	0.00
CHICAGO	BOA	51342	01/25/2017	0.00
IL 60693	19319335020			249.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	249.00	0.00

Check No.	51342	Total:	249.00
Total for	ROTO-ROOTER PLUMBERS		249.00

SAN MATEO CO INF SERVICES	December MW	18285	01/25/2017	
455 COUNTY CENTER, 3RD FLOOR	0307		01/25/2017	0.00
REDWOOD CITY	BOA	51343	01/25/2017	0.00
CA 94063	1YPV11612			76.00

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

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

Check No.	51343	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SHARP BUSINESS SYSTEMS	December Statement	18251	01/25/2017	
			01/25/2017	
DEPT. LA 21510	0199		01/25/2017	0.00
PASADENA	BOA	51344	01/25/2017	0.00
CA 91185-1510				271.30

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	271.30	0.00

Check No.	51344	Total:	271.30
Total for	SHARP BUSINESS SYSTEMS		271.30

SHELTON ROOFING	Deposit Refund, 7 Franciscan	18266	01/25/2017	
			01/25/2017	
1988 LEGHORN ST., #C	0309		01/25/2017	0.00
MOUNTAIN VIEW	BOA	51345	01/25/2017	0.00
CA 94043				1,000.00

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

Check No.	51345	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

SMALL BUSINESS BENEFIT PLAN TR	February Dental/Vision	18247	01/25/2017	
			01/25/2017	
	0132		01/25/2017	0.00
BELMONT	BOA	51346	01/25/2017	0.00
CA 94002-0156				2,046.20

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,046.20	0.00

Check No.	51346	Total:	2,046.20
Total for	SMALL BUSINESS BENEFIT PLAN		2,046.20

SPRINT	Refund Deposit, 302 Portola	18263	01/25/2017	
			01/25/2017	
151 BROOKSIDE DRIVE	0656		01/25/2017	0.00
BERKELEY	BOA	51347	01/25/2017	0.00
CA 94705				6,808.10

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	6,808.10	0.00

Check No.	51347	Total:	6,808.10
Total for	SPRINT		6,808.10

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

STAPLES CREDIT PLAN	Office Supplies 12/9 to 1/7	18254	01/25/2017	
			01/25/2017	
DEPT. 31 - 0000306219	430		01/25/2017	0.00
PHOENIX	BOA	51348	01/25/2017	0.00
AZ 85062-8004				398.97

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	398.97	0.00	

Check No.	51348	Total:	398.97
Total for	STAPLES CREDIT PLAN		398.97

THERMAL MECHANICAL, INC	Replace Air Filter, TH/CH	18286	01/25/2017	
			01/25/2017	
425 ALDO AVENUE	955		01/25/2017	0.00
SANTA CLARA	BOA	51349	01/25/2017	0.00
CA 95054	AC-68167			477.54

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4340	Building Maint Equip & Supp	238.77	0.00	
05-66-4341	Community Hall	238.77	0.00	

Check No.	51349	Total:	477.54
Total for	THERMAL MECHANICAL, INC		477.54

TOWNSEND MGMT, INC	Applicant Charges, Sept 2016	18290	01/25/2017	
			01/25/2017	
P.O. BOX 24442	609		01/25/2017	0.00
SAN FRANCISCO	BOA	51350	01/25/2017	0.00
CA 94124	200064-09-16B			345.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	345.00	0.00	

TOWNSEND MGMT, INC	September Applicant Charges	18291	01/25/2017	
			01/25/2017	
P.O. BOX 24442	609		01/25/2017	0.00
SAN FRANCISCO	BOA	51350	01/25/2017	0.00
CA 94124	200064-09-16A			4,255.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	4,255.00	0.00	

Check No.	51350	Total:	4,600.00
Total for	TOWNSEND MGMT, INC		4,600.00

VERIZON	Refund Deposit,302 Portola Rd.	18264	01/25/2017	
			01/25/2017	
151 BROOKSIDE DRIVE	0657		01/25/2017	0.00
BERKELEY	BOA	51351	01/25/2017	0.00
CA 94705				326.20

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	326.20	0.00	

Check No.	51351	Total:	326.20
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/25/17

Date: 01/20/2017

Time: 9:52 am

Page: 13

TOWN OF PORTOLA VALLEY

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

Total for	VERIZON	326.20
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JANE WILSON	Reimbursement, Holiday Fair	18288	01/25/2017	
	Banners 2015/2016		01/25/2017	
557 CRESTA VISTA LANE	1162		01/25/2017	0.00
PORTOLA VALLEY	BOA	51352	01/25/2017	0.00
CA 94028				385.79

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	385.79	0.00

Check No.	51352	Total:	385.79
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Total for	JANE WILSON	385.79
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Total Invoices: 56

Grand Total:	167,588.16
Less Credit Memos:	0.00
Net Total:	167,588.16
Less Hand Check Total:	0.00
Outstanding Invoice Total:	167,588.16

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
January 25, 2017

Claims totaling \$167,588.16 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

Form Name: Committee Application
Date & Time: 01/06/2017 9:16 PM
Response #: 38
Submitter ID: 3195
Time to complete: 9 min. , 38 sec.

Survey Details

Page 1

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

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

(o) Cultural Arts

Applicant Information

Full Name sarah 'sally' stewart
Email Address
Street Address
City/Zip Portola Valley, CA 94028
Number of years in Portola Valley 54 years
Cell Phone
Home Phone
Other Phone Not answered

Preferred Phone Contact Number

(o) Cell

I prefer to receive Town communications via

(o) E-mail (recommended)

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

I have attended many of the events. I have gone to SF symphony, Stanford events including music, politics, history etc

When I was young I sang in my school chorus and at symphony hall in Boston in the spring for 3 years.

My history shows my involvement and interest in cultural events. I continue to maintain my interests in involving other in coming to and being a part of events in PV

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

Form Name: Committee Application
Date & Time: 12/19/2016 3:51 PM
Response #: 35
Submitter ID: 3191
Time to complete: 11 min. , 40 sec.

Survey Details

Page 1

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

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

(o) Public Works

Applicant Information

Full Name Bob Boyle
Email Address
Street Address
City/Zip Portola Valley, CA 94028
Number of years in 15
Portola Valley
Cell Phone
Home Phone
Other Phone Not answered

Preferred Phone Contact Number

(o) Cell

I prefer to receive Town communications via

(o) E-mail (recommended)

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

I'd like to be on the public works committee to give back to the the community in a real tangible way. Clearing drains, trees or whatever needs to be done is something I have done in my immediate neighborhood area anyway so might just make it official
I am a fit, hands on practical person that can use most construction tools! I have a solid grasp of a variety of areas from electrical to irrigation.

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 have no known conflicts that would cause a problem
In this role

Form Name: Committee Application
Date & Time: 01/05/2017 5:48 PM
Response #: 37
Submitter ID: 3194
Time to complete: 11 min. , 9 sec.

Survey Details

Page 1

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

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

Public Works

Applicant Information

Full Name Kevin F Welch
Email Address
Street Address
City/Zip Portola Valley, CA 94028
Number of years in 21
Portola Valley
Cell Phone
Home Phone
Other Phone

Preferred Phone Contact Number

Home

I prefer to receive Town communications via

E-mail (recommended)

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

I have been on two different committees since I have lived in Portola Valley. I enjoy volunteering for my community. I have experience with chain saws, as well as other light machinery. I have a Hamm Radio license and a class A drivers license.

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

Form Name: Committee Application
Date & Time: 12/21/2016 8:48 PM
Response #: 36
Submitter ID: 3193
Time to complete: 22 min. , 4 sec.

Survey Details

Page 1

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

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

(o) Water Conservation

Applicant Information

Full Name	Jim Lussier
Email Address	
Street Address	
City/Zip	Portola Valley, CA 94028
Number of years in Portola Valley	19
Cell Phone	
Home Phone	
Other Phone	Not answered

Preferred Phone Contact Number

(o) Cell

I prefer to receive Town communications via

(o) E-mail (recommended)

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

Water is one of our most precious resources and will become increasingly more so. Portola Valley has always been a leader in environmental stewardship and I believe we need to continue that. After a long career in the private sector I am now at a position in life where I have more time to give back and this is an issue I believe is important. I am following the discussions involving the SFPUC and the Hetchy Hetchy system we get our water from, the deliberations of the Water Quality Control board, Cal Water, our water supplier and others. I am interested in helping determine how we in Portola Valley can reduce our use of water in general and also make more use of recycled water as is being done around the world including Australia, especially since we never know when the next drought will come and we are not out of the woods even though this has been a wet winter so far. I am interested in native and drought resistant plants for my own home here in Portola Valley to help reduce our own water use. I am also a golfer, at Stanford and at the Menlo Country Club and am interested in water conservation there as well

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.

As noted above, I am a homeowner here in Portola Valley and a golfer at Stanford and at the Menlo Country Club where I serve on the Water Committee because of my interest in water conservation issues. My personal and financial interests are in conserving water and being a responsible steward of our water resources in all of these settings and promoting conservation of this precious resource while balancing this with personal and recreational uses of water such as landscaping and golf courses.

TOWN OF PORTOLA VALLEY
Committee and Commission Memberships – January 2017

Planning Commission – 5 Members

Gilbert, Denise (R)
Goulden, Jon (N)
Hasko, Judith (R)
Targ, Nicholas (R)
Von Feldt, Alexandra (R)

Architectural and Site Control Commission – 5 Members

Breen, Danna (R)
Koch, Megan (R)
Ross, David (R)
Sill, Al (R)
Wilson, Jane (R)

Bicycle, Pedestrian and Traffic Safety Committee – 11 Members Maximum

Hanes, Gary (N)
Hey, Angela (R)
Holland, Edward (R)
Latham, Leslie (R)
McQuillan, Deidre (R)
Welch, Kevin (R)

VACANCIES

Cable and Utilities Undergrounding Committee – 7 Members

Buja, Christopher (R)
Lavine, Kenneth (R)
Lee, Merijane (R)
Pierce, Bob (R)
Pun, Ting (R)
Weintraut, Neil (N)

VACANCY

Conservation Committee – 9 Members

Bourne, Jane (R)
Chiariello, Nona (R)
DeStaebler, Marge (R)
Eckstrom, Don (R)
Heiple, Paul (R)
Murphy, Judith (R)
Plunder, Marianne (R)
Salah, George (N)
Walz, Dieter (R)

Cultural Arts Committee – 12 Members

Bishop, Paige (R)
Breiner, Mimi (R)
Chaput, Sue (R)
Papadopoulos, Elizabeth (R)

VACANCIES

Emergency Preparedness Committee – 5-11 Members

Bercow, Mark (N)
Howes, David (R)
Koin, Diana (R)
Kopf-Sill, Anne (R)
Pfau, Dale (R)
Raanes, Chris (R)
Rothrock, Ray (R)
Taylor, Craig (R)
Trapp, Bud (R)
Turner, Tamara (R)
VACANCY

Finance Committee – 5 Members

Lavine, Kenneth (R)
Nielsen, Gary (R)
Savage, George (R)
Takei, Michele (R)
Urban, William (R)

Geologic Safety Committee – 5 Members

Breiner, Sheldon (R)
Tabor, Rowland (R)
Vedder, Jack (R)
Wentworth, Carl (R)
Wrucke, Chet (R)

Historic Resources Committee – 5 Members Minimum

Anderson, Rick (R)
Bacon, Virginia (R)
Fowler, Jeannette (R)
Lipman, Jim (R)
Lund, Nancy (R)
VACANCIES

Nature and Science Committee – 5- 9 Members

Bray, Michael (R)
Browne, Andrew (R)
Crater, Bonnie (R)
Lazzara, Robin (R)
Pierce, Andrew (R)
Robb, Jan (R)
Tryce, Yvonne (R)
VACANCIES

Open Space Acquisition Advisory Committee – 7 Members Maximum

Chiariello, Nona (R)
Lee, Terry (R)
McIntosh, Chip (R)
Nielsen, Gary (R)
Paine, Ward (A)
Taylor, Craig (R)
Triolo, Anthony (N)

Parks and Recreation Committee – 13 Members

Bowen, Lindsay (R)
Gillett, Stephen (N)
Haskell, Wendi (R)
LaValle, Simone (R)
Myers, Jon (R)
Reiss, Sally Ann (R)
Symon, Scott (R)

VACANCIES

Public Works Committee – 5 Members Minimum

Bowen, Lindsay (R)
Eisberg, Bud (R)
Hedlund, Steve (R)
Paris, Mark (R)
Patterson, Wil (R)
Skadden, John (R)

VACANCIES

Sustainability Committee – 5 - 9 Members Minimum

Bacon, Virginia (R)
Mashey, John (R)
Mytels, Debbie (A)
Trapp, Onnolee (R)
Unnasch, Stefan (R)
Vaughan, Lance (R)

VACANCIES

Trails and Paths Committee – 9 Members

Coleman, Joe (R)
Doherty, Alex (N)
Eckstein, Barb (R)
Ferrari, Ellie (R)
Gold, Susan (R)
Hanning, Gary (N)
Lee, Terry (R)
Rothrock, Meredith (N)
Shefren, Joyce (R)

VACANCY

Water Conservation Committee – 5-9 Members

Flynn, Rebecca (R)
Giovanni, Mia (R)
Maxwell, Delle (R)
Murphy, Judith (R)
Sill, Al (R)
Taylor, Loverine (R)

VACANCIES

Ad-Hoc Town Center Master Plan Update Committee – 10 Members

Bowen, Lindsay (R)
Crane, Sue (R)
Driscoll, Ted (R)
Gold, Susan (R)
Hughes, Craig (R)
Koch, Megan (R)
Murphy, Judith (R)
Taylor, Craig (R)
Von Feldt, Alexandra (R)
Wengert, Ann (R)

(Advisory members are not included in membership count)



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability and Special Projects Manager

DATE: January 25, 2017

RE: Adoption of an Ordinance Amending Chapter 8.09 – Recycling and Diversion of Construction and Demolition Debris

At its January 11, 2017 meeting, the Town Council considered and voted to approve the amendment of Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of the Portola Valley Municipal Code (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 thirty (30) days after the date of adoption and posting.

RECOMMENDATION

It is recommended that the Town Council adopt the attached ordinance amending Chapter 8.09 [Recycling and Diversion of Construction and Demolition Debris] of the Portola Valley Municipal Code.

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "Jeremy Dennis".

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 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 sixty-five percent (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 amended 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 sixty-five percent (65%).

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 (\$10,000) 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 (K) 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 (\$50) 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 (\$1,000).

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 (WMP)" means a completed waste management plan 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 Manager 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 twenty-five percent (25%) 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 re use 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, below. 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 Item 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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability and Special Projects Manager

DATE: January 25, 2017

RE: Adoption of an Ordinance Amending Chapter 2.24 – Emergency Organization & Protection

At its January 11, 2017 meeting, the Town Council considered and voted to approve the amendment of Chapter 2.24 [Emergency Organization & Protection] of the Portola Valley Municipal Code (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 thirty (30) days after the date of adoption and posting.

RECOMMENDATION

It is recommended that the Town Council adopt the attached ordinance amending Chapter 2.24 [Emergency Organization & Protection] 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 the printed name.

ORDINANCE NO. 2017 –**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, or the Acting Director if the Director is unavailable, 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 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 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 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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Councilmembers

FROM: Leigh F. Prince, Town Attorney

DATE: January 25, 2017

RE: **Amendment 1 to the Town Manager Employment Agreement**

On March 7, 2016, the Town of Portola Valley (“Town”) and Jeremy Dennis (“Manager”) entered into the Town Manager Employment Agreement (“Agreement”) to set forth the terms and conditions of Manager’s employment. In December 2016, the Town Council conducted the Annual Evaluation of the Manager’s performance in compliance with Section 3 of the Agreement. The Town Council desires to amend the Agreement to increase Manager’s Base Salary to reflect a three percent cost of living increase after one year of employment. The attached resolution and amendment reflect this proposed amendment to the Agreement.

ATTACHMENT

1. Resolution of the Town Council of the Town of Portola Valley Approving Amendment 1 To The Town Manager Employment Agreement
2. Amendment 1 to Town Manager Employment Agreement

cc: Town Manager

RESOLUTION NO. _____

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING AMENDMENT 1 TO THE TOWN MANAGER EMPLOYMENT AGREEMENT

WHEREAS, on March 7, 2016, the Town of Portola Valley (“Town”) and Jeremy Dennis (“Manager”) entered into the Town Manager Employment Agreement (“Agreement”) to set forth the terms and conditions of Manager’s employment;

WHEREAS, the Town Council conducted the Annual Evaluation of the Manager’s performance in compliance with Section 3 of the Agreement;

WHEREAS, the Town Council desires to amend the Agreement to increase Manager’s Base Salary to reflect a three percent cost of living increase after one year of employment; and

WHEREAS, the Town Council has read and considered that certain Amendment 1 to Town Manager Employment Agreement (“Amendment”).

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

1. Public interest and convenience require the Town to enter into the Amendment described above.
2. The Amendment is approved and the Mayor is authorized on behalf of the Town to execute the Amendment.

PASSED AND ADOPTED this 25th day of January, 2017

By: _____
Craig Hughes, Mayor

ATTEST:

Town Clerk

**AMENDMENT 1
TOWN MANAGER
EMPLOYMENT AGREEMENT**

This Amendment 1 (“Amendment”) is made as of January 25, 2017, with respect to that certain Town Manager Employment Agreement (“Agreement”) by and between the Town of Portola Valley (“Town”) and Jeremy Dennis (“Manager”).

RECITALS

A. The Town and Manager entered into the Town Manager Employment Agreement on March 7, 2016 to set forth the terms and conditions of Manager’s employment.

B. The Town desires to amend the Agreement to increase Manager’s Base Salary to reflect a three percent cost of living increase after one year of employment.

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

1. Base Salary. The Base Salary set out in Section 4.1 of the Agreement is hereby amended to be One Hundred Ninety-Five Thousand Seven Hundred Dollars (\$195,700.00) per year, effective March 7, 2017.

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

IN WITNESS WHEREOF, the parties have executed this Amendment 1 as of the date set forth above.

TOWN OF PORTOLA VALLEY:

JEREMY DENNIS:

Craig Hughes, Mayor

Town Manager

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Leigh F. Prince, Town Attorney

DATE: January 25, 2017

RE: Review and Comment on Woodside Fire Protection District
Draft Ordinance No. 11

RECOMMENDATION: It is recommended that the Town Council review the proposed Woodside Fire Protection District Draft Ordinance No. 11 and direct staff to forward any comments to the Woodside Fire Protection District Board of Directors.

BACKGROUND: Properties within the Town of Portola Valley receive fire suppression and prevention services from the Town of Portola Valley Fire Protection District, an independent special district that derives its powers and authority, in part, from the Fire Protection District Law, found in the California Health and Safety Code. Health and Safety Code Section 13869.7 provides that a district may adopt a fire prevention code by reference. The section also provides for the process by which a fire district board of directors is to transmit its proposed ordinance and any findings to the cities or towns that are within its geographical boundaries and to which the ordinance shall apply.

Specifically, the Health and Safety Code provides the following:

1. The draft ordinance and findings are to be transmitted to impacted cities not less than thirty (30) days prior to noticing the ordinance for public hearing.
2. The cities may provide the district with its written comments and they are to become a part of the fire district's public hearing record.
3. Once the fire district board has adopted the ordinance, it is to be transmitted to the impacted cities and the legislative body of each city may ratify, modify, or deny the adopted ordinance and transmit its determination to the fire district within fifteen (15) days of the determination. Any modification or denial of the adopted ordinance shall include a written statement describing the reasons for any modifications or denial.
4. No ordinance adopted by the fire board shall be effective until it has been ratified by the city where it shall apply.

5. Any city that ratifies an ordinance shall delegate the enforcement of the ordinance to either the chief of the fire protection district or the chief building official of the city, or their authorized representatives.

The code is silent as to what occurs should a city deny an ordinance that has been adopted by a fire board, but the implication is that whatever fire code was in effect prior to the board's adoption of the ordinances remains in effect.

DISCUSSION:

On December 5, 2016, the Woodside Fire Protection District Board of Directors introduced Ordinance No. 11 (Attachment 1), which would adopt by reference the 2015 International Fire Code with the 2016 California amendments. The draft ordinance has been transmitted to the Town of Portola Valley (and the Town of Woodside and the County of San Mateo) for review and comment before the Board of Directors considers adoption of the ordinance on January 30, 2017. If the ordinance is adopted by the Woodside Fire Protection District, it will return to the Town Council for ratification.

Draft Ordinance No. 11 makes modifications to Ordinance No. 10, which was adopted by the District in 2014 and subsequently ratified by the Town. Proposed changes from Ordinance No. 10 have been highlighted in the draft ordinance in red. These include:

1. Adding definitions for "driveway" and "gross floor area";
2. Under Section 6, General Fire Safety Precautions, adding a requirement to mow vacant parcels;
3. Adding a new Section 7, Fire Apparatus Access Roads, to incorporate Woodside Fire Protection District standards into the ordinance;
4. Adding a new Section 8, Automatic Fire Sprinklers, to define when automatic fire sprinkler systems will be required; and
5. Including the Woodside Fire Protection District fire flow standards for buildings in Section 12.

Of note are the changes to the requirements for automatic fire sprinklers. Items 1 and 2 under the new Section 8 provide parameters around when installation of automatic fire sprinklers are required—changes impact more than 50% of existing gross floor area. Items 3, 4 and 5, however, do not contain any such parameter. For example, converting any amount of space from non-habitable basement to habitable basement would require the installation of an automatic fire sprinkler system in the basement.

The Town Council should discuss the draft ordinance and direct staff to prepare and submit written comments to the Woodside Fire Protection District's Board of Directors prior to their meeting on January 30, 2017, at which they will consider adopting the ordinance.

Attachments:

1. Woodside Fire Protection District Ordinance No. 11

Approved by: Jeremy Dennis, Town Manager



**ORDINANCE NO. 11
BOARD OF DIRECTORS OF THE
WOODSIDE FIRE PROTECTION DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

AN ORDINANCE ADOPTING BY REFERENCE, THE 2015 INTERNATIONAL, FIRE CODE WITH THE 2016 CALIFORNIA AMEDMENTS INCLUDING LOCAL AMENDMENTS AND STANDARDS AS SPECIFIED PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE OR EXPLOSION WITHIN THE TERRITORY OF THE WOODSIDE FIRE PROTECTION DISTRICT, ESTABLISHING A BUREAU OF FIRE PREVENTION AND PROVIDING OFFICERS THEREFORE AND DEFINING THEIR POWERS AND DUTIES.

WHEREAS, Health and Safety Code section 13869 provides that the Woodside Fire Protection District Board of Directors (“Board”) has the authority to adopt a fire prevention code by reference pursuant to applicable governmental code provisions.

WHEREAS, Chapter 56 of the California Fire Code pertains to fireworks and this Board finds that the Woodside Fire Protection District enacted Ordinance No. 3 in 1986, prohibiting the use and sale of fireworks within the entire territory of the Woodside Fire Protection District; and

WHEREAS, Chapter 56 of the California Fire Code pertains to storage of explosives and fireworks where the storage and use is permitted, and this Board finds that it is in the best interest of the District to specify and restrict where such storage and use be permitted in the District; and

WHEREAS, Section 108.1 of Chapter 1 of the California Fire Code pertains to the Board of Appeals and this Board hereby determines that the Board of Directors act as a Board of Appeals; and

WHEREAS, Chapter 61 of the California Fire Code does not specify where the storage, use, handling, or dispensing of liquid petroleum gas is permitted, and this Board finds that it is in the best interest of the District to specify where such uses should be permitted in the District; and

WHEREAS, Table B105.1(1) and B105.1(2) of Appendix B and Table B105.1 of Appendix BB of the California Fire Code provides specified fire flow requirements for buildings and this Board finds that said requirements are not practical due to the lack of existing municipal water systems and the rural nature of the fire district; and

WHEREAS, Table C102.1 of Appendix C of the California Fire Code provides specified fire hydrant locations and distribution and this Board finds that said requirements are not practical due to the lack of existing municipal water systems and the rural nature of the fire district; and

WHEREAS, Appendix D of the California Fire Code provides minimum specifications for access roads with a fire hydrant and maximum grade and this Board finds that said requirements are not practical due to the rural nature of the fire district; and

WHEREAS, Chapter 1 of the California Fire Code does not specifically authorize audio visual or other recording including photographs to assist with investigations of alleged violations of this Code or fire incidents and this Board finds that use of said technological assistance is in the best interest of the District; and

WHEREAS, Chapter 9 of the California Fire Code pertains to automatic fire sprinklers and where they are required, and this Board finds that it is in the best interest of the District to specify installations related to existing buildings and structures; and

WHEREAS, In accordance with section 102.9 of the California Fire Code for subjects not specifically covered by the code, as deemed necessary for firefighter safety and suppression activities, Woodside Fire Protection District finds it necessary to maintain a set of design and installation standards as deemed necessary for firefighter safety and suppression activities.

WHEREFORE, this Board does ordain as follows:

SECTION 1. TITLE.

This Ordinance shall be known as the “Fire Code” of the Woodside Fire Protection District and may be cited as such, and will be referred to in this ordinance as the “California Fire Code” or “this Code”.

SECTION 2. ADOPTION OF THE 2015 INTERNATIONAL FIRE CODE/2016 CALIFORNIA FIRE CODE & FIRE CODE STANDARDS.

It is hereby adopted by the Board of Directors for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the 2015 International Fire Code with the 2016 California Amendments Title 24 Part 9, and the whole thereof, including all Appendices and International Fire Code Standards except for Appendices A and J, as compiled, recommended and published by the International Code Council, save and accept only such portions thereof as are hereinafter expressly deleted, modified or amended by this ordinance; and including such new sections and paragraphs which are hereinafter added to and made a part of the Fire Code and of this ordinance, of which not less than two (2) copies have been and are now filed in the Office of the Fire Chief of the Woodside Fire Protection District and the same are hereby adopted and incorporated, by this reference, as fully as if set forth out at length herein, and from the date on which this ordinance shall take affect, the provisions of same shall be controlling within the Woodside Fire Protection District.

SECTION 3. DEFINITIONS.

A. Wherever the word “**jurisdiction**” is used in the International/California

Fire Code & Fire Code Standards, it shall mean the Woodside Fire Protection District, except that wherever in the Code, "jurisdiction" is used in a context which implies the ability to exercise governmental powers which the District does not have but which powers are exercised within District's territorial boundaries by another public agency, then in that context "jurisdiction" shall mean the particular public agency authorized to and exercising that governmental power.

- B. Whenever the words "**Fire Code Official**" are used they shall be held to mean "Fire Marshal."
- C. Wherever the words "**Fire Code**" are used it shall mean International/California Fire Code & Fire Code Standards.
- D. Wherever the word "**Driveway**" is used it shall mean an access road from the public way to a structure that is used for public or private vehicular access, including fire and emergency apparatus or vehicles
- E. For calculating compliance within the Fire Code for the specific purpose of required fire flow, **Floor Area, Gross** shall mean; The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vents shafts and courts without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area shall be the usable areas under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

SECTION 4. ESTABLISHMENT OF BUREAU OF FIRE PREVENTION AND DUTIES OF MEMBERS THEREOF.

A. The Fire Code shall be enforced by the Bureau of Fire Prevention in the Woodside Fire Protection District which is hereby established and which shall be operated under the supervision of the Chief of the Department.

B. The Chief of the Fire Department shall appoint an officer of the Fire Department as Chief of the Bureau of Fire Prevention. The title shall be Fire Marshal. The appointment shall continue during good behavior and satisfactory service, and they shall not be removed from office except for cause in accordance with the rules and regulations of the Woodside Fire Protection District.

C. The Fire Marshal may appoint such members of the fire department as inspectors as shall from time to time be necessary.

D. A report of the Bureau of Fire Prevention shall be made monthly or annually and transmitted to the Board of Directors. It shall contain such statistics as the Chief of the Department or the Board of Directors may wish to include therein. The Chief of the Fire Department shall recommend any amendments to the Code, which, in his judgment, shall be desirable.

SECTION 5. GENERAL CODE PROVISIONS.

Section 102 Amended 102.1A is added to read as follows:

Section 102.1A Applicability When alterations, additions or repairs exceed 50% of an existing building or structure, or has a Building Safety Score of less than 17, as determined by the Building Official having jurisdiction, such building or structure shall be made in its entirety to conform to the fire code requirements for new buildings or structures.

Within the Woodside Fire Protection District jurisdiction each of the Building Departments may use their specific dollar values, structural formulas and Building Safety Scores to complete the computation of existing and new square footages. The Fire District will accept the computations within the projects jurisdictional boundary. Verification must be attained by the Municipality's Building Official.

Under Section 104.1 of the California Fire Code, Section 104.1A and 104.2A will be added to read as follows:

Section 104.1A Design Standards Woodside Fire Protection District will maintain a set of design and installation standards that include but are not limited to: Address posting, Bridges, Emergency shut off placards, Turnarounds, Turnouts, Driveways, Knox installations, Solar PV installations, Fuel cells and Fire Sprinkler systems including those with tanks and pumps.

These standards are necessary for the Woodside Fire Protection District to provide a reasonable degree of fire and life safety for the community and firefighters within the jurisdictional boundaries of the Fire District and is hereby in accordance with section 102.9 of the California Fire Code: For subjects not specifically covered by the code, as deemed necessary for firefighter safety and suppression activities.

Section 104.2.A Review Construction Documents Woodside Fire Protection District shall review all applications and construction documents related to any type of driveway construction within its jurisdiction that have been submitted to any of the Building Departments.

Section 106.1A is added to read as follows:

Section 106.1A Inspection Authority The Fire Marshal or other designated representatives shall inspect, buildings and premises, including such other hazards or appliances for the purpose of ascertaining and causing to be corrected any conditions which would be deemed a fire hazard and reasonably tend to cause fire or contribute to its spread, or any violation of the purpose or provisions of this code and of any other law or standard affecting fire and life safety.

SECTION 6. GENERAL FIRE SAFETY PRECAUTIONS.

Section 307 Amended Section 307 of this code is deleted in its entirety and is replaced by the following section:

Section 307 General: Open burning is prohibited within the jurisdictional boundaries of the Woodside Fire Protection District. Open burning does not include approved exterior fireplaces with permanent spark arrestors or barbeques that are used in a safe manner, and used for cooking or warming purposes only. The Fire Marshal prohibits burning of trash or vegetation, except for fuel reduction purposes and dedicated campfires in County Parks by special permit only.

Exceptions: Gas Fire Pits inspected by the Fire Prevention Bureau.

Section 304.1.2 Amended Section 304.1.2A is added to read as follows:

Section 304.1.2.A Perimeter Property Line Clearance. Section 304.1.2.A Perimeter Property Line Clearance. Persons owning, controlling, or leasing structures and or property are required to remove, a minimum of 30 feet from the perimeter of the property line and 100 feet from any neighboring structure, specifically; flashy fuels consisting of dead weeds and dry annual grasses, as well as dead vegetative material and litter that is capable of being easily ignited and endangering property as determined by the Fire Marshal.

Section 304.1.2.B Section 304.1.2B is added to read as follows:

Section 304.1.2.B Weed Abatement. Due to heavy growth of fuels, unmaintained parcels are a hazard to the surrounding properties and the community. Woodside Fire Protection District shall carry out weed abatement program activities throughout the territory of the Woodside Fire Protection District. Vacant parcels, without any structures, shall be mowed of flashy fuels, consisting of dead weeds and dry annual grasses, in their entirety with the exception of conservation areas, sensitive habitat, marsh land, creek banks and a minimum of 50 feet from any riparian corridor, prior to July 1 of every year.

Section 304.1.2.C Section 304.1.2.C is added to read as follows:

Section 304.1.2.C Re-inspection of Violation. Re-inspections of the same violation shall incur a hourly fee of \$90.00 for every hour of re-inspection after the 3rd inspection of the same violation, at the same location, within a one year period.

SECTION 7. FIRE APPARATUS ACCESS ROADS

Section 503.2.1 Amended Section 503.2.1 is deleted in its entirety and replaced by the following section.

Section 503.2.1 Dimensions: Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, inclusive of all-weather surface shoulders, and a vertical clearance of not less than 13 feet 6 inches. Security gates shall be in accordance with section 503.6. Driveways serving one parcel, with a single or multiple habitable dwellings shall have an unobstructed driveway width of not less than 12 feet and unobstructed vertical clearance of not less than 13 feet 6 inches. Shared driveways serving more than one parcel with habitable structures shall have an unobstructed minimum width of 18 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches.

SECTION 8. AUTOMATIC FIRE SPRINKLERS

Section 903.2 Amended Section 903.2A is added to read as follows:

Section 903.2A Existing Buildings and Structures. An automatic fire sprinkler system shall be installed in existing buildings and structures as follows:

1. As determined by the Building Official, per the ordinance of their specific jurisdiction, all existing one and two family dwellings, buildings and or structures where, additions that increase the existing gross floor area by more than 50%, or repairs that exceed more than 50% of an existing building or increase the number of floors and within the unincorporated San Mateo County SRA areas which trigger a Building Safety Score less than 17 shall install an automatic fire sprinkler system.
2. Any combination of alterations and/or repairs to more than 50% of the existing gross floor area or within the Unincorporated San Mateo County SRA areas which trigger a Building Safety Score less than 17 within a two-year time period, based on the date of final fire inspection, shall require the entire existing building to be installed with an automatic fire sprinkler system.
3. Any addition, alteration or repair within a building that contains an existing automatic fire sprinkler system shall have the automatic fire sprinkler system extended/modified to the area of proposed work.
4. Any change in use or occupancy creating a more hazardous fire/life safety condition as determined by the Fire Marshal requires that an automatic fire sprinklers system shall be installed in the space where the change in use or occupancy is proposed.
5. Any change of use from a non-habitable to a habitable basement requires the installation of an automatic fire sprinkler system in the basement.
6. All automatic fire sprinkler systems shall comply with the current edition of NFPA-13, NFPA-13D, NFPA-13R and any additional National and local standards recognized by the Woodside Fire Protection District.

Exceptions:

1. Seismic, Foundation or Accessibility improvements.
2. Detached group U and group U Agricultural occupancies which do not already have fire sprinklers and do not have living quarters attached.
3. Work requiring only mechanical, electrical, plumbing and/or demolition.
4. Exterior improvements, including windows, roofing or repairs that is reconstruction or renewal for the purpose of maintenance.
5. Work related to damage due to a natural disaster.
6. Mobile/manufactured or factory built homes constructed or altered on or before March 12, 2011, which were not manufactured with automatic fire sprinklers and are not subject to fire sprinkler requirements.
7. Any exemption otherwise allowable under the Fire Code, if determined by the Fire Marshal that the safety of the public is not compromised.

SECTION 8. CHAPTER 57 ESTABLISHMENT OF LIMITS IN WHICH STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS IN OUTSIDE ABOVE GROUND TANKS ARE PROHIBITED.

The limits referred to in Section 5704.2 and 5704.4.2.4 and Table 5704.4.2 of the California Fire Code in which storage of flammable or combustible liquids in outside above ground tanks is prohibited in areas which are heavily populated or congested commercial areas within the territory of the Woodside Fire Protection District.

SECTION 9. CHAPTER 61 ESTABLISHMENT OF LIMITS IN WHICH STORAGE OF LIQUIFIED PETROLEUM GASES IS TO BE RESTRICTED.

The limits referred to in Section 6104.2 of the California Fire Code, in which storage of liquefied petroleum gas is restricted in areas which are heavily populated or congested commercial areas within the territory of the Woodside Fire Protection District.

Section 6104.2 Amended Section 6104.2A is added to read as follows:

Section 6104.2A Where Permitted; Liquefied Petroleum Gas shall not be permitted within the Woodside Fire Protection District where natural gas mains exist. Exception: Installation of Liquefied Petroleum Gas may be permitted in the Woodside Fire Protection District if used as a means of emergency standby supply for industrial operations, residential operations or used for medical, research, testing, or purposes not suited to the use of natural gas. Such installation shall be in accordance with nationally recognized good practices and all provisions of this code.”

SECTION 10. CHAPTER 56 ESTABLISHMENT OF LIMITS IN WHICH STORAGE, OF EXPLOSIVES AND FIREWORKS AGENTS IS TO BE PROHIBITED.

The limits referred to in Section 5608.1.1 and the California Code of Regulations Title 19, Division 1, Chapter 6 in which storage of explosives and fireworks is prohibited, are hereby established to the entire territory of the Woodside Fire Protection District.

SECTION 11. CHAPTER 56: EXPLOSIVES AND FIREWORKS

Section 5608.1.1 Amended Section 5608.1.1A is added to read as follows:

Section 5608.1.1A Safe and Sane Fireworks Prohibited. All non-professional fireworks listed by the California State Fire Marshal as “Safe and Sane” are prohibited within the jurisdictional boundaries of the Woodside Fire Protection District.

5608.1 General All professional pyrotechnical devices used for public display, or special effects, shall be in accordance with the applicable provisions of the State of California Code of Regulations, Title 19 and the applicable section of the California Amended Fire Code. Permits for public display and/or special effects shall be obtained by the Fire Marshal.

SECTION 12. APPENDIX B SECTION B105 FIRE-FLOW REQUIREMENTS FOR BUILDINGS.

Section B105.1 Amended ONE AND TWO FAMILY DWELLINGS, GROUP R3 AND R4 BUILDINGS AND TOWNHOMES. This section is modified by means of Section B103.

SECTION B105.1 (1) of Appendix B of the California Fire Code pertaining to fire-flow requirements for buildings to be amended at any time due to the rural nature of a water system may be substituted by the following:

SECTION B105.1 FIRE FLOW REQUIREMENTS FOR BUILDINGS

B105.1 One- and Two-Family Dwellings.

The minimum fire flow shall be 1000 gallons per minute for structures 3601 square feet and greater and 750 gallons per minute for structures 1 - 3600 square feet. A water supply for fire protection shall mean a fire hydrant within 500 feet from the building, measured via an approved roadway/driveway, capable of the required fire flow.

Where a public or private water company is not within 1000 feet of the required fire hydrant location, or the water company cannot provide the required gallons per minute, NFPA 1142 Standard on Water Supplies for Suburban and Rural Fire Fighting 2016 Edition may be adhered to for fire flow requirements as an alternate means.

SECTION 13. APPENDIX C FIRE HYDRANT LOCATIONS AND DISTRIBUTION.

Section C103.1 Amended Section C103.2A is added to read as follows:

Section C103.2A Modified Distribution of Fire Hydrants; In rural areas where parcels, with structures, have large road frontages and or long driveways the minimum location of a fire hydrant shall be 500 feet to the structure measured via a roadway or primary driveway as approved by the Fire Marshal.

SECTION 14. APPENDIX D FIRE APPARATUS ACCESS ROADS.

Section D103 Amended Minimum Specifications Section D 103.1A and D103.1B is added to read as follows:

Section D103A Access road with a hydrant: Fire apparatus access roads shall be a minimum of 20 feet in width inclusive of all-weather shoulders.

Section D103B Grade: Fire apparatus access roads shall not exceed 20 percent in grade.

SECTION 15. PROVISIONS OF THE CALIFORNIA FIRE CODE ESTABLISHING BOARD OF APPEALS.

The following provisions for Appeal per Section 108.1 of the California Fire Code shall be as follows:

Whenever the Chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the Code do not apply or that the true intent and meaning of the Code have been misconstrued or wrongly interpreted the applicant may appeal the decision of the Chief by presenting, within 10 days, a written request to the District Board of Directors for a hearing on and a review of such decision appealed.

The request shall state the reasons therefore, and the District Board of Directors shall, within 30 days of the receipt of same, hold a hearing, and may, if they determine that the circumstances appear to justify such action, modify, vacate, or affirm the decision.

SECTION 16. PROVISIONS ADDED TO CALIFORNIA FIRE CODE.

The following provisions shall be and are hereby added or amended to said code to read as follows:

Section 104.10 Amended The following is hereby added to Section 104.10 Chapter 1, of the California Fire Code:

Section 104.10 "Authority to Photograph or Otherwise Record Investigations".

The Chief or his duly authorized representative may make such audio, visual or other recordings including photographs, video tapes, audio tapes, diagrams, drawings, sketches, and the like, in connection with the investigation of any actual or alleged violation of this Code or in connection with the investigation of any incident as authorized by this Code."

SECTION 17: FEES

The Board of Directors may, by resolution, establish a schedule of fees to be charged and collected for checking plans and specifications, inspection services performed, and for the issuance of permits. Such schedule when adopted shall be incorporated by reference as a part of this code as fully as if set forth at length herein. Two copies of such resolution shall be kept on file in the office of the Fire Chief of the Woodside Fire Protection District and shall be available for public inspection.

SECTION 18. VIOLATIONS.

A. Any person who shall violate any of the provision of the Fire Code hereby adopted or fails to comply therewith, or who shall violate or fail to comply with an order made there under, or who shall build in violation of any detailed statement or specifications or plans submitted and approved there under, or any certificate or permit issued there under, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the District Board or by a court of competent jurisdiction, within the time fixed therein, shall severally for each and every such violation and non-compliance respectively, be guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by imprisonment for not more than six (6) months, or by both such fine and imprisonment. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violation or defects within a reasonable time; and when not otherwise specified, each day that any such prohibited conditions are maintained, shall constitute a separate offense.

B. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

SECTION 19. VALIDITY

The Woodside Fire Protection District Board of Directors hereby declares that should any section, paragraph, sentence or word of this ordinance or of the Code of Standards hereby adopted be declared for any reason to be invalid, it is the intent of the Woodside Fire Protection District Board of Directors that it would have passed all other portions of this ordinance independent of the elimination here from of any such portion as may be declared invalid.

SECTION 20. REPEAL OF CONFLICTING ORDINANCES.

Ordinance No. 10 of the Woodside Fire Protection District shall be and is hereby repealed.

SECTION 21. DATE OF EFFECT.

This ordinance shall be published once in the Country Almanac and shall be effective upon the expiration of 30 days from its adoption.

Regularly passed and adopted this xx day of xxxx, 2016 by the following vote:

A YES and in favor of said ordinance:

Directors:

Matt Miller

Randy Holthaus

Patrick Cain

NOES against said ordinance:

Directors:



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Susan Cope, Administrative Services Manager

DATE: January 25, 2017

RE: Investment Fund Option

RECOMMENDATION

Staff recommends:

1. Adoption of the Finance Committee's proposal to invest \$11,600,000 of cash reserves currently held in the State of California Local Agency Investment Fund (LAIF) in a higher yield investment fund and a revised investment policy; and
2. The Finance Committee review the current allocation of interest derived from investments to reflect the new policy, and recommend changes to the allocations and potential new funds

BACKGROUND

As with other California municipalities, the Town has adopted an Investment Policy in order to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, safekeeping and custodial procedures for the investment of the funds of the Town.

This policy, adopted in 2003 and amended in 2013, includes the following objectives for investment activities:

Safety- Safety of the principal is the foremost objective of the investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Liquidity- The investment portfolio will remain sufficiently liquid to enable the Town of Portola Valley to meet all operating requirements that might be reasonably anticipated.

Total Return- The investment portfolio shall be designed with the objective of attaining market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the

safety and liquidity objectives described above.

The Town utilizes the Local Agency Investment Fund (LAIF) as the primary investment vehicle. LAIF is a special fund of the State Treasury in which local agencies are allowed to pool funds for investment purposes up to a maximum of \$40 million. This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office investment staff at no additional cost to the taxpayer.

Current Town practice is to maintain a minimum unreserved and spendable fund balance within the General Fund equal to 60% of the annual operating expenditures in the General Fund. In this manner, best practices and prudent fiscal management are achieved as the Town's reserves:

- Act as a "risk management" tool
- Provides a "buffer" against revenue fluctuations inherent in economic cycles
- Prohibits use of reserve funds for ongoing operating expenditures

Currently, the Town invests monies in excess of those needed to cover bi-weekly warrant lists in LAIF. Historically, LAIF returns have remained negligible even while other investment vehicles have shown growth.

DISCUSSION

Recognizing the opportunities that exist to better invest the Town's resources, staff and the Finance Committee propose that a new investment fund be opened to handle a portion of the cash reserves. This investment fund will be managed in coordination with Town holdings in the LAIF and bank accounts. Cash reserves that are not needed to handle month-to-month cash transactions of the town are eligible for transfer and investment in the fund. The LAIF and bank accounts will continue to handle and absorb the normal month-to-month financial activities of the town as they are extremely liquid and accessible. The investment fund will see transfers into or out of the fund only a few times per year. However, all fund investments will be convertible to cash on every trading day and cash proceeds from investment sales can be transferred back to LAIF or bank accounts typically within 24 to 72 hours' notice.

The investment fund will be managed by Town staff, in consultation with the Finance Committee and in accordance with the Town's Investment Policy Statement and the procedures described herein, and in compliance with California code and local directives.

Asset Allocation Targets and Acceptable Ranges:

The proposed asset allocation targets and investment vehicles include:

Asset Category	Initial Target	Allowable Range
Corporate high quality short term notes/bonds	50%	35% - 55%
U.S. Treasury / Federal government short term bills/notes	40%	25% - 45%
Treasury inflation-protected securities (TIPS)	10%	0% - 15%
Laddered CD's or money market funds	0%	0% - 20%

Investment Vehicles:

All vehicles expected to be in the investment fund, except laddered CD's, are either publicly available mutual funds, or exchange-traded funds. The preference is to use indexed or passively-managed funds in order to minimize fund expense ratios and other administrative costs:

Corporate Bonds
Vanguard short term Investment Grade Bond (VFSUX or VFSTX)
Vanguard short term Corporate Bond ETF (VCSH)
Treasury/Government bonds
Vanguard Short Term Treasury Fund (VFISX or VFIRX)
Vanguard Short Term Government/Federal fund (VSGBX, VSBSX or VSGDX)
iShares 1-3 Year Treasury Bond ETF (SHY)
Treasury Inflation-Protected Securities
Vanguard Inflation-Protected Index Admiral Shares (VTAPX)
Vanguard Short Term Inflation-Protected ETF (VTIP)
iShares TIPS Bond ETF (TIP)
Vanguard Prime Money Market Trust

Operational procedures (Cash transfer, reporting and trading):

The amount of cash transferred into the investment fund shall not exceed the amount that still allows remaining LAIF amounts to fully fund month-to-month spending and drawdowns based on expectations and history of the flows of Town cash accounts.

Based on the last five years of monthly financial reports since July 2011, the maximum net draw down (netting cash receipts less cash disbursements) over consecutive months has exceeded \$1,000,000 three periods:

-\$1,149,220 Mar-Nov 2012 (8 months)
 -\$1,083,882 Apr-Nov 2014 (7 months)
 -\$1,628,972 Jan-Oct 2015 (9 months)

The largest net inflows have traditionally occurred in December and April, coincident with the latest dates for payment of property tax payments to avoid penalty.

To insulate the investment fund from frequent cash withdrawals, LAIF will be retained to handle the month-to-month volatility of drawdown, it is recommended that the initial investment fund starting amount equal the current (end of June, 2016) cash balance of \$13,600,863 less the maximum historic consecutive month drawdown (about \$2,000,000), or approximately \$11,600,000. This amount will be adjusted up or down, based on any expected, significant non-recurring cash flows in the near term. New contributions to the investment fund may be made at any time, but most logically would be twice per year, following typical large December and April property tax inflows, and would not exceed an amount that would allow the Town to maintain at least a \$1,800,000 buffer in the LAIF account.

The amounts invested and earnings or losses in the investment fund shall be assigned/allocated among the various Town fund accounts using a percentage of the average Fund balance divided by the reserve balance.

Brokers/Dealers:

The Town shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the Town to purchase securities only from those brokers and the firms they represent. Each approved broker/dealer must possess an authorizing certificate from the California Commissioner of Corporations as required by Section 25210 of the California Corporations Code.

To be eligible, a firm must meet at least one of the following criteria:

1. Be recognized as Primary Dealers by the Federal Reserve Bank of New York or have a primary dealer within their holding company structure, or
2. Report voluntarily to the Federal Reserve Bank of New York, or
3. Qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (Uniform Net Capital Rule).

The Town, in consultation with the Finance Committee, will select broker/dealers on the basis of their expertise in public cash management and their ability to provide service to the Town's account.

The Town may engage the services of investment advisory firms to assist in the management of the portfolio and investment advisors may utilize their own list of approved broker/dealers. Such broker/dealers will comply with the selection criteria above and the list of approved firms shall be provided to the City on an annual basis or upon request.

In the event that an external investment advisor is not used in the process of recommending a particular transaction in the Town's portfolio, each authorized broker/dealer shall submit and annually update a Town approved Broker/Dealer Information Request form that includes the firm's most recent financial statements.

Interest Allocation

Currently, interest derived from Town investments is appropriated to a variety of funds:

<u>FUND</u>	<u>Fund Name</u>	<u>Interest Allocation</u>
05	General Fund	32.04%
10	Safety Tax	0.05%
15	Open Space Restricted	37.74%
20	Gas Tax & Road Res.	0.13%
25	Library Fund	2.98%
30	Public Safety C O P S	0.00%
40	Park In Lieu	0.05%
45	Inclusionary In Lieu	22.83%
60	Measure A Funds	1.25%
65	Construction Traffic Road Fee	0.00%
75	Crescent Maintenance Dist.	0.79%
80	P V Ranch Maintenance Dist	0.12%
85	Wayside I Maintenance Dist.	0.05%
86	Wayside II Maintenance Dist.	0.13%
90	Woodside Highlands	1.84%

	Maintenance	
		0.00%
	Sub-Total	100.00%

The low amount of interest allocation to each fund has not, until this time, necessitated a conversation about appropriate allocation.

Staff believes that if interest derived from future investments, as recommended in this staff report, is, on average, the amount estimated, a more thoughtful approach to the best use of such funds is required. Future interest payments could, for example, support a variety of dedicated funds used for one-time purchases (such as vehicle replacement), or be better aligned with the Council’s long-term priorities.

FISCAL IMPACT

Although LAIF has been an effective investment tool in the past, over the last 7 years its apportionment rates have fallen to the lowest levels since the creation of the vehicle (Attachment 2). As a result, recent interest generated by LAIF have been at rates lower that are possible in other vehicles:

LAIF Annual Interest Earnings							
Fiscal Year	2009-10	2010-11	2011-2012	2012-13	2013-14	2014-15	2015-16
LAIF Balance as of 06-30-XXXX	\$ 7,418,452.34	\$ 8,348,310.55	\$ 6,964,132.76	\$ 10,538,920.27	\$ 13,201,434.24	\$ 12,727,782.67	\$ 13,407,698.55
Total Interest Earning per FY	\$ 48,883.57	\$ 33,581.06	\$ 28,490.11	\$ 33,829.93	\$ 28,325.51	\$ 33,473.95	\$ 52,699.39

Investing in vehicles as proposed by the Finance Committee would allow for the potential of a higher average rate of return than listed in the chart above, particularly in the last few years.

For example, investing in the manner described in this staff report is expected, on average, to exceed the rate of inflation by 0.5%-1.5% annually. Assuming the last 12 months of inflation of 1.69% plus 0.5%-1.5%, would result in \$262,800 to \$382.800 annually.

Costs incurred for the investment fund are variable and include management fees, administrative costs, and brokerage commissions. The primary expense of the proposed investment plan will be the management fees (expense ratios) of the mutual funds and exchange-traded funds proposed to implement the plan. These fees are subtracted before the fund returns are declared to shareholders, and are expressed as an annual percent of the amount invested. The proposed funds, all of which are low cost index or passively-managed funds, have expense ratios of 0.08% to 0.20% annually of fund assets. Based on the proposed initial allocation among funds, the overall weighted average cost of implementing the plan for a \$10,000,000 investment could be as high as 0.18% annually, or \$18,000. This would be offset by annual returns earned from the securities that exceed those available from LAIF. The law provides that administrative costs are not to exceed 5% of the quarterly earnings of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of the quarterly earnings of the fund for the subsequent fiscal year.

Additionally, modest brokerage fees or commissions may be charged by the fund custodians. These fees may be in the range of \$10 to \$60 per transaction. The plan to make only a few transfers per year into or out of the overall fund, and occasional rebalancing trades to maintain the overall target allocation among the chosen asset classes may result in fees as high as \$200 to \$250 per year. Generally, there is no additional holding fee or minimum account fee imposed by any custodian for establishing an account, for custodial services, or for monthly reporting on the investments.

No additional fee to employ a professional investment advisor is contemplated.

ATTACHMENT
Investment Policy

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "Jeremy Dennis", is positioned to the right of the approval text.



Town of Portola Valley Investment Policy

Originally Adopted: December 10, 2003

Revised: January 25, 2017

1.0 MISSION STATEMENT

It is the policy of the Town of Portola Valley to invest public funds in a manner which will provide the maximum security with best investment returns, while meeting the daily cash flow demands of the entity. The Town's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

2.0 SCOPE

This investment policy applies to all financial assets of the Town of Portola Valley. These funds are audited annually and accounted for in the Financial Statements. This policy is applicable, but not limited to all funds listed below:

- General Fund
- Special Revenue
- Restricted Funds
- Trust Funds

Any other Town Funds or funds held for the exclusive benefit of the Town of Portola Valley and under the direction of Town of Portola Valley officials.

2.1 Pooling of Funds Except for cash in certain restricted funds, the Town will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

3.0 OBJECTIVES

In order of priority, the primary objectives of the investment activities shall be:

- 3.1 Safety** Safety of the principal is the foremost objective of the investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- 3.2 Liquidity** The investment portfolio will remain sufficiently liquid to enable the Town of Portola Valley to meet all operating requirements that might be reasonably anticipated.
- 3.3 Total Return** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary

importance compared to the safety and liquidity objectives described above.

4.0 **STANDARDS OF CARE**

- 4.1 Prudence** Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence and discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used shall be the “prudent investor” standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

- 4.2 Delegation of Authority** Authority to manage the investment program is derived from California Government Code (CGC) 53600/1, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer. Daily management responsibility of the program may be delegated to the Administrative Services Manager, who shall establish procedures and operate the investment program consistent with this investment policy.

Procedures may include, but not be limited to, references to: safekeeping, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

- 4.3 Ethics and Conflict of Interest** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

- 4.4 **Internal Control** Separation of functions between the Treasurer, Administrative Services Manager, and Financial Committee is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

Investment decisions are made by the Treasurer and executed by the Administrative Services Manager. As necessary, consultation will be sought from the Finance Committee regarding investment decisions. All wire transfers initiated by the Administrative Services Manager must be reconfirmed by the appropriate financial institution to the Accounting Technician and approved by the Treasurer. Timely bank reconciliation is conducted to ensure proper handling of all transactions

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Administrative Services Manager and Accounting Technician on a monthly basis. An independent analysis by an external auditor shall be conducted annually to review and perform procedure testing on the Town's cash and investments that have a material impact on the financial statements.

5.0 **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Treasurer, with guidance from the Financial Committee, may select any financial institution/broker/dealer selected by credit worthiness that is authorized to provide investment services in the State of California. For broker/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission and the National Association of Securities Dealers.

6.0 **AUTHORIZED INVESTMENTS**

- 6.1 **Investment Types** The Town of Portola Valley is empowered by CGC 53601 et seq. to invest in the following:
- Local Agency Investment Fund (LAIF), a special fund of the State Treasury in which local agencies are allowed to pool their funds for investment purposes up to a maximum of \$40 million. LAIF will have its own investment policy that will differ from the Town.
 - United States Treasury Bills, Notes and Bonds
 - Mutual funds or exchange traded funds investing over 80% of assets in either:
 - 1) short to medium term corporate bonds holding an average credit rating of "A" or better, or
 - 2) short to medium term Federal Agency or U.S. Government sponsored enterprise obligations.
 - Pools and other investment structures incorporating investments permitted in CGC 53601 and 53635, such as Local Government

Investment Pools sponsored by Counties and Joint Powers Authorities. These entities may have their own investment policy that will differ from that of the Town.

- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations. No more than 30% of surplus funds can be invested in certificates of deposit.

Investment in derivatives of the above instruments shall require authorization by the Town Council. Any concentrated equity or bond holding (including any private note held by the Town), however obtained, must be sold and converted into approved investments as quickly as practicable, considering market liquidity and trading restrictions on such securities.

- 6.2 Collateralization** All certificates of deposit must be collateralized by U.S. Treasury obligations held by a third party with whom the Town has a current written custodial agreement. The Treasurer may waive this requirement up to the amount already insured by federal or state deposit insurance (FDIC).

7.0 APPROVAL AND REVISION

The Investment Policy shall be adopted by resolution of the Town of Portola Valley. The Policy will be reviewed as part of the annual budget process with any amendments to be approved by the Council.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Susan Cope, Administrative Services Manager

DATE: January 25, 2017

RE: Revisions to the Personnel Policies Manual

RECOMMENDATION

Staff recommends changes to the Policy regarding paid leave transfers between employees during a personal or family emergency or long-term medical event.

BACKGROUND

Currently, in [Section 7:14](#) of the Personnel Policies Manual, transfers of paid time off between employees is offered during a defined catastrophic leave event of either terminal illness or a long term major physical impairment.

Staff proposes that this section be redefined to include voluntary leave transfer between employees when an employee is facing a medical emergency and their paid time off has been exhausted.

FISCAL IMPACT

None.

ATTACHMENTS

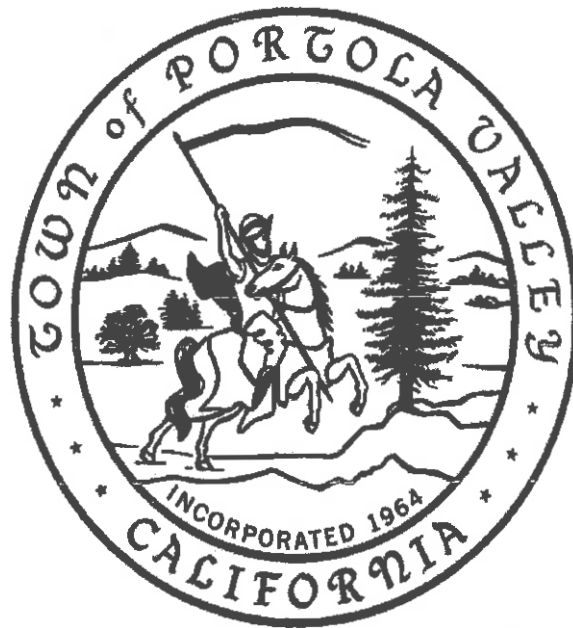
1. Personnel Policies Manual

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', located to the right of the 'Approved by' text.

TOWN OF PORTOLA VALLEY

PERSONNEL POLICIES MANUAL



Revised: ~~February 2015~~ January 25, 2017

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SECTION 1 GENERAL PROVISIONS

1.1 COVERAGE

This Personnel Policy Manual (“Manual”) establishes the personnel system for the Employees of the Town of Portola Valley. All Town Employees serve at the will of the Town Manager, and nothing in this Manual creates any right, contractual or otherwise, to continued employment.

In addition, the provisions of Section 6.3, Policy Against Harassment, Discrimination and Retaliation, also apply to all elective officers and their duly appointed deputies, members of appointive boards, commissions and committees, persons engaged under contract, and volunteer personnel.

1.2 ADOPTION

The Town Council of the Town of Portola Valley adopts this Manual pursuant to Resolution No. _____, and supersedes and replaces any previous Town policies or regulations related to personnel issues.

1.3 REVIEW AND AMENDMENT

This Manual will be reviewed at reasonable intervals to ensure compliance with state and federal employment laws. The Town Manager may recommend amendments and revisions to this Manual, which will become effective when adopted by the Town Council. Each Employee will receive a copy of any substantive changes to this Manual within thirty (30) days of its adoption.

1.4 VIOLATION

Violation of any of the provisions of this Manual constitutes grounds for rejection of applicants or discipline of Employees, including but not limited to suspension, demotion or termination.

SECTION 2 DEFINITION OF TERMS

- 2.1 “Classification”: All positions that are sufficiently similar in duties, responsibilities, and working conditions to permit grouping under a common classification with a

common title, and to permit equitable application of common standards of selection, transfer, promotion, and salary. Classifications are set forth in the Classification Plan.

- 2.2 “Compensation Plan”: The assignment by Town Council Resolution of salary ranges and/or salary rates.
- 2.3 “Demotion”: The movement of an Employee from one position to another that has a lower maximum rate of pay.
- 2.4 “Employee”: Any person hired to work for the Town for compensation in a position directly supervised by or on behalf of the Town Manager. Employees do not include, however, independent contractors, Council members and members of Town Committees and Commissions, whether or not compensated, or persons supplied by temporary staffing agencies.
- 2.5 “Full-Time Position”: A position having a minimum Workweek of forty (40) hours per week.
- 2.6 “Management Employee”: An Employee who holds a position designated as “management”. Employees in the following job classifications are considered Management Employees: Town Manager, Assistant to the Town Manager; Public Works Director, Planning Director; other positions designated as management positions by the Town Council through job classification specifications without amendment to this Manual.
- 2.7 “Overtime”: Hours worked that are required and authorized in excess of forty (40) hours in a Workweek. For the purpose of determining overtime, “hours worked” is only time actually spent working for the Town and does not include leave time.
- 2.8 “Part-Time Position”: A position having a Workweek of fewer hours than the Workweek established for full-time positions in the class.
- 2.9 “Position”: A particular job assignment that includes certain duties and responsibilities assigned to a single Employee and performed on either a full-time or part-time basis.
- 2.10 “Promotion”: The movement of an Employee from one position to another that has a higher maximum rate of pay.
- 2.11 “Reinstatement”: The re-employment without examination of a former Employee.
- 2.12 “Regular Employee”: A non-Temporary Employee.

- 2.13 “Supervisor” or “Supervisory Employee”: Any individual having the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other Employees, or the responsibility to direct them, or to address their grievances, or effectively to recommend any of these actions. Supervisor or Supervisory Employee includes, but is not limited to, Management Employees.
- 2.14 “Suspension”: The temporary separation from Town service, without pay, for disciplinary purposes, of an Employee.
- 2.15 “Temporary Employee”: An Employee of limited duration.
- 2.16 “Termination”: The separation of an Employee from Town service because of retirement, resignation, layoff, death or at-will termination.
- 2.17 “Town”: The Town of Portola Valley.
- 2.18 “Town Manager”: The Employee appointed by the Town Council to assume full management responsibility for all Town operations, which, for purposes of this Manual, includes direct supervision over all Employees.
- 2.19 “Town Council”: The elected legislative body of the Town.
- 2.20 “Transfer”: A change of an Employee from one position to another position in the same class or in a comparable class with the same maximum rate of pay.
- 2.21 “Workweek”: The work period beginning Sunday at midnight and ending the following consecutive Sunday at midnight. The Town Manager may assign a different workweek when it is deemed to be beneficial to the Town.

SECTION 3

MANAGEMENT RIGHTS

The Town retains all of its powers and authority to manage municipal services and the work force performing those services, including but not limited to, the following rights to:

1. Determine and modify the organization and administration of Town government and its constituent work units.
2. Determine the nature, standards, levels and mode of delivery of services to be offered to the public.

3. Determine the methods, means, and numbers and kinds of personnel by which services are to be provided.
4. Determine whether goods or services shall be made or provided by the Town, or shall be purchased, or contracted for.
5. Direct Employees on all issues, including but not limited to scheduling and assigning work, work hours, and overtime.
6. Establish and require compliance with Employee performance standards.
7. Discharge, suspend, demote, reduce in pay, reprimand, withhold salary increases and benefits, or otherwise discipline Employees subject to the requirements of applicable law.
8. Implement rules, regulations, and directives consistent with law.
9. Take all necessary actions to protect the public and carry out its mission in emergencies.

SECTION 4 CLASSIFICATION

4.1 PREPARATION AND MAINTENANCE OF CLASSIFICATION PLAN

The Town Manager determines and records the duties and responsibilities of all positions and prepares and maintains the Classification Plan to be approved by the Town Council. The Classification Plan consists of a list of every classification in use by the Town. The Classification Plan contains, as an addendum, job descriptions for each position, including the class title, a description of the position, examples of typical duties and responsibilities, a description of abilities and other qualifications for the position and salary ranges and/or salary rates.

4.2 ADOPTION OF PLAN

Town Council approval of the Classification Plan is required before the Classification Plan or any part of it becomes effective. The Classification Plan will be amended or revised in the same manner.

4.3 NEW POSITIONS

When a new position is created by Town Council action, before it may be filled, and except as otherwise provided by the Municipal Code or this Manual, no person will be appointed or employed to fill it until the Classification Plan has been amended.

4.4 RECLASSIFICATION

Reclassification is the reassignment of a position from one class to a different class in accordance with a re-evaluation of the minimum qualifications, duties and responsibilities of the position. When the duties of a position have materially changed so that reclassification is necessary, the Town Manager will, subject to Town Council approval, allocate the position to a more appropriate class, whether new or already created. Reclassification will not be used as a pretext for demotion or promotion.

SECTION 5

THE SELECTION AND APPOINTMENT PROCESS

5.1 METHODS FOR FILLING VACANCIES

Position vacancies may be filled by a closed, promotional process, an open, competitive process, or by a process that is both open and promotional. Vacancies may also be filled by re-employment, transfer or demotion.

The Town Manager determines whether and in what manner vacancies for all positions (other than that of the Town Manager) are to be filled. The Town Council determines the manner in which a vacancy in the Town Manager position will be filled.

5.2 PUBLICATION OF VACANCIES

Openings may be publicized by placing an appropriate classified advertisement regarding the position in one or more regional publications of general circulation; by posting announcements on recruitment websites and/or bulletin boards; and by other recruiting activities that the Town Manager deems necessary or advisable to fill a particular position in a way that meets the Town's goal of obtaining the most qualified Employees.

The announcement may include: title and pay for the position; the nature of the work to be performed; the minimum qualifications; the essential functions of the

position; the method of applying; the closing date for the application; and other information the Town Manager deems necessary or advisable.

5.3 APPLICATION FORMS

Applicants must submit completed job applications provided by the Town.

5.4 DISQUALIFICATION OF APPLICATIONS

The Town Manager may reject an application or, after examination, may disqualify the applicant, if the applicant:

1. Made false, deceptive, or fraudulent statements in declarations or in securing eligibility appointment;
2. Is found to lack any of the requirements, certifications, or qualifications for the position involved;
3. Is physically or psychologically unfit for the performance of the position duties because of reasons, including, but not limited to, impairment caused by current abuse of alcohol or drugs, and cannot be reasonably accommodated;
4. Has been convicted of either a misdemeanor or a felony (including a plea of no contest) that relates to the position duties that the applicant would perform;
5. Used or attempted to use inappropriate political pressure or bribery to secure an advantage in the examination or appointment;
6. Directly or indirectly obtained information regarding examinations;
7. Failed to submit the employment application correctly or within the prescribed time limits;
8. Has had his/her privilege to operate a motor vehicle in the State of California suspended or revoked, if having it is a job requirement; and/or
9. For any reason that in the judgment of the Town Manager would render the applicant unfit for the position.

5.5 SELECTION PROCESS

After the time limit for receiving applications for a particular position has expired, the Town Manager will determine the total number of applicants who meet the minimum qualifications for the position, or other job-related screening criteria. The chosen applicants will then be allowed to participate further in the selection process.

The Town Manager will establish the particular selection process for each position. The Town Manager may prepare and administer or contract with any competent agency or individual for the administration of any part of the selection process, as s/he deems most appropriate.

Each applicant who participates in an interview will be notified of the interview results.

The Town Manager retains the right to keep recruitments “open until filled.”

5.6 PROMOTIONS

Only Employees who meet the requirements for the classification set forth in the promotional announcements may be admitted to promotional interviews.

Promoted Employees shall receive a rate of pay that is at least equal to or higher than the Employee’s present rate of pay.

5.7 TEMPORARY POSITIONS EXEMPT

The Town may hire Employees on a temporary basis, usually for a period of one hundred eighty (180) days, without regard to the requirements of this Section. The Town may extend the period of a temporary position for up to an additional one hundred eighty (180) days, but the Temporary Employee may not work more than one thousand (1,000) hours in a fiscal year.

The above restriction does not apply to staff supplied by temporary staffing agencies, or to Temporary Employees hired in response to an emergency condition, such as a flood, earthquake, or other public calamity that threatens public health, safety or welfare. Such Employees may be employed for the duration of the emergency in order to protect public health, safety and welfare.

5.8 APPOINTMENTS

The Town Manager makes final appointments. The Town Manager has the authority to approve or disapprove appointment of Employees in accordance with the Municipal Code and this Manual.

The person accepting appointment reports to the Town Manager on the date designated. Otherwise, the applicant is deemed to have declined the appointment.

SECTION 6

EQUAL OPPORTUNITY EMPLOYMENT

6.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Town does not discriminate against qualified Employees or applicants for employment on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity, gender expression, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristics, sexual orientation, military and veteran status, or any other basis protected by law. The Town will afford equal employment opportunity to all qualified Employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline and termination.

6.2 REASONABLE ACCOMMODATION POLICY

6.2.1 POLICY

The Town provides employment-related reasonable accommodations to qualified individuals with disabilities within the meaning of the California Fair Employment and Housing Act and the Americans with Disabilities Act.

6.2.2 PROCEDURE FOR OBTAINING REASONABLE ACCOMMODATION

An Employee or applicant with a disability who needs reasonable accommodation in the application process or in order to perform essential job functions should make such request to the Town Manager. Once the Town Manager receives or is made aware of the request, the Town Manager or his/her designee may require the Employee or applicant to submit additional information in writing, including medical

certification from a health care provider supporting the need for accommodation.

Once it is determined that the Employee or applicant has a qualifying disability, the Town will discuss with the Employee or applicant to determine if and how reasonable accommodation can be made. The purpose of this discussion is to timely communicate in good faith to understand restrictions or limitations on an Employee's ability to perform essential job functions or an applicant's ability to participate in the application process, and to fully consider all potential reasonable accommodations. The refusal or failure of an Employee or applicant to participate or cooperate in this discussion may result in denial of accommodation. Any information relating to the Employee's or applicant's request for accommodation shall be kept confidential to the extent required by law and shall be kept in a file separate from applicant and personnel files.

The Town determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. The Town will not provide accommodation(s) that would pose an undue hardship upon the Town's finances or operations, that would endanger the health or safety of the Employee or others, or that would eliminate an essential job function. The Town will inform the Employee of its decision as to reasonable accommodation(s) in writing.

6.2.3 FITNESS FOR DUTY EXAMINATIONS

The Town Manager may require a fitness for duty examination in any of the following situations: (a) to determine whether the Employee can perform the essential functions of the job with or without accommodation, if the examination is job-related and consistent with business necessity; (b) to examine an applicant who has received an offer of employment, if that offer is conditioned only on the successful completion of the examination; and (c) for other reasons that the Town deems to be job-related and consistent with business necessity. The Town Manager may require that a Town-approved physician conduct the examination. The Town will pay for fitness for duty examinations that it initiates.

6.3 POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION

6.3.1 PURPOSE

The purpose of this policy is to establish a strong commitment to prohibit harassment, discrimination, or retaliation in employment, to define discrimination, harassment, and retaliation, and to set forth a procedure for investigating and resolving such complaints.

6.3.2 POLICY

The Town prohibits and will not tolerate any harassment or discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity, gender expression, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, sexual orientation, military and veteran status, or any other basis protected by law (“Protected Status”). This policy prohibits harassment against Employees, applicants, unpaid interns, volunteers and independent contractors by other Employees, officers, elected officials, volunteers, independent contractors, vendors, and anyone with whom the Town engages in business with. Violations of this policy may result in disciplinary action up to and including termination of employment.

The Town Council may discipline commissioners and committee members who are found to have violated this policy.

This policy also protects Employees from retaliation, as described in Section 6.3.6.

All Employees will receive training regarding this policy within the first six (6) months of hire, and, on a recurring basis, no less than every three (3) years thereafter. Employees in a Supervisory position will receive training regarding this Policy on a recurring basis, no less than every two (2) years following the initial post-employment training.

6.3.3 SEXUAL HARASSMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (b)

submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Sexually harassing conduct need not be motivated by sexual desire. Examples of sexual harassment may include, but are not limited to:

1. Physical conduct including unwelcome touching, intentionally blocking normal movement, pinching, patting, or coerced sexual conduct;
2. Verbal conduct including making derogatory comments, sexually explicit jokes, slurs, sexual innuendo and insults, or comments about an individual's body or dress;
3. Visual conduct including leering, or displaying sexually oriented posters, photography, cartoons, drawings, emails, or gestures;
4. Offering employment benefits in exchange for sexual favors; and
5. Making or threatening reprisals after a negative response to sexual advances.

6.3.4 HARASSMENT BASED ON OTHER PROTECTED STATUS

Harassment on the basis of other Protected Status is also prohibited. Such harassment includes physical, verbal, and visual conduct when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

6.3.5 DISCRIMINATION

Discrimination means treating a person differently or subjecting a person to different treatment due to a person's actual or perceived Protected Status in a way that adversely affects the person's employment. Such treatment may include, but is not limited to, refusing to hire or employ a person; discharging a person from employment; refusing to select for or discharging a person from a training program

leading to employment; or treating a person differently in compensation or with regard to other terms, conditions, or privileges of employment

6.3.6 RETALIATION

The Town prohibits Employees and Town officials, officers, volunteers and contractors from taking any Adverse Action against an Employee, officer, volunteer, contractor, or applicant because s/he in good faith engaged in a Protected Activity.

“Protected Activity” may include, but is not limited to, any of the following:

1. Filing a complaint with a federal or state agency
2. Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the Town regarding alleged unlawful activity
3. Testifying as a party or witness regarding alleged unlawful activity
4. Associating with another Employee who is engaged in a Protected Activity
5. Making or filing a complaint regarding alleged unlawful activity
6. Calling a governmental agency’s “Whistleblower hotline”

“Adverse Action” may include, but is not limited to, any of the following:

1. Real or implied threats of intimidation to attempt or prevent an individual from reporting alleged wrongdoing or because of Protected Activity
2. Refusing to hire an individual because of Protected Activity
3. Denying promotion to an individual because of Protected Activity
4. Taking any form of disciplinary action because of Protected Activity
5. Altering work schedules or work assignments because of Protected Activity

6. Condoning hostility and criticism of co-workers and third parties because of Protected Activity.

Employees and officers in violation of this policy will be subject to discipline, up to and including termination. Any elected official or contractor in violation of this policy will be subject to appropriate sanctions.

6.4 COMPLAINT PROCEDURE

6.4.1 FILING

An Employee or applicant who believes s/he has been denied an equal employment opportunity or reasonable accommodation, or has been harassed, discriminated, or retaliated against is strongly encouraged to make a complaint to his/her immediate Supervisor, any other Supervisor, or the Town Manager, as soon as possible. Any Supervisor who receives a harassment, discrimination, or retaliation complaint must immediately notify the Town Manager.

If the complaint concerns the Town Manager, the Employee may make a complaint to the Town Attorney or designee, who shall perform the functions of the Town Manager in consultation with the Mayor with respect to these complaint procedures.

Nothing in this policy is intended to impair an Employee's or applicant's right to pursue other remedies, including filing a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) (www.eeoc.gov) or California Department of Fair Employment and Housing (www.dfeh.ca.gov).

6.4.2 INVESTIGATION

The Town takes a proactive approach with potential policy violations and will investigate potential harassment, discrimination, or retaliation, whether alleged in a complaint or if the Town's officers or Supervisory Employees become aware of such potential violations.

Upon awareness or notification of the complaint, the Town Manager or his/her designee will assign an investigator to gather facts and make factual findings concerning the allegations in the complaint. All Employees are required to cooperate with the investigator.

The Town Manager may take interim action to maintain the integrity of the investigation, maintain normal business operations, and to protect the complainant or witnesses.

The investigator will review the complaint allegations. The investigation will normally include interviews with the reporting individual, the accused, and any other person who is believed to have relevant knowledge concerning the allegations.

The investigator will provide a written report to the Town Manager. Giving consideration to all factual information and the totality of the circumstances, the Town Manager will determine whether the Town's policies have been violated, or whether discrimination, harassment or retaliation occurred, and, will promptly notify the complainant and the accused, in writing, when the investigation has concluded.

6.4.3 REMEDIAL ACTION

After the investigation has concluded, the Town Manager will make the final determination as to whether harassment, discrimination, and/or retaliation has occurred and will take prompt and effective remedial action pursuant to Section 10.1, Disciplinary Actions, of this Manual. The remedial action will be commensurate with the severity of the offense and will not be communicated to the complainant.

6.4.4 PRIVACY

While complete confidentiality is not possible, the investigation will be conducted in a manner that ensures, to the extent feasible, the privacy of the parties involved. The Town Manager, the Town Attorney, and Employees are required to maintain confidentiality of the investigation.

Individuals interviewed during the investigation are prohibited from discussing the substance of the investigatory interview with others, except as otherwise directed by the Town Manager. Any individual who discusses the substance of an investigatory interview may be subject to discipline.

An investigation report will not be disclosed except as the Town Manager deems necessary to support a disciplinary action, to take remedial action, to defend the Town in adversarial proceedings, or to comply with the law or a court order.

SECTION 7

ATTENDANCE AND LEAVES OF ABSENCE

7.1 WORKWEEK

The normal workweek for Employees in a Full-Time Position is forty (40) hours, worked in units of eight (8) hours per workday.

7.2 ATTENDANCE REQUIREMENTS

Employees must be in attendance at their work locations during the hours assigned by the Town Manager. Any unauthorized absence may be cause for disciplinary action, up to and including termination.

The Town provides several types of leave accruals as a benefit for Regular Employees. Employees are responsible for the management and appropriate use of their leave balances.

Except in extraordinary circumstances, an Employee who is unable to report for work at the beginning of his or her established workday or shift must notify his/her immediate Supervisor or the Town Manager with as much notice as possible before commencement of the shift.

7.3 DEFINITIONS

7.3.1 "Immediate Family" includes the following persons and no others:

1. A biological, adopted, or foster child, stepchild, grandchild, or legal ward of the Employee or the Employee's registered domestic partner, or a child to whom the Employee or registered domestic partner stands in loco parentis.
2. A biological, adoptive, or foster parent, stepparent, or legal guardian of the Employee or the Employee's spouse or registered domestic partner, or the person who stood in loco parentis when the Employee was a minor child.
3. A spouse or registered domestic partner of the Employee.
4. A sibling of the Employee or of the Employee's spouse or registered domestic partner.

5. Grandparents, grandparents-in-law or step-grandparents of the Employee.

7.4 SICK LEAVE

Sick leave is an absence because of illness, injury, exposure to contagious disease, care of a sick member of the Employee's Immediate Family, or doctor and dental appointments when it is not feasible to schedule them on the Employee's own time.

The following provisions govern sick leave:

1. Employees accrue sick leave at the rate of eight (8) hours for each full month of service.
2. Sick leave may only be used for actual sickness or disability of the Employee or a member of the Employee's Immediate Family, and/or to the extent permitted by law. If the Town suspects an Employee of abusing sick leave, the Town reserves the right – in addition to taking disciplinary measures – to request that the Employee provide the Town with a doctor's verification of illness and estimated time for recovery. An Employee may also be required to provide a doctor's verification of illness when the Employee has been absent for more than three consecutive days.
3. Before using sick leave, an Employee must notify his/her Supervisor prior to commencement of his/her shift, unless s/he is unable to do so because of circumstances beyond his or her control. In addition, if the Employee is absent on sick leave for more than one (1) day, the Employee must keep the Supervisor informed as to the date s/he expects to return to work, unless the Employee is unable to do so because of circumstances beyond his or her control.
4. The Town Manager or designee has the discretion to place Employees on sick leave when in his/her judgment the presence of the Employee at work would endanger the health and welfare of other Employees or the Employee's illness or injury interferes with the performance of the Employee's duties.

7.5 HOLIDAYS

Each Employee of the Town is entitled to the following holidays with pay:

- | | |
|--|-----------------------------|
| 1. New Year's Day | January 1 |
| 2. Martin Luther King Jr. Day | Third Monday in January |
| 3. Presidents' Day | Third Monday in February |
| 4. Memorial Day | Last Monday in May |
| 5. Independence Day | July 4 |
| 6. Labor Day | First Monday in September |
| 7. Thanksgiving Day | Fourth Thursday in November |
| 8. Day after Thanksgiving | Fourth Friday in November |
| 9. Christmas Day | December 25 |
| 10. The business days between Christmas Day and New Year's Day | |

If any holiday falls on Sunday, the Monday following is treated as the holiday. If the holiday falls on Saturday, the Friday preceding is treated as the holiday. If a non-Management Employee is required to work on a holiday, the Employee will be compensated for hours worked on the holiday, in addition to the holiday pay. When Christmas falls on Tuesday, the Monday preceding will be an additional holiday. No Employee is entitled to compensation for any holiday unless s/he is employed by the Town or is on paid leave, on the workday preceding and the workday following the holiday.

7.6 VACATION

The purpose of annual vacation leave is to enable each eligible Employee to return to his/her work mentally and physically refreshed. All Regular Employees are entitled to annual vacation leave with pay. Vacation time is credited on the first payroll date of employment and every pay period thereafter for each Regular Employee.

Vacation leave is earned at a monthly pro-rated amount depending upon years of service and full or part time status as described in section 8.5.2. Employees are eligible to take vacation as soon as they have accrued it, unless otherwise authorized by the Town Manager. Vacation leave is credited as follows:

<u>Years of Service</u>	<u>Days of Vacation Accrued</u> <u>Annually</u>
1 through 5	10
6 through 10	15
11 +	20

All vacation leave must be pre-approved by the Town Manager or designee. Vacation is approved on a first-come, first served basis. Vacation leave may be denied if the Town Manager or designee determines that it would negatively impact normal operation of Town functions. Approval of vacation leave does not indicate that the Employee has available leave hours. The Employee is responsible for ensuring that the leave hours are available prior to requesting approval from the immediate Supervisor. The Town Manager may grant an Employee one exception per year to vacation leave that will result in a leave balance deficit. If a deficit exists, those hours are reduced from the Employee's payout upon separation.

Use of vacation leave earned in a given year may be deferred to the following year. However, at no time may an Employee accrue more vacation days than double the Employee's current annual accrual rate. When the Employee reaches the allowed maximum accrual, s/he will cease earning vacation until the vacation leave balance falls below the maximum accrual amount.

The Town Manager has the authority to provide credit for past public service to new hires for the sole purpose of determining vacation accrual rates.

7.6.1 SALE OF ACCRUED VACATION HOURS

Employees may elect, once per calendar year, to sell back to the Town accrued, but unused vacation. The election must be made on or before April 30th of each calendar year and payout will occur no later than May 31st of the same calendar year.

The Employee will be compensated for such vacation hours at the compensation rate in effect for that Employee at the time the hours are sold to the Town.

The minimum number of hours that can be sold to the Town annually for the cash equivalent is ten (10) hours, and the maximum number of hours that can be sold is the total number of hours the Employee is eligible to accrue in a one-year period.

7.7 JURY DUTY AND WITNESS LEAVE

Every Employee who is called or required to serve as a juror is entitled to be absent during the period of jury service. Under these circumstances, the Employee will be paid their full salary for up to fifteen (15) workdays of jury service.

An Employee who is subpoenaed to appear in court in an official capacity as a Town Employee is allowed to do so without loss of compensation. An Employee subpoenaed to appear in court in a matter unrelated to his or her official capacity as a Town Employee is permitted to use accrued vacation or compensatory time off for this purpose. The time spent for court appearances unrelated to the Employee's employment, or related to any matter the Employee has brought against the Town, is not compensable work time.

7.8 BEREAVEMENT LEAVE

Employees are allowed paid time off in the event of a death in the Immediate Family. Up to five (5) consecutive days of bereavement leave is allowed for the death of each member of the Immediate Family. The Employee may request, and the Town Manager may approve at his or her absolute discretion, that vacation leave be taken as bereavement leave in the event of the death of other individuals or for an extended period of time.

7.9 MILITARY LEAVE

In accordance with State and Federal law, the Town Manager will grant military leave for active and reserve members of the United States Armed Forces and National Guard to fulfill obligations, including active duty and training. An Employee requesting military leave shall provide the Town Manager with as much advanced notice as possible. An Employee taking military leave must give the Town Manager an opportunity, within the limits of State and Federal law, to determine when military leave will be taken, and the Town Manager may modify the Employee's work schedule to accommodate the request for leave.

To the extent required by State and Federal law, an Employee will receive compensation for service during the period that s/he is on approved military leave, including up to 30 calendar days of pay per fiscal year for active duty training for Employees who have been employed with the Town for at least one year prior to the first day of military leave. An Employee may elect to use accrued vacation leave, administrative leave, or compensatory time off during his/her otherwise unpaid military leave. An Employee may also elect to continue Town-provided health coverage for up to 24 months, subject to the provisions of Federal law.

7.10 WORKERS' COMPENSATION BENEFITS AND INDUSTRIAL ACCIDENT LEAVE

The Town will provide workers' compensation benefits in accordance with State law for any work-related injury or illness. These benefits include medical care, temporary disability, permanent disability, vocational rehabilitation and survivor benefits. In the event that any Regular Employee is absent from work as a result of any injury or illness that comes under the State of California Workers Compensation Law, the absence shall be considered to be Industrial Accident Leave. Employees on Industrial Accident Leave may use accrued sick leave time to supplement any monetary difference between their normal rate of pay and workers' compensation temporary disability benefits. Upon exhaustion of accrued sick leave time, Employees may elect to supplement with accrued vacation leave. However, such supplementation will not entitle Employees to continue employment if otherwise qualified for separation from Town service due to disability retirement or inability to reasonably accommodate.

7.11 ADMINISTRATIVE LEAVE

Management Employees accrue fifty-six (56) hours of administrative leave, awarded annually in the first pay period in January. Administrative leave has no cash value and cannot be carried over to the succeeding calendar year in which it was accrued. Use of administrative leave is allowed at the discretion of the Town Manager.

7.12 PREGNANCY DISABILITY LEAVE AND ACCOMMODATION

If the Employee's attending physician certifies that the Employee is physically unable to work due to pregnancy, childbirth, or a related medical condition, the Employee is entitled to: a) a leave of absence without pay for up to four (4) months per pregnancy; or b) a temporary transfer to another position if such transfer can be reasonably accommodated. The Employee must give at least thirty (30) days' notice of the need for pregnancy disability leave, transfer, or other reasonable accommodation, as well as an estimated duration for the leave. If such notice is not feasible, notice shall be given as soon as possible.

An Employee will be required to submit a medical certification from her attending physician to support any request for pregnancy disability leave, transfer or reasonable accommodation. If the Employee fails to return the certification in a timely manner, the Town may delay granting the request for pregnancy disability leave, transfer or accommodation so long as doing so would not endanger the Employee's health or her pregnancy.

Requests for an extension of leave must be submitted in writing to the Town Manager prior to the agreed date of return and must be supported by a written certification of the attending physician that the Employee continues to be disabled by pregnancy, childbirth, or a related medical condition.

The Town will also provide a reasonable accommodation to an Employee for a pregnancy-related disability, if the Employee requests an accommodation upon the advice of her attending physician.

Pregnancy disability leave is unpaid. However, the Employee has the option of using accrued sick leave, compensatory time off with the approval of the Town Manager, and/or vacation leave. The Town will pay insurance premiums, not to exceed four (4) months per pregnancy, to the same extent that the Town paid the premiums when the Employee was at work. The Employee will be responsible to pay for the Employee's portion of her insurance premiums while on unpaid leave. Information regarding such payments will be provided to the Employee.

Generally an Employee has the right to be reinstated to the same position she held prior to taking pregnancy disability leave or being temporarily transferred to an alternate position due to pregnancy disability. However, an Employee has no greater rights than she would have had if continuously employed during the pregnancy disability leave or transfer period. This means that there is no right to reinstatement to the same position if an Employee would not otherwise have been employed in her same position at the time reinstatement is requested for legitimate business reasons unrelated to the pregnancy disability or transfer (e.g., layoff.)

If for the reason described above an Employee returning from pregnancy disability cannot be reinstated to the same position, an Employee generally has the right to be reinstated to an available comparable position (i.e., a position that is virtually identical to the Employee's prior position in terms of pay, benefits, working conditions, and with substantially similar duties, in the same or geographically proximate worksite, and with the same or equivalent work schedule.) An exception to this general right exists if either of the following exist: (a) the Town would not have offered a comparable position to the Employee if she had been continuously at work during the pregnancy disability or transfer period, or (b) there is no comparable position available.

Prior to the Employee being reinstated, the immediate Supervisor shall require a statement from the attending physician that the Employee is physically

capable of resuming the regular duties of the Employee's position with or without accommodation.

7.13 LEAVE OF ABSENCE WITHOUT PAY

Upon the request of the Employee, the Town Manager may grant a leave of absence without pay to an Employee. Requests for leave of absence without pay must specifically state the reason for the request, the beginning date of the leave, and the date of return. A leave of absence without pay may be granted for a period not to exceed two months. The Town Manager has absolute discretion to deny the request or grant leave for a shorter period of time when any additional leave would pose a hardship to the Town's operations.

Leave of absence without pay is not construed as a break in service or employment, and rights accrued at the time the leave is granted are retained by the Employee. However, vacation leave, sick leave, all other paid leaves, holidays and fringe benefits and other similar benefits are not accrued to an Employee granted leave during the period of unpaid absence, except as provided otherwise by law or this policy. Nor is the Town required to maintain contributions toward group insurance or retirement coverage, except as provided otherwise by law or this policy. During the period of leave without pay, all service and leave credits are retained at the levels existing as of the effective date of the leave. However, time counted toward an Employee's anniversary date is deferred for the time of the leave without pay.

The Employee is reinstated to his or her former position or to an available comparable one if the former position is eliminated during the period of leave and the Employee would otherwise not have been laid off.

7.14 ~~CATASTROPHIC VOLUNTARY LEAVE TRANSFER~~

~~When an employee's paid leave balance has been exhausted during a personal or family medical emergency, the An Employee may be eligible to receive donations-voluntary leave transfers from fellow Employees of paid leave, to be included in his/her sick leave balance, There is no limit on the amount of donated annual leave a leave recipient may receive from the leave donor(s). However, any unused donated leave must be returned to the leave donor(s) when the medical emergency ends. if s/he has a catastrophic illness or injury which prevents him/her from being able to work. Catastrophic illness or injury is defined as a critical medical condition considered to be terminal or a long-term major physical impairment or disability. The Employee may be eligible for catastrophic leave donations only after all his/her paid leave has been utilized.~~

~~The amount that may be donated to an Employee for catastrophic leave is limited to the combined vacation and administrative leave accrued by the Employee at the time of the donation.~~

7.15 VOTING LEAVE

If a non-exempt Employee does not have sufficient time outside of working hours to vote in a statewide election, the Employee may take up to two (2) hours off without loss of pay at the beginning or end of the Employee's regular working shift. An Employee must provide his/her Supervisor with at least two working days' notice of the need for time off to vote.

7.16 TIME OFF TO APPEAR IN SCHOOL

An Employee who is the parent or guardian of a child who has been suspended from school may take unpaid time off from work to appear at the school in response to a request by the school administrator, if the Employee provides the Town Manager reasonable notice of the school's request.

7.17 LEAVE FOR CRIME VICTIMS

An Employee who has been a victim of a violent or serious felony, or felony provision regarding theft or embezzlement, or the Employee's spouse, registered domestic partner, child or stepchild, sibling or stepsibling, or parent or stepparent who has been a victim of any of those crimes, may take time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding related to that crime.

An affected Employee must give the Town reasonable notice that s/he is required to be absent for a purpose stated above. In cases of unscheduled or emergency court appearances or other emergency circumstances, the affected Employee must, within a reasonable time after the appearance, provide the Town with written proof that the absence was required for any of the above reasons. Leave under this section is unpaid unless the Employee uses vacation or accrued time off.

7.18 TIME OFF FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

An Employee who has been a victim of domestic violence, sexual assault, or stalking may take time off to engage in the following activities related to the domestic violence, sexual assault, or stalking:

1. Appear in court proceedings;
2. Seek medical attention for or recover from injuries caused by domestic violence, sexual assault or stalking;
3. Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault or stalking;
4. Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; and/or
5. Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

An affected Employee must give the Town reasonable notice that s/he is required to be absent for a purpose stated above. The affected Employee must also, within a reasonable time, provide the Town with written proof that the absence was required for any of the above reasons. Leave under this section is unpaid unless the Employee uses vacation or other accrued time off.

SECTION 8

COMPENSATION AND PAYROLL PRACTICES

8.1 COMPENSATION PLAN

During the budget preparation period each year, or whenever directed by the Town Council, the Town Manager or designee will prepare a Compensation Plan covering all classes of positions except the Town Manager position, including a range of pay for each position.

The Town Council may amend the Compensation Plan from time to time by resolution. At the discretion of the Town Manager, the amendments and revisions may be submitted to the Town Council. The Town Manager may approve an hourly rate of compensation for temporary positions, with adjustments for special circumstances, based on the Compensation Plan.

The Town Council's consideration of the proposed Compensation Plan, amendments, or revisions will be included in a Council meeting agenda, and the meeting will be posted in the manner prescribed by State Law. No position will be assigned a salary not in conformance with the salary schedule unless the salary schedule for the class is amended in the same manner as stated above.

8.2 PAYROLL

8.2.1 PREPARATION OF PAYROLL

The payroll is prepared under the direction of the Town Manager in accordance with the Compensation Plan. No changes in the names or salaries on the payroll will be made without written approval by the Town Manager.

FLSA Safe Harbor Policy – The Town invokes the safe harbor provisions of the Department of Labor regulation codified at 29 CFR Section 541.603(d) by disseminating and maintaining this policy regarding pay reductions. Should any pay reduction occur in violation of this policy, the Town will reimburse its FLSA-exempt Employees for any improper pay deductions and make a good faith commitment to comply with the FLSA in the future. A FLSA-exempt Employee who believes that his or her compensation has been reduced in violation of this policy, may submit a written complaint explaining the alleged violation to the Town Manager, who will review the complaint and provide a written response to the Employee.

8.2.2 PAYDAY

Payday is twice monthly, on the 15th and last day of the month. In the event that this day falls on a weekend or holiday, payday will be the immediately preceding workday.

8.3 OVERTIME AND OTHER COMPENSABLE TIME

8.3.1 ELIGIBILITY

All non-Management Employees whose compensation is based on an hourly rate are eligible for overtime compensation pursuant to the Fair Labor Standards Act (“FLSA”). The Town has determined that all Management Employees are exempt from the FLSA overtime compensation requirements.

8.3.2 AUTHORIZATION OF OVERTIME

An Employee’s Supervisor may authorize or require overtime at his/her discretion. Overtime may be authorized for situations such as:

1. Operating emergencies;

2. Handling peak workloads or incomplete work when it is not possible or practical to employ additional personnel;
3. Attending meetings connected to Town business outside of regular work hours;
4. Meeting temporary conditions when the Town is unable to secure qualified personnel to fill positions authorized by the Town Council and filled by the Town Manager; and/or
5. On other occasions as deemed necessary in the judgment of the responsible Supervisor.

An Employee is not allowed to work overtime unless his/her Supervisor has pre-authorized the work.

8.3.3 OVERTIME PAY AND COMPENSATORY TIME

- 8.3.3.1 Eligible Employees will be compensated for Overtime earned because of actual work of over forty (40) hours in a Workweek at the rate of one and one-half times (“time and one-half”) the Employee’s regular hourly rate.
- 8.3.3.2 Non-Management Employees may choose to accrue compensatory time off in lieu of being paid time and one-half for working Overtime. Compensatory time off is accrued at the rate of time and one-half and may be used in lieu of other types of leave, or cashed out, when approved by the Town Manager. Compensatory time off may be taken only at the discretion of the Town Manager. Accrued and unused compensatory time off will be paid to Non-Management Employees each year on June 30. In no event may an Employee accrue more than one hundred thirty (130) hours of compensatory time off.
- 8.3.3.3 The following scenario illustrates how Overtime may be compensated for a non-exempt, non-Management Employee with a regular hourly rate of Twenty Dollars (\$20.00):

“Time and one-half” Scenario: An Employee works forty-three (43) hours in a Workweek. The Employee may choose to receive either Thirty Dollars (\$30.00) for each overtime hour, or one and one-half (1.5) hours in compensatory time off for each overtime hour. In other words, the Employee may choose to

receive Ninety Dollars (\$90.00) or four and one-half (4.5) hours of compensatory time off to be used at a later date.

8.3.3.4 Call-back pay. In an emergency or unusual situation, an Employee may be called back to work after completing his/her workday. Employee shall provide documentation of call-back hours worked, signed by their Supervisor approving the hours. If the Employee is non-exempt and is called back, he or she will be compensated for a minimum of two (2) hours per call back.

8.4 MEAL PERIOD/BREAKS

A minimum thirty (30) minute and a maximum of one hour non-compensated meal period is provided to all Employees who work over five (5) hours in a day. Employees are also entitled to one ten (10) minute paid rest break for each four (4) hours worked.

8.5 ELIGIBILITY FOR BENEFITS

Benefits are set forth and occasionally revised by the Town Council in keeping with prevailing rates and benefits, current costs of living, the Town's financial condition and policies and other relevant factors.

8.5.1 FULL-TIME EMPLOYEES

Regular Employees holding a Full-Time Position are eligible for all benefits currently authorized by the Town Council, except for those benefits specifically limited to management Employees.

8.5.2 PART-TIME EMPLOYEES

Regular Employees holding a Part-Time Position accrue vacation, sick leave, other leaves and holiday credits in the proportion that their average Workweek bears to that of full-time Employees. To the extent possible, other benefits afforded full-time positions are also pro-rated. Employees scheduled to work in positions of less than twenty (20) hours per week are not provided medical, CalPERS retirement, or any other benefits not required by state or federal law.

8.5.3 TEMPORARY EMPLOYEES

Temporary Employees are not provided any benefits other than those required by State or Federal law.

8.5.4 MANAGEMENT EMPLOYEES

Benefits and rights afforded to Management Employees may differ from non-Management Employees pursuant to this Manual. The Town Manager also has discretion to award different benefits to Management Employees for the purpose of recruitment and retention to the maximum benefit authorized by the Compensation Plan.

SECTION 9 PERFORMANCE EVALUATIONS

All Employees receive an annual performance evaluation near the end of the fiscal year. The Town Manager provides a method of evaluating individual Employee performance that relates to quantity and quality of work, ability, reliability, discipline, attendance, and other factors.

The Town Manager is responsible for assuring that the evaluations are adequate to provide information to both the Employee and the Town for the purposes set forth in this section. An Employee must have an evaluation with an overall satisfactory performance rating in order to be eligible for a salary increase or promotion. Deficiencies in performance by an Employee may result in a decrease in salary, suspension, demotion, or termination of employment.

In addition, when changes in work performance occur, and/or as necessary, immediate Supervisors may periodically evaluate the performance of each Employee. Each Employee is informed of his or her strengths and weaknesses as to work performance. Each performance evaluation is discussed with the Employee. The Employee must sign the evaluation, acknowledging that his/her performance evaluation has been reviewed with him/her. The Employee's signature does not necessarily mean s/he endorses the contents of the evaluation.

SECTION 10 DISCIPLINE

In order to conduct business efficiently and effectively, the Town must address performance and misconduct issues. Such issues are addressed by disciplinary actions

and based on disciplinary grounds, including but not limited to those discussed below. Disciplinary actions cannot be appealed and are not subject to the complaint procedure set forth in Section 11, Resolution of Work-Related Complaints. Nothing in this section gives Employees any right to progressive discipline, nor alters the fact that all Employees serve at will, and can be terminated at any time without cause.

10.1 DISCIPLINARY ACTIONS

The following types of disciplinary actions are available to the Town Manager to address performance and misconduct issues. The Town Manager will attempt to match the disciplinary action to the severity of the Employee misconduct. However, the Town Manager reserves the right to impose any disciplinary action up to and including termination of employment at any time, without notice, cause, or progressive discipline.

10.1.1 ORAL COUNSELING

Oral counseling is an oral discussion between an Employee and his/her Supervisor where the Supervisor communicates his/her concerns regarding the Employee's performance or misconduct. Oral Counseling may involve warning the Employee of consequences for not addressing the Supervisor's concerns.

10.1.2 WRITTEN REPRIMAND

Written reprimand is a letter communicating a Supervisor's concerns regarding the Employee's performance or misconduct. A Written Reprimand would likely include a warning of consequences for not addressing the Supervisor's concerns.

10.1.3 SUSPENSION

Suspension is the temporary separation from Town service without pay for disciplinary purposes. Suspension of non-FLSA-exempt Employees may be in any increment in the discretion of the Town Manager. Suspension of FLSA-exempt Employees may only be in one-day increments in the discretion of the Town Manager.

10.1.4 REDUCTION IN PAY

Reduction in pay is a decrease in compensation for non-FLSA-exempt Employees for a fixed period of time for disciplinary purposes.

10.1.5 DEMOTION

Demotion is the movement of an Employee from one position to another that has a lower maximum rate of pay. The Town Manager may demote an Employee whose performance of his/her required duties is below standard, or for other disciplinary purposes. Non-disciplinary demotion may also be made to a vacant position in lieu of layoff. No Employee will be demoted to a position for which s/he does not possess the minimum qualifications.

10.1.6 TERMINATION

In relation to disciplinary action, an Employee may be separated from Town service when his/her performance of required duties is below standard, or for other disciplinary reasons. All Employees are employed on an "at-will" basis and the Town Manager may terminate their employment for any reason.

10.2 GROUND FOR DISCIPLINE

The Town's standards of conduct are established for the guidance of all Employees. These standards are only a partial list of unacceptable behaviors and conduct, and do not constitute the entire range of grounds for discipline.

1. Fraud in securing employment or making a false statement on an application for employment; or making a false statement or notation on any Town record.
2. Incompetence, i.e., inability to comply with the minimum standards of an Employee's position for a significant period of time.
3. Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an Employee within his/her position.
4. Disobedience and insubordination, i.e., a failure to submit to duly appointed and acting supervision or to conform to duly established orders or directions of persons in a Supervisory position.
5. Dishonesty.
6. Being under the influence of alcohol or drugs while on duty.
7. Excessive absenteeism or inexcusable absence.

8. Abuse of sick leave, i.e., taking sick leave without a doctor's certificate when one is required, or misuse of sick leave.
9. The conviction of either a misdemeanor or any felony. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Town Manager or his/her designee may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere (no contest) made to discharge a felony is deemed to be a conviction within the meaning of this section.
10. Discourteous treatment of the public or other Employees.
11. Improper or unauthorized use of Town property.
12. Inattention to duty, tardiness, indolence, carelessness or negligence in the care and handling of Town property.
13. Violation of the ordinances, resolutions, rules and regulations established by the Town.
14. Solicitation or acceptance by an Employee of an individual reward, gift, or other form of remuneration from a private source for the performance of his/her official duties, excluding edible/drinkable gifts offered to the entire Town staff.
15. The refusal to testify under oath or affirmation before any Grand Jury having jurisdiction over any then pending investigation of government bribery or misconduct.
16. Improper political activity, which includes:
 - a. Participation in political activities while in uniform, during working hours, on Town business premises, while conducting official Town business, or using Town resources.
 - b. Solicitation of political funds from other officers or Employees of the Town or from persons on the employment lists of the Town.

Improper political activity does not include the solicitation or receipt of political funds or contributions to promote the passage or defeat of a ballot measure

affecting the working conditions of Employees so long as such activity does not occur while the Employee is working for the Town or using Town resources.

SECTION 11

RESOLUTION OF WORK-RELATED COMPLAINTS

The Town desires to implement an internal procedure that provides an opportunity for non-disciplinary, work-related complaints to be addressed fairly, objectively and promptly. Pursuant to Section 10, Discipline, all disciplinary actions and performance evaluations are final and not subject to the following procedure.

11.1 PROCEDURE

11.1.1 When an Employee has a complaint s/he should discuss the complaint with, or submit it in writing to his/her immediate Supervisor.

If the complaint pertains to the immediate Supervisor, the Employee may discuss the complaint with, or submit it in writing to the Town Manager.

If the complaint concerns the Town Manager, the Employee may discuss the complaint, or submit it in writing to the Town Attorney or designee and the Mayor.

11.1.2 The Town Manager, or Town Attorney (when applicable), shall make the final determination of a resolution to the complaint. All determinations will be explained to the Employee and are final.

SECTION 12

TRANSFER, RESIGNATION, ABANDONMENT, LAYOFF AND REINSTATEMENT

12.1 TRANSFER

No person will be transferred to a position for which s/he does not possess the minimum qualifications; but the Town Manager may, on a temporary basis, assign Employees to duties other than those prescribed in their classification or job description, when a need arises from injury or illness, vacation, or other leaves of absence, or when workloads temporarily create a need, and the best interest of the Town would be served. The Town Manager may transfer an Employee from one position to another position in a comparable classification. For transfer

purposes, a comparable classification is one with the same maximum rate of pay, and requires substantially the same basic qualifications.

Whenever possible, an Employee being transferred will receive five (5) working days' notice.

12.2 RESIGNATION

Resignation occurs when an Employee tenders to the Town Manager a written notice of his/her intention to resign. The Town Manager tenders his/her resignation to the Town Council. A resignation becomes final when accepted by the Town Manager, or in the case of the Town Manager's resignation, acceptance by the Town Council. Once a resignation has been accepted, it cannot be withdrawn without the approval of the Town Manager, or in the case of the Town Manager's resignation, approval by the Town Council. The Town requests that Employees give a minimum of two (2) weeks' notice of their intention to resign.

12.3 JOB ABANDONMENT

An Employee may be deemed to have resigned if the Employee is absent for three (3) consecutive workdays without prior authorization and without notification during that period of the reason for absence, unless s/he is unable to do so because of circumstances beyond his or her control.

12.4 LAYOFF POLICY AND PROCEDURE

12.4.1 STATEMENT OF INTENT

Whenever, in the judgment of the Town Council, it becomes necessary to abolish funding for any position, the Employee holding the position may be laid off or demoted without disciplinary action. An Employee who has any questions regarding the layoff decision or process should make an appointment with the Town Manager for a pre-layoff review and without the right of appeal. If two or more Employees hold the position to be laid off, the Town will lay off the Employee with the least Town seniority. Seniority is determined based upon date of hire in the classification and higher classifications in the Town.

12.4.2 NOTIFICATION

Regular Employees to be laid off or demoted under non-disciplinary circumstance will be given a minimum of thirty (30) calendar days' prior

notice. Prior notice is not required for the layoff of Temporary Employees.

12.5 REINSTATEMENT

Upon recommendation of the immediate Supervisor and approval of the Town Manager, a Regular Employee who has resigned or has otherwise been separated while in good standing (i.e., not separated for disciplinary reasons) may be considered for reinstatement to his/her former position, if vacant, or to a vacant position in the same or a comparable classification for a period of one (1) year after resignation or separation. At the discretion of the Town Manager, an Employee returning to work may be required to undergo testing as part of a conditional job offer to determine whether s/he is fit to return to work.

SECTION 13 MISCELLANEOUS POLICIES

13.1 OUTSIDE EMPLOYMENT

13.1.1 POLICY

An Employee will not engage in any employment, enterprise, or outside activity that is in conflict with his/her duties, functions, responsibilities, or the department by which s/he is employed, nor shall s/he engage in any outside activity for compensation that will directly or indirectly contribute to the lessening of his/her effectiveness as an Employee. All Employees must notify the Town Manager before engaging in any outside employment or as soon as possible thereafter.

13.1.2 DETERMINATION OF INCONSISTENT ACTIVITIES

In making a determination about the consistency or inconsistency of outside employment, the Town Manager will consider, among other pertinent factors, whether the employment is prohibited and inconsistent because of any of the following:

1. Involves the use for private gain or advantage of Town time, facilities, equipment, and supplies, or the badge, uniform, prestige, or influence of one's Town office or employment;
2. Involves receipt or acceptance by Employee of any money or other consideration from anyone other than the Town for the

performance of an act which the Employee, if not performing such act, would be required or expected to render in the regular course of his/her Town employment or as a part of his/her duties as an Employee;

3. Involves the performance of an act in other than his/her capacity as an Employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by any Employee; and/or
4. Involves conditions or factors that would directly or indirectly lessen the efficiency of the Employee in his/her regular Town employment or conditions in which there is a substantial danger of injury or illness to the Employee.

13.1.3 APPROVAL REVOCATION

Outside employment is subject to written approval by the Town Manager or his/her designee before the Employee undertakes the outside employment and is subject to revocation at any time by the Town Manager or his/her designee.

13.2 CONFLICTS OF INTEREST

Certain Employees are bound by the state laws regarding conflicts of interest, including, but not limited to, Government Code section 87100 *et seq.* and Municipal Code Chapter 2.36 regarding conflicts of interest. All Employees should avoid any conflict or perceived conflict between personal or financial interests and public duties.

13.3 RECORDS AND REPORTS

13.3.1 PERSONNEL FILES

A personnel file will be maintained for each Employee. Information contained in these files includes class title, salary, changes in employment status, disciplinary actions and other pertinent employment information. Personnel files are the property of the Town,

and access to the information they contain is restricted to the Town Manager or his/her designee.

The personnel files will be maintained in a secure place and monitored by the Town Manager or his/her designee, who will determine access to the files. An Employee, or the Employee's representative with written consent of the Employee, is entitled to review his/her personnel file with adequate advance notice to the Town Manager or his/her designee.

13.3.2 MEDICAL INFORMATION

All medical information about an Employee or applicant is kept in a separate file from the personnel file, and is treated as confidential, in accordance with applicable state and federal law.

Access to Employee or applicant medical information shall be strictly limited to only those with a legitimate need to have such information for Town business, or if access is required by law, subpoena or court order. In the case of an Employee with a disability, managers and Supervisors may be informed only of necessary restrictions on the work or duties of the Employee and necessary accommodations.

13.3.3 RECORDS RETENTION

Records relating to persons who were never in the employ of the Town including correspondence, applications, examinations and reports may be destroyed after three (3) years. Records of Employees may be destroyed after five (5) years from the date of termination.

13.4 USE OF TOWN ELECTRONIC EQUIPMENT AND COMMUNICATIONS SYSTEMS

13.4.1 Definitions

1. "Electronic Communications Service" means any service which provides to users thereof the ability to transmit or receive wire or electronic communications.

2. “Employee Equipment” shall mean those electronic devices owned by an Employee, or a third-party, but reimbursed in whole, or in part, by the Town, including but not limited to, the Internet, email, voice-mail, text messages, images, cellular telephones, pagers, personal digital assistants, Smart Phone devices, computer/laptops, tablets, telecommunications devices, video and audio equipment, wireless networks, data systems telecommunications equipment, mobile data terminals, transmission devices, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, software, and documentation that supports electronic communications services.
3. “Offensive Material” includes, but is not limited to, statements or images that could reasonably offend a person on the basis of his/her age, physical or mental disability, medical condition, genetic characteristics, sex (including childbirth, pregnancy and related medical conditions), gender, gender identity, gender expression, race, color, religious creed, national origin, ancestry, sexual orientation, marital status, military and veteran status, or any other classification protected by federal, state, or local law.
4. “Town Business” means work or services provided by an Employee using Employee Equipment on behalf of the Town as part of the Employee’s official work duties. An Employee’s personal use of Employee Equipment that is unrelated to the Town is specifically excluded from this definition.
5. “Town Equipment” means electronic devices owned or provided by the Town, including but not limited to, the Internet, email, voice-mail, text messages, images, cellular telephones, pagers, personal digital assistants, Smart Phone devices, computer/laptops, tablets, telecommunications devices, video and audio equipment, wireless networks, data systems telecommunications equipment, mobile data terminals, transmission devices, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, software, and documentation that supports electronic communications services.

13.4.2 Introduction

The Town encourages the use of Town Equipment and Employee Equipment to increase Employee productivity and improve the Town's ability to provide first-class services for the least possible cost to the taxpayer. This policy governs all Town Equipment and Employee Equipment used for Town Business. Employees and other users may be provided Town Equipment or reimbursed/provided a stipend for Employee Equipment only as authorized by the Town Manager or designee. The purpose of this policy is to regulate Employee's use of Town Equipment and Employee Equipment used for Town Business to maximize its use for Town purposes and minimize or eliminate liability.

An Employee who violates this policy is subject to disciplinary action, up to and including termination.

13.4.3 Restrictions

The following include some of the restrictions that apply to Employees while using any Town Equipment or Employee Equipment used for Town Business:

1. Employees shall not violate the Town's discrimination, harassment, retaliation, and conflict of interest policies. Employees shall not transmit or receive Offensive Material. For example, Employees are prohibited from displaying sexually suggestive images, downloading or disseminating sexually explicit material, or transmitting images, messages or cartoons that constitute slurs based upon an individual's race, color, national origin, ancestry, religious creed, mental or physical disability, sex (including childbirth, pregnancy and related medical conditions), gender, gender identity, gender expression, age, mental or physical disability, medical condition, genetic characteristics, marital status, sexual orientation or military and veteran status, unless an Employee is required to review such material in the course and scope of their specific job duties with prior written Supervisory approval.
2. Employees shall not seek personal financial gain or create an actual, potential or apparent conflict of interest.
3. Employees shall not infringe upon the patents, copyrights, licenses of others, or proprietary, confidential or trade secret information.

4. Employees shall not solicit or proselytize others for commercial ventures or transactions, religious or political causes, or participation in any endeavor unrelated to the Employee's normal duties, unless it is for a Town sponsored/authorized event.
5. Employees shall not intentionally deprive authorized personnel access to any Town Equipment.
6. Employees shall not transmit messages or information which is in conflict with applicable law or Town policies, rules or procedures.
7. Employees shall not attempt unauthorized access of or attempt to access unauthorized data on any Town or non-Town system.
8. Employees shall not engage in theft or the unauthorized copying and distribution of electronic files or data.
9. Employees shall not intentionally misrepresent one's identity for improper or illegal acts, nor engage in unlawful activities.
10. Employees shall not engage in recreational use of Town Equipment and Employee Equipment that interferes with the ability of the Employee or other users to conduct Town work. This includes but is not limited to downloading or uploading software, games, music, or shareware to their Town Equipment and time spent on social media websites. Employees are also prohibited from downloading and using instant messenger (IM) on Town Equipment, without prior written Supervisory approval and in accordance with assigned duties.
11. Employees shall not perform acts on Town Equipment that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to sending mass email messages or chain letters and creating unnecessary network traffic with messages unrelated to Town Business or discussions of Town working conditions.

13.4.4 No Expectation of Privacy

Employees shall have no right or expectation of privacy in email, text, data, or image messages created, transmitted, received, deleted or stored using Town Equipment or Town Business conducted on

Employee Equipment, including electronic communications routed by a third party communications service provider.

All communications transmitted via Town Equipment, whether or not related to personal or confidential matters, are subject to monitoring, at the Town's discretion. The Town may monitor communications transmitted via Town Equipment in the ordinary course of business for purposes that include ensuring their reliability and security. The existence of passwords and "message delete" functions do not restrict or eliminate the Town's ability or right to access electronic communications on Town Equipment.

The Town may randomly or routinely monitor or intercept electronic communications sent or received on Town Equipment and retains the right to do so at any time and without notice to Employees. The Town also retains the right, without notice to Employees, to conduct searches of Town Equipment and related systems to ensure that they are being used in conformance with this policy.

13.4.5 Software and Use of Copyrighted Materials

The integrity of Town Equipment is vital to the Town's operations. Employees may not download or install software onto Town Equipment without the express consent of their Supervisor and/or the Town Manager or designee. When in doubt, Employees must seek permission prior to taking any action that could jeopardize the integrity of Town Equipment.

Software and related documentation licensed to the Town may be protected by copyright, patent, trade secret or other forms of legal protection. Employees shall not duplicate software programs and any Employee who unlawfully duplicates software may be subject to criminal prosecution or civil damages. No Employee shall install, use, copy, alter or distribute these programs except as permitted by law and only to the extent permitted by the contract or license agreement between the Town and the owner.

Employees learning of any misuse of software must immediately notify their Supervisors. Town Equipment shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

13.4.6 Backup Copies

Employees may not keep any backup copies of work done for the Town when they separate from the Town. Employees must obtain written permission from their Supervisors to download and retain samples of their work. Downloading may occur only in the presence of the Employee's Supervisor. Employees are prohibited from keeping a copy of proprietary information, data or programs upon separation.

13.5 USE AND OPERATION OF TOWN-OWNED VEHICLES AND MOTORIZED EQUIPMENT

13.5.1 Purpose

This Section establishes policies related to the use and operation of Town-owned vehicles and equipment, and privately owned vehicles used for Town-related business where the Employee receives either an auto allowance or reimbursement for mileage.

13.5.2 Definitions

13.5.2.1 "Authorized Drivers/Equipment Operators": Those Employees who have been identified, by verification of their driving record through the Department of Motor Vehicles ("DMV"), as having:

13.5.2.2 An acceptable driving record in accordance with guidelines set forth in this policy;

1. Received approval from their Supervisor/manager to operate/drive Town-owned equipment/vehicles or their own personal vehicle for Town-related business; and
2. Met any other requirements set forth by the Town.

13.5.2.3 "Driving Misconduct" includes, but is not limited to, the following:

1. Driving while impaired or under the influence of alcohol or drugs, including prescription drugs that bear the warning that operating machinery or a motor vehicle while using this drug is unsafe;

2. Reckless driving, racing, or participating in a speed contest;
3. Failure to report an accident;
4. Vehicular homicide or manslaughter;
5. Attempting to evade a police officer; and/or
6. Driving with a suspended or revoked license.

13.5.2.4 “Town-owned Vehicles”: includes all vehicles and other motorized equipment owned by the Town used in the conduct of Town-related business.

13.5.3 POLICY

To ensure the Town hires qualified candidates into positions that may necessitate driving vehicles and/or operating equipment, the Town requires applicants to provide the following with their employment application:

1. Driver’s license number and expiration date; and
2. Proof of insurance.

Any Employee driving/operating a Town-owned vehicle, or privately owned vehicle for Town-related business, is required to possess a valid California Driver’s license.

1. Any Employee performing work that requires driving/operating Town-owned vehicles, or a privately owned vehicle for Town-related business, must notify his/her immediate Supervisor within one business day of receiving notice that his/her license is expired, suspended, restricted or revoked. An Employee who fails to report such license status and continues to drive/operate a Town-owned vehicle shall be subject to appropriate disciplinary action up to and including termination.
2. An Employee engaging in Driving Misconduct will be denied authorization to operate a Town-owned vehicle or a privately owned vehicle for official Town business.

Employees shall comply with all local and State driving laws and shall operate all vehicles and equipment used for official Town business in a safe and economical manner. Employees must always use Town-owned vehicles in a safe manner that will produce positive perceptions by the public.

1. Employees must drive at reasonable and safe speeds and must be appropriately parked in conformance with all laws and traffic regulations. Employees are responsible for any violations incurred while driving/operating a Town-owned vehicle or privately owned vehicles used for official Town business.
2. A record of three (3) or more accidents resulting in damage to a Town-owned vehicle; or three (3) or more accidents in a Town-owned vehicle, or in a personal vehicle used for Town-related business, in a twelve (12)-month period; or Driving Misconduct; and/or misuse of Town-owned vehicles shall be cause for suspending driving/operating privileges.
3. If an Employee must operate a Town-owned vehicle or privately owned vehicle as part of his/her job requirements, suspension of driving/operating privileges may lead to appropriate disciplinary action, up to and including termination of employment, for failure to perform the job or meet the essential job functions.
4. Records of vehicle accidents, moving violations, Driving Misconduct, poor driving habits and/or misuse of Town-owned vehicles will be kept in the Employee's personnel file.

Town-owned vehicles shall be driven/operated for official use only.

No unauthorized drivers/operators will be allowed to drive/operate a Town-owned vehicle. Passengers are only allowed to be in Town-owned vehicles if they are also on official Town business. Family members are not allowed in Town-owned vehicles.

Employees and passengers are required to wear seatbelts at all times when in a Town-owned vehicle.

Smoking is prohibited in Town-owned vehicles.

Employees may be eligible to receive mileage reimbursement when using their personal vehicle for Town-related business. In order to receive reimbursement, the Employee must keep a log of miles traveled on a form supplied by the Administrative Services Manager, and submit the form to the Administrative Services Manager for processing.

13.5.4 Insurance

An Employee driving his/her personal vehicle for Town-related business shall carry liability insurance, with at least the minimum limits required by the State of California, at the Employee's expense, and proof of insurance must be retained in the personal vehicle. Employees are required to provide proof of insurance each January, and may also be required to submit proof of insurance anytime upon request.

The Town will look first to an Employee's personal automobile liability insurance policy and the Employee's insurance shall be considered primary for the payment of any claims resulting from the Employee's operation of his/her personal vehicle when on Town-related business.

Unless otherwise required by law, the Town does not cover damage to an Employee's personally owned vehicle, even if the Employee is operating it for Town-related business.

An Employee injured in an automobile accident while in the course of employment, whether operating a Town-owned vehicle or a privately owned vehicle, may be covered by the Town's Workers' Compensation Program. Therefore, the Employee should report an automobile accident as soon as practical to the Town Manager or his/her designee.

13.5.5 Cellular Phone, Computer, Navigational Devices and Two-Way Radio Use

All Employees must adhere to federal, state, and local rules and regulations regarding the use of cell phones and wireless devices while driving.

Employees must also adhere to the Town's Wireless Device Use Policies and Guidelines which Employees shall sign and acknowledge at the onset of employment.

13.5.6 Collision Investigation Involving Town Employees, Vehicles and/or Equipment

If involved in a collision or incident causing vehicle/equipment damage, property or bodily injury, an Employee driving/operating any Town-owned vehicle or privately owned vehicle which is being used for Town-related business, shall follow these procedures:

1. If possible, request that all parties concerned remain at the scene of the accident until a law enforcement representative has released them.
2. Contact the appropriate law enforcement agency for the investigation:
 - If occurring within San Mateo County, contact the San Mateo County Sheriff's Office.
 - If occurring outside San Mateo County, contact the law enforcement agency having jurisdiction by dialing 9-1-1.
3. Refrain from making statements regarding the accident with anyone other than the investigating law enforcement representative, Town officials, and/or representatives of your insurance company, including when your privately owned vehicle is involved. Confine statements to factual observations.
4. If you are able to do so, complete the information requested in the ABAG Vehicle Accident kit found in the glove box of the Town-owned vehicle. Forward this information to the Town Manager as soon as practical.
5. If possible, take photos of the accident scene to record vehicle and property damage or other pertinent information.
6. If you are injured, report your injury to the Town Manager or his/her designee and complete appropriate paperwork for an on-the-job injury.

13.6 FRAGRANCE-FREE WORKPLACE

A fragrance-free environment helps create a safe and healthy workplace.

Fragrances from personal care products, air fresheners, candles, potpourri, and other similar scented items have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration.

The Town recognizes the hazards caused by exposure to scented products and has a policy to provide a fragrance-free environment for all employees and visitors. Employees who fail to abide by this policy may be subject to discipline.

13.7 EMPLOYEE DRESS CODE

Employees of the Town are required to dress appropriately and professionally for the jobs they are performing.

Uniforms and safety equipment must be worn where applicable.

Footwear must be appropriate for the work environment and functions being performed.

13.8 NEPOTISM POLICY

13.8.1 No person will be appointed or promoted to a position in any department in which the person's relative already holds a position, when the employment would result in a Supervisor-subordinate relationship.

13.8.2 For purposes of this section, "relative" means spouse, registered domestic partner, child, step-child, parent, parent-in-law, grandparent, grandchild, sibling, half-sibling, sibling-in-law, aunt, uncle, niece, or nephew.

13.8.3 If an Employee marries or files a Declaration of Domestic Partnership with another Employee, both Employees will be allowed to retain their respective positions provided that a Supervisory relationship does not exist at the time of marriage/domestic partnership between these two positions. During the period of employment, no Supervisory position will exist between the two Employees. For the purpose of this section, a Supervisory relationship is defined as one in which one person exercises the right to control, direct, reward or discipline another person by virtue of the duties and responsibilities assigned to his/her position.

13.8.4 The Town also retains the right to refuse to hire spouses or domestic partners, or to place both spouses or domestic partners in the same department, division, or facility if the hiring or placement would have an adverse impact on supervision, safety, security or morale or involves potential conflicts of interest.

- 13.8.5 When spouses or domestic partners are in a prohibited Supervisory relationship, an attempt will be made to transfer one spouse/domestic partner to a similar classified position in another Town department. Although the wishes of the involved parties as to which spouse/domestic partner is to be transferred will be given consideration, the controlling factor in determining which spouse/domestic partner is to be transferred will be the positive operation and efficiency of the Town. If any transfer results in a reduction in salary or compensation, it will not be considered disciplinary in nature and will not be the subject of any administrative appeal.
- 13.8.6 If continuing employment of spouses or domestic partners cannot be accommodated consistent with the Town's interest in promotion of safety, security, morale and efficiency, then the Town retains sole discretion to terminate the employment of one spouse/domestic partner. This will not be considered disciplinary in nature and will not be subject to any administrative appeal.

13.9 POLICY PROHIBITING THE USE OF DRUGS AND ALCOHOL

13.9.1 PURPOSE

The intent of this policy is to eliminate substance abuse and its effects in the workplace.

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of managers, Supervisors and Employees.

The objectives of this policy are to: (a) eliminate any use of alcohol or drugs which could impair an Employee's ability to safely and effectively perform the functions of their job; (b) encourage Employees who think they may have an alcohol or drug usage problem to voluntarily seek confidential assistance; and (c) emphasize training and rehabilitation. However, even with the emphasis on rehabilitation, it must be understood that for those who demonstrate problems in job performance or for those who are involved with or under the influence of drugs or alcohol on the job, disciplinary action will be taken.

The term "drug" or "drugs" when used in this policy means any controlled substance that is not legally obtainable under State or

Federal law, a prescription drug obtained or used without benefit of a valid prescription by a medical provider licensed to prescribe medications, and marijuana even if prescribed by a medical provider licensed to prescribe medications.

13.9.2 SCOPE

This policy applies to all Employees when working for or officially representing the Town.

This policy applies to alcohol and drugs which could impair an Employee's ability to effectively and safely perform the functions of his/her job.

13.9.3 POLICY

It is the Town's policy that Employees will not use or be under the influence of alcohol or drugs, or possess alcohol or drugs at any work site or Town property, while on duty, breaks or meal periods.

In order to promote a safe, productive and efficient workplace, the Town has the right to search and inspect all Town property, including but not limited to lockers, storage areas, furniture, Town vehicles, and other places under the common control of the Town, or joint control of the Town, and Employees. No Employee has any expectation of privacy in any Town building, property, or communications system.

Employees are urged to seek voluntary confidential assistance if they believe they may have an alcohol or drug use problem. Information about the Town's Employee Assistance Program is available at <http://www.calhr.ca.gov/employees/pages/eap.aspx>.

13.9.4 The manufacture, distribution, dispensation, possession, or use of alcohol or drugs is prohibited in both Town workplaces and wherever Town business is performed.

13.9.5 EMPLOYEE RESPONSIBILITIES

1. It is the Employee's responsibility to demonstrate satisfactory job performance and follow the Town's drug and alcohol-free workplace policy.

2. Employees will report to work with the ability to perform job duties not impaired due to on or off duty alcohol or drug use.
3. Employees are responsible for the personal implementation of this policy to facilitate safe and effective job performance.
4. Employees will not possess or use alcohol or drugs during working hours or while subject to duty. This includes breaks and meal periods.
5. Prescription and over-the-counter medications are not prohibited when taken in standard dosage and/or according to a valid prescription by a medical provider licensed to prescribe medications. However, an Employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing health care provider and/or pharmacist to ascertain whether the medication may interfere with the ability to safely and effectively perform the Employee's job. If the use of a medication would compromise the safety of the Employee, fellow Employees, or the public, or interfere with the effective performance of duties, it is the Employee's responsibility to notify his/her Supervisor before beginning work.
6. An Employee may be required to submit to a fitness for duty examination where there is a reasonable and objective belief that an Employee may be impaired by prescription or over-the-counter medications. The examination will be limited to determining whether the Employee can safely and effectively perform the functions of the job with or without accommodation. Such examinations will be conducted in compliance with State and Federal law.
7. An Employee will not directly or indirectly through a third party manufacture, sell, distribute, dispense, or provide drugs to any person, including any Employee, at Town workplaces or where Town business is performed; or manufacture, sell, distribute, dispense or provide alcohol to any Employee while either or both are on duty;
8. An Employee will notify the Town Manager of any criminal conviction for a drug violation that occurred in the workplace within no more than five (5) days after such conviction;

9. An Employee will notify the Supervisor immediately of facts or reasonable suspicions when s/he observes behavior or other evidence that a fellow Employee poses a risk to the health and safety of the Employee or others due to the use of alcohol or drugs.

13.9.6 MANAGEMENT RESPONSIBILITIES AND GUIDELINES

1. Managers and Supervisors should notify the Town Manager or his/her designee when they have reasonable suspicion to believe that an Employee may be under the influence of drugs or alcohol, or have drugs in his/her possession.
2. Employees reasonably believed to be under the influence of alcohol or drugs will be prevented from engaging in further work, and may be sent for drug or alcohol testing if two (2) Supervisory Employees document their observations and the facts that lead them to believe that the Employee is under the influence of alcohol or drugs. The reasonable suspicion factors are listed below, and must be documented in writing prior to sending any Employee for drug or alcohol testing. A Supervisor can require a medical certification of fitness for duty, before allowing the Employee to return to work.

Reasonable suspicion factors include:

1. Presence or possession of alcohol, alcohol containers, drugs or drug paraphernalia;
2. Appearance, including: flushed, disheveled, bloodshot or glassy eyes, tremors, profuse sweating, dilated or constricted pupils, inappropriate wearing of sunglasses, dry mouth symptoms, runny nose, sores, smell of alcohol, puncture marks;
3. Behavior or speech, including: incoherent, slurred, unconscious, confused, slowed, hostile or confrontational, agitated, sleeping on the job;
4. Awareness, including: confused, mood swings, lethargic, paranoid, lack of coordination, euphoric, disoriented;
5. Motor skills/balance, including: unsteady, swaying, falling, staggering, stumbling, reaching for support, arms raised for balance.

6. Notify the state or federal granting agency which has funded the work or program, if any, of any criminal drug statute convictions for a violation that occurred at a site where work is/was being done with a specific grant or contract;
7. Take appropriate disciplinary action for any criminal drug statute conviction that has a nexus to the Employee's employment, or require that the convicted Employee participate satisfactorily in a drug abuse assistance or rehabilitation program as a condition of returning to duty;
8. Take appropriate disciplinary action for any violation of this policy consistent with existing discipline procedures;
9. Enforce this policy; and
10. Report any suspected violation of this policy to the Town Manager.

13.9.7 DISCIPLINARY ACTION

Compliance with this policy is a condition of Town employment. Disciplinary action will be taken against those who violate this policy. Even first-time violations of this policy may be grounds for disciplinary action up to and including termination. In addition, the Town may, but is not required to, refer Employees to counseling and treatment in lieu of disciplinary action.

13.10 NON-SMOKING POLICY

Smoking is prohibited in all Town facilities and vehicles.

13.11 GIFTS AND GRATUITIES

Employees should not solicit or accept gifts from a private source. However, nominal gifts of minimal value that are consumable and/or shareable, such as snacks and floral gifts, are acceptable if made available to the entire Town staff.

13.12 VIOLENCE PREVENTION POLICY

13.12.1 POLICY

The Town is committed to providing a safe and secure workplace for Employees and the public. The Town will not tolerate acts or threats of violence in the workplace. The workplace includes any location where

Town business is conducted, including vehicles and parking lots. Any violation of this policy may lead to criminal prosecution, and/or disciplinary action, up to and including termination.

13.12.2 PROHIBITED BEHAVIOR

Employees are prohibited from engaging in or promoting acts of intimidation, violence, threats, coercion, assault and/or abusive behavior toward any person while in the course of Town employment. The Town has zero tolerance for any conduct that references workplace violence, even if it was intended to be harmless, humorous, a prank, blowing off steam, or venting.

Employees engaged in Town business are prohibited from carrying or using weapons, unless authorized by the Town Manager.

13.12.3 DEFINITIONS

“Workplace Violence”: is any conduct that causes an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property. Examples of Workplace Violence include, but are not limited to, the following:

1. Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property.
2. The destruction of or threat of destruction of Town property or another Employee’s property.
3. Harassing or threatening phone calls.
4. Surveillance.
5. Stalking, including cyber stalking.
6. Possession of offensive or defensive weapons (e.g., illegal knives, clubs, mace, pepper spray, tear gas) unless specifically required or authorized and approved by the Town Manager. Weapons are defined as chemical sprays, clubs or batons, and knives, and any other device, tool, chemical agent or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause

harm or threaten a person with harm.

13.12.4 INCIDENT REPORTING PROCEDURES

1. Employees must immediately report Workplace Violence to their Supervisor. The Supervisor will report the matter to the Town Manager.
2. The Town Manager or his/her designee will document the incident, including the Employee names(s), date/time, location, incident description, witness names and statements, description of unidentified parties, description of the act(s) and/or behavior arising from the incident, action taken, and provide any other relevant information regarding the incident.
3. The Town Manager will take appropriate steps to provide security, such as:
 - a. Placing the Employee alleged to have engaged in Workplace Violence on administrative leave, pending investigation;
 - b. Asking any threatening or potentially violent person to leave the site; and/or
 - c. Immediately contacting an appropriate law enforcement agency.

13.12.5 INVESTIGATION

The Town Manager will ensure that reported violations of this policy are investigated as necessary.

13.12.6 MANAGEMENT RESPONSIBILITY

Each Manager and Supervisor has authority to enforce this policy by:

1. Assuring that reports of Workplace Violence are documented accurately and timely;
2. Notifying the Town Manager and/or law enforcement authorities of any incidents;
3. Making all reasonable efforts to maintain a safe and secure workplace; and

4. Maintaining records and follow up actions as to Workplace Violence reports.

13.12.7 FOLLOW-UP AND DISCIPLINARY PROCEDURES

An Employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment. In addition, Employees found in violation of this policy may be subject to criminal prosecution.

13.13 LACTATION ACCOMMODATION

The Town will provide a reasonable amount of break time to an Employee wishing to express breast milk for her infant child. This break time will, if possible, run concurrently with break time already provided to the Employee. If this break time occurs outside of an Employee's normal break time, it will be unpaid.

The Town will make reasonable efforts to provide the Employee with the use of a room or other location, other than a bathroom, in close proximity to the Employee's work area for the Employee to express breast milk in private. The location may be the place where the Employee normally works, if that area can be made reasonably private. The Town is not required to provide break time on any given occasion if the break would seriously disrupt Town operations.

2017 Council Liaison Appointments

<i>Type</i>	<i>Organization</i>	<i>Role</i>	<i>When Meets</i>
Maryann Derwin			
Town	<u>ASCC (Jan, Feb, March)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (Oct, Nov & Dec)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Friends of the Library</u>	Liaison	alternate/odd months, last Thursday at 7:15 pm
Town	<u>Water Conservation</u>	Liaison	3 rd Monday at 11:00 am
Town	<u>Cultural Arts Committee</u>	Alt	2 nd Thursday of each month
Town	<u>Ad-Hoc Housing on Town Lands Committee</u>	Rep	TBD
County	<u>San Mateo Library JPA Governing Board</u>	Rep	1 st Monday at 8:15 am, bimonthly
County	<u>City County Assoc. of Governments C/CAG</u>	Rep	2 nd Thursday, 6:30 pm
County	<u>HEART of San Mateo County Governing Board</u>	Rep	4 th Wednesday, 3 pm
County	<u>Resource Management and Climate Protection (RMCP) Committee C/CAG</u>	Rep	3 rd Wednesday, 2 pm
County	<u>San Mateo County Council of Cities</u>	Rep	4 th Friday, 6 pm

Craig Hughes (Mayor)

Town	<u>Ad-Hoc Town Center Master Plan Committee</u>	Liaison	as announced
Town	<u>Bicycle, Pedestrian & Traffic Safety Committee</u>	Liaison	1 st Wednesday at 8:15 am
Town	<u>Cable & Utilities Undergrounding Committee</u>	Liaison	Jan/May/Sept, 2 nd Thursday at 8:15 am
Town	<u>Open Space Acquisition Advisory Committee</u>	Liaison	as announced
Town	<u>Emergency Preparedness Committee</u>	Alt	2 nd Thursday at 8:00 am in the EOC
Town	<u>Finance Committee</u>	Alt	as announced
Town	<u>Geologic Safety Committee</u>	Alt	as announced
County	<u>FireWise Committee</u>	Rep	3 rd Thursday at 4:00 pm
County	<u>Peninsula Clean Energy</u>	Alt	once a month
Regional	<u>ABAG</u>	Rep	1 annual meeting plus as announced
Regional	<u>Airport Roundtable</u>	Alt	1 st Wed., 7 pm
Special	<u>West Bay Sanitary District</u>	Alt	as announced
Other	<u>Stanford University</u>	Alt	as announced

Jeff Aalfs

Town	<u>ASCC (April, May, June)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (July, Aug, Sept)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Geologic Safety Committee</u>	Liaison	as announced
Town	<u>Historic Resources Committee</u>	Liaison	as announced
Town	<u>Nature and Science Committee</u>	Liaison	alternate/even months, 2 nd Thursday at 5:00 pm
Town	<u>Public Works Committee</u>	Liaison	as announced
Town	<u>Trails and Paths Committee</u>	Liaison	2 nd Tuesday at 8:15 am, or as announced
Town	<u>Cable & Utilities Undergrounding Committee</u>	Alt	Jan/May/Sept, 2 nd Thursday at 8:15 am
Town	<u>Conservation Committee</u>	Alt	4 th Tuesday at 7:30 pm
Town	<u>Open Space Acquisition Advisory Committee</u>	Alt	as announced
Town	<u>Parks & Recreation Committee</u>	Alt	1 st Monday at 7:30 pm
Town	<u>PV School District</u>	Liaison	as announced
Town	<u>Sustainability Committee</u>	Alt	as announced
County	<u>Los Trancos/Vista Verde</u>	Rep	as announced
County	<u>Peninsula Clean Energy</u>	Rep	once a month
County	<u>San Mateo County Council of Cities</u>	Alt	4 th Friday, 6 pm
County	<u>SCS/RHNA Policy Advisory Committee</u>	Liaison	as announced
Regional	<u>League of CA Cities</u>	Rep	quarterly, or as announced
Special	<u>West Bay Sanitary District</u>	Rep	as announced

John Richards (Vice Mayor)

Town	<u>ASCC (July, Aug, Sept)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (Jan, Feb, March)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Conservation Committee</u>	Liaison	4 th Tuesday at 7:30 pm
Town	<u>Cultural Arts Committee</u>	Liaison	2 nd Thursday of each month
Town	<u>Emergency Preparedness Committee</u>	Liaison	2 nd Thursday at 8:00 am in the EOC
Town	<u>Historic Resources Committee</u>	Alt	as announced
Town	<u>Nature and Science Committee</u>	Alt	alternate/even months, 2 nd Thursday at 5:00 pm
Town	<u>Public Works Committee</u>	Alt	as announced
Town	<u>Trails and Paths Committee</u>	Alt	2 nd Tuesday at 8:15 am, or as announced
Town	<u>Friends of the Library</u>	Alt	alt/odd months, last Thursday at 7:15pm
Town	<u>PV School District</u>	Alt	as announced
Town	<u>The Sequoias</u>	Liaison	as announced
County	<u>Emergency Services Council</u>	Liaison	quarterly
County	<u>HEART of San Mateo County Governing Board</u>	Alt	4 th Wednesday, 3 pm
County	<u>HEART MAC of San Mateo County</u>	Alt	4 th Wednesday, 2 pm (twice annually)
County	<u>MROSD</u>	Liaison	as announced
County	<u>San Mateo Library JPA Governing Board</u>	Alt	1 st Monday at 8:15 am, bimonthly
Regional	<u>Woodside Fire Protection District</u>	Liaison	as announced

Ann Wengert

Town	<u>ASCC (Oct, Nov, Dec)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (April, May, June)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Ad-Hoc Town Center Master Plan Committee</u>	Liaison	as announced
Town	<u>Finance Committee</u>	Liaison	as announced
Town	<u>Parks & Recreation Committee</u>	Liaison	1 st Monday at 7:30 pm
Town	<u>Sustainability Committee</u>	Liaison	as announced
Town	<u>Bicycle, Pedestrian & Traffic Safety Committee</u>	Alt	1 st Wednesday at 8:15 am
Town	<u>Water Conservation</u>	Alt	3 rd Monday at 11:00 am
Town	<u>Ad-Hoc Housing on Town Lands Committee</u>	Rep	TBD
County	<u>City County Assoc. of Governments C/CAG</u>	Alt	2 nd Thursday, 6:30 pm
County	<u>FireWise Committee</u>	Alt	3 rd Thursday at 4:00 pm
County	<u>HEART MAC of San Mateo County</u>	Rep	4 th Wednesday, 2 pm (twice annually)
County	<u>MROSD</u>	Alt	as announced
County	<u>San Mateo County Council of Cities</u>	Alt	4 th Friday, 6 pm
County	<u>SCS/RHNA Policy Advisory Committee</u>	Alt	as announced
Regional	<u>ABAG</u>	Alt	1 annual meeting plus as announced
Regional	<u>Airport Roundtable</u>	Rep	1 st Wed., 7 pm
Regional	<u>League of CA Cities</u>	Alt	quarterly, or as announced
Other	<u>Stanford University</u>	Liaison	as announced

#15

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

#16

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Friday – January 13, 2017

1. Agenda (Action) – Town Council – Wednesday, January 11, 2017
2. Agenda (Cancellation) – Water Conservation Committee – Monday, January 16, 2017
3. Agenda (Cancellation) – Planning Commission – Wednesday, January 18, 2017
4. Invitation - League of California Cities Peninsula Division Quarterly Dinner Meeting – Thursday, February 2, 2017
5. Invitation - Martin Luther King, Jr. Day - 18th Annual Celebration – Monday, January 16, 2017
6. American Lung Association – State of Tobacco Control Report – Release Date January 25, 2017
7. San Mateo County Mosquito & Vector Control District – District Report for December 2016

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

1. Newsletter - Kaiser Community Briefings – Winter 2016



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

ACTION AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

All Present

ORAL COMMUNICATIONS

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

None

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

Approved as Amended 5-0

2. **Ratification of Warrant List** – December 28, 2016
3. **Approval of Warrant List** – January 11, 2017
4. **Recommendation by Sustainability & Special Projects Manager** – Second Reading of Amendments to the 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 2017-414)

Items 2, 3 & 4 Approved 5-0

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

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

The Town Council appointed Steve Toben, Chip McIntosh and Carter Warr to the Ad-Hoc Committee for Housing on Town-owned Property

6. **Recommendation by Sustainability & Special Projects Manager** – Adopt an Amendment to Chapter 8.09 [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. __)

Approved as Amended 5-0 Second Reading on the January 25th Council agenda

7. **Recommendation by Sustainability & Special Projects Manager** – Adopt an Amendment to Chapter 2.24 [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 __)
- Approved as Amended 5-0 Second Reading on the January 25th Council agenda**
- (b) Adopt a Resolution of the Town Council of the Town of Portola Valley Adopting the 2017 Emergency Operations Plan (Resolution No. 2714-2017)
- Approved 5-0**
- (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. 2715-2017)

Approved 5-0

8. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

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

Councilmember Derwin –

Attended the December Council of Cities dinner meeting in Colma. Attended the December 19th Water Conservation Committee. The Committee discussed the status of the committee and Council priorities, heard a report from Judy Murphy on town fields and continues to work on committee goals. Councilmember Derwin will be participating in the “Homeless Count,” scheduled for January 26th as well as Standing Together” being held on January 18th.

Councilmember Aalfs -

None to Report

Councilmember Wengert –

Met with Town Manager, Vic Schachter and Tina Nguyen on the aircraft noise issue.

Vice Mayor Richards –

None to Report

Mayor Hughes –

Attended the December 15th Planning Commission meeting, discussion of three projects. Mayor Hughes and Town Manager held two meetings, one with representatives from Ladera Community Association and a second with Sheriff Carlos Bolanos and Supervisor Don Horsley to discuss ALPR deployment.

9 .Town Manager Report -

The Town weathered the storm well. Three staff members will be participating in the Homeless Count on January 26th. Blankets have been placed on the soccer field at Town Center to help with seed germination. The staff is having great success with the rollout of a new recreation software.

Lorrie Duval delivered her first public communications under her new title of Neighborhood Watch Coordinator. Town Manager Dennis met with Craig Taylor Open Space Committee chair to discuss the committee looking into what kinds of lands the Town is interested in acquiring.



TOWN OF PORTOLA VALLEY
Water Conservation Committee Meeting
Monday, January 16, 2017 2:00 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

WATER CONSERVATION COMMITTEE

NOTICE OF MEETING CANCELLATION

Monday, January 16, 2017

The Water Conservation Committee meeting regularly scheduled for Monday, January 16, 2017 has been cancelled. A special meeting has been scheduled for Monday, January 23, 2017, 9:00 am in the Conference Room at Town Hall Conference Room.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: CheyAnne Brown, Planning Technician

DATE: January 13, 2017

RE: Cancellation of Planning Commission Meeting

The regular meeting of the Planning Commission scheduled for Wednesday, January 18, 2017 has been canceled. The next regular meeting of the Planning Commission is scheduled for Wednesday, February 1, 2017 at 7:00 p.m.

cc: Town Manager
Town Council
Planning Director

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

Date: January 13, 2017

CheyAnne Brown
Planning Technician

**PENINSULA DIVISION
MEMBER CITIES**

ATHERTON
BELMONT
BRISBANE
BURLINGAME
CAMPBELL
COLMA
CUPERTINO
DALY CITY
EAST PALO ALTO
FOSTER CITY
GILROY
HALF MOON BAY
HILLSBOROUGH
LOS ALTOS
LOS ALTOS HILLS
LOS GATOS
MENLO PARK
MILLBRAE
MILPITAS
MONTE SERENO
MORGAN HILL
MOUNTAIN VIEW
PACIFICA
PALO ALTO
PORTOLA VALLEY
REDWOOD CITY
SAN BRUNO
SAN CARLOS
SAN FRANCISCO
SAN JOSE
SAN MATEO
SANTA CLARA
SARATOGA
SOUTH SAN FRANCISCO
SUNNYVALE
WOODSIDE

DIVISION OFFICERS 2016-17

PRESIDENT
ALICIA AGUIRRE
COUNCILMEMBER
CITY OF REDWOOD CITY

VICE PRESIDENT
MARILYN LIBRERS
COUNCILMEMBER
CITY OF MORGAN HILL

TREASURER
LARRY MOODY
VICE MAYOR, EAST PALO ALTO

SECRETARY
CHARLES STONE
COUNCILMEMBER
CITY OF BELMONT

DIRECTOR
LIZ KNISS
COUNCILMEMBER
CITY OF PALO ALTO

AT LARGE REPRESENTATIVES
CORY WOLBACH
COUNCILMEMBER, PALO ALTO

SHELLY MASUR
COUNCILMEMBER, REDWOOD CITY

STAFF LIAISON
SETH MILLER
EMAIL: SMILLER@CACITIES.ORG

League of California Cities Peninsula Division Quarterly Dinner Meeting

The Peninsula Division of the League of California Cities cordially invites you for dinner, presentations and group discussion.

Civil Liberties and Social Justice

Preserving Residents' Rights under a New Presidential Administration

Speakers:

- Anne Stuhldreher, Director of Financial Justice, Office of the Treasurer, City/County SF
- Gina Dalma, Silicon Valley Community Foundation
- Andreas Dolma (invited), Nuestra Casa

Thursday, February 2, 2017

6:00-8:30 PM

Don Giovanni's

235 Castro St Mountain View, CA

Tel: (650) 961-9749

AGENDA

- | | |
|----------------|--|
| 6:00 PM | Social Mixer |
| 6:20 PM | Introductions
Division Update, Alicia C. Aguirre, President, Council Member, Redwood City
Welcome, Ken Rosenberg, Mayor, Mountain View |
| 6:30 PM | Dinner |
| 7:00 PM | Program: Civil Liberties and Social Justice in Region
Gina Dalma, Silicon Valley Community Foundation Presentations
Andreas Dolma (invited), Nuestra Casa
Anne Stuhldreher, Office of the Treasurer City/County of San Francisco |
| 8:30 PM | Adjourn |



**PENINSULA DIVISION
MEMBER CITIES**

ATHERTON
 BELMONT
 BRISBANE
 BURLINGAME
 CAMPBELL
 COLMA
 CUPERTINO
 DALY CITY
 EAST PALO ALTO
 FOSTER CITY
 GILROY
 HALF MOON BAY
 HILLSBOROUGH
 LOS ALTOS
 LOS ALTOS HILLS
 LOS GATOS
 MENLO PARK
 MILLBRAE
 MILPITAS
 MONTE SERENO
 MORGAN HILL
 MOUNTAIN VIEW
 PACIFICA
 PALO ALTO
 PORTOLA VALLEY
 REDWOOD CITY
 SAN BRUNO
 SAN CARLOS
 SAN FRANCISCO
 SAN JOSE
 SAN MATEO
 SANTA CLARA
 SARATOGA
 SOUTH SAN FRANCISCO
 SUNNYVALE
 WOODSIDE

DIVISION OFFICERS 2016-17

PRESIDENT
 ALICIA AGUIRRE
 COUNCILMEMBER
 CITY OF REDWOOD CITY

VICE PRESIDENT
 MARILYN LIBRERS
 COUNCILMEMBER
 CITY OF MORGAN HILL

TREASURER
 LARRY MOODY
 VICE MAYOR, EAST PALO ALTO

SECRETARY
 CHARLES STONE
 COUNCILMEMBER
 CITY OF BELMONT

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 LIZ KNISS
 COUNCILMEMBER
 CITY OF PALO ALTO

AT LARGE REPRESENTATIVES
 CORY WOLBACH
 COUNCILMEMBER, PALO ALTO

SHELLY MASUR
 COUNCILMEMBER, REDWOOD CITY

STAFF LIAISON
 SETH MILLER
 EMAIL: SMILLER@CACITIES.ORG

**The next Peninsula Division Quarterly Dinner is on
Thursday, February 2nd, 2017 from 6pm – 8:30pm.**

The Reservation Deadline is: Friday, January 27th, 2017.

**RSVP Form
\$40 - Reservations Required**

**A FREE DRINK ticket will be given to members who bike
or take public transportation to Quarterly meetings!!**

Checks and RSVPs may be sent to:

League of CA Cities - Peninsula Division
 c/o City of Redwood City
 1017 Middlefield Road
 City of Redwood City, CA 94063

Attention: Silvia Vonderlinden

Phone: 650.780.7222

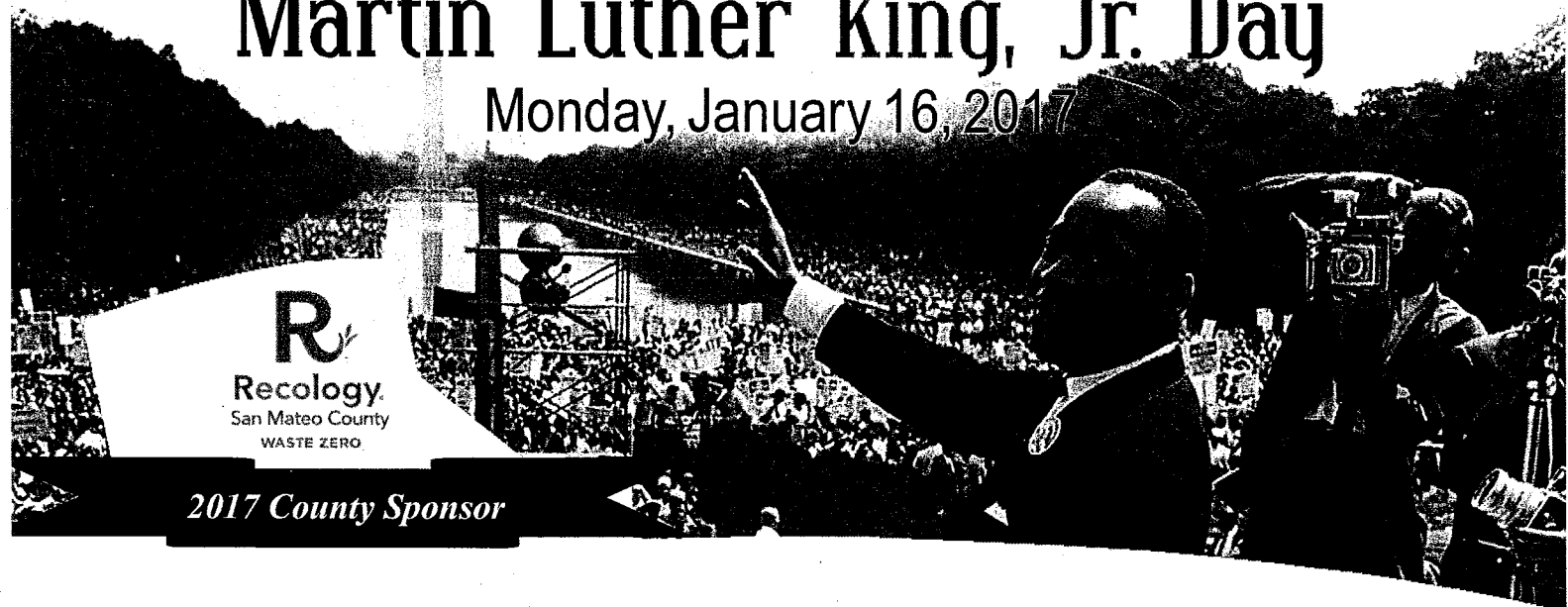
RSVP forms can be emailed to: svonderlinden@redwoodcity.org

Reservations are guaranteed – Cancellations or changes made after Friday, January 27th will be assessed in full (including 'no shows' without cancellation). Make checks payable to 'LCC Peninsula Division'.

Brown Act Reminder: The League of California Cities Board of Directors has a policy of complying with the spirit of open meeting laws. A majority of a city council may not, according to the Brown Act, discuss specific substantive issues among themselves at League meetings. Any such discussion is subject to the Brown Act and must occur in a meeting, which complies with its requirements.

San Mateo County Martin Luther King, Jr. Day

Monday, January 16, 2017



R
Recology
San Mateo County
WASTE ZERO

2017 County Sponsor

18th Annual Celebration

8:30 a.m. Downtown San Mateo CalTrain Station, 385 – 1st Avenue, San Mateo

8:30 a.m. Arts Pre-Program for Kids & Continental Breakfast

9:00 a.m. Celebration Program

10:20 a.m. Celebration Train Arrives

*No Cost for the Celebration!
Everyone is Welcome!*

2017 Honorary Chairperson
Shirley Lamarr

2017 Honorary Group
Congregational Church of San Mateo in collaboration
with Clergy Together for Housing

2017 Annual Dorothy Boyajian
Honored Teacher Award

Special Recognition Award



KAISER PERMANENTE

2017 Service Sponsor

Following the Celebration, ride the 10:20 a.m. "Celebration Train" from San Mateo to San Francisco for the MLK March and Celebrations hosted by NorCalMLK. Free "Celebration Train" registration will be available at www.caltrain.com/mlk.

For more information, visit www.facebook.com/smcomlk or contact smcomlk@gmail.com.

THANK YOU TO OUR SPONSORS & PARTNERS



SAN MATEO COUNTY
DR. MARTIN LUTHER KING, JR. DAY
PLANNING TEAM

www.facebook.com/smcomlk



THE DAILY JOURNAL



San Mateo Branch



Black Parents
Association





TOWN OF P... AMERICAN LUNG ASSOCIATION IN CALIFORNIA
333 HEGENBERGER ROAD, SUITE 450, OAKLAND, CA 94621
phone: 510.638.5864 | fax: 510.638.8984

LUNGFORCE.ORG

State of Tobacco Control Report to be Released January 25, 2017

Report will include tobacco control grades for all 482 incorporated cities and towns in California

Dear Mayor and City Council Members:

We are pleased to announce the upcoming release of the 15th annual American Lung Association *State of Tobacco Control* report on January 25, 2017. This report assigns grades to the federal government and states based on their tobacco control laws and regulations in effect as of January 2, 2017 for Smokefree Air, Tobacco Taxes, Tobacco Prevention and Control Program Funding, Access to Cessation Services and Raising the Minimum Purchase Age of Tobacco to 21.

In conjunction with the national report, the American Lung Association in California will release tobacco control report cards for all 482 incorporated cities and towns and 58 counties in California. The *State of Tobacco Control 2017 – California Local Grades* report is based on a review of all county and municipal codes in the state in four key policy areas. Since the first California report, the number of communities with an overall A or B grade has increased dramatically.

While we have made enormous progress in the fight against tobacco, it is still the number one cause of preventable death in the United States and in California. Since 1964, we have cut smoking rates by more than half, dramatically reduced exposure to secondhand smoke, reduced rates of lung cancer and other tobacco-related diseases and fundamentally changed public attitudes about tobacco resulting in millions of lives saved. Despite this progress, tobacco remains a dangerous threat, killing almost 40,000 Californians each year, causing illness in even more residents and costing the state more than \$18 billion in health care bills and lost productivity. More needs to be done to decrease these numbers and to stop the 440,000 kids alive today who will ultimately die prematurely from tobacco-related disease.

Every year, we see cities and counties across the state adopt policies to improve the health and wellness of their residents. These residents and their stories represent the real, tangible impact that these policies can have on a community. And, over the past 50 years, we have developed proven strategies that can achieve our public health goals if they are fully and effectively implemented. These strategies are reflected in the grading categories in both the national and local SOTC reports.

We encourage you to visit the American Lung Association in California website www.lung.org/California on January 25 to view the state and local tobacco control report cards and learn how to take action in the fight against tobacco. Visit our About Us page at www.lung.org/california to contact your local American Lung Association office for more information on the impact smoking is taking on your community and what can be done to combat it.

We hope you will join us in the fight to breathe easier.

Olivia Diaz-Lapham
President & Chief Executive Officer

Vanessa Marvin
Vice President, Public Policy & Advocacy

Contact: Vanessa Marvin, Vice President of Public Policy & Advocacy (916) 585-7671 or Vanessa.Marvin@lung.org

Visit lung.org/california

Watch youtube.com/californialung

Like facebook.com/alacalifornia

Follow twitter.com/californialung

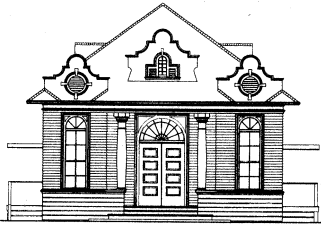
TOWN COUNCIL WEEKLY DIGEST

Friday – January 20, 2017

1. Agenda (Special) – Water Conservation Committee - Monday, January 23, 2017
2. Agenda – Architectural and Site Control Commission (ASCC) – Monday, January 23, 2017
3. Agenda – Conservation Committee – Tuesday, January 24, 2017
4. Agenda – Open Space Acquisition Advisory Committee – Thursday, January 26, 2017
5. Community Emergency Response Team (CERT) re: Community Emergency Response Training
6. Midpeninsula Regional Open Space (MROSD) re: 2015/2016 Annual Report
7. Letter from Mayor John Seybert, City of Redwood City re: Request for Proclamation for the City's 150th Anniversary
8. “Thank you” letter from Vice Mayor Doug Kim, City of Belmont re: Appointment to the Bay Area Air Quality Management District

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

1. None



TOWN OF PORTOLA VALLEY
Special Water Conservation Committee Meeting
Monday, January 23, 2017 9 AM to 11 AM
Town Hall - Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

- 1. Call To Order**
- 2. Roll Call**
- 3. Oral Communications**
- 4. Approval of Minutes – December 19, 2016**
- 5. Old Business:**
 - a. Update from Maryann**
 - b. Update from Brandi**
 - c. Update on Garden Tour**
 - d. Committee Organization 2017**
 - e. Committee Goals for 2017**
- 6. Announcements**
- 7. Set Date and Topics for next meeting**
 - a. Monday, February 13th at 11:00 am**
- 8. Adjournment**



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, January 23, 2017
7:00 PM – Regular ASCC Meeting
Special Field Meetings (time and place as listed herein)
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL ASCC FIELD MEETING*

3:00 p.m. 120 Cervantes Road Field meeting for preliminary review of modifications to previously approved detached accessory dwelling unit, driveway, and landscaping.

SPECIAL JOINT ASCC AND PLANNING COMMISSION FIELD MEETING*

4:00 p.m. 228 Westridge Drive Field meeting for preliminary review of proposed new residence, pool, teahouse, accessory dwelling unit and studios.

7:00 PM – SPECIAL AGENDA*

1. Call to Order:
2. Roll Call: Commissioners Koch, Sill, Wilson, Vice Chair Breen and Chair Ross
3. Oral Communications:

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

4. Old Business:
 - a. Architectural Review and Site Development Permit for a New Residence, Pool & Detached Accessory Dwelling Unit, File # 38-2016, 480 Westridge Drive, Chen/Honda Residence (Staff: A. Cassidy)
5. New Business:
 - a. Architectural Review for a Barn Conversion to Detached Accessory Dwelling Unit, File # 03-2016, 3330 Alpine Road, Callander Residence (Staff: A. Cassidy)
 - b. Preliminary Architectural Review and Site Development Permit for a New Residence, Pool, Teahouse, Accessory Dwelling Unit and Studios, File # 37-2016, 228 Westridge Drive, Dolin Residence (Staff: A. Cassidy)
 - c. Preliminary Review for Modifications to Previously Approved Detached Accessory Dwelling Unit, Driveway, and Landscaping, File # 06-2014, 120 Cervantes Road, Gillett Residence (Staff: D. Pedro)
6. Commission and Staff Reports:
7. Approval of Minutes: December 12, 2016

8. Adjournment:

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

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

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

Date: January 20, 2017

CheyAnne Brown
Planning Technician



**TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, January 24, 2017 – 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

MEETING AGENDA

1. Call Meeting to Order
2. Oral Communications
3. Approval of November 22, 2016 minutes
4. Current Site Permits: Subcommittees to report
 - A. Alpine Hills
 - B. 109 Santa Maria
5. Old Business
 - A. Wells – Bourne
 - B. Ban on Poison bait – DeStaebler/Chiariello/Eastman/Heiple
 1. Owl Boxes
 - C. BYH – DeStaebler
 - D. Tip of the Month - Plunder
 - E. Kudos of the Month – Murphy
 - F. Broom Pull Sunday March 5, 2017
 - G. Monarch milkweed project
 - H. Local Native seed collection - Plunder
 - I. Committee/Town cooperation
 - a) Public Works
 1. Native plant garden
 2. Schoolhouse front yard
 - b) Brochure for Town Center Plantings
 - c) Long Range Planning Committee
 - d) Town Water Conservation Project
 - e) Water Conservation Committee
 1. Water-wise Garden Tour Sunday, April 2, 2017
 - J. Weed seedling info sheet – Heiple
 - K. Town evening on “Care of Trees” with Fire District – Plunder/Heiple
6. New Business
 - A. Honoring Herb Dengler – Sue Chaput
 - B. Relationship with HOAs
 - C. Encouraging landscape architects to consider Town guidelines from the beginning of their design process
 - D. Goals for 2017
7. Adjournment
8. Next meeting February 28, 2017, 7:30 pm

Appendix:

Goals for 2017

Mandated:

Advisory function

- ASCC – landscape review, site visits, written reports and meeting attendance
- Tree Removals
- Public Works consultations

Annual Report to Town Council

Budget

Requested:

Liaison with Town Ad-Hoc Committees

Oak Grove at Town Center Planting Plan – follow-up/Eckstrom

Earth Day/Town Picnic Day CC Table - all

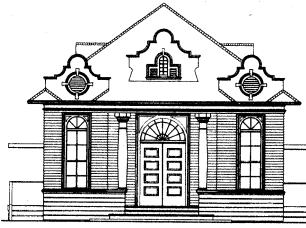
Committee Initiated:

Broom Pull – all

BYH – DeStaebler

Tip of the Month – Plunder

Kudos of Month - Murphy



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Thursday, January 26, 2017, 7:00 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of March 17, 2016 minutes
4. Old Business

Shady Trail

- [update needed] status of invasive thistle (Chip)
- [update needed] general education, follow-up with other committees (Terry/Nona)
- [update needed] signage and historical plaque (Gary)

Portola Valley Open Space Fund Guidelines

- reviewed with Jeremy, ready for submission to the Council (Craig)
- major changes: added conservation easement and bio-monitoring language. Final version attached and Word diff to make the changes obvious.

Open Space Monitoring Reporting

- [update needed] Lane Property monitoring (Gary)
- [update needed] Springdown Pond (Gary)
- [update needed] Shady Trail monitoring report filed with the Town (Craig)

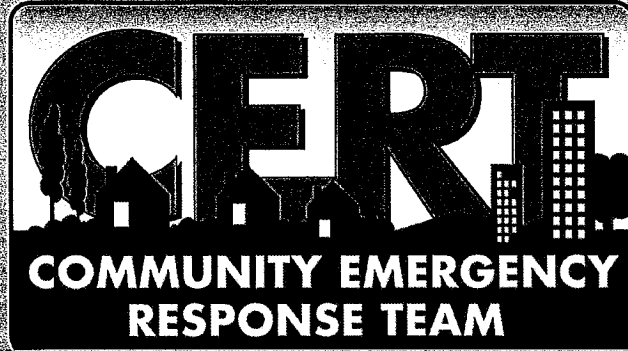
Easements

- [update needed] Review properties of interest (Chip)
- [update needed] Chaput open space easement (Nona)

5. Open Space Acquisition Fund Financials
6. New Business

Discuss goals and future planning for open space acquisition (Craig)

7. Adjournment



Woodside Fire Protection District with the Citizen Emergency Response & Preparedness Program (CERPP)

COMMUNITY EMERGENCY RESPONSE TRAINING

After a large scale disaster like the Loma Prieta earthquake and the most recent Napa earthquake, emergency services personnel will not be able to reach everyone in need right away. Six evenings and a Saturday will prepare you to help your family, neighbors, and community during a disaster. Learn invaluable skills in a stimulating, hands-on environment.

- Thursday February 2nd 6:30-9pm -
- Disaster Prep, Organization
- Friday February 3rd 6:30-9pm -
- Fire Safety, Utility Controls
- Thursday February 9th 6:30-9pm -
- Medical Operations Part 1
- Friday February 10th 6:30-9pm -
- Medical Operations Part 2
- Thursday February 16th 6:30-9pm -
- Search & Rescue, Radio Operations
- Friday February 17th 6:30-9pm -
- Disaster Psychology, Terrorism

Saturday February 25th 9am-4pm - Last Day Hands On Training and Drill



LOCATION: Fire Station 19
Training Room
4091 Jefferson Ave
Woodside, CA 94062

LAST DAY DRILL LOCATION:
Fire Station 7
3111 Woodside Road
Woodside, CA 94062



Pre-registration is required and spaces are limited. Spaces will only be held once completed registration and a check for \$25 has been submitted.

Please make your check out to CERPP and mail or stop by:
Woodside Admin - located at 808 Portola Road, Portola Valley 94028

www.CERPP.org www.WoodsideFire.org



A N N U A L



U P D A T E



Over the past year, the District has made innovative organizational changes to meet the needs of an evolving operational, natural, and social environment. In 2014, with the passage of Measure AA, the public voted for an open space vision that increases protection of natural resources and accelerates completion of public access projects. On behalf of our Board and staff, I am pleased to report that we are working hard to meet your expectations in these areas while also increasing critical habitat restoration projects and providing programs and services to our District's many communities.

In order to keep the promises made to the public with the passage of Measure AA, the District conducted an analysis of its current capacity and future needs, and strategically restructured to create a new Engineering & Construction team, a chief financial officer position and an IT manager position. In parallel, our Operations department was reorganized into two departments: a Visitor Services department that includes our dedicated ranger staff as well as docent and volunteer programs; and a Land & Facilities department for our talented trail builders, maintenance teams, as well as property management and facilities management functions.

This redesign of the organization is already showing great promise. We are proud to report that we have accelerated delivery of Measure AA projects and are now targeting the opening of three closed areas over the next three years: the summit of Mount Umunhum (mid-2017), Lower La Honda Creek (late-2017), and western Bear Creek Redwoods (late-2018). In addition, we are undertaking major trail projects to fill in gaps and create connections in the regional trail network, including the Bay Area Ridge Trail and San Francisco Bay Trail. At the same time, we are working toward securing additional property to allow for a future Purisima-to-the-Sea Trail.

To ensure sustainable growth and steward public resources, we refinanced two issues of prior bonds and issued refunding bonds as the District's first "green bonds," saving the public \$15.7 million dollars.

An astounding 65% of these bonds were sold in the retail market to individuals and families who chose to invest in the District via these green bonds. Prior to the sale of the bonds, the District received AAA credit ratings from both Fitch and Standard & Poor's, a reflection of our strong management, financial position, and solid tax base.

Protecting and restoring natural habitat is an important component of our work. This year, we completed a 10-year Sudden Oak Death study and funded another 10 years of study so that we can lead in the effort to help slow the spread of this disease and its damage to our wildlands and wildlife. We launched an effort with multiple partners to create a wildlife corridor under Highway 17 at the edge of Los Gatos in the Santa Cruz Mountains that will help sustain wildlife populations over the long term by reducing kills by automobiles and minimizing local extinction caused by inbreeding, as well as increasing safety for drivers on Highway 17.

We have also adapted to our changing social environment. For an increasingly tech-savvy audience, we redesigned our website and created downloadable PDF maps that can help visitors track their treks. We've created innovative programming to bring underserved populations to open space preserves and connect young people with redwood forests.

Meanwhile, we have continued to grow and nurture all of our existing programs, including community outreach, volunteer enrichment, docent-led activities, events for youth and families, scientific research, and our core work of protecting humans and wildlife alike throughout our 26 preserves. We are grateful for your support and your trust in us as we accomplish this work on behalf of the public. We look forward to fulfilling the vision we share, one in which every person in our region enjoys improved mental and physical health, clean air and water, free outdoor activities, the biodiversity we need to survive, and all the countless other benefits of living in a thriving natural environment.

Stephen E. Abbors
STEPHEN E. ABBORS
General Manager



Innovation @ Midpen

In 2015-16, we adapted to a rapidly changing environment by:

- Installing and studying fog catching devices, which can be used to sustain wildlife during unprecedented droughts.
- Using mountaintop reclamation techniques to rebuild Mount Umunhum, restoring this peak to its natural contours prior to its use as an Air Force base between 1958 and 1980.
- For the first time in District history, issuing "green bonds" and making them available to a retail market, giving local residents an opportunity to invest directly in their open space.



CONNECTING WITH NATURE THROUGH TECHNOLOGY

In open space, visitors can unplug from the buzzes and chimes of their digital devices to fully enjoy the sights and sounds of nature, but technology can play an important role in the planning, conservation, protection and use of open space. As technology continues to improve, the District has looked for new ways these advancements can help us protect and enjoy open space.

Website Upgrade and Accessibility

Midpen launched its revamped website in June 2015. This project involved updating the District's website platform for ease of use, mobile accessibility, and system stability.

Quick Fact: Openspace.org receives 1.4 million page views a year

Digital GeoPDF Maps

Midpen's trail maps were redesigned and are available as GeoPDF® files. This new spatially-enabled format provides greater detail and consistency, allows for better trail navigation using GPS, and is easily downloaded to any smart device. Users enjoy the map's new ability to save placemarks, track distance and elevation, and staff appreciates the simplification of map production and edit integration.

iNaturalist

Staff and visitors have begun documenting their observations using iNaturalist.org, a website with a downloadable mobile device app, which brings naturalists and citizen scientists together to identify and document their field notes. The app is available for all users, and some Midpen staff contributed over 500 observations in just a few months!



COMMUNITY RELATIONS AND VISITOR SERVICES

Last fiscal year, Midpen partnered in numerous initiatives in outdoor education, creating change in communities of all types, and inspiring the next generation of environmental stewards. Through collaborative events and activities with partners, we worked together toward making the Peninsula and South Bay a better place for all our residents. The highlights include:

- Partnered with Latino Outdoors on a pilot program to provide transportation and a one-day outdoor activity in a preserve for Latino families
- Initiated a new collaborative field trip program with Save the Redwoods League to provide local high school students with field learning experiences focused on redwood forest ecology and climate change issues
- Provided docents and funding for transportation in a new partnership with Bay Area Older Adults, a nonprofit organization that provides outdoor hiking and nature study experiences for active older adults
- Hosted six Walk with a Doc events at different preserves, in partnership with the San Mateo County Medical Association, for people of all fitness levels



Visitor Safety and Maintenance

Over the course of the District's 44-year history, Patrol and Maintenance staff have been assigned to ensure a safe and enjoyable visitor experience. In addition to responding to over 220 incidents, staff completed fire protection and safety services such as road maintenance, trail brushing, and bridge inspections.

VOLUNTEERS BY THE NUMBERS

Volunteers make open space possible. Over 600 dedicated volunteers are the very heart of efforts to promote and accomplish Midpen's mission and vision.

287

Guided Activities

56

Community Events Attended

3,060

Visitors Greeted by Nature Center Hosts

43

School Classes Participated in Spaces and Species Field Trips

40

New Trail Patrol Volunteers Recruited and Trained

22

New Activity Docents Graduated from a 12-week Training Course

19,965

Total Volunteer Hours

\$536,460

Fiscal Value (\$26.87/hr as determined by Independent Sector)

PROJECT HIGHLIGHTS

In 2015-16, Midpen launched and accelerated a wide variety of critical short- and long-term projects through a newly re-engineered project delivery system and support from Measure AA, the 2014 open space bond. To learn more, visit www.openspace.org/our-work/current-projects.

Bear Creek Redwoods Open Space Preserve

- Conducted 6 public meetings with 300+ attendees
- Completed cultural resources evaluation, rehabilitation plan for Alma College, and site plan for stables
- Substantially completed the Preserve Plan and Draft Environmental Impact Report
- Scoped construction plans for a new parking area with ADA trail, restroom, and pedestrian crossing
- Volunteers devoted 1,103 hours to habitat restoration



La Honda Creek Open Space Preserve

- Added 384.43 acres
- Began design of the Sears Ranch Parking Area and site planning for the historic Red Barn Area
- Fixed roads and culverts to prevent sedimentation, and repaired failing ponds



- Provided design and pre-construction support for two habitat restoration projects in San Gregorio Creek
- Completed grazing infrastructure improvements
- Volunteers devoted 310 hours to habitat restoration

Land Acquisition & Preservation

- Purchased, exchanged, or partnered with other conservation agencies to protect over 638 acres of open space lands with \$1.5 million in partnership funds and a \$205,000 gift of land
- Preserved 340 acres of land on San Mateo County's Coastside
- Received \$740,000 in partnership funds from Santa Clara County Parks to purchase the 60-acre Lysons property, which secures the lands needed for the Upper Stevens Creek Trail

Public Access

- Dedicated the Herb Grench Trail and Overlook in Windy Hill
- With partners, resurfaced a 1,925-foot segment of the San Francisco Bay Trail
- Identified trail corridors for future Purisima-to-the-Sea and Upper Stevens Canyon Trails
- Began project scoping for the re-opening of Alpine Road at Coal Creek
- Finalized the construction plans for the new Oljon Trail and bridge crossing at El Corte de Madera Creek

Ravenswood Open Space Preserve

- Co-hosted the Cooley Landing Educational Center grand opening with honored speakers, Congresswomen Anna Eshoo and Jackie Speier
- Secured a \$1 million grant from San Mateo County's Measure A funds to fill a critical gap in the San Francisco Bay Trail
- Partnered with local cities, the San Francisco Bay Trail, and Facebook to host public meetings
- Finalized the San Francisco Bay Trail route and entered into a contract for trail design and engineering services



Sierra Azul Open Space Preserve: Mount Umunhum and beyond

Page 169

- Added 224 acres
- Completed 4.8 miles of trail to the summit
- Recontoured the summit, returning it to a more natural state
- Completed the road, summit, wayfinding and interpretive plans for Mount Umunhum



Russian Ridge Open Space Preserve: Mindego Hill

- Held the grand opening dedication event for Mindego Hill and Mindego Hill Trail
- For the first time in District history, provided public access alongside conservation grazing
- Completed and dedicated the new Ancient Oaks Trail Extension
- Completed grazing infrastructure projects
- Volunteers devoted 700 hours to habitat restoration and access projects

- Surveyed and mapped rare plants and collected native seeds for restoration planting
- Obtained road rights to make safety improvements and provide public access to the summit
- Received \$1.5 million from the Santa Clara Valley Water District to protect and restore Hendrys Creek
- Volunteers devoted 700 hours to access projects



Natural Resources Protection and Restoration

- Completed the El Corte de Madera Creek Watershed Protection Program, a comprehensive program to protect the San Gregorio Creek Watershed from erosion and sedimentation caused by an extensive network of old logging roads
- Completed a 10-year Sudden Oak Death (SOD) research and management analysis. Approved a new 10-year SOD Management Plan to prevent and treat nursery root pathogens
- Initiated a Highway 17 feasibility study for a new wildlife passage and Bay Area Ridge Trail crossing
- Completed the Integrated Pest Management work plan for first-year implementation
- Provided assistance and review to the Amah Mutsun Tribal Band ecologist to create an educational native plant garden
- Continued to oversee the District's Resource Management Grant Program funded research projects, including the UC Santa Cruz Puma Project, and the Central Coast Rangeland Coalition
- Completed grazing infrastructure projects at Big Dipper, Tunitas Creek, October Farm, McDonald Ranch, and Purisima-to-the-Sea properties
- Provided presentations to UC Elkus Ranch Camp, Park Rangers Association of California, and Central Coast Rangeland Coalition on conservation grazing practices; and hosted the Cal-Pacific Section of the Society for Range Management



This year's District tax revenue growth and other data will not be comparable to prior years as Midpen adjusted its fiscal year from April 1 – March 31, to July 1 – June 30, which added an additional three months to this budget cycle, resulting in a fifteen-month reporting period.

Driven by the continued strong economy in Silicon Valley, Midpen property tax revenues again increased above its long-term trend line in Fiscal Year 2015-16. The assessed valuation of secured and unsecured property within the District, as of June 30, 2016, increased by 10.1%.

District expenditures totaled \$58.71 million and remained within the budget approved by the District Board of Directors. Excluding land purchases and debt service, total expenditures were \$34.56 million, which is \$3.68 million or 9.5% below the final adjusted budget. Of the \$18.98 million in land purchases and capital expenditures, \$15.44 million was funded by Measure AA bonds. As in most recent years, a large majority of the budget variance was due to delays and deferrals of capital projects.

Significant financial events include:

- The issuance of \$45 million of Measure AA General Obligation (GO) bonds
- Tax revenue related to the GO bonds amounted to \$1.78 million
- Midpen made a \$3 million pre-payment to CalPERS towards the District's unfunded pension liability. The savings from this payment is projected to save the District \$3.3 million spread over the next 20 years
- Committed Reserves for Infrastructure were increased by an additional \$15 million to better reflect Midpen's future facilities requirements in support of the implementation of Measure AA projects
- Purchased \$13 million of land and associated structures funded through Measure AA GO bond proceeds

Measure AA Bonds

In August 2015, the District sold its first series of Measure AA bonds for \$45 million out of the available \$300 million. For Fiscal Year 2015-16, \$15.44 million of Measure AA funds were used. The current tax rate is \$0.66 per \$100,000 of assessed property value, substantially below the original estimate of \$1.00!

Organizational Change and Growth

To support Midpen's commitment to carrying out Measure AA projects, the District completed an evaluation of its structure, capacity, and financial sustainability. The resulting Financial and Operational Sustainability Model (FOSM) Report was a proactive effort to address the changing demands of the organization. Midpen has already begun to implement key strategic recommendations from this study including:

- Division of the Operations Department into the Visitor Services and Land and Facilities Services Departments.
- Changing the fiscal year-end date from March 31 to June 30.
- Hiring of key positions, including Information Services and Technology Manager, Engineering and Construction Manager, and Chief Financial Officer/Director of Administration Services.

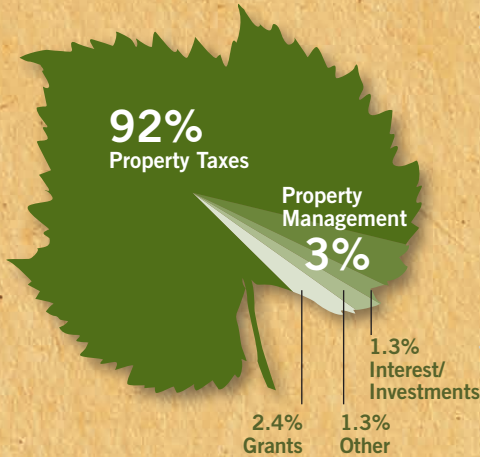
Information Technology Master Plan

Midpen IT has made significant strides in our collective efforts to foster innovation, improve shared IT services, and prepare for the future. The creation of a new IT Master Plan includes the development of general IT project guidelines for the next five years, such as:

- Firewall and hardware replacements and upgrades
- Implementation of Windows 10 and Office 2016/Office 365, including project management and collaboration software.

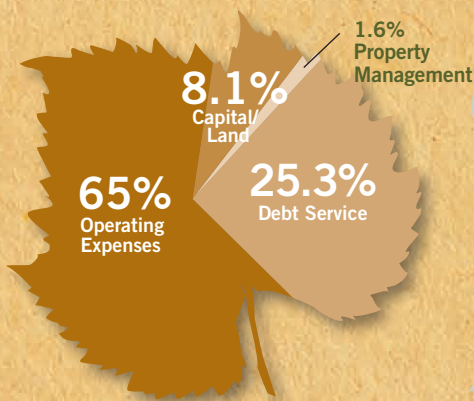
Revenue: \$49.12 million

Property Taxes	\$44.98M
Property Management	\$1.64M
Interest/Investments	\$0.67M
Other Revenue	\$0.64M
Grants	\$1.19M



Expenditures – General: \$42.85 million

Operating Expenses	\$27.85M
Capital/Land	\$3.46M
Property Management	\$0.70M
Debt Service	\$10.84M



Expenditures – Measure AA: \$15.85 million*

Operating Expense**	\$0.41M
Capital/Land*	\$15.44M

* net value based on \$1,010,970 received from Grants and other contributions.

** capital reimbursement for projects constructed by District personnel

Bear Creek Redwoods

Located just off Highway 17 in Los Gatos, Bear Creek Redwoods offers tranquil redwood forests near the urban center and a rich cultural history. The site includes the former Alma College campus site and was once the grounds for an extensive estate. It also features Bear Creek Stables for horseback riding and boarding. Midpen is working to open this site complete with a new parking area, pedestrian road crossing, restroom, ADA trail and trailhead, as well as rehabilitating the Alma College site and stables area. Eventually, 15 miles of trail will be open in this preserve, including an important throughway for mountain bike riders.



Creek near the town of La Honda, where the District is building a parking lot, trailhead, and vault toilet, and later at Upper La Honda Creek where the iconic Red Barn is located. Altogether, 20 miles of trail will open at this Preserve, which will offer rich interpretive experiences of the site's natural and agricultural histories.

Ravenswood

Midpen is working with partners to fill a critical gap in the San Francisco Bay Trail. When filled, 80 miles of continuous trail will connect the communities of East Palo Alto and Belle Haven to other parts of the Bay Area through this premier regional trail.



Highway 17 Safe Passages Project

Highway 17, near Los Gatos, is dangerous to both wildlife and motorists who try to navigate an increasingly busy stretch of narrow highway. This project will create ways for both wildlife and hikers to cross Highway 17 and will also improve safety for motorists. The crossing construction will require extensive planning and collaboration with partners to build support for this project, identify funding, connect lands, and build the crossings.



Sierra Azul: Mount Umunhum

Mount Umunhum is often referred to as the "resting place of the hummingbird," the central figure in the Amah Mutsun creation story, a story which began at that very summit. With its high altitude and dramatic weather conditions, Mount Umunhum is home to many unique and unusual plants, including wildflowers that last through the summer, and soaring, height-loving insects and birds. Midpen is creating an ADA-accessible site at the summit, including a parking lot, trailhead, two weather shelters, stone viewing coves, and a ceremonial circle. The summit will also feature interpretive materials that tell the cultural, military, and ecological stories of the mountain.



La Honda Creek

Midpen's second largest Preserve, La Honda Creek, is currently open to the public by permit only. Midpen is opening this Preserve in stages, first at Lower La Honda



Mission Statement: To acquire and preserve a regional greenbelt of open space land in perpetuity, protect and restore the natural environment, and provide opportunities for ecologically sensitive public enjoyment and education.



Midpeninsula Regional Open Space District Board of Directors



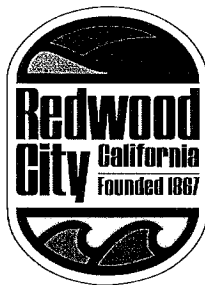
Midpen is governed by a seven-member Board of Directors. The District is divided into seven geographic wards, each represented by an elected Board member for a four-year term. The District itself consists of San Mateo, Santa Clara, and parts of Santa Cruz counties.

Board of Directors (left to right): Jed Cyr, Ward 3; Nonette Hanko, Ward 5; Cecily Harris, Ward 7; Larry Hassett, Ward 6; Pete Siemens, Ward 1; Yoriko Kishimoto, Ward 2; Curt Riffle, Ward 4.



330 Distel Circle
Los Altos, CA 94022
650-691-1200
www.openspace.org

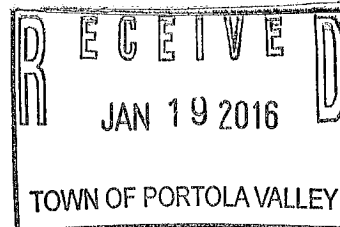




1017 MIDDLEFIELD ROAD
Redwood City, California 94063
Telephone (650) 780-7220
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www.redwoodcity.org

Mayor John D. Seybert
Vice Mayor Ian Bain

Council Members
Alicia C. Aguirre
Janet Borgens
Jeffrey Gee
Diane Howard
Shelly Masur



January 9, 2017

Craig Hughes, Mayor
and City Council Members
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Honorable Craig Hughes, Mayor and Council Members,

The City of Redwood City is very pleased to announce that 2017 is our 150th anniversary! On Jan. 9, 2017 at 7 p.m. our City Council kicked off a year of celebrations.

On May 2017, we will be hosting various events. As is tradition with major milestones such as this, we would be honored if you could celebrate with us by creating a congratulatory proclamation from your City and mailing it to:

Silvia Vonderlinden, City Clerk
City of Redwood City
1017 Middlefield Rd.
Redwood City, CA 94063

Should you honor us with a proclamation, attached is a basic template which you could use as a start, if desired. You can learn more about our milestones on our 150th anniversary website, RedwoodCityHistory.org.

We hope you join us in 2017 for a variety of Sesquicentennial celebrations, including the official 150th Anniversary Festival with Flower Extravaganza on May 20, 2017 at Courthouse Square.

Sincerely,

John D. Seybert, Mayor
City of Redwood City

C: City Council, Redwood City

Proclamation Template City of Redwood City's 150th Anniversary

WHEREAS, it has come to the attention of the City of ___'s City Council that the City of Redwood City is celebrating its milestone Sesquicentennial in 2017, marking 150 years as a progressive, innovative, economically strong city that attracts industry and population that supports our County's growth; and

WHEREAS, the City of Redwood City became the County Seat of the newly formed San Mateo County in 1856, and over the years has set an example as a vital center for commerce and government, earning acclaim for its ongoing revitalization that has attracted industry and tourism to the region; and

WHEREAS, the City of Redwood City is dedicated to balancing the needs of the environment and its economic and social growth, with the livability and inclusiveness of the community and its active and involved citizens, mirroring our own City's (organization's) values; and

NOW THEREFORE, BE IT RESOLVED THAT I, (name), (title) OF ___ CITY do hereby recognize the 150th Anniversary of Redwood City and encourage our residents to take part in Redwood City's 2017 Sesquicentennial celebrations.

Date: ____, 2017

____, *Mayor*

____, *Vice Mayor*

Etc.

January 17, 2017



Dear San Mateo County Mayors and City Councilmembers:

I want to thank you for your support in appointing me as a representative to the Bay Area Air Quality Management District. I am honored to represent your city and our collective interests on this important regional body.

Please let me know if you would like to discuss any air quality issues of concern to you and your constituents. You can reach me at (650) 239-6300 or at dkim@belmont.gov. I want to ensure that I understand your local issues.

I plan to keep you updated on major issues and developments at the Air District and will send regular updates to you on issues that matter to us in San Mateo County.

Best wishes and Happy New Year,

A handwritten signature in blue ink that reads "Doug Kim".

Doug Kim
Vice Mayor
City of Belmont

DK:tmc