



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, February 8, 2017
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

CONSENT AGENDA

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

1. **Approval of Minutes** – Town Council Meeting of January 25, 2017 (3)
2. **Approval of Warrant List** – February 8, 2017 (13)
3. **Recommendation by Town Manager** – Proclamation Honoring the City of Redwood City's 150th Anniversary (25)

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

4. **Discussion and Council Action** – Reorganization of Sustainability and Water Conservation Committees (26)
5. **Report by Planning Director** – 2016 Planning and Building Department Activities Report (31)
6. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (33)

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.*

7. **Town Manager Report** (34)

WRITTEN COMMUNICATIONS

8. **Town Council Digest** – January 27, 2017 (35)
9. **Town Council Digest** – February 3, 2017 (48)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 942, JANUARY 25, 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; Mayor Craig Hughes.

Absent: Vice Mayor John Richards

Others: Jeremy Dennis, Town Manager
Leigh Prince, Town Attorney
Susan Cope, Administrative Services Manager
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Jon Silver, Portola Road. Mr. Silver said the brightly-lit scoreboard at the new Priory project is not appropriate in the scenic corridor of this rural town. He said he received no notice regarding this lighted scoreboard and asked how it had been approved. He said the bright red electronic lighted sign at the Ladera Shell station had been disallowed. He said is sure the Priory proceeded in good faith but if the Town didn't follow their own procedures, they need to take responsibility for letting this inappropriate signage slip through. He said he was also never noticed about the change in color of the running track from gray to red and hopes that striking red color will fade in time.

Mr. Silver said he heard a radio report today that the EPA had been muzzled regarding posting on blogs and websites, or sending emails without approval of the Trump administration. He said today a representative in charge of the EPA transition said that publication of scientific papers would also not be allowed without being checked by the administration. He said this is frightening because the future of the environment depends on accurate science. He said he hopes that Portola Valley will work with the League of California Cities and legislators, and also make the Town's voice heard regarding this issue.

Caroline Vertongen, Palmer Lane. Ms. Vertongen said she is concerned regarding the Council's approval to provide affordable housing to teachers, law enforcement agents, and healthcare professionals in Portola Valley. She said she has dealt with those systems for eight years now and the truth is being covered up. She said she is speaking on behalf of fellow students, fellow healthcare professionals, and fellow parents and teachers who cannot speak up. She said despite California's huge debt and financial dilemmas, this administration continues to expand government jobs and government-funded programs, but California education remains at the bottom, with increased rates of depression, anxiety, suicidal ideation, teen suicides, high truancy, increased drug and alcohol use, bullying, cyberbullying, physical violence, and gang activity. She said it is frustrating that all elected and appointed officials continue to ignore citizen complaints, silence those who disclose abusive, illegal, and criminal conduct, and ask others to help cover this up. She said they have been ignoring the laws that prohibit abusive illegal and criminal conduct in education and government employment, laws that were put in place to warrant equity and quality and safety. She said the same has happened in the healthcare system. She said responsible constituents who demonstrate integrity and strive for excellence and quality care are being retaliated against and then replaced by new professionals who knowingly or unknowingly harm vulnerable constituents. She said the responsible constituents are silenced by high litigation costs, lack of media reporting, and further retaliation. She said law enforcement has expanded its personnel, yet home invasions, crime, and burglaries are beyond their control, requesting now that constituents and business owners spend time and money to protect themselves. She said law enforcement and the justice department refuse to investigate crimes, fraud, and variety of illegal conduct.

Kiki Tidwell, Holden Court. She thanked the Council for their volunteer work. She said she is very concerned about the recent home invasions. She said a daytime burglary occurred down the street from her last week. She said she is particularly concerned because she works at home alone. She encouraged the Council to install the ALPRs and signage as soon as possible because it seems like the current crime wave is intense. She said the police basically advised residents to make their homes less of a target than their neighbors' homes, but she does not want neighbors to be targets either and wants everyone to feel safe. Mayor Hughes said they are working as quickly as possible to get this done.

(1) **PRESENTATION** [7:11 p.m.]

Judy Murphy presented the Water Conservation Committee Greywater Manual to the Council. She said since the inception of the Water Conservation Committee, one of their goals has been to increase awareness and use of greywater, an important component of any sustainable water practice. The manual provides an overview of the design, construction, permitting, and operation of greywater systems for outdoor irrigation. She said it makes clear what is and is not allowed, provides information to achieve compliance with the new Green Building Ordinance, encourages simple systems to meet residents' needs, and provides a working knowledge to enable residents to work more confidently with contractors who may suggest unnecessarily elaborate and expensive systems. She said that several years were spent developing the San Francisco Greywater Instruction Manual (published in 2012), with input from greywater experts and San Francisco and regional water entities and it was purposely not copyrighted so that it could be shared. She said what they first thought would be an easy adaptation of the San Francisco manual turned into an extensive project because of the different soils, plants, drainage rates, etc., in Portola Valley. She said Rebecca Flynn did the majority of the work on the Committee's Greywater Manual, spending a lot of time and using her technical skills and personal experience with an extensive branched drain system in her own home, to make it a manual specific to Portola Valley. Ms. Murphy said that some of the County regulations, permitting, and fees are excessive and might be simplified to encourage more widespread use in Town. She said there are other States with much less stringent regulations.

Mayor Hughes called for questions from the public. Hearing none, Mayor Hughes invited comment from the Council.

Councilmember Aalfs thanked the Committee for all of the work and said the Council was very excited about it.

Councilmember Derwin said this would not have happened without Ms. Flynn's dedication and extensive work on this project.

Councilmember Wengert thanked the Committee for the remarkably comprehensive document and said she appreciated all of the hard work that went into it. She said she was excited to have this source of information on greywater. She asked if there was a way to direct people on the website based on their particular circumstances.

Mayor Hughes thanked the Committee for the hard work put into this project. He said having all this information in one place will be very helpful. He suggested pointing people who come in with construction project applications to this link.

CONSENT AGENDA [7:25 p.m.]

- (2) Approval of Minutes: Town Council Regular Meeting of January 11, 2017. *[Removed from Consent Agenda.]*
- (3) Approval of Warrant List: January 25, 2017, in the amount of \$167,588.16.
- (4) Appointment by Mayor – Request for Appointment of a Member to the Cultural Arts Committee.

- (5) Appointment by Mayor – Request for Appointment of Members to the Public Works Committee
- (6) Appointment by Mayor – Request for Appointment of a Member to the Water Conservation Committee
- (7) Appointment by Mayor – Commissions and Committees Membership Appointments for 2017
- (8) Recommendation by Sustainability & Special Projects Manager – Adopt an Ordinance Amending Chapter 8.09 [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. 2017-415)
- (9) Recommendation by Sustainability & Special Projects Manager – Adopt an Ordinance Amending 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) 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 2017-416)
- (10) Recommendation by Mayor – Amendment No. 1 to the Town Manager Employment Agreement
 - (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. 2716-2017)

Councilmember Derwin moved to approve Items #3-10 of the Consent Agenda. Seconded by Councilmember Aalfs, the motion carried 4-0, by roll call vote.

(2) Approval of Minutes: Town Council Regular Meeting of January 11, 2017. Councilmember Wengert moved to approve Item 2 as amended. Seconded by Councilmember Aalfs, the motion carried 4-0.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (11) Discussion and Council Direction – Review and Comment on Woodside Fire Protection District Draft Ordinance No. 11

Town Attorney Leigh Prince presented the staff report regarding the proposed changes to the Woodside Fire Protection District Ordinance. She said that upon the Fire District's adoption of the ordinance, probably on January 30, then it will come back to the Council for ratification.

Mayor Hughes called for questions from the Council.

Councilmember Wengert asked regarding the origin of the new definition for gross floor area. Fire Marshal Denise Enea said the floor area calculation is for the County, not for the Town. She said the entire South Zone (Menlo Park, Cal Fire, and Woodside Fire) created the definition. She said if people attempt to build on a parcel of land where there is no municipal water system within 1,000 feet, they are allowed to have a self-contained unit in lieu of a fire hydrant. She said the required cubic feet is calculated based on the agreed-upon calculation. She said it is nothing that the Town's Building or Planning

Department would use, but it is being defined to be in sync with the rest of the South Zone and also to show how a fire flow would be calculated if necessary.

Councilmember Derwin, referring to Section 503.2(1) regarding access roads, asked if there were any places in Town that would be unreachable as a result of this new section. Fire Marshal Enea said it actually is not a new section. She said the access roads in the Code were always adopted as standards and, in order to be more direct, she moved it into the body of the Code. She said they are exactly the same requirements that have been in effect for at least 25 years. She said there are parcels that will have to meet this requirement.

Mayor Hughes described a scenario where a shared driveway is on one person's property and the other person is doing construction, but the existing driveway is not 18 feet wide. He asked how that situation would be handled, where the only access to the property is over an easement that may itself not be 18 feet wide. Fire Marshal Enea said it is worked out on a case-by-case basis. She said for the most part the shared driveways always seem to have an easement that works. She said a more common problem is a practical difficulty such as a creek, large heritage trees, or rock croppings, where it is not feasible or practical to have 18 feet. She said in those cases, they come as close to the Code as possible, which is allowed. Mayor Hughes said that in the scenario he described, the property does not belong to the person applying for the building permit so it creates a burden on the property owner who didn't do anything except grant an easement to the neighbor. Fire Marshal Enea said the person who is applying is responsible for making the improvement. She said it always seems to get worked out.

Councilmember Derwin, referring to Section 903.2A (fire sprinklers), asked Town Manager Dennis if this regulation would apply to ADUs, despite the new State law. Town Manager Dennis said it would. Town Attorney Prince said she believes there is some language in the new law that specifies that if there are health and safety reasons, fire sprinklers can be required under the local ordinance. She said in their conversations with Fire Marshal Enea, they have discussed that, due to the high fire danger in Town, the health and safety reason justifies the requirement.

In response to Councilmember Derwin's question regarding Section 903.2.A.2, Fire Marshal Enea confirmed that if someone decided to add to their existing house, and the floor area of the addition was more than 50% of the existing total house floor square area, the entire house would have to be retrofitted with fire sprinklers. Councilmember Derwin asked if that would be difficult to do in an existing house. Fire Marshal Enea said if that extensive of a remodel was being done, it would not usually be difficult to retrofit with sprinklers. She said it would be more difficult with homes without attic spaces; however, there is also a sidewall head sprinkler available as an alternative to ceiling sprinklers. She said this section has always been in the Town's Code but has not previously been in the Fire Code. She said because the County has been under pressure to build a lot of homes very quickly and were considering removing the retrofit sprinkler ordinance, this inclusion in the Fire Code is being done to salvage that requirement. She said a fire that happens in a house in the unincorporated area next to the Town of Portola Valley creates a hazard for the Town of Portola Valley. She said the section is the same except for the addition regarding basements.

Councilmember Derwin, referring to Section 903.2A.4, asked for a real-life example of a change that would create a more hazardous fire/life safety condition. Fire Marshal Enea said an example would be an office space that turns into a restaurant.

Councilmember Derwin asked if the larger water meter/fire sprinkler question had been clarified. Fire Marshal Enea said this wasn't very highly publicized by Cal Water and she is trying to make it more publicized. She said fire sprinkler systems in a single-family dwelling for the most part won't work with a 5/8" meter. When homes are being remodeled, they are often moved up to a 1" meter, which usually work well with a 13D system. If an upgrade to 1-1/2" is required, as long as there is a fire sprinkler system, Cal Water will upgrade the meter at no charge. She said is trying to encourage Cal Water that they should publicize this program. She said she has spread the word to the Town and many sprinkler contractors.

Councilmember Derwin, referring to Section B105.1(1), asked regarding the remedy for not having enough fire flow. Fire Marshal Enea said if the lack of fire flow is due to no water main near the property, a standalone water system must be installed for use by the Fire Department in the event of a fire. She said that had an issue where a house was located near a hydrant that only flowed 150 gallons a minute. She said in that instance they lobbied hard for Cal Water to fix it. She said if a homeowner was required to have 750 gallons and only had 700, with a big main in front of the house, situated on a big hill, there is really nothing that can be done. She said the new and remodeled houses have sprinklers and get fire flow credit for it. She said the Fire District relies heavily on fire sprinklers, sometimes more than hydrants.

Councilmember Derwin, referring to Section D103B, asked if there were any existing fire apparatus access roads in Town that exceeded a 20 percent grade. Fire Marshal Enea said there are and it is a problem. She said if there are driveways at 15% or greater, they must have a rough surface. She said this is another section has been in the standard for a long time and she moved it to the body of the Code.

In response to Councilmember Wengert's question, Fire Marshal Enea confirmed the basement portion of the ordinance was new. Fire Marshal Enea said many basements are being retrofitted, usually during a whole house remodel, which is not a problem since the whole house is getting a sprinkler system. But she said she has also seen scary non-daylighted basements that are like mazes, some with sleeping rooms and theaters, which are very dangerous situations for firefighters. She said sprinklers are the first line of defense. She said in the discussions regarding ADUs, she was concerned that a lot of people may think that their uninhabitable basements are potential ADUs.

Councilmember Wengert said they recently saw a project with a second-unit ADU as well as studios and other outbuildings that could be retrofitted for any number of things. She asked if they were also being required to have sprinklers. Fire Marshal Enea said the National Code requires sprinklers for anything that is habitable. She said when a use is changed, such as a converted garage or barn, it requires sprinklers.

With no additional questions from the Council, Mayor Hughes invited public comment. Hearing none, Town Attorney Prince advised the Council that if they had comments, they should direct the Town Manager to prepare them in writing to submit to the Fire District. Mayor Hughes asked the Council if there were any comments that should be submitted.

Fire Marshal Enea said she was happy to implement any desired wording changes. She said their intent is to have their second reading and adoption on January 30, at which time it will be presented to the Town Councils of Woodside and Portola Valley and to San Mateo County for ratification. She said it will be in effect 30 days after that.

Councilmember Wengert asked if accessory structures that fall outside of the definition of a dwelling unit were covered. Councilmember Derwin said the example they discussed with two studios, also has a very small, approximately 200 square-foot tea house/meditation room. She asked if that tea house would also need sprinklers. Fire Marshal Denise Enea said the Town is responsible for determining the type of occupancy, and whether or not it's habitable. She said another thing that triggers the need for sprinklers is a larger property where an accessory structure is placed very far away from access roads or fire hydrants. Deputy Building Inspector Keith Weiner said when a plan is submitted, the occupancy must be described for each individual building on the property. If it is suitable for human habitation, then he considers it habitable space requiring sprinklers.

Mr. Weiner said in all of his discussions with several other jurisdictions, he has had the most cooperation from Portola Valley and he thanked the Council for the collaborative effort.

The Council approved the draft ordinance without changes.

(12) Recommendation by Town Manager – Investment Fund Option

Town Manager Jeremy Dennis presented the staff report explaining the recommendations by staff and the Finance Committee regarding the Town's Investment Fund.

Bill Urban, Chair of the Finance Committee, said with the proposed investment program, there will still be interest dividends from bonds, with the added potential to have capital gains or losses. He said in the measurement of total return, changes in principal are allocated to each of the funds the same way interest is allocated.

Mayor Hughes called for questions from Council.

Councilmember Derwin asked who will do the research in deciding where to invest the money. Mr. Urban said the Finance Committee has done an incredible amount of work identifying potential options, but it's a relationship between Town Staff and Finance Committee to make those decisions after the Council makes an authorization this evening.

Councilmember Derwin asked how much better this proposal is than LAIF. Mr. Urban said the expectations are very modest due to the restraints of the Code to only use fixed income investments and high quality government bonds. He said over very long periods of time even very well-diversified bond portfolios, even with a lot of corporate bonds, generally cannot expect to get more than 1 to 1-1/2 percent above the rate of inflation, or 1.15 percent real return. He said LAIF, and most money market mutual funds which have comparable returns, have been underperforming inflation for the last three or four years. He said in long-term time periods, LAIF will probably track the CPI closely, as will money market funds. He said in this environment the reasonable expectation for the next one to three years should yield 1/2 percent better than CPI. He said that should be 1/2 to 3/4 percent better than LAIF or a money market, depending upon how quickly interest rates rise. He said if the Fed does more than two to three interest rate hikes a year, there is the potential that a portfolio like this could underperform a money market and do less well than LAIF, but that should be infrequently and for short periods of time, and shouldn't happen at all if the rate of interest rate increases in the economy are at a modest measured pace. Mr. Urban said a portfolio like this will have more volatility whereas a LAIF does not fluctuate in value; however, the volatility will be very modest, plus or minus 1 percent. He said these are very liquid, high quality, short maturity investments.

Councilmember Wengert asked if there was a policy defined regarding annual review of the allocations. Town Manager Dennis said the current policy, Section 7.0, is limited with the review related to changes in the policy itself. He said staff would welcome suggestions on what would be appropriate regarding review by the Council and/or relationship with the Finance Committee. Town Attorney Prince said there is a State law requirement to report annually when investment authority is delegated to a Treasurer.

Councilmember Wengert asked Mr. Urban if it made sense to potentially not start on an all-in basis. Mr. Urban said if the portfolio was going to have equities and bonds, it would be recommended to do a phased implementation because of the volatility of equities. He said this proposal, however, is for very stable, short-term investments. He said the only rationale for doing a phased approach is if there is any sense of nervousness about new procedures that haven't been done before, such as having some negative returns, which could happen, working with a broker, and receiving recommendations a couple of times a year by the investment committee regarding trades to rebalance the portfolio. He said from a pure investment standpoint, there is no argument to be slow about doing it. Councilmember Wengert said she agreed but since there was no established process perhaps they could consider proceeding at a slightly more conservative basis to be reviewed after six months.

Councilmember Derwin was supportive of a six-month review.

Mayor Hughes he would be supportive of the full investment with a six-month review.

Councilmember Wengert asked how long it would take to develop a process everyone was comfortable with. Mr. Urban said a few people on the Committee have experience with this type of thing and should

be very comfortable with the process within a year. He said they anticipate two large inflows a year, which will be the time the Finance Committee will look at the current allocations, look at the new cash available to invest, figure out the rebalancing, come up with a short list of trades, and provide this information to someone one staff with the authority to execute the trades, with oversight, if desired, by the Finance Committee. He said the Committee will also prepare a report on performance for the Town Council a couple of times a year. Town Manager Dennis said Council has provided authority to the Treasurer/Town Manager to do a lot of these things in conjunction with the Finance Committee. He said if the Council is still comfortable with that, staff can provide regular reporting to Council and, as that flow is developed, they can come back and formalize it more within the investment policy.

Mr. Urban said, in response to Councilmember Derwin's question regarding who is doing the research, they are relying on the expertise of the Finance Committee. He said the current roster of members include people qualified to identify investment vehicles that fit the definitions, understand how they work, and have experience and confidence making recommendations within the very limited number of asset classes – high quality government bonds, high quality short-term government notes, and treasury inflation protected securities. He said the intent is to use very low cost index-tracking vehicles. He said they don't all have to be from Vanguard but will probably end up being Vanguard-type exchange traded funds or index funds. He said the actual research on the bonds is being done by the Vanguard professional managers against an index. The Committee's research is on things such as low cost funds, funds that trap the asset classes well, and which fund company to buy from. He said the Council relies on the Finance Committee's expertise to be able to do that. He said while this expertise is on the Committee today, in five years there may be a different structure.

With no other questions from Council, Mayor Hughes invited public comment. Hearing none, he called for a motion.

Councilmember Aalfs moved to approve 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. Seconded by Councilmember Wengert, the motion carried 4-0.

Councilmember Aalfs moved that 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. Seconded by Councilmember Derwin, the motion carried 4-0.

Town Manager Dennis thanked Mr. Urban and the Finance Committee for their tremendous work. He said he's appreciated the education and opportunity to learn more about what they do and how well they do it. The Council also thanked the Finance Committee and Administrative Services Manager Susan Cope.

(13) Recommendation by Administrative Services Director – Revisions to the Personnel Policies Manual

Administrative Services Manager Susan Cope presented the staff report regarding changes to the Personnel Policies regarding paid leave transfers during personal or family emergency or long-term medical events.

Town Manager Dennis said he was supportive of this proposal. Administrative Services Manager Cope said it is an example of the charitable nature of the Town staff, who really care about fellow employees and want to go out of their way to support their coworkers in whatever trials they are facing.

Councilmember Derwin asked if the person receiving the donated paid time off (PTO) would have to pay it back to whoever donated it. Town Manager Dennis said there is no requirement to pay it back but it is not disallowed.

Councilmember Aalfs asked what would happen if the person who donated the PTO then ran out of PTO that he/she needed. Town Manager Dennis said hopefully there would be other staff members who would donate time. Administrative Services Manager Cope said they would counsel employees not to give away all of their PTO. Town Manager Dennis said there is no expectation that a staff member would be provided with all the time that they need and there is no obligation to donate time.

Councilmember Wengert said it is being done for all of the right reasons and is incredibly generous, but there are some interesting actuarial challenges.

Mayor Hughes said he was thinking about it from an income tax perspective. He said essentially the employees are gifting money to each other and staff should think of it in those terms.

Councilmember Wengert asked for the Town Attorney's comment. Town Attorney Prince said she will confirm the appropriateness of the proposal with the Employee Counsel. Councilmember Wengert expressed concern about unintended consequences of this amazingly generous proposal.

Town Manager Dennis said he's been employed by at least two jurisdictions that have had similar policies and he does not recall any restrictions on how much time could be donated.

In response to Mayor Hughes's comment, Administrative Services Manager Cope said vacation time is capped but sick time accrues and confirmed that it would not cost the Town anything other than minor administrative overhead.

Councilmember Derwin moved to approve the proposed revisions to the Personnel Policies Manual regarding paid leave transfers between employees during a personal or family emergency or long-term medical event. Seconded by Councilmember Aalfs, the motion carried 4-0.

Councilmember Derwin said she is proud to represent a Town with a staff that demonstrates such kindness toward each other. Administrative Services Manager Cope agreed and noted it was the staff who asked for permission to do this.

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

Councilmember Derwin noted that Vice Mayor Richards cannot be an alternate on the HEART of San Mateo County Governing Board because it's an elected position and that listing should be eliminated. Also, he should be listed as the Rep and not the Alternate on the HEART MAC of San Mateo County.

With no other comments by the Council, Mayor Hughes invited public comment. Hearing none, he called for a motion.

Councilmember Wengert moved to approve Council Liaison Appointments for 2017. Seconded by Councilmember Derwin, the motion carried 4-0.

(15) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Visited the Nevada City Wild and Scenic Film Festival and found two or three films of interest for the film series. She attended the C/CAG meeting on January 12 where there was a presentation on the Smart Mobility Project, a joint venture to reduce congestion. She said the Governor's Budget had just been released. She said they discussed the compensation adjustment for the Executive Director in closed session but a decision on the amount of increase was not reached. Councilmember Derwin was interviewed regarding a capital campaign for the Woodside Fire District to build two new fire stations. She attended a HEART Finance Committee meeting. She attended the ASCC meeting with Councilmember Wengert on January 23 where they reviewed a new residence on Westridge and a barn conversion to an ADU on Alpine Road. They also conducted preliminary reviews of a new very large residence on Westridge with two studios, an ADU, and a teahouse, and modifications to a previously

approved ADU on Cervantes. She suggested there could be some training offered to the Commissioners on the questions to ask and what to look for in their reviews. She attended the HEART Board meeting and said Anne Campbell is now on that board. She said they discussed the fundraiser to be held at Devil's Canyon on May 11. She did not attend the January 16 Water Conservation Committee meeting, but received a report from Sustainability & Special Projects Manager Brandi de Garneau, who said the Committee did not reach a quorum but they discussed the Sharon Heights project with the new member, Jim Lussier, who serves on the Water Committee at the Menlo Country Club. She said Ms. de Garneau reported that the Committee still needs to get data from Cal Water to know if they're meeting the 10 percent reduction. She also reported that they discussed ideas for outreach now that the perception is that the drought is over; announced the Earth Fair theme this year is Landscaping for the Future; and announced the Garden Tour will be held on April 2. She said staff will bring to the Council's February 8 meeting the idea to expand the Committee to include energy. Councilmember Derwin attended a productive Pre-Ad Hoc Housing Committee meeting. She and Councilmember Wengert attended "Standing Together" at Devil's Canyon.

Councilmember Aalfs -- Attended a Peninsula Clean Energy meeting. He said residents will be receiving their first notices beginning in mid-February. He said he and staff met with PCE outreach staff to discuss tailoring messaging for Portola Valley. There are plans to hold some community workshops in March. He said PCE is in the process of approving the first power purchase agreements for power, with several more contracts coming in the next few months. He said they are exploring the opportunity to use ancillary services. In response to Councilmember Derwin's question, Councilmember Aalfs said the total opt-out rate is at approximately 1.4 percent. He said the solar customers are higher than average, closer to 4 or 5 percent, which is a concern. He said he received a call from the Los Angeles County Sustainability Director last week and they discussed communities in Los Angeles County that want to go 100 percent renewable.

Councilmember Wengert – Attended the January 23 ASCC meeting with Councilmember Derwin. She said the FAA Select Committee/San Francisco Roundtable reports went to the Congressional representatives in November and then to the FAA, who promises to respond by mid-February. She said Glen Martin, the Western-Pacific Regional Administrator, has been promoted up and out. She said they don't know yet if there is any successor organization to the Select Committee. She said the Roundtable is moving forward and will be reorganizing next week. She said the FAA sent Steve Carnes, who had been involved with the Select Committee from the beginning, and a woman from TRACON to work with the Roundtable and the successor group (if any) to the Select Committee. She said the FAA understands they need to act differently now with communities relative to these noise issues. She said there has been discussion regarding how the Roundtable could begin to change and how that may be morphed to a whole new approach, including possibly the formation of a South Bay Arrivals Committee that would allow for other participants. She said there are hearings with the FAA coming up on January 30, January 31, and February 1 regarding the Class B air space.

Mayor Hughes – Town Manager Dennis and Mayor Hughes met with Assemblyman Marc Berman on January 13 to discuss affordable housing. Mayor Hughes said at that meeting he presented the scenario where the Town built housing on Town land and they wanted to house Town employees, but the employees may not necessarily want to live where they work. They discussed if there would be potential to create a regional or statewide exchange. Mayor Hughes also attended a Cable and Undergrounding Committee meeting where they received an update on PG&E's Rule 20A and discussed the Committee's purpose and their future.

(16) Town Manager Report – Town Manager Dennis reported the Town survived recent storms relatively unscathed due to the Public Works team's outstanding job preparing the Town. Town Manager Dennis said he is looking into outreach for students of Woodside High School and The Priory concerning a possible Youth Commission. He said Sustainability & Special Projects Manager de Garneau submitted draft language to a consultant concerning PCE information specific to Portola Valley residents. He said staff would do the bulk of the work for the Vernal Pool Project; however, work cannot begin until summer when the woodrat habitats can be moved. He said Lorrie Duval continues her good work as the Neighborhood Watch Coordinator, with three more potential programs having kickoff meetings scheduled

within the next month. He said Howard Young noted that the podium being used is from the old multi-use room (MUR), saved by Skip Struthers since the 1950s.

WRITTEN COMMUNICATIONS [9:09 p.m.]

(17) Town Council Digest – January 13, 2017

#4 – Invitation – League of California Cities Peninsula Division Quarterly Dinner Meeting – Thursday, February 2, 2017. Vice Mayor Richards will attend the League Dinner.

#5 – Invitation – Martin Luther King, Jr. Day – 18th Annual Celebration – Monday, January 16, 2017. Councilmember Derwin said many cities have a day of service on MLK day and suggested the Council consider it for next year.

(18) Town Council Digest – January 20, 2017

#7 – Letter from Mayor John Seybert, City of Redwood City re: Request for Proclamation for the City’s 150th Anniversary. The Council agreed to the request from City of Redwood City for a congratulatory proclamation honoring the City’s 150th Anniversary.

ADJOURNMENT [9:15 p.m.]

Mayor Hughes adjourned the meeting.

Mayor

Town Clerk

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

MIKE AGOFF	Instructor Fees, Winter 2017	18335	02/08/2017	
			02/08/2017	
2341 KEHOE AVENUE	0016		02/08/2017	0.00
SAN MATEO	BOA	51353	02/08/2017	0.00
CA 94403				1,728.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,728.00	0.00

Check No.	51353	Total:	1,728.00
Total for	MIKE AGOFF		1,728.00

ANIMAL DAMAGE MGMT INC	January Pest Control	18293	02/08/2017	
			02/08/2017	
16170 VINEYARD BLVD. #150	804		02/08/2017	0.00
MORGAN HILL	BOA	51354	02/08/2017	0.00
CA 95037	96004			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.	51354	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

ARRANGED4COMFORT	Ergo Equip, Various Staff	18338	02/08/2017	
			02/08/2017	
790 LAUREL STREET #10	0502		02/08/2017	0.00
SAN CARLOS	BOA	51355	02/08/2017	0.00
CA 94070	16-3788-TW			7,029.53

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	2,819.25	0.00
05-70-4486	CIP16/17 Equipment	4,210.28	0.00

Check No.	51355	Total:	7,029.53
Total for	ARRANGED4COMFORT		7,029.53

AT&T (2)	February MW	18342	02/08/2017	
			02/08/2017	
P.O. BOX 5025	877		02/08/2017	0.00
CAROL STREAM	BOA	51356	02/08/2017	0.00
IL 60197-5025				66.89

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	66.89	0.00

Check No.	51356	Total:	66.89
Total for	AT&T (2)		66.89

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SANGINI MAJMUDAR BEDNER	Instructor Fees, Winter 2017	18331	02/08/2017	
			02/08/2017	
229 CORTE MADERA RD.	0548		02/08/2017	0.00
PORTOLA VALLEY	BOA	51357	02/08/2017	0.00
CA 94028				2,764.80

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,764.80	0.00

Check No.	51357	Total:	2,764.80
Total for	SANGINI MAJMUDAR BEDNER		2,764.80

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
CALPERS	January Retirement	18341	02/08/2017	
FISCAL SERVICES DIVISION			02/08/2017	
ATTN: RETIREMENT PROG ACCTG	0107		02/08/2017	0.00
SACRAMENTO	BOA	51358	02/08/2017	0.00
CA 94229-2703				18,470.22

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	1,521.86	0.00
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	16,840.98	0.00

Check No.	51358	Total:	18,470.22
Total for	CALPERS		18,470.22

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CITY OF REDWOOD CITY (IT)	December IT Support	18295	02/08/2017	
			02/08/2017	
P.O. BOX 3629	586		02/08/2017	0.00
REDWOOD CITY	BOA	51359	02/08/2017	0.00
CA 94064	BR42356			2,163.17

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

Check No.	51359	Total:	2,163.17
Total for	CITY OF REDWOOD CITY (IT)		2,163.17

Vendor Name	Invoice Description1	Ref No.	Discount Date	
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
COMCAST	WiFi, 1/24/17 - 2/20/17	18296	02/08/2017	
			02/08/2017	
P.O. BOX 34227	0045		02/08/2017	0.00
SEATTLE	BOA	51360	02/08/2017	0.00
WA 98124-1227				45.71

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	45.71	0.00

Check No.	51360	Total:	45.71
Total for	COMCAST		45.71

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
LORRAINE R. DUVAL	Neighborhood Watch Coordinator	18297	02/08/2017	
	Svcs, 1/16/17 - 1/27/17		02/08/2017	
340 GOLDEN OAK DRIVE	0652		02/08/2017	0.00
PORTOLA VALLEY	BOA	51361	02/08/2017	0.00
CA 94028				320.00

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

Check No.	51361	Total:	320.00
Total for	LORRAINE R. DUVAL		320.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
ANDREW FELDMAN	Building Permit Refund	18298	02/08/2017	
			02/08/2017	
50 ADAIR LANE	0658		02/08/2017	0.00
PORTOLA VALLEY	BOA	51362	02/08/2017	0.00
CA 94028				660.50

GL Number	Description	Invoice Amount	Amount Relieved
05-14-3060	Building Permits	52.00	0.00
05-14-3063	Inspection Fee	600.00	0.00
05-14-3073	BSA Fee	2.00	0.00
05-14-3074	SMIP Fee	6.50	0.00

Check No.	51362	Total:	660.50
Total for	ANDREW FELDMAN		660.50

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
JEANNIE GOLDMAN	Instructor Fees, Winter 2017	18330	02/08/2017	
			02/08/2017	
741 MANZANITA ROAD	706		02/08/2017	0.00
WOODSIDE	BOA	51363	02/08/2017	0.00
CA 94062				20,623.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	20,623.00	0.00

Check No.	51363	Total:	20,623.00
Total for	JEANNIE GOLDMAN		20,623.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
GREEN HALO SYSTEMS	Hosting/Access, January 2017	18299	02/08/2017	
			02/08/2017	
521 CHARCOT AVENUE, SUITE 119	0654		02/08/2017	0.00
SAN JOSE	BOA	51364	02/08/2017	0.00
CA 95131				114.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	114.00	0.00

Check No.	51364	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

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

J.W. ENTERPRISES	Portable Lavs, 1/19/17-2/15/17	18301	02/08/2017	
			02/08/2017	
1689 MORSE AVE	829		02/08/2017	0.00
VENTURA	BOA	51365	02/08/2017	0.00
CA 93003	198069			242.40

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

Check No.	51365	Total:	242.40
Total for	J.W. ENTERPRISES		242.40

LUCILLE KALMAN	Instructor Fees, Winter 2017	18333	02/08/2017	
			02/08/2017	
245 OLD SPANISH TRAIL	1082		02/08/2017	0.00
PORTOLA VALLEY	BOA	51366	02/08/2017	0.00
CA 94028				2,184.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,184.00	0.00

Check No.	51366	Total:	2,184.00
Total for	LUCILLE KALMAN		2,184.00

BRITNEY KING	Instructor Fees, Winter 2017	18336	02/08/2017	
			02/08/2017	
4068A 26TH STREET	0380		02/08/2017	0.00
SAN FRANCISCO	BOA	51367	02/08/2017	0.00
CA 94131				18,671.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	18,671.00	0.00

Check No.	51367	Total:	18,671.00
Total for	BRITNEY KING		18,671.00

KPMG LLP	Community Hall, Annual Report	18302	02/08/2017	
	FYE 06/30/16		02/08/2017	
DEPT 0922	985		02/08/2017	0.00
DALLAS	BOA	51368	02/08/2017	0.00
TX 75312-0922	8001384268			15,968.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	15,968.00	0.00

Check No.	51368	Total:	15,968.00
Total for	KPMG LLP		15,968.00

KUTZMANN & ASSOCIATES	September Plan Check	18303	02/08/2017	
			02/08/2017	
39355 CALIFORNIA STREET	0090		02/08/2017	0.00
FREMONT	BOA	51369	02/08/2017	0.00
CA 94538				8,402.39

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

05-54-4200	Plan Check Services	8,402.39	0.00	
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Check No.	51369	Total:	8,402.39
Total for	KUTZMANN & ASSOCIATES		8,402.39

LADERA GARDEN CENTER	Flower Arrangements	18304	02/08/2017	
			02/08/2017	
3130 LADERA COUNTRY SHOPPER	0490		02/08/2017	0.00
PORTOLA VALLEY	BOA	51370	02/08/2017	0.00
CA 94028				228.45

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	228.45	0.00

Check No.	51370	Total:	228.45
Total for	LADERA GARDEN CENTER		228.45

LASSITER EXCAVATING	Refund Deposit, 121 Cima	18305	02/08/2017	
			02/08/2017	
PO BOX 861	0659		02/08/2017	0.00
TRACY	BOA	51371	02/08/2017	0.00
CA 95376				1,616.23

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,616.23	0.00

Check No.	51371	Total:	1,616.23
Total for	LASSITER EXCAVATING		1,616.23

LCC PENINSULA DIVISION	Qrtly Peninsula Division -	18306	02/08/2017	
ATTN: Silvia Vonderlinden	Dinner/Mtg, Richards		02/08/2017	
CITY OF SO. SAN FRANCISCO	623		02/08/2017	0.00
SO. SAN FRANCISCO	BOA	51372	02/08/2017	0.00
CA 94063				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	40.00	0.00

Check No.	51372	Total:	40.00
Total for	LCC PENINSULA DIVISION		40.00

LEAGUE OF CALIFORNIA CITIES	2017 Dues - LCC Peninsula Div	18307	02/08/2017	
			02/08/2017	
	0093		02/08/2017	0.00
SACRAMENTO	BOA	51373	02/08/2017	0.00
CA 95814	1355			100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	100.00	0.00

Check No.	51373	Total:	100.00
Total for	LEAGUE OF CALIFORNIA CITIES		100.00

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

LYNX TECHNOLOGIES, INC	EnerGov, GIS Project	18308	02/08/2017	
			02/08/2017	
1350 41ST AVENUE	0294		02/08/2017	0.00
CAPITOLA	BOA	51374	02/08/2017	0.00
CA 95010	8106			250.00

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

Check No.	51374	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

MAZE & ASSOCIATES	Audit Svcs, FYE 06/30/16 -	18328	02/08/2017	
	Special District Annual Report		02/08/2017	
3478 BUSKIRK AVENUE	879		02/08/2017	0.00
PLEASANT HILL	BOA	51375	02/08/2017	0.00
CA 94523	22249			1,615.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	1,615.00	0.00

MAZE & ASSOCIATES	Audit Svcs, FYE 6/30/16	18339	02/08/2017	
	Annual Report		02/08/2017	
3478 BUSKIRK AVENUE	879		02/08/2017	0.00
PLEASANT HILL	BOA	51375	02/08/2017	0.00
CA 94523	22267			3,152.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	3,152.00	0.00

Check No.	51375	Total:	4,767.00
Total for	MAZE & ASSOCIATES		4,767.00

DELIA MENOZZI	Refund Deposit, 10 Cherokee Ct	18309	02/08/2017	
			02/08/2017	
10 CHEROKEE COURT	0660		02/08/2017	0.00
PORTOLA VALLEY	BOA	51376	02/08/2017	0.00
CA 94028				4,400.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	4,400.00	0.00

Check No.	51376	Total:	4,400.00
Total for	DELIA MENOZZI		4,400.00

MUNICIPAL RESOURCE GROUP, LLC	TM Evaluation Project	18310	02/08/2017	
			02/08/2017	
675 HARTZ AVENUE, SUITE 300	0661		02/08/2017	0.00
DANVILLE	BOA	51377	02/08/2017	0.00
CA 94526	03-17-07			7,471.82

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	7,471.82	0.00

Check No.	51377	Total:	7,471.82
Total for	MUNICIPAL RESOURCE GROUP, I		7,471.82

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

NAVIA (formerly Flex-Plan Services)	Annual Plan Year Fee, 2017	18311	02/08/2017	
PO BOX 53250	0379		02/08/2017	0.00
BELLEVUE	BOA	51378	02/08/2017	0.00
WA 98015	10074310			1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4097	Cafeteria Plan Mqmt	1,000.00	0.00

Check No.	51378	Total:	1,000.00
Total for	NAVIA		1,000.00

NOLTE ASSOCIATES, INC. NV5	Engineer Svcs, 12/4-12/31/16	18343	02/08/2017	
P.O. BOX 93243	0104		02/08/2017	0.00
LAS VEGAS	BOA	51379	02/08/2017	0.00
NV 89193-3243	57920			1,348.52

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	199.00	0.00
96-54-4194	Engineer - Charges to Appls	1,149.52	0.00

Check No.	51379	Total:	1,348.52
Total for	NOLTE ASSOCIATES, INC. NV5		1,348.52

PERS HEALTH	February Health	18312	02/08/2017	
VIA EFT	0108		02/08/2017	0.00
	BOA	51380	02/08/2017	0.00
				8,709.02

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	8,709.02	0.00

Check No.	51380	Total:	8,709.02
Total for	PERS HEALTH		8,709.02

PLATINUM FACILITY SERVICES	January Janitorial Svcs.	18337	02/08/2017	
1530 OAKLAND RD., #150	402		02/08/2017	0.00
SAN JOSE	BOA	51381	02/08/2017	0.00
CA 95112	26894			2,987.51

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

Check No.	51381	Total:	2,987.51
Total for	PLATINUM FACILITY SERVICES		2,987.51

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

RAMONA'S SECRETARIAL SERVICES	Transcription Svcs, Nov 2016/ January 2017	18313	02/08/2017	
18403 WATTERS DRIVE	1370		02/08/2017	0.00
CASTRO VALLEY	BOA	51382	02/08/2017	0.00
CA 94546	5929, 5933			3,160.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4188	Transcription Services	3,160.00	0.00	

Check No.	51382	Total:	3,160.00
Total for	RAMONA'S SECRETARIAL SERVIC		3,160.00

SIERRA PACIFIC TURF SUPPLY INC	Seed, TC Softball Field	18314	02/08/2017	
P.O. BOX 84	842	00006434	02/08/2017	0.00
CAMPBELL	BOA	51383	02/08/2017	0.00
CA 95009	0493872-IN			1,344.58

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	1,344.58	1,344.59	

Check No.	51383	Total:	1,344.58
Total for	SIERRA PACIFIC TURF SUPPLY IN		1,344.58

CONNIE STACK	Instructor Fees, Winter 2017	18334	02/08/2017	
10127 LAMPLIGHTER SQUARE	648		02/08/2017	0.00
CUPERTINO	BOA	51384	02/08/2017	0.00
CA 95014				1,881.60

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	1,881.60	0.00	

Check No.	51384	Total:	1,881.60
Total for	CONNIE STACK		1,881.60

STANDARD INSURANCE CO.	January LTD/Life Premium	18315	02/08/2017	
PO BOX 5676	0469		02/08/2017	0.00
PORTLAND	BOA	51385	02/08/2017	0.00
OR 97228				377.63

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

Check No.	51385	Total:	377.63
Total for	STANDARD INSURANCE CO.		377.63

SUSTAINABLE SILICON VALLEY	2016-17 Annual Dues	18316	02/08/2017	
P.O. BOX 576	921		02/08/2017	0.00
SANTA CLARA	BOA	51386	02/08/2017	0.00
CA 95052-0576	1559			1,000.00

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

02/08/2017

Date: 02/03/2017

Time: 11:04 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

05-64-4322	Dues		1,000.00	0.00
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Check No.	51386	Total:	1,000.00
Total for	SUSTAINABLE SILICON VALLEY		1,000.00

SHELLY SWEENEY	Instructor Fees, Winter 2017	18332	02/08/2017	
			02/08/2017	
285 GRANDVIEW DRIVE	407		02/08/2017	0.00
WOODSIDE	BOA	51387	02/08/2017	0.00
CA 94062				2,688.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,688.00	0.00

Check No.	51387	Total:	2,688.00
Total for	SHELLY SWEENEY		2,688.00

TOWNSEND MGMT, INC	October Applicant Charges	18317	02/08/2017	
			02/08/2017	
P.O. BOX 24442	609		02/08/2017	0.00
SAN FRANCISCO	BOA	51388	02/08/2017	0.00
CA 94124	200064-10-16 A-Q			3,852.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	3,852.50	0.00

TOWNSEND MGMT, INC	Applicant Charges, Georgia Ln	18318	02/08/2017	
			02/08/2017	
P.O. BOX 24442	609		02/08/2017	0.00
SAN FRANCISCO	BOA	51388	02/08/2017	0.00
CA 94124	200064-10-16-3			6,440.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	6,440.00	0.00

TOWNSEND MGMT, INC	Applicant Charges, Cal Water Extension on Portola Rd.	18319	02/08/2017	
			02/08/2017	
P.O. BOX 24442	609		02/08/2017	0.00
SAN FRANCISCO	BOA	51388	02/08/2017	0.00
CA 94124	200064-10-16-4			3,565.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	3,565.00	0.00

TOWNSEND MGMT, INC	Applicant Charges, AT&T	18320	02/08/2017	
			02/08/2017	
P.O. BOX 24442	609		02/08/2017	0.00
SAN FRANCISCO	BOA	51388	02/08/2017	0.00
CA 94124	200064-10-16-1			172.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	172.50	0.00

TOWNSEND MGMT, INC	Applicant Charges, PG&E	18321	02/08/2017	
			02/08/2017	
P.O. BOX 24442	609		02/08/2017	0.00
SAN FRANCISCO	BOA	51388	02/08/2017	0.00
CA 94124	200064-10-16-2			115.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	115.00	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

TOWNSEND MGMT, INC	Applicant Charges, Nov PGE	18322	02/08/2017	
			02/08/2017	
P.O. BOX 24442	609		02/08/2017	0.00
SAN FRANCISCO	BOA	51388	02/08/2017	0.00
CA 94124	200064-11-16-2			115.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	115.00	0.00

TOWNSEND MGMT, INC	Applicant Charges, Cal Water	18323	02/08/2017	
			02/08/2017	
P.O. BOX 24442	609		02/08/2017	0.00
SAN FRANCISCO	BOA	51388	02/08/2017	0.00
CA 94124	200064-11-16			11,097.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	11,097.50	0.00

TOWNSEND MGMT, INC	Applicant Charges, Georgia Ln	18324	02/08/2017	
			02/08/2017	
P.O. BOX 24442	609		02/08/2017	0.00
SAN FRANCISCO	BOA	51388	02/08/2017	0.00
CA 94124	200064-11-16			517.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	517.50	0.00

TOWNSEND MGMT, INC	Applicant Charges, Nov 2016	18325	02/08/2017	
			02/08/2017	
P.O. BOX 24442	609		02/08/2017	0.00
SAN FRANCISCO	BOA	51388	02/08/2017	0.00
CA 94124	200064-11-16 A-F			1,265.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,265.00	0.00

Check No.	51388	Total:	27,140.00
Total for	TOWNSEND MGMT, INC		27,140.00

VERIZON	January Cellular	18340	02/08/2017	
			02/08/2017	
151 BROOKSIDE DRIVE	0657		02/08/2017	0.00
BERKELEY	BOA	51389	02/08/2017	0.00
CA 94705	9779317765			282.29

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	282.29	0.00

Check No.	51389	Total:	282.29
Total for	VERIZON		282.29

VINCULUMS SERVICES, LLC	Refund Deposit, 945 Portola Rd	18326	02/08/2017	
	AT&T Site		02/08/2017	
100 PASTUER, STE #100	0662		02/08/2017	0.00
IRVINE	BOA	51390	02/08/2017	0.00
CA 92618				2,617.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,617.50	0.00

Check No.	51390	Total:	2,617.50
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/08/2017

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TOWN OF PORTOLA VALLEY

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

Total for	VINCULUMS SERVICES, LLC	2,617.50
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WINDMILL SCHOOL	Refund Deposit, Event 1/17 & 1/18/17	18327	02/08/2017	
			02/08/2017	
4141 ALPINE ROAD	753		02/08/2017	0.00
PORTOLA VALLEY	BOA	51391	02/08/2017	0.00
CA 94028				1,000.00

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

Check No.	51391	Total:	1,000.00
Total for	WINDMILL SCHOOL		1,000.00

Total Invoices: 48

Grand Total:	174,158.76
Less Credit Memos:	0.00
Net Total:	174,158.76
Less Hand Check Total:	0.00
Outstanding Invoice Total:	174,158.76

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
February 8, 2017

Claims totaling \$174,158.76 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

**PROCLAMATION OF THE PORTOLA VALLEY TOWN COUNCIL
CONGRATULATING THE
CITY OF REDWOOD CITY ON ITS 150TH ANNIVERSARY**

WHEREAS, it has come to the attention of the Town of Portola Valley's Town 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; and

WHEREAS, the City of Redwood City is the third largest city within the County of San Mateo. Incorporated in 1867, the City was founded on the Redwood Creek that used to float redwood logs to San Francisco during the Gold Rush, Redwood City is now a thriving, diverse community in the center of Silicon Valley; and

NOW, THEREFORE, BE IT RESOLVED, that I, Craig Hughes, Mayor of the Town of Portola Valley, on behalf of the Town Council of the Town of Portola Valley, do hereby recognize the 150th Anniversary of Redwood City and encourage our residents to take part in Redwood City's 2017 sesquicentennial celebrations.

WITNESS MY HAND AND THE SEAL OF THE TOWN OF PORTOLA VALLEY on this 8th day of February, 2017.

Craig Hughes, Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability & Special Projects Manager

DATE: February 8, 2017

RE: Discussion & Council Action – Reorganization of Sustainability and Water Conservation Committees

RECOMMENDATION

Staff recommends that the Town Council review and adopt the attached Charter (Attachment 1), which will reorganize the Water Conservation and Sustainability Committees into a new Sustainability and Environmental Resources Committee. As part of this process, staff recommends that the Town Council officially disband the Water Conservation Committee (Attachment 2) and the Sustainability Committee (Attachment 3).

BACKGROUND & SUMMARY

The Water Conservation Committee was formed in December of 2014 in response to the State's drought emergency. Their mission was to assist the Town in developing a comprehensive water conservation program, with the end result of reducing water consumption by residential, business and institutional users as well as developing more sustainable water practices for the future. At that time, the Sustainability Committee was put on hiatus indefinitely.

The Water Conservation Committee was very successful in assisting the Town in meeting, and in some months exceeding, the State's mandatory water-use reduction of 36% based on the 2013 usage. In the Bear Gulch District, we currently have a voluntary reduction of 10% and State Water Resources Control Board will review the regulations sometime in February.

The conservation of water will continue to be an ongoing challenge due to the impacts of climate change; however, after over two years of attention, the Town needs to return to a broader sustainability focus. In April, all of the residents and businesses in Portola Valley will be enrolled in the Peninsula Clean Energy program and this will open up opportunities for energy efficiency measures and fuel-switching of natural gas appliances. In addition, the Town's Garbage Franchise Agreement is due to expire in June of 2018. The Town needs assistance and feedback from a Committee of residents to assist in developing these pertinent programs and policies.

The members of the Water Conservation Committee expressed an interest in energy topics in advance of staff's recommendation and staff reviewed the concept of broadening the focus of the committee at their meetings in December and January. All committee members, including the newest member, Jim Lussier, are supportive of this evolution. Staff recommends that the current members of the Water Conservation Committee automatically become members of the Sustainability & Environmental Resources Committee and past members of the Sustainability Committee re-apply to the new committee due to the duration of time that has passed. Residents are encouraged to apply.

Attached is a proposed charter for the Sustainability & Environmental Resources Committee (Attachment 1). Staff recommends that the newly formed Committee review the Charter at their first meeting, recommend any proposed changes to the "Duties & Functions" section and work together to develop a comprehensive mission. Staff will bring the Charter back to the Council for review and approval at a future meeting.

FISCAL IMPACT

None.

ATTACHMENTS

1. Proposed Charter - Sustainability & Environmental Resources Committee
2. Water Conservation Committee Charter
3. Sustainability Committee Charter

Approved by: Jeremy Dennis, Town Manager



Sustainability & Environmental Resources Committee Charter**MISSION**

To be developed by newly formed committee and brought back to Council for review and approval.

DUTIES & FUNCTION

To champion and promote the Town Council's sustainability, environmental, and ecological goals as codified in the Sustainability Element and Town code by:

1. Developing and recommending policies and actions to the Town Council related to sustainability and the natural environment.
2. Advancing recommendations to the Town Council on what the Town could do to sponsor and/or encourage efforts through incentives and/or Town regulations and policies.
3. Developing programs that educate residents and/or local professionals on best practices in resource use and efficiency. When possible, collaborate with Peninsula Clean Energy, PG&E, CalWater, or other conservation agencies to host programs.
4. With Town Staff, increasing awareness of existing programs, developing new programs and using consistent "messaging" to encourage targeted, high-impact actions for residents and/or businesses.
5. Maintaining a presence on the Town website, including engaging and up-to-date information.

RESPONSIBLE TO

Town Council

COORDINATION

Staff Liaison – Sustainability & Special Projects Manager

Town Council Liaison

MEMBERSHIP

The membership of this Committee shall consist of a minimum of five (5) and a maximum of nine (9) members appointed by the Town Council in concurrence with the Town Council. In addition, the Committee may include advisory members from Cal Water, Peninsula Clean Energy, other local jurisdictions and/or local organizations working on sustainability issues.

MEETINGS

Regular meetings are to be held on the third Monday of each month at 10:30 a.m.

REPORTS

The Committee will determine how frequently it will make reports to the Town Council, with reports occurring at least once per year.

Water Conservation Committee Charter

MISSION

The Water Conservation Committee's mission is to utilize available resources and draw on local partners to develop and assist in implementing a comprehensive water conservation program for the town of Portola Valley, with the end result of reducing water consumption by residential, business and institutional users as well as developing more sustainable water practices for the future.

DUTIES & FUNCTION

The Committee will focus their efforts on reducing water consumption through the following:

1. Through Town staff, collaborate with Cal Water to increase awareness of existing programs, develop new programs and use consistent "messaging" to encourage targeted, high-impact actions for residents and/or businesses.
2. Maintain a water conservation presence on the Town webpage, including engaging and up-to-date information.
3. Develop educational programs that educate residents and/or local landscape professionals on best practices in water conservation. When possible, collaborate with Cal Water, or other conservation agencies, to host the programs.
4. Develop recommendations to the Town Council on what the Town could do to sponsor and/or encourage water conservation in the following areas:
 - a. Town regulations and policies
 - b. Incentives
 - c. Educational programs
 - d. Marketing

RESPONSIBLE TO

Town Council

COORDINATION

Town Council Liaison

Staff Liaison – Sustainability & Special Projects Manager

MEMBERSHIP

The membership of this Committee shall consist of a minimum of five (5) and a maximum of nine (9) members appointed by the Mayor in concurrence with the Town Council. In addition, the Committee may include advisory members from Cal Water, other local jurisdictions and/or local organizations working on water conservation issues.

MEETINGS

Regular meetings are to be held on the third Monday of each month at 2:00 p.m.

REPORTS

The Committee will determine how frequently it will make reports to the Town Council, with reports occurring at least once per year.

Sustainability Committee Charter

MISSION:

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

DUTIES & FUNCTION:

To serve as advisors to the Town Council and Town staff on issues related to greenhouse gas emissions; primarily related to the renewable and non-renewable resources. If the Committee decides to undertake projects, they must first be pre-approved by the Town Council before being implemented by Committee members.

RESPONSIBLE TO:

The Town Council

COORDINATION AND LIAISON:

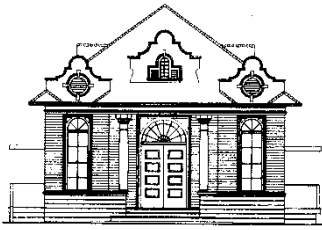
Town Council Liaison
Staff Liaison - Sustainability & Special Projects Manager

MEMBERSHIP:

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

MEETINGS:

As deemed necessary.



MEMORANDUM

TOWN OF PORTOLA VALLEY

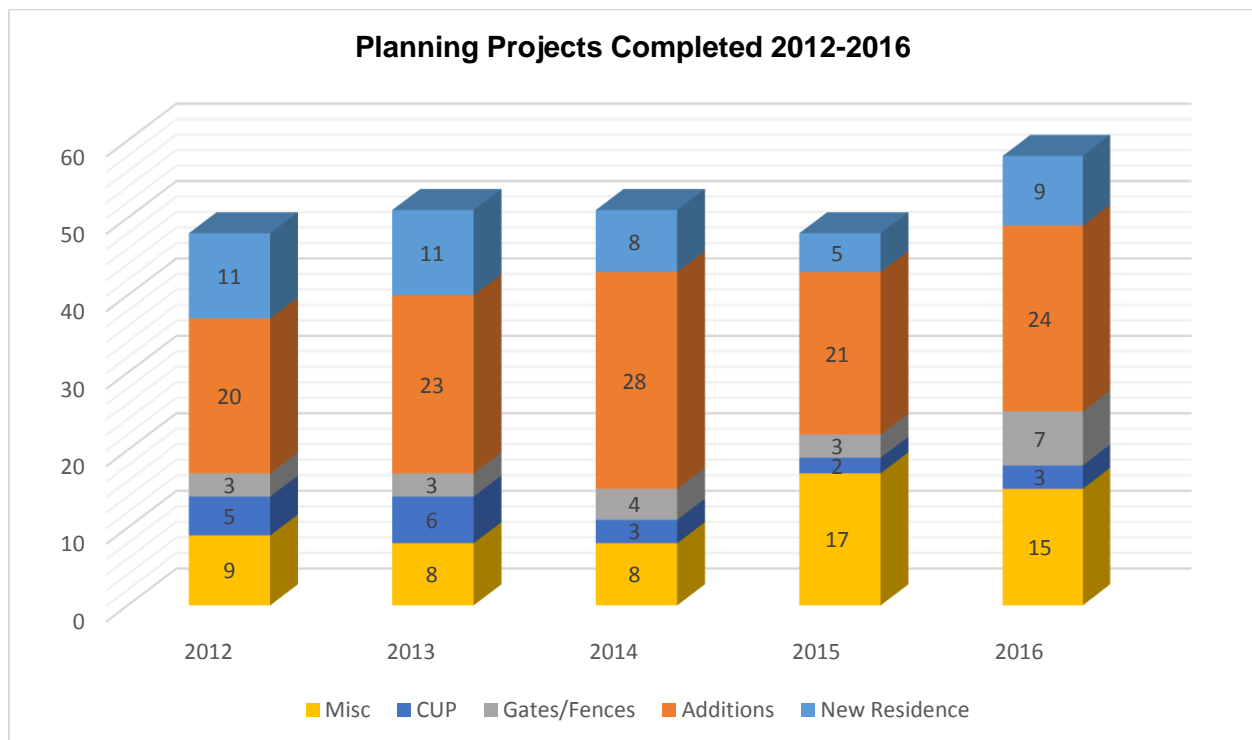
TO: Mayor and Members of the Town Council

FROM: Debbie Pedro, Planning Director

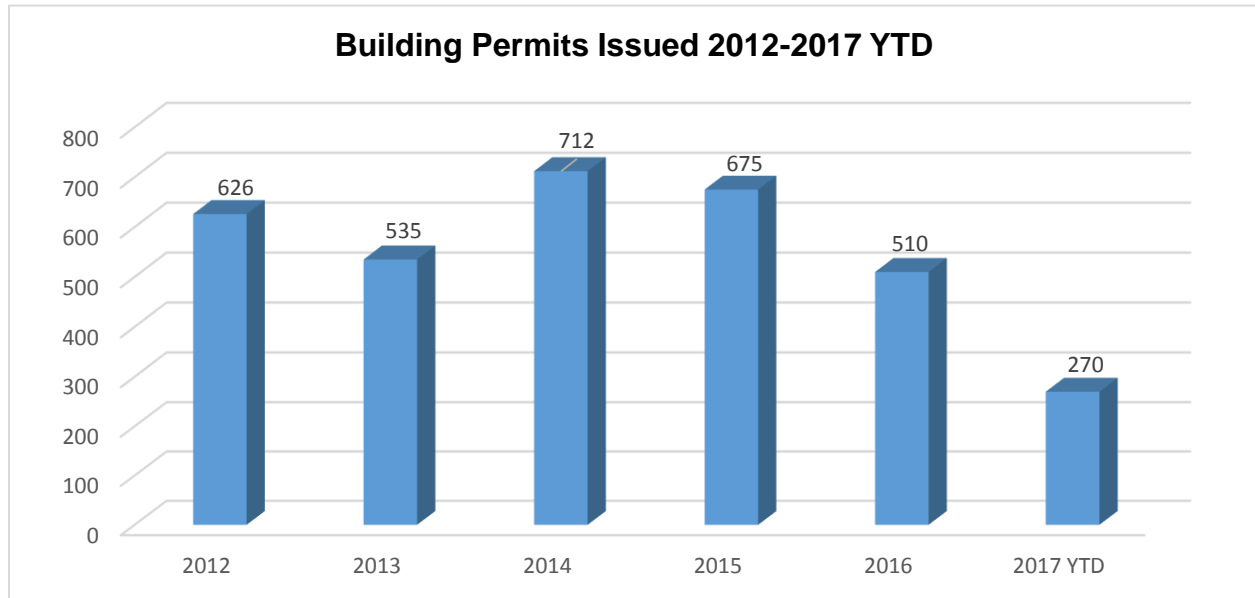
DATE: February 8, 2017

RE: 2016 Planning and Building Department Activities Report

In the 2016 fiscal year, the Planning Department processed 58 permits including the major categories of new residences (9), additions (24), gates/fences (7), use permits (3) and ordinance amendments (4). The ASCC and the Planning Commission held a total of 54 meetings including 20 special field meetings. The following is a summary of planning projects completed in the last 5 years.



The Building Department issued 510 permits and conducted 1,155 inspections. A summary of building permit activities in the past 6 years is included below. Please note that the 2017 YTD column includes permit activities from July 1, 2016 to December 31, 2016 only.



	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	YTD 16-17 July to Dec
New Residence	4	7	10	7	8	3
Additions	29	25	37	36	25	11
Remodels	47	46	70	71	44	18
Second Units	8	4	7	9	6	3
Pools	14	0	7	10	4	3
Solar	31	27	17	44	33	16
Misc.	493	426	564	498	390	216
Total Permits Issued	626	535	712	675	510	270
Total Valuation (\$)	\$22,983,169	\$27,275,333	\$34,821,486	\$32,950,190	\$38,666,759	\$18,902,090

Report approved by: Jeremy Dennis, Town Manager

#6

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

#7

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Friday – January 27, 2017

1. Agenda (Action) – Town Council - Wednesday, January 25, 2017
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, February 1, 2017
3. Agenda – Planning Commission – Wednesday, February 1, 2017
4. February 2017 Monthly Meeting Schedule
5. Request from the Cultural Arts Committee re: Use of the Historic Schoolhouse
6. Request from Santa Clara Valley Science and Engineering Fair Association for Council Recognition of a Portola Valley student who participated in the Synopsys Championship
7. Letter from Supervisor Joseph Simitian re: Update to Stanford University Community Plan and General use Permit

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. None



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

ACTION AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

Vice Mayor Richards absent

ORAL COMMUNICATIONS

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

Resident Jon Silver spoke of his concern over the lighted scoreboard at The Priory.

Resident Caroline Vertongen is concerned about the occupants of planned affordable housing in Town.

In light of the recent burglaries, resident Kiki Tidwell asked that the ALPRs be installed in Town as soon as possible.

1. PRESENTATION – Greywater Manual by the Water Conservation Committee

Conservation Committee chair Judy Murphy presented the greywater manual to the Council. The manual gives an overview of the design, construction, permitting, and operation of greywater systems for outdoor irrigation.

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

Approved as Amended 4-0

3. **Approval of Warrant List** – January 25, 2017

4. **Appointment by Mayor** – Request for Appointment of a Member to the Cultural Arts Committee

5. **Appointment by Mayor** – Request for Appointment of Members to the Public Works Committee

6. **Appointment by Mayor** – Request for Appointment of a Member to the Water Conservation Committee

7. **Appointment by Mayor** – Commissions and Committees Membership Appointments for 2017

8. **Recommendation by Sustainability & Special Projects Manager** – Adopt an Ordinance Amending Chapter 8.09 [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. 2017-415)

9. **Recommendation by Sustainability & Special Projects Manager** – Adopt an Ordinance Amending 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) 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 2017-416)

10. **Recommendation by Mayor** – Amendment No. 1 to the Town Manager Employment Agreement

- (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. 2716-2017)

Items #3 – 10 Approved 4-0

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

11. **Discussion and Council Direction** – Review and Comment on Woodside Fire Protection District Draft Ordinance No. 11

Fire Marshal Denise Enea gave a summary of the proposed Woodside Fire Protection District draft ordinance #11. Following discussion, Council approved the draft ordinance without changes.

12. **Recommendation by Town Manager** – Investment Fund Option

Council approved adoption of the Finance Committee’s proposal to invest LAIF reserves in a higher yield investment fund and a revised Investment Policy 4-0

13. **Recommendation by Administrative Services Director** – Revisions to the Personnel Policies Manual

Council approved the proposed revisions to the Personnel Policies Manual 4-0

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

Approved as Amended 4-0

15. **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 -

Visited the Nevada City Wild and Scenic Film Festival and found a few films of interest for the film series. She attended the C/CAG January 12th meeting was a presentation on the smart mobility project. Discussed the compensation adjustment for the Executive Director. She was interviewed by a woman to talk about a capital campaign for the Woodside Fire District to build two new fire stations. Attended a HEART Finance Committee. Attended the January 23rd ASCC meeting with Councilmember Wengert to hear review of a new residence on Westridge, architectural review for a barn on Alpine Road, preliminary review for a new residence on Westridge and preliminary review for a residence on Cervantes. Anne Campbell is now on the HEART Board. The January 16th Water Conservation Committee did not reach a quorum. Attended a Pre-Ad Hoc Housing Committee meeting and attended a political meeting with Councilmember Wengert, “Standing Together” at Devil’s Canyon.

Councilmember Aalfs -

Attended a Peninsula Clean Energy meeting. Residents will be receiving their first notices for April. Noticing to residents will begin in February. Met with staff and PCE outreach staff to discuss tailoring messaging for Portola Valley. There are plans to hold some community workshops in March. PCE is starting to contract for power.

Councilmember Wengert –

Attended the January 23rd ASCC meeting with Councilmember Derwin. The FAA Select Committee/San Francisco Roundtable reports that both went to the Congressional representatives in November and then to the FAA promises to respond by mid-February.

Mayor Hughes -

Town Manager Dennis and Mayor Hughes met with Assemblyman Marc Berman to discuss affordable housing. Attended a Cable Committee meeting and received an update on PG&E’s Rule 20A and discussed the future of the committee.

16. **Town Manager Report**

Town Manager Dennis said the Town survived recent storms relatively unscathed. The Town Manager is looking into outreach for students of Woodside High School and The Priory concerning a possible Youth Commission. Staff submitted draft language to a consultant concerning PCE information specific to Portola Valley residents. He said staff would do the bulk of the work for the Vernal Pool Project. Work cannot begin until summer when the wood rats habitats can be moved. Lorrie Duval continues her good work with the Neighborhood Watch Program. He noted the new podium now being used in the Schoolhouse was from the old MUR, saved by Skip Struthers since the 1950’s.

WRITTEN COMMUNICATIONS

17. **Town Council Digest** – January 13, 2017

#4 – Vice Mayor Richards will attend the League Dinner

#5 – Councilmember Derwin noted that some cities hold a day of service for Martin Luther King, Jr. Day

18. **Town Council Digest** – January 20, 2017

#7 – Council agreed to the request from City of Redwood City for a congratulatory proclamation honoring the city's 150th Anniversary

ADJOURNMENT: 9:15 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, February 1, 2017 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Roll Call
2. Oral Communications – See attached materials, email received from Jenny Holt
3. Approve minutes from January 4, 2017 meeting
4. Sheriff's Report –
 - 1) Accidents and Citations
 - 2) Updated requests for Law Enforcement presence, as required for school and school crossing locations, Officer presence for 2016-17 school year.
5. Discussion with Town Manager
Town Manager Jeremy Dennis would like to enquire as to the Committee's perception of the ability to conduct tasks requested with regard to acknowledged difficulties in finding volunteers. Further, to enquire upon any anticipated problems or deficiencies that need to be planned or requiring budgetary planning.
6. Public Works Report:
7. Committee Business for 2017
 - 1) Request for Town, Council guidance on Committee work for 2017
 - 2) Request for Committee member ideas
8. Approval of Expenses:
 - 1) Proposal that the Committee approves the expense report submitted on behalf of Patt Baenen for signage used at "Bike From Work" events
9. 2017 Outreach:
 - 1) Invitation for Committee proposals for events, and collaboration with other Town facilities (e.g. PV Library)
 - 2) Town Picnic
10. Matters Arising:
11. Time & Date for March 2017 meeting:
Scheduled meeting is Wednesday, March 1, 2017, 8:15 am.
12. Adjournment



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
Wednesday, February 1, 2017 – 7:00 p.m.
Council Chambers (Historic Schoolhouse)
765 Portola Road, Portola Valley, CA 94028**

7:00 PM – REGULAR AGENDA

1. Call to Order:
2. Roll Call: Commissioners Goulden, Targ, Von Feldt, Vice-Chair Gilbert, Chair Hasko
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. Site Development review for grading associated with proposed new residences on three parcels and variance request located at 1260 Westridge Drive, Carano Residences (Staff: C. Richardson)

Parcel A: New Residence, Pool, Gazebo and Detached Garage. APN No. 077-050-210, File #26-2015

Parcel B: New Residence with a Basement and a Detached Garage. Variance request to locate a 6 foot tall fence and gate within the front setback. APN No. 077-050-220, File # 27-2015

Parcel C: New Residence with a Basement, a Detached Garage, an Accessory Dwelling Unit, and a Tennis Court. Variance request to locate a 6 foot tall fence and gate within the rear setback. APN No. 077-050-230, File #28-2015
5. New Business:
 - a. Review of a Site Development Permit for Grading for a New Residence, Pool and a Detached Accessory Dwelling Unit, File # 38-2016, 480 Westridge Drive, Chen/Honda Residence (Staff: A. Cassidy)
6. Commission, Staff, Committee Reports and Recommendations:
 - a. Annual Election of Planning Commission Chair and Vice Chair
 - b. League of California Cities Planning Commissioners Academy
7. Approval of Minutes: December 15, 2016
8. Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

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

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

PUBLIC HEARINGS

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

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

Date: January 27, 2017

CheyAnne Brown
Planning Technician

Town of Portola Valley

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

FEBRUARY 2017 MEETING SCHEDULE

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

TOWN COUNCIL – 7:00 PM (Meets 2nd & 4th Wednesdays)

Wednesday, February 8, 2017

Wednesday, February 22, 2017

PLANNING COMMISSION – 7:00 PM (Meets 1st & 3rd Wednesdays)

Council Liaison – John Richards (for months January, February, March)

Wednesday, February 1, 2017

Wednesday, February 15, 2017

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:00 PM (Meets 2nd & 4th Mondays)

Council Liaison – Maryann Derwin (for months January, February, March)

Monday, February 13, 2017 - CANCELED

Monday, February 27, 2017

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

Council Liaison – Craig Hughes

Wednesday, February 1, 2017

CABLE & UTILITIES UNDERGROUNDING COMMITTEE – 8:15 AM (Meets 2nd Thursday in months January, May and September)

Council Liaison – Craig Hughes

CONSERVATION COMMITTEE – 7:30 PM (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, February 28, 2017

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

Council Liaison – John Richards

Thursday, February 9, 2017

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

Council Liaison – John Richards

Thursday, February 9, 2017

FINANCE COMMITTEE

Council Liaison – Ann Wengert

As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

NATURE AND SCIENCE COMMITTEE – 5:00 PM (Meets 2nd Thursday of every month) alternate even numbered months

Council Liaison – Jeff Aalfs

Thursday, February 9, 2017

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes

As announced

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

Council Liaison – Ann Wengert

Monday, February 6, 2017

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs

As announced

SUSTAINABILITY COMMITTEE

Council Liaison – Ann Wengert

As announced

TOWN CENTER MASTER PLAN UPDATE AD-HOC COMMITTEE – 4:00 PM

Tuesday, February 7, 2017

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

Council Liaison – Jeff Aalfs

Tuesday, February 14, 2017 – 8:15 AM

WATER CONSERVATION COMMITTEE – 2:00 PM (Meets 3rd Monday) in the EOC / Conference Room at Town Hall

Council Liaison – Maryann Derwin

Monday, February 13, 2017 – SPECIAL MEETING

Monday, February 20, 2017 – CANCELED MEETING

Thu 1/26/2017 9:07 AM
From: lizdotnet@
Request to Council for School House May 9, 2017 (6:30-9pm)
To: Sharon Hanlon shanlon@portolavalley.net

Dear Town Council,

The Cultural Arts Committee would like to request the use of the Historic School House for its May 9th 2017 Speaker Event (6:30-9pm) instead of using the usual Community Hall. The reason for the request is that the light coming in from the windows during that time is very harsh and with the glare is not ideal for our event. As opposed to moving the event to the fall, our speaker, photographer David Cardinal, has indicated the preference for the School House. This event, as with all CAC Speaker Events, features local residents with expertise in an artistic area of interest who have been invited to speak to the community.

Thank you,
Elizabeth Papadopoulos
Co-Chair Cultural Arts Committee

Attached are the Santa Clara Valley Science and Engineering Fair Association's 2015 Synopsys Championship participants from your city who attended further state, national, and/or international science competition(s). Winners at those competitions are indicated in the attachment.

All winners and projects from the 2016 Synopsys Championship (Santa Clara County) can be accessed via the following link: <https://science-fair.org/about-the-fair/awards-history/2016-synopsys-championship-major-fair-awards/>

The attached listing is for all **Portola Valley Student** who participated in the Regional Science Fair (The Synopsys Championship), and competed in the California State Science Fair, national Broadcom MASTERS competition (middle school students), or the Intel International Science & Engineering Fair (high school students).

Additionally, several students from the Synopsys Championship independently competed in the International Sustainable World (Energy, Engineering, and Environment) Project competition.

I am asking you to recognize them at an evening City Council meeting. Mayors and City Councils from other Cities in Santa Clara County are recognizing their Science Fair Winners. The winners are thrilled that the government of the city in which they live is recognizing their **STEM** accomplishments. The added benefit is the students receive knowledge about their Local Government.

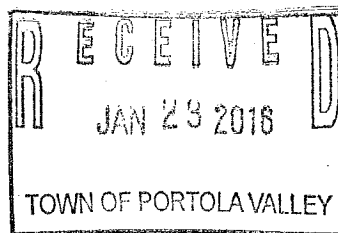
Encouragement from the Town Council is extremely motivational for all of the science fair participants.

Forrest Williams, email: fwms@comcast.net
Past President,
Santa Clara Valley Science and Engineering Fair Association, hosting the Synopsys Championship annually.

		Student			Synopsys Championship ¹	California State Science Fair ²		Broadcom MASTERS ³	Intel Internat'l Science & Engineering Fair ⁴	
city	zip	last name	first name	Middle Name	Award	Attend	Award	Award	Attend	Award
Portola Valley	94028	Jones	Cameron	Cole	1st	yes	none			

S. JOSEPH SIMITIAN
SANTA CLARA COUNTY SUPERVISOR, DISTRICT FIVE

COUNTY GOVERNMENT CENTER, EAST WING
70 WEST HEDDING STREET, 10TH FLOOR
SAN JOSE, CALIFORNIA 95110
TEL: (408) 299-5050 or (650) 965-8737 FAX: (408) 280-0418
supervisor.simitian@bos.sccgov.org • www.supervisorsimitian.com



TO: Palo Alto City Council, City Manager, and Planning Director
Palo Alto USD Board Members and Superintendent
Mountain View City Council, City Manager, and Planning Director
Los Altos Hills Town Council, Town Manager, and Planning Dir.
Menlo Park City Council, City Manager, and Planning Director
Portola Valley Town Council, Town Manager, and Planning Dir.
Woodside Town Council, Town Manager, and Planning Director
San Mateo County Supervisors, CEO, and Planning Director

FROM: S. Joseph Simitian, County Supervisor *SJS*

DATE: January 20, 2016

RE: Update to Stanford University Community Plan and General Use Permit

Stanford University is undertaking an update of its 2000 General Use Permit and Community Plan. *In November 2016 the University submitted an application for up to 2.275 million square feet of net new academic and academic support space and 3,150 net new on-campus housing units.*

When the initial effort began in 1999 to get the GUP and Community Plan in place, the level of interest in the community was high, and the level of involvement by surrounding jurisdictions was substantial.

I want to be sure that you are aware that this update effort is now kicking off officially, with two meeting in the near future. It's important to me that you and your community remain informed about the process as we move forward. These two meetings are:

- 1/25/17 from 6-8 p.m. @ the Mitchell Park Community Center, 3700 Middlefield Road, Palo Alto (presentation and comments begin at 6:30). This meeting is held in compliance with the County's early outreach process and will provide an overview of the project and an opportunity

for public comment.

- 2/8/17 from 6-8 p.m. @ the Palo Alto Arts Center, 1313 Newell Avenue, Palo Alto. This meeting is held in compliance with the California Environmental Quality Act and is specifically intended to provide the public with an opportunity to provide comments on the scope of the Environmental Impact Report being prepared in association with the project.

If you would like to ensure you are on the electronic mailing list the County uses for official Stanford related notices, please feel free to contact Kristina Loquist of my staff and provide your email. She will forward it to the appropriate County staff. Kristina may be reached at (408) 299-5050 or by email at kristina.loquist@bos.sccgov.org.

And, as always, please feel free to reach out to me and my office if you have comments, questions, concerns or suggestions throughout the process.

cc: Robert Reidy
David Demarest

TOWN COUNCIL WEEKLY DIGEST

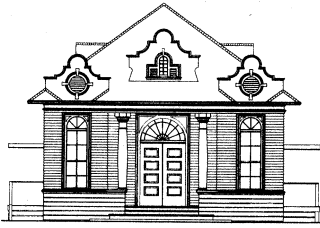
Friday – February 3, 2017

1. Agenda – Parks & Recreation Committee - Monday, February 6, 2017
2. Agenda – Finance Committee – Monday, February 6, 2017
3. Agenda – Emergency Preparedness Committee – Thursday, February 9, 2017
4. Agenda – Cultural Arts Committee – Thursday, February 9, 2017
5. Agenda – Nature and Science Committee – Thursday, February 9, 2017
6. Email from Vice Mayor Doug Kim, BAAQMD Board Member re: Updates from the Bay Area Air Quality Management District
7. Letter from Alicia Aguirre, C/CAG Chair re: Solicitation of Elected Officials to Serve on C/CAG’s Bicycle and Pedestrian Advisory Committee and Legislative Committee
8. Invitation from City of Redwood City John D. Seybert re: Lunar New Year Celebration
9. Western City Magazine – February 2017

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Invitation to 18th Annual Sustainability Awards – Thursday, April 6, 2017
2. Invitation from League of California Cities to apply to the Helen Putnam Award 2017



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, February 6, 2017 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: December 5, 2017
4. Town Center Master Plan Update
5. Survey
6. Fields Update
7. Skate Ramp
8. Picnic
9. Zots to Tots Race
10. Adjournment

Next Meeting – March 6, 2017



TOWN OF PORTOLA VALLEY
Finance Committee
Monday, February 6, 2017 – 5:30 PM
Town Hall Conference Room
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Call to Order
2. Roll Call
3. Oral Communication
4. Approve minutes from August 16, 2016 meeting
5. New Business:
 - Audit review of FY 2015-16 (Mark Wong, Maze & Associates)
 - Implementation plan for Investment Option to LAIF
 - Possible financial and budget implications of Town Center Master Plan and study initiative on local affordable housing
6. Old Business:
 - Unfunded pension liability expectations
 - Recommendations to Town Council on local tax policies (UUT)
7. Adjournment



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, February 9, 2017 - 8:00 AM
EOC / Community Hall
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. 8:00 Call to order
 - Members: Mark Bercow, Dave Howes, Diana Koin, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp, Tamara Turner
 - Guests: Jeremy Dennis/Town Manager, Brandi de Garmeaux, John Richards/Town Council, Dan Ghiorso and Selena Brown WFPD, Mark Kuykendall/Sheriff's Office, Gary Nielsen/Sheriff Commissioner, Stuart Young/former EPC member.
2. 8:01 Oral Communications
3. 8:03 Review and approval of minutes
 - Motion; Approve minutes of January 12, 2017
4. 8:05 Committee Officers for 2017; need Vice Chair and Secretary
5. 8:10 CERPP/WFPD Report (Brown/Ghiorso)
6. 8:15 Town Report (de Garmeaux)
7. 8:20 Committee Reports
 - Medical Subcommittee Report (Koin)
 - Communications Subcommittee Report (Rothrock)
 - Community Outreach Subcommittee Report (Turner)
8. 8:30 Discussion on Goals for 2017
9. 8:55 Other business
10. 9:00 Adjourn. Next meeting is March 9, 2017.
 - Anne will be out-of-town. Need someone to Chair. Take quorum check.



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, February 9, 2017 - 1:00 PM
1:00 PM Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – January 12, 2017
4. Old Business:
 - Herb Dengler Exhibition(s)
 - Spring Speaker Series planning
 - Summer Concert Series
5. Adjournment



Town of Portola Valley
Nature and Science Committee Meeting
Thursday, February 9, 2017 – 5:00 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
Introduction of visitors
3. Approval of the January 12, 2017 minutes
4. Old Business:
Flight Night reimbursements
5. New Business:
Dates for future events
Housekeeping of Committee
Possible future event
6. Other Business:
None to Report
7. Adjournment

Wed 2/1/2017 10:13 AM

Douglas Kim - Vice Mayor dkim@belmont.gov

BAAQMD - Update to SMCO City Managers and Councilmembers - Jan 2017

As your representative to the Bay Area Air Quality Management District, I am committed to representing our cities' interests and protecting our air quality. This is the first of regular updates that I'll send to keep you updated on issues that you might find interesting. As always, email or call me at dkim@belmont.gov or (650) 239-6300 if you want to chat about air quality.

Best regards,
Vice Mayor Doug Kim, City of Belmont
BAAQMD Board Member

The Bay Area Air Quality Management District has released the 2017 draft Clean Air Plan/Regional Climate Protection Strategy. This is a blueprint to reduce smog, dust and soot, air pollutants and greenhouse gases to meet regional clean air and climate change goals.

The draft Plan outlines more than 85 measures and is available for review and comment through February 28. The Plan would be approved in April.

The Air District will host eight Open Houses throughout the region (though none in San Mateo County):

1. Monday, January 30, 5:30 - 7:30 PM Quinlan Community Center 10185 N Stelling Rd
Cupertino
2. Tuesday, January 31, 4:00 - 6:00 PM Bay Area Metro Center 375 Beale Street San
Francisco
3. Wednesday, February 1, 5:00 - 7:00 PM Albert J. Boro Community Center 50 Canal St.
San Rafael
4. Thursday, February 2, 5:30 - 7:30 PM Yountville Community Center, Heritage Room
6516 Washington St. Yountville
5. Monday, February 6, 1:30 - 3:30 PM Walnut Creek Marriott 2355 North Main St. Walnut
Creek
6. Monday, February 6, 5:30 - 7:30 PM Holiday Inn Dublin 6680 Regional St. Dublin
7. Tuesday, February 7, 4:00 - 6:00 PM Dr. Martin Luther King Jr. Library – Room 225 150
East San Fernando St. San Jose
8. Wednesday, February 8, 4:00 - 6:00 PM Cal State East Bay Oakland Center 1000
Broadway #109 Oakland

The document can be viewed on the Air District's website at www.baaqmd.gov.

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park • Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside

Date: January 27, 2017

To: Council Members from San Mateo County Cities and Towns, and Members of the San Mateo County Board of Supervisors
All City/County Managers

From: Alicia C. Aguirre, C/CAG Chair

Subject: **Solicitation of Elected Officials to Serve on C/CAG's Bicycle and Pedestrian Advisory Committee and Legislative Committee**

The City/County Association of Governments of San Mateo County (C/CAG) currently has **three vacant seats** on the Bicycle and Pedestrian Advisory Committee (BPAC) and **one vacant seat** on the Legislative Committee for elected officials of City Councils and/or the Board of Supervisors. Individuals must be an elected official on one of the twenty City and Town Councils in San Mateo County or an elected official on the San Mateo County Board of Supervisors.

Individuals wishing to be considered for appointment to either the BPAC or Legislative Committee should send a letter of interest to:

Sandy Wong, C/CAG Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063
or e-mail to slwong@smcgov.org

About the **Bicycle and Pedestrian Advisory Committee (BPAC):**

The BPAC provides advice and recommendations to the full C/CAG Board on all matters relating to bicycle and pedestrian facilities planning, and selection of projects for state and federal funding. This Committee has approximately six meetings per year. The BPAC meets on the fourth Thursday of the month from 7:00 p.m. to 9:00 p.m. in San Mateo City Hall.

About the **Legislative Committee:**

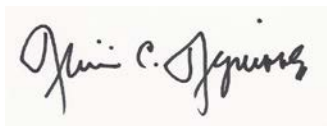
The Legislative Committee provides advice and recommendations to the full C/CAG Board on matters dealing with State Legislation, ballot measures, and positions to take on specific bills. The Committee is also the liaison with C/CAG's Lobbyist in Sacramento. The Committee meets at 5:30 p.m. on the second Thursday of the month, immediately before the regular C/CAG Board meeting. The Committee generally cancels its meetings when the State Legislature is in recess.

If you would like to be considered for either the BPAC or Legislative Committee, please submit your letter of interest by **February 24, 2017**. Appointments will be considered at the March 9, 2017 C/CAG Board of Directors meeting. If there are still vacancies on either the BPAC or Legislative Committee after the February 24th deadline, this recruitment may be extended to April 21, 2017 for appointments to be considered at the May 11, 2017 C/CAG Board of Directors Meeting.

If you have any questions about either the BPAC or Legislative Committee, or have any questions about the appointment process, please feel free to contact the respective C/CAG Staff as follows:

For BPAC:	For Legislative Committee:
Eliza Yu	Jean Higaki
650-599-1453	650-599-1462
eyu@smcgov.org	jhigaki@smcgov.org

Sincerely,



Alicia C. Aguirre
C/CAG Chair

Mayor John D. Seybert
Vice Mayor Ian Bain

Council Members
Alicia C. Aguirre
Janet Borgens
Jeffrey Gee
Diane Howard
Shelly Masur



1017 MIDDLEFIELD ROAD
Redwood City, California 94063
Telephone (650) 780-7220
FAX (650) 261-9102
www.redwoodcity.org

February 2, 2017

Dear Mayors of San Mateo County and Council Members:

On behalf of the City of Redwood City, Redwood City International and the San Mateo County History Museum, I would like to invite you to celebrate the Lunar New Year and Welcome the Year of the Rooster. Redwood City's celebration will be on Saturday, February 11 at 11:00, at Courthouse Square in Downtown Redwood City.

Please join me and my colleagues on the main stage at 11:00 to celebrate one of the most important holidays of the Asian community. Our emcee for the opening will be ABC7 News anchor, Kristen Sze. The day will include lion dances, martial arts demonstrations, arts and crafts and free admission to the San Mateo County History Museum.

I hope that you will be able to join me on the 11th, rain or shine. If you have any questions about the program, feel free to contact Jeff Gee, Councilmember, at 650-483-7412, or jgee@redwoodcity.org.

Regards,

A handwritten signature in black ink, appearing to read "John D. Seybert".

John D. Seybert, Mayor
City of Redwood City