



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, May 24, 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.

PRESENTATION

1. **San Mateo County 911 Communications** – New Facility and Computer Aided Dispatch System Presentation (3)

CONSENT AGENDA

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

2. **Approval of Minutes** – Town Council Meeting of May 10, 2017 (4)
3. **Approval of Warrant List** – May 24, 2017 (15)
4. **Recommendation by Planning Director** – Adoption of Ordinance with Clean-Up Text Amendments to the (29)
 Municipal Code Regarding Vending Machines, Basements and Scenic Corridor Setbacks
 - (a) Second Reading, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Deleting Chapter 5.48 Regarding Vending Machines, Amending Section 18.04.065 Regarding Basements and Amending Chapter 18.58 Regarding Special Setback Lines (Ordinance No. __)
5. **Recommendation by Planning Director** – Adoption of Ordinance with Amendments to Accessory Dwelling Unit (35)
 Ordinance
 - (a) Second Reading, Waive Further Reading, and Adopt an Ordinance Amending Sections of Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Second Units (Ordinance No. __)
6. **Recommendation by Planning Director** - Adoption of Resolution Verifying Compliance with the State Surplus (41)
 Land Act
 - (a) A Resolution of the Town Council of the Town of Portola Valley to Comply with Assembly Bill 2135, Surplus Land Act (Resolution No. __)
7. **Recommendation by Town Manager** – 2017-2018 Salary Schedule (43)
 - (a) A Resolution of the Town Council of the Town of Portola Valley Modifying the Salary Schedule for Fiscal Year 2017-2018 (Resolution No. __)

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

8. **Report from Trails & Paths Committee** – Committee Annual Report (46)

STAFF REPORTS AND RECOMMENDATIONS

9. **Staff Presentation** – EnerGov, Green Halo & Parks and Recreation Software (47)
10. **Recommendation by Town Manager** - Trailer Bill to Implement Proposition 64 – Council Input (48)

11. Recommendation by Town Manager – Council Health Care Options (50)

- (a) A Resolution of the Town Council of the Town of Portola Valley Authorizing Health Care Access for Councilmembers (Resolution No. __)

12. Recommendation by Town Manager – Not-for-Profit Agency Funding Requests (53)

13. Recommendation by Town Manager – Town Council Agenda Setting Policy (71)

14. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS (73)

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.*

15. TOWN MANAGER REPORT (74)

WRITTEN COMMUNICATIONS

16. Town Council Digest – May 12, 2017 (75)

17. Town Council Digest – May 19, 2017 (83)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

#1

There are no written materials for Presentation by County of San Mateo County
911 Communications

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 948, MAY 10, 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 Jeff Aalfs and Ann Wengert; Vice Mayor John Richards, Mayor Craig Hughes.

Absent: Councilmember Mary Ann Moise Derwin

Others: Jeremy Dennis, Town Manager
Leigh Prince, Town Attorney
Debbie Pedro, Planning Director
Arly Cassidy, Associate Planner
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

CONSENT AGENDA

- (1) Approval of Minutes – Town Council Regular Meeting of April 26, 2017. *[Removed from Consent Agenda.]*
- (2) Approval of Warrant List – May 10, 2017, in the amount of \$332,577.76.
- (3) Appointment by Mayor – Member to the Cultural Arts Committee.
- (4) Appointment by Mayor – Member to the Parks & Recreation Committee.
- (5) Recommendation by Sustainability and Special Projects Manager – Adoption of a Resolution Allowing a Rate Increase under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials between the Town of Portola Valley and GreenWaste Recovery, Inc. *[Removed from Consent Agenda.]*
 - (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials Between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. 2721-2017)
- (6) Recommendation by Deputy Building Inspector – Adoption of a Resolution Authorizing the Execution of a Building Department Mutual Aid Agreement for Emergency and Disaster Events.
 - (a) A Resolution of the Town Council of the Town of Portola Valley Authorizing the Execution of a Building Department Mutual Aid Agreement (Resolution No. 2722-2017)

Councilmember Aalfs moved to approve Items 2, 3, 4, and 6. Seconded by Councilmember Wengert the motion carried 4-0, by roll call vote.

- (1) Approval of Minutes – Town Council Regular Meeting of April 26, 2017. Councilmember Wengert moved to approve Item 1 as amended. Seconded by Councilmember Aalfs, the motion carried 4-0.

- (5) Recommendation by Sustainability and Special Projects Manager – Adoption of a Resolution Allowing a Rate Increase under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials between the Town of Portola Valley and GreenWaste Recovery, Inc. [Removed from Consent Agenda.]
- (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials Between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. 2722-2017)

Councilmember Wengert said GreenWaste Recovery has never had a definition of a can in their contract and the residential rates are based on a can. She said three years ago GreenWaste said they were losing money, because there were fewer cans and more recyclables. She said it should be made clear that the rates are based on garbage waste cans only and not recyclables. Mayor Hughes said this recommendation is for a temporary extension of the existing contract and the renegotiation will come later. Town Manager Dennis said staff had asked several times, based on the initial contact from GreenWaste three years ago, to discuss the contract, but there had been no follow-up until late last year. Councilmember Wengert said she supported approving this item because GreenWaste certainly deserves their 3.2 percent CPI increase. She said she hopes GreenWaste will eventually update their pricing model to reflect what they're actually doing, because they are picking up much more recycling and yard waste and she does not want to see them face economic difficulty.

Following discussion, Councilmember Wengert moved to approve Item 5. Seconded by Councilmember Aalfs; the motion carried 4-0.

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

- (7) Report from the Conservation Committee – Committee Annual Report

Judith Murphy, Conservation Committee Chair, presented the Committee Annual Report. She said the Conservation Committee's mandate is to serve the rural quality of Portola Valley and to maintain the Town as an attractive, tranquil, family-oriented residential community for all generations, compatible with the many physical constraints and natural features of the area. She said the Committee does this by promoting programs to enhance the environment through protection of the native habitat and by helping to ensure that all land development respects and preserves the natural condition of the area.

Ms. Murphy said the Committee conducts approximately 10 to 12 site visits per year for new construction and major remodels, looking at the landscaping piece of it and writing reports for the ASCC and Planning Commissions. She said they review 8 to 10 tree removal permits per year. Ms. Murphy reported that the Committee coordinates the Annual Broom Pull and Corte Madera School, Grove Drive, and Ford Field are now largely broom-free. She said they have had increasing participation with the Scouts and Acterra volunteers. She said they purchased two median weed wrenches – one with the Public Works Director and one that she keeps to loan out to residents. She said they are in the third year of the Backyard Habitat Program, with a total of 21 applications and 17 awards, with a few more in the pipeline. She said education is a primary function of the Committee and they have tables at Earth Day, the Town Picnic, and also educate about weed control. She said they had a focus on rodenticides with an evening lecture. There is a lecture next week regarding care of trees after the drought. She said they provide a "Tip of the Month" and "Kudos of the Month" on the PV Forum. Ms. Murphy shared the Committee's revised brochure with the Council. She said they co-sponsored the Sod Blitz this year and expanded the Conservation Committee's webpage on the Town's website. She said last year they spearheaded the renovation of the front yard of the old schoolhouse and this year they restored the native plant garden with Howard Young, Alex Von Feldt, and Danna Breen. She said they work very closely with Public Works, holding a daytime meeting once a year. The Committee created a graphic timeline for weed eradication in the public right-of-way. She said they appreciated the budget increase last year to allow for

more targeting mowing of the right-of-ways and increased grooming of the Town Center. She said the Conservation Committee regularly collaborates with Trails, ASCC, and Water Conservation/Sustainability and Ecological Resources. She said they put on the successful Portola Valley Eco-Wise Garden Tour with the Water Conservation Committee, showcasing nine local gardens that were notable for wise water use. There were 100 participants.

Ms. Murphy said many of the same activities are proposed for 2017-18 fiscal year. In addition, the Committee wants to revive the Monarch Butterfly project with a milkweed garden. She said they are hoping the new communications person can help them with updating their pages on the Town's website. She said they plan to do outreach to the homeowners' associations to be more of an educational resource for them to help with planting decisions. She said the Committee is working on an action plan for rodenticides. She said the native plant garden will need more oversight and maintenance than what it has had in the past. The Committee is working on a native plant seed library, collecting from local gardens in the right-of-way and purchasing wildflowers that do well here, to be distributed at events. She said the Committee, motivated by the renovation of the pond at Spring Down, would like to take an in depth look at Spring Down in general and how its beauty and potential as an open space could be optimized. She said the Committee appreciates that Vice Mayor Richards attends nearly all of their meetings and provides valuable input. The Committee wanted to stress how much they appreciate the increased funding given to Public Works last year because it made a big difference and they hope that funding will continue and perhaps increase.

Mayor Hughes called for questions from the Council.

Councilmember Wengert thanked the Committee for all the great work they do. She asked if there were any issues with the membership. Ms. Murphy said the members really like serving on the Committee and are willing to take on projects. She said they are currently short one member. She said they are fortunate to have members that have amazing horticultural knowledge and experience.

Councilmember Aalfs asked if the Committee supported the decision to not spray the trails. Ms. Murphy said the well-used trails will get trampled down and it was better to control them with as little spraying as possible.

(8) Report from the Emergency Preparedness Committee – Committee Annual Report

Anne Kopf-Sill, Emergency Preparedness Committee Chair, presented the Committee Annual Report. She said their Communications subcommittee upgraded the AM radio so messages reach most places in Town. She said the voice filtering system was improved and the battery backup system was repaired. She said they are looking at costs and logistics for a second AM radio to provide better coverage in Town. She said two Town personnel training sessions were conducted for radios and communications. She said a 220 MHz radio station with a new antenna was installed for ham radios. She said they conducted a test with CERPP and also fixed the communications to the main fire station in Emerald Hills. She said there are more walkie-talkie units to talk to CERPP from the Town Center. There was a radio field day held in conjunction with the National Amateur Radio Field Day with radios brought to the Town Picnic. She said Stuart Young, from the Medical subcommittee, helped to improve some of the water supplies with water canisters in the Community Center and the Sheriff's Building. She said they also have hydration powders and solar water purification. She said they received verbal permission from a resident with a pond that the Town can get water from with solar pumps in the event of an emergency. She said CERPP has created a map showing where the ponds are located. She said Committee member Diana Koin hosted a cocktail party inviting medical professionals to learn more about volunteering. She said they transferred supplies from the Sheriff's building to the Community Center. She said Brandi de Garneau, Sustainability and Special Projects Manager, and Selina Brown, who works for the Fire Department, attend their meetings.

Ms. Kopf-Sill said the Committee goals for 2017 include getting to know the Public Works Department. She said Public Works Director Young will be providing a tour for the Committee tomorrow which she hopes will be a yearly occurrence. She said they will have an annual training drill that will be headed by the new Committee member, Mark Bercow. She said Town Manager Dennis and Craig Taylor have

offered to inventory the supplies to make sure they are not out of date. She said they want to develop a plan to conduct windshield surveys, checking on which houses and people need help, with the help of Selina Brown from the Fire Department. She said Fire Chief Ghorso is enthusiastic about satellite phones and the Committee wants to be connected into that. She said they want to test with the CERPP system a different radio system that connects to Town neighborhoods. She said they want to shut down the microwave link that has not worked in a while. Ms. Kopf-Sill said the Field Day will be held on June 24, 2017, with lots of radio equipment on display. She said the Committee will also be at the Town Picnic. She said they would like to also post a "Tip of the Month," and the Committee is waiting for staff's guidelines from the communication plan they're working on. She said Stuart Young was one of the doctors on their Committee, but he has resigned so they would like to recruit additional healthcare providers. She said Diana Koin has offered to run another outreach cocktail party inviting medical professionals. She said the Committee wants to develop a water preservation, use, and sanitation protocol, and signs to direct people where to go at the Town Center. She said for many years they had a backup EOC site at The Priory, with the thought that if the old building here collapsed they could go there where there would be some equipment. She said the Committee feels like the new buildings are very earthquake tolerant so they are discussing an alternate backup to the Priory, possibly a mobile trailer with some radio equipment and first aid supplies that could be moved around with a pickup truck. She said the Town staff has been trained, which is great, but the Committee worries about an emergency that occurs at night or on a weekend when staff is not here. She said Ms. de Garneau wants the Emergency Preparedness people to be registered Disaster Service Workers and prepared to provide backup support. She said a new resident, Mark Bercow, has joined the Committee and will run the annual drill. She said Stuart Young and Tamara Turner have resigned and the Committee needs more medical members. Ms. Kopf-Sill said she is the Chair of the Committee, but no one has volunteered to be Vice Chair or Secretary so they have to recruit someone at each meeting to take minutes. She said the Committee receives wonderful support from Mr. Dennis, Ms. de Garneau, and Ms. Brown.

Mayor Hughes called for questions from the Council.

Councilmember Wengert asked if the Council will also be doing a refresher tour of the facilities. Ms. Kopf-Sill said she was referring to the emergency supplies tour which is shorter than the more extensive Public Works tour. Town Manager Dennis said he will arrange for a tour to be put on the calendar. Ms. Kopf-Sill said more people should be invited from the EPC because some people cannot attend tomorrow.

In response to Councilmember Wengert's question, Ms. Kopf-Sill said no other medical professional has formally joined the Committee. She said it is difficult to recruit volunteers, but she has faith that in the event of a disaster, there will be qualified people stepping up to help. She said that she hopes the outreach efforts will attract new Committee members with medical experience.

The Council thanked the Committee for their work.

PUBLIC HEARING

- (9) Recommendation by Planning Director – First Reading of Ordinance – Clean-Up Text Amendments to the Municipal Code Regarding Vending Machines, Basements and Scenic Corridor Setbacks
 - (a) First Reading, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Deleting Chapter 5.48 Regarding Vending Machines, Amending Section 18.04.065 Regarding Basements and Amending Chapter 18.58 Regarding Special Setback Lines (Ordinance No. _)

Associate Planner Arly Cassidy presented the proposed clean-up text amendments as detailed in the staff report.

Mayor Hughes invited questions from the Council.

In response to Councilmember Wengert's question, Planning Director Pedro said basements with ceiling heights of more than 12 feet count as floor area. Planner Cassidy said the basement is exempt from floor area calculation, so most people would not want to trigger that counting as floor area so would keep it under 12 feet in height.

With no further questions, Mayor Hughes invited public comment. Hearing none, Mayor Hughes closed the public hearing and brought the item back to the Council for discussion.

Vice Mayor Richards moved to approve First Reading, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Deleting Chapter 5.48 Regarding Vending Machines, Amending Section 18.04.065 Regarding Basements and Amending Chapter 18.58 Regarding Special Setback Lines. Seconded by Councilmember Aalfs, the motion carried 4-0.

The Second Reading is scheduled for May 24, 2017.

Town Manager Dennis said staff will be doing these types of clean-ups from time to time and he commended the staff for being proactive in this regard.

- (10) Recommendation by Planning Director – First Reading of Ordinance with Amendments to Accessory Dwelling Unit Ordinance
- (a) First Reading, Waive Further Reading, and Introduce an Ordinance Amending Sections of Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Second Units (Ordinance No. __)

Planning Director Pedro narrated a slide presentation regarding the update to the ADU Ordinance as detailed in the staff report.

Mayor Hughes called for questions from the Council.

Councilmember Wengert said she hesitates allowing the latitude of authority to the Fire Marshal to waive or modify the fire sprinklers requirement without specific criteria related to it, such as proximity to hydrants or an environment that clearly does not create a special fire hazard. She is concerned that the vagueness of saying the Fire Marshal will consider it case by case will make it difficult for a potential applicant who is trying to estimate costs, since the cost of sprinklers can be significant. She asked if there was any discussion about applying more specific criteria so potential applicants can get an idea if they will likely be exempt or not. Planning Director Pedro said they can develop additional information because they plan to update the Second Unit Ordinance handout anyway. She said the Fire Marshal's original position was that any detached unit would require sprinkling, whether it is a habitable accessory unit, a workshop, a pool house, etc. Planning Director Pedro said this is an exception being granted for ADUs. Planning Director Pedro said the Fire Marshal mentioned that if there is a fire hydrant nearby, that would be a consideration. She said staff can work with the Fire Marshal to develop a more defined list of other criteria under which she might grant exemptions.

In response to Councilmember Wengert's question, Planning Director Pedro said the issue of interior ADUs on properties smaller than one acre was discussed at the last Planning Commission meeting, with one Commissioner saying there were no exterior changes so no visual impact, but the concern was that most of these smaller properties are located in already dense areas, which could contribute to safety and parking concerns. Planning Director Pedro said the Commissions feel they need more time to address the smaller properties. She said the Commissions decided to separate that part of it in order to move forward with this ordinance in compliance with State law.

In response to Mayor Hughes' question, Planning Director Pedro confirmed that an applicant with a 2 to 3-1/2-acre lot could build a 1,000-square-foot ADU without review, but if they wanted 1,200 square feet,

they would have to go through the time and cost of an ASCC review. She said the ASCC was uncomfortable jumping from the original 750 square feet to 1,200 square feet without review.

Mayor Hughes asked if the two individual 1,000-square-foot ADUs on properties on lots greater than 3-1/2 acres would require review because they totaled more than 1,200 square feet. Planning Director Pedro said they would not be subject to review because if there were two units, one would be attached and one would be detached.

With no further questions from the Council, Mayor Hughes invited comments from the public.

Tera Bonora, Grove Drive. Ms. Bonora asked if there was a limit on the number of occupants allowed in the units. Planning Director Pedro said there was no limit on the number of occupants. Ms. Bonora asked if the stress to the utilities such as the sewer systems and septic systems had been considered. Planning Director Pedro said, as with any addition, if a property has a septic system, it must go through the County Health Department Review to ensure that the system is adequate to support the additional use. Ms. Bonora said that even on the two-acre properties, there could potentially be an extra one or two vehicles in addition to the homeowners, who typically have two or three vehicles. She is concerned about an increase in street parking. Planning Director Pedro said for a property in the one-plus-acre zoning district, four parking spaces are required – two in a garage or carport and two uncovered. For a one-bedroom ADU, Planning Director Pedro said one additional parking space per bedroom is required on-site within the property.

With no further public comment, Mayor Hughes closed the public hearing and brought the item back to the Council for discussion.

Councilmember Aalfs was supportive of the ordinance. He the fire sprinklers were more art than science, and while it would be nice to have criteria, he doesn't know what that would look like and should be explored further. He was supportive of moving forward and considering that issue as a separate future revision. Planning Director Pedro said as this ordinance is rolled out, staff can talk to the Fire Marshal to better understand why fire sprinklers are required or exempted. Mayor Hughes said he could see having initial guidelines and then monitoring, perhaps amending the ordinance later to include guidelines. Councilmember Wengert said she agreed and does not want to hold up the process. She was appreciative of the research done to provide the number of units in each size category. She was supportive of raising the size of the ADU to 1,000 square feet for properties of 1 to 1.99 acres. Councilmember Aalfs said some streets would handle the additional vehicles well and some would not. Vice Mayor Richards said more than anything else this points to the inadequacy of the Town's transportation system. He was supportive of the increased size limits for the ADUs. He said the less-than-one-acre lots need to be looked at carefully, as well as the issue of parking and traffic. Vice Mayor Richards said with the housing issues the way they are, there is not much choice. He said, regarding the fire sprinklers, it is not an issue of protecting the people within the house but protecting the community and neighborhood. He said fire sprinklers are very effective at keeping major fires from starting, but it is unfortunately very expensive, which it makes it more difficult to build affordable buildings. Planning Director Pedro suggested the Affordable Housing Fund could be used for some of that.

Councilmember Wengert asked if there was a consideration to reducing or waiving some of the administrative fees associated with approving the units. Planning Director Pedro said the Commissioners were not tasked to discuss that, so it was not addressed. Vice Mayor Richards said one of the biggest costs is the ASCC review, so allowing administrative review is a significant savings. Town Manager Dennis said they are trying to get funding for a user fee study, which will be an appropriate place to have a discussion about which fees are in the right places and which aren't.

Councilmember Wengert said the areas of continued focus have been identified – sprinklers, attached units on less than one acre, and fees. She said this is a great first step.

Mayor Hughes encouraged the ASCC to review the projects that were subject to ASCC review in a year or two to determine whether they had any problematic projects or if they could all be eligible for administrative review.

Councilmember Wengert said the increased ADU sizes allowed is a significant change, especially considering how many units fall into these categories, and she was surprised there was not very much community feedback. She said she hopes that means people are excited about it rather than that they are just not paying attention. Planning Director Pedro said they have a few applications waiting in the wings for this ordinance change.

The Council thanked staff for their work.

Vice Mayor Richards moved to approve the First Reading, Waive Further Reading, and Introduce an Ordinance Amending Sections of Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Second Units. Seconded by Councilmember Wengert; the motion carried 4-0.

The Second Reading is scheduled for May 24, 2017.

(11) Recommendation by Town Manager – Extension of GreenWaste Recovery, Inc. Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials and the Creation of a Subcommittee of the Council to work with Staff on Garbage Contract-related Issues as needed.

(a) A Resolution of the Town Council of the Town of Portola Valley Extending the Franchise Agreement Between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. 2723-2017)

Town Manager Dennis said the Town was about to enter the 10th year of a 10-year agreement with GreenWaste Recovery. He presented the proposal to extend the franchise agreement for an additional two years, to June 30, 2020, as detailed in the staff report.

Councilmember Aalfs asked regarding GreenWaste competitors. Town Manager Dennis said there are maybe five providers in the area. He said there are myriad factors that determine level of service, if a provider has an agreement with a facility, if they can park trucks nearby, etc. Town Manager Dennis said the request for the extension is not a reflection of the quality of service from GreenWaste and said people are generally pleased with their service.

Councilmember Wengert requested a tour of the Material Recovery Facility (MRF). She asked if the Council subcommittee would be two people. Town Manager Dennis said that was the recommendation, which was also the case in 2008.

With no further questions, Mayor Hughes invited public comment. Hearing none, Mayor Hughes brought the item back to the Council for discussion.

Town Manager Dennis said this is not an easy endeavor and it takes a lot of time to go through all the detail related to what makes a garbage contract work. He said having talked with the County and other cities that have been through this, who have professionals that do this for a living, they recommended the use of some sort of consultant at some point. He said staff will be asking for money in the budget for that. He would hope the subcommittee would help with that process based on a staff recommendation to move forward with a provider.

Councilmember Wengert moved approval of the Resolution of the Town Council of the Town of Portola Valley Extending the Franchise Agreement between the Town of Portola Valley and GreenWaste Recovery, Inc. Seconded by Councilmember Aalfs; the motion carried 4-0.

Councilmember Wengert and Vice Mayor Richards volunteered to serve on the subcommittee. The motion carried 4-0.

(12) Recommendation by Town Manager – Fiscal Year 2017-18 Council Priorities

Town Manager Dennis presented the staff report regarding the updated Fiscal Year 2017-18 Council Priorities as detailed in the staff report.

Mayor Hughes called for questions from the Council.

Vice Mayor Richards expressed appreciation for the new structure of high level priorities.

Councilmember Wengert asked regarding the Planning Department's new staff report layout. Town Manager Dennis said that based around discussions at the joint training session with the ASCC and Planning Commission, staff recognized the opportunity to improve the look and content of the staff reports to those Commissions. They pulled narrative information into a chart format and the staff reports will continue to develop as they see the reactions. He said that effort led to the creation of improved preapplication materials for applicants, which will continue into the new fiscal year as they receive feedback from applicants and the Commissions.

With no further questions from Council, Mayor Hughes invited public comment. Hearing none, Mayor Hughes brought the item back to the Council for discussion.

Councilmember Aalfs said it looks great but there seems to be a lot of projects on the list. He asked if Town Manager Dennis had an idea of how much of it could be accomplished. Town Manager Dennis said it was not realistic to say every bullet point would be completed, but the list provides a way to see how everything fits together, and the hope is to get as much as possible completed.

Councilmember Aalfs said that other nearby communities are also thinking about several of the tasks listed under Long-Term Resiliency, so there could be some pooling of resources. He said PCE will certainly be interested in things like fuel switching programs. He said there may be an opportunity to get more done by working with the County and the nearby communities.

Mayor Hughes was supportive of the new structure and roll up to higher level goals from the individual projects. He said a year from now, when looking back at this and trying to assess how well the Town did against the priority list, he has some question about how that success can be judged if there is no target set. He said they know it is not possible to achieve everything on the entire list and he understands it is difficult to set an accurate target because unanticipated things come up every year.

Councilmember Aalfs said some of the tasks must be completed. Councilmember Wengert suggested prioritization within these lists by grouping. She agreed with Mayor Hughes that it would be difficult to assess priorities within priorities. She acknowledged that staff gets pulled off tasks and she recognizes that many new things will happen this year, which can be called out when staff provides their annual review. Town Manager Dennis said, for example, the long-term climate resiliency and adaptation is a huge endeavor that will require committees, subcommittees, outreach, etc., which will not be completed in 2017-18.

Town Manager Dennis said staff briefly discussed targets but shied away from it partly for the reasons discussed, and partly because they first wanted to hear if the Council wanted more focus on certain projects. Town Manager Dennis said performance targets are only as good as the context in which the story is being told. He said they are nice to have as an easy way to share how well you did, but it rarely tells the full story. He said he ultimately decided to provide a good list of things to work on, with some that might have more priority than others, and get as much done as possible.

Mayor Hughes was satisfied with the structure as is and said it is an ongoing process that will be refined eventually to a standard, perhaps incorporating high and low priorities within each grouping next time.

Town Manager Dennis said the important aspect of tonight's discussion is telling staff and the public where the Council wants attention to be placed. He said any project that falls under those priorities is a valuable project, with some having more impact and some taking longer than others. He said having a shorter, more easily attainable list might not feel honest.

Town Manager Dennis commended staff for the tremendous amount of work they put into this project. He said he was particularly proud to see how the managers that report to him thought about how their departments would be prioritizing their time. He said it was nice to see it all feed into something that makes sense.

In response to Vice Mayor Richards' question, Town Manager Dennis said quotes from the General Plan were not yet on the wall due to some delays, but it has been designed.

The Council thanked the Town Manager and Staff for a commendable document.

Councilmember Aalfs moved to adopt the Fiscal Year 2017-18 Council Priorities as detailed in the staff report. Seconded by Vice Mayor Richards; the motion carried 4-0.

(13) Discussion and Council Action – Update Regarding Sanctuary Cities and Consideration of Amicus Participation.

Town Attorney Leigh Prince presented the update regarding sanctuary cities and consideration of authorizing the Town to join amicus briefs and/or other pleadings in *County of Santa Clara v. Trump* and *City and County of San Francisco v. Trump* challenging President Trump's executive order threatening to withhold federal funds from sanctuary jurisdictions, as detailed in the staff report.

Councilmember Wengert asked what the timing would be if Attorney General Sessions pursued the lawsuit against the current executive order. Town Attorney Prince said if the preliminary injunction is appealed, it will be fairly quick, perhaps 90 days. She said there would also be permanent injunction requests and the substantive briefing that could stretch out over years. She said the validity of 8 U.S.C. 1373 will also be argued.

Mayor Hughes asked that Town Attorney Prince continue to keep the Council informed as sanctuary cities and consideration of amicus participation moves forward, so they can be ready to move quickly.

In response to Councilmember Wengert's question, Town Attorney Prince said she was not aware if the County of San Mateo was participating, but Santa Clara County and San Francisco County are.

(14) TOWN COUNCIL COMMUNICATIONS

1. Appointment of Two Council Members to Liaison with Portola Valley School District

Town Manager Dennis presented the recommendation to appoint two Council members to liaison with the Portola Valley School District in regularly-scheduled meetings, as detailed in the staff report.

Mayor Hughes said some of the areas served by the Portola Valley School District are not within the Town boundaries and asked if the meetings were to be informal or regular noticed public meetings. Town Manager Dennis said the intention is they would be noticed meetings, providing an opportunity for the public to hear the issues of commonality.

In response to Councilmember Wengert's question, Town Manager Dennis said these meetings would be a natural place for conversations about the School District's interest in housing opportunities.

Mayor Hughes and Councilmember Aalfs volunteered to serve as liaisons to the Portola Valley School District. The Council approved 4-0.

2. Appointment of Voting Delegate and Alternate for the League of California Cities Annual Conference

Town Manager Dennis shared the letter from the League of California Cities requesting the designation of a voting delegate and alternate from Portola Valley.

Councilmember Aalfs moved to appoint Councilmember Wengert as Voting Delegate and Councilmember Derwin as the alternate. Seconded by Vice Mayor Richards; the motion carried 4-0.

(15) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Aalfs -- Attended ASCC and Planning Commission field visit and meetings where they discussed discussing Alpine Hills Swim and Tennis Club project.

Councilmember Wengert – Attended a C/CAG Bicycle and Pedestrian Advisory Committee meeting, noting there is an available crosswalk grant. She said they clarified the rule stating a member must be present at a project review to vote. Councilmember Wengert and Vice Mayor Richards attended the April Council of Cities dinner meeting held in Redwood City.

Vice Mayor Richards – None to report.

Mayor Hughes – None to report.

(16) Town Manager Report – Town Manager Dennis reported that the development of the budget is ongoing and the draft budget will be reviewed by the Finance Committee at their meeting on May 25. He visited with a field representative from Senator Diane Feinstein's office who offered assistance if the Town needs anything from the Senator's office. Town Manager Dennis met with the Agriculture Commissioner and a member of the County Manager's staff for a tour of Portola Valley related to Prop 64 marijuana issues. He showed them a variety of locations including the Town's commercial center areas where there is some wine production. They offered support with any work the Town needs to do related to business licenses, codes, etc. Town Manager Dennis attended three additional Neighborhood Watch meetings for a total of 16 so far. He and Public Works Director Young will meet with representatives from FEMA to review the application for Federal disaster funds to repair upper Alpine Road. Town Manager Dennis hosted a "Get to Know Your MROSD Staff Member" – the Assistant General Manager, the Supervising Ranger who supervises all the Rangers and their volunteer services, and two Deputies. He said there was good conversation, they got to know each other, and they discussed partnering in ways that make sense, including rodenticides, joint education on the trail issues, etc. Town Manager Dennis reached out to Assemblyman Berman's and Senator Hill's offices to coordinate a coffee with residents in the summer. Town Manager Dennis has a meeting scheduled with Lt. Cristina Corpus related to the former discussion with Council about supported communities. The head of 911 communications for San Mateo County has been invited to speak at the May 24th Town Council meeting. Town Manager Dennis received positive feedback on a PV Forum posting regarding sign vandalism.

WRITTEN COMMUNICATIONS [9:03 p.m.]

- (17) Town Council Digest – April 28, 2017

None.

- (18) Town Council Digest – May 5, 2017

#5 – Memo from Public Works Director re: 2017-18 Resurfacing Project #2017-PW01 Bid Results. Councilmember Aalfs said he was pleased with bid result.

#7 – Invitation to the Council of Cities Dinner Meeting (EPA Hosting City) – Friday, May 19, 2017. Councilmember Derwin will attend the May Council of Cities Dinner Meeting

ADJOURNMENT [9:05 p.m.]

Mayor Hughes adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 1

TOWN OF PORTOLA VALLEY

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

| | | | | |
|----------------------|------------------------|-------|------------|--------|
| A-A LOCK & ALARM INC | Repair Town Hall Doors | 18605 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 1251 EL CAMINO REAL | 0001 | | 05/24/2017 | 0.00 |
| MENLO PARK | BOA | 51590 | 05/24/2017 | 0.00 |
| CA 94025 | 270037 | | | 337.25 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4346 | Mechanical Sys Maint & Repair | 337.25 | 0.00 |

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|----------------------|----------------------------------------------------------|----------|------------|--------|
| A-A LOCK & ALARM INC | Re-Key Schoolhouse Doors/ Pushplates & Materials, Lib | 18613 | 05/24/2017 | |
| | | 00006459 | 05/24/2017 | |
| 1251 EL CAMINO REAL | 0001 | | 05/24/2017 | 0.00 |
| MENLO PARK | BOA | 51590 | 05/24/2017 | 0.00 |
| CA 94025 | 270328 | | | 919.61 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4346 | Mechanical Sys Maint & Repair | 712.79 | 712.79 |
| 25-66-4346 | Mechanical Sys Maint & Repair | 206.82 | 206.82 |

| | | | |
|-----------|----------------------|--------|----------|
| Check No. | 51590 | Total: | 1,256.86 |
| Total for | A-A LOCK & ALARM INC | | 1,256.86 |

| | | | | |
|-------------------|------------------------------|-------|------------|----------|
| MIKE AGOFF | Instructor Fees, Spring 2017 | 18627 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 2341 KEHOE AVENUE | 0016 | | 05/24/2017 | 0.00 |
| SAN MATEO | BOA | 51591 | 05/24/2017 | 0.00 |
| CA 94403 | | | | 2,016.00 |

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

| | | | |
|-----------|------------|--------|----------|
| Check No. | 51591 | Total: | 2,016.00 |
| Total for | MIKE AGOFF | | 2,016.00 |

| | | | | |
|-----------------|-------------------------------|----------|------------|--------|
| ARC | Plans/Specs, CIP SMTA Project | 18581 | 05/24/2017 | |
| | | 00006450 | 05/24/2017 | |
| P.O. BOX 192224 | 0112 | | 05/24/2017 | 0.00 |
| SAN FRANCISCO | BOA | 51592 | 05/24/2017 | 0.00 |
| CA 94119-2224 | | | | 601.03 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-68-4537 | SMTA Road Project | 601.03 | 601.03 |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 51592 | Total: | 601.03 |
| Total for | ARC | | 601.03 |

| | | | | |
|---------------|------------------|-------|------------|--------|
| AT&T (2) | April Statements | 18582 | 05/24/2017 | |
| | | | 05/24/2017 | |
| P.O. BOX 5025 | 877 | | 05/24/2017 | 0.00 |
| CAROL STREAM | BOA | 51593 | 05/24/2017 | 0.00 |
| IL 60197-5025 | | | | 290.60 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4318 | Telephones | 290.60 | 0.00 |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 51593 | Total: | 290.60 |
|-----------|-------|--------|--------|

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 2

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 AT&T (2) 290.60

| | | | | |
|------------------|-------------------------------|----------|------------|----------|
| BANK OF AMERICA | Event Tables/Round Tablecloth | 18630 | 05/24/2017 | |
| Bank Card Center | | 00006424 | 05/24/2017 | |
| P.O. BOX 53155 | 0022 | | 05/24/2017 | 0.00 |
| PHOENIX | BOA | 51594 | 05/24/2017 | 0.00 |
| AZ 85072-3155 | | | | 2,974.24 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------|----------------|-----------------|
| 05-66-4341 | Community Hall | 2,974.24 | 2,981.08 |

| | | | | |
|------------------|----------------------------|----------|------------|----------|
| BANK OF AMERICA | Heavy Duty Table Cart - CH | 18631 | 05/24/2017 | |
| Bank Card Center | | 00006454 | 05/24/2017 | |
| P.O. BOX 53155 | 0022 | | 05/24/2017 | 0.00 |
| PHOENIX | BOA | 51594 | 05/24/2017 | 0.00 |
| AZ 85072-3155 | | | | 1,217.91 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------|----------------|-----------------|
| 05-66-4341 | Community Hall | 1,217.91 | 1,826.87 |

| | | | | |
|------------------|-----------------|-------|------------|----------|
| BANK OF AMERICA | April Statement | 18632 | 05/24/2017 | |
| Bank Card Center | | | 05/24/2017 | |
| P.O. BOX 53155 | 0022 | | 05/24/2017 | 0.00 |
| PHOENIX | BOA | 51594 | 05/24/2017 | 0.00 |
| AZ 85072-3155 | | | | 3,382.95 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-52-4144 | Conservation Committee | 87.89 | 0.00 |
| 05-52-4168 | Water Conservation Committee | 164.24 | 0.00 |
| 05-58-4240 | Parks & Fields Maintenance | 164.63 | 0.00 |
| 05-64-4311 | Internet Service & Web Hosting | 173.99 | 0.00 |
| 05-64-4322 | Dues | 900.00 | 0.00 |
| 05-64-4326 | Education & Training | 825.70 | 0.00 |
| 05-64-4327 | Educ/Train: Council & Commissn | 200.00 | 0.00 |
| 05-64-4336 | Miscellaneous | 383.70 | 0.00 |
| 05-66-4341 | Community Hall | 482.80 | 0.00 |

Check No. 51594 Total: 7,575.10

Total for BANK OF AMERICA 7,575.10

| | | | | |
|-------------------------|------------------------------|-------|------------|----------|
| BAY AREA RE-ROOFING INC | Refund Deposit, 10 Applewood | 18583 | 05/24/2017 | |
| 849 OLD COUNTY ROAD | 415 | | 05/24/2017 | 0.00 |
| BELMONT | BOA | 51595 | 05/24/2017 | 0.00 |
| CA 94002 | | | | 1,000.00 |

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

Check No. 51595 Total: 1,000.00

Total for BAY AREA RE-ROOFING INC 1,000.00

| | | | | |
|-------------------------|------------------------------|-------|------------|----------|
| SANGINI MAJMUDAR BEDNER | Instructor Fees, Spring 2017 | 18584 | 05/24/2017 | |
| 229 CORTE MADERA RD. | 0548 | | 05/24/2017 | 0.00 |
| PORTOLA VALLEY | BOA | 51596 | 05/24/2017 | 0.00 |
| CA 94028 | | | | 1,228.80 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 3

TOWN OF PORTOLA VALLEY

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

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 1,228.80 | 0.00 |

| | | | |
|-----------|-------------------------|--------|----------|
| Check No. | 51596 | Total: | 1,228.80 |
| Total for | SANGINI MAJMUDAR BEDNER | | 1,228.80 |

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|-----------------------------|------------------------------|-------|------------|----------|
| CALIFORNIA WATER SERVICE CO | 3/13/17 - 4/11/17 Statements | 18614 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 3525 ALAMEDA DE LAS PULGAS | 0011 | | 05/24/2017 | 0.00 |
| MENLO PARK | BOA | 51597 | 05/24/2017 | 0.00 |
| CA 94025844 | | | | 2,225.73 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4330 | Utilities | 2,225.73 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|----------|
| Check No. | 51597 | Total: | 2,225.73 |
| Total for | CALIFORNIA WATER SERVICE CC | | 2,225.73 |

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|-----------------------------|------------------|-------|------------|-----------|
| CALPERS | April Retirement | 18585 | 05/24/2017 | |
| FISCAL SERVICES DIVISION | | | 05/24/2017 | |
| ATTN: RETIREMENT PROG ACCTG | 0107 | | 05/24/2017 | 0.00 |
| SACRAMENTO | BOA | 51598 | 05/24/2017 | 0.00 |
| CA 94229-2703 | | | | 18,074.14 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-00-2522 | PERS Payroll | 1,291.84 | 0.00 |
| 05-00-2556 | Arrears Svc Cr | 107.38 | 0.00 |
| 05-50-4080 | Retirement - PERS | 16,672.79 | 0.00 |
| 05-50-4080 | Retirement - PERS | 2.13 | 0.00 |

| | | | |
|-----------|---------|--------|-----------|
| Check No. | 51598 | Total: | 18,074.14 |
| Total for | CALPERS | | 18,074.14 |

| | | | | |
|---------------------|--------------------------------|----------|------------|--------|
| CDW-G | SonicWall Security 2 Yr Licens | 18589 | 05/24/2017 | |
| | e | 00006458 | 05/24/2017 | |
| 75 REMITTANCE DRIVE | 0360 | | 05/24/2017 | 0.00 |
| CHICAGO | BOA | 51599 | 05/24/2017 | 0.00 |
| IL 60675-1515 | | | | 600.36 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 05-64-4312 | Office Equipment | 600.36 | 600.36 |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 51599 | Total: | 600.36 |
| Total for | CDW-G | | 600.36 |

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|----------------|-------------------------------|-------|------------|-------|
| NORMAN CHEN | Refund Deposit, 480 Westridge | 18588 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 4 APPLEWOOD | 1460 | | 05/24/2017 | 0.00 |
| PORTOLA VALLEY | BOA | 51600 | 05/24/2017 | 0.00 |
| CA 94028 | | | | 90.54 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 90.54 | 0.00 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 4

TOWN OF PORTOLA VALLEY

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

| | | | |
|-----------|-------------|--------|-------|
| Check No. | 51600 | Total: | 90.54 |
| Total for | NORMAN CHEN | | 90.54 |

| | | | | |
|-----------------------------|-------------------|-------|------------|-------|
| CITY OF EAST PALO ALTO | Dinner/Mtg Derwin | 18590 | 05/24/2017 | |
| | | | 05/24/2017 | |
| ATTN: CITY MANAGER'S OFFICE | 887 | | 05/24/2017 | 0.00 |
| EAST PALO ALTO | BOA | 51601 | 05/24/2017 | 0.00 |
| CA 94303-1148 | | | | 50.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4327 | Educ/Train: Council & Commissn | 50.00 | 0.00 |

| | | | |
|-----------|------------------------|--------|-------|
| Check No. | 51601 | Total: | 50.00 |
| Total for | CITY OF EAST PALO ALTO | | 50.00 |

| | | | | |
|---------------------------|------------------|-------|------------|----------|
| CITY OF REDWOOD CITY (IT) | April IT Support | 18591 | 05/24/2017 | |
| | | | 05/24/2017 | |
| P.O. BOX 3629 | 586 | | 05/24/2017 | 0.00 |
| REDWOOD CITY | BOA | 51602 | 05/24/2017 | 0.00 |
| CA 94064 | | | | 2,163.17 |

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

| | | | |
|-----------|---------------------------|--------|----------|
| Check No. | 51602 | Total: | 2,163.17 |
| Total for | CITY OF REDWOOD CITY (IT) | | 2,163.17 |

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|----------------------|---------------------------|-------|------------|----------|
| CLEANSTREET | April Litter/Street Clean | 18615 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 1937 W. 169TH STREET | 0034 | | 05/24/2017 | 0.00 |
| GARDENA | BOA | 51603 | 05/24/2017 | 0.00 |
| CA 90247-5254 | | | | 1,652.56 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4342 | Landscape Supplies & Services | 74.00 | 0.00 |
| 20-60-4266 | Litter Clean Up Program | 680.62 | 0.00 |
| 22-60-4266 | Litter Clean Up Program | 897.94 | 0.00 |

| | | | |
|-----------|-------------|--------|----------|
| Check No. | 51603 | Total: | 1,652.56 |
| Total for | CLEANSTREET | | 1,652.56 |

| | | | | |
|---------------------|--------------------------|-------|------------|----------|
| COUNTY OF SAN MATEO | Public Notice, Elections | 18592 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 555 COUNTY CENTER | 389 | | 05/24/2017 | 0.00 |
| REDWOOD CITY | BOA | 51604 | 05/24/2017 | 0.00 |
| CA 94063 | | | | 1,599.26 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4320 | Advertising | 1,599.26 | 0.00 |

| | | | |
|-----------|---------------------|--------|----------|
| Check No. | 51604 | Total: | 1,599.26 |
| Total for | COUNTY OF SAN MATEO | | 1,599.26 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 5

TOWN OF PORTOLA VALLEY

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

| | | | | |
|-------------------|-------------------------|-------|------------|----------|
| ECS IMAGING | Annual Maint Laserfiche | 18629 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 5905 BROCKTON AVE | 1466 | | 05/24/2017 | 0.00 |
| RIVERSIDE | BOA | 51605 | 05/24/2017 | 0.00 |
| CA 92506 | | | | 4,004.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4311 | Internet Service & Web Hosting | 4,004.00 | 0.00 |

| | | | |
|-----------|-------------|--------|----------|
| Check No. | 51605 | Total: | 4,004.00 |
| Total for | ECS IMAGING | | 4,004.00 |

| | | | | |
|--------------------|------------------------------|-------|------------|-----------|
| JEANNIE GOLDMAN | Instructor Fees, Spring 2017 | 18625 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 741 MANZANITA ROAD | 706 | | 05/24/2017 | 0.00 |
| WOODSIDE | BOA | 51606 | 05/24/2017 | 0.00 |
| CA 94062 | | | | 14,103.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 14,103.00 | 0.00 |

| | | | |
|-----------|-----------------|--------|-----------|
| Check No. | 51606 | Total: | 14,103.00 |
| Total for | JEANNIE GOLDMAN | | 14,103.00 |

| | | | | |
|-------------------------------|-------------------------|-------|------------|--------|
| GREEN HALO SYSTEMS | Hosting/Access May 2017 | 18593 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 521 CHARCOT AVENUE, SUITE 111 | 0654 | | 05/24/2017 | 0.00 |
| SAN JOSE | BOA | 51607 | 05/24/2017 | 0.00 |
| CA 95131 | | | | 114.00 |

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

| | | | |
|-----------|--------------------|--------|--------|
| Check No. | 51607 | Total: | 114.00 |
| Total for | GREEN HALO SYSTEMS | | 114.00 |

| | | | | |
|-----------------|---------------------|-------|------------|----------|
| HILLYARD, INC | Janitorial Supplies | 18594 | 05/24/2017 | |
| | | | 05/24/2017 | |
| P.O. BOX 843025 | 531 | | 05/24/2017 | 0.00 |
| KANSAS CITY | BOA | 51608 | 05/24/2017 | 0.00 |
| MO 64184-3025 | | | | 1,519.23 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-66-4340 | Building Maint Equip & Supp | 506.41 | 0.00 |
| 05-66-4341 | Community Hall | 506.41 | 0.00 |
| 25-66-4340 | Building Maint Equip & Supp | 506.41 | 0.00 |

| | | | |
|-----------|---------------|--------|----------|
| Check No. | 51608 | Total: | 1,519.23 |
| Total for | HILLYARD, INC | | 1,519.23 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 6

TOWN OF PORTOLA VALLEY

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

| | | | | |
|--------------------------------|--------------------------|-------|------------|--------|
| HINDERLITER, DE LLAMAS & ASSOC | Sales Tax Audit, 2nd Qtr | 18595 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 1340 VALLEY VISTA DRIVE | 1128 | | 05/24/2017 | 0.00 |
| DIAMOND BAR | BOA | 51609 | 05/24/2017 | 0.00 |
| CA 91765 | | | | 769.57 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|------------|---------------------------|----------------|-----------------|--|
| 05-54-4214 | Miscellaneous Consultants | 769.57 | 0.00 | |

| | | | |
|-----------|--------------------------------|--------|--------|
| Check No. | 51609 | Total: | 769.57 |
| Total for | HINDERLITER, DE LLAMAS & ASSOC | | 769.57 |

| | | | | |
|-----------------------------|--------------------------|----------|------------|--------|
| INTERSTATE TRAFFIC CNTRL | Traffic Cones/Barricades | 18616 | 05/24/2017 | |
| | | 00006451 | 05/24/2017 | |
| 1700 INDUSTRIAL ROAD, STE B | 564 | | 05/24/2017 | 0.00 |
| SAN CARLOS | BOA | 51610 | 05/24/2017 | 0.00 |
| CA 94070 | | | | 811.25 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|------------|-------------------------|----------------|-----------------|--|
| 20-60-4268 | Street Signs & Striping | 811.25 | 761.25 | |

| | | | |
|-----------|--------------------------|--------|--------|
| Check No. | 51610 | Total: | 811.25 |
| Total for | INTERSTATE TRAFFIC CNTRL | | 811.25 |

| | | | | |
|------------------|--------------------------|-------|------------|--------|
| J.W. ENTERPRISES | Portable Lavas, 5/11-6/7 | 18596 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 1689 MORSE AVE | 829 | | 05/24/2017 | 0.00 |
| VENTURA | BOA | 51611 | 05/24/2017 | 0.00 |
| CA 93003 | | | | 242.40 |

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

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 51611 | Total: | 242.40 |
| Total for | J.W. ENTERPRISES | | 242.40 |

| | | | | |
|-----------------------|------------------------------|-------|------------|--------|
| LUCILLE KALMAN | Instructor Fees, Spring 2017 | 18597 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 245 OLD SPANISH TRAIL | 1082 | | 05/24/2017 | 0.00 |
| PORTOLA VALLEY | BOA | 51612 | 05/24/2017 | 0.00 |
| CA 94028 | | | | 704.00 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|------------|-----------------------------|----------------|-----------------|--|
| 05-58-4246 | Instructors & Class Refunds | 704.00 | 0.00 | |

| | | | |
|-----------|----------------|--------|--------|
| Check No. | 51612 | Total: | 704.00 |
| Total for | LUCILLE KALMAN | | 704.00 |

| | | | | |
|----------------|--------------------------------|-------|------------|----------|
| JOACHIM KUNKEL | Refund Deposit, 180 Golden Oak | 18587 | 05/24/2017 | |
| | | | 05/24/2017 | |
| | 1459 | | 05/24/2017 | 0.00 |
| | BOA | 51613 | 05/24/2017 | 0.00 |
| | | | | 1,303.11 |

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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 7

TOWN OF PORTOLA VALLEY

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

| | | | | |
|------------|--------------------------------|----------|------|--|
| 96-54-4207 | Deposit Refunds, Other Charges | 1,303.11 | 0.00 | |
|------------|--------------------------------|----------|------|--|

| | | | |
|-----------|----------------|--------|----------|
| Check No. | 51613 | Total: | 1,303.11 |
| Total for | JOACHIM KUNKEL | | 1,303.11 |

| | | | | |
|----------------|------------------------------|-------|------------|--------|
| ADAM LAUTNER | Deposit Refund, 5/7/17 Event | 18598 | 05/24/2017 | |
| 30 POSSUM LANE | 1461 | | 05/24/2017 | 0.00 |
| PORTOLA VALLEY | BOA | 51614 | 05/24/2017 | 0.00 |
| CA 94028 | | | | 100.00 |

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

| | | | |
|-----------|--------------|--------|--------|
| Check No. | 51614 | Total: | 100.00 |
| Total for | ADAM LAUTNER | | 100.00 |

| | | | | |
|------------------------|--------------------------------|-------|------------|--------|
| LYNX TECHNOLOGIES, INC | GIS Host Fee (April)/Gis Maint | 18617 | 05/24/2017 | |
| 1350 41ST AVENUE | Svc | | 05/24/2017 | |
| CAPITOLA | 0294 | | 05/24/2017 | 0.00 |
| CA 95010 | BOA | 51615 | 05/24/2017 | 0.00 |
| | | | | 550.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-54-4208 | GIS Mapping | 550.00 | 0.00 |

| | | | |
|-----------|------------------------|--------|--------|
| Check No. | 51615 | Total: | 550.00 |
| Total for | LYNX TECHNOLOGIES, INC | | 550.00 |

| | | | | |
|----------------|-------------------------------|-------|------------|--------|
| DELLE MAXWELL | Reimbursement, PV Garden Tour | 18599 | 05/24/2017 | |
| 40 MINOCA ROAD | 0543 | | 05/24/2017 | 0.00 |
| PORTOLA VALLEY | BOA | 51616 | 05/24/2017 | 0.00 |
| CA 94028 | | | | 170.98 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-52-4168 | Water Conservation Committee | 170.98 | 0.00 |

| | | | |
|-----------|---------------|--------|--------|
| Check No. | 51616 | Total: | 170.98 |
| Total for | DELLE MAXWELL | | 170.98 |

| | | | | |
|-----------------------|-----------------------------|-------|------------|--------|
| MIKE COUNSIL PLUMBING | Refund Deposit, 3915 Alpine | 18601 | 05/24/2017 | |
| 1915 O'TOOLE WAY | 1463 | | 05/24/2017 | 0.00 |
| SAN JOSE | BOA | 51617 | 05/24/2017 | 0.00 |
| CA 95131 | | | | 327.50 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 327.50 | 0.00 |

| | | | |
|-----------|-----------------------|--------|--------|
| Check No. | 51617 | Total: | 327.50 |
| Total for | MIKE COUNSIL PLUMBING | | 327.50 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 8

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 |
| PENINSULA BACKFLOW (DBA) | Backflow Test & Certify | 18618 | 05/24/2017 | |
| Chris S. Staggs-Richards | | 00006453 | 05/24/2017 | |
| 51 BROADWAY | 383 | | 05/24/2017 | 0.00 |
| REDWOOD CITY | BOA | 51618 | 05/24/2017 | 0.00 |
| CA 94063 | | | | 720.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 720.00 | 720.00 |

| | | | |
|-----------|--------------------------|--------|--------|
| Check No. | 51618 | Total: | 720.00 |
| Total for | PENINSULA BACKFLOW (DBA) | | 720.00 |

| | | | | |
|-------------|------------|-------|------------|-----------|
| PERS HEALTH | May Health | 18602 | 05/24/2017 | |
| | | | 05/24/2017 | |
| VIA EFT | 0108 | | 05/24/2017 | 0.00 |
| | BOA | 51619 | 05/24/2017 | 0.00 |
| | | | | 13,911.06 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-50-4086 | Health Insurance Medical | 13,911.06 | 0.00 |

| | | | |
|-----------|-------------|--------|-----------|
| Check No. | 51619 | Total: | 13,911.06 |
| Total for | PERS HEALTH | | 13,911.06 |

| | | | | |
|---------------|------------------|-------|------------|--------|
| PG&E | April Statements | 18620 | 05/24/2017 | |
| | | | 05/24/2017 | |
| BOX 997300 | 0109 | | 05/24/2017 | 0.00 |
| SACRAMENTO | BOA | 51620 | 05/24/2017 | 0.00 |
| CA 95899-7300 | | | | 842.83 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4330 | Utilities | 842.83 | 0.00 |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 51620 | Total: | 842.83 |
| Total for | PG&E | | 842.83 |

| | | | | |
|-----------------|-------------------------------|-------|------------|--------|
| PG&E | Refund Fees/Deposits, Premits | 18603 | 05/24/2017 | |
| | CX | | 05/24/2017 | |
| 77 BEALE STREET | 1464 | | 05/24/2017 | 0.00 |
| SAN FRANCISCO | BOA | 51621 | 05/24/2017 | 0.00 |
| CA 94105 | | | | 350.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------|----------------|-----------------|
| 05-14-3064 | Encroachment Permits | 235.00 | 0.00 |
| 96-20-3140 | Applicant Charges | 115.00 | 0.00 |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 51621 | Total: | 350.00 |
| Total for | PG&E | | 350.00 |

| | | | | |
|------------------------------|-----------------|-------|------------|--------|
| REGINA PLUMBING INC | Plumbing Repair | 18621 | 05/24/2017 | |
| !! Need Cert of Insurance !! | | | 05/24/2017 | |
| 751 LAUREL ST., #445 | 685 | | 05/24/2017 | 0.00 |
| SAN CARLOS | BOA | 51622 | 05/24/2017 | 0.00 |
| CA 94070 | | | | 271.69 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 9

TOWN OF PORTOLA VALLEY

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

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4346 | Mechanical Sys Maint & Repair | 271.69 | 0.00 |

| | | | |
|-----------|---------------------|--------|--------|
| Check No. | 51622 | Total: | 271.69 |
| Total for | REGINA PLUMBING INC | | 271.69 |

| | | | | |
|---------------------------|-----------------------------|-------|------------|----------|
| CYNTHIA RICHARDSON | April Planning Consult Svcs | 18622 | 05/24/2017 | |
| dba Richardson Consulting | | | 05/24/2017 | |
| 24 CAMPBELL LANE | 1250 | | 05/24/2017 | 0.00 |
| MENLO PARK | BOA | 51623 | 05/24/2017 | 0.00 |
| CA 94025 | | | | 9,765.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-54-4196 | Planner | 840.00 | 0.00 |
| 96-54-4198 | Planner - Charges to Appls | 8,925.00 | 0.00 |

| | | | |
|-----------|--------------------|--------|----------|
| Check No. | 51623 | Total: | 9,765.00 |
| Total for | CYNTHIA RICHARDSON | | 9,765.00 |

| | | | | |
|------------------|-------------------------------|-------|------------|----------|
| CAROLYN ROGERS | Deposit Refund, 4/26/17 Event | 18628 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 165 CHEROKEE WAY | 1465 | | 05/24/2017 | 0.00 |
| PORTOLA VALLEY | BOA | 51624 | 05/24/2017 | 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. | 51624 | Total: | 1,000.00 |
| Total for | CAROLYN ROGERS | | 1,000.00 |

| | | | | |
|-----------------------------|--------------------------------|-------|------------|--------|
| RON RAMIES AUTOMOTIVE, INC. | '00 Chevy, Oil Change & Filter | 18619 | 05/24/2017 | |
| | Smog Test | | 05/24/2017 | |
| 115 PORTOLA ROAD | 422 | | 05/24/2017 | 0.00 |
| PORTOLA VALLEY | BOA | 51625 | 05/24/2017 | 0.00 |
| CA 94028 | | | | 367.54 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-64-4334 | Vehicle Maintenance | 367.54 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|--------|
| Check No. | 51625 | Total: | 367.54 |
| Total for | RON RAMIES AUTOMOTIVE, INC. | | 367.54 |

| | | | | |
|------------------------------|-----------|-------|------------|-------|
| SAN MATEO CO INF SERVICES | April MW | 18606 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 455 COUNTY CENTER, 3RD FLOOR | 0307 | | 05/24/2017 | 0.00 |
| REDWOOD CITY | BOA | 51626 | 05/24/2017 | 0.00 |
| CA 94063 | 1YPV11704 | | | 76.00 |

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

| | | | |
|-----------|-------|--------|-------|
| Check No. | 51626 | Total: | 76.00 |
|-----------|-------|--------|-------|

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 10

TOWN OF PORTOLA VALLEY

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

Total for SAN MATEO CO INF SERVICES 76.00

| | | | | |
|----------------------|------------------------|-------|------------|----------|
| SAN MATEO LAWNMOWER | Lawnmower Repair/Maint | 18623 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 760 S. AMPHLETT BLVD | 0412 | | 05/24/2017 | 0.00 |
| SAN MATEO | BOA | 51627 | 05/24/2017 | 0.00 |
| CA 94402 | | | | 1,026.25 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 1,026.25 | 0.00 |

Check No. 51627 Total: 1,026.25

Total for SAN MATEO LAWNMOWER 1,026.25

| | | | | |
|------------------------|--------------|-------|------------|--------|
| SHARP BUSINESS SYSTEMS | April Copies | 18607 | 05/24/2017 | |
| | | | 05/24/2017 | |
| DEPT. LA 21510 | 0199 | | 05/24/2017 | 0.00 |
| PASADENA | BOA | 51628 | 05/24/2017 | 0.00 |
| CA 91185-1510 | C943145-541 | | | 282.63 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 282.63 | 0.00 |

Check No. 51628 Total: 282.63

Total for SHARP BUSINESS SYSTEMS 282.63

| | | | | |
|---------------------|------------------------------|-------|------------|-------|
| DANIEL SIMON | Refund Deposit, 107 Crescent | 18608 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 107 CRESCENT AVENUE | 0683 | | 05/24/2017 | 0.00 |
| PORTOLA VALLEY | BOA | 51629 | 05/24/2017 | 0.00 |
| CA 94028 | | | | 97.08 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 97.08 | 0.00 |

Check No. 51629 Total: 97.08

Total for DANIEL SIMON 97.08

| | | | | |
|--------------------------------|--------------------------|-------|------------|----------|
| SMALL BUSINESS BENEFIT PLAN TR | Dental/Vision, June 2017 | 18609 | 05/24/2017 | |
| | | | 05/24/2017 | |
| | 0132 | | 05/24/2017 | 0.00 |
| BELMONT | BOA | 51630 | 05/24/2017 | 0.00 |
| CA 94002-0156 | | | | 2,126.90 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-50-4090 | Health Ins Dental & Vision | 2,126.90 | 0.00 |

Check No. 51630 Total: 2,126.90

Total for SMALL BUSINESS BENEFIT PLAN 2,126.90

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 11

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 |

| | | | | |
|-------------------------|-----------------------------|----------|------------|--------|
| SOFTWAREONE, INC. | Adobe Software, de Garmeaux | 18604 | 05/24/2017 | |
| | | 00006445 | 05/24/2017 | |
| 20875 CROSSROADS CIRCLE | 0671 | | 05/24/2017 | 0.00 |
| WAUKESHA | BOA | 51631 | 05/24/2017 | 0.00 |
| WI 53186 | US-PSI-570797 | | | 697.46 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 05-64-4312 | Office Equipment | 697.46 | 697.46 |

| | | | |
|-----------|-------------------|--------|--------|
| Check No. | 51631 | Total: | 697.46 |
| Total for | SOFTWAREONE, INC. | | 697.46 |

| | | | | |
|--------------------------|------------------------------|-------|------------|----------|
| CONNIE STACK | Instructor Fees, Spring 2017 | 18626 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 10127 LAMPLIGHTER SQUARE | 648 | | 05/24/2017 | 0.00 |
| CUPERTINO | BOA | 51632 | 05/24/2017 | 0.00 |
| CA 95014 | | | | 1,499.20 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 1,499.20 | 0.00 |

| | | | |
|-----------|--------------|--------|----------|
| Check No. | 51632 | Total: | 1,499.20 |
| Total for | CONNIE STACK | | 1,499.20 |

| | | | | |
|-----------------------|-------------------------------|-------|------------|--------|
| STAPLES CREDIT PLAN | Office Supplies, 4/13- 5/6/17 | 18610 | 05/24/2017 | |
| | | | 05/24/2017 | |
| DEPT. 31 - 0000306219 | 430 | | 05/24/2017 | 0.00 |
| PHOENIX | BOA | 51633 | 05/24/2017 | 0.00 |
| AZ 85062-8004 | | | | 915.31 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 915.31 | 0.00 |

| | | | |
|-----------|---------------------|--------|--------|
| Check No. | 51633 | Total: | 915.31 |
| Total for | STAPLES CREDIT PLAN | | 915.31 |

| | | | | |
|---------------------------|-------------|-------|------------|----------|
| STATE COMP INSURANCE FUND | May Premium | 18611 | 05/24/2017 | |
| | | | 05/24/2017 | |
| PO BOX 748170 | 0122 | | 05/24/2017 | 0.00 |
| LOS ANGELES | BOA | 51634 | 05/24/2017 | 0.00 |
| CA 90074-8170 | | | | 2,501.50 |

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

| | | | |
|-----------|---------------------------|--------|----------|
| Check No. | 51634 | Total: | 2,501.50 |
| Total for | STATE COMP INSURANCE FUND | | 2,501.50 |

| | | | | |
|---------------------|-------------------------------|-------|------------|--------|
| THE COORDINATORS | Refund Deposit, 737 Westridge | 18600 | 05/24/2017 | |
| | | | 05/24/2017 | |
| 471 MONTWOOD CIRCLE | 1462 | | 05/24/2017 | 0.00 |
| REDWOOD CITY | BOA | 51635 | 05/24/2017 | 0.00 |
| CA 94061 | | | | 800.71 |

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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 12

TOWN OF PORTOLA VALLEY

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

| | | | | |
|------------|--------------------------------|--------|------|--|
| 96-54-4207 | Deposit Refunds, Other Charges | 800.71 | 0.00 | |
|------------|--------------------------------|--------|------|--|

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 51635 | Total: | 800.71 |
| Total for | THE COORDINATORS | | 800.71 |

| | | | | |
|--------------------------------|------------------------|----------|------------|----------|
| TURF & INDUSTRIAL EQUIPMENT CO | Lawnmower Maint/Repair | 18633 | 05/24/2017 | |
| 2715 LAFAYETTE STREET | 513 | 00006462 | 05/24/2017 | 0.00 |
| SANTA CLARA | BOA | 51636 | 05/24/2017 | 0.00 |
| CA 95050 | R022680 | | | 1,300.11 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 1,300.11 | 1,300.11 |

| | | | |
|-----------|-----------------------------|--------|----------|
| Check No. | 51636 | Total: | 1,300.11 |
| Total for | TURF & INDUSTRIAL EQUIPMENT | | 1,300.11 |

| | | | | |
|------------------|----------------|-------|------------|--------|
| VERIZON WIRELESS | April Cellular | 18612 | 05/24/2017 | |
| P.O. BOX 660108 | 0131 | | 05/24/2017 | 0.00 |
| DALLAS | BOA | 51637 | 05/24/2017 | 0.00 |
| TX 75266-0108 | 9784609756 | | | 282.61 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4318 | Telephones | 282.61 | 0.00 |

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 51637 | Total: | 282.61 |
| Total for | VERIZON WIRELESS | | 282.61 |

| | | | | |
|-------------------------|------------------------|-------|------------|--------|
| VORTEX INDUSTRIES, INC. | Repair Town Hall Doors | 18624 | 05/24/2017 | |
| File 1095 | | | 05/24/2017 | |
| 1801 W. OLYMPIC BLVD | 0581 | | 05/24/2017 | 0.00 |
| PASADENA | BOA | 51638 | 05/24/2017 | 0.00 |
| CA 91199 | | | | 271.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4346 | Mechanical Sys Maint & Repair | 271.00 | 0.00 |

| | | | |
|-----------|-------------------------|--------|--------|
| Check No. | 51638 | Total: | 271.00 |
| Total for | VORTEX INDUSTRIES, INC. | | 271.00 |

| | | | | |
|------------------|--------------------------------|-------|------------|--------|
| WOODSIDE PRIORY | Refund Deposit, Fromhertz Hous | 18586 | 05/24/2017 | |
| 302 PORTOLA ROAD | 0230 | | 05/24/2017 | 0.00 |
| PORTOLA VALLEY | BOA | 51639 | 05/24/2017 | 0.00 |
| CA 94028 | | | | 179.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 179.00 | 0.00 |

| | | | |
|-----------|-----------------|--------|--------|
| Check No. | 51639 | Total: | 179.00 |
| Total for | WOODSIDE PRIORY | | 179.00 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/24/17

Date: 05/17/2017

Time: 8:43 am

Page: 13

TOWN OF PORTOLA VALLEY

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

Total Invoices: 53

| | |
|----------------------------|-------------------|
| Grand Total: | 104,427.07 |
| Less Credit Memos: | 0.00 |
| Net Total: | <u>104,427.07</u> |
| Less Hand Check Total: | 0.00 |
| Outstanding Invoice Total: | <u>104,427.07</u> |

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 24, 2017

Claims totaling \$104,427.07 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



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: May 24, 2017

RE: Adoption of Ordinance “Clean-up” Text Amendments to the Municipal Code Regarding Vending Machines, Basements and Scenic Corridor Setback

RECOMMENDATION

Staff recommends that the Town Council adopt the attached ordinance amending various portions of the Portola Valley Municipal Code.

BACKGROUND

At the May 10, 2017 meeting, the Town Council introduced an ordinance amending the Municipal Code.

The Ordinance Deletes Chapter 5.48 [Vending Machines] from Title 5 [Business Taxes, Licenses and Regulations], Amends Section 18.04.065 [Basement] of Chapter 18.04 [Definitions] of Title 18 [Zoning], Amends Chapter 18.58 of Title 18 [Zoning], Amends Section 18.58.010 [Intention] of Chapter 18.58 [Special Setback Lines] of Title 18 [Zoning] and Amends Section 18.58.020 [Special building setback lines-S (scenic)] of Chapter 18.58 [Special Building Setback Lines] of Title 18 [Zoning].

This matter has come before the Council for second reading of the ordinance title, waiving further reading and adoption of the ordinance.

FISCAL IMPACT

None

ATTACHMENT

1. Ordinance

Approved by: Jeremy Dennis, Town Manager

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

ORDINANCE NO. _____

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY DELETING CHAPTER 5.48 REGARDING
VENDING MACHINES, AMENDING SECTION 18.04.065
REGARDING BASEMENTS AND AMENDING CHAPTER 18.58
REGARDING SPECIAL SETBACK LINES**

WHEREAS, in 1964 the Town of Portola Valley (“Town”) adopted an ordinance establishing a tax on vending machines, which is set forth in Chapter 5.48 of the Portola Valley Municipal Code; and

WHEREAS, the Town has never collected the tax on vending machines, is not aware of any existing vending machines, and does not anticipate the installation of any in the future; and

WHEREAS, the Town desires to create clarity and consistency between sections of the Zoning Code relative to basements; and

WHEREAS, the Town desires to create clarity and consistency relative to the terms used in Chapter 18.58 regarding special setback lines; and

WHEREAS, the Architectural and Site Control Commission held a duly noticed public hearing on February 27, 2017 and after review and consideration of the draft ordinance recommended approval with one addition to the language of Section 18.58.020(D)(3); and

WHEREAS, on March 15, 2017, the Planning Commission held a noticed public hearing and after review and consideration recommended approval of the ordinance; and

WHEREAS, the Town Council of the Town of Portola Valley having reviewed and considered the recommendations, staff reports and all public testimony desire to approve this ordinance.

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

1. DELETION OF CODE. Chapter 5.48 [Vending Machines] is hereby deleted in its entirety from Title 5 [Business Taxes, Licenses and Regulations] of the Portola Valley Municipal Code.

2. AMENDMENT OF CODE. Section 18.04.065 [Basement] of Chapter 18.04 [Definitions] of Title 18 [Zoning] is hereby amended to read as follows:

"Basement" is a floor level directly under a building which meets the following criteria:

- A. The ceiling height is not more than twelve (12) feet.
- B. Provisions for light, ventilation and access do not exceed the minimum requirements of the building code, notwithstanding that additional provisions for light, ventilation and access may be permitted by the Architectural and Site Control Commission when it finds such additional provisions will not be visible from adjoining or nearby properties as such properties currently exist or as the Architectural and Site Control Commission believes may be used or developed in the future. Garages are not permitted under this provision. By virtue of the foregoing definition, a basement is permitted to meet the minimum requirements of the building code, including, but not limited to, light, ventilation and access, without approval of the Architectural and Site Control Commission.
- C. The underside of the floor joists of the floor above are not more than eighteen (18) inches above the adjoining natural or finished grade at any point, whichever is lower.
- D. Where a room(s) partially meets the provisions of subsection C of this section, that is, a portion is not more than eighteen (18) inches above adjoining natural or finished grade, whichever is lower, and a portion is more than eighteen (18) inches above such grade, a portion of such room(s) shall be considered as basement and a portion shall be considered as floor area. The rule for such determination shall be as follows:
 - 1. The outside perimeter of the room(s) shall be measured and designated "A."
 - 2. The outside perimeter of the room(s) where the underside of the floor joists of the floor above are not more than eighteen (18) inches above adjoining natural or finished grade, whichever is lower, shall be measured and designated "B."
 - 3. The amount of floor area of the subject room(s) that will be counted as basement is then equal to the entire floor area of the room(s) multiplied by the fraction of B/A. The balance of the floor area shall be counted as floor area.
- E. The basement floor area shall not exceed the floor area of the first floor of the building above.

3. AMENDMENT OF CODE. The title of Chapter 18.58 of Title 18 [Zoning], which is currently "Special Building Setback Lines," is hereby amended to read "Special Setback Lines."

4. AMENDMENT OF CODE. Section 18.58.010 [Intention] of Chapter 18.58 [Special Setback Lines] of Title 18 [Zoning] is hereby amended to read as follows:

Special setback lines are intended to regulate the location of structures where special features such as scenic roads, geologically hazardous areas, and floodplains require setback regulations to those otherwise specified in this title.

5. AMENDMENT OF CODE. Section 18.58.020 [Special building setback lines – S (scenic)] of Chapter 18.58 [Special Setback Lines] of Title 18 [Zoning] is hereby amended to read as follows:

18.58.020 - Special setback lines—S (scenic).

- A. Purpose. Special setback lines—S are established along streets to assure the provision of space for light, air, safety, circulation, and visual amenity, and to permit or require adjustment in the location of structures to observe unusual physical conditions. Special setback lines shall be adopted and amended in conformance with the requirements of Chapter 18.74 and when adopted shall be set forth on the zoning map.
- B. Requirements. No structure shall be located closer to a street parcel line than the special setback line. In any district where the least depth or least width of yard required for such distance is greater or less than the distance set forth for any special setback line, the distance established by the special setback line shall govern.
- C. Measurement. The location of a special setback line shall be established by measurements in feet measured at right angles from the parcel line of the subject parcel.
- D. Special Building Setback Lines—S Adopted.
 - 1. Skyline Boulevard—No structure shall be closer than two hundred (200) feet to the right-of-way of Skyline Boulevard, provided, however, that the architectural and site control commission may allow a reduction of the setback to no less than one hundred (100) feet when it finds that in such a location the proposed structure will not be visible from the right-of-way of Skyline Boulevard.
 - 2. Alpine Road—No structure shall be located closer than seventy-five (75) feet to the right-of-way of Alpine Road in that section of Alpine Road lying between the northerly town limits and Portola Road.
 - 3. Portola Road—No structure shall be located closer to the right-of-way of Portola Road in that section from the intersection with Alpine Road to the northwesterly town limits than as stipulated below:
 - a. In zoning districts requiring a minimum parcel area of one acre or larger, no structure shall be closer to the Portola Road right-of-way than fifty (50) feet; however, where a parcel has a side or rear parcel line contiguous with the Portola Road right-of-way, an accessory structure may come within twenty-five (25) feet of the right-of-way provided the Architectural and Site Control Commission finds the structure will not be seen from Portola Road or that existing and/or proposed planting consistent with the character and quality of the Portola Road corridor will largely obscure the structure.
 - b. In zoning districts requiring a minimum parcel area less than one acre, a one-story house shall observe a minimum setback of thirty-five (35) feet and any second story addition thereto shall observe a minimum setback of forty-five (45) feet; alternatively, a two-story house shall observe a minimum

setback of forty (40) feet. Structures which are not buildings shall adhere to the same setback requirements. Where a parcel has a side or rear parcel line contiguous with the Portola Road right-of-way, an accessory structure may come within twenty (20) feet of the right-of-way provided the Architectural and Site Control Commission finds the structure will not be seen from Portola Road or that existing and/or proposed planting consistent with the character and quality of the Portola Road corridor will largely obscure the structure.

- c. Structures existing as of the date of adoption of the ordinance codified in this subdivision (August 28, 1991), which do not comply with the setback requirements described herein are deemed conforming structures and are not subject to the provisions contained in Chapter 18.46. For such a structure, the three-dimensional space it occupies which does not comply with the setbacks stipulated in subsection D.3.a. and b. of this section becomes a building envelope. Remodeling and rebuilding may occur within such a building envelope subject to normal design review requirements provided for in this section. In addition, the Architectural and Site Control Commission may allow architectural details to extend up to two (2) feet from any wall surface on no more than ten (10) percent of the building perimeter within the setbacks in subsection D.3.a. and b. of this section when such details will better ensure compatibility with the character and quality of the Portola Road corridor. This provision is not meant to allow any new construction or use in an existing structure deemed conforming under this subsection, without the required permits; all changes shall be subject to review as required in Chapter 18.46.

6. CALIFORNIA ENVIRONMENTAL QUALITY ACT DETERMINATION. The Town Council hereby finds that this ordinance is not subject to the provisions of the California Environmental Quality Act (“CEQA”) because the activity is not a project as defined by Section 15378 of the CEQA Guidelines. The ordinance has no potential for resulting in physical change to the environment either directly or indirectly.

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

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

INTRODUCTED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST

APPROVED

Town Clerk

Mayor Hughes

APPROVED AS TO FORM

Town Attorney



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Sharon Hanlon, Town Clerk
DATE: May 24, 2017
RE: Adoption of Ordinance making Amendments to Accessory Dwelling Units

RECOMMENDATION

Staff recommends that the Town Council adopt the attached ordinance amending Chapters 18.04 and 18.12 of the Portola Valley Municipal Code relative to accessory dwelling units.

BACKGROUND

At the May 10, 2017 meeting, the Town Council introduced an ordinance amending Chapters 18.04 and 18.12 of the Portola Valley Municipal Code.

The Ordinance Amends Section 18.04.422 [Second Units] of Chapter 18.04 [Definitions] of Title 18 [Zoning] and Amends Subsection (B) of Section 18.12.040 [Accessory Uses Permitted] of Chapter 18.12 [R-E (Residential Estate) District Regulations] of Title 18 [Zoning].

This matter has come before the Council for second reading of the ordinance title, waiving further reading and adoption of the ordinance.

FISCAL IMPACT

None

ATTACHMENT

1. Ordinance

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis'. The signature is fluid and cursive, written over a white background.

ORDINANCE NO. 2017-_____

**ORDINANCE AMENDING SECTIONS OF TITLE 18 [ZONING] OF THE
PORTOLA VALLEY MUNICIPAL CODE RELATIVE TO SECOND UNITS**

WHEREAS, on January 14, 2015, the Town Council of the Town of Portola Valley (“Town”) adopted its current Housing Element identifying second units as a very effective way of providing affordable housing in town;

WHEREAS, recognizing the potential for second units as a housing strategy, California has passed several laws to lower the local regulatory barriers to construction, including a requirement that each local agency have a ministerial process for approving second units;

WHEREAS, in order to fully comply with the most recent California legislation (AB 229 and SB 1069), the Town must amend its Zoning Ordinance;

WHEREAS, the Town has a ministerial process available for approval of second units under limited circumstances and wishes to expand the scope of ministerial approvals;

WHEREAS, the Town desires to go above and beyond the requirements of State law to encourage the building of new second units and therefore desires to amend the Zoning Ordinance allow larger units, increasing the maximum size from 750 square feet to 1,000 square feet on one acre lots;

WHEREAS, due to local climatic, geologic and topographic conditions, after consultation with the Fire District, the Zoning Ordinance amendment requires detached second units to comply with local building code, including fire sprinkler requirements.

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

1. AMENDMENT OF CODE. Section 18.04.422 [Second Units] of Chapter 18.04 [Definitions] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

A “Second Unit” which is referred to as an “Accessory Dwelling Unit” in State law means an attached or detached residential dwelling unit located on the same parcel as a main dwelling unit and which provides complete independent living facilities, including those for living, sleeping, eating, cooking and sanitation, for one household.

2. AMENDMENT OF CODE. Subsection (B) of Section 18.12.040 [Accessory Uses Permitted] of Chapter 18.12 [R-E (Residential Estate) District Regulations] of Title

18 [Zoning] of the Portola Valley Municipal Code is hereby amended in its entirety to read as follows:

- B. The Town Planner shall act on an application for a second unit, either attached or detached, within 120 days of receipt if the proposed second unit meets all of the conditions identified below. The application for a second unit shall include all the information required by Section 18.64.040.A.1 through 13. The Town Planner shall refer the application to the Town Geologist, Director of Public Works, Fire Chief and County Health Department for review prior to action on the application. Any application that does not meet all of the conditions identified below may apply for architectural and site plan review by the Architectural & Site Control Commission, provided that no second unit in the R-E-2A or R-E-2.5A zoning districts shall exceed 1,200 square feet and no second unit in the R-E-3.5A, R-E-5A or R-E-7.5A shall exceed 1,500 square feet.

1. Property and Unit Size.

- a. One attached or detached second unit up to 1,000 square feet is permitted on a parcel which is one acre or larger.
- b. Two second units up to 1,000 square feet each are permitted on a parcel of 3.5 acres or larger. Only one of the second units may be detached from the main dwelling, except that both second units may be detached if both are created by converting existing floor area in legal accessory structures into second units.
- c. An attached second unit as described in subsections 1.a and 1.b may be created in whole or in part through the conversion of existing space within the main dwelling unit.
- d. A detached second unit as described in subsections 1.a and 1.b above may be created in whole or in part through the conversion of an existing legal accessory structure.

2. Design Requirements. Except as stated expressly herein, a second unit must comply with the site development standards and design guidelines applicable to the R-E zoning district, including but not limited to parking, height, setback, lot coverage, landscape and maximum size.

- a. Second unit floor area is inclusive of any basement area, but exclusive of any garage or carport area.
- b. The second unit is served by the same vehicular access to the street as the main dwelling.
- c. Color reflectivity values shall not exceed 40%, except that trim colors shall not exceed 50% reflectivity. Roofs shall not exceed 50% reflectivity.
- d. Exterior lighting on the second unit shall not exceed one light fixture per entry door. All lighting fixtures shall comply with the Town's Municipal Code and Design Guidelines relative to lighting

fixtures. Path lights, if any, shall be the minimum needed for safe access to the second unit and shaded by fixtures that direct light to the path surface and away from the sky.

- e. Landscape plantings shall be selected from the Town's list of approved native plants and shall adhere to the Town's Landscaping Guidelines.
- f. The second unit shall not exceed a vertical building height of 18 feet with a maximum building height of 24 feet, as defined in Section 18.54.020A.
- g. The second unit shall have colors, materials and architecture similar to the main dwelling.
- h. The second unit shall not be visible from a local scenic corridor as identified in the General Plan.
- i. No setback shall be required for an existing garage that is converted to a second unit and a setback of no more than five feet from the side and rear lot lines shall be required for a second unit that is constructed above a garage.
- j. If the second unit is created by the conversion of existing space within the main dwelling unit, the second unit must have independent exterior access from the existing residence and side and rear setbacks that are sufficient for fire safety.

3. Parking Requirements.

- a. One dedicated parking space shall be provided for each second unit with one bedroom or less, and two dedicated parking spaces shall be provided for each second unit with two or more bedrooms.
- b. Parking spaces in garages or carports shall be at least 10 feet wide by 20 feet. Uncovered spaces shall be at least nine feet by 18 feet.
- c. Parking spaces do not have to be covered, guest spaces are not required and tandem parking is permitted.
- d. When an existing garage, carport, or covered parking structure is demolished in conjunction with the construction of a second unit, and when those off-street parking spaces must be replaced, the replacement spaces may be located in any configuration on the same lot as the second unit, including, but not limited to, as covered spaces, uncovered spaces, or tandem spaces, or by the use of mechanical automobile lifts.
- e. If the second unit is created entirely by the conversion of existing space within the main dwelling unit, the parking requirements identified in subsections 3.a-3.d shall not apply.

4. Owner Occupancy and Rental Restrictions.

- a. A second unit shall be permitted only on a lot containing an existing single-family dwelling.
 - b. The second unit shall have the same address as the main dwelling.
 - c. Second units may not be sold separately from the main dwelling.
 - d. Either the second unit or the main dwelling shall be owner occupied. If the second unit is rented, any such rental shall not be for a term of less than 30 days.
5. An application for a second unit, if dependent on a septic tank and drain field, will be referred to and require approval of the County Health Officer in accordance with Town policies.
 6. Second units must comply with local Building Code requirements, including fire sprinkler requirements, unless a modification or waiver of the fire sprinkler requirement is approved by the Fire Marshall. A second unit created by the conversion of existing space within an existing single-family residence shall not be required to provide fire sprinklers if they are not required for the primary residence.
 7. Written notification of a second unit permit application shall be given to owner(s) of adjoining properties at least six days prior to action by the Town Planner.

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

4. ENVIRONMENTAL REVIEW. Pursuant to Public Resources Code Section 21080.17, an ordinance providing for the creation of second units in single family residential zones is not subject to the California Environmental Quality Act.

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

INTRODUCTED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST

Town Clerk

By: _____
Mayor

APPROVED AS TO FORM

Town Attorney



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Debbie Pedro, Planning Director

DATE: May 24, 2017

RE: Resolution Verifying Compliance with the State Surplus Land Act

RECOMMENDATION

Staff recommends that the Town Council adopt the resolution in Attachment 1 to demonstrate compliance with the Surplus Land Act for OBAG 2 grant funding eligibility.

BACKGROUND

The Surplus Land Act requires public agencies to offer surplus land as a priority to developers of affordable housing before disposing of the surplus land. Recent changes to the Surplus Land Act (Government Code Sections 54220 et. seq.) prescribe procedures for the sale or disposition of surplus land by local agencies. The primary purpose of the amendments is to prioritize the use of surplus property sites to increase the supply of affordable housing.

DISCUSSION

On July 27, 2016, MTC adopted revisions to the funding and policy framework for the One Bay Area Grant (OBAG) program to include new eligibility requirements for funding, including a requirement that cities and counties adopt a resolution affirming compliance with the Surplus Land Act. Known as OBAG 2 for short, the second round of OBAG funding is available for cities and counties to invest in local street and road maintenance, bicycle and pedestrian improvements, and other transportation related programs and projects. Adoption of a resolution showing compliance with the Surplus Land Act is an application requirement of the OBAG Program. Adopting the resolution does not represent any change to existing Town policy and would allow the Town to remain eligible for future grant funding opportunities.

FISCAL IMPACT

None.

ATTACHMENT

1. Resolution

Approved by: Jeremy Dennis, Town Manager

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

RESOLUTION NO. _____-2017

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY TO COMPLY WITH
ASSEMBLY BILL 2135, SURPLUS LAND ACT**

WHEREAS, the San Francisco region has the highest housing costs in the United States; and

WHEREAS, the Bay Area produced less than 30% of the need for low- and moderate-income housing units from 2007-2014; and

WHEREAS, there are limited funding sources available to secure land for the construction of low- and moderate-income housing; and

WHEREAS, public lands can play a critical role in increasing the supply of land for affordable housing;

WHEREAS, the Metropolitan Transportation Commission adopted Resolution No. 4202, outlining the programming policy and project selection criteria for the One Bay Area Grant Program (OBAG 2), including certain requirements to access these funds.

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

That the Town of Portola Valley hereby agrees to comply with the terms of Surplus Land Act – Assembly Bill 2135 (California Government Code § 54220, et seq.), as exists now or may be amended in the future.

PASSED AND ADOPTED this 24th day of May, 2017.

By: _____
Mayor

ATTEST:

Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Jeremy Dennis, Town Manager
DATE: May 24, 2017
RE: 2017-2018 Salary Schedule

RECOMMENDATION

Staff recommends that the Town Council approve an adjustment to the salary schedule to be in line with the Annual Consumer Price index (CPI) and market comparison of current salary ranges within the Bay Area.

BACKGROUND

It has been the policy of the Town to maintain competitive salary rates for current and future positions. These adjustments are based on the Annual Consumer price index (CPI) for the Bay Area, market comparison of similar positions, and the addition of new positions to the salary schedule.

DISCUSSION

Staff recommends adoption of a resolution which will increase all salary ranges by 5% for the 2017-2018 fiscal year. The Annual Consumer Price index (CPI) for the Bay Area for year end 2016 was 3.5% and the CPI for year end 2015 was 3.2%. The overall recommendation of an increase of 5% creates sufficient flexibility to accommodate future CPI adjustments, current year merit increases as awarded through the internal performance evaluation process and the addition of new positions as approved. The Town Manager's salary is determined by the Town Council and is not impacted by this adjustment.

FISCAL IMPACT

Fiscal impact has been factored into the budget process for the 2017-2018 year.

ATTACHMENT

1. Revised Salary Schedule
2. Resolution to Modify the Salary Schedule

Approved by: Jeremy Dennis, Town Manager

Town of Portola Valley
Salary Schedule

Proposed 05-24-17

| | Annual Range | | | | Hourly Range | | | |
|----------------------------------------------|-----------------------|------------|-----------------------|------------|-----------------------|------------|-----------------------|------------|
| | Bottom | Proposed | Current | Proposed | Bottom | Proposed | Top | Proposed |
| Administration | | | | | | | | |
| Town Manager | set by contract | | | | salary | | | |
| Town Clerk | \$ 70,762 | \$ 74,300 | \$ 108,546 | \$ 113,973 | \$ 34.0200 | \$ 35.7210 | \$ 52.1858 | \$ 54.7951 |
| Assistant to the Town Manager | \$ 70,762 | \$ 74,300 | \$ 108,546 | \$ 113,973 | salary | | | |
| Accounting Technician | \$ 54,384 | \$ 57,103 | \$ 83,420 | \$ 87,591 | \$ 26.1462 | \$ 27.4535 | \$ 40.1055 | \$ 42.1108 |
| Administrative Assistant | \$ 42,991 | \$ 45,141 | \$ 65,945 | \$ 69,242 | \$ 20.6688 | \$ 21.7022 | \$ 31.7041 | \$ 33.2893 |
| Planning | | | | | | | | |
| Planning Director/Town Planner | \$ 114,131 | \$ 119,837 | \$ 175,059 | \$ 183,812 | salary | | | |
| Senior Planner | \$ 70,762 | \$ 74,300 | \$ 108,546 | \$ 113,974 | \$ 34.0202 | \$ 35.7212 | \$ 52.1858 | \$ 54.7951 |
| Associate Planner | \$ 62,541 | \$ 65,668 | \$ 91,761 | \$ 96,349 | \$ 30.0678 | \$ 31.5712 | \$ 44.1159 | \$ 46.3217 |
| Assistant Planner | \$ 54,384 | \$ 57,103 | \$ 83,420 | \$ 87,591 | \$ 26.1461 | \$ 27.4534 | \$ 40.1055 | \$ 42.1108 |
| Planning Technician II | \$ 47,290 | \$ 49,655 | \$ 72,539 | \$ 76,166 | \$ 22.7357 | \$ 23.8725 | \$ 34.8745 | \$ 36.6182 |
| Planning Technician I | \$ 42,991 | \$ 45,141 | \$ 65,945 | \$ 69,242 | \$ 20.6688 | \$ 21.7023 | \$ 31.7041 | \$ 33.2893 |
| Public Works / Facilities Maintenance | | | | | | | | |
| Public Works Director/Town Engineer | \$ 114,131 | \$ 119,837 | \$ 175,059 | \$ 183,812 | salary | | | |
| Deputy Building Official | \$ 85,214 | \$ 89,474 | \$ 130,713 | \$ 137,249 | \$ 40.9682 | \$ 43.0166 | \$ 62.8427 | \$ 65.9848 |
| Maintenance Worker III | \$ 52,605 | \$ 55,235 | \$ 80,690 | \$ 84,725 | \$ 25.2909 | \$ 26.5554 | \$ 38.7933 | \$ 40.7330 |
| Maintenance Worker II | \$ 44,491 | \$ 46,715 | \$ 68,256 | \$ 71,669 | \$ 21.3897 | \$ 22.4592 | \$ 32.8152 | \$ 34.4560 |

Notes:

1. All hourly positions are based on a 40.0 hour work week (2,080 hours per year) unless noted otherwise.
2. Not all classifications detailed above are authorized to be filled, please refer to the Town's budget for authorizations.

RESOLUTION NO. _____-2017

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
MODIFYING THE SALARY SCHEDULE
FOR FISCAL YEAR 2017-2018**

WHEREAS, the Town Manager has recommended salary adjustments for all classifications for the 2017-2018 Fiscal Year; and

WHEREAS, the Town Council has considered such recommendations and wishes to adjust the salary schedule for the benefit of the employees of the Town,

NOW, THEREFORE, the Town Council of the Town of Portola Valley does RESOLVE that the salary schedule attached as Exhibit A is adopted by the Town effective May 24, 2017.

REGULARLY PASSED AND ADOPTED this 24 day of May 2017.

Mayor

ATTEST:

Town Clerk

There are no written materials for Trails & Paths Committee Annual Report

There are no written materials for Staff Presentation on EnerGov, Green Halo and Parks & Recreation Software



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: May 24, 2017

RE: Trailer Bill to Implement Proposition 64 – Council Input

RECOMMENDATION

Staff recommends that the Town Council approve the Town Manager to draft a letter stating the Town's position on the trailer bill to implement Proposition 64.

BACKGROUND

In November 2016, California voters approved Proposition 64, authorizing the legalization of recreational marijuana, and establishing certain sales and cultivation taxes. The Governor has proposed budget trailer language to reconcile the existing medical marijuana statutes with Proposition 64.

DISCUSSION

The League of California Cities (LCC) has contacted its membership to share its concerns over the current draft language. While some of the LCC's concerns apply to larger municipalities, there are outstanding issues related to:

- the lack of language expressly empowering local governments to conduct enforcement of state health and safety standards
- the lack of language expressly empowering local governments to inspect the books of cannabis businesses and conduct audits
- clarity around whether a cannabis business can continue to operate if a local municipality suspends its business license

Portola Valley code provides for such powers in bullets one and two to be exercised by the County of San Mateo as it relates to tobacco retailing.

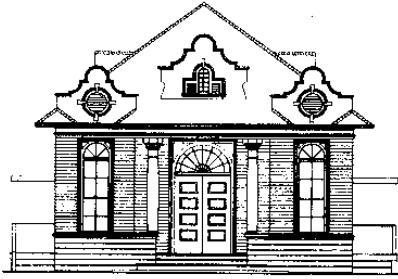
Strengthening these areas of concern would result in a regulatory framework supportive of the needs of local municipalities. Should such changes be made to the trailer bill, staff will examine whether changes to Town Code will be needed.

FISCAL IMPACT

None.

Approved by: Jeremy Dennis, Town Manager

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



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: May 24, 2017

RE: Council Health Care Options

RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution authorizing the Town to provide health care access to councilmembers and their dependents, and that should health care be desired, that it be paid for by the Councilmember at 100% of its cost to the Town.

BACKGROUND

The Town currently provides health care access to its full time staff, and covers health care costs at different levels depending on the inclusion of a spouse or dependents. CalPers allows for health care access to be expanded to part-time and other "employees", as defined under California Government Code Section 22772 to include an officer or official of a contracting agency.

DISCUSSION

Employer-based health care works, in part, by the ability of the employer to group its employees into a more cost-effective pool. In this case, CalPers offers such pools for its millions of contracting employees and officers.

Staff proposes that the attached resolution be adopted, authorizing access to health care for councilmembers through the Town's contract with CalPers. The total cost for the health care would be borne by any councilmember choosing to participate in obtaining healthcare through CalPers. Therefore, the impact of this resolution would be revenue neutral to the Town.

FISCAL IMPACT

None.

ATTACHMENT

1. Resolution

Approved by: Jeremy Dennis, Town Manager

RESOLUTION NO. _____-2017

**A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY AUTHORIZING HEALTH CARE
ACCESS FOR COUNCILMEMBERS**

WHEREAS, a contracting agency meeting the eligibility requirements set forth in Government Code Section 22920, may obtain health benefit plan(s), as defined under Government Code Section 22777, by submitting a resolution to the Board of Administration of the California Public Employees' Retirement System (the "Board"), and upon approval of such resolution by the Board, become subject to the Public Employee's Medical and Hospital Care Act (the "Act"); and

WHEREAS, the Town of Portola Valley is a contracting agency eligible to be subject to the Act under Government Code Section 22920; and

WHEREAS, an employee is defined under Government Code Section 22772 (2) as "an officer or official of a contracting agency"; and

WHEREAS, Government Code Section 22807 permits a contracting agency subject to the Act to provide benefits to its less than half-time employees, upon proper application; and

WHEREAS, access to affordable health care is desirable not only for all of the Town's full time employees, but also its officers, specifically councilmembers:

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

1. The Town of Portola Valley desires to obtain for its officers, specifically councilmembers, the benefit of Section 22807 and accepts the liabilities and obligations of a contracting agency under the Section.

2. The Town of Portola Valley elects to be subject to the provisions of Section 22807 of the Government Code.

3. The Town of Portola Valley is an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section.

4. The Town Council of the Town of Portola Valley appoints and directs the Clerk of the Board to file with the Board a verified copy of this resolution, and to perform on behalf of the Town of Portola Valley all functions required of it under the Act.

PASSED AND ADOPTED this 24th day of May, 2017.

By: _____
Mayor

ATTEST:

Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

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

DATE: May 24, 2017

RE: Not-for-Profit Agency Funding Requests

RECOMMENDATION

Staff recommends that the Town Council approve funding for not-for-profit agencies providing services benefiting the Town, its residents, or the larger Peninsula community, in an amount not to exceed \$16,188.

BACKGROUND

Annually, the Town receives requests from a number of not-for-profit agencies. The Town Council reviews these funding requests and determines the allocation amount that each agency will receive. For fiscal year 2016-17, the Council authorized the following allocations:

| | |
|-------------------------------|-----------------|
| Joint Venture Silicon Valley | \$1,000 |
| Peninsula Conflict Resolution | \$ 525 |
| Sustainable San Mateo County | \$2,500 |
| HIP Housing | \$3,000 |
| Housing Outreach Team | \$2,763 |
| Citizens Emergency Response | \$5,000 |
| Preparedness Program (CERPP) | |
| Total | \$14,788 |

DISCUSSION

The Town has received the following requests for fiscal year 2017-18 and staff recommends awarding \$15,938 in the FY 2017-18 budget as follows:

| <u>Agency</u> | <u>Amount Requested</u> | <u>Recommended</u> |
|-------------------------------|-------------------------|--------------------|
| Joint Venture Silicon Valley | \$1,250 | \$1,250 |
| Peninsula Conflict Resolution | \$ 525 | \$ 525 |
| Sustainable San Mateo County | \$2,500 | \$2,500 |
| Sustainable Silicon Valley | \$1,000 | \$1,000 |
| HIP Housing | \$3,000 | \$3,000 |

Not-for-Profit Agency Funding Requests

| | | |
|-------------------------------------------------------------|-----------------|-----------------|
| Housing Outreach Team | \$2,763 | \$2,763 |
| Citizens Emergency Response Preparedness Program (CERPP) | \$5,000 | \$5,000 |
| League of CA Cities Statewide Local Street/Road Fund | \$ 150 | \$ 150 |
| Total | \$16,188 | \$16,188 |

FISCAL IMPACT

The total amount of contributions approved by the Council will be included in the 2017-18 proposed budget document, which is to be presented to the Council at its meeting on June 14, 2017

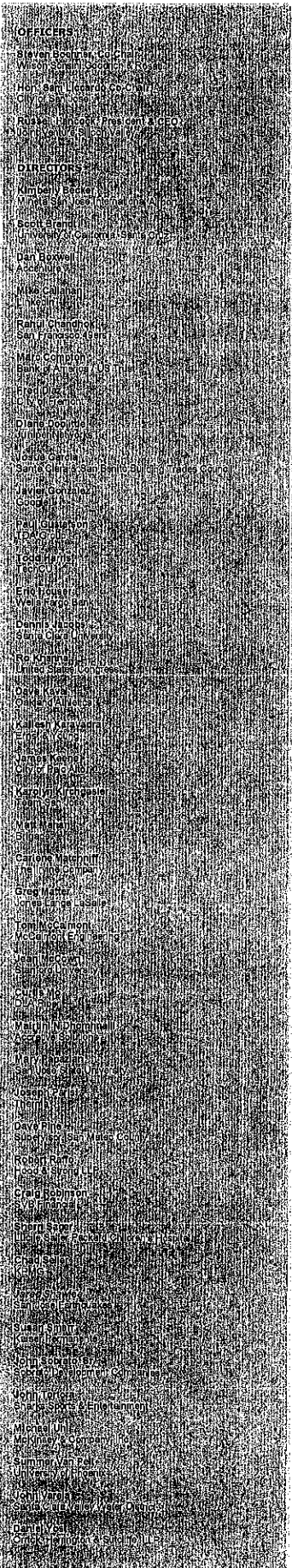
ATTACHMENT

Attached Proposals:

1. Joint Venture Silicon Valley
2. Peninsula Conflict Resolution
3. Sustainable San Mateo County
4. Sustainable Silicon Valley
5. HIP Housing
6. Housing Outreach Team
7. Citizens Emergency Response Preparedness Program (CERPP)
8. League of CA Cities Statewide Local Street/Road Fund

Approved by: Jeremy Dennis, Town Manager





May 2, 2017

Town of Portola Valley
Attn: Jeremy Dennis
Town Manager
765 Portola Road
Portola Valley, California 94028

Dear Jeremy:

I'm writing to thank you for your participation in Joint Venture Silicon Valley and request your support for the coming fiscal year.

Joint Venture is unique. It is the only organization spanning so many sectors, and it is the only organization where cities are structured as full participants alongside Silicon Valley's business and labor leaders. It is the only organization providing cities a steady stream of research and analysis and providing a data-driven approach to decision making. It is also the only organization that is working across the jurisdictional boundaries of cities spread over four counties. We do it through a collaborative and consensual process, we're delivering meaningful results, and it makes us very proud that 36 jurisdictions invested in our core operations last year. 25 cities, counties, and EDCs participate in our economic development alliance.

Our initiatives continue to grow through a collaborative process with our stake holders. At the moment, these include:

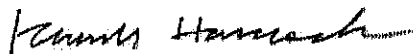
- Our **Smart Region** initiative, providing a region-wide platform for the deployment and standardization of Smart City technology.
- Our **Wireless Communications** initiative, which is tackling the challenges we face in providing 21st century infrastructure for broadband and cutting edge technology.
- Our **Public Sector Climate Action Task Force**, which brings together sustainability officers across the region.
- Our **Adaptation and Sea Level Rise** working group, which is providing a forum for discussion and a framework for collective action.
- Our **Grand Boulevard Task Force**, which is bringing meaningful improvements to El Camino Real.
- Our **Surplus Food Initiative**, which is taking a software and systems approach to delivering excess food in real time, to those in most need.

- Our portfolio of **Smart Mobility** initiatives, which are bringing demand-side reductions to our groaning freeway infrastructure. These include a region-wide effort to improve our bike infrastructure, an electric vehicle infrastructure working group, and the mobility partnerships we are creating with various city managers.
- Our **Economic Development Alliance**, which convenes your economic development professionals in a region-wide framework for a thoughtful and collaborative approach to our growth.
- The data and analysis provided by our in-house institute, the **Silicon Valley Institute for Regional Studies**. This includes most especially the hundreds of indicators we curate for the Silicon Valley Index, which is made freely available at a richly interactive website (siliconvalleyindicators.org).

Your participation allows you to share in these projects and shape them. It also allows you to capture cost savings because Joint Venture is delivering projects at a regional scale.

We're grateful for your continued support and participation and trust it will continue. I'm attaching an invoice and I'm completely available to the phone if there is anything you care to discuss.

Sincerely,



Russell Hancock
President & Chief Executive Officer



100 W San Fernando Street
 Suite 310
 San Jose, California 95113

Invoice

| | |
|-----------|-------------|
| Date | Invoice # |
| 4/28/2017 | 477NETportv |

| |
|-----------------------------------------------------------------------------------------------------------------------|
| Bill To |
| Town of Portola Valley Attn: Jeremy Dennis Town Manager 765 Portola Road Portola Valley, California 94028 |

| |
|-----------|
| Due Date |
| 5/31/2017 |

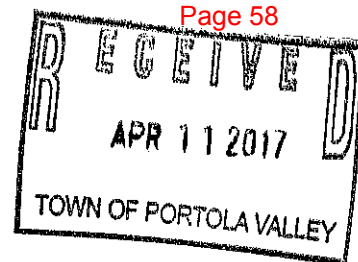
| Description | Amount |
|----------------------------------------------------------------------------------------------------------------------------|----------|
| Joint Venture Silicon Valley Public Investment, Fiscal Year 2017-2018 | 1,250.00 |
| Make checks payable to: Joint Venture Silicon Valley 100 W San Fernando Street, Suite 310 San Jose, California 95113 | |

| | |
|-----------------------------------------------------------------|-------------------------------|
| Thank you for your prompt payment 501(c)3 Tax ID: 77-0389802 | Total \$1,250.00 |
| | Balance Due \$1,250.00 |



Peninsula Conflict Resolution Center
 1660 So. Amphlett Blvd. #219 San Mateo, CA 94402
 T 650.513.0330 F 650.513.0335
 www.pcrweb.org

Page 58



April 4, 2017

Jeremy Dennis, Town Manager
 Town of Portola Valley
 765 Portola Road
 Portola Valley, CA 94028

Dear Mr. Dennis,

We know that our cities are faced with budget challenges that require hard choices. We hope that you continue to see the value of PCRC's services, and that you will make the choice to continue to contract with us. Last year, we asked for a 5% COLA increase. **We are not asking for an additional increase, this year.**

When state, county and city services are being reduced or restructured, PCRC is needed in the community more than ever. **PCRC's services alleviate the costs of lawsuits, police responses, and many types of calls for city services** such as code enforcement and planning. We help relieve the burden on your already strained resources.

A few examples:

- A neighborhood dispute can lead to multiple complaints to city staff and elected officials. A referral to PCRC can help create resolution and no more calls to city hall.
- PCRC has trained over 100 public employees in facilitative leadership skills. 90% said that the information was applicable to their work. These staff will be more able to manage situations before they become HR problems.
- PCRC facilitators helped a city gather input about community priorities that will inform the City Council's budgeting process.

I believe that PCRC's services truly make a difference in our community, and I've seen it first hand. Working hand-in-hand with local government, we are making our neighborhoods safer, stronger and more resilient. I hope you will continue to be PCRC's partner. **A 2017-2018 proposed scope of work is enclosed. Please let me know if you will renew by June 1, 2017.**

Please feel free to contact me with any questions.

Best regards,


 Michelle Vilchez
 Executive Director



Sustainable San Mateo County

Economy. Equity. Environment.

Dedicated to the long-term health and vitality of our region

(650) 638-2323 • Fax: (650) 361-1395

177 Bovet Road, Sixth Floor, San Mateo, CA 94402

Email: advocate@sustainableanmateo.org

Web: www.sustainableanmateo.org

Facebook.com/SustainableSanMateo

Twitter.com/SustainableSMC

Founders

MARCIA PAGELS

RUTH PETERSON

Jeremy Dennis, Town Manager

Town of Portola Valley

765 Portola Rd.

Portola Valley, CA 94028

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CLEM MOLONY

MARK MOULTON

Executive Director

ADRIENNE ETHERTON

Project Manager

Indicators Report

FLORA KAPLAN

May 17, 2017

Dear Jeremy,

Sustainable San Mateo County's goal is to provide citizens and government officials with the fact-based knowledge they need to make informed decisions that will improve the long-term health and quality of life of our community. So every year, we ask our local agencies to support the *Indicators for a Sustainable San Mateo County Report*.

Your contributions to our surveys over the years and growing interest in building sustainable communities prove that local governments are committed to our cause. Our goal is to have 100% participation from our cities in financially supporting this program. You can help us meet this goal by contributing at any level comfortable to your city.

Last year Portola Valley sent us \$2,500 in support. This year we are hoping that Portol Valley can support the Indicators at the new request level, \$5,000. This amount has gone up from last year due to the increased cost of generating the report. These funds will support the production of the Indicators for a Sustainable San Mateo County Report for the 2017-18 fiscal year, including data for San Mateo County, the City of Burlingame, and other localities and research on our Key Indicator. Your Town's funding supports the contract Program Manager for the Indicators Report who researches and writes large portions of the report and coordinates the numerous volunteers who participate as researchers, writers, graphic designers, editors and expert reviewers; the online Indicators, including preparing and posting the report on the SSMC website; the continued development of online communications of the Indicators findings and ways for local agencies and residents to become more sustainable; the printing of tri-annual summary reports; and the publicity and outreach efforts to educate your citizens, including tri-annual Launch events—free luncheons featuring local experts on sustainability topics and exhibits from local organizations—and presentations to groups countywide at no charge.

We'd like to thank all the cities and the county who supported us for the 2016-17 year. All sponsors are listed on our printed Executive Summaries as well as prominently on all Indicators web pages. Continuing financial support is essential for maintaining our proud tradition of publishing the Indicators Report as a service to our community. Enclosed is a formal proposal for funding the Report and an invoice to assist with streamlining the process.

Thank you for your consideration. We look forward to hearing from you.

Sincerely,

Adrienne Etherton, Executive Director

P.S. Please visit us online at www.sustainableanmateo.org/indicators to review our current findings.



| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Request for Support Town of Portola Valley <i>Indicators for a Sustainable San Mateo County Report</i> FY 2017-18 Amount Requested: \$5,000</p> | <p>Sustainable San Mateo County 177 Bovet Road, Sixth Floor San Mateo, CA 94402 Contact: Adrienne Etherton, Executive Director Ph: 650-638-2323 Email: adrienne@sustainablesanmateo.org</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Sustainable San Mateo County (SSMC) is requesting support for research and production of the Indicators for a Sustainable San Mateo County Report for Fiscal Year 2017-18. Sponsorship Levels, as listed on each page of the Indicators website, in the printed Executive Summaries and at the Awards:

- Platinum: \$5,000 and above
- Gold: support between \$2,000 and \$4,999
- Silver: support between \$500 and \$1,999

Organizational Overview

SSMC is a grassroots non-profit, 501(c)3 public benefit corporation whose mission is to stimulate community action on economic, environmental and social issues by providing accurate, timely, empowering, and accessible data, statistics and information. SSMC’s core program, the Indicators Report, relies on annual funding from cities, towns, towns, and the county to compile a fact-based report card for the larger community that we share. It is an invaluable resource to educate, empower, and motivate residents to make necessary changes to preserve resources for future generations. Through our annual city survey, the Indicators Report Program promotes the accomplishments and aspirations of local governments that seek to meet the challenge of safeguarding the long-term health and vitality our community. A part-time contract Program Manager, Flora Kaplan, researches and writes large portions of the report and coordinates the numerous volunteers who participate as researchers, writers, graphic designers, editors and expert reviewers. Executive Director Adrienne Etherton is involved in the strategic direction of the report, as well as editing, design consultation, website and event planning. An Indicators Committee comprised of staff, board members and volunteers guides the report. The City/County Survey is coordinated by Bryan Chen, Vice-Chair of the SSMC Board and a professional environmental engineer. Volunteer projects have been coordinated with students from Stanford, Notre Dame de Namur, and San Jose State Universities, as well as occasionally with local high-schools; other volunteers come from agency partners and the community-at-large. David Crabbe, Chair of the Indicators Committee, has been involved with the program since its inception.

Program Description and Goals

The Indicators for a Sustainable San Mateo County Report (IR) is SSMC’s core program and compiles many interdependent issues into a single source for decision-makers and citizens to monitor progress toward or away from sustainability in any given area. The Report includes over 40 indicators of the County’s quality of life such as economic trends, community health, unemployment, poverty, land use, transportation, housing affordability, education funding, water quality, and others. The Indicators Report is presented online, in print, and in-person continuously throughout the year. In addition to over 40 indicators that are updated throughout each year, each year we choose a Key Indicator for in-depth research (2016: Food Systems and 2017 Cost of Living). Annually, we host 3 report launch events that are free to the public and feature new research as well as expert speakers on the Key Indicator; the next event is scheduled for June 6. These events average around 80 attendees. Thousands of printed report summaries are distributed to city and county staff, elected officials, non-profit and business leaders, and community members 3 times a year. Our website receives over 20,000 hits per year, and thousands of local participants subscribe to our email newsletter, mailing list, social media sites or connect with us through in-person presentations and events. In 2017, we reorganized the Indicators Report website to improve navigation and show interconnections between issues. This year the city survey page of our website will be redesigned as well.

Recent Accomplishments and Updates

SSMC continues to develop and expand the usefulness and range of the Indicators, build upon your past feedback, and look for opportunities to work with you. In recent years, we have made a number of improvements to increase the utility and value of the report:

- The report is now web-based to save resources and provide greater flexibility and full color, easier to read graphics. Visit and bookmark www.sustainablesanmateo.org/indicators.
- In 2014, SSMC started updating the IR as fresh data becomes available, with three releases throughout year. Every calendar year, SSMC focuses on one Key Indicator – Cost of Living in 2017 – to build a dialogue around core issues affecting our community.
- With each update, we host a forum to facilitate the dialogue. The “launch” events include an update on the latest indicators, expert speakers on our Key Indicator Topic, and (when space allows) exhibitors from around the community working to address the subject matter being discussed.
- Additionally, a brief summary document is printed with each update to provide highlights of the report. These handouts are helpful educational tools that serve to generate interest in the report’s content and direct readers to our website for additional information.
- In addition to data, the report includes programmatic highlights and success stories as well as new Legislation Watch and Resources components for the year’s key indicator.
- In collaboration with San Mateo County Energy Watch and the RICAPS program, last year we tailored our annual City/County Survey to incorporate the information necessary for BEACON Award applications. We continue to work with this group and others to ensure programmatic efficiencies and further sharing of data, successes and challenges to our collective goals.
- Last year, our team worked with OpenSMC, a local Code for America Brigade, to create an interactive map of local zoning codes related to urban agriculture. Dubbed “Three B’s” for Birds, Bees, and Beans, this resource can be found on SSMC’s website at sustainablesanmateo.org/3bs, and our staff can also help you embed the map in your own website.
- In 2017, SSMC received a grant from the Patagonia Foundation to commence the Pathways Project, a twenty year retrospective examining trends in sustainability to inform present day and future action, to see where we came from and where we have arrived, and areas where we still need to improve to continue preserving this beautiful region for now and tomorrow.

Benefits to Your Organization

Many elected and appointed officials have told us of its value and usefulness in helping them do their job. Here are some of the ways the Indicators Report may benefit you:

- The Indicators Report is the only comprehensive report in San Mateo County that evaluates the health of the county and its cities in terms of sustainability. The online report and printed summary document provide a means for city officials to make educated decisions when considering sustainable policies – what gets measured, gets managed.
- A report from all the peninsula cities and the county is included, featuring a basic profile and allowing each city or town to highlight their sustainability efforts. Additional data is provided by many partner agencies and organizations including BAWSCA, County Department of Health, and Housing Leadership Council. This collaboration keeps the Report timely and relevant, creates unity of message, and assures the accuracy of the data.
- Printed Summary reports are distributed throughout the county to governments, chambers, businesses, SAMCAR, SAMCEDA, libraries, citizens and others. In addition to downloadable PDF versions of past reports, current findings are available in a mobile-friendly searchable online version at www.sustainablesanmateo.org/indicators.
- The report summary and online content are great resources for local businesses and business groups to distribute to their clientele. Real estate agents, recruiters, and other business people use the Indicators Report to show why San Mateo County and its cities and towns are great places to live and work.
- We provide educational presentations on the Indicators to city and community groups upon request. We also provide Letters of Support for programs whose goals align with our mission and indicators. Please contact our staff to request a presentation or letter.

- You are encouraged to reference findings from the Indicators Report in your own presentations or reports, to highlight an area of need or make a case for a program or initiative. Charts and graphs are downloadable from our website, and staff can assist you with the underlying data or questions.
- Sponsors are listed on every page of the Indicators; on the Executive Summary; and featured in several ways at our Annual Awards evening. Make sure your city is recognized as a champion of sustainability.
- Our programs are intended to support the overall sustainability, health and quality of life for all residents in San Mateo County. The nature of our free report launches and website analytics make it nearly impossible to confirm the numbers of participants from each individual jurisdiction. A simple search of our mailing list shows approximately 50 contacts from Portola Valley, but it is reasonable to assume that many more are reached among the over 20,000 annual visitors to our website and hundreds more directly participating in our programs each year.

Funds Support:

- The Program Manager who researches and writes portions of the report and coordinates the numerous volunteers who participate as researchers, writers, graphic designers, editors and expert reviewers.
- Online Indicators, including preparing and posting the report on the SSMC website.
- Printing and mailing the summary reports.
- Publicity for the report, including Launch events and presentations to groups all over the county.
- Administrative support associated with the Indicators Report, Summary, website and outreach.

The first Indicators Report was presented in 1997, giving the organization over 20 years of experience providing the program for San Mateo County. Ours was one of the first reports of its kind, providing a model for other areas seeking to generate their own comprehensive community reports; indeed we still receive calls requesting information about establishing programs from cities and counties around the country. Many elected officials and non-profit leaders have told us that they use the report to understand local conditions and trends, and to provide data to demonstrate the need for programs, services, or policies that can help to address the issues. For example, the County "Closing the Jobs/Housing Gap" Task Force relied on our reporting to inform their work. You are encouraged to reference findings from the Indicators Report in your own presentations or reports, to highlight an area of need or make a case for a program or initiative. Charts and graphs are downloadable from our website, and staff can assist you with the underlying data or questions. We provide educational presentations on the Indicators to city and community groups upon request, as well as Letters of Support for programs whose goals align with our mission and indicators. We are always working to improve the report and encourage community members and leaders to suggest additional data points that would be helpful for us to include in future reporting.

May 17, 2017

Susan D. Cope
Administrative Services Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Sustainable Silicon Valley (SSV) is dedicated to creating collaborative solutions to the toughest sustainability challenges facing the Bay Area and beyond through our three core programs:

- Net Positive Communities
- Water Replenish
- Carbon Balanced Bay Area

We work with our member network across disciplines with the goal of achieving a Net Positive Bay Area by 2050 in which we produce more renewable energy than we consume, optimize water resources to ensure water resilience, and sequester more carbon than we emit.

Sustainable Silicon Valley (SSV) values the Town of Portola Valley's support as a member. In October 2017, it will be time for you to renew your membership which furthers our efforts to create a Net Positive Bay Area by 2050 through our water, carbon, and energy programs.

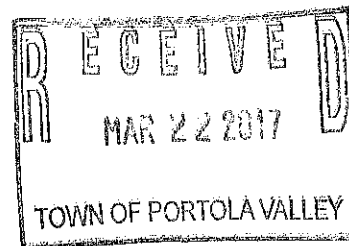
Thank you for continuing your \$1,000 membership with SSV.

Together, we will create a Net Positive Bay Area.

Sincerely,



Jennifer Thompson
Executive Director



March 20, 2017

Mr. Jeremy Dennis
Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Mr. Dennis,

We are writing to respectfully request a grant of \$3,000 from the Town of Portola Valley to help HIP Housing continue to provide creative, affordable, housing solutions to the residents of San Mateo County. By matching those who have space in their homes with those who need an affordable place to live, HIP Housing's Home Sharing Program turns existing housing stock into new affordable housing.

HIP Housing provides vital lifeline housing services to the residents of all 20 cities in San Mateo County. Home Sharing, in particular, has a tremendous amount of crossover between cities. For this reason, we have launched our "Fair Share" campaign with a goal of engaging every city and town in the County in support of Home Sharing. If the Town of Portola Valley will join with us in FY 2017-2018, HIP Housing will have achieved this goal.

It is hardly a secret that Silicon Valley has become the most expensive place to live in the United States. This year, the region lost more than 7,500 residents to other parts of the U.S. due to housing affordability. The lack of affordable housing negatively affects prospects for job growth and economic sustainability.

We hope that the Town of Portola Valley will join with us, to be part of the solution to the housing crisis and be by HIP Housing's side in 2017-2018, as we continue to provide affordable housing to people in need. Thank you for your kind consideration of this funding request.

Sincerely,

Kate Comfort Harr
Executive Director

Clarice Veloso
Development Director

Home. Heart. Hope.

- Home Sharing
- Self-Sufficiency
- Property Development

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- Laura Fanucchi
Associate Executive Director
- Clarice Veloso
Development Director
- Norma Quiroz
Accounting Director

Human Investment Project
800 S Claremont St., #210
San Mateo, CA 94402

p 650 348-6660
f 650 348-0284
www.HIPhousing.org

May 17th, 2017

Jeremy Dennis
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
DELIVERED VIA E-MAIL

Re: Homeless Outreach Team (HOT) Contribution FY 2017-18

Dear Mr. Dennis,

We greatly appreciate the continued pledge of the Town of Portola Valley to contribute to support homeless outreach services in San Mateo County for FY 2017-18. Any contribution that the Town of Portola Valley makes will help the County achieve its goal of ending homelessness in San Mateo County.

The County funds many services to address and prevent homelessness. Any contribution the Town of Portola Valley makes will provide support towards homeless outreach services that help homeless residents transition into shelter and housing and connect them to critical services such as medical care.

The County requires that we have a record of all pledges for contributions. This signed letter serves as a record of the pledge by the Town of Portola Valley to contribute \$2,763 for Fiscal Year 2017-18. At this time, we are requesting you to please return this signed letter to the County within 10 business days. Please send the signed letter to:

Ali Shirkhani
Ashirkhani@smcgov.org
Human Services Agency
1 Davis Drive - Belmont CA 94002

The checks for the contribution can also be mailed to the above address. Contributions will be due by September 1st, 2017. Please note that the County will accept these contributions subject to approval by the Board of Supervisors. The Board will review these contributions for approval in September 2017 in the Board Chambers located at 400 County Center in Redwood City.



HOMELESS OUTREACH TEAM (HOT) CONTRIBUTION

We greatly appreciate your continued partnership towards ending homelessness in San Mateo County.

Sincerely,



Iliana Rodriguez
Agency Director

By signing this letter, the Town of Portola Valley confirms that it will made a contribution to the County of San Mateo, Human Services Agency for FY 2017-18 in the amount shown above to support homeless outreach services.

Signature of authorized representative

Printed name of representative

Date

Citizens Emergency Response and Preparedness Program
Woodside Fire Protection District
3111 Woodside Road
Woodside, CA 94062
650-851-1594
www.cerpp.org



Date: April 26, 2017

To: Jeremy Dennis
Town Manager
765 Portola Valley Road
Portola Valley CA 94028

From: Armando Muela
CERPP President
566 Lakeview Way
Emerald Hills, CA 94062

Subject: CERPP Revenue Request

Hello Jeremy,

It was nice seeing you at our last CERPP Board of Directors meeting in April. The following information will hopefully assist with any information you will require in requesting additional funding for CERPP this year.

Background:

Portola Valley has been a big supporter of CERPP over the last 18 years with providing leadership and funding CERPP's mission in preparing our communities in disaster preparedness.

Historically the Towns of Portola Valley, Woodside and Woodside Fire District have provided funding to CERPP. CERPP is again seeking additional funding to meet our goals this fiscal year. CERPP utilizes these funds to provide training, purchasing equipment, and replace outdated supplies. The funds also maintain CERPP's radios and disaster containers. The Town of Woodside and Woodside Fire Protection District have already approved funding in their budgets in the amount of five-thousand dollars.

Proposed:

As you may be aware the CERPP's Board has been busy this year providing CERT classes and specialize disaster preparedness training for our communities. The CERPP Board has also approved funding to replace and repair expired medical supplies located throughout the Towns. All of this increased activity is the reason CERPP requesting additional revenue. The additional costs of proving increased community training coupled with OES not providing CERT bags,

helmets and supplies for our CERT classes are depleting CERPP's revenues. The CERPP Board is requesting the Town of Portola Valley approve five-thousand (\$5,000.00) dollars in their budget for CERPP. These funds will be used to meet our community's needs in disaster preparedness for years to come.

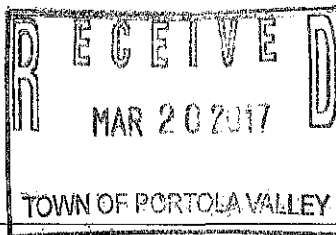
I have included our current CERPP Budget for your review. If you require further information feel free to contact me directly. I may be reach by email, armandom@comcast.net or cell phone (650) 740-9203.

I have attached Joe Coleman to this email as he is CERPP's Finance Director.

Thank you in advance,
Armando

Armando Muela
CERPP Board President

1400 K STREET
SACRAMENTO, CA 95814
TEL: (916) 658-8200
FX: (916) 658-8240



WWW.CACITIES.ORG

March 14, 2017

Jeremy Dennis
City Manager
City of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Re: California Statewide Local Streets and Roads Needs Assessment Funding

Dear Jeremy:

I am writing to you today regarding a very important matter, the California Statewide Local Streets and Roads Needs Assessment. In 2009, the League of California Cities (League) and the California State Association of Counties (CSAC) released the results of the first ever comprehensive California Statewide Local Streets and Roads Needs Assessment. Spurred by a \$250,000 contribution towards the effort from the County of Los Angeles, cities and counties made individual financial contributions to raise over \$600,000 for the project. The initial funding allowed CSAC and the League to contract with Nichols Consulting Engineers for the development of the first report, and finance a two-year update.

The report turned out to be more valuable than anyone anticipated. However, without your support, an ongoing statewide Local Streets and Roads Needs Assessment may not continue. Based on the previous two reports, we estimate the next four year cycle with updates every two-years to cost approximately \$600,000. Fifty-percent of the funding is being provided by Regional Transportation Planning Agencies. The other fifty-percent will need to come from cities and counties.

In order to meet our goal, we are asking cities to contribute, collectively in total, \$75,000 every two years. In previous years, cities have been challenged to meet our goal. We encourage you to turn that trend around by contributing soon to the 2018 report.

We ask that your city contribute as much as you deem appropriate toward the financing of this important tool. To assist you in deciding the appropriate amount, we offer the following contribution suggestions.

| Population of the jurisdiction | Suggested Contribution Level |
|--------------------------------|------------------------------|
| Below 10,000 | \$150 |
| Between 10,000 and 25,000 | \$200 |
| Between 25,000 and 250,000 | \$400 |
| Above 250,000 | \$1,000 |

The findings of the report have been startling. In the next 10 years it is estimated that the local system will have a \$73.0 billion funding shortfall. Existing funding for California's local streets and roads is \$1.98 billion annually but \$3.5 billion is needed just to maintain the current statewide average rating of 65.

The comprehensive data provided by the Assessment has been used to advocate against and avoid significant cuts to local transportation funding over a number of state budget cycles. Budget proposals that would have been devastating to cities and counties across the state and negatively affect the transportation network as a whole have been thwarted due to the use of this important tool by the League and CSAC. And most recently, it has been extensively used to advocate for increased funding. Specifically, the League and CSAC have used the report to:

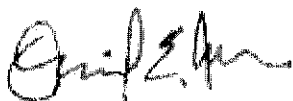
- Make multiple presentations to key members of the Legislature (and distribute the report to each member of the Legislature, Governor, and California's congressional delegation);
- Lobby for increased revenues for cities for maintenance of local streets and roads as proposed by AB-1 and SB-1 that are currently working their way through the California legislative process.;
- Make a presentation to the California Transportation Commission;
- Meet with the California Department of Transportation (Caltrans) to discuss in detail the methodology, assumptions, and specific findings of the report;
- Make local presentations to Boards of Supervisors and City Councils; and
- Use the findings in numerous letters on legislation and the budget to support positive actions and avoid negative policies and budgetary decisions for local transportation funding.

League staff reports that without the report, it would be nearly impossible to fight the trend of placing emphasis on funding the state highway system while continuing to neglect the funding needs of local streets and roads. It is critical that the Assessment stay fresh and be updated on a regular basis. To do so, it requires the financial support of cities. The schedule for contributions is just a guideline; any and all support is appreciated. It is important that we achieve your support in this endeavor, as the support itself indicates to legislators the need for improvements to local streets and roads.

For your convenience, an invoice is included with this letter. If you have any questions, please e-mail or call Meghan McKelvey, League Staff, at mmckelvey@cacities.org or (916) 658-8253. If you would like to review the results of prior reports, please visit www.savecaliforniastreet.org.

Thank you.

Sincerely,



Dan Keen
President, City Managers' Department
League of California Cities



Jay Spurgin
President, Public Works' Department
League of California Cities

cc: Howard Young, Director of Public Works, City of Portola Valley



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: May 24, 23017

RE: Town Council Agenda Setting Policy

RECOMMENDATION

Staff seeks input from the Town Council on the current council agenda setting process

BACKGROUND

The Commission and Advisory Committee Policies & Procedures Handbook, last adopted by the Council in November 2015, states that:

“The Mayor is elected by the Town Council and serves for a term of one year.

The Mayor presides at Council meetings, acts as the Town’s official representative, and signs all official documents, unless otherwise specified by the Council. The Mayor also works with the Town Manager and Vice Mayor to set the Town Council meeting agenda.”

DISCUSSION

As described, the current agenda setting process means that three council members (if an item has been requested by someone other than the Mayor and the Vice Mayor) would know an item has been requested for inclusion on a future Council agenda.

Although this is not a Brown Act violation, it does put the two other Council members at a disadvantage to knowing what a future agenda may include.

Local municipalities have a mix of methods to set their agendas:

- The Town of Los Altos Hills sets their agenda through a meeting between the Mayor and the Town Manager, and any council member can place an item on the agenda by submitting to the Town Manager

- The Town of Atherton, in their Council Handbook, provides the City Manager, in consultation with the Mayor and City Staff, with the authority to set the agenda. Requests from other council members are routed to the City Manager, who has final say on placement. Every Friday, the full council receives an “agenda look ahead” with future agendas
- The Town of Colma, through its municipal code, authorizes the City Manager to prepare and place items on an agenda, with consultation with the Mayor. Council members can place items on the agenda through written request, or by vote at a Council meeting.
- Larger cities, such as Palo Alto, have an Agenda Committee made up of members of the City Council, who meet regularly to discuss and place items on future agendas.
- Other cities use a mix of the styles above.

Staff seeks guidance from the Council to determine whether:

1. The current system for placing items on an agenda is adequate
2. If the system is not adequate, what suggestions do Council members have to improve the process?

Should the Council wish to make changes, staff will return with a modified policy.

FISCAL IMPACT

None

Approved by: Jeremy Dennis, Town Manager



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

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Friday – May 12, 2017

1. Agenda (Action) – Town Council – Wednesday, May 10, 2017
2. Agenda - Sustainability & Environmental Resources Committee (SERC) – Monday, May 15, 2017
3. Agenda – Trails & Paths Committee – Tuesday, May 16, 2017
4. Agenda – Planning Commission – Wednesday, May 17, 2017
5. Letter from the Brent Family Residence re: Leaf Blowers in Portola Valley
6. [San Mateo County Mosquito & Vector Control District re: May District Report](#)

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Postcard Notice from City of Palo Alto re: Caltrain Corridor Rail Program Community Workshop #1 Saturday, May 20, 2017 from 10:00 am to 2:00 pm
2. Invitation from Midpeninsular Regional Open Space District re: 5th Annual Midpen Legislative Picnic Friday, June 9, 2017



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, May 10, 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

Councilmember Derwin 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.

None

CONSENT AGENDA

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

1. **Approval of Minutes** – Town Council Meeting of April 26, 2017

Approved as Amended 4-0

2. **Approval of Warrant List** – May 10, 2017
3. **Appointment by Mayor** – Member to the Cultural Arts Committee
4. **Appointment by Mayor** – Member to the Parks & Recreation Committee
5. **Recommendation by Sustainability and Special Projects Manager** – Adoption of a Resolution Allowing a Rate Increase under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials between the Town of Portola Valley and GreenWaste Recovery, Inc.
 - (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials Between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. 2721-2017)

Following discussion, Approved 4-0

6. **Recommendation by Deputy Building Inspector** – Adoption of a Resolution Authorizing the Execution of a Building Department Mutual Aid Agreement for Emergency and Disaster Events
 - (a) A Resolution of the Town Council of the Town of Portola Valley Authorizing the Execution of a Building Department Mutual Aid Agreement (Resolution No. 2722-2017)

Items 2, 3, 4 & 6 Approved 4-0

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

7. **Report from the Conservation Committee** – Committee Annual Report
8. **Report from the Emergency Preparedness Committee** – Committee Annual Report

Committee chairs Judith Murphy and Anne Kopf-Sill presented Council with a summary of 2016 projects and new goals for 2017.

PUBLIC HEARING

9. **PUBLIC HEARING – Recommendation by Planning Director** – First Reading of Ordinance – Clean-Up Text Amendments to the Municipal Code Regarding Vending Machines, Basements and Scenic Corridor Setbacks
- (a) First Reading, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Deleting Chapter 5.48 Regarding Vending Machines, Amending Section 18.04.065 Regarding Basements and Amending Chapter 18.58 Regarding Special Setback Lines (Ordinance No. __)

First Reading Approved 4-0, Second Reading scheduled for May 24, 2017

10. **PUBLIC HEARING – Recommendation by Planning Director** - First Reading of Ordinance with Amendments to Accessory Dwelling Unit Ordinance
- (a) First Reading, Waive Further Reading, and Introduce an Ordinance Amending Sections of Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Second Units (Ordinance No. __)

First Reading Approved 4-0, Second Reading scheduled for May 24, 2017

11. **Recommendation by Town Manager** – Extension of GreenWaste Recovery, Inc. Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials and the Creation of a Subcommittee of the Council to work with Staff on Garbage Contract-related Issues as needed
- (a) A Resolution of the Town Council of the Town of Portola Valley Extending the Franchise Agreement Between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. 2723-2017)

Council Approved Extension of Franchise Agreement for an additional two years and formed a sub-committee, appointing Councilmember Wengert and Vice Mayor Richards, to review contact-related issues 4-0

12. **Recommendation by Town Manager** – Fiscal Year 2017-18 Council Priorities

Council appreciated the new structure of high level priorities and approved the 2017-18 Council priorities as detailed in the report. Council thanked the Town Manager and Staff for a commendable document 4-0

13. **Discussion and Council Action** – Update Regarding Sanctuary Cities and Consideration of Amicus Participation
- Council asked to be briefed as sanctuary cities and consideration of Amicus participation moves forward 4-0***

14. **TOWN COUNCIL COMMUNICATIONS** -

1. Appointment of Two Council Members to Liaison with Portola Valley School District

Mayor Hughes and Councilmember Aalfs were appointed liaisons to the Portola Valley School District 4-0

2. Appointment of Voting Delegate and Alternate for the League of California Cities Annual Conference

Councilmember Wengert was appointed Voting Delegate and Councilmember Derwin as alternate 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 Aalfs –

Attended ASCC and Planning Commission meetings, discussing Alpine Hills Project.

Councilmember Wengert -

Attended a C/CAG Bicycle and Pedestrian Advisory Committee meeting, noting an available Crosswalk Grant. Councilmember Wengert and Vice Mayor Richards attended the April Council of Cities dinner meeting held in Redwood City.

Vice Mayor Aalfs –

None

Mayor Hughes –

None

16. TOWN MANAGER REPORT

The draft budget will be reviewed by the Finance Committee at their May 25th meeting. Visited with field representative from Diane Feinstein's office. Met with Agriculture Commissioner and a member of the County Manager's staff for a tour of Portola Valley related to Prop 64 marijuana issues, toured commercial center areas with wine production. Attended three additional Neighborhood Watch meetings for a total of 16. Will join Public Works Director and meet with representatives from FEMA to review the application for federal disaster funds to repair upper Alpine Road. Hosted a "Get to know your MROSD staff member." Reached out to Assemblyman Berman and Senator Hill's offices to coordinate a coffee with residents in the summer. Has a meeting scheduled with Lieutenant Corpus related to former discussion with Council about supported communities. The head of 911 communications for San Mateo County has been invited to speak at the May 24th Town Council meeting. Received positive feedback on PV Forum posting about sign vandalism.

WRITTEN COMMUNICATIONS

17. **Town Council Digest** – April 28, 2017 - **None**

18. **Town Council Digest** – May 5, 2017

#5 – Councilmember Aalfs is pleased with bid result

#7 – Councilmember Derwin will attend the May Council of Cities Dinner Meeting

ADJOURNMENT: 9:05 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
Sustainability & Environmental Resources
Committee Meeting
Monday, May 15, 2017 10:30 AM
Town Hall - Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

- 1. Call To Order**
- 2. Oral Communications**
- 3. Presentation & Discussion with Steve Schmidt**
- 4. Approval of Minutes – March 20, 2017 & April 17, 2017**
- 5. Old Business:**
 - a. Update from Brandi**
 - b. Debrief of Garden Tour – April 2, 2017**
 - c. Debrief of Earth Fair – April 22, 2017**
- 6. New Business:**
 - a. Select Committee Officers for 2017**
 - b. Create Sub-Committees & Decide on Members in each Sub-Committee**
- 7. Announcements**
- 8. Set Date and Topics for Next Meeting**
 - a. Monday, June 19th at 10:30 am**
- 9. Adjournment**



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, May 16, 2017 8:15 AM
Historic Schoolhouse at Town Center
765 Portola Road, Portola Valley, CA

MEETING AGENDA

- 1. Call to Order**
- 2. Oral Communications**
- 3. Approval of Minutes** – Special meeting of April 18, 2017
- 4. Old Business**
 - a. Trail conditions, work and budget update
 - b. Annual report and strategic plan for May 24th Council meeting
- 5. New Business**
 - a. Seasonal reopening of trails to equestrians
 - b. Site development plans
 - c. Accolades
- 6. Other Business**
- 7. Adjournment**

Enclosures:

Minutes from April 18, 2017
Trail Work Map & Memo – April 2017
Financial Review – April 2017



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission
 Wednesday, May 17, 2017
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Goulden, Hasko, Von Feldt, Vice-Chair Targ, Chair Gilbert

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Annual Housing Element Progress Report for 2016 (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. **Report from the Planning Director – 2006-2016 House Size Report**
(There are no written materials for this item)

APPROVAL OF MINUTES

3. **Planning Commission Meeting of April 19, 2017**
4. **Planning Commission Meeting of May 3, 2017**

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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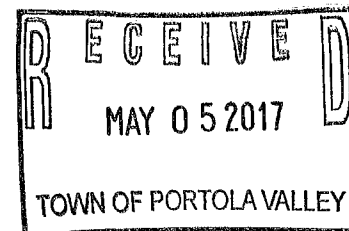
AVAILABILITY OF INFORMATION

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PUBLIC HEARINGS

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Drs. Burt and Belinda Brent
341 Grove Drive
Portola Valley, CA 94028
5 May 2017

Town Council
Portola Valley, CA

Re: Banning Leaf Blowers in Portola Valley

Dear Council,

We understand that you are considering a regulation to ban all leaf blowers in Portola Valley because of their “noise”.

We are writing to suggest that you consider this issue as one of “safety” rather than noise.

As you know, many of us, especially on Grove Drive, live on Corte Madera Creek and amongst many trees that have many leaves. To keep our property and the Town safe from fire dangers and rodent infestations, we blow off our roof, under our deck, around our 11,000 gallon propane tank, generator and pool equipment once a week, just to have them clear of leaves that can possibly cause a fire. As you request each year, we often use our blower to help clean out possible hazardous blockage in Corte Madera Creek which surrounds our property.

Rationally, this is not a “mow and blow” issue but a “safety” issue for us on Grove Drive and other big properties in Portola Valley. You ask us to maintain our property against fires and to keep Corte Madera Creek clean, and then you want to restrict and regulate the tools we use to comply with your instructions to lower fire dangers for property owners and prevent Town liabilities.

We cannot afford to hire 10 gardeners twice a week to rake our property to keep it clear of fire dangers. At our age, it certainly is not a possibility that we climb on our roof once a week to “sweep” it off with a broom.

Therefore, calling on your good faith, please look at this as a safety issue that we, personally, need a blower once or twice a week at reasonable times (depending on the severity of storms). By the way, our blower is a new “low noise” blower; we have made agreements with our neighbors on convenient times to use the blower and we call them before we use it for serious situations.

We submit this request to you in good faith for your kind consideration.

Sincerely yours,

Drs. Burt and Belinda Brent

TOWN COUNCIL WEEKLY DIGEST

Friday – May 19, 2017

1. Agenda – ASCC – Monday, May 22, 2017
2. Agenda - Conservation Committee – Tuesday, May 23, 2017
3. Agenda – Finance Committee – Thursday, May 25, 2017
4. Town Hall Closure in observance of Memorial Day – Monday, May 29, 2017
5. Memo from Public Works Director re: Portola Road Shoulder Widening Project Bid Award
6. Letter from Congresswoman Eshoo's Office re: Update on FAA Response Regarding Aircraft Noise
7. Letter from California State Treasurer John Chiang re: 529 College Savings Day

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

1. None



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)

Monday, May 22, 2017

7:00 PM – Regular ASCC Meeting

Special Field Meeting (time and place as listed herein)

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

SPECIAL FIELD MEETINGS

3:30 PM 5 Blue Oaks Court – Architectural Review for a New Residence

4:15 PM 191 Meadowood Drive – Architectural Review for an Addition, Interior Remodel & New Attached ADU

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Breen, Koch, Wilson, Vice Chair Sill and Chair Ross

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Preliminary Architectural Review and Site Development Permit for a New Residence, File # 28-2017, 5 Blue Oaks Court, Koontz Residence (Staff: A. Cassidy)
2. Preliminary Architectural Review for an Addition, Interior Remodel and New Attached ADU, File # PLN ARCH 20-2017, 191 Meadowood Drive, Ono/Choi Residence (Staff: A. Cassidy)
3. Architectural Review for a Detached ADU and a Detached Workshop/Garage, File # 19-2017, 357 Westridge Drive, Deem Residence (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

APPROVAL OF MINUTES

4. ASCC Meeting of May 8, 2017

ADJOURNMENT

AVAILABILITY OF INFORMATION

For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

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.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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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 Architectural and Site Control Commission at, or prior to, the Public Hearing(s).



**TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, May 23, 2017 – 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

MEETING AGENDA

1. Call to Order
2. Oral Communications
3. Approval of April 25, 2017 minutes
4. Current Site Permits: Subcommittees to report
5. Current Tree Permits
6. Old Business
 - a. Ban on poison bait – Operations Plan - Chiariello
 - b. BYH – DeStaebler
 - c. Tip of the Month/What's blooming now - Plunder
 - d. Kudos of the Month – Murphy
 - e. Local native seed collection - Plunder
 - f. Committee/Town cooperation
 - i. Public Works
 1. Native Plant Garden
 2. Spring Down – Subcommittee
 3. Schedule daytime meeting with Howard
 - ii. Long Range Planning Committee
 - iii. Sustainability and Environmental Resources (previously Water Conservation) Committee
 - g. Weed seedling info sheet and photos – Heiple/Murphy
 - h. Town evening on “Care of Trees” with Fire District – Plunder and Heiple
 - i. HOA outreach – PVR Tuesday 5/23
 - j. Our Plant lists:
 - i. Expand Town discouraged plant list and include a link to CAL-Invasive Plant Council list cal~ipc.org/ip/inventory/
 - ii. Integrate Supplemental plant lists into Plant lists – Simplify!!
 - k. CC report to Town Council May 10
7. New Business
 - a. Resume oversight of significant Town Open Space properties
 - b. Fall event: Mountain Lions
8. Adjournment
9. Next meeting 5/23/2017, 7:30 pm – Old Schoolhouse

Appendix A

Back Burner items:

1. Relationships with HOAs. Connect with HOAs and offer to be a resource for them for planting and stewardship
2. Riparian plant list
3. Monarch milkweed project
4. Town Water Conservation Demo Project
5. Encouraging landscape architects to consider Town guidelines from the beginning of their design process.
6. Table at Earth Fair, Town Picnic, fall event
7. Broom Pull choose date Sept, let Scouts know
8. Wildlife corridors

Appendix B

Who keeps what for CC Event tables:

1. Plunder - Buckets and vases, BYH award itself with display stand
2. Murphy - Banner and tape, handout materials
3. DeStaebler – BYH board and materials; Rodenticide board and handouts



TOWN OF PORTOLA VALLEY
Finance Committee
Thursday, May 25, 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 February 6, 2017 meeting
5. New Business:
 - Review draft of proposed FY 2017-18 budget for recommendation to Town Council
6. Old Business:
 - Subcommittee status report on evaluation and recommendation of custodian for Investment Option for cash balances
 - Prospects for 2017 UUT ballot measure to extend expiring June 2018 UUT taxes, and provide that Town Council may annually reduce UUT collection for general fund below current 4.5% rate, or to allow current UUT to expire without replacement
7. Adjournment



PORTOLA VALLEY TOWN HALL

WILL BE CLOSED

Monday, May 29, 2017
In observance of Memorial Day



In Case of Emergency: Sheriff's Office: 911



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: May 19, 2017

RE: Portola Road Shoulder Widening Project at Farm Road
Project No. 2017-PW02 – Bid results

Bids for the above referenced project were properly advertised and opened at 11:00 A.M. on April 20, 2017 by the Town Clerk. Bid results were:

| | <u>Base Bid</u> |
|-------------------------------------------------|---------------------------------------|
| 1. Half Moon Bay Grading and Paving Inc. | \$138,531.80 |
| Low base bidder: | \$138,531.80 |
| Engineers Estimate without 10% contingency: | \$115,000.00 (revised during bidding) |
| Engineers Estimate with 10% contingency: | \$126,500.00 |
| Council authorized award amount: | \$150,000.00 |

The engineers estimate serves as the benchmark for analyzing bids. The bid is 20% (\$23,531) higher than the Engineers estimate. Staff believes this is due to current market conditions reflecting many projects available for contractors to bid on.

Staff review and considerations concerning receiving a single bid:

- A. During the bidding process, there were bid invites sent out and plans were advertised at various Bay Area and Statewide plan rooms and online plan rooms. There were 2 plan holders G. Bortolotto and O’Grady Paving, that staff and competing contractors believe were going to submit bids. Adequate competition was solicited and it could have been reasonably assumed that more than one bid would have been submitted.
- B. The specifications were clear as no clarifications were requested in writing by bidders.
- C. The engineers estimate serves as the benchmark for analyzing bids. In reviewing

the bid, the price appears to be reasonable for the market conditions and in accordance with the invitation for bids. Staff has also spoken to the low bidder and engineer to verify the bid.

- D. Rebidding would likely result in higher costs due to market conditions, small size of the project, and with the height of the construction season approaching.

There are sufficient funds in the budget and staff will be considering potential cost savings by making field adjustments. Town staff is in the process of verifying contractor certifications and intends to award the project to “Half Moon Bay Grading and Paving, Inc.” for a base bid of \$138,531.80.

The Town Council has authorized the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$150,000.00. Construction is currently scheduled to begin in July 2017. This project is 69.16% funded by a reimbursable grant from the San Mateo Transportation Authority.

OFFICE OF REPRESENTATIVE ANNA G. ESHOO (CA-18)**For Immediate Release**

May 17, 2017

<http://eshoo.house.gov>**Contact:** Emma Crisci

(202) 225-8104

emma.crisci@mail.house.gov**ESHOO, SPEIER, PANETTA STATEMENT: UPDATE ON FAA
RESPONSE REGARDING AIRCRAFT NOISE**

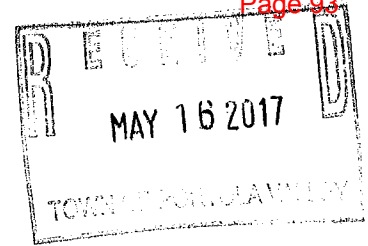
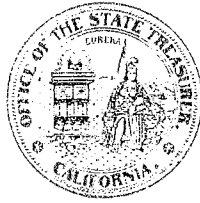
WASHINGTON, D.C.— Today, Representatives Anna Eshoo (CA-18), Jackie Speier (CA-14) and Jimmy Panetta (CA-20) released the following update on the Federal Aviation Administration’s response to address the issue of noise from air traffic in their Congressional Districts.

“In early December 2016, the final reports with recommendations of the Select Committee on South Bay Arrivals and the San Francisco International Airport/Community Roundtable were sent to the Federal Aviation Administration (FAA) for review and action.

“Our offices have been engaged with the new Western-Pacific Regional Administrator of the FAA and his team since early this year, and we have continued to relay the public’s interest in a response to the recommendations as soon as possible. Each of us has spoken directly with FAA Administrator Michael Huerta regarding the status of the FAA’s response to the 109 recommendations contained in these reports to address the ongoing issue of aircraft noise in our Congressional Districts.

“Administrator Huerta confirmed he has received a draft response from his Western-Pacific team who have completed extensive technical work and his team in Washington D.C. is conducting a final review of the document at this time. Administrator Huerta told us that the FAA is committed to this Initiative process and continuing to work on the response to the recommendations.

“We have been advised that the FAA will send their completed document to the Department of Transportation (DOT) within a month for final review and authorization. It is not known at this time how long the DOT will take to authorize the release of the response; we will continue to follow-up and will release the response as soon as we receive it.”



JOHN CHIANG
TREASURER
STATE OF CALIFORNIA

May 11, 2017

The Honorable Craig Hughes, Mayor of Portola Valley
and Members of the Portola Valley City Council
765 Portola Road
Portola Valley, CA 94028

RE: 529 College Savings Day

Dear Mayor Hughes and Members of the City Council:

As the Chair of the ScholarShare Investment Board, I write to respectfully seek your assistance in raising awareness among your employees and the families that reside in your county/city about the importance of saving for college and the significant role that 529 college savings plans can play in that process.

Over the past 40 years, college tuition rates have been consistently increasing at two to three times the rate of inflation each year. During this same period of time, financial aid funding in general has shifted away from student grants towards guaranteed student loans. Today, seven out of 10 college seniors graduate owing \$30,100 on average in student loan debt. When Californians are burdened with student loan debt at levels such as these, they are hindered in their ability to purchase homes, cars, and other products that help boost our economy. Yet, it is estimated that only 37% of families saving for college in the United States are using a 529 college savings plan.

ScholarShare, which serves as California's official state-sponsored 529 college savings plan, provides families with a valuable tool that offers a diverse set of low-cost investment options, tax-deferred growth, and withdrawals free from state and federal taxes when used for qualified higher education expenses, such as tuition and fees, books, certain room and board costs, computer equipment, and other required supplies.

Since its launch in 1999, ScholarShare has grown to more than 282,000 accounts with over \$7.03 billion in total plan assets. More importantly, ScholarShare has helped families meet their higher education needs with more than \$379 million withdrawn by families in 2016 for qualified higher education expenses.



The Honorable Craig Hughes
May 11, 2017
Page 2

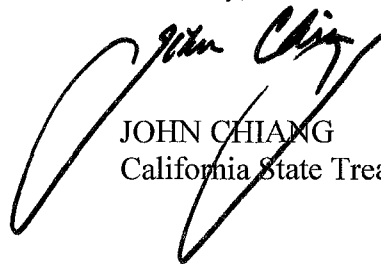
To promote College Savings Day and encourage a greater number of California families to start saving for college now, ScholarShare will be offering a \$50 contribution to families that open a new ScholarShare account on May 24-26. Eligible individuals must open the account with a minimum \$50 initial deposit and make automatic monthly contributions at the minimum amount of \$25 for at least six consecutive months.

If you are interested in helping promote College Savings Day, my office would be happy to provide your staff with promotional materials, such as flyers, brochures, sample articles for e-newsletters, and a link to the ScholarShare website. In addition, we welcome the opportunity to co-sponsor an event, such as a town hall or workshop, in your respective districts at any time throughout the year to promote saving for college.

By promoting College Savings Day this May, you will undoubtedly help more California families become aware of the importance of saving for future higher education expenses and utilizing 529 college savings plans, such as ScholarShare, to reduce the amount of money their loved ones borrow while pursuing their academic goals.

We look forward to the opportunity to partner with you on this important matter.

Sincerely,

A handwritten signature in black ink, appearing to read "John Chiang", is written over the typed name and title.

JOHN CHIANG
California State Treasurer



CELEBRATE
529 DAY
— 2017 —

GET \$50

when you open a California 529 college savings plan account with \$50.

Start saving for higher education with ScholarShare.

Open a ScholarShare 529 account between May 24 and 26, 2017, with a minimum \$50 deposit and \$25 Automatic Contribution Plan for six months and we will **add \$50 to your account.**

A college savings plan from ScholarShare is easy to set up, easy to maintain, and gives you a hassle-free path to special tax benefits. It only takes 15 minutes to get started and it's a great way to save for higher education expenses with tax-free growth opportunity.




SCHOLARSHARE

CALIFORNIA'S 529 COLLEGE SAVINGS PLAN

 [ScholarShare.com /529day](http://ScholarShare.com/529day)

 800.544.5248

 To learn more about ScholarShare's College Savings Plan, its investment objectives, tax benefits, risks, and costs please see the Disclosure Booklet at ScholarShare.com. Read it carefully. Investments in the Plan are neither insured nor guaranteed and there is the risk of investment loss. Taxpayers should seek advice from an independent tax advisor based on their own particular circumstances. Visit ScholarShare.com/529day for terms and conditions. Promotion ends 5/26/17. Sponsored by the California 529 College Savings Plan. TIAA-CREF Individual & Institutional Services, LLC, member FINRA, distributor and underwriter. 136592