



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, July 26, 2017  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

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

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

### ORAL COMMUNICATIONS

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

### CONSENT AGENDA

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

1. **Approval of Minutes** – Town Council Meeting of June 28, 2017 (3)
2. **Ratification of Warrant List** – July 12, 2017 (11)
3. **Approval of Warrant List** – July 26, 2017 (28)
4. **Recommendation by Cable & Utilities Undergrounding Committee** – Proposed Charter Amendment (37)
5. **Recommendation by Assistant to the Town Manager** – Adoption of Resolutions Approving and (39)  
 Authorizing Execution of Amendments to the Farmers' Market License Agreement and the Limited Use Parking Agreement with Christ Episcopal Church
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Fourth Amendment to Farmers' Market License Agreement (Resolution No. \_\_)
  - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Fourth Amendment to Limited Use Parking Agreement (Resolution No. \_\_)
6. **Recommendation by Town Manager** – Salary Schedule Correction (56)

### REGULAR AGENDA

#### STAFF REPORTS AND RECOMMENDATIONS

7. **Recommendation by Assistant to Town Manager** – Mayoral Support for 100% Clean Energy (58)
8. **Recommendation by Town Attorney** – Response to Grand Jury Report “English is Not Our Only Language: Are (61)  
 Local Law Enforcement Agencies Providing Multilingual Access to Outreach Programs?”
9. **Recommendation by Town Attorney** – Response to Grand Jury Report “A Delicate Balance: Privacy vs. (82)  
 Protection”
10. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (120)

**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.*

11. **TOWN MANAGER REPORT** (121)

#### WRITTEN COMMUNICATIONS

12. **Town Council Digest** – June 30, 2017 (122)

- 13. **Town Council Digest** – July 7, 2017 (131)
- 14. **Town Council Digest** – July 14, 2017 (139)
- 15. **Town Council Digest** – July 21, 2017 (144)

**ADJOURN TO CLOSED SESSION**

**16. PUBLIC EMPLOYMENT**

Government Code § 54957(b)(1)  
Town Attorney

**REPORT OUT OF CLOSED SESSION**

**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.

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 951, JUNE 28 2017**

**CALL TO ORDER AND ROLL CALL**

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

Present: Councilmembers Mary Ann Moise Derwin, Jeff Aalfs, and Ann Wengert

Absent: Vice Mayor John Richards, Mayor Craig Hughes

Others: Jeremy Dennis, Town Manager  
Leigh Prince, Town Attorney  
Brandi de Garmeaux, Sustainability & Special Projects Manager  
Susan Cope, Administrative Services Manager  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

None

**PRESENTATION**

(1) Steve Schmidt – Update on Home Energy Analytics Program

Sustainability & Special Projects Manager Brandi de Garmeaux said that in January 2016 the Council approved the addition of the energy analysis component into the H20Know tool, the water analysis part of the program. She introduced Steve and Lisa Schmidt. Mr. Schmidt led a presentation on Home Energy Analytics, a web-based customer engagement software using advanced smart meter analysis to help residential consumers examine their energy and water usage and discover cost-effective programs.

Lisa Schmidt said they want to partner with local communities to get the word out about their free services and free online software. They also want to attend local events and conduct workshops.

Sustainability & Special Projects Manager Brandi de Garmeaux said the 34 participants of the original program have been followed and have achieved a 23% reduction in energy use, which is significant.

Councilmember Wengert asked if the Sustainability Committee has looked at potentially cooperating with the Schmidts. Sustainability & Special Projects Manager Brandi de Garmeaux said Mr. Schmidt addressed their Committee and she has been working at education staff about the opportunities and potentials.

In response to Councilmember Derwin's question, Ms. Schmidt said she made a presentation at RMCP today. She said they are ready to go in the next couple of weeks because of the contractual negotiation they've been going through with PG&E. She said everyone is very supportive. She said it is a great match because it can be offered to residents for free. She said they will be reaching out to Alameda County, Marin County, City and County of San Francisco, and Santa Clara County.

Councilmember Derwin asked if lower energy using homes will be included. Ms. Schmidt said because of the way they've incentivized the program, low users will not get as much support. She said there are many programs within PG&E that focus on low-income residences. She said this is not a replacement for those programs, but they have been working with the low-income to insert some of this technology in a way that would benefit those programs. She said they focus on high-energy homes to make sure the process works and because it will be easier to get energy savings there. She said low energy users will not be prohibited from using the software, but they will not receive as much hand-holding service.

Councilmember Aalfs asked if they were reaching out through BayREN and the CCAs. Ms. Schmidt said they were.

Councilmember Wengert thanked the Schmidts for the presentation.

**CONSENT AGENDA** [7:29 p.m.]

- (2) Approval of Minutes: Town Council Regular Meeting of June 14, 2017. *[Removed from Consent Agenda.]*
- (3) Approval of Warrant List: June 28, 2017, in the amount of \$160,891.75.
- (4) Recommendation by Administrative Services Manager – Consultant Service Agreement, Maze & Associates Accountancy Corporation
  - (a) Adoption of a Resolution of the Town Council of Portola Valley Approving and Authorizing Execution of the Second Amendment to Agreement for Audit Services Between the Town of Portola Valley and Maze & Associates Accountancy Corporation (Resolution No. 2728-2017)
- (5) Recommendation by Administrative Services Manager – Approval of 2017-2018 Appropriations Limit
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for Fiscal Year 2017-2018 (Resolution No. 2729-2017)
- (6) Recommendation by Administrative Services Manager – 2017-'18 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments.
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2017-2018 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2730-2017)
  - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2017- 2018 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2731-2017)
- (7) Recommendation by Town Manager – Approval of Agreement to Accept Art Donation for Neighborhood Watch Signs
- (8) Recommendation by Administrative Services Director – Council Healthcare Options – Updated Resolution
  - (a) A Resolution of the Town Council of the Town of Portola Valley Electing to be Subject to the Public Employees' Medical and Hospital Care Act and Equal amount for Employees and Annuitants (Resolution No. 2732-2017)

Councilmember Derwin moved to approve the Consent Agenda Items 3 through 8. Seconded by Councilmember Aalfs, the motion carried 3-0, by roll call vote.

(2) Approval of Minutes: Town Council Regular Meeting of June 14, 2017. Councilmember Derwin moved to approve Item 2 as amended. Seconded by Councilmember Aalfs, the motion carried 3-0, by roll call vote.

## **REGULAR AGENDA**

### **COMMITTEE REPORTS & REQUESTS**

(9) Report from Cultural Arts Committee – Committee Annual Report

Paige Bishop, Co-Chair, expressed the Committee's appreciation for the support of the Town and the budget that has grown so that they can pay their bands a fair market fee and pay a sound engineer who has radically changed the year's concert experience. She said they have a couple of new Committee members. She described the year's activities and presented the annual report.

Councilmember Wengert asked Ms. Bishop if she felt the Committee was getting enough support from the Town staff. Ms. Bishop said they are. She said last year they began inviting Councilmembers to attend their events. She said they get so many Townspeople attending their events, they think it is a great venue for the Councilmembers to introduce themselves. Councilmember Wengert said they will make sure there is at least one Councilmember present at each of the next two events.

The Council complimented the Committee for doing a fantastic job.

Town Manager Dennis thanked the Committee for the work and time they put into the unexpected Herb Dengler prints project.

(10) Report from the Nature & Science Committee – Committee Annual Report

Yvonne Tryce presented the annual report describing the Committee's accomplishments in 2016-2017, project updates, and goals and objectives for 2017-2018, as detailed in the staff report.

Councilmember Wengert asked Ms. Tryce if there was anything the Committee needed to help in recruiting new members or adding new programs. Ms. Tryce said Michael Bray is the new Committee Chair and will head up the Flight Night Event. She said they are looking for a place in Town for a nature center. She said hopefully the Town will be working closely with MidPen about trails on the Hawthorns property. She said it is now on the MROSD budget for the coming year, so hopefully they will find a place for the nature center.

The Council thanked the Committee for their valuable contributions to the community.

### **STAFF REPORTS AND RECOMMENDATIONS**

(11) Recommendation by Sustainability & Special Projects Manager - Consideration and Adoption of a Resolution Authorizing Participation in the Figtree PACE Program; and the Approval of the Association of Bay Area Governments (ABAG) Regional Collaborative Services Agreement (RCSA) with Residential Property Assessed Clean Energy (PACE) Providers

- (a) A Resolution of the Town Council of the Town of Portola Valley Approving the Associate Membership Agreement and Joining the Figtree Pace Program (Resolution No. 2733-2017)

Sustainability & Special Projects Manager Brandi de Garmeaux presented staff's recommendation regarding participation in the Figtree PACE Program and ABAG's RCSA with PACE Providers. She explained the program, background, and recommendations as detailed in the staff report.

Councilmember Wengert invited comments or questions from the public. Hearing none, she invited questions from the Council.

Councilmember Derwin asked if the other PACE programs, HERO and CSCDA, were still in place. Sustainability & Special Projects Manager de Garneau said they were. She said she thinks there have been a few participants from Portola Valley, but they are mostly being utilized in Counties such as Solano where there is a higher load and less access to financing.

Councilmember Derwin asked if Figtree was different from HERO. Sustainability & Special Projects Manager de Garneau said Figtree offers commercial financing whereas the other programs have been primarily residential.

Councilmember Derwin asked how the program would be promoted to the Town residents. Sustainability & Special Projects Manager de Garneau said there is currently only passive promotion. She said the individual PACE programs do some promotion on their own but it has not been a priority to advertise.

In response to Councilmember Wengert's question, Sustainability & Special Projects Manager de Garneau said she thought California HERO has done some direct marketing to homeowners, and Portola Valley has given them access to do that on their own and Figtree may do the same.

Sustainability & Special Projects Manager de Garneau introduced Christine Padilla from Figtree who assisted her and Town Attorney Prince in navigating all of the documents. Ms. Padilla said they do not do direct calls or door knocking. She said if a resident is working with a contractor who provides PACE, they may offer it to them. She said most jurisdictions will include a PACE section on their websites. Sustainability & Special Projects Manager de Garneau said that is also Portola Valley's plan.

Councilmember Wengert asked if there had been any interest expressed by any of Portola Valley's commercial operations. Sustainability & Special Projects Manager de Garneau said they had not. She said the Priory has leased solar which they could do through PACE in the future, but the larger commercial entities do not have an issue with financing.

Councilmember Aalfs asked if there were meaningful distinctions among PACE programs as far as their sources for investment. Ms. Padilla said Figtree is unique because they provide commercial and because they will accept smaller projects that many companies won't.

Councilmember Aalfs asked if there was competition building up among the PACE programs relative to interest rates. Ms. Padilla said as there are more opportunities and more choices, there will be more competitive rates.

Councilmember Wengert asked if Sustainability & Special Projects Manager de Garneau was comfortable with the ABAG document as another level of protection. She said she was. She said as the programs grow, they've indicated they will provide the Town with information about program adoption. She said she has not requested that yet and she is not yet privy to the data regarding participation because of privacy, but she feels it adds another layer of protection.

Councilmember Derwin moved to Adopt the Resolution of the Town Council of the Town of Portola Valley Approving the Associate Membership Agreement for joining the Figtree PACE Program and to Authorize the Town Manager to Approve and Sign the Acknowledgement Addendum of the Regional Collaborative Services Agreement as Executed between ABAG and Figtree for the Figtree PACE Program. Seconded by Councilmember Aalfs; the motion carried 3-0.

(12) Recommendation by Sustainability & Special Projects Manager – Letter of Support for Participation in SunShares Collaborative Solar and Electric Vehicle Program

Sustainability & Special Projects Manager de Garneau presented staff's recommendations regarding signing the letter of commitment to participation in the 2017 Bay Area SunShares Program, as detailed in the staff report.

Councilmember Wengert invited questions from the Council.

In response to Councilmember Derwin's question, Sustainability & Special Projects Manager de Garmeaux said there was no minimum number of participants required. Councilmember Derwin asked if there were a few vendors to choose from or if SunShares vets and selects a vendor. Sustainability & Special Projects Manager de Garmeaux said it will depend on the results they get back from the requests for proposals. She said she has seen them have one vendor or a couple of vendors, depending on what is offered. She said they usually assemble a group of citizens from the participating communities and organizations to look over the proposals and make decisions. Councilmember Derwin asked if someone were to sign a solar contract in November or December, when that installation would begin. Sustainability & Special Projects Manager de Garmeaux said she did not know. She said it would probably depend on the number of participants. She said people can begin signing up on August 7. Councilmember Derwin asked if this could be financed through Figtree PACE. Sustainability & Special Projects Manager de Garmeaux said they probably could, but it would depend on the financing options through the solar companies.

Councilmember Wengert asked regarding the process for a group buy for electric vehicles. Sustainability & Special Projects Manager de Garmeaux said when the request for proposals is put out, they indicate the number of communities participating and the anticipated purchases. She said it is not a group buy, per se, with the electric vehicles, but is more that they offer a discounted rate based on how many people they think will potentially participate. Sustainability & Special Projects Manager de Garmeaux did not know if it applied to both leases and purchases, but said it would probably depend upon what they got back from their proposal requests. She said she will be working on gathering statistics regarding the number of electric vehicles currently in Portola Valley. Town Manager Dennis said every new house being built includes electric charging stations. Sustainability & Special Projects Manager de Garmeaux said that when people get an electric vehicle, they are spurred to add additional solar. Councilmember Derwin asked if someone who had solar but wanted to add more could participate in the group buy. Sustainability & Special Projects Manager de Garmeaux said she wasn't sure, but she didn't see why not as long as it was compatible.

Councilmember Wengert asked Sustainability & Special Projects Manager de Garmeaux if her analysis revealed any downside to this proposal. She said there was no downside, especially since residents can choose whether or not to participate. She said this proposal exemplifies the Town's leadership in participating regionally.

Councilmember Derwin moved to Authorize the Town Manager to sign the Letter of Commitment Authorizing the Town of Portola Valley's Participation in the 2017 Bay Area SunShares Program. Seconded by Councilmember Aalfs; the motion carried 3-0.

(13) Recommendation by Town Manager – 2017-2018 Salary Schedule

- (a) A Resolution of the Town Council of the Town of Portola Valley Modifying the Salary Schedule for Fiscal Year 2017-2018 (Resolution No. 2734-2017)

Town Manager Dennis described the proposed resolution amending the salary schedule within the Town's Employee Compensation Plan and classifications, as detailed in the staff report.

Councilmember Wengert called for questions from the Council.

Councilmember Derwin asked if only the reclassified salaries were being increased. Town Manager Dennis said he is making some merit changes as part of the budget. He said there are some increases in compensation related to a promotional opportunity and a change in the description of the position, in particular the Assistant to the Town Manager position, since it is a promotion and a very different job. He said creating a Finance Director is a Director-level position with Director-level responsibilities similar to

Planning and Building and Public Works. He said he is recommending increases for approximately six or seven staff members that are folded into the budget.

Councilmember Derwin asked about the Communications & Sustainability Management Analysis job description. She said it was very ambitious. Town Manager Dennis said that, while the Town will not find another Brandi de Garneau, the job description includes the variety of tasks they hope the new person can potentially perform. He said Ms. de Garneau has accepted the opportunity to become the Assistant to the Town Manager and this provides an opportunity for there to be more strategic thinking about sustainability issues and communication, as well as emergency preparedness and the like. He said the new position is essentially replacing the current Sustainability & Special Projects Manager position. He said a lot of the day-to-day mechanics of that position will go to that person. He said he is confident they will find someone fantastic who wants to do these things.

Councilmember Wengert said so much of the work has moved from the Committees to the staff, and Ms. De Garneau has been the face of all the Committees to execute for a long time, this is a great change because it will free up Ms. de Garneau from setting up tables, cleaning up after the Farmer's Market, etc.

Councilmember Wengert asked if the Council was comfortable with the new ranges. She said Town Manager Dennis did a good job using the median approach and resetting based on the dataset used to bring the ranges that makes sense in a more logical way and setting expectations for the staff. Town Manager Dennis said they will be coming forward requesting approval for a formal compensation and classification study within the next 24 months. Councilmember Derwin said she feels better knowing that the staff has more reasonable salaries now and should be making a livable wage in one of the most expensive housing markets in the country.

Councilmember Aalfs moved to approve the Resolution of the Town Council of the Town of Portola Valley Modifying the Salary Schedule for Fiscal Year 2017-2018. Seconded by Councilmember Derwin; the motion carried 3-0.

## **PUBLIC HEARING**

(14) Public Hearing – Adoption of the 2017-2018 Fiscal Year Budget

(a) A Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2017-2018 (Resolution No. 2735-2017)

Town Manager Dennis presented the Portola Valley Town Budget for fiscal year 2017-2018, as detailed in the staff report, pointing out the corrections and modifications made based on Council comments at the June 14 meeting.

In response to Councilmember Wengert's question at the last meeting regarding Comcast, Administrative Services Manager Susan Cope said she reached out to Comcast who responded that the subscribers would remain constant and the revenue is expected to match the last fiscal year. They advised to budget appropriately according to the last fiscal year's figures.

With regard to the Contingency item, which was reduced by half, Town Manager Dennis said since this was an item that required Council approval, he would welcome a discussion if this was even necessary to place in the budget at all.

Councilmember Wengert called for questions from the Council.

In response to Councilmember Wengert's question, Town Manager Dennis said the HOPTR is in the Government Agency Column, Fund 10. He said there is no change other than the description of the category.



Councilmember Wengert asked regarding the items that were shifted in Capital Budgeting. Town Manager Dennis said most of the changes were at his direction. He said the Town Hall HVAC and Window Install items were initially included in Town Center facilities, but they decided it made more sense to include move those items to the Capital Projects category, resulting in no net difference. He said the Facilities Equipment is a reduction from the initial ask. He said they were able to use the remainder money for the purchase of the EV vehicle and it's support to fund the EV charging in this fiscal year.

Councilmember Wengert said there was a lot more fluidity in the Expenditures out of the Capital Improvement categories. Town Manager Dennis said that was an attempt to align it more correctly. He said there were leftover Capital projects that should not have been included in Town Center and they were moved to make them more obvious.

Councilmember Wengert said the net impact was nominal with no change in the reserves. She said it was helpful to have the changes articulated in red.

With no further questions from the Council, Councilmember Wengert invited questions or comments from the public. Hearing none, she closed the public hearing.

Councilmember Aalfs moved to approve A Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2017-2018. Seconded by Councilmember Derwin; the motion carried 3-0.

The Council thanked staff for their hard work on this project. Town Manager Dennis congratulated the new Assistant to the Town Manager Brandi de Garmaux and the new Finance Department Director Susan Cope in their new roles.

#### (15) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Attended a Sustainability and Environmental Resources Committee meeting where there was a presentation about residential battery systems, the Tesla battery wall, the ICE/9-11 project, and a debrief of the garden tour. She said subcommittees were formed – Energy and Electrification, Energy Efficiency, Water Conservation, and Education Outreach. Chris Hunt, an expert in in-home plug load analyses, will be the guest speaker at the next meeting on July 17. Assistant to the Town Manager de Garmaux said the first subcommittee meetings were held with the Energy and Electrification subcommittee, which consists of a very smart group of people with a lot of ideas. Councilmember Derwin attended a C/CAG Administration meeting going over the agenda for the next meeting. She attended the Grand Boulevard Initiative meeting where there were presentations on South San Francisco's Complete Streets project, San Bruno's Walk and Bike Plan, California State Bicycle and Pedestrian Plans, Cal Trans District 4 Bike Plan, and the Housing Toolkit updates. She also attended a HEART meeting today and worked on the budget. They had a majority approval for the loan agreement with the County. She said the County has a first-time home buyer program for County employees where they give \$100,000 for five years with no interest, and then 3% interest after five years. They discussed their continued efforts to get Daly City to join HEART but the City Manager there is not supportive. She said HEART is trying to help school districts build housing for teachers and were able to work out a problem Pacifica School District had. It was suggested that several school districts get together as a JPA. She said a 140-unit project was built at the Mills High School site in Millbrae but the community organized strongly against having teachers living in their community.

Councilmember Aalfs – Missed the Trails & Paths Committee meeting but got a report of the activities. He said they approved bike gates at the entrances of the trails where bicycles are not allowed. Town Manager Dennis said MidPen will also be visiting Trails & Paths and Bicycles and Pedestrian & Traffic Safety to discuss their experiences with bicyclists on trails and sharing strategies on how to work with the community or come up with ways to keep them off the trails. Councilmember Derwin asked if they could share the trails. Councilmember Wengert said some were too narrow. Town Manager Dennis said it is very difficult, especially on trails that allow equestrian use. Councilmember Aalfs said some of the trails, based on how they were deeded to the Town, cannot allow bicycles. He said there is another issue about

dogs on the trails. He said the Committee is reviewing their mission. He attended the June 26th ASCC meeting where they reviewed two projects.

Councilmember Wengert – Councilmember Wengert, Vice Mayor Richards and Town Manager Dennis met with Larry Hassett and two other representatives of MidPeninsula Regional Open Space District to discuss the trail on Alpine. She said Mr. Hassett was supportive of moving forward as soon as possible, but Councilmember Wengert said she did not know where the issue would fall on their large list of priorities. Councilmember Wengert said she will be attending a grand opening ceremony at Mt. Umunhum in South San Jose in September. She met with Vice Mayor Richards, Town Manager Dennis, and Assistant to the Town Manager de Garreaux to discuss the GreenWaste contract, where they decided they needed a consultant to work with them on this.

(16) Town Manager Report – Town Manager Dennis reported that the first phase of road work on Portola Road has been completed. He said the final slurry seal will be applied July 24-25. He said before that there will be some road widening that will require the removal of a couple of trees. He met with a subcommittee of the Conservation Committee to discuss the rollout of the Town's recently adopted rodenticide policies. He said an event is planned for the Fall. He said when the hardware store heard about the changes, they started displaying organic items. He said in the interest of having more of a connection between sustainability efforts in Town and what's going on on the building side, he's met a few times with Assistant to the Town Manager Brandi de Garreaux and Deputy Building Inspector Keith Weiner and they have scheduled meetings to discuss the sustainability efforts in town and current happenings with building in town. Regarding ALPR's, he said staff hopes to submit its plans to PG&E on Friday, June 30.

**WRITTEN COMMUNICATIONS** [9:05 p.m.]

(17) Town Council Digest – June 16, 2017.

Councilmembers Derwin and Wengert will attend the League of California Cities 2017 Annual Conference.

(18) Town Council Digest – June 23, 2017.

Councilmembers Derwin and Wengert will attend the Council of Cities Dinner Meeting hosted by the City of Burlingame.

**ADJOURN TO CLOSED SESSION** [9:07 p.m.]

(19) Public Employment – Government Code §54957(b)(1), Town Attorney

**REPORT OUT OF CLOSED SESSION**

None to report.

**ADJOURNMENT** [10:10 p.m.]

Councilmember Wengert adjourned the meeting.

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Mayor

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Town Clerk

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

07/12/17

Date: 07/12/2017

Time: 5:22 pm

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TOWN OF PORTOLA VALLEY

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

ALLIANT INSURANCE SERVICES	Event Ins, Qtrly Report Apr- June 2017	18745	07/12/2017 07/12/2017	
SPECIAL EVENTS	475		07/12/2017	0.00
NEWPORT BEACH	BOA	51736	07/12/2017	0.00
CA 92658				373.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	373.00	0.00

Check No.	51736	Total:	373.00
Total for	ALLIANT INSURANCE SERVICES		373.00

ANIMAL DAMAGE MGMT INC	June Pest Control	18746	07/12/2017 07/12/2017	
16170 VINEYARD BLVD. #150	804		07/12/2017	0.00
MORGAN HILL	BOA	51737	07/12/2017	0.00
CA 95037	99681			295.00

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

Check No.	51737	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

ASSOCIATED BUSINESS MACHINES	Maintenance Agrmt, 8/1/17 - /31/18	18747	07/12/2017 07/12/2017	
1552 BEACH STREET	0017		07/12/2017	0.00
EMERYVILLE	BOA	51738	07/12/2017	0.00
CA 94608	2170816			830.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	830.00	0.00

Check No.	51738	Total:	830.00
Total for	ASSOCIATED BUSINESS MACHINI		830.00

AT&T (2)	June M/W	18748	07/12/2017 07/12/2017	
P.O. BOX 5025	877		07/12/2017	0.00
CAROL STREAM	BOA	51739	07/12/2017	0.00
IL 60197-5025				66.89

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

Check No.	51739	Total:	66.89
Total for	AT&T (2)		66.89

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

07/12/17

Date: 07/12/2017

Time: 5:22 pm

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

BILL HAMILTON ROOFING	Refund Deposit, 380 Escobar	18749	07/12/2017	
			07/12/2017	
230 HARRISON AVENUE	1219		07/12/2017	0.00
CAMPBELL	BOA	51740	07/12/2017	0.00
CA 95008				800.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	800.00	0.00

Check No.	51740	Total:	800.00
Total for	BILL HAMILTON ROOFING		800.00

PAIGE BISHOP	Reimbursement, Banner Date	18815	07/12/2017	
	Change - Concert Series		07/12/2017	
131 GROVELAND STREET	712		07/12/2017	0.00
PORTOLA VALLEY	BOA	51741	07/12/2017	0.00
CA 94028				68.90

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	68.90	0.00

Check No.	51741	Total:	68.90
Total for	PAIGE BISHOP		68.90

BW CONSTRUCTION	Woods H'Lands Repair Work & Debris Box Service	18750	07/12/2017	
			07/12/2017	
110 RUSSELL AVE	930		07/12/2017	0.00
PORTOLA VALLEY	BOA	51742	07/12/2017	0.00
CA 94028	1916 & 1921			2,046.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	2,046.00	0.00

Check No.	51742	Total:	2,046.00
Total for	BW CONSTRUCTION		2,046.00

CALBO	2017 CTI Training, K. Weiner	18795	07/12/2017	
			07/12/2017	
1022 G STREET	0029		07/12/2017	0.00
SACRAMENTO	BOA	51744	07/12/2017	0.00
CA 95814				585.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	585.00	0.00

Check No.	51744	Total:	585.00
Total for	CALBO		585.00

CALIFORNIA BLDG STANDARDS COMM	Qtrly BSA Report, Apr-June '17	18751	07/12/2017	
			07/12/2017	
2525 NATOMAS PARK DRIVE	458		07/12/2017	0.00
SACRAMENTO	BOA	51745	07/12/2017	0.00
CA 95833				387.00

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

05-56-4224	BSA/SMIP/DSA Fees	387.00	0.00	
CALIFORNIA BLDG STANDARDS COMM	Qtrly BSA Report, Jan-Mar '17	18752	07/12/2017	
			07/12/2017	
2525 NATOMAS PARK DRIVE	458		07/12/2017	0.00
SACRAMENTO	BOA	51745	07/12/2017	0.00
CA 95833				91.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4224	BSA/SMIP/DSA Fees	91.00	0.00	

Check No.	51745	Total:	478.00
Total for	CALIFORNIA BLDG STANDARDS C		478.00

CAL-WEST INC	Lighted Crosswalk Repairs	18793	07/12/2017	
			07/12/2017	
P.O. BOX 612035	1364		07/12/2017	0.00
SAN JOSE	BOA	51743	07/12/2017	0.00
CA 95161-2035	170473 & 170680			3,684.63
GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4260	Public Road Surface & Drainage	3,684.63	0.00	

Check No.	51743	Total:	3,684.63
Total for	CAL-WEST INC		3,684.63

CCAG	FY 17-18 Annual Member Dues	18810	07/12/2017	
City of San Carlos Finance			07/12/2017	
600 ELM STREET	0028		07/12/2017	0.00
SAN CARLOS	BOA	51746	07/12/2017	0.00
CA 94070-3085	18513			15,400.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4322	Dues	15,400.00	0.00	

Check No.	51746	Total:	15,400.00
Total for	CCAG		15,400.00

CERPP	FY 2017-2018 Contribution	18803	07/12/2017	
c/o Joe Coleman			07/12/2017	
3111 WOODSIDE ROAD	0149		07/12/2017	0.00
WOODSIDE	BOA	51747	07/12/2017	0.00
CA 94062				5,000.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4222	Community Services	5,000.00	0.00	

Check No.	51747	Total:	5,000.00
Total for	CERPP		5,000.00

NONA CHIARIELLO	Reimbursement, PV Garden Tour	18754	07/12/2017	
			07/12/2017	
163 BROOKSIDE DRIVE	1109		07/12/2017	0.00
PORTOLA VALLEY	BOA	51748	07/12/2017	0.00
CA 94028				219.02

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

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	219.02	0.00

Check No.	51748	Total:	219.02
Total for	NONA CHIARIELLO		219.02

CLEANSTREET	Qtrly & March Litter/Street	18755	07/12/2017	
	Clean		07/12/2017	
1937 W. 169TH STREET	0034		07/12/2017	0.00
GARDENA	BOA	51749	07/12/2017	0.00
CA 90247-5254	86024			4,711.25

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

CLEANSTREET	Qtrly & June Litter/Street	18800	07/12/2017	
	Clean		07/12/2017	
1937 W. 169TH STREET	0034		07/12/2017	0.00
GARDENA	BOA	51749	07/12/2017	0.00
CA 90247-5254	86963			4,711.25

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

Check No.	51749	Total:	9,422.50
Total for	CLEANSTREET		9,422.50

COMCAST	WiFi, 6/21/17 - 7/20/17	18756	07/12/2017	
			07/12/2017	
P.O. BOX 34744	0045		07/12/2017	0.00
SEATTLE	BOA	51750	07/12/2017	0.00
WA 98124-1227				45.71

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

Check No.	51750	Total:	45.71
Total for	COMCAST		45.71

COTTON SHIRES & ASSOC. INC.	Town Geology Svcs, FY 16-17	18788	07/12/2017	
	Update Geo/GMP Map	00006436	07/12/2017	
330 VILLAGE LANE	0047		07/12/2017	0.00
LOS GATOS	BOA	51751	07/12/2017	0.00
CA 95030-7218	60364			6,839.68

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4189	Town Geologist	6,839.68	6,839.68

Check No.	51751	Total:	6,839.68
Total for	COTTON SHIRES & ASSOC. INC.		6,839.68

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City	Bank	Check No.	Check Date	Discount Amount
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COUNTY OF SAN MATEO	FY 2017-18 Contribution	18802	07/12/2017	
HSA - HOT Program			07/12/2017	
	0598		07/12/2017	0.00
BELMONT	BOA	51752	07/12/2017	0.00
CA 94002				2,763.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	Community Services	2,763.00	0.00

Check No.	51752	Total:	2,763.00
Total for	COUNTY OF SAN MATEO		2,763.00

CSG CONSULTANTS INC	Bldg Insp Svc, 4/29/17-5/26/17	18757	07/12/2017	
			07/12/2017	
550 PILGRIM DRIVE	622		07/12/2017	0.00
FOSTER CITY	BOA	51753	07/12/2017	0.00
CA 94404	12691			1,900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	1,900.00	0.00

Check No.	51753	Total:	1,900.00
Total for	CSG CONSULTANTS INC		1,900.00

DEPARTMENT OF CONSERVATION	SMISHMF Qtrly Report, Jan -	18758	07/12/2017	
Division of Administrative	Mar 2017		07/12/2017	
801 K STREET MS22-15	0054		07/12/2017	0.00
SACRAMENTO	BOA	51754	07/12/2017	0.00
CA 95814-3531				320.24

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	320.24	0.00

DEPARTMENT OF CONSERVATION	SMISHMF, Qtrly Report Apr -	18759	07/12/2017	
Division of Administrative	June 2017		07/12/2017	
801 K STREET MS22-15	0054		07/12/2017	0.00
SACRAMENTO	BOA	51754	07/12/2017	0.00
CA 95814-3531				1,549.33

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	1,549.33	0.00

Check No.	51754	Total:	1,869.57
Total for	DEPARTMENT OF CONSERVATIO		1,869.57

MARYANN MOISE DERWIN	Reimbursement, 2017 Progress	18760	07/12/2017	
	Seminar		07/12/2017	
148 RAMOSO ROAD	0193		07/12/2017	0.00
PORTOLA VALLEY	BOA	51755	07/12/2017	0.00
CA 94028				700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	700.00	0.00

Check No.	51755	Total:	700.00
Total for	MARYANN MOISE DERWIN		700.00

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

DIV OF THE STATE ARCHITECT	Qtrly DSA Report July-Sept '16	18811	07/12/2017	
			07/12/2017	
ATTN: SB 1186	1085		07/12/2017	0.00
SACRAMENTO	BOA	51756	07/12/2017	0.00
CA 95811				87.90

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	87.90	0.00

DIV OF THE STATE ARCHITECT	Qtrly DSA Report, Oct-Dec '16	18812	07/12/2017	
			07/12/2017	
ATTN: SB 1186	1085		07/12/2017	0.00
SACRAMENTO	BOA	51756	07/12/2017	0.00
CA 95811				27.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	27.00	0.00

DIV OF THE STATE ARCHITECT	Qtrly DSA Report, Jan-Mar '17	18813	07/12/2017	
			07/12/2017	
ATTN: SB 1186	1085		07/12/2017	0.00
SACRAMENTO	BOA	51756	07/12/2017	0.00
CA 95811				27.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	27.00	0.00

DIV OF THE STATE ARCHITECT	Qtrly DSA Report, Apr-June '17	18814	07/12/2017	
			07/12/2017	
ATTN: SB 1186	1085		07/12/2017	0.00
SACRAMENTO	BOA	51756	07/12/2017	0.00
CA 95811				40.50

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	40.50	0.00

Check No.	51756	Total:	182.40
Total for	DIV OF THE STATE ARCHITECT		182.40

ED DIVITA	Refund Deposit, 117 Pinon	18761	07/12/2017	
			07/12/2017	
117 PINON DRIVE	1010		07/12/2017	0.00
PORTOLA VALLEY	BOA	51757	07/12/2017	0.00
CA 94028				11,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	11,000.00	0.00

ED DIVITA	Refund Deposit, 117 Pinon	18762	07/12/2017	
			07/12/2017	
117 PINON DRIVE	1010		07/12/2017	0.00
PORTOLA VALLEY	BOA	51757	07/12/2017	0.00
CA 94028				2,498.56

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,498.56	0.00

Check No.	51757	Total:	13,498.56
Total for	ED DIVITA		13,498.56



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

LORRAINE R. DUVAL	Neighborhood Watch Coordinator	18763	07/12/2017	
	Svcs, 6/5/17 - 6/18/17		07/12/2017	
340 GOLDEN OAK DRIVE	0652		07/12/2017	0.00
PORTOLA VALLEY	BOA	51758	07/12/2017	0.00
CA 94028				320.00

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

LORRAINE R. DUVAL	Neighborhood Watch Coordinator	18798	07/12/2017	
	Svcs, 6/19/17 - 7/2/17		07/12/2017	
340 GOLDEN OAK DRIVE	0652		07/12/2017	0.00
PORTOLA VALLEY	BOA	51758	07/12/2017	0.00
CA 94028				320.00

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

LORRAINE R. DUVAL	Reimbursement, Refreshments NW Meeting & NNWI Handbooks	18799	07/12/2017	
			07/12/2017	
340 GOLDEN OAK DRIVE	0652		07/12/2017	0.00
PORTOLA VALLEY	BOA	51758	07/12/2017	0.00
CA 94028				294.90

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	294.90	0.00

Check No.	51758	Total:	934.90
Total for	LORRAINE R. DUVAL		934.90

G. BORTOLOTTI COMPANY	2016/17 Street Resurface Proj- Surface Seals #2017 PW01	18794	07/12/2017	
			07/12/2017	
580 BRAGATO ROAD	0025		07/12/2017	0.00
SAN CARLOS	BOA	51759	07/12/2017	0.00
CA 94070	4523			330,005.55

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4544	CIP16/17 Street Resurface	11,427.55	0.00
22-68-4544	CIP16/17 Street Resurface	44,055.00	0.00
60-68-4544	CIP16/17 Street Resurface	274,523.00	0.00

Check No.	51759	Total:	330,005.55
Total for	G. BORTOLOTTI COMPANY		330,005.55

GIRL SCOUTS -TROOP #32365	Refund Fac Dep, Troop #32365	18782	07/12/2017	
Of San Francisco	Troop Meetings		07/12/2017	
C/O WANDA WEBB	0696		07/12/2017	0.00
WOODSIDE	BOA	51760	07/12/2017	0.00
CA 94062				250.00

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

Check No.	51760	Total:	250.00
Total for	GIRL SCOUTS -TROOP #32365		250.00

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

GO NATIVE INC	PVTC Native Garden Irrigation Installation	18764	07/12/2017	
			07/12/2017	
P.O. BOX 370103	632		07/12/2017	0.00
MONTARA	BOA	51761	07/12/2017	0.00
CA 94037	3050			1,827.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	1,827.00	0.00

GO NATIVE INC	PVTC Vegetation Mgmt, June '17	18765	07/12/2017	
			07/12/2017	
P.O. BOX 370103	632		07/12/2017	0.00
MONTARA	BOA	51761	07/12/2017	0.00
CA 94037	3048			3,632.25

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	3,632.25	0.00

GO NATIVE INC	June '17 ROW Vegetation Mgmt	18766	07/12/2017	
			07/12/2017	
P.O. BOX 370103	632		07/12/2017	0.00
MONTARA	BOA	51761	07/12/2017	0.00
CA 94037	3047			20,880.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	20,880.00	0.00

Check No.	51761	Total:	26,339.25
Total for	GO NATIVE INC		26,339.25

GRANITE ROCK COMPANY	Streets, Patch Fill	18767	07/12/2017	
			07/12/2017	
P.O. BOX 50001	0322		07/12/2017	0.00
WATSONVILLE	BOA	51762	07/12/2017	0.00
CA 95077-5001	1039125			282.75

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	282.75	0.00

Check No.	51762	Total:	282.75
Total for	GRANITE ROCK COMPANY		282.75

GREEN HALO SYSTEMS	Hosting/Access June 2017	18768	07/12/2017	
			07/12/2017	
521 CHARCOT AVENUE, SUITE 111	0654		07/12/2017	0.00
SAN JOSE	BOA	51763	07/12/2017	0.00
CA 95131	1315			114.00

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

Check No.	51763	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

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

HILLYARD, INC	Janitorial Supplies	18769	07/12/2017	
			07/12/2017	
P.O. BOX 843025	531		07/12/2017	0.00
KANSAS CITY	BOA	51764	07/12/2017	0.00
MO 64184-3025	602586977			346.37

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	115.45	0.00
05-66-4341	Community Hall	115.46	0.00
25-66-4340	Building Maint Equip & Supp	115.46	0.00

HILLYARD, INC	Janitorial Supplies	18770	07/12/2017	
			07/12/2017	
P.O. BOX 843025	531		07/12/2017	0.00
KANSAS CITY	BOA	51764	07/12/2017	0.00
MO 64184-3025	602586976			456.05

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	152.01	0.00
05-66-4341	Community Hall	152.02	0.00
25-66-4340	Building Maint Equip & Supp	152.02	0.00

Check No.	51764	Total:	802.42
Total for	HILLYARD, INC		802.42

HUMAN INVESTMENT PROJECT	FY 2017-18 Contribution	18801	07/12/2017	
Hip Housing			07/12/2017	
800 S. CLAREMONT ST. #210	1194		07/12/2017	0.00
SAN MATEO	BOA	51765	07/12/2017	0.00
CA 94402				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	Community Services	3,000.00	0.00

Check No.	51765	Total:	3,000.00
Total for	HUMAN INVESTMENT PROJECT		3,000.00

ICC PENINSULA CHAPTER	FY 17-18 Member Dues, Weiner	18771	07/12/2017	
ATTN: John LaTorra, Treasurer			07/12/2017	
237 BERESFORD AVE.	0345		07/12/2017	0.00
REDWOOD CITY	BOA	51766	07/12/2017	0.00
CA 94061				30.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	30.00	0.00

Check No.	51766	Total:	30.00
Total for	ICC PENINSULA CHAPTER		30.00

ICMA	Annual Membership Renewal -	18772	07/12/2017	
Membership Renewals	FY 17-18, J. Dennis		07/12/2017	
PO BOX 79403	1123		07/12/2017	0.00
BALTIMORE	BOA	51767	07/12/2017	0.00
MD 21279-0403				1,400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	1,400.00	0.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	51767	Total:	1,400.00
Total for	ICMA		1,400.00

JOINT VENTURE	FY 2017-18 Contribution	18804	07/12/2017	
SILICON VALLEY NETWORK			07/12/2017	
100 W. SAN FERNANDO STREET	0094		07/12/2017	0.00
SAN JOSE	BOA	51768	07/12/2017	0.00
CA 95113				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	Community Services	1,000.00	0.00

Check No.	51768	Total:	1,000.00
Total for	JOINT VENTURE		1,000.00

KENT ROOFING	Refund Deposit, 25 Pomponio	18809	07/12/2017	
			07/12/2017	
1821 S. BASCOM AVENUE #169	0585		07/12/2017	0.00
CAMPBELL	BOA	51769	07/12/2017	0.00
CA 95008				1,000.00

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

Check No.	51769	Total:	1,000.00
Total for	KENT ROOFING		1,000.00

STEPHEN KIRBY	Sound Reinforcement, 7/20/17	18816	07/12/2017	
		00006475	07/12/2017	
4811 TONINO DRIVE	0541		07/12/2017	0.00
SAN JOSE	BOA	51770	07/12/2017	0.00
CA 95136	107			900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	900.00	900.00

Check No.	51770	Total:	900.00
Total for	STEPHEN KIRBY		900.00

KUTZMANN & ASSOCIATES	June Plan Check	18789	07/12/2017	
			07/12/2017	
39355 CALIFORNIA STREET	0090		07/12/2017	0.00
FREMONT	BOA	51771	07/12/2017	0.00
CA 94538				275.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	275.00	0.00

Check No.	51771	Total:	275.00
Total for	KUTZMANN & ASSOCIATES		275.00

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

LEAGUE OF CALIFORNIA CITIES	FY 2017-18 Contribution	18807	07/12/2017	
			07/12/2017	
	0093		07/12/2017	0.00
SACRAMENTO	BOA	51772	07/12/2017	0.00
CA 95814				150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	Community Services	150.00	0.00

Check No.	51772	Total:	150.00
Total for	LEAGUE OF CALIFORNIA CITIES		150.00

LYNGSO GARDEN MATERIALS INC	TC Central Path	18773	07/12/2017	
			07/12/2017	
19 SEAPORT BOULEVARD	923		07/12/2017	0.00
REDWOOD CITY	BOA	51773	07/12/2017	0.00
CA 94063	934308			215.46

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	215.46	0.00

Check No.	51773	Total:	215.46
Total for	LYNGSO GARDEN MATERIALS INC		215.46

MR. ROOFING	Refund Deposit, 501 Portola Rd	18780	07/12/2017	
			07/12/2017	
#77 & #43	728		07/12/2017	0.00
SAN RAMON	BOA	51774	07/12/2017	0.00
CA 94583				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	3,000.00	0.00

Check No.	51774	Total:	3,000.00
Total for	MR. ROOFING		3,000.00

NCE	2016-17 Street Re-Surface Proj	18774	07/12/2017	
Nichols Consulting Engineers	Field Investigation/Inventory		07/12/2017	
1885 S. ARLINGTON AVE	0183		07/12/2017	0.00
RENO	BOA	51775	07/12/2017	0.00
NV 89509	424205507			7,282.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	7,282.50	0.00

Check No.	51775	Total:	7,282.50
Total for	NCE		7,282.50

NORTHERN CALIFORNIA RECREATION	Park/Playground Equipment	18775	07/12/2017	
		00006460	07/12/2017	
584 CASTRO STREET, #760	0682		07/12/2017	0.00
SAN FRANCISCO	BOA	51776	07/12/2017	0.00
CA 94114	20665			4,425.56

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

05-58-4240	Parks & Fields Maintenance	4,425.56	4,425.56	
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Check No.	51776	Total:	4,425.56
Total for	NORTHERN CALIFORNIA RECREA		4,425.56

NOLTE ASSOCIATES, INC. NV5	May Consultant Services	18787	07/12/2017	
			07/12/2017	
P.O. BOX 93243	0104		07/12/2017	0.00
LAS VEGAS	BOA	51777	07/12/2017	0.00
NV 89193-3243	#s 66920-66930			9,376.75

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	9,376.75	0.00

Check No.	51777	Total:	9,376.75
Total for	NOLTE ASSOCIATES, INC. NV5		9,376.75

ELIZABETH PAPADOPOULOS	Reimbursement, CAC Speaker	18776	07/12/2017	
	Series		07/12/2017	
35 BUCKEYE	0552		07/12/2017	0.00
PORTOLA VALLEY	BOA	51778	07/12/2017	0.00
CA 94028				403.07

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	403.07	0.00

Check No.	51778	Total:	403.07
Total for	ELIZABETH PAPADOPOULOS		403.07

PENINSULA CONFLICT RESOLUTION	FY 2017-18 Contribution	18805	07/12/2017	
			07/12/2017	
1660 S. AMPHLETT BLVD	0171		07/12/2017	0.00
SAN MATEO	BOA	51779	07/12/2017	0.00
CA 94402				525.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	Community Services	525.00	0.00

Check No.	51779	Total:	525.00
Total for	PENINSULA CONFLICT RESOLUTI		525.00

PG&E	May Statements	18777	07/12/2017	
			07/12/2017	
77 BEALE STREET	1464		07/12/2017	0.00
SAN FRANCISCO	BOA	51780	07/12/2017	0.00
CA 94105				588.04

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	588.04	0.00

Check No.	51780	Total:	588.04
Total for	PG&E		588.04

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

PLATINUM FACILITY SERVICES	June Janitorial	18778	07/12/2017	
			07/12/2017	
1530 OAKLAND RD., #150	402		07/12/2017	0.00
SAN JOSE	BOA	51781	07/12/2017	0.00
CA 95112	28502			2,987.51

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

Check No.	51781	Total:	2,987.51
<u>Total for</u>	PLATINUM FACILITY SERVICES		2,987.51

RAMONA'S SECRETARIAL SERVICES	May/June Transcription Svcs.	18790	07/12/2017	
			07/12/2017	
18403 WATTERS DRIVE	1370		07/12/2017	0.00
CASTRO VALLEY	BOA	51782	07/12/2017	0.00
CA 94546	5950 & 5953			1,856.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,856.00	0.00

Check No.	51782	Total:	1,856.00
<u>Total for</u>	RAMONA'S SECRETARIAL SERVIC		1,856.00

REGINA PLUMBING INC	Water Fountain Repair, Parts/	18779	07/12/2017	
!! Need Cert of Insurance !!	Labor		07/12/2017	
751 LAUREL ST., #445	685		07/12/2017	0.00
SAN CARLOS	BOA	51783	07/12/2017	0.00
CA 94070	967079			261.25

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	261.25	0.00

Check No.	51783	Total:	261.25
<u>Total for</u>	REGINA PLUMBING INC		261.25

CYNTHIA RICHARDSON	June Planning Consult Svcs.	18796	07/12/2017	
dba Richardson Consulting			07/12/2017	
24 CAMPBELL LANE	1250		07/12/2017	0.00
MENLO PARK	BOA	51784	07/12/2017	0.00
CA 94025				4,935.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	577.50	0.00
96-54-4198	Planner - Charges to Appls	4,357.50	0.00

Check No.	51784	Total:	4,935.00
<u>Total for</u>	CYNTHIA RICHARDSON		4,935.00

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

SCHWAAB INC	Stamps, Planning Dept	18792	07/12/2017	
			07/12/2017	
PO BOX 3128	0120		07/12/2017	0.00
MILWAUKEE	BOA	51785	07/12/2017	0.00
WI 53201-3128	2120810			500.34

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	500.34	0.00	

Check No.	51785	Total:	500.34
Total for	SCHWAAB INC		500.34

SMALL BUSINESS BENEFIT PLAN TR	July Dental/Vision	18783	07/12/2017	
			07/12/2017	
	0132		07/12/2017	0.00
BELMONT	BOA	51786	07/12/2017	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.	51786	Total:	2,126.90
Total for	SMALL BUSINESS BENEFIT PLAN		2,126.90

SMC EMERGENCY MNGR ASSOC	Dues, FY 2017-18 Emer Managers Association	18781	07/12/2017	
			07/12/2017	
C/O SMC OES	0610		07/12/2017	0.00
REDWOOD CITY	BOA	51787	07/12/2017	0.00
CA 94063	37			100.00

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

Check No.	51787	Total:	100.00
Total for	SMC EMERGENCY MNGR ASSOC		100.00

SUSTAINABLE SILICON VALLEY	FY 2017-18 Contribution	18808	07/12/2017	
			07/12/2017	
1793 LAFAYETTE STREET	921		07/12/2017	0.00
SANTA CLARA	BOA	51788	07/12/2017	0.00
CA 95050				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4222	Community Services	1,000.00	0.00	

Check No.	51788	Total:	1,000.00
Total for	SUSTAINABLE SILICON VALLEY		1,000.00

SUSTAINABLE SM COUNTY	FY 2017-18 Contribution	18806	07/12/2017	
			07/12/2017	
177 BOVET ROAD 6TH FLOOR	0170		07/12/2017	0.00
SAN MATEO	BOA	51789	07/12/2017	0.00
CA 94402				2,500.00

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

05-56-4222	Community Services	2,500.00	0.00	
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Check No.	51789	Total:	2,500.00
Total for	SUSTAINABLE SM COUNTY		2,500.00

LAURA TEUTSCHEL	PV Communications Study/Report	18791	07/12/2017	
LT & Associates Marketing & PR			07/12/2017	
809 LAUREL STREET #591	0578		07/12/2017	0.00
SAN CARLOS	BOA	51790	07/12/2017	0.00
CA 94070	Oct 2016 - Mar 2017			2,625.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	2,625.00	0.00

Check No.	51790	Total:	2,625.00
Total for	LAURA TEUTSCHEL		2,625.00

THE BACK PAGES	Performance, 7/20/17 Concert	18817	07/12/2017	
		00006476	07/12/2017	
C/O JOHN TINLOY	0697		07/12/2017	0.00
EL CERRITO	BOA	51791	07/12/2017	0.00
CA 94530				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	1,000.00	1,000.00

Check No.	51791	Total:	1,000.00
Total for	THE BACK PAGES		1,000.00

TYLER TECHNOLOGIES INC	Financial Software Support	18784	07/12/2017	
	FY 2017-18		07/12/2017	
P.O. BOX 203556	0240		07/12/2017	0.00
DALLAS	BOA	51792	07/12/2017	0.00
TX 75247-8142	025-192449			3,631.59

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	3,631.59	0.00

Check No.	51792	Total:	3,631.59
Total for	TYLER TECHNOLOGIES INC		3,631.59

VERIZON WIRELESS	June Cellular	18785	07/12/2017	
			07/12/2017	
P.O. BOX 660108	0131		07/12/2017	0.00
DALLAS	BOA	51793	07/12/2017	0.00
TX 75266-0108				282.61

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

Check No.	51793	Total:	282.61
Total for	VERIZON WIRELESS		282.61

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

VISION INTERNET PROVIDERS INC	Website Security	18786	07/12/2017	
			07/12/2017	
222 N SEPULVEDA BLVD #1500	827		07/12/2017	0.00
EL SEGUNDO	BOA	51794	07/12/2017	0.00
CA 90245	34982			415.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	415.00	0.00

Check No.	51794	Total:	415.00
Total for	VISION INTERNET PROVIDERS INC		415.00

ANGELA WEIDEN	Refund Deposit, 06/17/17 Event	18818	07/12/2017	
			07/12/2017	
10 KIOWA CT.	0698		07/12/2017	0.00
PORTOLA VALLEY	BOA	51795	07/12/2017	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.	51795	Total:	1,000.00
Total for	ANGELA WEIDEN		1,000.00

Total Invoices:	72	Grand Total:	484,589.31
		Less Credit Memos:	0.00
		Net Total:	484,589.31
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	484,589.31

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**July 12, 2017**

Claims totaling \$484,589.31 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

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

ALMANAC	Various Legal Ads	18819	07/26/2017	
			07/26/2017	
450 CAMBRIDGE AVE	0048		07/26/2017	0.00
PALO ALTO	BOA	51796	07/26/2017	0.00
CA 94306				3,349.01

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	3,349.01	0.00

Check No.	51796	Total:	3,349.01
Total for	ALMANAC		3,349.01

AT&T	June Statements	18820	07/26/2017	
			07/26/2017	
P.O. BOX 9011	441		07/26/2017	0.00
CAROL STREAM	BOA	51797	07/26/2017	0.00
IL 60197-9011				272.14

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	272.14	0.00

Check No.	51797	Total:	272.14
Total for	AT&T		272.14

BANK OF AMERICA	Event Tables, Rounds	18853	07/26/2017	
Bank Card Center		00006425	07/26/2017	
P.O. BOX 53155	0022		07/26/2017	0.00
PHOENIX	BOA	51798	07/26/2017	0.00
AZ 85072-3155				3,586.55

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	3,586.55	3,783.98

BANK OF AMERICA	June Statement	18854	07/26/2017	
Bank Card Center			07/26/2017	
P.O. BOX 53155	0022		07/26/2017	0.00
PHOENIX	BOA	51798	07/26/2017	0.00
AZ 85072-3155				2,939.97

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4168	Water Conservation Committee	53.51	0.00
05-64-4308	Office Supplies	197.24	0.00
05-64-4311	Internet Service & Web Hosting	173.99	0.00
05-64-4326	Education & Training	1,719.35	0.00
05-64-4336	Miscellaneous	114.40	0.00
05-66-4340	Building Maint Equip & Supp	65.00	0.00
05-66-4341	Community Hall	616.48	0.00

Check No.	51798	Total:	6,526.52
Total for	BANK OF AMERICA		6,526.52

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CALPERS	June Retirement	18848	07/26/2017	
FISCAL SERVICES DIVISION			07/26/2017	
ATTN: RETIREMENT PROG ACCTG	0107		07/26/2017	0.00
SACRAMENTO	BOA	51799	07/26/2017	0.00
CA 94229-2703				18,507.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	1,521.86	0.00
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	16,877.76	0.00

Check No.	51799	Total:	18,507.00
Total for	CALPERS		18,507.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SUE CHAPUT	Reimbursement, CAC Speaker	18821	07/26/2017	
	Event		07/26/2017	
358 ALAMOS ROAD	0266		07/26/2017	0.00
PORTOLA VALLEY	BOA	51800	07/26/2017	0.00
CA 94028				109.60

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	109.60	0.00

Check No.	51800	Total:	109.60
Total for	SUE CHAPUT		109.60

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CITY OF REDWOOD CITY (IT)	June IT Support	18824	07/26/2017	
			07/26/2017	
P.O. BOX 3629	586		07/26/2017	0.00
REDWOOD CITY	BOA	51801	07/26/2017	0.00
CA 94064	BR44947			2,163.17

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

Check No.	51801	Total:	2,163.17
Total for	CITY OF REDWOOD CITY (IT)		2,163.17

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
COBALT CONSTRUCTION CO.	Refund Deposit, 501 Portola Rd	18823	07/26/2017	
	Units 2G & 24A		07/26/2017	
105 SERRA WAY #196	0699		07/26/2017	0.00
MILPITAS	BOA	51802	07/26/2017	0.00
CA 95035				2,000.00

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

Check No.	51802	Total:	2,000.00
Total for	COBALT CONSTRUCTION CO.		2,000.00

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

COTTON SHIRES & ASSOC. INC.	June Applicant Charges	18825	07/26/2017	
			07/26/2017	
330 VILLAGE LANE	0047		07/26/2017	0.00
LOS GATOS	BOA	51803	07/26/2017	0.00
CA 95030-7218				16,300.69

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	16,300.69	0.00

Check No.	51803	Total:	16,300.69
Total for	COTTON SHIRES & ASSOC. INC.		16,300.69

BARB ECKSTEIN	Reimbursement, Annual Horse Fair Expenses	18826	07/26/2017	
			07/26/2017	
1155 WESTRIDGE DRIVE	0584		07/26/2017	0.00
PORTOLA VALLEY	BOA	51804	07/26/2017	0.00
CA 94028				2,640.09

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	2,640.09	0.00

Check No.	51804	Total:	2,640.09
Total for	BARB ECKSTEIN		2,640.09

ECONO TREE SERVICE	Emergency Tree Removal	18846	07/26/2017	
			07/26/2017	
1914 SPRING STREET	1252		07/26/2017	0.00
REDWOOD CITY	BOA	51805	07/26/2017	0.00
CA 94063	339597			1,800.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	1,800.00	0.00

Check No.	51805	Total:	1,800.00
Total for	ECONO TREE SERVICE		1,800.00

FFF ROOFING SPECIALIST	Deposit Refund, 3915 Alpine Rd	18827	07/26/2017	
			07/26/2017	
657 GAUNDABERT LN.	1035		07/26/2017	0.00
SAN JOSE	BOA	51806	07/26/2017	0.00
CA 95136				1,000.00

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

Check No.	51806	Total:	1,000.00
Total for	FFF ROOFING SPECIALIST		1,000.00

FRANCOTYP-POSTALIA, INC.	Meter Rental, 7/9/17 -10/8/17	18822	07/26/2017	
			07/26/2017	
P.O. BOX 4510	0172		07/26/2017	0.00
CAROL STREAM	BOA	51807	07/26/2017	0.00
IL 60197-4510	RI103303869			195.75

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

05-64-4314	Equipment Services Contracts	195.75	0.00	
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Check No.	51807	Total:	195.75
Total for	FRANCOTYP-POSTALIA, INC.		195.75

GO NATIVE INC	ROW Mgmt., May '17	18843	07/26/2017	
			07/26/2017	
P.O. BOX 370103	632		07/26/2017	0.00
MONTARA	BOA	51808	07/26/2017	0.00
CA 94037	3046			696.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	696.00	0.00

Check No.	51808	Total:	696.00
Total for	GO NATIVE INC		696.00

GREEN HALO SYSTEMS	Hosting/Access July	18828	07/26/2017	
			07/26/2017	
521 CHARCOT AVENUE, SUITE 111	0654		07/26/2017	0.00
SAN JOSE	BOA	51809	07/26/2017	0.00
CA 95131	1346			114.00

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

Check No.	51809	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

INTERSTATE PRODUCTS,INC.	Various Signs	18845	07/26/2017	
			07/26/2017	
3921 SAWYER ROAD	433		07/26/2017	0.00
SARASOTA	BOA	51810	07/26/2017	0.00
FL 34233	219216			245.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	245.00	0.00

Check No.	51810	Total:	245.00
Total for	INTERSTATE PRODUCTS,INC.		245.00

J.W. ENTERPRISES	Portable Lavs, 7/6/17 - 8/2/17	18840	07/26/2017	
			07/26/2017	
1689 MORSE AVE	829		07/26/2017	0.00
VENTURA	BOA	51811	07/26/2017	0.00
CA 93003	201506			242.40

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

Check No.	51811	Total:	242.40
Total for	J.W. ENTERPRISES		242.40

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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

JORGENSON SIEGEL MCCLURE & FLEGEL	June Statement	18829	07/26/2017	
1100 ALMA STREET	0089		07/26/2017	0.00
MENLO PARK	BOA	51812	07/26/2017	0.00
CA 94025				6,055.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	6,000.00	0.00
96-54-4186	Attorney - Charges to Appls	55.00	0.00

Check No.	51812	Total:	6,055.00
Total for	JORGENSON SIEGEL MCCLURE &		6,055.00

LYNCH ELECTRIC & SONS INC	Lighting Repair, Parts/Labor	18849	07/26/2017	
1160 INDUSTRIAL ROAD, #18	1365		07/26/2017	0.00
SAN CARLOS	BOA	51813	07/26/2017	0.00
CA 94070	2016.375			3,501.00

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	3,501.00	0.00

Check No.	51813	Total:	3,501.00
Total for	LYNCH ELECTRIC & SONS INC		3,501.00

LYNGSO GARDEN MATERIALS INC	Nursery Mix, Fields	18842	07/26/2017	
19 SEAPORT BOULEVARD	923		07/26/2017	0.00
REDWOOD CITY	BOA	51814	07/26/2017	0.00
CA 94063	935129			93.53

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	93.53	0.00

Check No.	51814	Total:	93.53
Total for	LYNGSO GARDEN MATERIALS INC		93.53

LYNX TECHNOLOGIES, INC	GIS Host Fee, June '17	18830	07/26/2017	
1350 41ST AVENUE	0294		07/26/2017	0.00
CAPITOLA	BOA	51815	07/26/2017	0.00
CA 95010	8233			250.00

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

Check No.	51815	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

MAZE & ASSOCIATES	Audit Services, FYE 6/30/17	18852	07/26/2017	
3478 BUSKIRK AVENUE	879		07/26/2017	0.00
PLEASANT HILL	BOA	51816	07/26/2017	0.00
CA 94523	25369			9,492.00



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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
05-54-4180	Accounting & Auditing	9,492.00	0.00

Check No.	51816	Total:	9,492.00
Total for	MAZE & ASSOCIATES		9,492.00

O. NELSON & SON, INC.	Routine Trail Maintenance	18847	07/26/2017	
			07/26/2017	
3345 TRIPP ROAD	634		07/26/2017	0.00
WOODSIDE	BOA	51817	07/26/2017	0.00
CA 94062	194			5,997.25

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	5,997.25	0.00

O. NELSON & SON, INC.	Landscape Maint, Springdown	18850	07/26/2017	
			07/26/2017	
3345 TRIPP ROAD	634		07/26/2017	0.00
WOODSIDE	BOA	51817	07/26/2017	0.00
CA 94062	195			3,605.25

GL Number	Description	Invoice Amount	Amount Relieved
15-68-4414	CIP Spring Down OpSpa Imp	3,605.25	0.00

Check No.	51817	Total:	9,602.50
Total for	O. NELSON & SON, INC.		9,602.50

PORTOLA VALLEY HARDWARE	June Statement	18831	07/26/2017	
			07/26/2017	
112 PORTOLA VALLEY ROAD	0114		07/26/2017	0.00
PORTOLA VALLEY	BOA	51818	07/26/2017	0.00
CA 94028				595.55

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	213.67	0.00
05-60-4267	Tools & Equipment	164.49	0.00
05-66-4340	Building Maint Equip & Supp	186.98	0.00
05-66-4341	Community Hall	30.41	0.00

Check No.	51818	Total:	595.55
Total for	PORTOLA VALLEY HARDWARE		595.55

ROBERTS MARKET	Refreshments, TC Mtg & TH	18832	07/26/2017	
	Kitchen Supplies		07/26/2017	
3015 WOODSIDE ROAD	1236		07/26/2017	0.00
WOODSIDE	BOA	51819	07/26/2017	0.00
CA 94062				119.91

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	119.91	0.00

Check No.	51819	Total:	119.91
Total for	ROBERTS MARKET		119.91

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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

RON RAMIES AUTOMOTIVE, INC.	'91 Ford F-150, Power Steering	18851	07/26/2017	
		00006477	07/26/2017	
115 PORTOLA ROAD	422		07/26/2017	0.00
PORTOLA VALLEY	BOA	51820	07/26/2017	0.00
CA 94028	55236			651.85

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	651.85	651.85

Check No.	51820	Total:	651.85
Total for	RON RAMIES AUTOMOTIVE, INC.		651.85

SHELTON ROOFING	Refund Deposit, 139 Russell	18833	07/26/2017	
			07/26/2017	
1988 LEGHORN ST., #C	0309		07/26/2017	0.00
MOUNTAIN VIEW	BOA	51821	07/26/2017	0.00
CA 94043				1,000.00

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

Check No.	51821	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

SMALL BUSINESS BENEFIT PLAN TR	August Dental/Vision	18834	07/26/2017	
			07/26/2017	
	0132		07/26/2017	0.00
BELMONT	BOA	51822	07/26/2017	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.	51822	Total:	2,126.90
Total for	SMALL BUSINESS BENEFIT PLAN		2,126.90

STAPLES CREDIT PLAN	Office Supplies, 6/9/17-7/7/17	18835	07/26/2017	
			07/26/2017	
DEPT. 31 - 0000306219	430		07/26/2017	0.00
PHOENIX	BOA	51823	07/26/2017	0.00
AZ 85062-8004				1,334.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	1,334.38	0.00

Check No.	51823	Total:	1,334.38
Total for	STAPLES CREDIT PLAN		1,334.38

STATE COMP INSURANCE FUND	July Premium	18837	07/26/2017	
			07/26/2017	
PO BOX 748170	0122		07/26/2017	0.00
LOS ANGELES	BOA	51824	07/26/2017	0.00
CA 90074-8170				3,152.17

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

05-50-4094	Worker's Compensation	3,152.17	0.00	
STATE COMP INSURANCE FUND	Deposit Premium, FY 17-18	18838	07/26/2017	
			07/26/2017	
PO BOX 748170	0122		07/26/2017	0.00
LOS ANGELES	BOA	51824	07/26/2017	0.00
CA 90074-8170				1,956.71

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4094	Worker's Compensation	1,956.71	0.00	

Check No.	51824	Total:	5,108.88
Total for	STATE COMP INSURANCE FUND		5,108.88

STATE CONTROLLER'S OFFICE	Processing Fee, PV Rev 17-1	18836	07/26/2017	
			07/26/2017	
DEPARTMENTAL ACCTG OFC	0218		07/26/2017	0.00
SACRAMENTO	BOA	51825	07/26/2017	0.00
CA 94250-5877				150.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4180	Accounting & Auditing	150.00	0.00	

Check No.	51825	Total:	150.00
Total for	STATE CONTROLLER'S OFFICE		150.00

VORTEX INDUSTRIES, INC.	ADA Library Door Maint	18841	07/26/2017	
File 1095			07/26/2017	
1801 W. OLYMPIC BLVD	0581		07/26/2017	0.00
PASADENA	BOA	51826	07/26/2017	0.00
CA 91199	45-1155374-1			271.00

GL Number	Description	Invoice Amount	Amount Relieved	
25-66-4346	Mechanical Sys Maint & Repair	271.00	0.00	

Check No.	51826	Total:	271.00
Total for	VORTEX INDUSTRIES, INC.		271.00

WEMORPH INC	Stationery, Cards/Envelopes	18839	07/26/2017	
			07/26/2017	
1671 IROQUIOS ROAD	1360		07/26/2017	0.00
ROCKLIN	BOA	51827	07/26/2017	0.00
CA 95765	017820			184.22

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	184.22	0.00	

Check No.	51827	Total:	184.22
Total for	WEMORPH INC		184.22

Total Invoices:	35	Grand Total:	96,698.09
		Less Credit Memos:	0.00
		Net Total:	96,698.09
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	96,698.09

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**July 26, 2017**

Claims totaling \$96,698.09 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

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** July 26, 2017

**RE:** Cable & Utilities Undergrounding Committee Charter Amendment

### RECOMMENDATION

Staff recommends that the Town Council approve the proposed committee charter amendment.

### BACKGROUND

At the January 14, 2016, Cable Committee meeting, the committee discussed the future of cable undergrounding projects recognizing that PG&E's costs have spiraled upward, reimbursement rates for undergrounding projects have been reduced, and there is no current demonstration project. It was at this time the committee proposed to meet three times per year (January, May, and September) plus as needed for issues that may arise. At the January 27, 2016, meeting, the Town Council approved a charter amendment reflecting the change in meeting time.

### DISCUSSION

Because the topic of cable undergrounding projects has decreased, the committee has determined that it would be best to meet on an "as needed" basis. The Committee would like to remain as a resource should the town need its expertise in interacting with PG&E and the utilities on future undergrounding/cable issues or providing a question for a future public online survey. Individual committee members would continue to work on their issue of expertise and call a committee meeting if a matter needed to be discussed.

At the Cable & Utilities Undergrounding Committee meeting held on June 8, 2017, the Committee voted to approve to meet on an "as needed" basis. Attached is an amended charter reflecting this proposed change.

### FISCAL IMPACT

None

### ATTACHMENT

1. Cable & Utilities Undergrounding Committee Charter - Redlined

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

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

## CABLE & UTILITIES UNDERGROUNDING COMMITTEE

### GOVERNING ORDINANCE

Franchise TV Ordinance No. 1991-260 (and Franchise TV Agreement of February 27, 1991 between the Town and Western Cabled Systems and resolution no 2003-2002 approving the change of control to Comcast).

### OBJECTIVES

To oversee the operations of the Cabled TV System in Portola Valley; to advise the Town Council on matters relating to the system; to act as liaison between the franchise operator and the Town and its residents to facilitate harmonious communications; to oversee broadband access; to further the undergrounding of utilities.

### DUTIES AND FUNCTIONS

1. The Committee will obtain periodic reports from the franchisee and will ensure compliance with the franchise ordinance and the franchise agreement.
2. The Committee will advise the Council with respect to all matters relating to the operation and performance of the Cable TV System.
3. The Committee will serve as liaison between the Town and its residents and the franchise operator with respect to programming, rates, and customer service.
4. The Committee will explore capabilities to broadcast council & town meetings.
5. The Committee will work to increase broadband Internet coverage.
6. The Committee will advise the Council on options to underground utility lines.

### RESPONSIBLE TO:

Town Council

### COORDINATION:

Council Liaison  
Town Administrator

### MEMBERSHIP

Seven members appointed by the Mayor for one-year terms with Council concurrence. Rotating Chair selected by committee.

### MEETINGS

Meetings to be held as needed

~~Held second Thursday in months January, May and September of each year at 8:15 a.m.~~



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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

**FROM:** Brandi de Garneau, Assistant to the Town Manager

**DATE:** July 26, 2017

**RE:** Adoption of Resolutions Approving and Authorizing Execution of Amendments to the Farmers' Market License Agreement and the Limited Use Parking Agreement with Christ Episcopal Church

### **RECOMMENDATION**

Staff recommends that the Town Council:

1. Adopt the attached Resolution authorizing the Mayor to execute an amendment to extend the Farmers' Market License Agreement between the Town and Maggie Foard through August 15, 2018 ([Attachment 1](#)).
2. Adopt the attached Resolution authorizing the Mayor to execute an amendment to extend the Limited Use Parking Agreement between the Town and Christ Episcopal Church through August 15, 2018 ([Attachment 5](#)).

### **BACKGROUND/DISCUSSION**

#### **Farmers' Market License Agreement**

In August 2014, the Town entered into an agreement (Attachment 2) with Maggie Foard to operate the farmers' market at the Town Center. The Council extended this agreement for another year on August 10, 2016 and added sponsorship of a food demonstration booth (Attachment 3). The current agreement expires on August 15, 2017. Ms. Foard has been successfully managing and operating the market pursuant to this agreement and staff recommends that the Council approve and authorize the amendment to extend the agreement through August 15, 2017 (Attachment 4).

#### **Limited Use Parking Agreement**

On May 22, 2013, the Town entered into an agreement with Christ Episcopal Church to use the parking lot at 815 Portola Road for overflow parking during the farmers' market at the Town Center (Attachment 6). The agreement was last amended on August 10, 2016 and will expire on August 15, 2017. There have been no issues with overflow parking

Farmers' Market & Parking Agreements

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at Christ Church during the past year and staff recommends that the agreement be extended to August 15, 2018 (Attachment 7).

**FISCAL IMPACT**

The adopted budget for the 2017-18 Fiscal Year includes \$1,500 to sponsor the food demonstration booth and support for outreach and events held in conjunction with the farmers' market. There is no fiscal impact for the Limited Use Parking Agreement with Christ Episcopal Church.

**ATTACHMENT**

1. Resolution Farmers' Market License Agreement
2. Farmers' Market License Agreement dated August 13, 2014
3. Third Amendment to Farmers' Market License Agreement
4. Fourth Amendment to Farmers' Market License Agreement
5. Resolution Limited Use Parking Agreement
6. Limited Use Parking Agreement dated May 22, 2013
7. Fourth Amendment to Limited Use Parking Agreement

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





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

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING EXECUTION OF A FOURTH AMENDMENT TO FARMERS' MARKET LICENSE AGREEMENT**

**WHEREAS**, the Town of Portola Valley ("Town") entered into a Farmers' Market License Agreement dated August 13, 2014 ("Agreement") with Maggie Foard ("Foard") to operate a farmers' market at Town Center;

**WHEREAS**, the Town amended the Agreement to extend the term for another year on August 12, 2015; and

**WHEREAS**, the Town amended the Agreement a second time to increase the number of permitted Participating Merchants from 25 to 30 on February 10, 2016; and

**WHEREAS**, the Town amended the Agreement a third time to extend the term for an additional year and to allow a food demo booth on August 10, 2016; and.

**WHEREAS**, Foard continues to successfully operate the farmers' market at Town Center; and

**WHEREAS**, the Town Council has read and considered that certain Fourth Amendment to Farmers' Market License Agreement ("Fourth Amendment") extending the term of the Agreement for one additional year.

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

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

PASSED AND ADOPTED at the regular meeting of the Town of Portola Valley on July 26, 2017.

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

ATTEST: \_\_\_\_\_  
Town Clerk

## FARMERS' MARKET LICENSE AGREEMENT

THIS FARMERS' MARKET LICENSE AGREEMENT ("Agreement"), dated August 13, 2014, by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and Maggie Foard, an individual ("Foard") is made with reference to the following facts:

A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").

B. The Town desires to have and Foard desires to operate a farmers' market at the Town Center, subject to all of the terms and conditions hereinafter set forth.

**NOW, THEREFORE**, it is agreed as follows:

1. **Grant of License.** Town hereby grants to Foard a revocable license to use and occupy a portion of the Town Center for the purpose of operating a farmers' market wherein participating merchants will be engaged in the retail sale of agricultural products and other items customarily offered at a farmers' market for sale to the general public. The license granted herein shall authorize use and occupancy of the Town Center only by Foard and her authorized agents and participating merchants who are engaged in operation of the farmers' market pursuant to an agreement with Foard ("Participating Merchants"). The agreement between Foard and the Participating Merchants shall require each Participating Merchant to comply with all of the applicable conditions and requirements set forth in this Agreement.

2. **License Area.** The area of the Town Center to be occupied by the farmers' market operated by Foard shall be a portion of the parking area adjacent to the Historic School House, as shown on Exhibit A attached hereto and made a part hereof ("License Area").

3. **Condition of License Area.** Use of the License Area is being granted to Foard in its present condition and the Town shall have no obligation to make any alterations or improvements to the License Area to accommodate the farmers' market. Foard acknowledges that the Town has made no representations or warranties concerning the condition of the License Area or its suitability for a farmers' market. It shall be the sole responsibility of Foard to conduct such inspections of the License Area as she deems necessary to satisfy herself that the License Area can be used for the farmers' market.

4. **Term.** The term of this Agreement shall be for one year from August 15, 2014 through August 15, 2014. Approximately twice yearly, Foard, in conjunction with the Town staff, shall prepare a report to the Town Council summarizing the activities of the farmers' market and any issues that have arisen.

5. **Permitted Use; Conditions.** The License Area shall be used and occupied by Foard and Participating Merchants solely for the purpose of operating a farmers' market and related activities, such as entertainment, and for no other purpose without the prior written approval of the Town.

a. Day and Time of Operation. The farmers' market shall be limited to Thursday afternoons for a period of four hours of operation, with an additional two hours before operation for set-up and one hour after operation for clean-up. Aside from the time of year, farmers' market shall always close by sunset, so that clean-up is not occurring after dark. If the Town needs to cancel any particular week of the farmers' market due to a conflict with another event at Town Center, the Town shall provide Foard with at least one week advance written notice. In addition, the Town Manager may give Foard permission for the farmers' market to occur on an alternate date for the Thanksgiving and/or Christmas holiday.

b. Participating Merchants; Booths; Entertainment. The maximum number of Participating Merchants shall be 25 and shall not be increased without prior written approval of the Town Council. The Town shall be provided with a booth space for use by Town committees, Town staff, government agencies with jurisdiction in Portola Valley (e.g., Woodside Fire, Library) and town service providers (e.g., GreenWaste Recovery) for outreach purposes. In addition, musicians may be invited to enhance the atmosphere of the farmers' market. Amplified sound shall be allowed at Foard's reasonable discretion, provided it does not disturb adjoining property owners.

c. Sustainability. Foard will ensure the farmers' market is "zero waste." Participating Merchants shall comply with the Reusable Bag Ordinance and shall provide compostable serve-ware and produce bags. To the greatest extent feasible, subject to Foard's reasonable discretion, Foard will seek to select vendors that are sensitive to the needs of Town residents and to engage vendors that are based in close proximity to the Town.

d. Clean Up. Upon the conclusion of each farmers' market, Foard and Participating Merchants shall thoroughly clean the License Area, place all trash, waste, recycling and debris into the proper receptacle (if necessary, transporting any extra waste or recycling to the Town's corporation yard and placing it in the proper receptacle), and restore the License Area to substantially the same condition as existed before the conduct of the farmers' market, including the repair of any damage to Town property resulting from the farmers' market activities.

6. **Termination.** Foard and the Town may terminate this Agreement at any time by giving at least one week advance written notice to the other party. This Agreement will automatically terminate at the end of the term, if not extended by the

parties written agreement.

7. **Rent.** Foard shall pay to the Town as rent for the use and occupancy of the License Area the sum of One Dollar (\$1.00) per week, payable monthly in advance on the first day of each calendar month.

8. **Compliance with Legal Requirements.** Foard and Participating Merchants shall strictly comply with all applicable federal, state and local laws and regulations concerning transportation, handling, storage, and sale of food and other products offered for sale by the Participating Merchants at the farmers' market. Foard shall strictly comply with all applicable laws, ordinances and regulations pertaining to the operation of a farmers' market, including, but not limited to, the prohibition of pets within the License Area.

9. **Indemnity.** Foard agrees to indemnify, defend, and hold the Town, and its officers, officials, boards, commissions, employees, and agents, harmless from and against any and all claims, demands, causes of action, liabilities, costs or expenses, including attorney's fees, occasioned by or in any way connected with the condition, use or misuse of the License Area or the operation of a farmers' market thereon, or occasioned by any negligent act or omission of Foard or Participating Merchants, or arising from any breach of this Agreement by Foard or any Participating Merchants. The indemnity obligations of Foard set forth herein shall survive and continue beyond the term of this Agreement.

10. **Liability Insurance.** During the term of this Agreement, Foard, at her expense, shall procure and maintain in full force and effect: (i) comprehensive general liability insurance with an aggregate limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, insuring against all liability of Foard and the Town for bodily injury and property damage arising out of or in connection with Foard's use and occupancy of the License Area. The general liability insurance policy shall name the Town, and its officers, officials, boards, commissions, employees, agents, and volunteers as insured parties thereunder, and shall be endorsed to provide that: (i) the insurance coverage thereunder shall be primary with respect to Town; and (ii) no cancellation or reduction in coverage will be made without 10 days prior written notice to the Town by the carrier.

11. **Notices.** Any notice required or permitted to be given hereunder shall be in writing and shall be mailed or personally delivered to the other party at the following address:

Town of Portola Valley, Attn: Town Manager  
765 Portola Road  
Portola Valley, CA 94028

Maggie Foard  
265 Portola State Park Road  
La Honda CA 94020

Any notice sent by mail shall be deemed received on the third business day after deposit of the notice in the U.S. Mail with proper postage prepaid thereon.

12. **Costs of Suit.** In the event legal action between the Town and Foard becomes necessary in order to enforce or interpret this Agreement, or any provision contained herein, the prevailing party shall be entitled to recover all costs and expenses that may be incurred in connection therewith, including reasonable attorney's fees.

13. **No Assignment.** This Agreement is personal to Foard and may not be assigned or transferred to any other party without the prior written consent of the Town.


14. **Successors and Assigns.** Subject to the restrictions against assignment by Foard, this Agreement shall be binding upon and inure to the benefit of the respective heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day, month and year first written above.

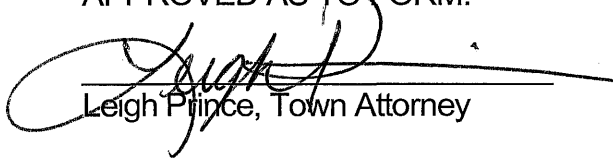
TOWN OF PORTOLA VALLEY

MAGGIE FOARD

By:   
Ann Wenger, Mayor

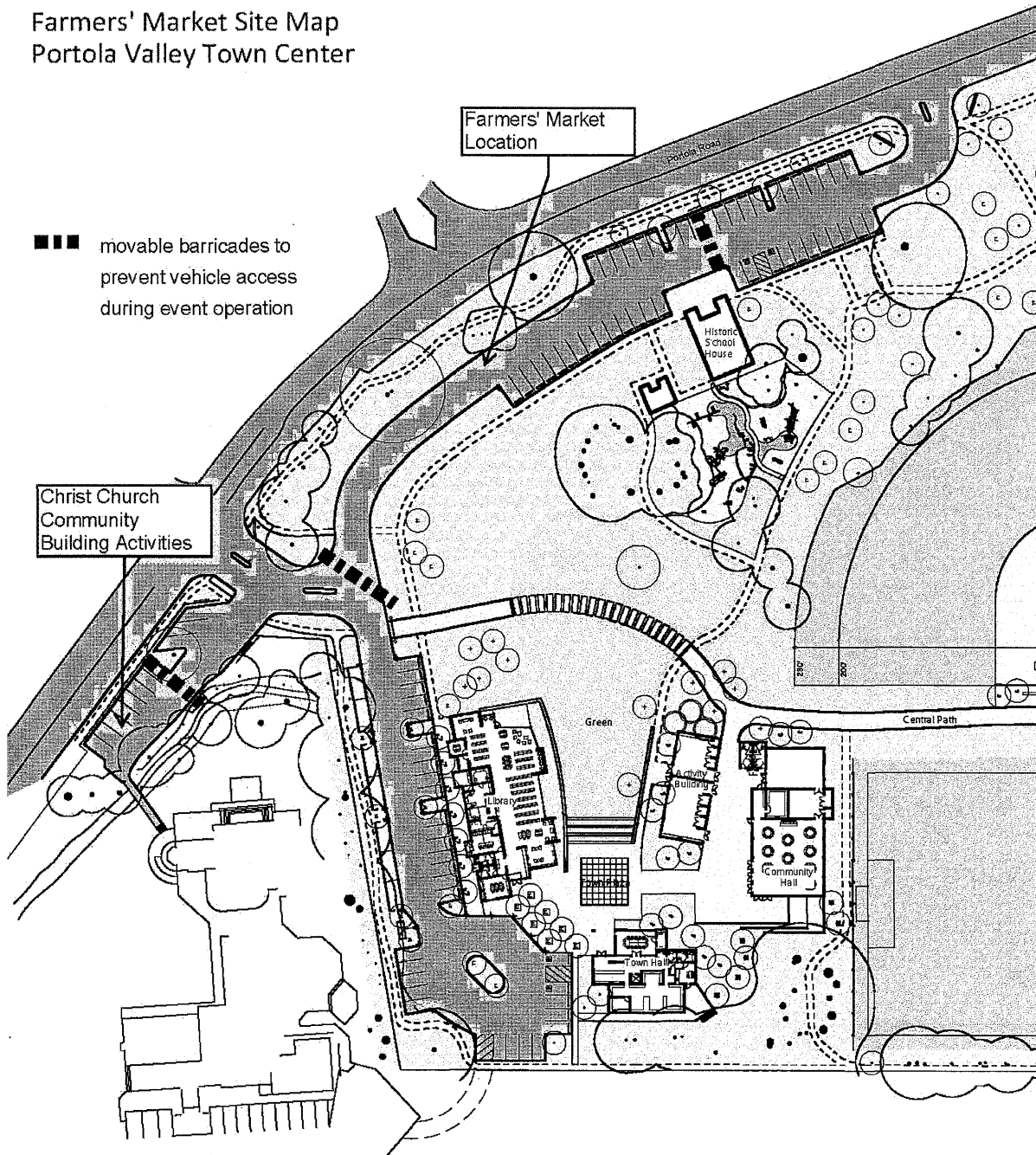
By:   
Maggie Foard

APPROVED AS TO FORM:

  
Leigh Prince, Town Attorney

### EXHIBIT A Site Plan for Farmers' Market

Farmers' Market Site Map  
Portola Valley Town Center



### THIRD AMENDMENT TO FARMERS' MARKET LICENSE AGREEMENT

This Third Amendment to Farmers' Market License Agreement ("Third Amendment") is made as of July 21, 2016, with respect to that certain Farmer's Market License Agreement dated August 13, 2014 ("Agreement") by and between the Town of Portola Valley, a municipal corporation ("Town") and Maggie Foard, an individual ("Foard").

#### RECITALS

A. The Town and Foard entered into the Agreement to allow Foard to operate a farmers' market at Town Center.

B. On August 12, 2015, the Town amended the Agreement to extend the term for one (1) year through August 15, 2016.

C. On February 10, 2016, the Town entered into the Second Amendment to the Agreement to increase the number of permitted Participating Merchants from 25 to 30 merchants.

D. The Town now desires to enter into this Third Amendment to extend the term for an additional year and to allow a food demo booth at the farmer's market.

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

1. Section 4, Term, of the Agreement is hereby amended to read as follows: "The term of this Agreement shall be for one (1) year from August 16, 2016 to August 15, 2017."

2. Subsection e. Food Demo Booth shall be added to Section 5, Permitted Use; Conditions of the Agreement as follows:

"e. Food Demo Booth. Within the maximum number of Participating Merchants identified in subsection b. above, the Town shall sponsor a food demo booth. The Town shall pay the annual San Mateo County Health Department fee associated with the food demo booth. Foard shall for obtain a permit for the food demo booth as "Portola Valley Farmer's Market Healthy Food Demo Booth" and shall be the responsible party with the food manager's certification. Foard will be responsible for scheduling local chefs to provide the demonstrations at the booth and the Town will provide access to the kitchen sink in the Community Hall for the individual(s) authorized by Foard each week to conduct the demonstration. Foard is responsible to ensure that the operation of the booth, including but not limited to the individuals making the demonstrations and the demonstrations comply with all applicable laws, ordinances and regulations."


3. Other than the amendments set forth above, no other provisions of the Agreement are amended and all other provisions of the Agreement are in full force and effect.

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

**TOWN OF PORTOLA VALLEY**

\_\_\_\_\_  
Maryann Derwin  
Mayor

**MAGGIE FOARD**

  
\_\_\_\_\_  
Maggie Foard

**ATTEST:**

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



## FOURTH AMENDMENT TO FARMERS' MARKET LICENSE AGREEMENT

This Fourth Amendment to Farmers' Market License Agreement ("Fourth Amendment") is made as of July \_\_\_\_, 2017, with respect to that certain Farmer's Market License Agreement dated August 13, 2014 ("Agreement") by and between the Town of Portola Valley, a municipal corporation ("Town") and Maggie Foard, an individual ("Foard").

### RECITALS

A. The Town and Foard entered into the Agreement to allow Foard to operate a farmers' market at Town Center.

B. On August 12, 2015, the Town amended the Agreement to extend the term for one (1) year through August 15, 2016.

C. On February 10, 2016, the Town entered into the Second Amendment to the Agreement to increase the number of permitted Participating Merchants from 25 to 30 merchants.

D. On August 16, 2016, the Town entered into the Third Amendment to the Agreement to extend the term for an additional year and to allow a food demo booth at the farmer's market.

E. The Town now desires to enter into this Fourth Amendment to extend the term for an additional year.

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

1. Section 4, Term, of the Agreement is hereby amended to read as follows: "The term of this Agreement shall be for one (1) year from August 16, 2017 to August 15, 2018."

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

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

TOWN OF PORTOLA VALLEY

\_\_\_\_\_  
Craig Hughes  
Mayor

MAGGIE FOARD  
  
\_\_\_\_\_  
Maggie Foard

**ATTEST:**

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

**RESOLUTION NO. 2017-\_\_\_****RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
PORTOLA VALLEY APPROVING AND AUTHORIZING  
EXECUTION OF A FOURTH AMENDMENT TO LIMITED USE  
PARKING AGREEMENT**

**WHEREAS**, on May 22, 2013, the Town of Portola Valley ("Town") entered into a Limited Use Parking Agreement ("Agreement") with Christ Episcopal Church in Portola Valley ("Church") to allow the Town to use the Church parking lot for overflow parking during the farmers' market;

**WHEREAS**, on August 13, 2014, the Agreement was amended to extend the term for one year; and

**WHEREAS**, on August 12, 2015, the Agreement was amended a second time to extend the term for an additional year; and

**WHEREAS**, on August 10, 2016, the Agreement was amended a third time to extend the term for an additional year; and

**WHEREAS**, the farmers' market continues to operate successfully at Town Center and the Town desires to amend the Agreement again to extend the term for another year; and

**WHEREAS**, the Town Council has read and considered that certain Fourth Amendment to Limited Use Parking Agreement ("Fourth Amendment") extending the term of the Agreement for an additional year.

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

1. Public interest and convenience require the Town of Portola Valley to enter into the Fourth Amendment as described above.
2. The Town of Portola Valley hereby approves and the Mayor is authorized on behalf of the Town to execute the Fourth Amendment.

PASSED AND ADOPTED at the regular meeting of the Town of Portola Valley on July 26, 2017.

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

ATTEST: \_\_\_\_\_  
Town Clerk

**LIMITED USE  
PARKING AGREEMENT**

THIS LIMITED USE PARKING AGREEMENT ("Agreement") dated May 22, 2013, by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and CHRIST EPISCOPAL CHURCH IN PORTOLA VALLEY, CALIFORNIA, a California nonprofit religious corporation ("Church") is made with reference to the following facts:

- A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").
- B. The Church is the owner of the neighboring real property and improvements located at 815 Portola Road, Portola Valley, California 94028 ("Church").
- C. The Church and the Town Center are connected via an access easement.
- D. The Town will be hosting a farmers' market at the Town Center for an eight-week trial period which is anticipated to commence on June 13, 2013 and end on August 8, 2013. The farmers' market, which is intended to be a community building event, will be held on Thursday afternoons between the hours of 3:00 p.m. and 7:00 p.m., with two hours before for set-up and one hour after for clean-up.
- E. The Town desires to use the Church Parking Lot for overflow parking during the farmers' market and the Church desires to serve the Portola Valley community by making its Parking Lot available for use by the community.

**NOW, THEREFORE**, it is agreed as follows:

1. **Farmers' Market Parking.** The Church hereby grants the Town permission to use the Church Parking Lot, as shown on Exhibit A, for overflow parking during the Thursday afternoon farmers' market. Parking shall be limited to the hours of 3:00 p.m. to 7:00 p.m. The Parking Lot includes space for up to approximately 75 cars to park.
2. **Ancillary Activities.** It is acknowledged and agreed that in an effort to serve the Portola Valley community, on farmers' market days, the Church may provide activities accessory to its church use such as face painting, bake sales or other similar activities, but may not allow food trucks at the Church.
3. **Term.** The term of this Agreement shall be for the duration of the eight-week trial period referenced in Recital D, above. The Town Council will be conducting an evaluation of the farmers' market after six weeks of the trial period. Depending upon the outcome of that evaluation, the Town and Church may consider extending

the term of this Agreement. This Agreement will terminate at the end of the farmers' market trial period, if not extended in writing by both parties.

4. **Insurance.** The Town shall include the Church as an additional insured on its event or general liability insurance policy with respect to the Town's limited use of the Church Parking Lot and shall provide the Church with a certificate of insurance confirming that coverage.


5. **Hold Harmless.** The Town agrees to indemnify, and hold harmless the Church and its directors, officers, agents and employees from any and all claims seeking recovery for injury or death of any person and loss of or damage to any property arising out of the Town's limited use of the Church Parking Lot.

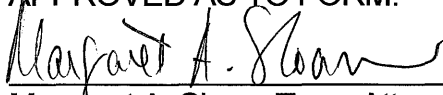
**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day, month and year first written above.

TOWN OF PORTOLA VALLEY

CHRIST EPISCOPAL CHURCH  
IN PORTOLA VALLEY,  
CALIFORNIA

By:   
John Richards, Mayor

By:   
Its: Mitchell J. Luteri, CEO

APPROVED AS TO FORM:  
  
Margaret A. Sloan, Town Attorney

5 / 22 / 2013

## EXHIBIT A Parking Lot Site Plan



**FOURTH AMENDMENT TO  
LIMITED USE PARKING AGREEMENT**

This Fourth Amendment to Limited Use Parking Agreement ("Fourth Amendment") is made as of July \_\_\_\_, 2017, with respect to that certain Limited Use Parking Agreement ("Agreement") entered into by and between the Town of Portola Valley, a municipal corporation ("Town") and Christ Episcopal Church in Portola Valley, California, a California nonprofit religious corporation ("Church").

RECITALS

A. The Town and the Church entered into the Agreement on May 22, 2013 to allow the Town to use the Church parking lot for overflow parking during the farmers' market.

B. The Agreement has been amended thrice to extend the term of the Agreement through August 15, 2017.

C. The Town desires to amend the Agreement again to extend the term for another year.

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

1. Section 3, Term, of the Agreement is hereby amended to read as follows: "The term of this Agreement shall be for one (1) year from August 16, 2017 through August 15, 2018.

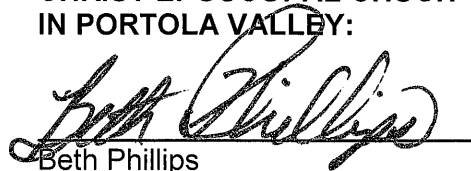
2. Other than the amendment set forth above, no other provisions of the Agreement are amended and all other provisions of the Agreement are in full force and effect.

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

**TOWN OF PORTOLA VALLEY:**

\_\_\_\_\_  
Craig Hughes  
Mayor

**CHRIST EPOSCOPAL CHUCH  
IN PORTOLA VALLEY:**

  
\_\_\_\_\_  
Beth Phillips  
Rector

**ATTEST:**

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



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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

**FROM:** Susan Cope, Finance Director

**DATE:** July 26, 2017

**RE:** Salary Schedule Correction

### **RECOMMENDATION**

Staff recommends that the Town Council approve a minor correction to the Salary Schedule that is part of the Compensation Plan approved by the Town Council on June 28, 2017.

### **BACKGROUND**

On June 28<sup>th</sup>, 2017, the Town Council adopted a revised Salary Schedule. That schedule had one minor error that requires amending.

### **DISCUSSION**

Staff recommends the following change to the Salary Schedule imbedded within the Compensation Plan:

1. Change the Town Clerk's position from an hourly to salaried position.

### **FISCAL IMPACT**

None.

### **ATTACHMENT**

1. Revised Salary Schedule

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

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', written over the printed name.



Town of Portola Valley  
Salary Schedule

Approved 06-28-17 Salary range adjustments

	Annual Range		Hourly Range	
	Bottom	Top	Bottom	Top
<b>Administration</b>				
Town Manager	set by contract		salary	
Town Clerk	\$ 90,473	\$ 118,297	<del>\$ 43.4966</del>	<del>\$ 56.8736</del> salary
Assistant to the Town Manager	\$ 115,180	\$ 140,020	salary	
Administrative Management Analyst	\$ 78,288	\$ 97,471	\$ 37.6385	\$ 46.8611
Administrative Assistant	\$ 58,329	\$ 70,698	\$ 28.0428	\$ 33.9894
<b>Finance</b>				
Finance Director	\$ 98,000	\$ 139,750	salary	
Accounting Technician	\$ 61,557	\$ 83,420	\$ 29.5947	\$ 40.1055
<b>Planning</b>				
Planning Director/Town Planner	\$ 155,725	\$ 194,682	salary	
Senior Planner	\$ 92,406	\$ 130,208	\$ 44.4260	\$ 62.6000
Associate Planner	\$ 77,910	\$ 106,374	\$ 37.4567	\$ 51.1413
Assistant Planner	\$ 71,533	\$ 96,551	\$ 34.3909	\$ 46.4188
Planning Technician II	\$ 62,929	\$ 75,403	\$ 30.2543	\$ 36.2514
Planning Technician I	\$ 42,991	\$ 65,945	\$ 20.6688	\$ 31.7041
<b>Public Works / Facilities Maintenance</b>				
Public Works Director/Town Engineer	\$ 155,725	\$ 194,682	salary	
Deputy Building Official	\$ 91,455	\$ 135,680	\$ 43.9688	\$ 65.2308
Maintenance Worker III	\$ 72,839	\$ 102,147	\$ 35.0188	\$ 49.1091
Maintenance Worker II	\$ 57,036	\$ 73,015	\$ 27.4212	\$ 35.1034

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.



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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

**FROM:** Brandi de Garneau, Assistant to the Town Manager

**DATE:** July 26, 2017

**RE:** Mayoral Support for 100% Clean Energy

### **RECOMMENDATION**

Staff recommends that the Town Council authorize the Mayor to sign the *Mayors for 100% Clean Energy* Initiative (Attachment 1).

### **BACKGROUND/DISCUSSION**

Staff was recently made aware of *Mayors for 100% Clean Energy*, an initiative of the Sierra Club's Ready for 100 Campaign, by a Portola Valley resident. This initiative is in line with the Council's support of the Paris Agreement and the 100% renewable electricity opt-in for Portola Valley accounts in Peninsula Clean Energy. *Mayors for 100% Clean Energy* represents a growing number of mayors from across the country who have endorsed a community-wide goal of transitioning entirely to renewable energy by the end of the century. More than 100 U.S. cities have now committed to transition entirely to clean and renewable energy (the full list of *Mayors for 100% Clean Energy* can be found here: <http://www.sierraclub.org/ready-for-100/mayors-for-clean-energy>).

Mayoral endorsements of 100 percent renewable energy have led to ambitious action in municipalities across the United States - St. Petersburg, FL, and Abita Springs, LA, issued proclamations endorsing a goal of transitioning to 100 % clean and renewable energy, followed by the formal adoption of a city-wide goal establishing 100 % clean energy as the target for city energy planning. If the Council authorizes it, the Mayor may complete and send the form included in Attachment 1. Completing and submitting the form does not commit the Town to any specific actions; it is merely an affirmation of agreeing with the endorsement.

Endorsement of the *Mayors for 100% Clean Energy* will continue exemplifying the Council's long-standing commitment to reducing greenhouse gas emissions and supporting regional, state and national efforts to reduce the impacts of climate change and transition to renewable energy.

**FISCAL IMPACT**

There is no fiscal impact for signing onto the *Mayors for 100% Clean Energy* Endorsement.

**ATTACHMENT**

1. Mayors for 100% Clean Energy Endorsement

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





# MAYORS *for* 100% CLEAN ENERGY ENDORSEMENT

I, Mayor \_\_\_\_\_ of \_\_\_\_\_ support a goal of 100 percent clean, renewable energy in my city and across the United States.

I believe that a transition to 100 percent clean energy is good for my community: It will make us stronger, healthier, and more resilient; it will create jobs and new business opportunities; and it will allow us to become a more equitable society where everyone has opportunity in a thriving local economy.

Nearly 200 nations have agreed, for the first time in history, that the world must achieve 100 percent renewable energy by the end of this century. In the United States, action by local government is already

a significant driver of renewable energy growth because cities know firsthand that steps to reduce carbon emissions, clean the air, strengthen the economy, and improve lives.

Positive, bipartisan, community-driven solutions are possible and already happening in our community. I will continue to work with all stakeholders to transition away from dirty energy and implement local, affordable solutions like energy efficiency, solar, wind, and pollution-free electric transportation.

To join Mayors For 100% Clean Energy, please print and sign the statement below, and send a scanned copy to [mayors4cleanenergy@sierraclub.org](mailto:mayors4cleanenergy@sierraclub.org).

I hereby pledge to work with my community to realize a vision of 100 percent renewable energy in \_\_\_\_\_.

MAYOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MAYOR'S NAME \_\_\_\_\_ MAYOR'S MUNICIPALITY \_\_\_\_\_

MAYOR'S OFFICE ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

MAYOR'S PHONE \_\_\_\_\_ MAYOR'S EMAIL \_\_\_\_\_

STAFF MEMBER'S NAME \_\_\_\_\_ STAFF MEMBER'S TITLE \_\_\_\_\_

STAFF MEMBER'S PHONE \_\_\_\_\_ STAFF MEMBER'S EMAIL \_\_\_\_\_

MAYORAL TERM \_\_\_\_\_ ELECTED AS \_\_\_\_\_  
(MM/DD/YYYY to MM/DD/YYYY) e.g. Rep., Dem., Ind., non-partisan

QUESTIONS: contact [mayors4cleanenergy@sierraclub.org](mailto:mayors4cleanenergy@sierraclub.org) / 415-977-5606



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** July 26, 2017

**RE:** Response to the Grand Jury Report: English is Not Our Only Language: Are Local Law Enforcement Agencies Providing Multilingual Access to Outreach Programs?

### RECOMMENDATION

Staff recommends that the Town Council review the Grand Jury Report and authorize Mayor Hughes to send the attached response letter.

### BACKGROUND

Each year the County's Civil Grand Jury continues its historic role of providing oversight of the operations of local government, school district and special districts. This year, the Grand Jury tackled the issue of whether local law enforcement agencies provide adequate multilingual access to outreach programs.

After studying the issue, the Grand Jury Report recommends that all law enforcement agencies in San Mateo County modify their websites by including multilingual translation capability to potentially increase access and participation in outreach programs by non-English speaking residents by December 31, 2017. This is the only recommendation that applies to the Town.

Because the Town contracts with the San Mateo County Sheriff's Department for law enforcement services, the Town is not in a position to implement this recommendation. The Town will cooperate with the Sheriff's Department, as necessary, to implement the recommendation.

The Town Attorney's Office has prepared the attached draft letter for the Mayor's signature in response to the Grand Jury's findings.

### FISCAL IMPACT

None

### ATTACHMENT

1. Letter of response
2. Grand Jury Report – English is Not Our Only Language: Are Local Law Enforcement Agencies Providing Multilingual Access to Outreach Programs

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

July 27, 2017

Grand Jury Foreperson  
c/o Court Executive Officer  
400 County Center  
Redwood City, CA 94063-1655

**Re: Response to Grand Jury Report  
English Is Not Our Only Language: Are Local Law Enforcement  
Agencies Providing Multilingual Access to Outreach Programs**

Dear Grand Jury Foreperson:

The Town Council for the Town of Portola Valley (“Town”) has reviewed the recommendations in the Grand Jury Report “English Is Not Our Only Language: Are Local Law Enforcement Agencies Providing Multilingual Access to Outreach Programs” and approved the following responses at the public meeting on July 26, 2017:

Recommendation No. 1

All law enforcement agencies in San Mateo County shall modify their websites by including multilingual translation capability to potentially increase access and participation in outreach programs by non-English speaking residents by December 31, 2017.

Response No. 1

The Town contracts with the San Mateo County Sheriff’s Department for law enforcement services. Therefore, the Town is not in a position to implement this recommendation. The Town will cooperate with the Sheriff’s Department, as necessary, to implement the recommendation.

The Town thanks the Grand Jury for bringing this issue to our attention in an informative and thorough manner. Please let me know if you require additional information.

Honorable Joseph E. Bergeron  
Page 2

Sincerely,

Craig Hughes  
Mayor

cc: Town Council  
Town Manager  
Town Attorney



**ENGLISH IS NOT OUR ONLY LANGUAGE:  
ARE LOCAL LAW ENFORCEMENT AGENCIES PROVIDING  
MULTILINGUAL ACCESS TO OUTREACH PROGRAMS?**

[Issue](#) | [Summary](#) | [Methodology](#) | [Background](#) | [Discussion](#) | [Findings](#)  
[Recommendations](#) | [Requests for Responses](#) | [Appendixes](#) | [Responses](#)

## ISSUE

San Mateo County currently has approximately 729,543 residents<sup>1</sup> and 305,069 (41.8%) of those residents<sup>2</sup> self-report that they speak a language other than English as their primary language. Almost half of those people (130,019), self-report that they do not speak English “very well”.<sup>3</sup>

The law enforcement agencies for the 20 cities and towns located in San Mateo County (County), together with the San Mateo County Sheriff’s Office, have the responsibility of protecting the County’s residents. This responsibility has become more difficult to fulfill as profound demographic changes over the past 25 years have brought an increasing number of people into the County who speak English either as a second language or not at all.

With these statistics in mind, the 2016-2017 San Mateo County Civil Grand Jury (Grand Jury) reviewed the community outreach programs provided by the law enforcement agencies countywide to determine how, or if, these agencies have modified their outreach efforts to include the non-English speaking population.

## SUMMARY

The law enforcement agencies in San Mateo County provide an impressive array of outreach events<sup>4</sup> and are to be commended for having interpreters at many of these programs for the languages widely spoken in the communities they serve. Outreach, for the purposes of this report, is defined as any activity providing services and programs to any population. For law enforcement agencies, outreach includes efforts in community awareness and engagement beyond the provisions of law enforcement services. In addition to delivering programs, outreach has an educational role in that it raises the awareness of existing services.<sup>5</sup> All residents should have access to these programs.

Awareness of these programs may be limited, however, either by their absence from the law enforcement agencies’ websites or the lack of multilingual accessibility on those websites. Promoting these programs through agency websites and extending outreach in multiple languages is essential if English and non-English speaking residents alike are to benefit from them. The Grand Jury believes that including multilingual capability to the websites of the law enforcement agencies in the County may extend the awareness of, and increase the participation in, outreach programs by residents who speak English either as a second language or not at all.

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<sup>1</sup> Statistical Atlas. “Languages in San Mateo County.” <http://statisticalatlas.com/county/California/San-Mateo-County/Languages>. Accessed May 2017.

<sup>2</sup> Ibid.

<sup>3</sup> Statistical Atlas: All data are based on survey responses and were not verified in any other way.

<sup>4</sup> Appendix A

<sup>5</sup> [En.m.wikipedia.org/wiki/Outreach](http://en.m.wikipedia.org/wiki/Outreach). Accessed May 16, 2017.



## METHODOLOGY

The Grand Jury conducted a survey of the law enforcement agencies<sup>6</sup> in San Mateo County to determine what outreach programs they offer and which of those programs are offered in multiple languages. The Grand Jury also reviewed the website for each of the law enforcement agencies to determine if those sites provide information about outreach programs in multiple languages.

This report focuses on the following cities in San Mateo County: Daly City, East Palo Alto, Redwood City, San Bruno, City of San Mateo, South San Francisco, and the cities and unincorporated areas in which the San Mateo County Sheriff's Office has policing responsibilities.<sup>7</sup> These areas represent 72.6% of the County's population and 84.5% of the total County's residents who self-report that they do not speak English "very well."<sup>8</sup>

The Grand Jury's source for all demographic information is *statisticalatlas.com* as of May 16, 2017. The website indicates data are updated on an ongoing basis. It further indicates data are obtained from surveys and is not verified beyond that.<sup>9</sup>

## BACKGROUND

As of May 16, 2017, San Mateo County had 729,543 residents<sup>10</sup> and 305,069 (41.8%) of those residents<sup>11</sup> self-report that they speak a language other than English as their primary language. Of those non-English speakers, 130,019, almost half, self-report that they do not speak English "very well." The following chart illustrates the language diversity of the County.

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<sup>6</sup> Atherton, Belmont, Brisbane, Broadmoor, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Hillsborough, Menlo Park, Pacifica, Redwood City, San Bruno, San Mateo Sheriff (includes Half Moon Bay, Millbrae and San Carlos), City of San Mateo and South San Francisco.

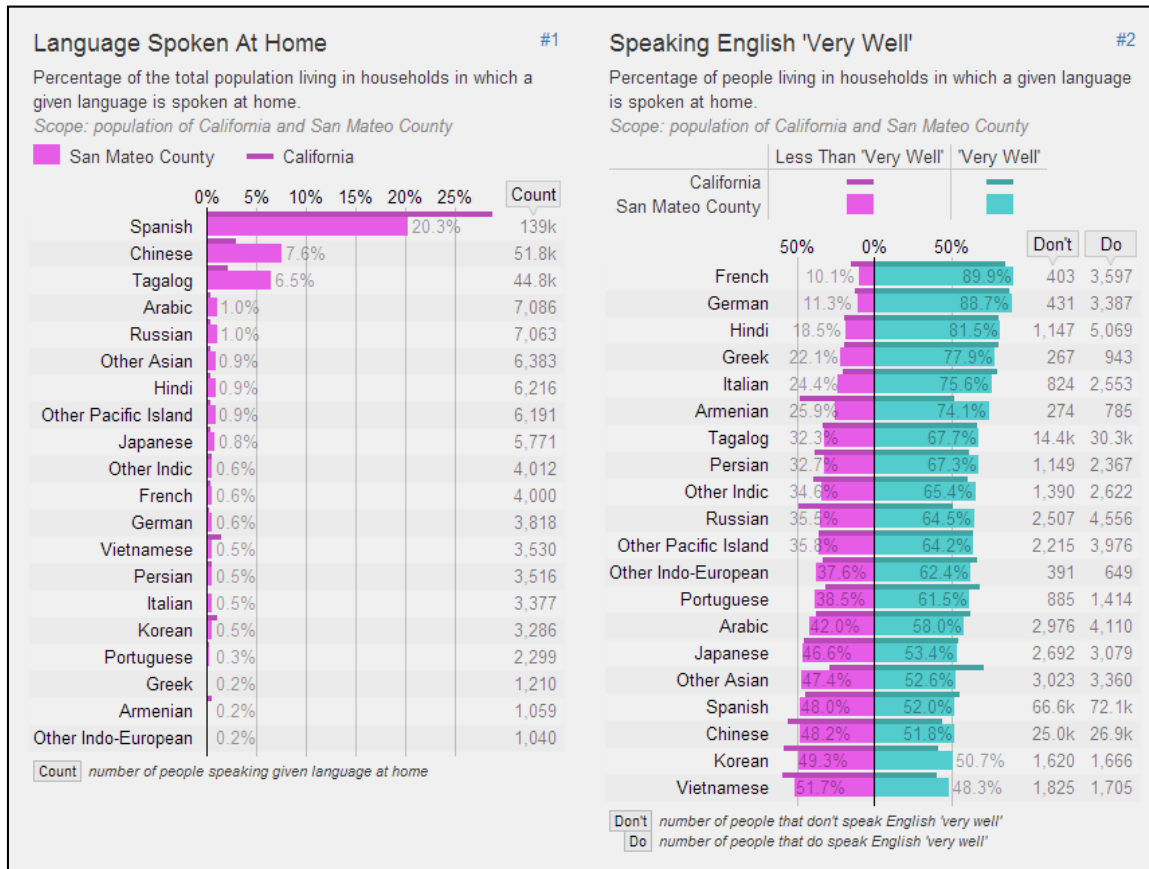
<sup>7</sup> Includes Half Moon Bay, Millbrae, San Carlos and the unincorporated areas of San Mateo County.

<sup>8</sup> Statistical Atlas. "Languages in San Mateo County." <http://statisticalatlas.com/county/California/San-Mateo-County/Languages>. Accessed May 2017.

<sup>9</sup> Ibid.

<sup>10</sup> Statistical Atlas. "Languages in San Mateo County." <http://statisticalatlas.com/county/California/San-Mateo-County/Languages>. Accessed May 2017.

<sup>11</sup> Ibid.



As noted, this report concentrates on the areas in the County where languages other than English (such as Spanish, Chinese and Tagalog) are frequently spoken by large segments of the population. The areas represent 72.6% of the County’s population and 84.5% of those County residents who self-report that they do not speak English “very well.”<sup>12</sup>

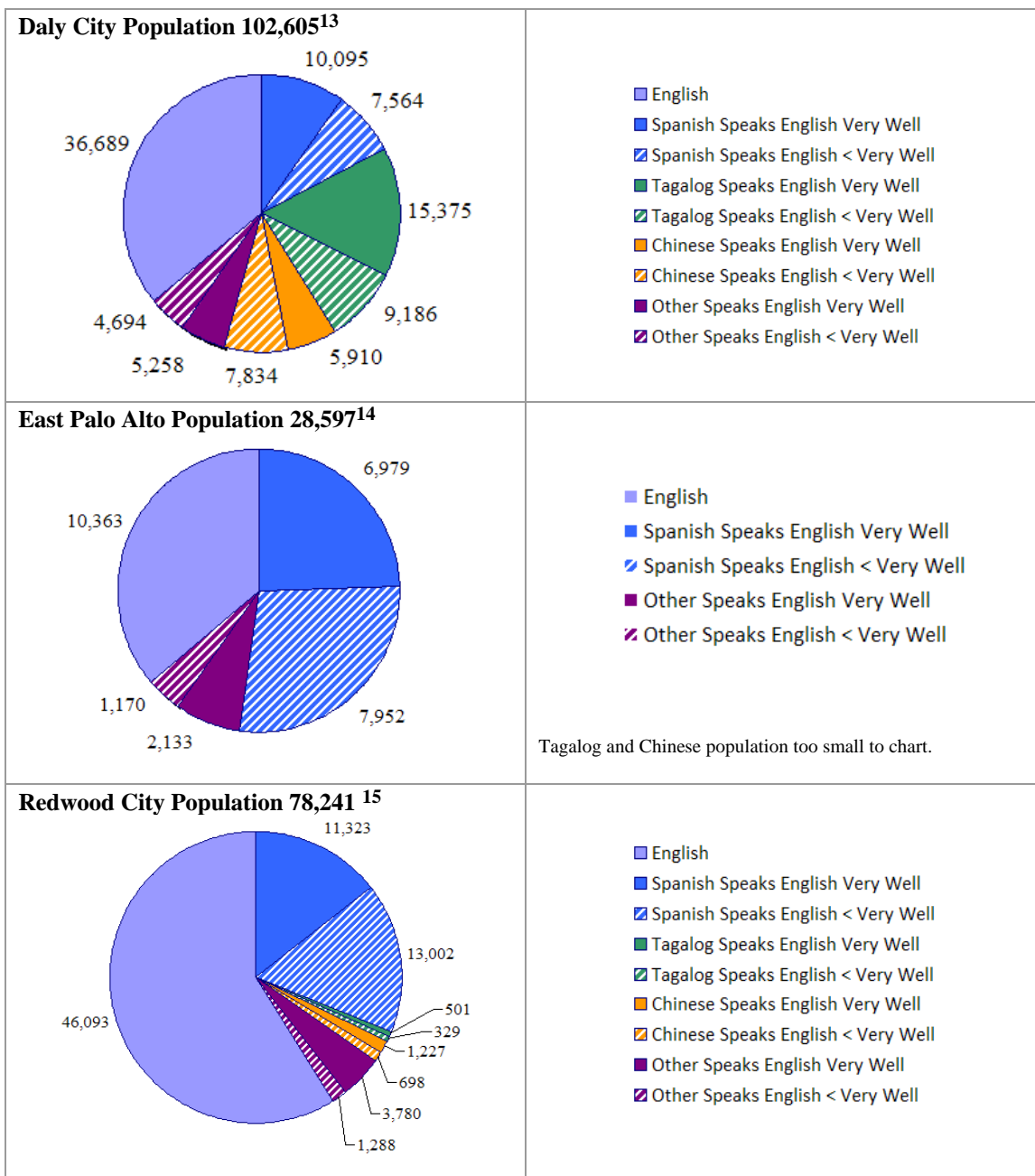
<sup>12</sup> Ibid.

City	Population	# of Individuals Speaking a Language Other Than English at Home				%
		Spanish	Chinese	Tagalog	Other	
Daly City	102,605	17,659	13,744	24,561	9,952	64.2%
East Palo Alto	28,597	14,931	267	204	2,832	63.8%
Redwood City	78,241	24,325	1,925	830	5,068	41.1%
San Bruno	41,581	8,354	2,638	2,699	5,455	46.0%
City of San Mateo	98,601	19,066	6,243	2,568	11,794	40.2%
South San Francisco	64,630	16,307	5,329	6,966	6,990	54.2%
Areas served by the Sheriff†	114,515	18,686	1,122	7,095	9,076	31.4%
<b>Total</b>	<b>528,770</b>	<b>119,328</b>	<b>31,268</b>	<b>44,923</b>	<b>51,167</b>	<b>46.5%</b>

†Includes unincorporated San Mateo County as well as the cities and towns of Half Moon Bay, Millbrae, San Carlos, Portola Valley, and Woodside

As shown above, approximately 46.5% of the residents in these communities speak a language other than English at home. While most of these speakers (136,829 or 55%) self-identify as speaking English “very well,” many (109,857 or 45%) do not. For these residents, participation in city and county law enforcement outreach programs may be limited by the fact that information in their preferred languages is unavailable.

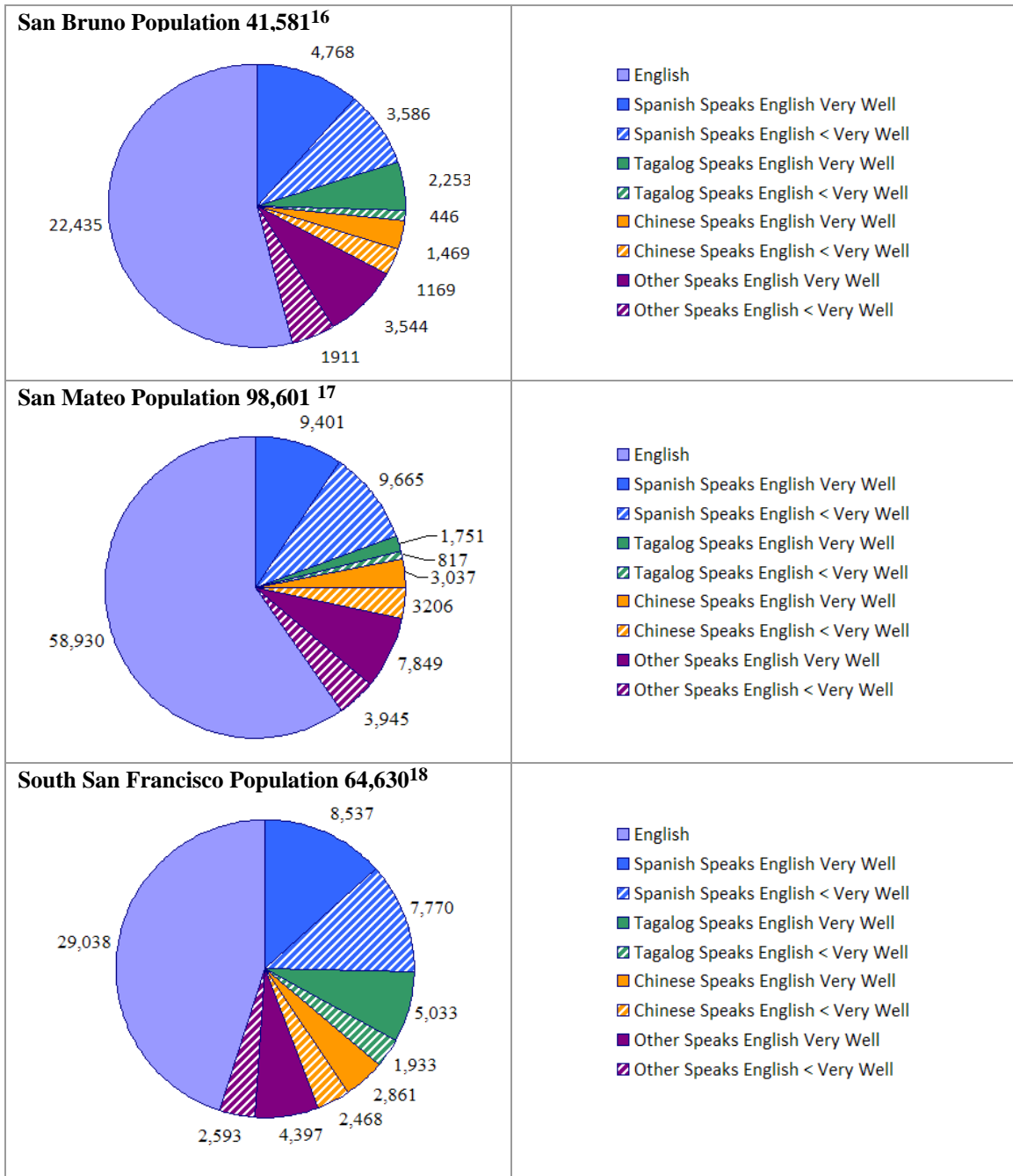
The following charts represent the diversity of English proficiency and languages spoken in these communities.



<sup>13</sup> Statistical Atlas. “Languages in Daly City, California.” <http://statisticalatlas.com/place/California/Daly-City/Languages>. Accessed May 2017.

<sup>14</sup> Statistical Atlas. “Languages in East Palo Alto, California.” <http://statisticalatlas.com/place/California/East-Palo-Alto/Languages>. Accessed May 2017.

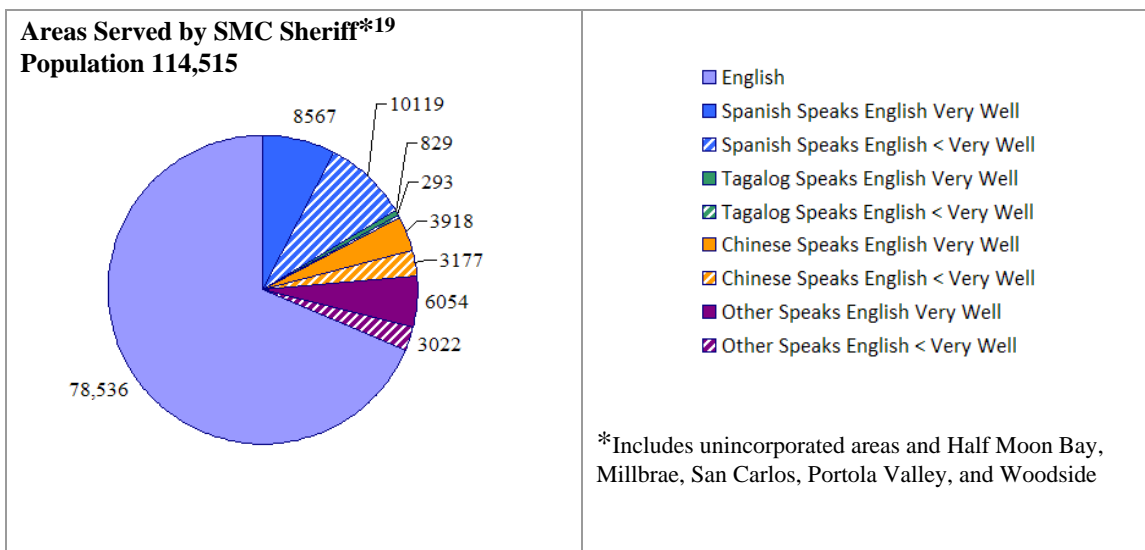
<sup>15</sup> Statistical Atlas. “Languages in Redwood City, California.” <http://statisticalatlas.com/place/California/Redwood-City/Languages>. Accessed May 2017.



<sup>16</sup> Statistical Atlas. “Languages in San Bruno, California.” <http://statisticalatlas.com/place/California/San-Bruno/Languages>. Accessed May 2017.

<sup>17</sup> Statistical Atlas. “Languages in San Mateo, California.” <http://statisticalatlas.com/place/California/San-Mateo/Languages>. Accessed May 2017.

<sup>18</sup> Statistical Atlas. “Languages in South San Francisco, California.” <http://statisticalatlas.com/place/California/South-San-Francisco/Languages>. Accessed May 2017.



## DISCUSSION

Within the County, 16 law enforcement agencies and the San Mateo County Sheriff's Office provide local law enforcement.<sup>20</sup> Each of these agencies has a website, or a webpage on their respective city's website, offering information to residents about the outreach programs they provide. In response to its survey, the Grand Jury learned that these agencies collectively offer more than 170 outreach programs to their residents.<sup>21</sup> These law enforcement agencies are to be commended for having many of their programs in languages other than English to the extent that such languages are spoken in their communities. The Grand Jury recognizes the effort and expense associated with providing numerous valuable outreach programs and making them accessible to non-English speaking residents.

<sup>19</sup> Extrapolated from Statistical Atlas. <http://statisticalatlas.com>. May 2017.

<sup>20</sup> Atherton, Belmont, Brisbane, Broadmoor, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Hillsborough, Menlo Park, Pacifica, Redwood City, San Bruno, San Mateo, South San Francisco, San Mateo County Sheriff (includes Half Moon Bay, Millbrae, Portola Valley, San Carlos, and Woodside), [da.smcgov.org](http://da.smcgov.org). Accessed May 4, 2017.

<sup>21</sup> Appendix A

The pertinent responses from the seven selected law enforcement agencies to the survey conducted by the Grand Jury were as follows:

<b>Question</b>	<b>Y</b>	<b>N</b>	<b>Question</b>	<b>Y</b>	<b>N</b>
When planning community events, such as a safety seminar, do you consider the language needs of attendees?			If an event provides an opportunity for one-on-one interaction with a police officer or includes a Q&A session, are interpreters available?		
Daly City	Y		Daly City	Y	
East Palo Alto	Y		East Palo Alto	Y	
Redwood City	Y		Redwood City	Y	
San Bruno	Y		San Bruno	Y	
City of San Mateo	Y		City of San Mateo	Y	
South San Francisco	Y		South San Francisco	Y	
Areas served by the Sheriff*	Y		Areas served by the Sheriff*	Y	
<b>Question</b>	<b>Y</b>	<b>N</b>	<b>Question</b>	<b>Y</b>	<b>N</b>
When publicizing events, do you provide the information in languages other than English?			Does your department sponsor specific outreach events for non-English speaking residents?		
Daly City	Y		Daly City		N
East Palo Alto	Y		East Palo Alto	Y	
Redwood City	Y		Redwood City	Y	
San Bruno		N	San Bruno		N
City of San Mateo	Y		City of San Mateo	Y	
South San Francisco	Y		South San Francisco	Y	
Areas served by the Sheriff*	Y		Areas served by the Sheriff*	Y	
<b>Question</b>	<b>Y</b>	<b>N</b>	<b>Question</b>	<b>Y</b>	<b>N</b>
To enhance these programs, do you work with other police departments, the probation department, youth services, or community organizations to reach non-English speaking or English-as-a-second language residents?			Are accompanying materials for these outreach programs available in languages other than English?		
Daly City		N	Daly City		N
East Palo Alto	Y		East Palo Alto	Y	
Redwood City	Y		Redwood City	Y	
San Bruno	Y		San Bruno	Y	
City of San Mateo	Y		City of San Mateo	Y	
South San Francisco	Y		South San Francisco	Y	
Areas served by the Sheriff*	Y		Areas served by the Sheriff*	Y	

Question	Y	N			
Are interpreters available for any of these outreach programs?					
Daly City		N			
East Palo Alto	Y				
Redwood City	Y				
San Bruno	Y				
City of San Mateo	Y				
South San Francisco	Y				
Areas served by the Sheriff*	Y				

\*Includes unincorporated areas and Half Moon Bay, Millbrae, San Carlos, Portola Valley, and Woodside

Several cities prominently announce their outreach programs on their websites.<sup>22</sup> Others provide little or no information about such programs on their websites.<sup>23</sup> The Grand Jury reviewed these websites<sup>24</sup> and discovered that only nine of the 17 law enforcement agencies' websites surveyed have multilingual capability.<sup>25</sup>

The City of East Palo Alto's website is particularly effective in accommodating its residents' language requirements. Notice the top right of the screen has a "Select Language" menu.<sup>26</sup>



<sup>22</sup> Appendix B.

<sup>23</sup> Ibid.

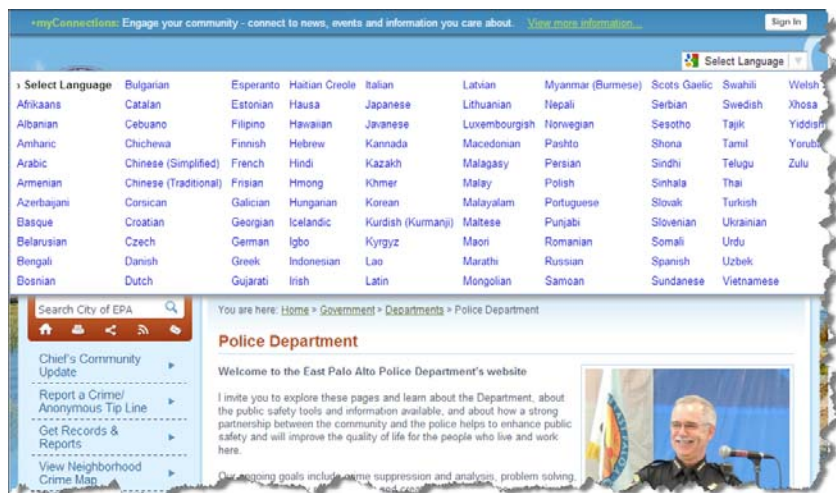
<sup>24</sup> Ibid.

<sup>25</sup> Daly City, East Palo Alto, Hillsborough, Menlo Park, Pacifica, Redwood City, San Bruno, South San Francisco, and the City of San Mateo,

<sup>26</sup> City of East Palo Alto. "Police Department." <http://www.ci.east-palo-alto.ca.us/index.aspx?nid=558>. Accessed May, 2017. Used with permission.



Clicking on the language menu allows the user to select one of over 100 languages.



Selecting Spanish, for example, will translate most of the website to Spanish.<sup>27</sup>



The Grand Jury believes that by adding a translation feature to their websites, law enforcement agencies will provide greater access and possibly enable greater participation in outreach programs by non-English speaking residents.

<sup>27</sup> Translations are not perfect. For example, certain elements such as images and pdf files will not translate; in some cases (but not always) if the name of the program has initial capitals letters, like Blood Drive, the words are left in English; and words like “drive” (as in “food drive” can be problematic, as “drive” has so many meanings).

## FINDINGS

- F1. Approximately 130,019 (17.8%) of the residents of San Mateo County self-report that they do not speak English “very well.”
- F2. The 17 law enforcement agencies in San Mateo County provide an impressive 170+ outreach programs.
- F3. The following nine cities’ police departments’ websites provide access to multiple languages:<sup>28</sup>
- Daly City
  - East Palo Alto
  - Hillsborough
  - Menlo Park
  - Pacifica
  - Redwood City
  - San Bruno
  - South San Francisco
  - City of San Mateo
- F4. The following four cities’ police departments’ websites have no mention of outreach programs on their websites:
- Atherton
  - Brisbane
  - Colma
  - Hillsborough
- F5. All seven of the law enforcement agencies listed below consider the language needs of the attendees when planning community outreach events:
- Daly City Police Department
  - East Palo Alto Police Department
  - Redwood City Police Department
  - San Bruno Police Department
  - City of San Mateo Police Department
  - South San Francisco Police Department
  - San Mateo County Sheriff’s Office
- F6. All seven of the law enforcement agencies listed below provide an opportunity for one-on-one interaction with a police officer or a Q&A session with an interpreter on site:
- Daly City Police Department
  - East Palo Alto Police Department
  - Redwood City Police Department
  - San Bruno Police Department
  - City of San Mateo Police Department

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<sup>28</sup> Appendix B

- South San Francisco Police Department
  - San Mateo County Sheriff's Office
- F7. Of the seven law enforcement agencies listed in F6, six provide publication information in more than English:
- Daly City Police Department
  - East Palo Alto Police Department
  - Redwood City Police Department
  - City of San Mateo Police Department
  - South San Francisco Police Department
  - San Mateo County Sheriff's Office
- F8. Of the seven law enforcement agencies listed in F6, five sponsor specific outreach events for non-English speaking residents:
- East Palo Alto Police Department
  - Redwood City Police Department
  - City of San Mateo Police Department
  - South San Francisco Police Department
  - San Mateo County Sheriff's Office
- F9. Of the seven law enforcement agencies listed in F6, six work with other police agencies to reach non-English speaking residents for outreach events:
- East Palo Alto Police Department
  - Redwood City Police Department
  - San Bruno Police Department
  - City of San Mateo Police Department
  - South San Francisco Police Department
  - San Mateo County Sheriff's Office
- F10. Of the seven law enforcement agencies listed in F6, six provide outreach materials in languages other than English:
- Daly City Police Department
  - East Palo Alto Police Department
  - Redwood City Police Department
  - San Bruno Police Department
  - South San Francisco Police Department
  - San Mateo County Sheriff's Office
- F11. Of the seven law enforcement agencies listed in F6, six provide on-site interpreters for outreach programs:
- East Palo Alto Police Department
  - Redwood City Police Department
  - San Bruno Police Department

- City of San Mateo Police Department
- South San Francisco Police Department
- San Mateo County Sheriff's Office

## RECOMMENDATIONS

- R1. All law enforcement agencies in San Mateo County shall modify their websites by including multilingual translation capability to potentially increase access and participation in outreach programs by non-English speaking residents by December 31, 2017.
- R2. The law enforcement agencies (Atherton, Brisbane, Colma, and Hillsborough) whose websites lack information about their outreach programs shall update their website with the outreach programs available on the home page or provide a prominent link to the outreach programs page, by December 31, 2017.

## REQUEST FOR RESPONSES

Responses to Recommendation 1 are requested from the following:

- Atherton City Council
- Belmont City Council
- Brisbane City Council
- Broadmoor Police Protection District Commission
- Burlingame City Council
- Colma Town Council
- Daly City, City Council
- East Palo Alto City Council
- Foster City, City Council
- Half Moon Bay City Council
- Hillsborough Town Council
- Menlo Park City Council
- Millbrae City Council
- Pacifica City Council
- Portola Valley Town Council
- Redwood City, City Council
- San Bruno City Council
- San Carlos City Council
- San Mateo City Council
- South San Francisco City Council
- San Mateo County Sheriff
- Woodside Town Council

Responses to Recommendation 2 are requested from the following:

- Atherton City Council
- Brisbane City Council
- Colma Town Council
- Hillsborough Town Council

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

## APPENDIX A OUTREACH PROGRAMS AVAILABLE

(As Reported by the Police Agencies to the Grand Jury Survey):

### **Atherton Police Department**

- Home Safety Seminar
- Neighborhood Meet and Greet
- Farmer's Market attendance
- Outings with Kids
- Workshop on domestic violence
- Police Ride-a-Long
- Reserve Officer Program

### **Belmont Police Department**

- Home Safety Seminar
- Neighborhood Meet and Greet
- Farmer's Market attendance
- Police Ride-A-Long
- Teen Explorer
- Police Volunteers
- Reserve Police Program

### **Brisbane Police Department**

- Home Safety Program
- Farmer's Market Attendance
- Outings with Kids
- National Night Out
- Coffee with Cops
- Weekly Senior Luncheon
- Police Ride-A-Long
- Active Shooter Awareness for businesses
- Truth About Drugs Presentation
- DUI Awareness for Teens

### **Broadmoor Police Department**

- Outings with Kids
- Halloween event
- Christmas event
- Easter event

### **Burlingame Police Department**

- Home Safety Seminar
- Neighborhood Meet and Greet
- Farmer's Market attendance

- Command Staff Walk
- Police Ride-A-Long
- Teen Explorer Unit
- Reserve Officer Program

### **Colma Police Department**

- Home Safety Seminar
- Neighborhood Meet and Greet
- Outings with Kids

### **Daly City Police Department**

- Neighborhood Meet and Greet
- Farmer's Market attendance
- Outings with Kids-bowling/hiking
- Workshop of domestic violence
- Police Athletic League
- Police Ride-A-Long
- Teen Explorer
- Reserve Officer Program
- Citizen's Police Academy

### **East Palo Alto Police Department**

- Neighborhood Meet and Greet
- Outings with Kids
- Workshop on Domestic Violence
- Coffee with a Cop
- CLEAN Zones
- Beat Meetings
- Town Hall Meetings
- Book Reading
- Police Athletic League
- Police Ride-A-Long
- Police Volunteers

### **Foster City Police Department**

- Home Safety Seminar
- Neighborhood Meet and Greet
- Coffee with a Cop
- Police Open House
- "Shredfest" Skateboarding event
- Police Ride-A-Long

- Teen Explorer
- Gang Resistance, Education & Training (GREAT)
- Reserve Office Program
- Citizen Police Academy

#### **Hillsborough Police Department**

- Home Safety Seminar
- Neighborhood Meet and Greet
- Outings with Kids
- Hillsborough Network Information Sessions and Block Parties
- Bicycle Rodeo
- Police Ride-A-Long
- Parents of Teen Drivers

#### **Menlo Park Police Department**

- Home Safety Seminar
- Neighborhood Meet and Greet
- Police Ride-A-Long
- Teen Explorer
- Gang Resistance, Education & Training (GREAT)
- Police Volunteers
- Reserve Officer Program
- Citizen's Police Academy

#### **Redwood City Police Department**

- Coffee with Cops
- Citizen Police Academy
- Town Hall Meetings
- Christmas Toy & Box Drive
- Parent Project Class
- Loving Solutions Parent Class

#### **Redwood City (Continued)**

- Neighborhood Association  
Neighborhood Watch meetings
- Juvenile Services presentations, workshops and classes
- Family Intervention
- Anti-Bullying
- Gang Awareness and Prevention

- Diversion Program
- Tattoo Removal Program
- Appropriate Use of Electronic Devices
- Truancy Abatement Program
- Police Athlete League
- Police Ride-A-Long
- Teen Explorer
- Gang Resistance
- Police Volunteers
- Reserve Officer Program
- Citizen's Police Academy
- Social Media
- Volunteers in Policing (VIP)

#### **San Mateo Sheriff's Office**

- Neighborhood Meet and Greet
- Outings with Kids
- Police Athletic League
- Police Ride-A-Long
- Teen Explorer
- Police Volunteers
- Reserve Officer Program
- Citizen's Police Academy
- Police Athletic League
- Community Alliance to Revitalize our Neighborhood
- DARE
- Sheriff's Activity League
- Star Camp
- Sheriff's Explorer Program
- Transitioning Animals into Loving Situations (TAILS)

#### **Pacifica Police Department**

- Neighborhood Meet and Greet
- Outings with Kids
- Police Ride-A-Long
- Teen Explorer
- Police Volunteers
- Reserve Officer Program

**San Bruno Police Department**

- Home Safety Seminar
- Neighborhood Meet and Greet
- National Night Out
- Outings with Kids
- U-Deter High School DUI Education
- Coffee with a Cop
- Neighborhood Watch
- Big Lift Literacy Program
- Chief For A Day
- Community Day
- Police Day

**San Mateo Police Department**

- Home Safety Seminar
- Neighborhood Meet and Greet
- Farmer's Market attendance
- Outings with Kids
- Workshop on Domestic Violence
- Coffee with A Cop

**San Mateo Police Department  
(Continued)**

- Police Athletic League
- Police Ride-A-Long
- Teen Explorer

- Gang Resistance
- Citizen Police Academy

**South San Francisco Police  
Department**

- Home Safety Seminar
- Neighborhood Meet and Greet
- Farmer's Market attendance
- Outings with Kids
- Citizen's Academy
- National Night Out
- Senior Health Fair
- Safety Fair/Bike Rodeo
- Police Athletic League
- Police Ride-A-Long
- Teen Explorer
- Gang Resistance
- Police Volunteers
- Reserve Police Program
- Hispanic Community Academy
- Youth Academy
- Downtown Bike Patrol
- Dog Walker Watch
- Neighborhood Response Team
- School Liaison Officer Program



## APPENDIX B WEBSITES

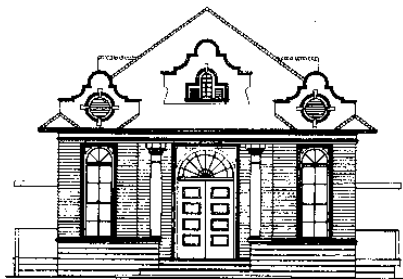
<b>City/Town</b>	<b>Website</b>	<b>Outreach on Website</b>	<b>Multilingual Website</b>
Atherton	<a href="http://www.ci.atherton.ca.us">www.ci.atherton.ca.us</a>	N	N
Belmont	<a href="http://www.belmont.gov">www.belmont.gov</a>	Y	N
Brisbane	<a href="http://www.brisbaneca.org">www.brisbaneca.org</a>	N	N
Broadmoor	<a href="http://www.broadmoorpolice.com">www.broadmoorpolice.com</a>	Y	N
Burlingame	<a href="http://www.burlingame.org">www.burlingame.org</a>	Y	N
Colma	<a href="http://www.colma.ca.gov">www.colma.ca.gov</a>	N	N
Daly City	<a href="http://www.dalycity.org">www.dalycity.org</a>	Y	Y
East Palo Alto	<a href="http://www.ci.east-palo-alto.ca.us">www.ci.east-palo-alto.ca.us</a>	Y	Y
Foster City	<a href="http://www.fostercity.org">www.fostercity.org</a>	Y	N
Hillsborough	<a href="http://www.hillsborough.net">www.hillsborough.net</a>	N	Y <sup>29</sup>
Menlo Park	<a href="http://www.menlopark.org">www.menlopark.org</a>	Y	Y <sup>30</sup>
Pacifica	<a href="http://www.cityofpacifica.org">www.cityofpacifica.org</a>	Y	Y
Redwood City	<a href="http://www.redwoodcity.org">www.redwoodcity.org</a>	Y	Y
San Bruno	<a href="http://www.sanbruno.ca.gov">www.sanbruno.ca.gov</a>	Y	Y
South San Francisco	<a href="http://www.ssf.net">www.ssf.net</a>	Y	Y
City of San Mateo	<a href="http://www.cityofsanmateo.org">www.cityofsanmateo.org</a>	Y	Y
San Mateo County Sheriff	<a href="http://www.smcsheriff.com">www.smcsheriff.com</a>	Y	N

Issued: June 29, 2017

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<sup>29</sup> On second page of website under 911

<sup>30</sup> Not prominent



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** July 26, 2017

**RE:** Response to the Grand Jury Report: A Delicate Balance: Privacy vs. Protection

### **RECOMMENDATION**

Staff recommends that the Town Council review the Grand Jury Report and authorize Mayor Hughes to send the attached response letter.

### **BACKGROUND**

Each year the County's Civil Grand Jury continues its historic role of providing oversight of the operations of local government, school district and special districts. This year, the Grand Jury asked the question of how local enforcement agencies in San Mateo County balance their constituents' desire for privacy with the agencies' use of surveillance tools in their efforts to protect the public.

After studying the issue, the Grand Jury Report recommends that local law enforcement agencies take additional steps to inform and notify residents when considering plans to purchase and install surveillance technology. The Grand Jury recommends all law enforcement agencies within San Mateo County create and easily accessible and written information webpage by December 31, 2017. That law enforcement agencies increase the number and types of opportunities for community members to voice support for or opposition to any proposed addition of new surveillance technologies, and that staff brings to the Town Council a policy or ordinance for consideration at a public meeting by December 31, 2017.

Because the Town contracts with the San Mateo County Sheriff's Department for law enforcement services, the Town is not in a position to implement the recommendations. The Town will cooperate with the Sheriff's Department, as necessary, to implement the recommendations.

It is important to note that the Town Council has, during the ALPR implementation process, conducted numerous outreach and public information gathering opportunities, including Town Council meetings and the use of surveys to engage residents on ALPR and public safety issues.

The Town Attorney's Office has prepared the attached draft letter for the Mayor's signature in response to the Grand Jury's findings.

### **FISCAL IMPACT**

None

**ATTACHMENT**

1. Letter of response
2. Grand Jury Report – A Delicate Balance: Privacy vs. Protection

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

A handwritten signature in black ink, appearing to read "Jeremy Dennis", is positioned to the right of the text "Approved by: Jeremy Dennis, Town Manager". The signature is fluid and cursive.

July 27, 2017

Grand Jury Foreperson  
c/o Court Executive Officer  
400 County Center  
Redwood City, CA 94063-1655

**Re: Response to Grand Jury Report  
A Delicate Balance: Privacy vs. Protection**

Dear Grand Jury Foreperson:

The Town Council for the Town of Portola Valley ("Town") has reviewed the recommendations in the Grand Jury Report "A Delicate Balance: Privacy vs. Protection" and approved the following responses at the public meeting on July 26, 2017:

Recommendation No. 1

In addition to providing a conspicuous link to usage and privacy policies on operator websites (as required by law for ALPRs), all law enforcement agencies in the County should create an easily accessible and simply written information webpage by December 31, 2017, which lists the types of surveillance tools (such as ALPRs) and investigative tools (such as ShotSpotter and body worn cameras) utilized by the agency. At a minimum, such a webpage shall include these details about each tool:

- What is the use and purpose of the technology, such as assisting in ongoing criminal investigations, locating missing children, or locating stolen vehicles
- Who is authorized to collect or access the data collected
- How the system is monitored to ensure that the data are secure
- Who owns the surveillance technology
- What measures were taken to ensure the accuracy of the data
- How long the data will be retained

Response No. 1

The Town contracts with the San Mateo County Sheriff's Department for law enforcement services. Therefore, the Town is not in a position to implement this recommendation. The Town will cooperate with the Sheriff's Department, as necessary, to implement the recommendation. Additionally, after a robust public process, on April 26, 2017, the Town Council of the Town of Portola Valley adopted Ordinance No 2017-418 adding Chapter 9.02, Public Safety Information,

Grand Jury Foreperson  
Page 2

to the Town's Municipal Code. This ordinance, which addresses the use and retention of ALPR data, and related materials are readily available on the Town's website.

Recommendation No. 2

All law enforcement agencies in the County shall increase the number and types of opportunities for community members to voice support for or opposition to any proposed addition of new surveillance technologies including, but not limited to:

- Surveying residents to better understand their concerns about law enforcement's use of surveillance tools and address those concerns in public meetings, Town Halls, Neighborhood Watch sessions and other local gatherings.
- Using social media platforms such as Nextdoor© to keep residents engaged and informed about surveillance technologies and its uses in your community.

Response No. 2

The Town contracts with the San Mateo County Sheriff's Department for law enforcement services. Therefore, the Town is not in a position to implement this recommendation. The Town will cooperate with the Sheriff's Department, as necessary, to implement the recommendation. Additionally, after a robust public process, on April 26, 2017, the Town Council of the Town of Portola Valley adopted Ordinance No 2017-418 adding Chapter 9.02, Public Safety Information, to the Town's Municipal Code. The robust public process included a number of public meetings over a two-year period prior to adoption of the use of ALPR technology in town.

Recommendation No. 3

Staff shall bring to the city or town council (in the case of a police department or police bureau) or the Board of Supervisors (in the case of the Sheriff's Office) a policy or ordinance for consideration at a public meeting by December 31, 2017. Such ordinances or policies should require, at a minimum:

- Plans to acquire new surveillance technology be announced at public meetings and other forums to ensure that the community is aware and engaged when new technology is under consideration.
- Any "use policies" related to surveillance technology be readily available and easy to access on the city or County websites.
- Oversight and accountability be supported by posting periodic reports on the effectiveness of the surveillance tools used in the community.

Response No. 3

The Town contracts with the San Mateo County Sheriff's Department for law enforcement services. Therefore, the Town is not in a position to implement this recommendation. The Town will cooperate with the Sheriff's Department, as necessary, to implement the recommendation. Additionally, after a robust public process, on April 26, 2017, the Town Council of the Town of Portola Valley adopted Ordinance No 2017-418 adding Chapter 9.02, Public Safety Information, to the Town's Municipal Code. The robust public process included a number of public meetings over a two-year period prior to adoption of the use of ALPR technology in town.

Grand Jury Foreperson  
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The Town thanks the Grand Jury for bringing this issue to our attention in an informative and thorough manner. Please let me know if you require additional information.

Sincerely,

Craig Hughes  
Mayor

cc: Town Council  
Town Manager  
Town Attorney



## A DELICATE BALANCE: PRIVACY VS. PROTECTION

[Issue](#) | [Summary](#) | [Methodology](#) | [Glossary](#) | [Background](#) | [Discussion](#) | [Findings](#)  
[Recommendations](#) | [Requests for Responses](#) | [Bibliography](#) | [Appendixes](#) | [Responses](#)

### ISSUE

How do local law enforcement agencies in San Mateo County balance their constituents' desire for privacy with the agencies' use of surveillance tools in their efforts to protect the public?

### SUMMARY

Finding that delicate balance between a community's desire for privacy and the ability of police and the Sheriff to protect that same community is both a challenge and a necessity. The American Civil Liberties Union (ACLU) states: "Communities must be equal partners in any decision about the use of surveillance technology. They need to know when and why surveillance is being considered, what it is intended to do, and what it will really cost — both in dollars and in individual rights."<sup>1</sup>

Many local police departments and the San Mateo County Sheriff's Office (Sheriff's Office) have purchased or borrowed surveillance tools, such as Automated License Plate Readers (ALPRs). They also use tools, such as in-dash video cameras for patrol cars, body-worn cameras, and ShotSpotter<sup>2</sup> to help them protect residents. These devices can provide evidence to identify and prosecute individuals who commit crimes.

To understand the spread of these new technologies and their impact on communities, the 2016-2017 San Mateo County Civil Grand Jury (Grand Jury) sent a survey to the Sheriff's Office, the Broadmoor Police Protection District, and 17 other law enforcement agencies throughout the County.<sup>3</sup> Survey questions probed for information and details concerning the types of surveillance technology used; policies for collecting, managing, and storing data; and steps taken to ensure public awareness. The Grand Jury also checked whether law enforcement websites posted easily accessible policies for these tools online.

Based on the results of its survey, and its review of policies enacted by various local jurisdictions, the Grand Jury recommends that local law enforcement agencies take additional steps to inform and notify residents when considering plans to purchase and install surveillance technology. Additionally, local law enforcement agencies, and their city councils, should adopt policies and ordinances, with community input, which reflect the communities' desire to balance their safety and privacy. These policies should be posted in a conspicuous place on the agencies' websites.

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<sup>1</sup> ACLU of Northern California, "Making Smart Decisions about Surveillance: A Guide for community Transparency, Accountability and Oversight," April 2016. [https://www.aclunc.org/docs/20160325-making\\_smart\\_decisions\\_about\\_surveillance.pdf](https://www.aclunc.org/docs/20160325-making_smart_decisions_about_surveillance.pdf).

<sup>2</sup> Shotspotter is a system that detects and sends the location of gunfire or other weapons using acoustic, optical, or other types of sensors.

<sup>3</sup> Recipients of survey: Sheriff's Office, the Broadmoor Police Protection District, and the law enforcement agencies of the cities and towns of Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Hillsborough, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo (city), and South San Francisco.

## METHODOLOGY

The Grand Jury conducted an extensive survey of police agencies in San Mateo County to determine:

- The types of surveillance technology used in the jurisdiction
- The agency’s policies for collecting, managing, and storing surveillance data
- The precautions taken by the agency to ensure public awareness
- Any forthcoming plans by cities or the County for ordinances related to the purchase and deployment of new or borrowed surveillance technology

The Grand Jury also consulted local, state, and federal government websites for background information, and reviewed relevant publications.

## GLOSSARY

Automated License Plate Readers (ALPRs): These computer-controlled, high-speed camera systems—generally mounted on police cars or on fixed objects such as light poles—automatically capture an image of every license plate that comes into its view. ALPRs record data on each plate they scan, including not only the plate number but also the precise time, date and place it was encountered.<sup>4</sup>

Body-worn cameras (BWCs): These small cameras worn by law enforcement officers record audio and video. Some types of cameras are always on; other types can be turned on and off by the wearer.

Cell-site simulators: These devices, commonly known as International Mobile Subscriber Identity (IMSI) catchers or “Stingrays,” mimic cellphone towers, forcing nearby cellphones into connecting to the device. The cell-site simulator logs the IMSI numbers of cellphones in the area or captures the content of communications.<sup>5</sup>

International Mobile Subscriber Identity (IMSI) catchers: These devices are used in the United States and other countries by law enforcement and intelligence agencies to intercept cellphone traffic and track the movements of cellphone users.

ShotSpotter: These systems detect and send the location of gunfire or other weapons using acoustic, optical, or other types of sensors.

Video surveillance: These camera systems are used to observe and record activities, with or without audio, in public spaces. Live camera feeds can spot crimes in real time, and video recordings can be used in investigations and at trial.

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<sup>4</sup> “Street-Level Surveillance: Automated License Plate Readers,” Electronic Frontier Foundation, accessed May 23, 2017. [https://www.eff.org/sls/tech/automated-license-plate-readers\\_](https://www.eff.org/sls/tech/automated-license-plate-readers_)

<sup>5</sup> “Street-Level Surveillance: Cell-site Simulators,” Electronic Frontier Foundation, accessed May 23, 2017. <https://www.eff.org/sls/tech/cell-site-simulators>.



## BACKGROUND

Surveillance tools are everywhere: Video cameras are in stores, public buildings, even at a neighbor's front door. Advances in surveillance technology have assisted law enforcement in investigating mass shootings, tracking terrorists, and finding lost children.

As valued as these new surveillance tools are to law enforcement, privacy experts say that innocent people may be targeted.<sup>6</sup> “You have very powerful systems being purchased, most often in secret, with little-to-no public debate and no process in place to make sure that there are policies in place to safeguard community members,” said Nicole Ozer, technology and civil liberties policy director for the American Civil Liberties Union (ACLU) of California.<sup>7</sup>

Recent studies show<sup>8</sup> that the public believes it should have a say in how surveillance technology is used. With the issues of privacy and surveillance prominent in the news in recent years, Tulchin Research conducted a California statewide survey<sup>9</sup> in 2015 for the ACLU of California Center for Advocacy and Policy. Tulchin was charged with assessing how likely voters think and feel about criminal justice and law enforcement, including how police use surveillance technology to track Internet, text, email, and other digital activity using handheld devices and computers. Tulchin found that two-thirds of voters would prefer to see local elected officials, such as city council members or county supervisors, approve new surveillance technologies before the devices are deployed (67% support). Similarly, voters want to see policies which set limits on surveillance use both locally (65%) and statewide (64%). The survey also indicated that voters want accountability from law enforcement agencies regarding the frequency of use of surveillance technologies (62%). The public also wants public notification before the purchase of new surveillance technologies (58%).<sup>10</sup>

### Public opinion in the Bay Area on surveillance

Although the Grand Jury did not find any surveys of public opinion in San Mateo County on surveillance issues, the balancing of protection vs. privacy has been a subject of interest in the Bay Area.

In 2015, The Center for Investigative Reporting<sup>11</sup> and three local artists<sup>12</sup> collaborated on the arts and journalism project “Eyes on Oakland.”<sup>13</sup> The reporters and the artists visited neighborhoods across the city of Oakland informing residents about surveillance technology. Hundreds of residents participated by completing questionnaires. Participants were asked to respond to the prompt: “Surveillance is...”

<sup>6</sup> Marisa Kendall, “Surveillance in Silicon Valley is hard to avoid,” *San Jose Mercury News*, February 9, 2017. <http://www.mercurynews.com/2017/02/09/surveillance-in-silicon-valley-whos-watching-you/>.

<sup>7</sup> Ibid.

<sup>8</sup> For information about Tulchin Research, go to <http://www.tulchinresearch.com>.

<sup>9</sup> See Appendix B.

<sup>10</sup> Tulchin Research, “California Statewide Survey Finds Voters Concerned about Privacy and Want to See Reforms Made to Surveillance Technology Use by Law Enforcement,” August 21, 2015, [http://www.aclunc.org/docs/20150821-aclu\\_surveillance\\_privacy\\_polling.pdf](http://www.aclunc.org/docs/20150821-aclu_surveillance_privacy_polling.pdf).

<sup>11</sup> For information about The Center for Investigative Reporting, go to <https://www.revealnews.org/>, accessed May 23, 2017.

<sup>12</sup> Aaron McKenzie, Chris Treggiari and Peter Foucault

<sup>13</sup> For information on the “Eyes on Oakland” project, go to <http://eyesonoakland.tumblr.com/>, assessed June 8, 2017.

Here is a sampling of the responses:

- Surveillance is: questionable
- Surveillance is: important
- Surveillance can be used against a peaceful public
- Surveillance is: Technology run amok. Just because we can do it, should we do it?
- Surveillance is: Everywhere. Privacy is a myth in the digital era
- Surveillance is: State violence
- Surveillance is: Not a solution to the systemic problems that create crime and violence. Surveillance No! Education, Equity and Respect, Yes!
- Surveillance is: Great!!! Bring it on. It's for my safety, your safety. Nothing to hide<sup>14</sup>

Privacy advocates have pointed out the impact that surveillance technology may have on residents: "Our concerns stem from the fact that license plate readers can scan and collect the information of innocent people, innocent drivers," said Chris Conley, a policy attorney with the ACLU of Northern California. "Location information can reveal very sensitive information about people. If they're visiting a church, or a clinic or even open-mic night at a bar, all of these things reveal information about a person that shouldn't be sitting in a database somewhere."<sup>15</sup>

### **Case in point: One San Leandro resident's eye-opening experience**

After learning that the city of San Leandro had purchased an ALPR for its Police Department in 2008, computer security consultant Michael Katz-Lacabe asked city officials to send him a record of every instance the scanners photographed his car.

An article on sfgate.com describes what Mr. Katz-Lacabe learned:

The results shocked him.

The paperback-size device, installed on the outside of police cars, can log thousands of license plates in an eight-hour patrol shift. Katz-Lacabe said it had photographed his two cars on 112 occasions, including one image from 2009 that shows him and his daughters stepping out of his Toyota Prius in their driveway.

That photograph, Katz-Lacabe said, made him "frightened and concerned about the magnitude of police surveillance and data collection." The single patrol car in San Leandro equipped with a plate reader had logged his car once a week on average, photographing his license plate and documenting the time and location.<sup>16</sup>

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<sup>14</sup> Cole Goins, "What Oakland, California, residents think about police surveillance," *Reveal from the Center for Investigative Reporting*, August 18, 2015. <https://www.revealnews.org/article/what-oakland-california-residents-think-about-police-surveillance/>

<sup>15</sup> Samantha Weigel, "Who's watching who?: License plate readers used throughout San Mateo County," *The Daily Journal*, April 8, 2015. <http://www.smdailyjournal.com/articles/news/2015-04-08/whos-watching-who-license-plate-readers-used-throughout-san-mateo-county/1776425141346.html>

<sup>16</sup> Ali Winston, "License plate readers tracking cars," *SFGate*, June 25, 2013. <http://www.sfgate.com/bayarea/article/License-plate-readers-tracking-cars-4622476.php>

## Legislation

The California Constitution provides for a citizen’s right to privacy.<sup>17</sup> State lawmakers are addressing this right as it relates to surveillance systems. In 2015, California lawmakers passed two laws concerning surveillance.<sup>18</sup>

- **SB 741 (2015) Mobile Communications: Privacy<sup>19</sup>**

“Cell-site simulators,” sometimes called International Mobile Subscriber Identity (IMSI) catchers or Stingrays, trick cellphones into connecting to them as they would to a local cellphone tower. This connection enables the simulator to capture an IMSI number (a unique number used to identify a user on the cellular network), the current location, and perhaps the content of the conversation. In general, law enforcement uses cell-site simulators to locate known suspects. A cell-site simulator casts a wide net, collecting all the IMSI numbers in an area until it locates the IMSI number that law enforcement is searching for. Also swept up are the location and IMSI numbers of all cellphones that happen to be nearby.<sup>20</sup>

Effective January 1, 2016, SB 741, written by Senator Jerry Hill, D – San Mateo, imposes restrictions and requirements on data collected by cell-site simulators and how those data are managed and shared. According to the Electronic Frontier Foundation,<sup>21</sup> any public agency using a cell-site simulator must:

- Secure and protect the collected data from “unauthorized access, destruction, use, modification, or disclosure.”<sup>22</sup>
- Adopt a usage and privacy policy that is “consistent with respect for any individual’s privacy and civil liberties.”<sup>23</sup>
- Obtain approval of the legislative body (for example, the City Council) to acquire such systems and alert the community about the device through a public process. This requirement does not apply to Sheriff’s Offices, which must instead provide public notice online that they have acquired such devices.<sup>24</sup>

**Note:** None of the respondents to the Grand Jury’s survey currently use or have plans to acquire a cell-site simulator.

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<sup>17</sup> California Constitution, Section 1.

[https://leginfo.ca.gov/faces/codes\\_displayText.xhtml?lawCode=CONS&division=&title=&part=&chapter=&article=I](https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=CONS&division=&title=&part=&chapter=&article=I).

<sup>18</sup> ACLU of Northern California *Making Smart Decisions about Surveillance: A Guide for community Transparency, Accountability and Oversight*. April, 2016, 8-9. [https://www.aclunc.org/docs/20160325-making\\_smart\\_decisions\\_about\\_surveillance.pdf](https://www.aclunc.org/docs/20160325-making_smart_decisions_about_surveillance.pdf)

<sup>19</sup> California Government Code Section 53166.

<sup>20</sup> Stephanie LaCambra, “Congressional Oversight Committee Wants to Rein in Police Abuse of Cell-Site Simulators,” *Electronic Frontier Foundation DeepLinks* (blog). <https://www.eff.org/deeplinks/2017/02/bipartisan-congressional-oversight-committee-wants-probable-cause-warrants-0>.

<sup>21</sup> David Maass, “Success in Sacramento: Four New Laws, One Veto—All Victories for Privacy and Transparency,” accessed June 2, 2017. <https://www.eff.org/deeplinks/2015/10/success-sacramento-four-new-laws-one-veto-all-victories-privacy-and-transparency>.

<sup>22</sup> *Ibid.*

<sup>23</sup> *Ibid.*

<sup>24</sup> *Ibid.*

- **SB 34 (2015) Automated License Plate Recognition Systems: Use of Data<sup>25</sup>**

Effective January 2, 2016, SB 34, also authored by Senator Jerry Hill, D – San Mateo, requires agencies that collect data using ALPRs or access ALPR data to publish their privacy and usage policies. Specifically, such policies shall be available to the public in writing, and, if the ALPR operator has an Internet Web site, the usage and privacy policy shall be posted conspicuously on that Internet Web site.<sup>26</sup>

In a 2015 *San Jose Mercury News* article,<sup>27</sup> Senator Hill told reporters that approximately 60 law enforcement and public safety agencies in California were using ALPRs. At that time, however, only 8 of the agencies asked for public comment and only 16 published their ALPR policies for review by the public. Hill said agencies must "...have a policy in place on how they're going to use it, what they're going do with the info and how secure it will be. Today there is none of that."<sup>28</sup>

According to an analysis of the law by the Electronic Frontier Foundation, cities and counties using ALPRs are now required to provide this information:<sup>29</sup>

- The authorized purposes for using the ALPR system and collecting ALPR information.
- A description of the job title or other designation of the employees and independent contractors who are authorized to use or access the ALPR system, or to collect ALPR information. The policy shall identify the training requirements necessary for those authorized employees and independent contractors.
- A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- The purposes of, process for, and restrictions on the sale, sharing, or transfer of ALPR information to other persons.
- The title of the official custodian, or owner, of the ALPR system responsible for implementing this section.
- A description of the reasonable measures that will be used to ensure the accuracy of ALPR information and correct data errors.
- The length of time ALPR information will be retained and the process the ALPR operator will utilize to determine if and when to destroy retained ALPR information.<sup>30</sup>

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<sup>25</sup> California Civil Code sections 1798.29, 1798.82, and 1798.90

<sup>26</sup> California Civil Code section 1798.90.51

<sup>27</sup> Tracy Seipel and Eric Kurhi, "California Digital Privacy Laws Boosted Protecting Consumers from Big Brother, Big Business."

<sup>28</sup> Ibid.

<sup>29</sup> "California Automatic License Plate Reader Policies," Electronic Frontier Foundation, accessed March 30, 2017. <https://www.eff.org/pages/california-automated-license-plate-reader-policies>.

<sup>30</sup> California Civil Code, sec. 1798.90.51

**Note:** Nine of the respondents to the Grand Jury’s survey currently use or have borrowed ALPRs.

## DISCUSSION

The 2016-2017 San Mateo County Civil Grand Jury (Grand Jury) surveyed 19 local law enforcement agencies<sup>31</sup> regarding their surveillance technology. The survey questions addressed these topics:

- Types of surveillance technology used in the jurisdiction
- Policies for collecting, managing, and storing surveillance data
- Precautions taken to ensure public trust
- Proposals made for a local ordinance related to the purchase and deployment of new or borrowed surveillance technology

With the exception of Broadmoor,<sup>32</sup> Colma, and Millbrae, every city and town responding to the Grand Jury survey uses some form of surveillance technology. The devices range from video cameras in police stations to more sophisticated tools, such as ALPRs. The San Mateo County Sheriff’s Office uses ALPRs and ShotSpotter.

### A closer look: Policies for BWCs and ALPRs

The 2015-16 Grand Jury investigated and reported on body camera usage in the County.<sup>33</sup> At the time that report was written, five police departments used body worn cameras (BWCs): Atherton, Belmont, Foster City, Hillsborough and Menlo Park. Today, 14 police departments and the Sheriff’s Office use BWCs, have purchased, or plan to implement them. Currently, Menlo Park is the only law enforcement agency in this group with a policy statement relating to the use of BWC available online.

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<sup>31</sup>Recipients of survey: Sheriff’s Office, the Broadmoor Police Protection District, and the police departments of the cities and towns of Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Hillsborough, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo (city), and South San Francisco.

<sup>32</sup>Broadmoor Police Protection District used BWCs for a six-month period (with voluntary participation by officers).

<sup>33</sup> San Mateo County Civil Grand Jury 2015-16, “Body Cameras—The Reel Issue,” [https://www.sanmateocourt.org/documents/grand\\_jury/2015/body\\_camera.pdf](https://www.sanmateocourt.org/documents/grand_jury/2015/body_camera.pdf).

City/Jurisdiction	When Implemented	Expected Implementation	Policy Available Online?
Foster City	2012		Contact Police Department for policy*
Atherton	Prior to 2016		Contact Police Department for policy*
Belmont	Prior to 2016		Contact Police Department for policy*
Hillsborough	Prior to 2016		Contact Police Department for policy*
Menlo Park	Prior to 2016		Policy available online, in Menlo Park Police Department Policy Manual <sup>†</sup>

Implementation Coming This Year <sup>‡</sup>			
San Bruno		6/17 <sup>¶</sup>	Not applicable
South San Francisco		7/17 <sup>¶</sup>	Not applicable
Sheriff		10/17 <sup>‡</sup>	Not applicable
Brisbane		10/17 <sup>‡</sup>	Not applicable
Burlingame		10/17 <sup>¶</sup>	Not applicable
Colma		10/17 <sup>¶</sup>	Not applicable
Pacifica		10/17 <sup>‡</sup>	Not applicable
San Mateo		10/17 <sup>‡</sup>	Not applicable
Redwood City		12/17 <sup>¶</sup>	Not applicable
East Palo Alto		Fiscal Year 2017-2018 <sup>‡</sup>	Not applicable

No Plans to Purchase BWCs			
Broadmoor			
Daly City			

\*San Mateo County Grand Jury 2015-2016, “Body Cameras—The Reel Truth.”  
[https://www.sanmateocourt.org/documents/grand\\_jury/2015/body\\_camera.pdf](https://www.sanmateocourt.org/documents/grand_jury/2015/body_camera.pdf).

<sup>†</sup>Menlo Park Police Department Policy Manual Policy 450, accessed May 31, 2017.  
<https://www.menlopark.org/950/Department-policies>.

<sup>‡</sup>San Mateo County Grand Jury 2016-2017, “Summary of Responses to the 2015-2016 San Mateo County Civil Grand Jury Final Reports.” [https://www.sanmateocourt.org/documents/grand\\_jury/2016/2015-2016Summary.pdf](https://www.sanmateocourt.org/documents/grand_jury/2016/2015-2016Summary.pdf)

<sup>¶</sup>San Mateo County Grand Jury 2016-2017, “Summary of Responses to the 2015-2016 San Mateo County Civil Grand Jury Final Reports, (Second Summary).” As of June 6, 2017, this report is not yet available online.

Survey results revealed that 9 of 19 law enforcement agencies queried in San Mateo County either own or have temporarily borrowed ALPRs. The Grand Jury reviewed the websites of those nine agencies to determine whether they were in compliance with California Civil Code, sec. 1798.90.51, which was added pursuant to SB 34. Section 1798.90.51 requires that “The usage and privacy policy shall be available to the public in writing, and, if the ALPR operator has an Internet Web site, the usage and privacy policy shall be posted conspicuously on that Internet Web site.”<sup>34</sup>

The Grand Jury found as follows:

<b>Law Enforcement Agency</b>	<b>ALPR Policy Conspicuously Placed?</b>
Sheriff	Yes. However, the link to the policy is labeled “ALPR Policy.” County residents may not be familiar with the acronym.
Burlingame	No. Policy is not available on website. Burlingame does not own ALPRs, but has used the equipment on an ad hoc basis in connection with specific investigations. If an agency temporarily borrows an ALPR, it is still required to provide a link on its website to a policy statement. No such policy statement is available on the Burlingame police department website.
Daly City	Yes.
Hillsborough	No. Policy is available on the website but not located in a conspicuous place. To find the policy requires searching the website or reading through a long list of FAQs.
Menlo Park	No. Policy is available on the website but not located in a conspicuous place. To find the policy requires searching through the online Police Department Policy Manual.
San Bruno	Yes.
San Carlos	No. Policy is not available on the website. <sup>35</sup>
San Mateo	Yes.
South San Francisco	Yes.

<sup>34</sup> California Civil Code, sec. 1798.90.51

<sup>35</sup> The City of San Carlos purchased the ALPRs but the Sheriff’s Office provides police services to the city and operates the vehicle with the ALPR equipment. No link to an ALPR policy is on the San Carlos Police Bureau webpage, nor does that page direct the public to the Sheriff’s Office website for the ALPR policy.

In San Mateo County, all law enforcement agencies send the data they collect from ALPRs to the Northern California Regional Intelligence Center (NCRIC).<sup>36</sup> Congress established the NCRIC in 2007, after the Bay Area was designated a high intensity drug trafficking region.<sup>37</sup> NCRIC's reach extends from Monterey County to Del Norte County,<sup>38</sup> covering 15 counties in California.<sup>39</sup> NCRIC is known as an "intelligence fusion center" which, according to the Department of Homeland Security, "...operate[s] as state and major urban area focal points for the receipt, analysis, gathering, and sharing of threat-related information between federal, state, local, tribal, territorial (SLTT), and private sector partners."<sup>40</sup>

Access to the NCRIC<sup>41</sup> data is strictly regulated insofar as only law enforcement personnel who meet these criteria may use the database:

- Have agreed to the NCRIC privacy policy and non-disclosure agreement
- Can provide a criminal case or incident name/number
- Have a lawful purpose with a "need to know"<sup>42</sup> and a "right to know"<sup>43</sup> the information.

One common use of APLRs is to compare the license plate numbers collected against a "hot list." This list contains the license plate information of vehicles associated with active investigations, such as Amber Alerts, missing persons, stolen vehicles, or stolen license plates.<sup>44</sup>

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<sup>36</sup> Samantha Weigel, "Who's watching who?: License plate readers used throughout San Mateo County," *The Daily Journal*, April 8, 2015. <http://www.smdailyjournal.com/articles/news/2015-04-08/whos-watching-who-license-plate-readers-used-throughout-san-mateo-county/1776425141346.html>

<sup>37</sup> "How the NCRIC was Established," NCRIC Northern California Regional Intelligence Center, accessed April 19, 2017. <https://ncric.org/default.aspx?MenuItemID=122&MenuGroup=NCRIC+Public+Home&AspxAutoDetectCookieSupport=1>

<sup>38</sup> Ibid.

<sup>39</sup> Del Norte, Humboldt, Mendocino, Lake, Napa, Sonoma, Marin, San Francisco, Contra Costa, San Mateo, Alameda, Santa Cruz, Santa Clara, San Benito, Monterey Counties. See a map here of the area here: <https://ncric.org/default.aspx?menuitemid=633&menugroup=NCRIC+Public+Home>, accessed May 18, 2017.

<sup>40</sup> "State and Major Urban Area Fusion Centers," U.S. Department of Homeland Security, accessed March 30, 2017. <https://www.dhs.gov/state-and-major-urban-area-fusion-centers>.

<sup>41</sup> NCRIC Northern California Regional Intelligence Center. "Frequently Asked Questions," <https://ncric.org/html/ALPR-FAQ-Feb-2015.pdf>, accessed May 17, 2017.

<sup>42</sup> According to the NCRIC "Frequently Asked Questions," *Need to know* "...is established when the requested information is pertinent and necessary to the requesting agency in initiating, furthering, or completing the performance of a law enforcement activity." <https://ncric.org/html/ALPR-FAQ-Feb-2015.pdf>, accessed May 18, 2017.

<sup>43</sup> According to the NCRIC "Frequently Asked Questions," *Right to know* "...is established when the requester is acting in an official capacity and has statutory authority to obtain the information being sought." <https://ncric.org/html/ALPR-FAQ-Feb-2015.pdf>, accessed May 18, 2017.

<sup>44</sup> "NCRIC ALPR FAQs," <https://ncric.org/html/ALPR-FAQ-Feb-2015.pdf>, accessed May 18, 2017.



According to *The Daily Journal*, ALPRs in San Mateo County, and Northern California generally, collect massive amounts of data:<sup>45</sup>

- In a 12-hour shift, one of the City of San Mateo’s two ALPR-equipped patrol cars accumulated nearly 10,000 images from four cameras mounted on the roof of the cars (even in the dark).<sup>46</sup>
- In one year, NCRIC amassed around 46.5 million images from its partner agencies.<sup>47</sup>

The data are purged every 12 months, except for those records connected to a crime, which can be held for up to five years.

Law enforcement places a high value on the amount and quality of the data they collect from the ALPRs. For example, San Mateo Police Chief Susan Manheimer informed the *Daily Journal*: “I can’t overestimate how important it really is. They’re not looking at them for collecting data to know where our neighbors travel, we’re specifically looking for cars involved in specific crimes.”<sup>48</sup>

As the Grand Jury discovered, seven of the nine County law enforcement agencies using ALPRs have a link on their websites to a policy statement. This policy, in all cases, with the exception of Menlo Park, is a boilerplate statement provided by NCRIC.<sup>49</sup> The information in this generic document does not really provide the level of detail that would be helpful to someone looking for specific information. For instance, the law states that the policy shall include:

(E) The title of the official custodian, or owner, of the ALPR system responsible for implementing this section.”<sup>50</sup>

The NCRIC policy provides the following information regarding “custodians”:<sup>51</sup>

### **Custodian of Records and Records Requests**

Each agency operating ALPR technology retains control and ownership as the official custodian of its records, and must independently verify all external information obtained via NCRIC Information Systems. To the extent permitted by law, requests for information under the California Public Records Act or similar applicable laws will be directed back to the owner of the requested data.

The City of San Mateo Police Department’s website provides an example of a well-executed and well-publicized policy in this regard. The police department currently uses ALPRs and, in addition to a link to the NCRIC policy statement, its website provides helpful information for

<sup>45</sup> Samantha Weigel, “Who’s watching who?: License plate readers used throughout San Mateo County,” *The Daily Journal*, April 8, 2015. <http://www.smdailyjournal.com/articles/news/2015-04-08/whos-watching-who-license-plate-readers-used-throughout-san-mateo-county/1776425141346.html>

<sup>46</sup> Ibid.

<sup>47</sup> Ibid.

<sup>48</sup> Ibid.

<sup>49</sup> See Appendix A for text of “NCRIC Automated License Plate Reader Policy.”


<sup>50</sup> California Civil Code, sec. 1798.90.51

<sup>51</sup> NCRIC, “NCRIC Automated License Plate Reader Policy.” <https://ncric.org/html/NCRIC%20ALPR%20POLICY.pdf>.

residents wanting to learn about how ALPRs are used in the city.<sup>52</sup> The explanation of the City of San Mateo's use of ALPRs and links to background information, such as the answers to frequently asked questions help those not in law enforcement to better understand the purpose of ALPRs.

You are here: [Home](#) > [Departments](#) > [Police Department](#) > [Traffic & Parking](#) > **Vehicle License Plate Readers**

## Vehicle License Plate Readers



The San Mateo Police Department has patrol vehicles equipped with automated license plate readers (ALPRs) to better safeguard our community, helping to not only locate stolen vehicles and missing persons, but also wanted violent felons. These devices have also proven time and again to identify crime trends because stolen vehicles are so often used by criminals during their commission of other crimes.

Although the system does not retain private information of any kind, we recognize that your privacy is important to you - and THAT is important to US! Data from our ALPR system, like those from the other agencies in our County and much of the Bay Area, is uploaded and retained by the Northern California Regional Crime Information Center (NCRIC) through their database. [NCRIC](#) has a thorough policy and privacy impact assessment to assure the public of our ethical use of this data.

Visit the [NCRIC](#) website for policy information and FAQs, as well as their Privacy Impact Analysis.

[NCRIC ALPR Policy](#)

[NCRIC ALPR Privacy Impact Assessment](#)

[Frequently Asked Questions about Automated License Plate Readers and Answers from NCRIC](#)

[San Mateo Police Department website](#)

### Interacting with the Community and Building Trust

According to the Grand Jury survey results, the only opportunity that residents may have to comment on the desirability of surveillance technology is at city council meetings. This table shows the responses to the question: "Before purchasing the technology, did you inform residents of your intention to acquire surveillance tools?"<sup>53</sup> Respondents listed the types of interactions they used to connect with community members.

City	Response <sup>†</sup>
Atherton	City or Town Council meetings, staff reports posted on city website
Burlingame	
Daly City	
East Palo Alto	
Hillsborough	
Menlo Park	
Pacifica	
Redwood City	
San Bruno	
San Carlos	
San Mateo	
South San Francisco	

<sup>52</sup> "Vehicle License Plate Readers," San Mateo Police Department, accessed May 6, 2017. <http://www.cityofsanmateo.org/index.aspx?nid=3211>.

<sup>53</sup> For the actual survey responses to the question "Before purchasing the technology, did you inform residents of your intention to acquire surveillance tools?" see Appendix C.

City	Response <sup>†</sup>
East Palo Alto Hillsborough Menlo Park Redwood City San Carlos Sheriff's Office	Public meetings, Town Halls
Menlo Park*	Social media
Brisbane Foster City	Did not reach out to residents

\* Colma, Pacifica, and South San Francisco stated in the survey that in the future they would use social media to inform residents.

<sup>†</sup> Some cities stated they did not reach out to residents (Brisbane and Foster City). Belmont responded that the city did reach out, but did not provide any examples. Broadmoor Police Protection District, Colma, and Millbrae currently use surveillance tools, so this question did not apply to them.

### Planning by cities or the County to introduce ordinances to manage surveillance technology

According to the Grand Jury survey, neither the County nor any cities in San Mateo County are currently considering an ordinance that outlines processes and procedures for deploying and managing surveillance tools.

### Other Bay Area responses to community concerns about surveillance

#### Oakland Domain Awareness Center (DAC)

In 2013, the City of Oakland was building the DAC system, a large surveillance system comprising 700 cameras placed in schools and public housing, with facial recognition software, ALPRs, and 300 terabytes of storage.<sup>54</sup> In response, a coalition of activists alerted the community to the potential harm widespread surveillance could do to privacy and civil liberties. At city council meetings, speaker after speaker voiced concerns about surveillance technology and requested participation in the decision-making process.<sup>55</sup>

As a result, in 2014, the Oakland City Council voted to confine the DAC surveillance to the Port of Oakland. The council also prohibited use of facial recognition software, ALPRs, and eliminated data retention. The council also created an ad hoc citizen's committee, which later became Oakland's Privacy Advisory Commission.<sup>56</sup> Recently, this commission has proposed a "Surveillance and Community Safety Ordinance,"<sup>57</sup> which would require the city's departments to disclose any new surveillance technologies they plan to acquire. Agencies would need approval from the City Council before purchasing the tool or technology. The law would require open public hearings, to allow the public to evaluate the costs and benefits of technologies before

<sup>54</sup> Brian Hofer, "How the fight to stop Oakland's Domain Awareness Center Laid the Groundwork for the Oakland Privacy Commission," *ACLU of Northern California* (blog), accessed Sept. 21, 2016. <https://www.aclunc.org/blog/how-fight-stop-oaklands-domain-awareness-center-laid-groundwork-oakland-privacy-commission>.

<sup>55</sup> Ibid.

<sup>56</sup> Ibid.

<sup>57</sup> Text of proposed ordinance, accessed May 6, 2017: <https://www.documentcloud.org/documents/3253520-oak061975.html>.

they are deployed. Unanimously approved by the commission, the ordinance was pending before the Oakland City Council as of June 6, 2017.<sup>58</sup>

### Santa Clara County's surveillance technology and community safety ordinance

In September 2016, Santa Clara County passed an ordinance to protect residents' right to privacy from intrusive and invasive technologies.<sup>59</sup> This ordinance also addresses emerging surveillance tools not yet created. According to the *San Jose Mercury News*:

The ordinance is aimed at protecting the public's right to privacy from existing and emerging technologies, such as drones, license plate readers, cell phone trackers or things that haven't yet been realized outside of science fiction.

The new rules require that agencies put in place public policies regarding the use of any surveillance technology before it is acquired or activated, and issue annual reports on how the technologies have been used and what they discovered.<sup>60</sup>

Santa Clara County Supervisor Joe Simitian began advocating for an ordinance in 2014, in response to local law enforcement purchasing surveillance technology without informing the public. He became more concerned about the lack of transparency when he learned that San Jose police had purchased a drone and of Oakland's plan to extend the powers of the DAC beyond the Port of Oakland.<sup>61</sup> When the Santa Clara County Sheriff's Office received a grant to buy a \$500,000 "Stingray" cell-site simulator, Simitian, backed by many County residents, requested more information about this technology. A press release issued by Simitian's office stated:

Under the new law, officials who want to purchase and use surveillance technology in Santa Clara County will have to:

- Provide analysis of the privacy and due process implications of the technology they wish to acquire,
- Submit, for approval, a set of "use policies" governing the use of the technology, before the technology is acquired or used; and,
- Report back annually on the use of the technology, in order to provide some measure of accountability.

Simitian noted, "for years and years we've made budget allocations without asking the most basic of questions: What information are we collecting? About whom? Why? How

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<sup>58</sup> Darwin BondGraham, "Oakland Privacy Commission Approves Surveillance Transparency Oversight Law," *East Bay Express*, Jan 6, 2017.

<http://www.eastbayexpress.com/SevenDays/archives/2017/01/06/oakland-privacy-commission-approves-surveillance-transparency-and-oversight-law>.

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<https://occupyoakland.org/wp-content/uploads/2017/01/OPAC-Surveillance-Ordinance-Adopted.pdf>.

<sup>59</sup> Ordinance no. NS-300.897 "An Ordinance of the Board of Supervisors of the County of Santa Clara Adding Division A40 of the County of Santa Clara Ordinance code Relating to Surveillance-Technology and Community Safety," accessed May 6, 2017. <https://assets.documentcloud.org/documents/2854213/Attachment-149330.pdf>.

<sup>60</sup> Eric Kurhi "Pioneering spy-tech law adopted by Santa Clara County," *The Mercury News*, June 7, 2016.

<http://www.mercurynews.com/2016/06/07/pioneering-spy-tech-law-adopted-by-santa-clara-county/>.

<sup>61</sup> *Ibid*.

long will we have the information? Who'll have access? How will we know if there's misuse or abuse? I think we ought to know those answers before we spend millions of dollars in public funds.”

The ordinance also provides that the Board of Supervisors, “...shall assess whether the benefits to the impacted County departments and the community of the surveillance technology outweigh the costs – including both the financial costs and reasonable concerns about the impact on and safeguards for privacy, civil liberties and civil rights.”

“I firmly believe we can both protect the public, and respect the public's privacy and due process rights,” Simitian said. “In fact, I believe we're obligated to do both.”

The new measure is noteworthy, in part, because it both addresses specific existing technologies (like surveillance cameras, automated license plate readers, and cell-site simulators), but also attempts to be “future-proof,” by describing the kinds of surveillance covered.<sup>62</sup>

### Bay Area Rapid Transit's (BART's) proposed Surveillance Policy

According to representatives at BART, the BART Board of Directors will be considering a proposal that would require board approval of any surveillance tools used by BART police or other BART entity.

The ACLU of Northern California, the Oakland Privacy Working Group, and the Electronic Frontier Foundation (EFF) all have indicated support for such the surveillance policy, which has been presented to BART's technology committee in December 2016. A senior attorney at EFF stated: “BART could take a big step forward toward accountability and transparency by passing the ordinance, which will ensure public and collective board oversight of whether to acquire dangerous and invasive spying tools.”<sup>63</sup>

### **Proposed California State Senate Bill**

SB 21 (2017), the Police Surveillance Transparency bill<sup>64</sup> sponsored by Senator Jerry Hill, D–San Mateo, would extend existing privacy standards for ALPRs and cell-intercept devices to all surveillance technology used by law enforcement agencies.

“SB 21 ensures that the same privacy protocols and standards that currently apply to license plate readers and cell site simulators apply to all other surveillance technology, including those developed in the future,” Senator Hill said.<sup>65</sup>

This bill was passed by the California State Senate on May 31, 2017 and was then sent to the California Assembly.<sup>66</sup>

<sup>62</sup> Press Release: “Joe Simitian: Cutting-edge surveillance ordinance approved for Santa Clara County,” accessed May 6, 2017. <https://www.sccgov.org/sites/d5/newsmedia/press-releases/Pages/SurveillanceOrdinance.aspx>.

<sup>63</sup> Joe Kukura “BART Considers Measure to Limit Surveillance,” *SF Weekly*, January 26, 2017. <http://www.sfweekly.com/news/bart-considers-measure-to-limit-surveillance/>.

<sup>64</sup> Text of bill is available at [http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201720180SB21](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB21).

<sup>65</sup> “New Legislation,” Senator Jerry Hill, accessed April 3, 2017.

[https://lcmspubcontact.lc.ca.gov/PublicLCMS/imgs/SD13/2017/jan/Hill\\_eNews\\_010317\\_Full.htm#article1](https://lcmspubcontact.lc.ca.gov/PublicLCMS/imgs/SD13/2017/jan/Hill_eNews_010317_Full.htm#article1).

<sup>66</sup> “CA SB21|2017-2018|Regular Session,” Legiscan, accessed June 1, 2017. <https://legiscan.com/CA/bill/SB21/2017ncric>.

## FINDINGS

- F1. The County of Santa Clara passed an ordinance in 2016 requiring agencies to adopt policies related to any surveillance technology before such technology is acquired or activated. The ordinance also requires agencies to issue annual reports explaining how the technologies are used and what they discovered.
- F2. The County and cities in San Mateo County have not enacted any ordinances governing their acquisition and use of surveillance technology, or the accessibility, management, or retention of the information acquired.
- F3. The County and cities in San Mateo County do inform residents about the use of some surveillance tools (Automated License Plate Readers and Body Worn Cameras) at public forums and city council meetings:
- City or Town Council meeting or staff reports posted on website: Atherton, Burlingame, Daly City, East Palo Alto, Hillsborough, Menlo Park, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco
  - Public meeting or Town Halls: East Palo Alto, Hillsborough, Menlo Park, Redwood City, San Carlos, Sheriff's Office
  - The City of Menlo Park mentioned also having used social media for this purpose.
- F4. With the exception of Burlingame, which borrowed ALPR technology, the cities and the San Mateo County Sheriff's Office have complied with the law requiring ALPR users to "conspicuously" post a link to the ALPR usage and privacy policy on their websites.
- F5. With the exception of the City of San Mateo, the generic ALPR policies posted by cities and the Sheriff's Office do not provide specific information that helpful to residents.

## RECOMMENDATIONS

- R1. In addition to providing a conspicuous link to usage and privacy policies on operator websites (as required by law for ALPRs), all law enforcement agencies in the County should create an easily accessible and simply written information webpage by December 31, 2017, which lists the types of surveillance tools (such as ALPRs) and investigative tools (such as ShotSpotter and body worn cameras) utilized by the agency. At a minimum, such a webpage shall include these details about each tool:
- What is the use and purpose of the technology, such as assisting in ongoing criminal investigations, locating missing children, or locating stolen vehicles
  - Who is authorized to collect or access the data collected
  - How the system is monitored to ensure that the data are secure
  - Who owns the surveillance technology
  - What measures were taken to ensure the accuracy of the data
  - How long the data will be retained

- R2. All law enforcement agencies in the County shall increase the number and types of opportunities for community members to voice support for or opposition to any proposed addition of new surveillance technologies including, but not limited to:
- Surveying residents to better understand their concerns about law enforcement’s use of surveillance tools and address those concerns in public meetings, Town Halls, Neighborhood Watch sessions and other local gatherings.
  - Using social media platforms such as Nextdoor<sup>®</sup> to keep residents engaged and informed about surveillance technologies and its uses in your community.
- R3. Staff shall bring to the city or town council (in the case of a police department or police bureau) or the Board of Supervisors (in the case of the Sheriff’s Office) a policy or ordinance for consideration at a public meeting by December 31, 2017. Such ordinances or policies should require, at a minimum:
- Plans to acquire new surveillance technology be announced at public meetings and other forums to ensure that the community is aware and engaged when new technology is under consideration.
  - Any “use policies” related to surveillance technology be readily available and easy to access on the city or County websites.
  - Oversight and accountability be supported by posting periodic reports on the effectiveness of the surveillance tools used in the community.

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## REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the Grand Jury requests responses to **Recommendations 1-3** from the following:

- San Mateo County Board of Supervisors
- San Mateo County Sheriff’s Office
- Broadmoor Police Protection District
- Atherton Town Council
- Belmont City Council
- Brisbane City Council
- Burlingame City Council
- Colma City Council
- Daly City City Council
- East Palo Alto City Council
- Foster City City Council
- Half Moon Bay City Council

- Hillsborough Town Council
- Menlo Park City Council
- Millbrae City Council
- Pacifica City Council
- Portola Valley Town Council
- Redwood City City Council
- San Bruno City Council
- San Carlos City Council
- San Mateo City Council
- South San Francisco City Council
- Woodside Town Council

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.



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## APPENDIX A

### NCRIC Automated License Plate Reader Policy

#### **NCRIC MISSION**

The Northern California Regional Intelligence Center (NCRIC) is a multi-jurisdiction public safety program created to assist local, state, federal, and tribal public safety agencies and critical infrastructure locations with the collection, analysis, and dissemination of criminal threat information. It is the mission of the NCRIC to protect the citizens within its area of responsibility from the threat of narcotics trafficking, organized crime, as well as international, domestic, and street terrorism-related activities through information sharing and technical operations support to public safety personnel.

#### **AUTOMATED LICENSE PLATE READER (ALPR) TECHNOLOGIES**

To support authorized law enforcement and public safety purposes of local, state, federal, and tribal public safety agencies, the NCRIC utilizes Automated License Plate Reader (ALPR) technology, and supporting software, to gather and analyze ALPR data to enable the rapid identification and location of vehicles of legitimate interest to law enforcement. ALPR units are attached to law enforcement vehicles or deployed at fixed locations, where they collect license plate information from vehicles on public roadways and public property. In one common use of ALPR technology, license plate encounters are compared against law enforcement “hotlists” – lists of vehicles associated with active investigations, for example, related to Amber Alerts or other missing children, stolen vehicles, or stolen license plates. The information is also retained for a fixed retention period, though it is only reaccessible by law enforcement given a legitimate law enforcement purpose as listed below.

#### **PURPOSE**

This NCRIC Automated License Plate Reader Policy (ALPR Policy) defines a minimum set of binding guidelines to govern the use of Automated License Plate Reader Data (ALPR Data), in order to enable the collection and use of such data in a manner consistent with respect for individuals' privacy and civil liberties.

The NCRIC also completed a NCRIC ALPR Privacy Impact Assessment (PIA) to address in further detail common privacy and civil liberties concerns regarding Automated License Plate Reader technology. The current version of this document is available on the NCRIC web site at [www.ncric.org](http://www.ncric.org).

#### **AUTHORIZED PURPOSES, COLLECTION, AND USE OF ALPR DATA**

To support the mission of the NCRIC, Law enforcement personnel with a need and right to know will utilize ALPR technology to:

- Locate stolen, wanted, and subject of investigation vehicles;
- Locate and apprehend individuals subject to arrest warrants or otherwise lawfully sought by law enforcement;
- Locate witnesses and victims of violent crime;
- Locate missing children and elderly individuals, including responding to Amber and Silver Alerts;
- Support local, state, federal, and tribal public safety departments in the identification of vehicles associated with targets of criminal investigations, including investigations of serial crimes;
- Protect participants at special events; and
- Protect critical infrastructure sites.

## **RESTRICTIONS ON COLLECTION OF ALPR DATA AND USE OF ALPR SYSTEMS**

NCRIC ALPR units may be used to collect data that is within public view, but may not be used for the sole purpose of monitoring individual activities protected by the First Amendment to the United States Constitution.

ALPR operators may not contact occupants of stolen, wanted, or subject-of-investigation vehicles unless the ALPR operators are sworn law enforcement officers. ALPR operators must rely on their parent agency rules and regulations regarding equipment, protection, self-identification, and use of force when stopping vehicles or making contact.

ALPR operators must recognize that the data collected from the ALPR device, and the content of referenced hotlists, consists of data that may or may not be accurate, despite ongoing efforts to maximize the currency and accuracy of such data. To the greatest extent possible, vehicle and subject information will be verified from separate Law enforcement information sources to confirm the vehicle or subject's identity and justification for contact. Users of ALPR Data must, to the fullest extent possible, visually confirm the plate characters generated by the ALPR readers correspond with the digital image of the license plate in question.

All users of NCRIC ALPR equipment or accessing NCRIC ALPR Data are required to acknowledge that they have read and understood the NCRIC ALPR Policy prior to use of the ALPR System.

In no case shall the NCRIC ALPR system be used for any purpose other than a legitimate law enforcement or public safety purpose.

## **TRAINING**

Only persons trained in the use of the NCRIC ALPR system, including its privacy and civil liberties protections, shall be allowed access to NCRIC ALPR Data. Training shall consist of:

- Legal authorities, developments, and issues involving the use of ALPR Data and technology
- Current NCRIC Policy regarding appropriate use of NCRIC ALPR systems;
- Evolution of ALPR and related technologies, including new capabilities and associated risks;
- Technical, physical, administrative, and procedural measures to protect the security of ALPR Data against unauthorized access or use; and
- Practical exercises in the use of the NCRIC ALPR system

Training shall be updated as technological, legal, and other changes that affect the use of the NCRIC ALPR system occur.

## **AUDIT**

Access to, and use of, ALPR Data is logged for audit purposes. Audit reports will be structured in a format that is understandable and useful and will contain, at a minimum:

- The name of the law enforcement user;
- The name of the agency employing the user;
- The date and time of access;
- The activities executed, including any license plates searched for;
- The supplied authorized law enforcement or public safety justification for access; and
- A case number associated with the investigative effort generating the ALPR data query.

Audit reports will be provided periodically and on request to supervisory personnel at the NCRIC and partner agencies.

In addition, no less frequently than every 12 months, the NCRIC will audit a sampling of ALPR system utilization from the prior 12 month period to verify proper use in accordance with the above authorized

uses. Any discovered intentional misconduct will lead to further investigation, termination of system access, and notification of the user's parent agency for appropriate recourse. In addition, the auditing data will be used to identify systemic issues, inadvertent misuse, and requirements for policy changes, training enhancements, or additional oversight mechanisms.

These ALPR audits shall be conducted by a senior NCRIC official other than the person assigned to manage the NCRIC ALPR function. Audit results shall then be reported to the Director of the NCRIC.

### **DATA QUALITY AND ACCURACY**

The NCRIC will take reasonable measures to ensure the accuracy of ALPR Data collected by NCRIC ALPR units and partner agency ALPR systems. Errors discovered in ALPR Data collected by NCRIC ALPR units are marked, corrected, or deleted in accordance with the type and severity of the error in question. Errors discovered in ALPR Data collected from partner agencies' ALPR systems are communicated back to the controlling agency to be addressed as deemed appropriate by that agency or in accordance with the agency's own ALPR data policies.

As the downstream custodian of "hotlists", the NCRIC will provide the most recent versions of these lists available and ensure the lists are refreshed from state or federal sources on a daily basis.

The NCRIC acknowledges that, in rare instances ALPR units may inadvertently capture information contrary to the collection guidelines set forth in this policy. Such records will be purged upon identification. Any discovered notable increase in frequency of these incidents from specific ALPR units or agencies will be followed up with for equipment repairs, camera realignment, or personnel training as necessary.

### **PHYSICAL AND ELECTRONIC SECURITY OF ALPR DATA:**

Data collected by ALPR systems is stored in a secured law enforcement facility with multiple layers of physical security and 24/7 security protections. Physical access is limited to law enforcement staff in good standing who have completed background investigations and possess an active security clearance at the "SECRET" or higher level.

NCRIC will utilize strong multi-factor authentication, encrypted communications, firewalls, and other reasonable physical, technological, administrative, procedural, and personnel security measures to mitigate the risks of unauthorized access to the system.

### **RETENTION OF ALPR DATA:**

ALPR Data collected by NCRIC ALPR units or shared from partner agencies' ALPR units shall not be retained longer than 12 months, or the length of time required by the partner agency who is custodian of the record – whichever is shorter. Once the retention period has expired, the record will be purged entirely from all active and backup systems unless a reasonable suspicion has been established that the vehicle identified by the ALPR read is connected to criminal activities.

ALPR records matching an entry in a current law enforcement hotlist will trigger an immediate notification to the officer operating the ALPR unit, the active dispatch officer at the agency owning the ALPR unit, the NCRIC, and the custodial agency of the hotlist. Such notifications are also subject to a maximum retention of 12 months.

ALPR Data obtained with license plate information not appearing on hotlists, and with no immediate reasonable connection to criminal activity, will be retained in secure systems so as to only be made accessible to authorized personnel for a maximum period of twelve months, then purged entirely from all systems. If during the specified retention period there is information which supports a legitimate law enforcement purpose (see above section enumerating AUTHORIZED PURPOSES, COLLECTION, AND USE OF ALPR DATA) as to a license plate or partial license plate which was recorded and is retained in these systems, then limited access will be permitted for predicate-based querying for potential matches

against the parameters specific to the legitimate law enforcement purpose. Such events shall be recorded in an access log showing date, time, name of person seeking access, agency of employment, reason for access, and tracking identifiers such as an agency case number.

NCRIC Automated License Plate Reader Policy 5 ALPR records of vehicles having been identified and linked to criminal investigation will be entered into the relevant NCRIC database(s) and retained for a period of no more than five years. If during the fiveyear period NCRIC personnel become aware that the vehicle license plate information is no longer associated with a criminal investigation, it will be purged from the NCRIC's databases.

### **CUSTODIAN OF RECORDS AND RECORDS REQUESTS**

Each agency operating ALPR technology retains control and ownership as the official custodian of its records, and must independently verify all external information obtained via NCRIC Information Systems. To the extent permitted by law, requests for information under the California Public Records Act or Freedom of Information Act or similar applicable laws will be directed back to the owner of the requested data.

### **SYSTEM MANAGEMENT AND ACCOUNTABILITY**

The NCRIC shall assign a senior officer who will have responsibility, and be accountable, for managing the ALPR Data collected and ensuring that the privacy and civil liberties protection and other provisions of this ALPR Policy are carried out. This individual shall also be responsible for managing a process for maintaining the most current and accurate hotlists available from NCRIC law enforcement sources. This individual shall also have the responsibility for the security of the hotlist information and any ALPR Data which is maintained by the NCRIC. It remains, however, the personal responsibility of all officers with access to ALPR Data to take reasonable measures to protect the privacy and civil liberties of individuals, as well as the security and confidentiality of ALPR Data.

### **COMMERCIALY CREATED ALPR DATA**

Except as explicitly authorized below with regard to critical infrastructure, the NCRIC will not share NCRIC or partner agency ALPR Data with commercial or other private entities or individuals.

### **DISSEMINATION**

The NCRIC may disseminate ALPR data to any governmental entity with an authorized law enforcement or public safety purpose for access to such data. The NCRIC assumes no responsibility or liability for the acts or omissions of other agencies in making use of the ALPR data properly disseminated. Though the NCRIC will make every reasonable effort to ensure the quality of shared ALPR Data and hotlists, it cannot make absolute guarantees of the accuracy of information provided.

ALPR Information may be disseminated to owners and operators of critical infrastructure in circumstances where such infrastructure is reasonably believed to be the target of surveillance for the purpose of a terrorist attack or other criminal activity. In these situations, the NCRIC also will make notification to appropriate local, state, and federal law enforcement agencies.

Information collected by the ALPR system shall not be disseminated to private parties, other than critical infrastructure owners or operators, as limited above, unless authorized, in writing, by the Director of the NCRIC or his designee. ALPR information shall not be disseminated for personal gain or for any other non-law enforcement purposes.

**POLICY REVISIONS**

NCRIC ALPR Policies will be reviewed, and updated as necessary, no less frequently than every 12 months, or more frequently based on changes in data sources, technology, data use and/or sharing agreements, and other relevant considerations.

The most current version of the ALPR Policy may be obtained from the NCRIC website at <http://www.ncric.org/>



## APPENDIX B



August 21, 2015

To: Interested Parties

From: Ben Tulchin, Corey O'Neil and Kiel Brunner; Tulchin Research

Re: **California Statewide Survey Finds Voters Concerned about Privacy and Want to See Reforms Made to Surveillance Technology Use by Law Enforcement**

Tulchin Research recently conducted a California statewide survey on behalf of the ACLU of California Center for Advocacy & Policy to assess how likely voters think and feel about criminal justice and law enforcement, including how police use surveillance technology to track internet, text, e-mail and other digital activity via hand held devices and computers. With the issue of privacy and surveillance in the news in recent years, this research aims to gauge voter sentiments toward these issues in California specifically and help inform local elected officials in Sacramento about the public's desire to reform how law enforcement tracks and observes the online actions of California residents.

We provide below a summary of the key findings from the survey.

#### Police Access to Digital Surveillance

Voters in California broadly support a myriad of reforms to ensure their online communications and activities are not tracked by law enforcement without a warrant. When it comes to accessing e-mail and internet activity, more than four out of five voters (82 percent) support requiring a warrant prior to authorities gaining access. Similarly, nearly four out of five voters (79 percent) support this requirement for allowing cell phone access and 77 percent for text messaging records.

The table below shows the statewide results among likely voters.

#### Support for Requiring Police to Get a Warrant to Monitor Online Activity and Communications

*Here are some suggested proposals to improve transparency and accountability for police use of surveillance technology. Please indicate whether you support or oppose each proposal.*

	Support	Oppose	Und.	Supp – Opp
Require police officers to get a warrant before they can access your <b>internet use and what you do online.</b>	82%	12%	6%	<b>+71</b>
Require police officers to get a warrant before they <b>can access your e-mail.</b>	82%	10%	8%	<b>+72</b>
Require police officers to get a warrant before they <b>track your cell phone and what you do on it.</b>	79%	12%	10%	<b>+67</b>
Require police officers to get a warrant before they <b>can access your text messages.</b>	77%	14%	9%	<b>+63</b>

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In looking specifically at the high levels of support for requiring law enforcement to obtain a warrant prior to conducting surveillance of online activity (82 percent support), this proposal garners overwhelming backing from across majorities of every key demographic group in the state including:

- Both women (83 percent support) and men (81 percent) show strong support for this reform;
- All ethnic groups including Latinos (93 percent), African Americans (88 percent), Asians (87 percent) and Caucasians (78 percent);
- Bridging the partisan divide, Democratic (87 percent), Republican (74 percent) and independent (83 percent) voters all broadly support requiring a warrant in this context; and
- Voters of all ages agree that police should get a warrant prior to tracking online use with voters ages 18 to 29 most in favor (90 percent), followed by voters ages 30 to 49 (83 percent), voters ages 50 to 64 (82 percent) and voters ages 65 and older (79 percent).

**Support for Requiring Police to Get a Warrant to Access Internet Use (By Demographic Group)**

*Here are some suggested proposals to improve transparency and accountability for police use of surveillance technology. Please indicate whether you support or oppose each proposal.*

*Require police officers to get a warrant before they can access your internet use and what you do online*

	Support	Oppose	Supp- Opp
<b>All California Voters</b>	<b>82%</b>	<b>12%</b>	<b>+71</b>
<b><u>Gender</u></b>			
<b>Women</b>	83%	11%	<b>+72</b>
<b>Men</b>	81%	13%	<b>+69</b>
<b><u>Ethnicity</u></b>			
<b>Blacks</b>	88%	5%	<b>+81</b>
<b>Latinos</b>	93%	6%	<b>+86</b>
<b>Asians</b>	87%	4%	<b>+83</b>
<b>Whites</b>	78%	15%	<b>+62</b>
<b><u>Party</u></b>			
<b>Democrats</b>	87%	7%	<b>+80</b>
<b>Republicans</b>	74%	18%	<b>+56</b>
<b>Independents</b>	83%	13%	<b>+70</b>
<b><u>Age</u></b>			
<b>18-29</b>	90%	9%	<b>+81</b>
<b>30-39</b>	83%	12%	<b>+71</b>
<b>40-49</b>	83%	10%	<b>+73</b>
<b>50-64</b>	82%	11%	<b>+70</b>
<b>65+</b>	79%	14%	<b>+65</b>

Voters in the state also carry strong sentiments about requiring law enforcement to obtain a warrant before tracking cell phone usage and activity (79 percent support). Similar to online activity above, every demographic group shares this strong support for protecting their privacy on their mobile devices:

- Both men (82 percent) and women (75 percent) offer strong support for requiring a warrant to track cell phones and what individuals do on their phones;
- Cell phone privacy strikes a chord most notably among Asian (95 percent) and African American voters (93 percent), while there is also support from over three-quarters of white and Latino (77 percent) voters;
- Voters of all parties support requiring warrants for police to access cell phone data and activity as Democratic (81 percent), Republican (74 percent) and independent (79 percent) voters all approve of this measure; and
- Among various age groups, support for cell phone privacy is strongest among voters ages 50 to 64 (82 percent) and is followed closely by voters ages 65 and older (79 percent), ages 40 to 49 (78 percent), and voters age 18-39 (74 support).

#### Cell Phone Use Requirement Proposal (By Demographic Group)

*Here are some suggested proposals to improve transparency and accountability for police use of surveillance technology. Please indicate whether you support or oppose each proposal. Require police officers to get a warrant before they track your cell phone and what you do on it.*

	Support	Oppose	Supp- Opp
<b>All California Voters</b>	<b>79%</b>	<b>12%</b>	<b>+67</b>
<b><u>Gender</u></b>			
<b>Women</b>	75%	11%	<b>+64</b>
<b>Men</b>	82%	13%	<b>+70</b>
<b><u>Ethnicity</u></b>			
<b>Blacks</b>	93%	4%	<b>+88</b>
<b>Latinos</b>	77%	10%	<b>+67</b>
<b>Asians</b>	95%	0%	<b>+95</b>
<b>Whites</b>	77%	13%	<b>+64</b>
<b><u>Party</u></b>			
<b>Democrats</b>	81%	7%	<b>+74</b>
<b>Republicans</b>	74%	16%	<b>+58</b>
<b>Independents</b>	79%	15%	<b>+64</b>
<b><u>Age</u></b>			
<b>18-29</b>	74%	14%	<b>+62</b>
<b>30-39</b>	74%	12%	<b>+63</b>
<b>40-49</b>	78%	11%	<b>+67</b>
<b>50-64</b>	82%	12%	<b>+70</b>
<b>65+</b>	79%	11%	<b>+68</b>

In addition to these previously mentioned technology-specific surveillance measures, voters also would like to see reforms implemented at the state and local level of surveillance practices by law enforcement in order to provide more oversight, accountability and limits to this law enforcement tactic. Among them, two-thirds of voters would like to see local elected officials like City Councilmembers or County Supervisors approve new surveillance technologies before they can be used (67 percent support). Similarly, voters want to see policies set that limit surveillance use both locally (65 percent) and statewide (64 percent). Voters also want to see steps taken to require public reporting from law enforcement agencies regarding the frequency of use of surveillance technologies (62 percent) as well as providing public notification before purchasing any new surveillance technologies (58 percent).

#### Support for Local and State Surveillance Reforms

<i>Here are some suggested proposals to improve transparency and accountability for police use of surveillance technology. Please indicate whether you support or oppose each proposal.</i>				
	Support	Oppose	Don't Know	Supp – Opp
<b><i>Require the local City Council or Board of Supervisors to vote to approve new surveillance technology before it is used by local police.</i></b>	67%	19%	14%	<b>+48</b>
<b><i>Develop and enforce local policies to set limits on surveillance technology used by police.</i></b>	65%	18%	17%	<b>+47</b>
<b><i>Develop and enforce statewide policies to set limits on surveillance technology used by police.</i></b>	64%	18%	18%	<b>+47</b>
<b><i>Require law enforcement agencies to publicly report how often they are using surveillance.</i></b>	62%	24%	13%	<b>+47</b>
<b><i>Provide public notification prior to local police buying new technology for surveillance.</i></b>	58%	23%	19%	<b>+36</b>

#### Conclusion

These findings show wide support throughout California for limiting how law enforcement uses surveillance technologies on the public. From internet and e-mail surveillance to cell phone and text messaging activities, voters from across a spectrum of demographic and partisan groups show strong support for reforming how law enforcement tracks our activities through technology by requiring the police to get a warrant before collecting this information. More broadly, voters want more accountability, oversight and limits placed on police surveillance tactics.

**Survey Methodology:** Tulchin Research conducted a statewide survey in California among 900 likely November 2016 voters, including a statewide base sample of 800 voters and an oversample of 100 African American voters. The oversample of African American voters provides increased statistical confidence for that specific demographic, especially in looking at key sub-groups. Interviews were conducted online from July 10-14, 2015. The margin of error for the statewide base sample is +/- 3.46 percent.

## APPENDIX C

This table shows the verbatim responses to this question from the Grand Jury’s survey of police departments and the Sheriff’s Office: “Before purchasing the technology, did you inform residents of your intention to acquire surveillance tools?”

City	How Cities Responded
<b>Atherton</b>	The projects and expenses were approved by the Town Council and divulged as part of the public agenda in staff reports.
<b>Belmont</b>	<i>Belmont did respond “Yes” to the question but did not provide details.</i>
<b>Broadmoor</b>	N/A (no surveillance technology in use).
<b>Brisbane</b>	<i>Law enforcement did not reach out to the community</i>
<b>Burlingame</b>	<p>Body Worn Cameras we responded to the Grand Jury’s recommendation to implement and went before our City Council for approval.</p> <p>GPS we did not notify our community</p> <p>Police Department Cameras we did not notify our community</p>
<b>Colma</b>	<p>N/A (no surveillance technology in use).</p> <p>Note: The Police Department will reach out to residents at council meetings and social media if the Department does plan to acquire surveillance technology.</p>
<b>Daly City</b>	Staff report to City Council for approval
<b>East Palo Alto</b>	<p>ShotSpotter: This was installed during Chief Ronald Davis tenure and I believe there was involvement with community and the matter was approved by the City Council.</p> <p>Additionally, each year that I renew the contract, it goes before the City Council and the community has the opportunity to comment on the use of the system.</p>
<b>Foster City</b>	<i>Law enforcement did not reach out to the community</i>
<b>Hillsborough</b>	The ALPR mobile unit purchase was introduced over the course of several council meetings and approved by City Council. We also hosted a number of community forums on the topic of crime prevention and discussed the ALPR technology prior to and after it was approved. Additionally, we regularly update our council with details and statistics from our ALPR program.

City	How Cities Responded
<b>Menlo Park</b>	City council meetings, social media, community meetings
<b>Millbrae</b>	N/A ( <i>no surveillance technology in use</i> )
<b>Pacifica</b>	<p>Regarding the implementation of patrol vehicle cameras in the mid 1990's, it is unknown what methods were used to inform residents.</p> <p>The police department's body camera implementation plan was announced at a City Council meeting. When body cameras are deployed, the department plans to announce this vial social media and press release.</p>
<b>Redwood City</b>	<p>We did community outreach and held a community meeting regarding the placing of surveillance cameras on a pedestrian footbridge.</p> <p>Redwood City Police Department began using the ALPR technology in 2012. On October 6, 2015, Governor Edmund G. Brown Jr. signed SB 34, which added provisions to the California Civil Code regarding the use of ALPR systems, including requiring government agencies using ALPRs to maintain reasonable security procedures and practices, to implement a privacy policy, to keep records of access to records created through use of ALPR system, and to prevent unauthorized access to the system. In addition, the agency must disclose any security breaches and cannot sell, share, or transfer ALPR information, except to another public agency and only as permitted by law. Under Section 1798.90.55</p> <p>(a), the new law requires: A public agency that operates or intends to operate an ALPR system shall provide an opportunity for public comment at a regularly scheduled public meeting of the governing body of the public agency before implementing the program.</p> <p>The Police Department has updated its Policy Manual to comply with the new provisions of the law. The updated policy regarding Automated License Plate Readers has been posted to the City Website as required by California Civil Code Section 1798.90.51 (b)(1). Because the department began using ALPR technology prior to the passage of SB 34, compliance with the requirement that an opportunity for public comment at a regularly scheduled public meeting of the governing body of the public agency before</p>

City	How Cities Responded
	implementing the program was not possible. The Department is in compliance with SB34 and is now providing an opportunity for public comment at a regularly scheduled public meeting of the governing body of the public agency before implementing new ALPR technology.
<b>San Bruno</b>	A staff report regarding the ALPR was made available on the city's web page. The project was also presented in a televised public forum at a city council meeting.
<b>San Carlos</b>	The decision to deploy ALPR technology was made by the City Council; not by the Police Bureau. An open, “noticed” public meeting was held to discuss the item and take public comment on the issue. At the conclusion of that very public process, the city Council voted and directed the Police Bureau to deploy the ALPRs We also discussed the issue during Police Town Hall Meetings and Neighborhood Watch events.
<b>San Mateo (city)</b>	Depends—ALPRs are required by law to be noticed to our city council and we posted the privacy policy on our internet
<b>San Mateo County Sheriff</b>	Open, noticed public meetings were held to discuss the items and take public comment on the issue. The meetings were held to help educate and inform the community. During the community meetings, we provided facts and also discussed the benefits during Town Hall Meetings and Neighborhood Watch events.
<b>South San Francisco</b>	Our intention to acquire body cameras was addressed at a public City Council meeting. Once the body cameras are implemented, we will make a public announcement by means of a press release and social media

Issued: July 12, 2017

#10

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



#11

There are no written materials for Town Manager Report

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – June 30, 2017**

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1. Agenda (Action) – Town Council - Wednesday, June 28, 2017
2. Agenda (Cancelation) – Parks & Recreation Committee – Monday, July 3, 2017
3. Agenda (Cancelation) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, July 5, 2017
4. Agenda – Planning Commission – Wednesday, July 5, 2017
5. Monthly Meeting Schedule - July 2017

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

1. None



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, June 28, 2017  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## ACTION AGENDA

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

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

*Vice Mayor Richards and Mayor Hughes were 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*

### PRESENTATION

1. Steve Schmidt – Update on High Energy Analytics Program

*Steve Schmidt Presented High Energy Analytics – A web-based customer engagement software using advanced smart meter analysis to help residential consumers examine their energy & water bills to discover cost-effective programs.*

### 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 June 14, 2017

*Approved as Amended 3-0*

3. **Approval of Warrant List** – June 28, 2017

4. **Recommendation by Administrative Services Manager** – Consultant Service Agreement, Maze & Associates Accountancy Corporation

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of the Second Amendment to Agreement for Audit Services Between the Town of Portola Valley and Maze & Associates Accountancy Corporation (Resolution No. 2728-2017)

5. **Recommendation by Administrative Services Manager** - Approval of 2017-2018 Appropriations Limit

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for Fiscal Year 2017-2018 (Resolution No. 2729-2017)

6. **Recommendation by Administrative Services Manager** – 2017-'18 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2017-2018 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2730-2017)
- (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2017-2018 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2731-2017)

7. **Recommendation by Town Manager** – Approval of Agreement to Accept Art Donation for Neighborhood Watch Signs
8. **Recommendation by Administrative Services Director** – Council Health Care Options - Updated Resolution
  - (a) A Resolution of the Town Council of the Town of Portola Valley Electing to be Subject to the Public Employees' Medical and Hospital Care Act and Equal amount for Employees and Annuitants (Resolution No. 2732-2017)

**Items 3 – 8 Approved 3-0**

## **REGULAR AGENDA**

### **COMMITTEE REPORTS & REQUESTS**

9. **Report from Cultural Arts Committee** – Committee Annual Report

**Co-Committee Chair Paige Bishop presented Council with the Cultural Arts Committee Annual Report**

10. **Report from the Nature & Science Committee** – Committee Annual Report

**Committee Member Yvonne Tryce presented Council with the Nature & Science Committee Annual Report**

### **STAFF REPORTS AND RECOMMENDATIONS**

11. **Recommendation by Sustainability & Special Projects Manager** – Consideration and Adoption of a Resolution Authorizing Participation in the Figtree PACE Program; and the Approval of the Association of Bay Area Governments (ABAG) Regional Collaborative Services Agreement (RCSA) with Residential Property Assessed Clean Energy (PACE) Providers

- (a) A Resolution of the Town Council of the Town of Portola Valley Approving the Associate Membership Agreement and Joining the Figtree Pace Program (Resolution No. 2733-2017)

**Resolution, Agreement and Authorization for the Town Manager to sign Addendum Approved 3-0**

12. **Recommendation by Sustainability & Special Projects Manager** – Letter of Support for Participation in Sunshares Collaborative Solar and Electric Vehicle Program

**Authorization for Town Manager to sign the Letter of Commitment for Portola Valley's Participation Approved 3-0**

13. **Recommendation by Town Manager** – 2017-2018 Salary Schedule

- (a) A Resolution of the Town Council of the Town of Portola Valley Modifying the Salary Schedule for Fiscal Year 2017-2018 (Resolution No. 2734-2017)

**Salary Schedule and Position Changes Approved 3-0**

### **PUBLIC HEARING**

14. **PUBLIC HEARING** – Adoption of the 2017-2018 Fiscal Year Budget

- (a) A Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2017-2018 (Resolution No. 2735-2017)

**Budget for Fiscal Year 2017-2018 Approved 3-0**

15. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

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

#### **Councilmember Derwin -**

**Attended a Sustainability and Environmental Resources Committee meeting, a C/CAG Administration meeting, Grand Boulevard Initiative meeting and a HEART meeting.**

#### **Councilmember Aalfs -**

**Attended a Trails & Paths Committee meeting and the June 26<sup>th</sup> ASCC meeting.**

**Councilmember Wengert -**

**Councilmember Wengert, Vice Mayor Richards and Town Manager Dennis met with Larry Hassett and two other representatives of MidPeninsula Regional Open Space District to discuss the trail on Alpine. She also met with Vice Mayor Richards, Town Manager Dennis, and Assistant to the Town Manager de Garmeaux to discuss the GreenWaste contract.**

**16.TOWN MANAGER REPORT**

Town Manager Dennis reported that the first phase of road work on Portola Road is completed. He met with a subcommittee of the Conservation Committee to discuss the rollout of the Town's recently adopted rodenticides policy. Town Manager Dennis, Assistant to the Town Manager de Garmeaux and Deputy Building Inspector Weiner, have scheduled meetings to discuss the sustainability efforts in town and current happenings with building in town. Regarding ALPR's, staff hopes to submit its plans to PG&E on Friday, June 30th.

**WRITTEN COMMUNICATIONS**

**17.Town Council Digest – June 16, 2017 – *Councilmembers Derwin and Wengert will attend the June Council of Cities Dinner Meeting hosted by City of Burlingame***

**18.Town Council Digest – June 23, 2017 - *None***

**ADJOURN TO CLOSED SESSION: 9:07 pm**

**19.PUBLIC EMPLOYMENT**

Government Code § 54957(b)(1)  
Town Attorney

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

**ADJOURNMENT: 10:10**

**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.



Town of Portola Valley  
**Parks & Recreation Committee Meeting**  
Monday, July 3, 2017 – 7:30 pm  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

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## **PARKS & RECREATION COMMITTEE MEETING**

### **CANCELATION NOTICE**

The regular meeting of the Parks & Recreation Committee, scheduled for Monday, July 3, 2017, has been canceled. The next regularly scheduled meeting is August 7, 2017.



**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
**Wednesday, July 5, 2017 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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## **BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY COMMITTEE**

### **NOTICE OF MEETING CANCELLATION**

**Wednesday, July 5, 2017**

The regular meeting of the Bicycle, Pedestrian and Traffic Safety Committee, scheduled for Wednesday, July 5, 2017 has been cancelled. A special meeting has been scheduled for Wednesday, July 12, 2017.



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission  
 Wednesday, July 5, 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. Preliminary Architectural Review and Site Development Permit for a New Residence, Accessory Dwelling Unit, Swimming Pool, and Cabana, File # 26-2017, 200 Goya Road, Anderson Residence (Staff: A. Cassidy)

### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Priory School Annual Report per Conditional Use Permit X7D-30

### APPROVAL OF MINUTES

3. Planning Commission Meeting of May 3, 2017
4. Planning Commission Meeting of May 17, 2017

### 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 Planning Department 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

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

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall.

### 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 Planning Commission at, or prior to, the Public Hearing(s).



# Town of Portola Valley

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

## **JULY 2017 MEETING SCHEDULE**

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

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

Wednesday, July 12, 2017 - CANCELED

Wednesday, July 26, 2017

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

Council Liaison – Jeff Aalfs (for months July, August, September)

Wednesday, July 5, 2017

Wednesday, July 19, 2017

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

Council Liaison – Ann Wengert (for months July, August, September)

Monday, July 10, 2017

Monday, July 24, 2017

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

Council Liaison – Craig Hughes

Wednesday, July 5, 2017 – CANCELED

Wednesday, July 12, 2017 – SPECIAL MEETING

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

Council Liaison – Craig Hughes

**CONSERVATION COMMITTEE – 7:30 PM** (Meets 4<sup>th</sup> Tuesday of every month)

Council Liaison – John Richards

Tuesday, July 25, 2017

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

Council Liaison – John Richards

Thursday, July 13, 2017

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

Council Liaison – John Richards

Thursday, July 13, 2017

FINANCE COMMITTEE

Council Liaison – Ann Wengert  
As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs  
As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs  
As announced

NATURE AND SCIENCE COMMITTEE – 5:00 PM (Meets 2<sup>nd</sup> Thursday of alternate even numbered months)

Council Liaison – Jeff Aalfs

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes  
As announced

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

Council Liaison – Ann Wengert  
Monday, July 3, 2017 - CANCELED

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs  
As announced

SUSTAINABILITY & ENVIRONMENTAL RESOURCES COMMITTEE – 10:30 AM (Meets 3<sup>rd</sup> Monday of every month) in the EOC / Conference Room at Town Hall

Council Liaison – Maryann Derwin  
Monday, July 17, 2017

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

Wednesday, July 12, 2017

TRAILS & PATHS COMMITTEE – 8:15 AM (3rd Tuesday of every month, or as needed)

Council Liaison – Jeff Aalfs  
Tuesday, July 18, 2017 – 8:15 AM

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – July 7, 2017**

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1. Agenda – ASCC - Monday, July 10, 2017
2. Agenda (Special) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, July 12, 2017
3. Agenda – Town Center Master Plan Update Committee Meeting – Tuesday, July 12, 2017
4. Agenda – Emergency Preparedness Committee – Thursday, July 13, 2017
5. Agenda – Cultural Arts Committee – Thursday, July 13, 2017
6. Month End Financial Report – April 2017
7. Month End Financial Report – May 2017

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

*(placed in your town hall mailbox)*

1. Catalyst Magazine – Silicon Valley
2. San Francisco Estuary Partnership Newsletter – June 2017 Vol. 26, No. 2
3. Sustainable San Mateo County – Spring 2017 Key Indicator: Cost of Living, 21<sup>st</sup> Annual Indicators Report
4. Western City Magazine – July 2017



# TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)  
 Monday, July 10, 2017  
 7:00 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## 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.

### **OLD BUSINESS**

1. Architectural Review for New Residence, Attached ADU and Garage, File # 20-2017, 191 Meadowood Drive, Ono/Choi Residence (Staff: A. Cassidy)
2. Conditional Use Permit Amendment, Fence Variance, Architectural Review and Site Development Permit for a new clubhouse and renovation of the Historic Mangini Roadhouse (currently being used by Windmill School) and associated site improvements. File #'s 35-2016 and X7D-13, 4139 Alpine Road, Alpine Hills Swim and Tennis Club (Staff: C. Richardson)

### **NEW BUSINESS**

3. Architectural Review for an Addition to a Residence and a Second Story Addition to an ADU, File # 30-2017, 280 Golden Oak Drive, Sontag Residence (Staff: C. Richardson)

### **COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

4. Review of Mock Up Signs - Neighborhood Watch Program

### **APPROVAL OF MINUTES**

5. ASCC Meeting of June 26, 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**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department 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.

#### **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**

**Special Bicycle, Pedestrian and Traffic  
Safety Committee Meeting**

**Wednesday, July 12, 2017 – 8:15 AM**

**Historic Schoolhouse**

**765 Portola Road, Portola Valley, CA**

**MEETING AGENDA**

1. Roll Call
2. Oral Communications
3. Approve minutes of June Meeting
4. Sheriff's Report –
  - 1) Accidents and Citations
  - 2) Updated requests for Law enforcement presence, as required
5. Public Works Report:
  - 1) Road and shoulder widening (Portola Rd at Town Center)
6. Ongoing Committee Business for 2017
  - 1) Review of traffic safety policies prepared by Committee Member D. McQuillan (see appendix).
  - 2) Updates on Windy Hill Parking Spring season
  - 3) Confirm time and date for an Autumn evening meeting
7. 2017 Outreach:
  - 1) Suggestions please
8. C/CAG Transportation Development Act Article 3 Pedestrian and Bicycle program call for projects: Discussion of potential funding application and authorize Chair to provide letter of support for a potential project as required
9. Matters Arising:
10. Time & Date for August 2017 meeting:

Scheduled meeting is Wednesday, August 2, 2017, 8:15 am
11. Adjournment



**TOWN OF PORTOLA VALLEY**  
**Town Center Master Plan Update Committee Meeting**  
**Tuesday, July 12, 2017 – 4:00 p.m.**  
**Council Chambers (Historic Schoolhouse)**  
**765 Portola Road, Portola Valley, CA 94028**

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**Agenda**

1. Review allowed uses on Springdown open space property
2. Establish criteria for evaluating TCMP projects
3. Categorize/prioritize projects generated by stakeholders during public outreach process (December 2015 to September 2016)
4. Discussion/clarification of donor expectations
5. Next steps



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, July 13, 2017 - 8:00 AM**  
**EOC / Community Hall**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. 8:00 Call to order
  - Members: Mark Bercow, Dave Howes, Diana Koin, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp
  - Guests: Jeremy Dennis/Town Manager, Brandi de Garmeaux, John Richards/Town Council, Dan Ghiorso and Selena Brown WFPD, Mark Kuykendall/Sheriff's Office, Gary Neilsen/Sheriff Commissioner, Chuck Nile/Red Cross, Stuart Young/former EPC member, Lorrie Duval.
2. 8:01 Select secretary for this meeting
3. 8:03 Oral Communications
4. 8:08 Review and approval of minutes
  - Motion; Approve minutes for June 8, 2017 meeting
5. 8:10 CERPP/WFPD Report (Brown/Ghiorso)
6. 8:20 Town Report (de Garmeaux)
7. 8:30 Committee Reports
  - Medical Subcommittee Report (Koin)
  - Communications Subcommittee Report (Rothrock)
    - Radio Day
  - Monthly email to PV Forum (Kopf-Sill)
8. 8:45 Check and label supplies stored at Town Center August 2, 2017 from 1pm -? 3pm. Who can make it?
9. 9:00 Adjourn. Next meeting is August 10<sup>th</sup>, 2017



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee Meeting**  
**Thursday, July 13, 2017 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – May 11, 2017
4. Old Business:
  - Summer Concert Series debrief and planning
5. New Business:
  - Herb Dengler Exhibition at Priory
  - Fall Speaker Series planning
6. Adjournment





## MONTH END FINANCIAL REPORT FOR THE MONTH OF: APRIL 2017

<b>C A S H</b>	Bank of America	\$	1,622,684.28		
	Local Agency Investment Fund (0.60%)	\$	13,982,821.53		
	<b>Total Cash</b>	<b>\$</b>	<b>15,605,505.81</b>		
<b>F U N D S</b>	05 General Fund	\$4,949,228.60		<i>General Fund Assignments:</i>	
	08 Grants	1,601.36		<i>Capital Replacement</i> \$1,400,000.00	
	10 Safety Tax	800.47		<i>Unfunded Pension</i> 47,773.00	
	15 Open Space	5,078,885.72		<i>Equipment Replacement</i> 200,000.00	
	20 Gas Tax	(3,353.02)		<i>Unfunded OPEB</i> 308,280.00	
	22 Measure M	73,121.34		<i>Legal Fee Contingency</i> 100,000.00	
	25 Library Fund	337,058.99		<i>UNASSIGNED BALANCE</i> \$2,893,175.60	
	30 Public Safety/COPS	32,490.19		<i>* General Fund Total</i> \$4,949,228.60	
	40 Park in Lieu	32,870.78			
	45 Inclusion In Lieu	3,494,007.28			
	50 Storm Damage	-			
	60 Measure A	208,604.97			
	65 Road Fees	-			
	75 Crescent M.D.	101,464.08			
	80 PVR M.D.	29,864.58			
	85 Wayside I M.D.	5,323.23			
	86 Wayside II M.D.	40,637.31			
	90 Woodside Highlands M.D.	234,819.64			
	95 Arrowhead Meadows M.D.	(1,799.67)			
	96 Customer Deposits	989,879.96			
	<b>Total Fund Balance</b>		<b>\$15,605,505.81</b>		
<b>A C T I V I T Y  R E C A P</b>	Beginning Cash Balance:	\$	14,575,980.26		
	Revenues for Month:		1,386,246.53		
	<b>Total Revenues for Month:</b>		<b>1,386,246.53</b>		
	Warrant List 4/12/2017	(137,331.82)			
	Warrant List 4/26/2017	(90,082.27)			
	Payroll	(129,306.89)			
	<b>Total Expenses for Month:</b>	<b>(356,720.98)</b>			
	<b>Total JE's and Void Checks:</b>				
	<b>Ending Cash Balance</b>		<b>\$</b>	<b>15,605,505.81</b>	

\*NOTE: Per Adopted Budget 2016-17  
General Fund total fund balance for  
6/30/17 is projected at \$4.1 million.

### FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	108.06%
<i>Calculated at current GF fund balance less non-spendable funds, divided by current year budgeted operating expenditures.</i>	
Days of Running Liquidity of Spendable General Fund	457
<i>GASB recommends no less than 90 days</i>	

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



## MONTH END FINANCIAL REPORT FOR THE MONTH OF: MAY 2017

<b>C A S H</b>	Bank of America	\$	1,426,133.23	
	Local Agency Investment Fund (0.60%)	\$	14,009,232.74	
	<b>Total Cash</b>	<b>\$</b>	<b>15,435,365.97</b>	
<b>F U N D S</b>	05 General Fund	\$4,629,746.37		<i>General Fund Assignments:</i>
	08 Grants	1,601.36		<i>Capital Replacement</i> \$1,400,000.00
	10 Safety Tax	800.47		<i>Unfunded Pension</i> 47,773.00
	15 Open Space	5,108,061.53		<i>Equipment Replacement</i> 200,000.00
	20 Gas Tax	(438.37)		<i>Unfunded OPEB</i> 308,280.00
	22 Measure M	72,223.40		<i>Legal Fee Contingency</i> 100,000.00
	25 Library Fund	335,062.06		<i>UNASSIGNED BALANCE</i> \$2,573,693.37
	30 Public Safety/COPS	45,574.15		<i>* General Fund Total</i> \$4,629,746.37
	40 Park in Lieu	32,934.51		
	45 Inclusion In Lieu	3,500,778.71		
	50 Storm Damage	-		
	60 Measure A	225,677.51		
	65 Road Fees	-		
	75 Crescent M.D.	101,767.25		
	80 PVR M.D.	29,901.72		
	85 Wayside I M.D.	5,333.86		
	86 Wayside II M.D.	40,911.35		
	90 Woodside Highlands M.D.	235,638.38		
	95 Arrowhead Meadows M.D.	(1,799.67)		
	96 Customer Deposits	1,071,591.38		
	<b>Total Fund Balance</b>		<b>\$15,435,365.97</b>	
<b>A C T I V I T Y  R E C A P</b>	Beginning Cash Balance:	\$	15,605,505.81	
	Revenues for Month:		378,753.63	
	<b>Total Revenues for Month:</b>		<b>378,753.63</b>	
	Warrant List 5/10/2017	(332,577.76)		
	Warrant List 5/24/2017	(104,427.07)		
	Payroll	(132,921.64)		
	<b>Total Expenses for Month:</b>	<b>(569,926.47)</b>		
	<b>Total JE's and Void Checks:</b>		21,033.00	
	<b>Ending Cash Balance</b>	<b>\$</b>	<b>15,435,365.97</b>	

\*NOTE: Per Adopted Budget 2016-17  
General Fund total fund balance for  
6/30/17 is projected at \$4.1 million.

### FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	100.96%
<i>Calculated at current GF fund balance less non-spendable funds, divided by current year budgeted operating expenditures.</i>	
Days of Running Liquidity of Spendable General Fund	428
<i>GASB recommends no less than 90 days</i>	

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

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – July 14, 2017**

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1. Agenda – Sustainability & Environmental Resources Committee (SERC) - Monday, July 17, 2017
2. Agenda – Trails & Paths Committee – Tuesday, July 18, 2017
3. Agenda (Cancelation) – Planning Commission – Wednesday, July 19, 2017
4. **San Mateo County Mosquito Vector & Control District (SMCMVCD) – July 2017 District Report**
5. Letter from Michele Lew with Stanford Health Care re: Notice of Employment Negotiations

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

1. LABOR Newsletter – July 2017
2. Citizens Against Legalizing Marijuana – Consideration of Ordinance



**TOWN OF PORTOLA VALLEY**  
**Sustainability & Environmental Resources**  
**Committee Meeting**  
**Monday, July 17, 2017 10:30 AM to 12:30 PM**  
**Town Hall - Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. Call To Order
2. Oral Communications
3. Presentation by Chris Hunt – Plug Loads
4. Approval of Minutes – June 19, 2017
5. Old Business:
  - a. Updates from Brandi
6. New Business:
  - a. Updates from Sub-Committees
7. Announcements
8. Set Date and Topics for Next Meeting
  - a. Monday, August 21<sup>st</sup> at 10:30 am – Check on Quorum
9. Adjournment



**TOWN OF PORTOLA VALLEY**  
**Trails and Paths Committee**  
**Tuesday, July 18, 2017 8:15 AM**  
**Historic Schoolhouse at Town Center**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

1. **Call to Order**
2. **Oral Communications**
3. **Approval of Minutes – June 20, 2017**
4. **Discussion with MROSD Area Superintendent Chris Barresi - Trail Maintenance, use, education, enforcement, etc. (Discussion item)**
5. **Old Business**
  - a. **Trail conditions, work and budget update**
  - b. **Community Hike:** Planning route and other elements of the next community hike (Discussion, recommendation)
  - c. **Trail Use:** – Continue discussion on approach to assessing permitted vs. actual trail use and advisability of recommending consideration of change in permitted use (Discussion)
6. **New Business**
  - a. **Site development plans:** (Discussion, if any applicable plans have been filed)
  - b. **Accolades** – (Discussion, if any applicable)
7. **Other Business**
8. **Adjournment**

**Enclosures:**

Minutes from June 20, 2017  
Trail Work Map & Memo – June 2017  
Financial Review – June 2017



**TOWN OF PORTOLA VALLEY**  
**7:00 PM – Regular Meeting of the Planning Commission**  
**Wednesday, July 19, 2017**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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**NOTICE OF MEETING CANCELLATION**

**PORTOLA VALLEY PLANNING COMMISSION**  
**MEETING REGULARLY SCHEDULED FOR**  
**Wednesday, July 19, 2017**

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, July 19, 2017 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, August 2, 2017 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.

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Posted Date: July 14, 2017

**From:** Lew, Michele  
**Sent:** Tuesday, July 11, 2017 1:33 PM  
**To:** Lew, Michele  
**Subject:** SEIU-UWH update from Sherri Sager & Michele Lew

Dear Mayor Hughes and Members of the Portola Valley Town Council:

We would like to take this opportunity to let you know that Lucile Packard Children's Hospital Stanford and Stanford Health Care have begun negotiating a new contract for our employees represented by Service Employees International Union-United Healthcare Workers West (SEIU-UHW). The current contract is set to expire August 27, 2017. We have several sessions scheduled throughout the next couple of months.

As always, our top priorities when negotiating employment contracts are that we have a fair and equitable contract for our valuable employees and that we continue to ensure high quality care for all of our patients. We are taking great care to listen and consider every proposal that has been submitted by the SEIU-UHW bargaining team. We are committed to bargaining in good faith to reach a mutually acceptable agreement, in alignment with the missions of Stanford Health Care and Lucile Packard Children's Hospital Stanford.

We will keep you informed about the negotiations. Please do not hesitate to contact us with any questions and concerns.

Sincerely,

Sherri Sager  
Chief Government & Community Relations Officer  
Stanford Children's Health – Lucile Packard Children's Hospital Stanford  
(650) 497-8277

Michele Lew  
Local Government & Community Relations Director  
Stanford Health Care  
(650) 498-4639



## **TOWN COUNCIL WEEKLY DIGEST**

Friday – July 21, 2017

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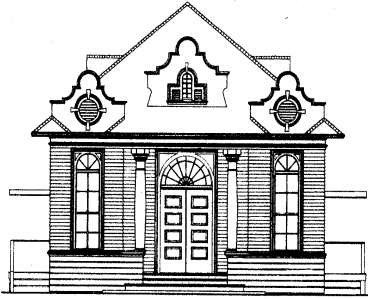
1. Agenda (Cancelation) - ASCC - Monday, July 24, 2017
2. Agenda – Conservation Committee – Tuesday, July 25, 2017
3. Memorandum from Assistant to the Town Manager re: Green Building Ordinance Approved by the California Energy Commission
4. New York Times Article from Councilmember Derwin re: [The Cost of a Hot Economy in California: A Severe Housing Crisis](#)
5. Letter from Resident Jon Silver re: Concern with Rodenticide Use on Soccer Field at Town Center
6. Email from Resident Karen Vahtra re: Request for Clarification of the Sheriff's Office Vacation Check Request Policy
7. Invitation to the San Mateo County Veterans Commission Annual Luncheon - Request for Nomination for Veteran of the Year Award

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

*(placed in your town hall mailbox)*

1. None





**TOWN OF PORTOLA VALLEY**  
**7:00 PM – Regular Meeting of the Architectural and Site**  
**Control Commission**  
**Monday, July 24, 2017**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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## **NOTICE OF MEETING CANCELLATION**

### **PORTOLA VALLEY ARCHITECTURAL AND SITE CONTROL COMMISSION MEETING REGULARLY SCHEDULED FOR**

**Monday, July 24, 2017**

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meeting regularly scheduled for Monday, July 24, 2017 has been cancelled.

The next regular meeting of the Portola Valley Architectural and Site Control Commission is scheduled for Monday, August 14, 2017 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.

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Posted Date: July 19, 2017



**TOWN OF PORTOLA VALLEY  
Conservation Committee Meeting  
Tuesday, July 25, 2017 – 7:30 PM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA**

**MEETING AGENDA**

1. Call Meeting to Order
2. Oral Communications
3. Approval of June 27, 2017 minutes
4. Current Site Permits:
  - A. Subcommittees to report – Consistency in reports and message
5. Current Tree Permits:
6. Old Business
  - A. Oversight of Significant Town Owned Open Space properties
    1. Springdown Master Plan
    2. Others
  - B. Ban on Poison bait – Operations plan - Chiariello
  - C. BYH – DeStaebler
  - D. Tip of the Month/What's blooming now - Plunder
  - E. Local Native seed collection - Plunder
  - F. Committee/Town cooperation
    - a) Public Works
      1. Native plant garden
      2. Springdown - Subcommittee
    - b) Town Center Master Plan Committee
    - c) Sustainability and Environmental Resources Committee
  - G. Weed seedling info sheet and photos – Heiple
  - H. Fall Event – Rodenticide/Owl Box - Chiariello
    - a) Date confirmed?
  - I. Winter event: Mountain lions – Chiariello
  - J. Our Plant lists – Plunder/Waltz:
    - a) Expand Town discouraged plant list and include a link to CAL- Invasive Plant Council list at [cal-ipc.org/ip/inventory](http://cal-ipc.org/ip/inventory)
    - b) Differentiate supplemental plant lists from Plant lists – Simplify!!
    - c) Add Riparian, vines, ground cover lists
  - K. Post our minutes on line?
7. New Business
  - A. Co-sponsor Native plant sale with PVR?
8. Adjournment
9. Next meeting August 22, 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. Monarch milkweed project - Heiple
3. Town Water Conservation Demo Project
4. Encouraging landscape architects to consider Town guidelines from the beginning of their design process
5. Table at Earth Fair, Town Picnic, fall event
6. Broom Pull choose date Sept, let Scouts know
7. Wildlife corridors
8. Leaf blowers

## **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

## **Appendix C**

### **Significant Town Owned Open Space Assignments:**

1. Springdown – Bourne and Plunder (and Open Space member?) Also, during phase of future planning for Springdown – Heiple, Von Feldt
2. Frog Pond – Eckstrom and Heiple (include someone from PVR and Open Space)
3. Ford Field – DeStabler and Walz (and Open Space member)?
4. Town Center – Chiariello and Murphy

## **Appendix D**

### **Committee Liaison with other Town Committees:**

1. ASCC – Bourne and Murphy
2. Town Center Master Plan – Murphy, alternate?
3. Trails
4. Open Space – Chiariello
5. Sustainability and Environmental Resources - Murphy



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Brandi de Garneau, Assistant to the Town Manager

**DATE:** July 20, 2017

**RE:** Green Building Ordinance Approved by the California Energy Commission

On Wednesday, July 12<sup>th</sup>, the California Energy Commission approved the Town of Portola Valley's (Attachment 1) application to enforce its locally adopted energy standards through the amendment to the Green Building Ordinance. The Town is providing a 30-day notice/grace period for applicants, so projects that comes in on or after August 15, 2017 will be required to comply with the newly adopted Green Building Ordinance.

At their July 12<sup>th</sup> business meeting and in the attached Resolution, the Energy Commission applauded the Town for seeking to achieve additional energy demand reductions, energy savings and other benefits exceeding those of the 2016 Building Energy Efficiency Standards. Staff provided comments at the meeting and thanked the Energy Commission for their continued support of Portola Valley's leadership in promoting sustainable building design, sustainable building construction and resource conservation. Staff reiterated that the amendment to the Ordinance supports the State's zero net energy and water conservation goals, while also supporting the State's efforts to create additional dwelling units.

The webpage <http://www.energy.ca.gov/title24/2016standards/ordinances/> should be updated by the end of the week to reflect the Ordinance's approval by the Energy Commission.

**RESOLUTION NO: 17-0712-09****STATE OF CALIFORNIA****STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION****RESOLUTION OF THE ENERGY COMMISSION FINDING THAT THE TOWN OF  
PORTOLA VALLEY'S LOCALLY ADOPTED ENERGY STANDARDS REQUIRE THE  
DIMINUTION OF ENERGY CONSUMPTION LEVELS PERMITTED BY THE 2016  
BUILDING ENERGY EFFICIENCY STANDARDS**

**WHEREAS**, on January 11, 2017, the Town of Portola Valley adopted Ordinance 2017-414 to establish locally adopted energy standards; and

**WHEREAS**, Public Resources Code Section 25402.1(h)(2), and California Code of Regulations, Title 24, Section 10-106(b), establish a process for local governments to apply to the Energy Commission if they wish to enforce locally adopted energy standards; and

**WHEREAS**, the Town of Portola Valley submitted an application to the Energy Commission for the Ordinance that met all of the documentation requirements pursuant to Public Resources Code Section 25402.1(h)(2), and California Code of Regulations, Title 24, Section 10-106(b), on April 25, 2017; and

**WHEREAS**, the Energy Commission has analyzed whether the Ordinance will require the diminution of energy consumption levels permitted by the *2016 Building Energy Efficiency Standards*; and

**WHEREAS**, the Energy Commission has considered the Town of Portola Valley's application, the Executive Director's recommendation, and all comments submitted on the application.

**THEREFORE BE IT RESOLVED**, the Energy Commission finds that the Town of Portola Valley's Ordinance will require the diminution of energy consumption levels permitted by the *2016 Building Energy Efficiency Standards*; and

**THEREFORE BE IT FURTHER RESOLVED** that the Energy Commission finds:  
(1) that there is no possibility that approving the Town of Portola Valley's application to enforce its locally adopted energy standards will have a significant effect

on the environment, and is therefore exempt from CEQA pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations; and

(2) that its determination that the Town of Portola Valley’s locally adopted energy standards will require buildings to be designed to consume less energy than permitted by the *2016 Building Energy Efficiency Standards* is a ministerial project and is therefore exempt from CEQA pursuant to Public Resources Code section 21080(b)(1) and section 15268 of Title 14 of the California Code of Regulations.

**THEREFORE BE IT FURTHER RESOLVED**, the Energy Commission applauds the Town of Portola Valley for seeking to achieve additional energy demand reductions, energy savings and other benefits exceeding those of the *2016 Building Energy Efficiency Standards*; and

**THEREFORE BE IT FURTHER RESOLVED**, that on July 12, 2017, the Energy Commission approves the Town of Portola Valley’s application to enforce its locally adopted energy standards; and

**THEREFORE BE IT FURTHER RESOLVED**, that the Energy Commission directs the Executive Director to take all actions necessary to implement this Resolution, including but not limited to filing the appropriate notices with the Office of Planning and Research. (See, e.g., Cal. Code Regs., Tit 14, § 15062.)

**CERTIFICATION**


The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on July 12, 2017.

AYE: Douglas, McAllister, Hochschild, Scott

NAY: None

ABSENT: Weisenmiller

ABSTAIN: None



Cody Goldthrite  
Secretariat

Town Council  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

July 19, 2017

Dear Mayor Hughes and Councilmembers,

Yesterday about 5:00 PM I was warned by a Town employee (who I didn't recognize, but who was grooming the infield of the baseball field at the Town Center) that poison intended to kill "voles, gophers and moles" had been put down holes on the adjacent soccer field. On further inspection, I found that I could see brightly colored blue and white pellets in plain sight just two to three inches below the surface of the ground. Had it not been for the fortuitous warning from this conscientious Town employee I would have been completely unaware of this hazard.

Out of concern I later returned to the soccer field. When after some time, even with the use of a strong flashlight (it was about 9:00 PM), I wasn't able to spot one of the poison-laden holes, I got my dog, Luke, to aid in the search. Luke very quickly found a number of the poisoned holes; he showed great interest in them, to my dismay.

Pulling Luke back, I found that, even with my adult-sized hand, I was easily able to reach inside one of the holes and retrieve some of the poison. (I bagged it and will make it available for inspection on request.)

If I could reach this poison, what might a toddler, at an age when novel things of interest often go in the mouth do on spotting these brightly colored pellets?

On revisiting this soccer field today, I found some new signage which read:

**Warning:**  
Rodent control  
program in progress  
on sports field  
do [sic] to outbreak

Please note that this "warning" provides no notice of a poison hazard. Also, it raises more questions than it answers: what is the outbreak? Ebola, Rabies, Bubonic Plague? Or, more benignly, is this "outbreak" a pestilence of rodents or just public policy gone astray?

On inspecting the field again on Wednesday, I found some of the poison pellets above ground next to one of the holes. This would seem to present an increased risk of accidental poisoning. (I also bagged and labeled this sample; it is available for inspection.)

All of the above leads me to ask a number of questions:

- 1) What is the poison that was applied?
- 2) Who applied it?
- 3) Is poison in use on any other Town owned properties?
- 4) How was the decision made to use this poison?
- 5) Was it referred to the Town's Conservation or other Town bodies?
- 6) What is the risk of secondary poisoning, including but not limited to hawks, eagles owls, great blue herons and vultures?
- 7) Have the risks of accidentally poisoning two or four-legged creatures been evaluated? (Note: various predators of rodents, such as foxes, coyotes and dogs are very adept diggers.)
- 8) Was the installation of owl boxes considered as an alternative to poisoning?
- 9) Why has no notice of the poisoning been posted on the sight even now?
- 10) Particularly, why is there no notice posted as to the precise type of poison, so that a member of the public who might witness or experience accidental poisoning (perhaps after normal business hours) would have the information necessary to seek immediate aid?
- 11) What, if any, are Town policies relating to all of the above?

I wish to make clear that I do not ask these questions rhetorically; I look forward to receiving the answers as soon as possible.

As always thank you for your time and generous service to the public.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. Dennis', written in a cursive style with a long horizontal flourish extending to the right.

cc: Jeremy Dennis, Manager, Town of Portola Valley  
Conservation Committee, Town of Portola Valley



**From:** Karen Vahtra  
**Sent:** Wednesday, July 19, 2017 11:07 AM  
**To:** Craig Hughes; JohnRichards-DG; Jeff Aalfs; AnnWengert-DG; MaryannMoise-DG  
**Cc:** Jeremy Dennis; Lorrie Duval  
**Subject:** Vacation Check Requests - Policy and Performance

July 19, 2017

Dear Council Members and Town Staff:

I am requesting that the Portola Valley Town Council clarify with the Sheriff's Office the exact policy of vacation check requests.

The vacation checks exists in order to have the residents know that someone stops by their house to look for any suspicious activity while on vacation. Unfortunately, the data over the last six months shows that only 17% of the time does any sheriff actually visit the property with any reasonable frequency to be effective.

### **Requesting the Vacation Check**

The procedure to request a vacation check is cumbersome and confusing. Requesting a vacation check online is quite hidden on the website. You cannot search on the website for "vacation check" and find any search results. The form itself is hidden under Contact Us / Online Crime reporting.

If you find the form and answer a lengthy questionnaire, you may find that you may not be able to use the online form. To use the online form, you must enter the request several days in advance prior to your vacation. At this point, you need to call the Sheriff's office directly.

### **Policy**

The website does not clarify what a vacation watch is other than:

*"San Mateo County Sheriff's Office will be periodically checking your residence while you are away from your house."*

In contrast, the Marin County Sheriff has a policy in writing on their website

*"Please know that we will strive to check on your home / property at least once a day, however that may be influenced by things such as high volumes of calls for service or other events taking place around the county. "*

### **Data**

I sent an email to PVForum and received a few responses from people with cameras. No data can be collected from residents without cameras.

With cameras it is pretty obvious whether or not a car drove up to your house and in most cases whether someone walked around your property. Although I only have responses from 4 residents, the data indicates a very low 17% response rate of more than a once a week check.

6 Vacation Checks

## **Responses to PVForum email**

Here is the raw data and thoughts from the small number of responses I got from my request.

*The same thing happened to us in April. We were gone for 10 days and had requested a Vacation Request Check through the Sheriff's office. No sheriff visited our property on ANY of the 10 days. Very disappointing.*

*When we have requested it we too have been disappointed to find at best once a week check (we too have cameras).*

*I've had mixed results with the vacation watch. My 2.5week vacation watch in March/April, registered via the web and confirmed by email, resulted in zero visits by Sheriff (based on cameras, which have very few false negatives). However, a vacation watch in late Dec2016 resulted in a Sheriff office visit daily, walking all around the house and checking doors and windows, and at nicely unpredictable times.*

*Hi Karen ... funny you posted this today, I stopped by the town this AM and asked what they have heard about the sheriff's program. And two staff persons said they have heard nothing from either residents or the sheriff... and asked me if I get any information to pass it along(?) since you raised the issue of these two occasions here to the town, my guess is that they are covering up something. I for one also have cameras but now I've lost a bit of faith in the sheriff's program and the town for not telling staff your situation ( during a staff meeting?). And I see in the budget they want to hire more staff.*

*Please others chime in and say if you know of the program by the sheriff and if it is working. So we don't get false hopes up...*

## **Prior Reports**

On three occasions I have reported that no one stopped by my home after requesting a vacation watch. The first time I reported this to Jeremy Dennis. The second time I brought up the same incident directly to a Sheriff at our Neighborhood Watch meeting where Lorrie Duval was present.

The second time I received no checks, Jeremy also contacted the Sheriff's office again. To this date, I have yet to receive any response written or verbal.

## **Alternatives for Vacations**

Residents have other alternatives to visits by a Sheriff. We can increase the number of alarms and cameras in and around our homes. We can find house sitters during our vacations. We can also request our neighbors to drop by more frequently.

## **Expectations**

The real question here is that I feel the residents need a realistic expectation of how frequently an officer will stop by in order to make alternative arrangements.

My expectation was that perhaps every other day a Sheriff would stop by. I think the Marin program has a reasonable expectation set of daily visits when staff is available. I was under the assumption that 24/7 a Sheriff was in town and stopping by for a 5-10 minute check would not be a challenge.

### **Conclusion**

I think there is enough data from the residents to request an official response from the town on expectations for the vacation watch program.

Karen Vahtra

# SAN MATEO COUNTY VETERANS COMMISSION

A blue, circular badge with a white border and a white star in the center. The text "VETERAN OF THE YEAR LUNCHEON" is written in white, bold, capital letters around the star. To the left of the badge are three horizontal red and white stripes.

VETERAN  
OF THE YEAR  
LUNCHEON

Dear Friends and Colleagues,

The San Mateo County Veterans Commission will host our 2nd annual Veteran of the Year awards ceremony and luncheon on **Thursday, November 9** where we will honor those who served our country.

We ask you to consider ***nominating individuals*** for the **Veteran of the Year Award** (must be a veteran and resident of San Mateo County, and honorably discharged from one of the U. S. armed services branches), for the **Enterprise of the Year Award** (any for-profit or not-for-profit enterprise that has significant operation in San Mateo County) and for the **Patriot of the Year Award** (a non-veteran and a resident of the county). And feel free to share this email with others who may have interest in nominating.

Nomination forms are available at <http://hsa.smcgov.org/nomination-forms-and-publications> and can be submitted through Aug. 25, 2017. There are so many worthy veterans in this County – please tell us about one or more that should receive this honor!

And please save-the-date of **Thursday, November 9, 2017** (flyer attached) – our keynote speaker is retired U.S. Navy Admiral James O. Ellis, Jr. Invitations will be available soon. We hope to see you at our 2<sup>nd</sup> Annual Veteran of the Year luncheon!

Best,  
Warren

WARREN SLOCUM  
SUPERVISOR, 4TH DISTRICT



**COUNTY OF SAN MATEO**

400 County Center | Redwood City, CA 94063  
Tel. (650) 363-4570 | [wslocum@smcgov.org](mailto:wslocum@smcgov.org)

**SAVE THE DATE**

**SAN MATEO COUNTY VETERANS COMMISSION  
PROUDLY INVITES YOU TO**



**Thursday, November 9, 2017  
11:30 am – 1:30 pm**

**Marriott San Mateo | San Francisco Airport  
1770 S. Amphlett Blvd, San Mateo**

**KEYNOTE SPEAKER  
Admiral James O. Ellis, Jr. (Ret.), U.S. Navy  
Annenberg Distinguished Fellow, Hoover Institution, Stanford University**

**Details coming soon.**

**For questions, please contact Marci Dragun at (650) 599-1021 or [mdragun@smcgv.org](mailto:mdragun@smcgv.org).**