



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, September 27, 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 September 13, 2017 (3)
2. **Approval of Warrant List** – September 27, 2017 (9)
3. **Recommendation by Planning Director** – Adopt Proposed Ordinance Adding Chapter 15.22 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Electric Vehicle Charging Systems (23)
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.22 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Electric Vehicle Charging Systems (Ordinance No. __)

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

4. **Report from the Ad-Hoc Housing on Town Owned Property Committee** (28)

STAFF REPORTS AND RECOMMENDATIONS

5. **Recommendation by Finance Director** – Adoption of a Resolution Authorizing Consultant Service Agreement, Information Technology Services for Town Hall (36)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and the City of Redwood City (Resolution No. __)
6. **Presentation from Public Works Director** – Pavement Treatment, Types, and Selection on the Roadway and Paved Shoulders (46)
7. **Recommendation by Mayor** – Formation of a Subcommittee to review Town Manager Contract (47)
8. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (48)

Report by Town Council Members – Brief announcements or reports on items of significance for the entire Town Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

9. **TOWN MANAGER REPORT** (49)

WRITTEN COMMUNICATIONS

- 10 **Town Council Digest** – September 15, 2017 (50)
11. **Town Council Digest** – September 22, 2017 (57)

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. 954, SEPTEMBER 13, 2017

CALL TO ORDER AND ROLL CALL

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

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

Absent: None

Others: Jeremy Dennis, Town Manager
Bill McClure, Acting Town Attorney
Debbie Pedro, Planning Director
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None

CONSENT AGENDA [7:01 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of August 23, 2017.
- (2) Approval of Warrant List: September 13, 2017, in the amount of \$547,205.52.
- (3) Recommendation by Mayor: Adoption of a Proclamation of the Town Council of the Town of Portola Valley Declaring October 15 through October 21, 2017, "Freedom from Workplace Bullies Week" *[Removed from Consent Agenda.]*
- (4) Recommendation by Planning Director: Resolution Authorizing a Cooperation Agreement with the County of San Mateo for Participation in the Urban County for Community Development Block Grant (CDBG) Funding *[Removed from Consent Agenda.]*
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing Execution of a Cooperative Agreement with the County of San Mateo which permits the Town's Participation in the County's Housing and Community Development Program (Resolution No. 2739-2017).

Councilmember Wengert moved to approve Items 1 and 2 of the Consent Agenda. Seconded by Vice Mayor Richards, the motion carried 5-0, by roll call vote.

- (3) Recommendation by Mayor: Adoption of a Proclamation of the Town Council of the Town of Portola Valley Declaring October 15 through October 21, 2017, "Freedom from Workplace Bullies Week" *[Removed from Consent Agenda.]*

Councilmember Aalfs noted that Woodside Mayor Chris Shaw had posted an inappropriate response to Nancy Reyrer's post on Next Door Woodside. At the Woodside City Council meeting last night it was voted that Mayor Shaw did not violate the code of conduct but they passed a resolution of disapproval.

Councilmember Aalfs moved to approve Item 3 of the Consent Agenda. Seconded by Councilmember Wengert; the motion carried 5-0.

- (4) Recommendation by Planning Director: Resolution Authorizing a Cooperation Agreement with the County of San Mateo for Participation in the Urban County for Community Development Block Grant (CDBG) Funding *[Removed from Consent Agenda.]*
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing Execution of a Cooperative Agreement with the County of San Mateo which permits the Town's Participation in the County's Housing and Community Development Program (Resolution No. 2739-2017).

Councilmember Derwin asked for more information regarding this item. Planning Director Pedro explained that the County receives HUD money for CDBG funds and cities with 50,000 or more residents are eligible to receive their own HUD money. However, small cities, such as Portola Valley, are not eligible to apply individually, so they want to join with the County as part of the Urban County, so that they can also participate in the County's various housing programs. She said staff can refer eligible Portola Valley residents to the County's website that explains the available programs.

Councilmember Derwin moved to approve Item 4. Seconded by Councilmember Aalfs, the motion carried 5-0.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (5) Recommendation by Planning Director – Review of Proposed Ordinance Adding Chapter 15.22 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Electric Vehicle Charging Systems
- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.22 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Electric Vehicle Charging Systems (Ordinance No. __)

Planning Director Pedro described the proposed ordinance as detailed in the staff report. Staff recommended to waive further reading and introduce the ordinance.

Councilmember Wengert asked if the wording of the Town's proposed ordinance was similar to what is being adopted by the State. Planning Director Pedro said it was based on the template created by CALBO (California Building Officials), which most cities are using.

Councilmember Aalfs asked if there was any reason to believe that people were installing chargers without permits. Planning Director Pedro said it is possible because it is not a difficult task and people may not be aware of the permit requirement.

Mayor Hughes asked if the permits only applied to charging stations or if they also applied to all high amperage or high voltage outlets. Planning Director Pedro said they apply to EV charging stations. Councilmember Aalfs said many cars are equipped with adapters that can plug into existing 220 outlets and do not need to have a dedicated charging station.

Councilmember Wengert asked regarding the advantage of a charging station versus plugging directly into an existing 220 outlet. Councilmember Aalfs said the charging station looks better, is more convenient, and can be put in a more convenient location. Planning Director Pedro said they are getting applications to place the charging stations outside.

Councilmember Wengert asked if the technology is moving more toward using charging stations or using ever-more efficient ways of plugging into existing supplies of electricity. Mayor Hughes and

Councilmember Aalfs said the technology in the cars allow them to use existing supplies of electricity; however, the charging stations will likely evolve to be faster and more efficient. Town Manager Dennis said new homes being built are being built with charging stations.

Councilmember Derwin moved First Reading of Title, Waive Further reading, and Introduce and Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.22 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Electric Vehicle Charging Systems. Seconded by Councilmember Aalfs; the motion carried 5-0.

(6) Study Session, Leaf Blowers

Town Manager Dennis presented the topic of regulation of the use of leaf blowers, and the related noise, air quality, and other pollution issues, as detailed in the staff report and attachments. Staff requested the Council provide direction to staff regarding further regulation of leaf blowers in Portola Valley.

Councilmember Derwin asked for clarification regarding the certification programs. Town Manager Dennis said a few cities have deployed a program where a staff member will take a decibel-level reading of a device a citizen brings in for testing. If the device meets the standard, a sticker is affixed indicating it is an approved device. In response to Councilmember Derwin's question, Town Manager Dennis said outreach would be a significant issue and a significant amount of time would need to be expended contacting residents to let the residents and gardeners in Town know about such a program.

Councilmember Derwin asked who could be lobbied to get the Bay Area Air Quality Management District's exchange program expanded. Town Manager Dennis said it would be the members of the District.

Councilmember Derwin asked if the electric blowers had any emissions. Town Manager Dennis said fugitive dust would be the primary issue, but no greenhouse gases.

Councilmember Derwin asked if cities that have banned the gas blowers go through an education and phase-in process. Town Manager Dennis said it is typically a six-month process from adoption to enforcement. He said Sunnyvale went through the process approximately two years ago and chose to have an education-only campaign, with no bans or changes to their current ordinances.

In response to Councilmember Aalfs' question, Town Manager Dennis said he was not aware of any requirements to clear leaves from properties.

Town Manager Dennis said he received 13 additional comments from residents, mostly supportive of further prohibitions of some measure. He said there were a few notable exceptions from people who thought the rules in place were reasonable. Those people noted that if they want to do their own landscaping work, the only opportunity they have would be weekends and they don't want to see weekend times changed.

Mayor Hughes said, with regard to the Palm Springs list of various models of leaf blowers, it appeared that all of the gas blowers are considerably over Portola Valley's allowed noise level. He said if no gas-powered leaf blowers are below allowable decibel levels, there may already effectively be a ban on gas-powered leaf blowers in Town.

In response to Councilmember Wengert's question, Town Manager Dennis said staff reviewed a number of years and there was a total of six complaints. He said it is likely that many residents don't know about the rule or that they can register a complaint.

Town Manager Dennis said the California Landscape Contractors Association is opposed to bans and would like to see education, rules to keep debris on properties being affected, full nozzle extensions, etc., but they have consistently opposed further regulation of leaf blowers.

Councilmember Wengert pointed out the report that stated that the cumulative pollution from gas-powered leaf blowers, hedge trimmers, and mowers will exceed that of cars by the year 2020. Town Manager Dennis said this is one of the reasons behind the California Air Resources Board (CARB) effort to regulate small engines and would like to see an 80 percent reduction by the year 2031. They estimate that by 2031 small engine emissions will be more than twice those from passenger cars.

With no further questions, Mayor Hughes called for public comment.

Danna Breen said she was surprised there were not more people at this meeting. She said she thinks people have not complained because they see leaf blowers as a normal occurrence. Ms. Breen said, compared to other cities in California, Portola Valley is late to this game. She said because of the Portola Valley topography, emissions and pollutants are being trapped in these valleys. She said the leaf blowers hit the soil with hurricane-force winds causing devastation to the soil, turning it into concrete that water just rolls off. She said, for example, this morning at 8:00 a.m. the Corte Madera schoolchildren are arriving at school walking through plumes of E. coli and dust from the leaf blowers. She said she is surprised that Portola Valley is not in the forefront of this issue. She agreed with Town Manager Dennis that people needed to hear about this and change their behavior. She was supportive of a complete ban on gas leaf blowers and suggested the Town consider offering incentives to people to turn in their leaf blowers.

Councilmember Aalfs asked Ms. Breen regarding best practices regarding blowing or not blowing leaves on nonpaved surfaces. She said there should be no blowing at all. She said people are using less lawn and moving toward natives due to the cultivation of different ideas and different ways of approaching things. She said leaves on the ground produce better soil. She said the aesthetic needs to be changed so that leaves on the ground are acceptable. She said driveways don't need to be cleared of leaves. She said there is opportunity for education and for saying no.

Karen Vahtra said she actually has complained to her neighbor via email about the loud leaf blower his gardener uses, but never knew before that she could email the staff about it. She said the neighbor completely clears his driveway of any leaves. She owns an electric blower that works great and she uses it a few times a year to clear her hardscape areas. She said she feels it is important to do everything possible for climate change and this is a relatively easy and simple thing to do. She said Portola Valley should lead the way and ban gas-powered leaf blowers.

Craig Taylor said he didn't feel it was fair to take all the gardeners' tools away from them, so they should find a reasonable compromise. He said he would like to see leaf blowers used only for hardscape and banned from blowing dirt and grass. He said it would be more reasonable to phase it out rather than institute an immediate ban. He said he only needs to use the low setting on his electric blower on hardscape surfaces.

Ms. Breen said that any gardener who knows anything about gardening doesn't blow the soil. She said it's about education – people need to learn that over time their properties are being destroyed by continuing these practices.

Mayor Hughes brought the issue back to the Council for discussion.

Councilmember Wengert agreed that the Town should move in the direction of phasing out the leaf blowers. She said education is number one priority so that people understand why they shouldn't be using them and how they are hurting their properties. She said, however, that will take a long time. She said she is sensitive to the economic situations of the people working in Town who use them and how to reach those people. She said she was very sensitive to not disadvantaging a group of workers that may be already disadvantaged. She said the best option would be offer a trade-in or incentive program to get rid of them. She said the allowable hours for their use should also be part of the education process.

Mayor Hughes said a trade-in program would also provide an opportunity to educate.

Town Manager Dennis said staff discussed that a trade-in program for a licensed gardener may be something that extends well beyond the Town's confines, which may be a good thing, but going into it there should be an understanding that the Town will be subsidizing its use in multiple cities and not just Portola Valley.

Councilmember Wengert said most of the people doing this type of work in Town are not licensed. She said there can be ways to handle that, some way the resident can verify that a person performs yardwork at their residence. The Council discussed sending postcards to all residents that they can give to their yard maintenance worker to submit or homeowners could buy the appropriate equipment for their workers to use at their residences. They discussed having multiple trade-in events in combination with education.

Councilmember Aalfs said Peninsula Clean Energy would likely be interested in fuel shifting to electric.

Councilmember Derwin said she was shocked to see how damaging it is to the people operating the leaf blowers – hearing, inhaling the pollutants, eye irritation, etc. She said if the Town asks the residents to phase out gas blowers, the Town should do the same. Town Manager Dennis said they purchased two electric leaf blowers that have been in use. He said there should be consideration of exemptions for emergency uses.

The Council requested the Sustainability and Environmental Resources Committee (SERC) review possible incentives, education and regulations for use of leaf blowers and report back to Council by the end of the year.

(7) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Attended a San Mateo County “Home for All” meeting with Councilmember Wengert on August 24, 2017. She also attended a C/CAG Administration meeting to plan the September 14 meeting agenda.

Councilmember Aalfs -- Attended the Sustainability & Environmental Resources Committee (SERC) meeting held on August 30 where they had a presentation from High Energy Analytics (HEA) on plug loads. He attended the September 6 Planning Commission meeting. He will attend an ABAG meeting on September 28 to discuss microgrids.

Councilmember Wengert – Attended the San Mateo County “Home for All” meeting with Councilmember Derwin. She attended a C/CAG Bicycle and Pedestrian Advisory Committee meeting for an approximately six-hour site visit tour of grant applicants.

Vice Mayor Richards – Vice Mayor Richards, Mayor Hughes, and Town Manager Dennis attended lunch with Laurie Small, the new Executive Director for The Sequoias.

Mayor Hughes – Attended the September 6 Bicycle, Pedestrian & Traffic Safety Committee meeting where they discussed crosswalk issues. He said they will have an October 5 evening meeting. The Sheriff gave a report regarding the Deputy who was hit on his bicycle. He said the road shoulder widening is nearly complete and the hydro-seeding was done. Only one courtesy notice was handed out at Windy Hill all summer, indicating the signs and pull-out area have been successful.

(8) Town Manager Report – Town Manager Dennis reported on the recent Skyline (Skeegs Fire) and Felt Lake grass fire. He thanked Fire Chief Dan Ghiorso and Cal Fire for their extraordinary work. He said the Town maintenance crew arrived at work early to check for possible lightning strikes. The Town has hired a new Communications/Sustainability Management Analyst, Ali Taghavi, who begins October 2, 2017. Staff is starting to prepare for winter storms. Town Manager Dennis said that now that school is back in session, he has requested the Sheriff's Office have a greater presence near the schools. He said there have been some citations related to speeding and running stop signs as a result. On October 3, the Conservation Committee will be holding an event on the rodenticide use policy.

WRITTEN COMMUNICATIONS [8:22 p.m.]

(9) Town Council Digest – August 25, 2017

#1 – (Attached Separates) -- Councilmember Wengert will attend the Mount Umunhum Grand Opening Brunch on Saturday, September 16, 2017.

(10) Town Council Digest – September 1, 2017

#5 – Councilmember Derwin noted the September Council of Cities Dinner Meeting Invitation.

(11) Town Council Digest – September 8, 2017

#5 – Councilmember Derwin will attend the 2nd Annual San Mateo County Immigrant Integration Summit on Wednesday, October 18, 2017.

ADJOURNMENT [8:25 p.m.]

Mayor Hughes adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/27/17

Date: 09/21/2017

Time: 10:34 am

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TOWN OF PORTOLA VALLEY

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

A&B ROOFING	Refund Deposit, 627 Westridge	18992	09/27/2017	
			09/27/2017	
2347 HARDING AVENUE	0684		09/27/2017	0.00
REDWOOD CITY	BOA	51945	09/27/2017	0.00
CA 94062				1,000.00

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

Check No.	51945	Total:	1,000.00
Total for	A&B ROOFING		1,000.00

ACEEE	2017 BECC Conference	19046	09/27/2017	
	B. de Garneau	00006501	09/27/2017	
C/O: JOCELYN PERKINS-BECC CONF	1169		09/27/2017	0.00
WASHINGTON	BOA	51946	09/27/2017	0.00
DC 20045-1000				695.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	695.00	695.00

Check No.	51946	Total:	695.00
Total for	ACEEE		695.00

ANIMAL DAMAGE MGMT INC	Rossotti Field, Snake Control	19045	09/27/2017	
		00006504	09/27/2017	
16170 VINEYARD BLVD. #150	804		09/27/2017	0.00
MORGAN HILL	BOA	51947	09/27/2017	0.00
CA 95037	101692			633.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	633.00	633.00

Check No.	51947	Total:	633.00
Total for	ANIMAL DAMAGE MGMT INC		633.00

MICHELE ARANA	Reimbursement, Document	18996	09/27/2017	
	Shredding		09/27/2017	
	0709		09/27/2017	0.00
	BOA	51948	09/27/2017	0.00
				90.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	90.00	0.00

Check No.	51948	Total:	90.00
Total for	MICHELE ARANA		90.00

ASSOC OF BAY AREA GOVERNMENTS	2017-18 Liability Plan Premium	18993	09/27/2017	
			09/27/2017	
375 BEALE STREET	0006		09/27/2017	0.00
SAN FRANCISCO	BOA	51949	09/27/2017	0.00
CA 94604-2050	AR014776			27,811.00

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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

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4304	Liability Insurance/Bonds	27,811.00	0.00	
ASSOC OF BAY AREA GOVERNMENTS	2017-18 Admin Premium	18994	09/27/2017	
			09/27/2017	
375 BEALE STREET	0006		09/27/2017	0.00
SAN FRANCISCO	BOA	51949	09/27/2017	0.00
CA 94604-2050	AR014720			9,186.66

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4304	Liability Insurance/Bonds	9,186.66	0.00	
ASSOC OF BAY AREA GOVERNMENTS	2017-18 Property Ins Premium	18995	09/27/2017	
			09/27/2017	
375 BEALE STREET	0006		09/27/2017	0.00
SAN FRANCISCO	BOA	51949	09/27/2017	0.00
CA 94604-2050	AR014748			6,321.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4350	Property Insurance	6,321.00	0.00	
		Check No. 51949	Total:	43,318.66
		Total for	ASSOC OF BAY AREA GOVERNMI	43,318.66

AT&T	August Statements	18997	09/27/2017	
			09/27/2017	
P.O. BOX 9011	441		09/27/2017	0.00
CAROL STREAM	BOA	51950	09/27/2017	0.00
IL 60197-9011				318.67

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	318.67	0.00	
		Check No. 51950	Total:	318.67
		Total for	AT&T	318.67

BALANCE HYDROLOGICS INC.	Spingdown Open Space Improve	18998	09/27/2017	
		00006495	09/27/2017	
800 BANCROFT WAY	945		09/27/2017	0.00
BERKELEY	BOA	51951	09/27/2017	0.00
CA 94710-2227	210043-0817			4,503.15

GL Number	Description	Invoice Amount	Amount Relieved	
15-68-4414	CIP Spring Down OpSpa Imp	4,503.15	4,503.15	
		Check No. 51951	Total:	4,503.15
		Total for	BALANCE HYDROLOGICS INC.	4,503.15

BANK OF AMERICA	August Statement	19043	09/27/2017	
Bank Card Center			09/27/2017	
P.O. BOX 53155	0022		09/27/2017	0.00
PHOENIX	BOA	51952	09/27/2017	0.00
AZ 85072-3155				2,172.40

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	177.60	0.00	
05-64-4308	Office Supplies	27.84	0.00	
05-64-4311	Internet Service & Web Hosting	173.99	0.00	

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State/Province Zip/Postal	Invoice Number			Check Amount

05-64-4312	Office Equipment	97.57	0.00	
05-64-4322	Dues	75.00	0.00	
05-64-4326	Education & Training	45.00	0.00	
05-64-4335	Sustainability	100.00	0.00	
05-64-4336	Miscellaneous	525.62	0.00	
05-64-4337	Bank Fees	200.00	0.00	
05-66-4341	Community Hall	432.83	0.00	
05-66-4346	Mechanical Sys Maint & Repair	190.17	0.00	
25-66-4346	Mechanical Sys Maint & Repair	126.78	0.00	

BANK OF AMERICA	Recycling Containers	19044	09/27/2017	
Bank Card Center		00006483	09/27/2017	
P.O. BOX 53155	0022		09/27/2017	0.00
PHOENIX	BOA	51952	09/27/2017	0.00
AZ 85072-3155				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
08-56-4222	BevRcycleComServ	5,000.00	5,000.00

Check No.	51952	Total:	7,172.40
Total for	BANK OF AMERICA		7,172.40

BAYSIDE EQUIPMENT COMPANY	Annual Generator Service	19047	09/27/2017	
		00006503	09/27/2017	
3562 HAVEN AVENUE	421		09/27/2017	0.00
REDWOOD CITY	BOA	51953	09/27/2017	0.00
CA 94063-4603	70018			730.24

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	730.24	730.24

Check No.	51953	Total:	730.24
Total for	BAYSIDE EQUIPMENT COMPANY		730.24

CALIFORNIA WATER SERVICE CO	Water Service, 7/12/17-9/11/17	19000	09/27/2017	
			09/27/2017	
3525 ALAMEDA DE LAS PULGAS	0011		09/27/2017	0.00
MENLO PARK	BOA	51954	09/27/2017	0.00
CA 94025844				24,524.81

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	24,524.81	0.00

Check No.	51954	Total:	24,524.81
Total for	CALIFORNIA WATER SERVICE CC		24,524.81

CALPERS	GASB 68 Reports & Schedules	18999	09/27/2017	
FISCAL SERVICES DIVISION			09/27/2017	
ATTN: RETIREMENT PROG ACCTG	0107		09/27/2017	0.00
SACRAMENTO	BOA	51955	09/27/2017	0.00
CA 94229-2703	100000015045219			700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	700.00	0.00

Check No.	51955	Total:	700.00
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
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Total for CALPERS 700.00

CITY OF REDWOOD CITY (IT)	August IT Support	19001	09/27/2017	
			09/27/2017	
P.O. BOX 3629	586		09/27/2017	0.00
REDWOOD CITY	BOA	51956	09/27/2017	0.00
CA 94064	BR45808			2,250.30

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,250.30	0.00

Check No. 51956 Total: 2,250.30

Total for CITY OF REDWOOD CITY (IT) 2,250.30

CLEANSTREET	August Street Clean	19002	09/27/2017	
			09/27/2017	
1937 W. 169TH STREET	0034		09/27/2017	0.00
GARDENA	BOA	51957	09/27/2017	0.00
CA 90247-5254	87622			1,652.56

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

Check No. 51957 Total: 1,652.56

Total for CLEANSTREET 1,652.56

DAVID DOUGLASS	Refund Deposit, 18 Redberry	19003	09/27/2017	
			09/27/2017	
18 REDBERRY RIDGE	0710		09/27/2017	0.00
PORTOLA VALLEY	BOA	51958	09/27/2017	0.00
CA 94028				5,000.00

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

Check No. 51958 Total: 5,000.00

Total for DAVID DOUGLASS 5,000.00

LORRAINE R. DUVAL	Neighborhood Watch Coordinator	19004	09/27/2017	
	svcs, 7/3/17 -9/10/17		09/27/2017	
340 GOLDEN OAK DRIVE	0652		09/27/2017	0.00
PORTOLA VALLEY	BOA	51959	09/27/2017	0.00
CA 94028				400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	400.00	0.00

Check No. 51959 Total: 400.00

Total for LORRAINE R. DUVAL 400.00

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State/Province Zip/Postal	Invoice Number			Check Amount

ECONO TREE SERVICE	SOD Tree, ROW Portola Rd.	19005	09/27/2017	
			09/27/2017	
1914 SPRING STREET	1252		09/27/2017	0.00
REDWOOD CITY	BOA	51960	09/27/2017	0.00
CA 94063	339681			1,360.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	1,360.00	0.00

ECONO TREE SERVICE	ROW Tree Trim/Mowing	19006	09/27/2017	
	Bear Gulch Rd	00006486	09/27/2017	
1914 SPRING STREET	1252		09/27/2017	0.00
REDWOOD CITY	BOA	51960	09/27/2017	0.00
CA 94063	339626			7,700.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	7,700.00	7,700.00

ECONO TREE SERVICE	ROW Tree Trim/Mowing	19007	09/27/2017	
	Golden Oak Drive	00006486	09/27/2017	
1914 SPRING STREET	1252		09/27/2017	0.00
REDWOOD CITY	BOA	51960	09/27/2017	0.00
CA 94063	339628			8,890.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	8,890.00	8,890.00

Check No.	51960	Total:	17,950.00
Total for	ECONO TREE SERVICE		17,950.00

GO NATIVE INC	ROW Vegetation Maint, Aug 2017	19008	09/27/2017	
			09/27/2017	
P.O. BOX 370103	632		09/27/2017	0.00
MONTARA	BOA	51961	09/27/2017	0.00
CA 94037	3069			2,088.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	2,088.00	0.00

GO NATIVE INC	TC Vegetation Maint, Aug 2017	19009	09/27/2017	
			09/27/2017	
P.O. BOX 370103	632		09/27/2017	0.00
MONTARA	BOA	51961	09/27/2017	0.00
CA 94037	3068			2,088.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	2,088.00	0.00

Check No.	51961	Total:	4,176.00
Total for	GO NATIVE INC		4,176.00

GREEN HALO SYSTEMS	Hosting/Access, Sept 2017	19010	09/27/2017	
			09/27/2017	
521 CHARCOT AVENUE, SUITE 111	0654		09/27/2017	0.00
SAN JOSE	BOA	51962	09/27/2017	0.00
CA 95131	1412			114.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	114.00	0.00

Check No.	51962	Total:	114.00
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State/Province	Zip/Postal	Invoice Number		Check Amount

Total for GREEN HALO SYSTEMS 114.00

HILLYARD, INC	Janitorial Supplies	19011	09/27/2017	
			09/27/2017	
P.O. BOX 843025	531		09/27/2017	0.00
KANSAS CITY	BOA	51963	09/27/2017	0.00
MO 64184-3025	602684029			63.13

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	21.04	0.00
05-66-4341	Community Hall	21.05	0.00
25-66-4340	Building Maint Equip & Supp	21.04	0.00

HILLYARD, INC	Janitorial Supplies	19012	09/27/2017	
			09/27/2017	
P.O. BOX 843025	531		09/27/2017	0.00
KANSAS CITY	BOA	51963	09/27/2017	0.00
MO 64184-3025	602687833			286.43

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	95.47	0.00
05-66-4341	Community Hall	95.48	0.00
25-66-4340	Building Maint Equip & Supp	95.48	0.00

Check No. 51963 Total: 349.56
 Total for HILLYARD, INC 349.56

HORIZON	Fields, Lawn Maintenance	19013	09/27/2017	
			09/27/2017	
P.O. BOX 52758	0289		09/27/2017	0.00
PHOENIX	BOA	51964	09/27/2017	0.00
AZ 85072-2758	1N314614			226.50

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	226.50	0.00

Check No. 51964 Total: 226.50
 Total for HORIZON 226.50

IRON DOG FABRICATION INC.	Refund DSA Overpmt	19014	09/27/2017	
			09/27/2017	
3450 REGIONAL PKWY, SUITE C	0711		09/27/2017	0.00
SANTA ROSA	BOA	51965	09/27/2017	0.00
CA 95403				1.00

GL Number	Description	Invoice Amount	Amount Relieved
05-14-3075	DSA Fee	1.00	0.00

Check No. 51965 Total: 1.00
 Total for IRON DOG FABRICATION INC. 1.00

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JORGENSON SIEGEL MCCLURE & FLEGEL	August Statement	19015	09/27/2017	
1100 ALMA STREET	0089		09/27/2017	0.00
MENLO PARK	BOA	51966	09/27/2017	0.00
CA 94025				6,997.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	6,997.50	0.00

Check No.	51966	Total:	6,997.50
Total for	JORGENSON SIEGEL MCCLURE &		6,997.50

KONE, INC.	Refund DSA Overpmt	19016	09/27/2017	
ONE KONE CT.	0712		09/27/2017	0.00
MOLINE	BOA	51967	09/27/2017	0.00
IL 61265				4.00

GL Number	Description	Invoice Amount	Amount Relieved
05-14-3075	DSA Fee	4.00	0.00

Check No.	51967	Total:	4.00
Total for	KONE, INC.		4.00

KUTZMANN & ASSOCIATES	August Plan Check	19017	09/27/2017	
39355 CALIFORNIA STREET	0090		09/27/2017	0.00
FREMONT	BOA	51968	09/27/2017	0.00
CA 94538				26,774.86

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	26,774.86	0.00

Check No.	51968	Total:	26,774.86
Total for	KUTZMANN & ASSOCIATES		26,774.86

LYNCH ELECTRIC & SONS INC	Electrical Svc, Server Room	19018	09/27/2017	
1160 INDUSTRIAL ROAD, #18	Circuits		09/27/2017	0.00
SAN CARLOS	1365		09/27/2017	0.00
CA 94070	BOA	51969	09/27/2017	290.00
	2017.691			

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	290.00	0.00

Check No.	51969	Total:	290.00
Total for	LYNCH ELECTRIC & SONS INC		290.00

LYNX TECHNOLOGIES, INC	GIS Hosting Fee, August	19019	09/27/2017	
1350 41ST AVENUE	0294		09/27/2017	0.00
CAPITOLA	BOA	51970	09/27/2017	0.00
CA 95010	8273			250.00

GL Number	Description	Invoice Amount	Amount Relieved
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05-64-4311	Internet Service & Web Hosting	250.00	0.00	
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Check No.	51970	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

MILLIMAN, INC.	GASB45/43 Actuary Valuation	19049	09/27/2017	
			09/27/2017	
ATTN: ANNA ORTIZ	0456		09/27/2017	0.00
WINDSOR	BOA	51971	09/27/2017	0.00
CT 06095				2,800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	2,800.00	0.00

Check No.	51971	Total:	2,800.00
Total for	MILLIMAN, INC.		2,800.00

NOLTE ASSOCIATES, INC. NV5	CIP 16/17 Street Resurface	19020	09/27/2017	
	Project, Inspections	00006489	09/27/2017	
P.O. BOX 74008680	0104		09/27/2017	0.00
CHICAGO	BOA	51972	09/27/2017	0.00
IL 89193-3243	70979			1,657.96

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4585	CIPStreetTestingInsp	1,657.96	1,657.96

NOLTE ASSOCIATES, INC. NV5	PW Support, Storm Water Wkshp	19021	09/27/2017	
	@ Town Center		09/27/2017	
P.O. BOX 74008680	0104		09/27/2017	0.00
CHICAGO	BOA	51972	09/27/2017	0.00
IL 89193-3243	70971			783.12

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	783.12	0.00

NOLTE ASSOCIATES, INC. NV5	July Consultant Services	19042	09/27/2017	
			09/27/2017	
P.O. BOX 74008680	0104		09/27/2017	0.00
CHICAGO	BOA	51972	09/27/2017	0.00
IL 89193-3243				7,862.90

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	7,862.90	0.00

Check No.	51972	Total:	10,303.98
Total for	NOLTE ASSOCIATES, INC. NV5		10,303.98

O'DONNELL PLASTERING INC	Refund Bus Lic Overpmt	19022	09/27/2017	
			09/27/2017	
2318 LAFAYETTE STREET	0713		09/27/2017	0.00
SANTA CLARA	BOA	51973	09/27/2017	0.00
CA 95050				10.00

GL Number	Description	Invoice Amount	Amount Relieved
05-22-3166	Business License Tax	10.00	0.00

Check No.	51973	Total:	10.00
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Total for O'DONNELL PLASTERING INC 10.00

PERS HEALTH	September Health Premium	19023	09/27/2017	
			09/27/2017	
VIA EFT	0108		09/27/2017	0.00
	BOA	51974	09/27/2017	0.00
				13,913.32

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	13,913.32	0.00

PERS HEALTH	October Health Premium	19024	09/27/2017	
			09/27/2017	
VIA EFT	0108		09/27/2017	0.00
	BOA	51974	09/27/2017	0.00
				10,967.23

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	10,967.23	0.00

Check No. 51974 Total: 24,880.55

Total for PERS HEALTH 24,880.55

PETTY CASH	Petty Cash Reimbursement	19050	09/27/2017	
			09/27/2017	
765 PORTOLA ROAD	993		09/27/2017	0.00
PORTOLA VALLEY	BOA	51975	09/27/2017	0.00
CA 94028				1,447.48

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	25.00	0.00
05-60-4267	Tools & Equipment	126.22	0.00
05-64-4308	Office Supplies	66.73	0.00
05-64-4326	Education & Training	116.88	0.00
05-64-4328	Mileage Reimbursement	581.86	0.00
05-64-4336	Miscellaneous	428.88	0.00
05-66-4340	Building Maint Equip & Supp	65.80	0.00
20-60-4270	Trail Surface Rehabilitation	36.11	0.00

Check No. 51975 Total: 1,447.48

Total for PETTY CASH 1,447.48

PG&E	July/August Statements	19025	09/27/2017	
			09/27/2017	
BOX 997300	0109		09/27/2017	0.00
SACRAMENTO	BOA	51976	09/27/2017	0.00
CA 95899-7300				766.35

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	766.35	0.00

Check No. 51976 Total: 766.35

Total for PG&E 766.35

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PORTOLA VALLEY HARDWARE	August Statement	19026	09/27/2017	
			09/27/2017	
112 PORTOLA VALLEY ROAD	0114		09/27/2017	0.00
PORTOLA VALLEY	BOA	51977	09/27/2017	0.00
CA 94028				364.29

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	14.19	0.00
05-60-4267	Tools & Equipment	232.68	0.00
05-66-4340	Building Maint Equip & Supp	68.48	0.00
05-66-4341	Community Hall	48.94	0.00

PORTOLA VALLEY HARDWARE	July Statement	19027	09/27/2017	
			09/27/2017	
112 PORTOLA VALLEY ROAD	0114		09/27/2017	0.00
PORTOLA VALLEY	BOA	51977	09/27/2017	0.00
CA 94028				385.70

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	55.39	0.00
05-60-4267	Tools & Equipment	195.58	0.00
05-66-4340	Building Maint Equip & Supp	115.17	0.00
05-66-4341	Community Hall	19.56	0.00

Check No.	51977	Total:	749.99
Total for	PORTOLA VALLEY HARDWARE		749.99

RJ DAILEY	Refund Deposit, 228 Westridge	19028	09/27/2017	
			09/27/2017	
401 FIRST STREET	0714		09/27/2017	0.00
LOS ALTOS	BOA	51978	09/27/2017	0.00
CA 94022				5,000.00

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

Check No.	51978	Total:	5,000.00
Total for	RJ DAILEY		5,000.00

ROBERTS MARKET	Lunch/Refreshments, Staff Training/Lunch with Mayor	19029	09/27/2017	
			09/27/2017	
3015 WOODSIDE ROAD	1236		09/27/2017	0.00
WOODSIDE	BOA	51979	09/27/2017	0.00
CA 94062				229.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	229.00	0.00

Check No.	51979	Total:	229.00
Total for	ROBERTS MARKET		229.00

ROTO-ROOTER PLUMBERS	Sewr Line Clearout, Comm Hall	19030	09/27/2017	
			09/27/2017	
5672 COLLECTION CENTER DR	360		09/27/2017	0.00
CHICAGO	BOA	51980	09/27/2017	0.00
IL 60693	19319764236			393.00

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

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	393.00	0.00

Check No.	51980	Total:	393.00
Total for	ROTO-ROOTER PLUMBERS		393.00

SATELLITEPHONESTORE.COM	Emergency Satellite Phone	19048	09/27/2017	
		00006498	09/27/2017	
2830 SHELTER ISLAND DRIVE	0708		09/27/2017	0.00
SAN DIEGO	BOA	51981	09/27/2017	0.00
CA 92106	78800			674.83

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	674.83	674.83

Check No.	51981	Total:	674.83
Total for	SATELLITEPHONESTORE.COM		674.83

SHARP BUSINESS SYSTEMS	August Copies	19031	09/27/2017	
			09/27/2017	
DEPT. LA 21510	0199		09/27/2017	0.00
PASADENA	BOA	51982	09/27/2017	0.00
CA 91185-1510	C956251-541			263.40

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	263.40	0.00

Check No.	51982	Total:	263.40
Total for	SHARP BUSINESS SYSTEMS		263.40

SMALL BUSINESS BENEFIT PLAN TR	October Dental/Vision	19032	09/27/2017	
			09/27/2017	
	0132		09/27/2017	0.00
BELMONT	BOA	51983	09/27/2017	0.00
CA 94002-0156				2,655.50

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,655.50	0.00

Check No.	51983	Total:	2,655.50
Total for	SMALL BUSINESS BENEFIT PLAN		2,655.50

SPARTAN ENGINEERING	Fire Alarm Monitoring Ann Svc	19033	09/27/2017	
			09/27/2017	
510 PARROTT STREET, #6	0095		09/27/2017	0.00
SAN JOSE	BOA	51984	09/27/2017	0.00
CA 95112	9220M			480.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	120.00	0.00
05-66-4346	Mechanical Sys Maint & Repair	240.00	0.00
25-66-4346	Mechanical Sys Maint & Repair	120.00	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

SPARTAN ENGINEERING	Security Monitoring	19034	09/27/2017	
			09/27/2017	
510 PARROTT STREET, #6	0095		09/27/2017	0.00
SAN JOSE	BOA	51984	09/27/2017	0.00
CA 95112	9219M			420.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	420.00	0.00

Check No.	51984	Total:	900.00
Total for	SPARTAN ENGINEERING		900.00

STAPLES CREDIT PLAN	Office Supplies 8/10/17-9/6/17	19035	09/27/2017	
			09/27/2017	
DEPT. 31 - 0000306219	430		09/27/2017	0.00
PHOENIX	BOA	51985	09/27/2017	0.00
AZ 85062-8004				498.39

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	498.39	0.00

Check No.	51985	Total:	498.39
Total for	STAPLES CREDIT PLAN		498.39

STATE COMP INSURANCE FUND	September Premium	19036	09/27/2017	
			09/27/2017	
PO BOX 748170	0122		09/27/2017	0.00
LOS ANGELES	BOA	51986	09/27/2017	0.00
CA 90074-8170				3,152.17

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	3,152.17	0.00

Check No.	51986	Total:	3,152.17
Total for	STATE COMP INSURANCE FUND		3,152.17

NANCY TUCK	Refund Deposit, Event 7/22/17	19037	09/27/2017	
			09/27/2017	
298 ESCOBAR ROAD	0715		09/27/2017	0.00
PORTOLA VALLEY	BOA	51987	09/27/2017	0.00
CA 94028				100.00

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

Check No.	51987	Total:	100.00
Total for	NANCY TUCK		100.00

TYLER TECHNOLOGIES INC	EnerGov Software Support/ Manintenance 10/1/17-9/30/18	19038	09/27/2017	
			09/27/2017	
P.O. BOX 203556	0240		09/27/2017	0.00
DALLAS	BOA	51988	09/27/2017	0.00
TX 75247-8142	025-198534			5,328.75

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

09/27/17

Date: 09/21/2017

Time: 10:34 am

Page: 13

TOWN OF PORTOLA VALLEY

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

05-64-4311	Internet Service & Web Hosting	5,328.75	0.00	
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Check No.	51988	Total:	5,328.75
Total for	TYLER TECHNOLOGIES INC		5,328.75

VISION INTERNET PROVIDERS INC	Annual VisionLive Subscription	19039	09/27/2017	
	9/24/17 - 9/23/18		09/27/2017	
222 N SEPULVEDA BLVD #1500	827		09/27/2017	0.00
EL SEGUNDO	BOA	51989	09/27/2017	0.00
CA 90245	35456			6,556.36

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	6,556.36	0.00

Check No.	51989	Total:	6,556.36
Total for	VISION INTERNET PROVIDERS IN		6,556.36

LOREN WALDEN	Refund Deposit, 1 Coalmine	19040	09/27/2017	
			09/27/2017	
1 COALMINE VIEW	0637		09/27/2017	0.00
PORTOLA VALLEY	BOA	51990	09/27/2017	0.00
CA 94028				1,000.00

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

Check No.	51990	Total:	1,000.00
Total for	LOREN WALDEN		1,000.00

WORRELL ROOFING	Refund Deposit, 6 Sandstone	19041	09/27/2017	
			09/27/2017	
3790 EL CAMINO REAL	669		09/27/2017	0.00
PALO ALTO	BOA	51991	09/27/2017	0.00
CA 94306				1,000.00

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

Check No.	51991	Total:	1,000.00
Total for	WORRELL ROOFING		1,000.00

Total Invoices:	59	Grand Total:	218,831.96
		Less Credit Memos:	0.00
		Net Total:	218,831.96
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	218,831.96

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
September 27, 2017

Claims totaling \$218,831.96 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

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

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: September 27, 2017

RE: Adoption of Proposed Ordinance Adding Chapter 15.22 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Electric Vehicle Charging Systems

RECOMMENDATION

Staff recommends that the Town Council waive reading and adopt the attached ordinance adding Chapter 15.22 [Electric Vehicle Charging Systems] to Title 15 [Building and Construction] of the Portola Valley Municipal Code.

BACKGROUND

At the September 13, 2017 meeting, the Town Council introduced an ordinance adding Chapter 15.22 to the Portola Valley Municipal Code.

The Ordinance Adds Section 15.22 [Electric Vehicle Charging Systems] to the Town of Portola Valley Municipal Code, providing expedited permitting procedures for Electric Vehicle Charging Systems.

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

ATTACHMENT

1. Ordinance

Approved by: Jeremy Dennis, Town Manager

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

ORDINANCE NO. 2017 - _____

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADDING CHAPTER 15.22 TO THE PORTOLA VALLEY MUNICIPAL CODE TO ESTABLISH EXPEDITED PERMITTING PROCEDURES FOR ELECTRIC VEHICLE CHARGING SYSTEMS

WHEREAS, the State of California and the Town of Portola Valley (“Town”) have consistently promoted and encouraged the use of fuel-efficient electric vehicles; and

WHEREAS, the State of California recently adopted Assembly Bill 1236, which requires local agencies to adopt an ordinance that creates an expedited and streamlined permitting process for electric vehicle charging systems; and

WHEREAS, creation of an expedited, streamlined permitting process for electric vehicle charging stations would facilitate convenient charging of electric vehicles and help reduce the Town’s reliance on environmentally damaging fossil fuels; and

WHEREAS, the Town desires to comply with Government Code Section 65850.7, to encourage the installation of electric vehicle charging systems and minimize barriers, obstacles, and costs of obtaining permits for their installation; and

WHEREAS, on September 13, 2017, the Town Council held a duly noticed public hearing to carefully consider the proposed ordinance, public comments, and the staff report and have determined to adopt the proposed ordinance for the public necessity, convenience and general welfare of the Town.

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

SECTION 1. ADDITION OF CODE. Chapter 15.22 [Residential Electric Vehicle Charging Systems] is hereby added to Title 15 [Buildings and Construction] of the Town of Portola Valley Municipal Code to read in full as follows:

**CHAPTER 15.22
ELECTRIC VEHICLE CHARGING SYSTEMS**

15.22.010 - Intent and Purpose.

15.22.020 - Definitions.

15.22.030 - Expedited permitting process.

15.22.040 - Permit application processing.

15.22.050 - Technical review.

15.22.060 - Electric vehicle charging station installation requirements.

15.22.010 - Intent and Purpose.

The purpose of this Chapter is to promote and encourage the use of electric vehicles by creating an expedited, streamlined permitting process for electric vehicle charging stations while promoting public health and safety and preventing specific adverse impacts in the installation and use of such charging stations.

15.22.020 - Definitions.

- (a) An “Electric Vehicle Charging System or Charging Station” means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of this Chapter, and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.
- (b) “Electronic submittal” means the utilization of one or more of the following:
 - (1) Email
 - (2) Internet
 - (3) Facsimile
- (c) “Specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

15.22.030 – Expedited permit process.

The Building Official shall implement the expedited, streamlined permitting process described in this Chapter for electric vehicle charging stations, and adopt a checklist of all requirements that electric vehicle charging stations shall comply with in order to be eligible for expedited review. The expedited, streamlined permitting process and checklist may refer to the recommendations contained in the most current version of the “Plug-In Electric Vehicle Infrastructure Permitting Checklist” of the “Zero-Emission Vehicles in California: Community Readiness Guidebook” as published by the Governor’s Office of Planning and Research. The adopted checklist shall be published on the Town’s website.

15.22.040 – Permit Application process

- (a) Prior to submitting an application for processing, the applicant shall verify that the installation of an electric vehicle charging station will not have specific, adverse impact to public health and safety and building occupants. Verification by the applicant includes, but is not limited to, information indicating the adequacy of electrical system capacity and loads; electrical system wiring, bonding and overcurrent protection; building infrastructure affected by charging station equipment and associated conduits; areas of charging station equipment and vehicle parking.

- (b) A permit application that satisfies the information requirements in the Town's adopted checklist shall be deemed complete and be promptly processed. If the Building Official determines that the permit application is incomplete, he or she shall issue a written correction notice to the applicant, detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance. Upon confirmation by the Building Official that the permit application and supporting documents are complete, the requirements of the Town adopted checklist are met, and are consistent with all applicable laws and health and safety standards, the Building Official shall approve the application and issue all necessary permits.
- (c) The Building Official shall allow for electronic submittal of permit applications covered by this Chapter and associated supporting documentations. In accepting such permit applications, the Building Official shall also accept electronic signatures on all forms, applications, and other documentation in lieu of a wet signature by any applicant.

15.22.50 – Technical review

- (a) If the Building Official makes a written finding based on substantial evidence that the electric vehicle charging station could have a specific adverse impact upon the public health or safety, as defined in this Chapter, the Building Official may require modifications to or deny the application.
- (b) In the technical review of a charging station, the Building Official shall not condition the approval for any electric vehicle charging station permit on the approval of such a system by an association, as that term is defined by Civil Code Section 4080.

15.22.60 – Electric vehicle charging station installation

- (a) Electric vehicle charging station equipment shall meet the requirements of the California Electrical Code, the Society of Automotive Engineers, the National Electrical Manufacturers Association, and accredited testing laboratories such as Underwriters Laboratories, and rules of the Public Utilities Commission or a Municipal Electric Utility Company regarding safety and reliability.
- (b) Installation of electric vehicle charging stations and associated wiring, bonding, disconnecting means and overcurrent protective devices shall meet the requirements of Article 625 and all applicable provisions of the California Electrical Code.
- (c) Installation of electric vehicle charging stations shall be incorporated into the load calculations of all new or existing electrical services and shall meet the requirements of the California Electrical Code. Electric vehicle charging equipment shall be considered a continuous load.
- (d) Anchorage of either floor-mounted or wall-mounted electric vehicle charging stations shall meet the requirements of the California Building or Residential Code as applicable per occupancy, and the provisions of the manufacturer's installation

instructions. Mounting of charging stations shall not adversely affect building elements.

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

SECTION 3. ENVIRONMENTAL REVIEW. The project is exempt from environmental review per the California Environmental Quality Act Guidelines under the General Rule, Section 15051(b)(3). The project involves additions to the Portola Valley Municipal Code that are consistent with California Law, specifically Government Code Section 65850.7. It can be seen with certainty that the Ordinance will have no significant effect on the environment.

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

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

Town Clerk

Town Attorney



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Ad Hoc Housing on Town Owned Property Committee

DATE: September 27, 2017

RE: Report and Findings, Housing on Town Owned Property

RECOMMENDATION

Staff recommends that the Town Council accept this Report and provide feedback on next steps.

BACKGROUND

In the fall of 2016, the Town Council adopted its Housing Strategic Plan to guide the Town's actions to support the creation of additional housing opportunities. Recommendations 6 and 7 of the Plan created an advisory committee to the Council to examine the potential for housing on town-owned property. The Council appointed Councilmembers Derwin and Wengert to the Committee, and its remaining membership (Attachment 1) was appointed by the Council in November 2016.

The Committee met three times over the first half of 2017, and concluded its review of properties on July 11th.

Review Process

Staff initially compiled a list of 30 properties known to be owned by the Town. There was no preliminary review of restrictions, covenants or other restraints to the development potential on these properties – all town-owned properties were included. During the course of the staff's work, additional town-owned right-of-way remnants were located and included as part of the Committee's analysis (Attachment 2).

Each property was then assigned to one of three categories:

- "A Properties" were considered worth further review

- “B Properties” were held for further review but on first appraisal not considered promising locations
- “C Properties” were considered unfit for further review, and could be considered for disposal, sale, or status quo ownership

The Committee undertook a detailed review of each “A” and “B” property, considering:

- How it was acquired and its legal status for housing, including review of deed and title documents
- Its size and location
- Geologic and land-based constraints
- Further legal review was made on select properties to determine legal risks

Additionally, a subcommittee of the Committee, tasked with discussing potential communication options to the town at large about future housing activities, met in April 2017 and presented its findings to the Committee at the July 11th meeting.

DISCUSSION

Based on the review process detailed above, the Committee made the following determinations:

1. None of the reviewed properties were obvious candidates for housing opportunities, as most of the property owned by the Town is in permanent open space, is a remnant of a road or larger parcel, or was abandoned due to geologic issues.
2. Should the Council wish to further review town-owned properties, the four that may be worth a further examination are:
 - a. Town Center
 - b. Town-owned property adjacent to Ford Field
 - c. Blue Oaks subdivision remnant property on Los Trancos Road
 - d. Road Right-of-Way along Alpine Road adjacent to Corte Madera School
3. Inclusion of these four properties does not constitute a recommendation for further review, as all four properties have land-use, legal and political constraints; they merely represent the “best” of town-owned properties reviewed.
4. Each of these parcels could support one or more units of housing under current or modified regulations.
5. Remaining properties should be considered for disposal, and, if possible, sold to raise funds for alternative housing opportunities

Communications

The Committee as a whole discussed the need for a clear message regarding potential recommendations made to the Council. Given the natural sensitivities that accompany

discussions of land-use changes and decision, the Committee formed a Subcommittee to consider engagement/communication options.

The Subcommittee agreed that a broad, inclusive effort was necessary to:

1. Engage with residents prior to any housing “project”
2. Further examine resident desire for workforce housing options
3. Learn and share the stories of those who commute to work in Portola Valley
4. Educate residents on the opportunities “smart design” can provide to any future housing options that are fully compatible with the Town’s aesthetic standards.

The Committee is willing to continue meeting, under a different charter, to further support the Council’s housing priorities and Housing Strategic Plan.

FISCAL IMPACT

There is no fiscal impact associated with accepting this report. Should the Council wish to pursue any of the communication/engagement related recommendations, staff will return to the Council with those requests.

ATTACHMENTS

1. Ad Hoc Committee Membership
2. List of properties reviewed

Reviewed by: Jeremy Dennis, Town Manager



Ad-Hoc Committee for Housing on Town-Owned Property

Members
Meets as announced
Council Liaison:

Year: 2017

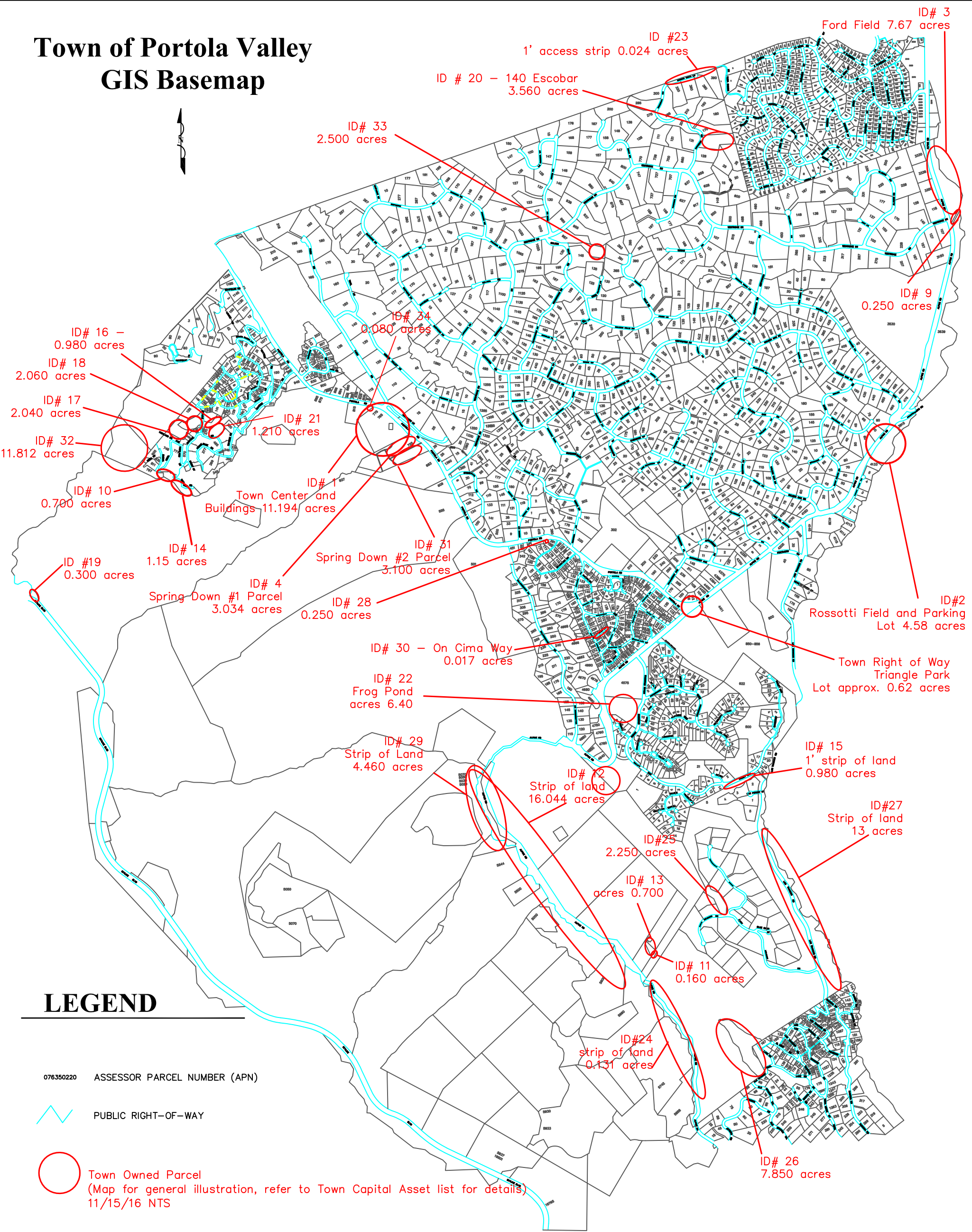
Name	Address	Home Fax	Work Other	E-Mail
Judith Hasko	6 Applewood Lane	Portola Valley CA 94028		
Arthur "Chip" McIntosh	20 Dos Loma Vista	Portola Valley CA 94028		
Maryann Moise Derwin	148 Ramoso Road	Portola Valley CA 94028		
Nicholas Targ	80 Hayfields Road	Portola Valley CA 94028		
Steve Toben	12 Santa Maria Avenue	Portola Valley CA 94028		
Carter Warr	130 Portola Road, Ste. A	Portola Valley CA 94028		
Ann Wengert	150 Grove Drive	Portola Valley CA 94028		

Town-Owned Property Assessment Report										
ID #	APN #	Size (ac)	Description	Zoning District	Land Use Category	History	Sewer/Septic	Geo Category	Other Notes	Legal Issues
1	076-270-080 076-270-050	11.19	Town Center	R-E/3.5A/SD-2/D-R	Community Park	PV School District sold land to Town in 1976 for \$120,000.	Sewer line on Portola Road	Pf/Sun	<ul style="list-style-type: none"> Portola Road scenic corridor Fault line over portions of parcel 	
2	079-123-120	4.580	Rossotti Field and Parking	OA(R-E/1A/SD-1)	Community Park	In January 1981, the Town purchased the property from Beltramo and Rossotti for \$312,000. Condition is for land to be used only for parking, recreational or open space purposes. The agreement notes that "open space purposes" shall not be construed to include residential uses.	Sewer line on Alpine Road	Sun	<ul style="list-style-type: none"> Only regulation-sized soccer field in Town; well-used Annual parking lot lease with Alpine Beer Garden In Los Trancos Creek setback area (55 ft from top of bank) 2 equestrian easements Alpine Road scenic corridor 	Sale Agreement prohibit residential use
3	077-272-010	7.67	Ford Field and Open Space Preserve	OA(R-E/2A/SD-2)	Community Park	Grant Deed dated 2/24/71 to acquire land from Hare Brewer and Kelley for \$90,000. (Reso. 34-1965)	Sewer line on Alpine Road	Sun	<ul style="list-style-type: none"> Baseball diamond and parking lot In Los Trancos Creek setback area Public Park, scenic corridor, well-used Alpine Trail Ingress/egress driveway easement (Kelly property) 	
4	076-280-140	3.03	Springdown Open Space (parcel 1)	R-E/3.5A/SD-2/D-R	Community Park/Preserve	Agreement of Sale with the Goodsteins dated April 7, 2000, purchased land for \$1,625,000	Sewer line on Portola Road	Sbr/Pf	Open space preserve, half of the open space. See parcel ID #31.	Deeded for Open Space purposes. Grant Deed June 29, 1982
9	077-272-020	0.250	Land: 0 Alpine	OA(R-E/2A/SD-2)	Community Park	~20' x 150 long narrow strip of easement next to Ford Field, 18-RSM-PG048	Sewer line on Alpine Road	Sun		
10	076-192-260	0.700	Land: 0 South Court	R-E/1A/SD-1a	Conservation Residential	Motmans gave the land to the Town for open space purposes 2/26/1976.	Septic	Md/Pd	Landslide Parcel at top of wayside road	
11	080-250-430	0.160	Land: 0 Alpine	PC/2A/SD-1	Open Residential	Irregular remainder parcel surrounded by blue oaks open space	Septic	Ps	Remainder parcel, PV Ranch. Encumbered by an open space easement limiting the use of the property to open space and computable uses (e.g. agricultural use, grazing). It does provide that the open space easement could be abandoned pursuant to Section 51061.	
12	080-250-160	16.04	Land: 0 Alpine (Bovet Pk, Parcel C)	PC/2A/SD-1	Scenic Corridor & Greenway	Grant Deed 3/12/68 dedicated to Town for road easement		Sun/Pd/Ps/Md	Long narrow strip of land along Alpine road ROW. Max width ~100' with alpine road running through the land.	Deeded for Parks and Recreation purposes. Grant Deed September 5, 1975
13	080-250-440	0.700	Land: 0 Alpine (Portion Parcel 2 of PM)	PC/2A/SD-1	Open Residential	Irregular remainder parcel surrounded by blue oaks open space	Septic	Sbr/Ps	Remainder parcel, PV Ranch. Encumbered by an open space easement limiting the use of the property to open space and computable uses (e.g. agricultural use, grazing). It does provide that the open space easement could be abandoned pursuant to Section 51061.	
14	076-192-090	1.150	Land: 0 Wayside	R-E/1A/SD-1a	Conservation Residential	Burroughs property dedicated to the Town as neighborhood preserve, December 31, 1974	Septic	Md	Landslide parcel	
15	080-511-050	0.980	Land: 0 Valley Oak (Lot T, 1' strip PVR)	PC/2A/SD-1	Conservation Residential	Lot T of PV Ranch, ROW along Valley Oak St.	Septic	Sun	1' strip of land that runs along valley oak	
16	076-184-030	0.980	Land: 0 Wayside	R-E/1A/SD-1a	Conservation Residential	Town acquired as Open space preserve October 4, 1974	Septic	Md	Woodside Highlands landslide parcels given to town	
17	076-181-150	2.040	Land: 0 Buena Vista	R-E/1A/SD-1a	Conservation Residential	Town acquired as Open space preserve October 4, 1974	Septic	Md	Woodside Highlands landslide parcels given to town	
18	076-181-160	2.060	Land: 0 Wayside	R-E/1A/SD-1a	Conservation Residential	Town acquired as Open space preserve October 4, 1974	Septic/TBD County	Md	Woodside Highlands landslide parcels given to town	

19	076-330-050	0.30	Land: 0 Skyline	M-R/7.5A/SD-3/DR	Scenic Corridor & Greenway	Landslide property	Septic	Pmw	<ul style="list-style-type: none"> • Intersection of old la honda road and skyline, corner of intersection. Used to be centerline of Old Ridge Road ROW. Remainder parcel. • Skyline is a scenic highway, no tree or vegetation removal within 100' • Pmw geo designation: steep to very steep slopes, fractured bedrock 	
20	077-080-120	3.56	Land: 140 Escobar	R-E/2.5/SD-2.5	Low Intensity Residential	Westridge developers offered the steep lot to the Town as open space in October 21, 1971.	Septic	Ps/Ms	<ul style="list-style-type: none"> • Moving shallow landslide, trail easement and scenic easement over portions of property. 	Gifted to the Town with the Intent as open space. "This land adjoins a scenic easement and would be a logical addition to it and the open space program, which we hope the community would be able to enjoy" Westridge Subdividers, Ltd. October 20, 1971
21	076-244-020	1.210	Land: 0 Tynan	R-E/1A/SD-1a	Conservation Residential	Town acquired Tax Delinquent Parcel as open space in June 3, 1975.	Septic	Md	Landslide parcel	
22	080-432-010	6.400	Land: 0 Bear Paw (Frog Pond)	PC/2A/SD-1	Neighborhood Preserve	Lot E of PV Ranch Subdivision. Grant Deed to Town 9/26/75 for Park and Recreation Purposes.	Sewer near PV Ranch	Sun	Deed prohibit construction of permanent building on land and reversion of title to the grantor in the event the property is not used for PR purposes or in the event the conditions of the deed is violated.	
23	077-080-220	0.024	Land: 0 Escobar	R-E/2.5/SD-2.5	Low Intensity Residential	Long narrow strip along Escobar ROW per parcel map 4PM-PG003, Sept. 1967	Septic	Sbr	Part of 30' x 350' emergency easement	
24	080-241-430	0.131	Land: 0 Los Trancos	M-R/7.5A/SD-3/DR	Scenic Corridor & Greenway	bottom of valley	Septic	Pd/Ps		
25	080-241-400	2.25	Land: 0 Los Trancos Parcel F	R-E/3.5A/SD-2/D-R	Neighborhood Preserve/Residential Open Space Preserve	Par. F Blue Oaks Sub. Rsm 128/64-92 Open Space - Trail. Redberry Preserve	Septic	Sbr/Pf	<ul style="list-style-type: none"> • Skyline is a scenic highway, no tree or vegetation removal within 100' 	Neighborhood Preserve required to be dedicated as part of subdivision to satisfy 5% (13.2 acres total) land requirement for park and recreation areas.
26	080-241-390	7.85	Land: 0 Los Trancos Parcel D	M-R/7.5A/SD-3/DR	Neighborhood Preserve	Parcel B, C, D, F Fee dedication to the Town for open space and neighborhood preserve purposes. Blue Oaks Subdivision, June 1998 128-RSM-PG064	Septic	Sbr/Ps/Pd	<ul style="list-style-type: none"> • Adjacent to 2 water district parcels • Adjacent to 0.12 parcel acquired from Los Trancos County Water District in 2015 that is subject to MROPSD conservation easement • Lake Trail/Old Spanish Trail pass through N and S ends of parcel • Relatively steep near NE end of parcel • Possible access via adjacent Lake Road cul-de-sac • Subject to Blue Oaks "open space neighborhood preserve purposes", "for passive recreational use" • Land flattens adjacent to lake 	Neighborhood Preserve required to be dedicated as part of subdivision to satisfy 5% land requirement (13.2 acres total) for park and recreation areas.
27	080-241-380	13.00	Land: 0 Los Trancos Parcel C	R-E/3.5A/SD-2/D-R	Residential Open Space Preserve	Parcel B, C, D, F Fee dedication to the Town for open space and neighborhood preserve purposes. Blue Oaks Subdivision, June 1998 128-RSM-PG064	Septic	Ps/Pdf/Sis	<ul style="list-style-type: none"> • Los Trancos Creek and road setbacks means only narrow strip at center of parcel would be developable • Open space easement 	Portions of the parcel (3.1 acres) required to make up for 5% land dedicated to Town for the subdivision. The entire parcel dedicated as open space on the final map, July 1998
28	079-151-280	0.250	Land: 0 Portola	R-E/1A/SD-1a	Low-Medium Intensity Residential	Town purchased land as part of flood control work (bridge) work in March 3, 1988	Sewer line on Portola Road	Sun	Town purchased land to facilitate construction of Portola Brookside bridge	
29	080-250-080	4.46	Land: 0 Alpine (Bovet Strip Park)	PC/2A/SD-1	Scenic Corridor & Greenway	Grant Deed 3/12/68 dedicated to Town for road easement	Septic	Pd/Sun	Long narrow strip of land along Alpine road ROW.	Deeded for Parks and Recreation purposes. Grant Deed March 1, 1965

30	079-181-220	0.017	Land: Cima Way	R-1/15M	Low-Medium Intensity Residential	Agreement of Sale 11/30/81, town purchased from SMC for \$152.00 for ROW street purposes	Septic	Sbr	Small sliver of road ~740SF that part of the ROW	
31	076-280-150	3.10	Land: Springdown Parcel #2	R-E/3.5A/SD-2/D-R	Community Park/Preserve	April 7, 2000, Agreement of Sale with the Goodsteins for \$1,625,000	Sewer line on Portola Road	Sun/Pf	Open space preserve, half of the open space. See Parcel ID #4.	Deeded for Open Space purposes. Grant Deed June 29, 1982
32	076-170-030	11.81	Land: Kersten Parcel	R-E/3.5A/SD-2/D-R	Conservation Residential	Dangler Open Space Preserve donated to Town in 2005. A trail project started after the Kersten family donated what is now the Herb Dangler Preserve. Along with the donation of the property an additional \$25,000 was included for trail construction and maintenance. With this seed money the Trail Committee began working with the Public Works department to design an extension to the existing trail system. In December 2007 Bill and Jean Lane donated an additional \$25,000 towards the construction costs and the Trails Committee allocated \$10,000 from the FY70/08 trails budget to cover the estimated cost of \$60,000. The budget and initial design was approved by the Town Council on December 7, 2007.	Septic	Md/Od/Sls	Landlocked. No access except through Town of Woodside.	Deeded for Open Space purposes. Grant Deed November 29, 2005
33	077-212-140	2.50	Land: Shady Trail/Westridge	R-E/2A/SD-2a	Low Intensity Residential	Formerly Michael Tevis property. Town purchased flag lot to preserve as open space in November 16, 2007. Town contributed \$100,000 from Open Space Acquisition Fund. Per resolution 2373-2007, residents of the Town contributed the balance of the purchase price so \$1,595,000 to the Town to assist with the purchase to keep it in its open space condition.	Sewer line on Golden Hills	Sun/Ps		Deeded for Open Space purposes. "This land being transferred is to be kept in its natural state consistent with public safety, no structure may be placed or constructed on the land and no parking shall be allowed on the land". Grant Deed November 16, 2007
34	076-262-020	0.080	Land: 815 Portola Rd	R-E/3.5A/SD-2/D-R	Scenic Corridor & Greenway	Acquired as part of Christ Church LLA, Part of PV Town Center parking lot.	Sewer on Portola Road	Pf		
	ROW	~0.62	Triangle Park		Scenic Corridor & Greenway	Triangle Park, road ROW, not a parcel	Sewer on Portola/Alpine			
	ROW	~0.70	Alpine Road ROW adjacent to Corte Madera School		Scenic Corridor & Greenway	Part of Alpine Road ROW	Sewer on Portola/Alpine			


Town of Portola Valley GIS Basemap

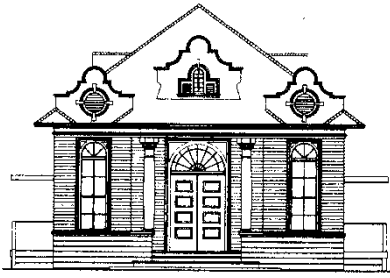


LEGEND

076350220 ASSESSOR PARCEL NUMBER (APN)

 PUBLIC RIGHT-OF-WAY

 Town Owned Parcel
(Map for general illustration, refer to Town Capital Asset list for details)
11/15/16 NTS



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Susan Cope, Finance Director

DATE: September 27, 2017

RE: Consultant Service Agreement, Information Technology Services for Town Hall

RECOMMENDATION

Staff recommends that the Town Council approve the attached resolution authorizing execution of the Agreement between the Town of Portola Valley and the City of Redwood City for Information Technology (RWC-IT) services.

BACKGROUND

The Town has contracted with RWC-IT to provide technology services since May 26, 2010. Staff is satisfied with the service RWC-IT has provided to the Town, and the attached resolution and agreement will continue their provision of services to the Town for the fiscal year ending June 30, 2018 under the existing terms and conditions.

DISCUSSION

RWC-IT provides 156 hours of support service (an average of three hours a week), and has assisted with/or continues to assist, the Town with the following:

- Weekly and as-needed desktop, printer and application support;
- Implementation of full back-up of Town electronic files using a cloud-based solution;
- Implementation of email and productivity tools using a cloud-based solution;
- Implementation and ongoing support of software/technology tools utilized by several departments including Planning, Public Works, and Finance;
- Monitoring of the technology environment and risk evaluation with supporting recommendations for improvement.

At the end of the fiscal year, RWC-IT completes a true-up of actual hours versus invoiced hours, and the value of any unused hours is refunded to the Town, or conversely, a final invoice is submitted to the Town for any additional hours used during the fiscal year. The table below provides a historical reference on their consulting costs for the past five years as well as this year's budgeted amount.

IT Services for Fiscal Year Ending	Contract Amount	Increase in Annual Contract Amount	Actual True-Up Cost at Year-End
2012-13	\$22,413	2.0%	\$18,740
2013-14	\$23,420	4.5%	\$23,510
2014-15	\$24,358	4.0%	\$25,826
2015-16	\$25,333	4.0%	\$30,059
2016-17	\$26,000	2.6%	\$25,958
2017-18	\$27,000	3.9%	n/a

FISCAL IMPACT

Cost for these services is \$27,000. Sufficient funds have been included in the adopted budget for 2017-18 for costs associated with the contract.

ATTACHMENTS

- 1. Agreement between Town and RWC-IT.
- 2. Resolution of the Town of Portola Valley Approving and Authorizing Execution of an Agreement between the Town of Portola Valley and the City of Redwood City.

Approved by: Jeremy Dennis, Town Manager



**THE CITY OF REDWOOD CITY
INFORMATION TECHNOLOGY SERVICES
GENERAL TERMS AND CONDITIONS**

The CUSTOMER named on the applicable Services Order and the City of Redwood City ("RWC") agree that these General Terms and Conditions ("GTC") are applicable to all Information Technology ("IT") Services provided by RWC to CUSTOMER. Capitalized terms have the meanings defined herein.

1. General.

The GTC describes the general terms and conditions applicable to CUSTOMER's purchase of IT Services from RWC. The GTC together with the applicable Services Orders constitute the entire agreement between the parties. In the event of a conflict between the terms of the GTC and of any Services Order, the terms of the Services Order prevail.

2. Services Orders.

The Services to be performed by RWC are set forth in the applicable Services Order(s). Each Services Order will state the Service, the term for which Service is requested (the "Service Term") and the pricing for the Service. A Services Order is not binding upon RWC unless signed by an authorized RWC representative.

3. Service Commencement Date; Service Term.

The Service Term will be as specified in the Services Order, and will commence on the date specified in the Services Order, or such later date as specified by RWC in a written notice to CUSTOMER. Upon expiration of the Service Term for a particular Services Order, Service will continue under the Services Order on a month to month basis at RWC's then current rates, and either RWC or CUSTOMER may terminate the Service upon 30 days prior written notice. CUSTOMER will pay RWC's then current charges for any moves, additions or changes to any Services Order or Service agreed to by the parties.

4. Compensation; Billing; Payment.

Compensation owed by CUSTOMER for Services rendered by RWC will be as set out in the applicable Services Order(s). Upon execution of a Services Order by CUSTOMER, RWC will invoice CUSTOMER for any non-recurring initial set up fees, and the first monthly recurring charges, if any. Billing for partial months is prorated. Subsequently, RWC will invoice CUSTOMER monthly in advance for any recurring charges for the Services, and in arrears for any Additional Services (defined below) that were requested by CUSTOMER and performed by RWC during the monthly billing period. Payment is due within 30 days of the invoice date.

5. Additional Services.

Additional Services will be performed by RWC only at the request of CUSTOMER and will be charged to CUSTOMER at the RWC fiscal year hourly rate in effect at the time the Additional Services are performed. The hourly rate for work performed during Normal Business Hours, as defined below, is established annually by RWC for each fiscal year.

A. Normal Business Hours: Monday through Friday, 8:00 a.m. through 5:00 p.m. except on the following currently recognized RWC holidays (calendar dates vary depending on the year):

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- 4th of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

B. Non-Business Hours: All hours outside of Normal Business Hours, as defined above.

6. Reliance on Professional Skill of RWC.

RWC represents that it has the necessary professional skills to perform the Services and Additional Services required and CUSTOMER may rely on such skills of RWC to do and perform the work. RWC will perform all the work in a professional manner.

7. LIMITATION OF LIABILITY

NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THE GTC OR SERVICES ORDERS, IN NO EVENT WILL RWC BE LIABLE FOR ANY DAMAGES WHATSOEVER FOR LOST PROFITS, LOST REVENUES, LOSS OF GOODWILL, LOSS OF ANTICIPATED SAVINGS, LOSS OF DATA, THE COST OF PURCHASING REPLACEMENT SERVICES, OR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF THE PERFORMANCE OR FAILURE TO PERFORM UNDER ANY SERVICES ORDER. FURTHER, RWC

REV: 08-17-17 PR

Page 2 of 7

WILL HAVE NO LIABILITY FOR ANY CLAIM AGAINST CUSTOMER BY A THIRD PARTY IN CONNECTION WITH OR FOR RESPONDING TO EMERGENCY 911 OR OTHER EMERGENCY REFERRAL CALLS. RWC will HAVE NO RESPONSIBILITY FOR THE SERVICE QUALITY OR SERVICE OUTAGES (I) CAUSED BY OR CONTRIBUTED TO, DIRECTLY OR INDIRECTLY, BY ANY ACT OR OMISSION OF CUSTOMER AND/OR ITS AFFILIATES, AGENTS OR REPRESENTATIVES; (II) DUE TO POWER FAILURES (III) DUE TO INTERNET OUTAGES; (III) CAUSED BY THE FAILURE OR MALFUNCTION OF NON-RWC EQUIPMENT OR SYSTEMS; OR (IV) DUE TO CIRCUMSTANCES OR CAUSES BEYOND THE CONTROL OF RWC OR ITS AGENTS. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THE GTC OR SERVICES ORDERS, RWC'S TOTAL CUMULATIVE LIABILITY TO CUSTOMER HEREUNDER WILL BE LIMITED TO THE ACTUAL FEES PAID BY CUSTOMER TO RWC DURING THE PRECEDING TWELVE (12) MONTHS.

8. Compliance with Law.

All services rendered hereunder by RWC will be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of CUSTOMER, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered.

9. Relationship of Parties.

It is understood that the relationship of RWC to CUSTOMER is that of an independent contractor and all persons working for or under the direction of RWC are its agents or employees and not agents or employees of CUSTOMER.

10. Nonassignment.

The GTC and Services Orders are not assignable either in whole or in part.

11. Amendments.

The GTC and Services Orders may be amended or modified only by written agreement signed by both Parties.

12. Validity.

The invalidity, in whole or in part, of any provisions of the GTC or Services Orders will not void or affect the validity of any other provisions of the GTC or Services Orders.

13 Governing Law/Litigation.

The GTC and Services Orders will be governed by the laws of the State of California and any suit or action initiated by either Party will be brought in the County of San Mateo, California. In the event of litigation between the Parties hereto to enforce any provision of the GTC and Services Orders, the unsuccessful Party will pay the reasonable expenses of litigation of the successful Party.

14. Mediation.

Should any dispute arise out of the GTC or Services Orders, the Parties will meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party will be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, will be paid equally by the Parties. If a mediated settlement is reached, neither Party will be deemed the prevailing party for purposes of the settlement and each Party will bear its own legal costs.

15. Indemnity.

CUSTOMER will defend, indemnify and hold harmless RWC and its officers, City Council, agents, employees and volunteers from and against all claims, damages, losses and expenses (including claims, damages, losses and expenses brought by third parties to this agreement) including attorney fees arising out of, or relating to, RWC's performance of the Services and Additional Services described in the GTC and Services Orders, including any loss of data, except where RWC has been found, in a court of competent jurisdiction, to be solely liable by reason of its gross negligence or willful misconduct.

16. Insurance.

RWC will not insure for any loss or damage to any of CUSTOMER's property of any kind owned or leased by CUSTOMER or its employees, servants or agents even if such property is located on RWC's premises. CUSTOMER represents and warrants that all insurance required hereunder has been or will be obtained prior to the commencement of delivery of Services by RWC under any Services Order. Upon request, CUSTOMER will furnish RWC with certificates of insurance evidencing the required coverage.

A. Liability Insurance.

CUSTOMER will take out and maintain, so long as the GTC remains in effect, such bodily injury liability and property damage liability insurance as will protect RWC while performing work covered by the GTC and Services Orders from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage or loss which may arise in connection with the provision of Services by RWC under the GTC and Services Orders. The amounts of such insurance will be a minimum of Two Million Dollars (\$2,000,000) combined single limit bodily injury and property damage for each occurrence. RWC, its officers, employees and agents will be maintained as additional insured's on said policy. All insurance will be with insurance carriers licensed in the State of California and in good standing with the California Department of Insurance.

REV: 08-17-17 PR

B. Self Insurance.

Notwithstanding the above, CUSTOMER will have the right to self-insure against any and all perils and/or liabilities against which it would otherwise be required to insure and will also have the right to effect any such insurance by means of so called "blanket" or "umbrella" policies of insurance. If CUSTOMER decides to self-insure, CUSTOMER must provide RWC with written notice of self-insurance identifying the type of policy coverage and the amount for which it will self-insure.

17. Notices.

All notices required by the GTC or Services Orders will be given to RWC and CUSTOMER in writing, by first class mail, postage paid, addressed as follows:

RWC: The City of Redwood City
Attention: IT Manager
1017 Middlefield Road
Redwood City, CA 94063

CUSTOMER: AS SPECIFIED ON SERVICES ORDER

18. Termination. If CUSTOMER fails to make any payment when due and such failure continues for 10 business days after written notice from RWC, or if either party fails to observe or perform any other material term of the GTC or Services Orders and such failure continues for 30 days after written notice from the other party, then the non-defaulting party may: (a) terminate the GTC and/or any Services Order, in whole or in part, and/or (b) subject to the limitations of the GTC, pursue any remedies it may have at law or in equity.

19. Force Majeure. Neither party will be liable, nor will any remedy provided by the GTC be available, for any failure to perform any obligations under the GTC or Services Orders (except the obligation to pay invoices for Services delivered) due to causes beyond such party's reasonable control which will include without limitations, acts of God, earthquakes, labor disputes, changes in law, regulation or government policy, riots, war, fire, epidemics, acts or omissions of vendors or suppliers, equipment failures, transportation difficulties, power or internet outages, or other similar occurrences ("force majeure").

**THE CITY OF REDWOOD CITY
INFORMATION TECHNOLOGY SERVICES
SERVICES ORDER**

DATE: 8/15/2017
CUSTOMER NAME: Town of Portola Valley
CUSTOMER ADDRESS: 765 Portola Road
Portola Valley, CA 94028

Tel:650.851.1700 Fax:_____
Email:scope@portolavalley.net

SERVICE COMMENCEMENT DATE: 7/1/2017

PRICING:

INITIAL SET UP FEE: N/A
MONTHLY RECURRING CHARGE:\$2,250.30 (156 hours at \$173.10 per hour
divided by 12 months)
HOURLY RATE FOR ADDITIONAL SERVICES*: \$173.10
DURING NORMAL BUSINESS HOURS: \$173.10
DURING NON-BUSINESS HOURS: \$259.65

*SUBJECT TO ANNUAL ADJUSTMENT BY RWC

INITIAL SERVICE TERM: 1-year

MISCELLANEOUS: Hours used above 156 will be invoiced during the month of July 2018. Prepaid unused hours will be refunded during the month of July 2018.

Capitalized terms not defined herein have the meaning set forth in the General Terms and Conditions (GTC) attached hereto.

All charges in this Service Order are exclusive of taxes and fees.

By executing this Service Order, CUSTOMER is requesting, and agrees to pay for the Services identified and described in this Services Order and to be bound by the GTC, which is attached hereto and incorporated by reference.

SERVICES TO BE PROVIDED:

RWC, upon request, will advise, write specifications, implement, and/or maintain any technology agreed to in writing or electronically through email by both parties and which RWC has the skills and resources to do so.

The individual signing for CUSTOMER represents that he/she is authorized to enter into this Service Order on behalf of CUSTOMER.

TOWN OF PORTOLA VALLEY
("CUSTOMER")

CITY OF REDWOOD CITY
("RWC")

By _____

By Melissa Stevenson Diaz

Name:

Name: Melissa Stevenson Diaz

Title:

Title: City Manager

Date:

Date:

Attest: Pamela Aguilar
Pamela Aguilar, City Clerk

RESOLUTION NO. _____-2017

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING
EXECUTION OF AN AGREEMENT
BETWEEN THE TOWN OF PORTOLA VALLEY
AND THE CITY OF REDWOOD CITY**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Agreement for Consulting Services ("Agreement") between the Town and the City of Redwood City, and

WHEREAS, the Town of Portola Valley has contracted with RWC-IT for five years and Town Staff has been satisfied with the quality of service,

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

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

PASSED AND ADOPTED this 27th day of September, 2017.

By: _____
Mayor

ATTEST:

Town Clerk

#6

There are no written materials for Presentation by Public Works Director re: Pavement Treatment, Types, and Selection on the Roadway and Paved Shoulders

#7

There are no written materials for Formation of a Subcommittee to review Town Manager Contract

#8

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

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Friday – September 15, 2017

1. Agenda (Action) – Town Council – Wednesday, September 13, 2017
2. Agenda – Sustainability & Environmental Resources Committee - Monday, September 18, 2017
3. Agenda – Trails & Paths Committee – Tuesday, September 19, 2017
4. Agenda – Planning Commission – Wednesday, September 20, 2017
5. [San Mateo County Mosquito Vector & Control District – September District Newsletter](#)

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

1. LifeMoves – Summer/Fall 2017 Newsletter
2. Guardians of Nature – Invitation to 2017 Benefit Party for the Sierra Club, Loma Prieta Chapter – Friday, October 27, 2017



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council

Wednesday, September 13, 2017

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

All Present

ORAL COMMUNICATIONS

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

None

CONSENT AGENDA

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

1. **Approval of Minutes** – Town Council Meeting of August 23, 2017

2. **Approval of Warrant List** – September 13, 2017

Approved 5-0

3. **Recommendation by Mayor** – Adoption of a Proclamation of the Town Council of the Town of Portola Valley Declaring October 15 through October 21, 2017 “Freedom from Workplace Bullies Week”

Following Discussion, Approved 5-0

4. **Recommendation by Planning Director** – Resolution Authorizing a Cooperation Agreement with the County of San Mateo for Participation in the Urban County for Community Development Block Grant (CDBG) Funding

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing Execution of a Cooperative Agreement with the County of San Mateo which permits the Town’s Participation in the County’s Housing and Community Development Program (Resolution No. 2739-2017)

Following Discussion, Approved 5-0

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

5. **Recommendation by Planning Director** – Review of Proposed Ordinance Adding Chapter 15.22 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Electric Vehicle Charging Systems

- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.22 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Electric Vehicle Charging Systems (Ordinance No. __)

Approved 5-0 Second Reading scheduled for the September 27, 2017 Council meeting

6. **Study Session, Leaf Blowers**

Council requested the Sustainability and Environmental Resources Committee (SERC) review possible incentives, education and regulations for use of leaf blowers and report back to Council by the end of the year.

7. **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 San Mateo County “Home for All” meeting with Councilmember Wengert on August 24, 2017. She also attended a C/CAG Administration meeting to plan the September 14 meeting agenda.

Councilmember Aalfs -

Attended the Sustainability & Environmental Resources Committee meeting held on August 30 and the September 6 Planning Commission meeting. He will attend an ABAG meeting on September 28 to discuss microgrids.

Councilmember Wengert –

Attended a San Mateo County “Home for All” meeting with Councilmember Derwin. She attended a C/CAG Bicycle and Pedestrian Advisory Committee meeting for site visit tour of grant applicants.

Vice Mayor Richards -

Vice Mayor Richards, Mayor Hughes, and Town Manager Dennis attended lunch with Laurie Small, Executive Director for The Sequoias.

Mayor Hughes –

Attended the September 6 Bicycle, Pedestrian & Traffic Safety Committee meeting.

8. TOWN MANAGER REPORT

Reported on the recent Skyline (Skeegs Fire) and Felt Lake grass fire. He thanked Fire Chief Dan Ghiorso and Cal Fire for their extraordinary work. The maintenance crew arrived at work early to check for possible lightning strikes. The Town has hired a new Communications/Sustainability Management Analyst, Ali Taghavi, who begins October 2, 2017. Staff is starting to prepare for winter storms. Town Manager Dennis requested the Sheriff’s Office have a presence at schools, in light of schools being back in session. On October 3, the Conservation Committee will be holding an event on rodenticide use.

WRITTEN COMMUNICATIONS

9. Town Council Digest – August 25, 2017 - #1 (Council separates) Councilmember Wengert will attend the Mount Umunhum Grand Opening Brunch

10. Town Council Digest – September 1, 2017 - #5 Councilmember Derwin noted the September Council of Cities Dinner Meeting invitation

11. Town Council Digest – September 8, 2017 - #5 Councilmember Derwin will attend the 2nd Annual San Mateo County Immigrant Integration Summit

ADJOURNMENT: 8:25 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY
Sustainability & Environmental Resources Committee Meeting
Monday, September 18, 2017 10:30AM to 12:30 PM
Town Hall - Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

- 1. Call To Order**
- 2. Leaf Blowers – Introduction & Next Steps**
- 3. Oral Communications**
- 4. Approval of Minutes – August 30, 2017**
- 5. Old Business:**
 - a. Updates from Maryann**
 - b. Updates from Brandi**
- 6. New Business:**
 - a. Select New Committee Chair**
 - b. Updates from Sub-Committees**
- 7. Set Date and Topics for Next Meeting**
- 8. Announcements**
- 9. Adjournment**



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, September 19, 2017 8:15 AM
Historic Schoolhouse at Town Center
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. **Call to Order**
2. **Oral Communications**
3. **Approval of Minutes – August 15, 2017**
4. **Old Business**
 - a. **Trail conditions, Work and Budget Update**
 - b. **New Gate Design:** Bottom / Alpine entrance to Toyon trail (Additional discussion)
 - c. **Community Hike:** Finalize community hike details (Additional discussion, recommendation)
 - d. **Trail Use:** Continue discussion on approach to assessing permitted vs. actual trail use and advisability of recommending change in permitted use (Additional discussion)
5. **New Business**
 - a. **Committee Trail Assignments and Review:** (Discussion)
 - b. **Site Development Plans:** (Discussion, if any applicable plans have been filed)
 - c. **Accolades:** (Discussion, if any applicable)
6. **Other Business**
7. **Adjournment**

Enclosures:

Minutes from August 15, 2017
Trail Work Map & Memo – August 2017
Financial Review – August 2017



TOWN OF PORTOLA VALLEY

7:00 PM – Special Joint Meeting of the Planning and
Architectural Site Control Commissions
Wednesday, September 20, 2017
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

SPECIAL JOINT MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Goulden, Hasko, Von Feldt, Vice-Chair Targ, Chair Gilbert
Commissioners Breen, Koch, Wilson, Vice Chair Sill and Chair Ross

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. Wireless Distributed Antenna System Discussion

ADJOURN TO REGULAR MEETING OF THE PLANNING COMMISSION

REGULAR MEETING AGENDA

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 Review of a Proposal to Renew a Conditional Use Permit and Update an Existing Wireless Communication Facility, T-Mobile, 3530 Alpine Road, File # PLAN_USE 00005-2017 (Staff: A. Cassidy)
2. Preliminary Review of a Conditional Use Permit for a New Wireless Communication Facility, T-Mobile, 700 Portola Road, File # PLAN_USE 00004-2017 (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

APPROVAL OF MINUTES

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).

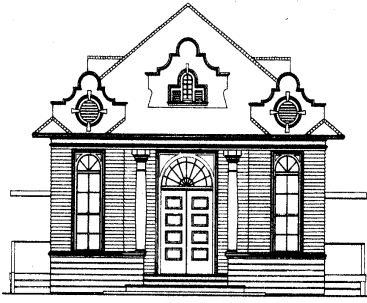
TOWN COUNCIL WEEKLY DIGEST

Friday – September 22, 2017

1. Agenda (Cancellation) – Architectural & Site Control Commission – Monday, September 25, 2017
2. Agenda – Conservation Committee - Tuesday, September 26, 2017
3. C/CAG (BPAC) September 28, 2017 Meeting – Agenda item #4 - Public Works Director to Present Application for the Town
4. Invitation from Anne-Marie Despain, Director of Library Services – “Making Connections: Libraries at the Heart of Community” Thursday, September 21, 2017
5. Invitation from Supervisor Carole Groom – 9th Annual Active San Mateo County Conference – Historical Tourism in 2017 – Friday, October 20, 2017

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

1. None



TOWN OF PORTOLA VALLEY
Meetings of the Architectural Site Control Commission (ASCC)
Monday, September 25, 2017
7:00 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

ARCHITECTURAL AND SITE CONTROL COMMISSION
MEETING REGULARLY SCHEDULED FOR
Monday, September 25, 2017

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meeting regularly scheduled for Monday, September 25, 2017 has been cancelled.

The next regular meeting of the Portola Valley Architectural and Site Control Commission is scheduled for Monday, October 9, 2017 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, September 26, 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 August 15, 2017 minutes
4. Current Site Permits:
 - A. Subcommittees to report
5. Current Tree Permits:
6. Old Business
 - A. Oversight of Significant Town Owned Open Space properties
 1. Springdown
 2. Frog Pond
 3. Ford Field
 4. Town Center
 5. ROW – dying oaks on Portola near Santa Maria
 - B. Tip of the Month/What's blooming now - Plunder
 - C. Kudos of the Month – Murphy
 - D. BYH – DeStaebler
 - E. Wells – Bourne
 - F. Committee/Town cooperation
 1. Public Works
 2. Town Center Master Plan Committee
 3. Sustainability and Environmental Resources Committee (formerly the Water Conservation Committee)
 - G. Weed seedling info sheet photos labeled – Plunder
 - H. Fall Town evening on Rodenticides – Chiariello
 - I. Winter event: Mountain lions – Chiariello date
 - J. Our Plant lists Plunder/Walz:
 1. Expand Town discouraged plant list and include a link to CAL-Invasive Plant Council list cal-ipc.org/ip/inventory/ Cotoneaster
 2. Vines? Riparian?
7. New Business
 - A. Broom Pull
8. Adjournment
9. Next meeting 9/26/17, 7:30 pm, Old Schoolhouse

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

AGENDA

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Date: Thursday, September 28, 2017

7:00 p.m.

Place: San Mateo City Hall
Conference Room C
330 West 20th Avenue
San Mateo, CA 94403

- | | | |
|----|---|--------------------------------------|
| 1. | Call To Order | Action
(Fraser) |
| 2. | Public Comment On Items Not On The Agenda | Limited to 3 minutes
per speaker. |
| 3. | Meeting Minutes of the June 22, 2017 Meeting | Action
(Fraser) |
| 4. | Project Applicant Presentations for
the Transportation Development Act
Article 3 (TDA Article 3) FY 17-18 | Information
(Muse) |
| 5. | Member Communications | Information
(Fraser) |
| 6. | Adjournment | Action
(Fraser) |

If you have any questions regarding the C/CAG Bicycle and Pedestrian Advisory Committee Meeting Agenda, please contact Sara Muse at 650-599-1460 or smuse@smcgov.org

NOTE: Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

The next BPAC meeting will be held on Thursday, October 26, 2017.

From: Despain, Anne-Marie [<mailto:despain@smcl.org>]

Sent: Tuesday, September 19, 2017 6:14 PM

To: Caroline Barba; Hope Atmore; Jeanette Vasherresse; Joan Putz; Kalamu Chache; Laurie Seidler; Lin Pearlstein; Margaret MacNiven; Pat Barkett; Sandy Crittenden; Steve Cady; Sue Crane; Wendy Towle; Angela Louis; Carlos Martinez; Clay Holstine; Crystal Mui; George Rodericks; Greg Scoles; Jeremy Dennis; Keith Breskin; Kevin Bryant; Kevin Miller; Magda Gonzalez; Peggy Jensen; Jeff Maltbie ; Anne Kasten; Charles Stone; Anne Kasten; Carole Groom; Donna Rutherford; Gary Pollard; Lori Liu; Maryann Derwin; Mike O'Neill; Reuben Holoher; Rick DeGolia; Rick Kowalczyk; Ellen Ron

Cc: Malley, Annie; Beasley, Kathleen; Garcia, Alexandria; Risley, Carine; Kim, Amanda

Subject: Library at the Heart of Community - Brews and Views on Thursday at 6pm

Please join us at the Half Moon Bay Brewing Company on Thursday, September 21 at 6pm.

Our “Community Conversations” program invites community members – from different walks of life and with differing views – to listen, learn and discover common connections with one another in a safe place.

In a fun, informal gathering, our esteemed panel will discuss how libraries strengthen, enrich and transform communities.

- Lenny Mendonca, co-founder of the Half Moon Bay Brewing Company, Director Emeritus of McKinsey and Company— Moderator
- Alex Castillo, Fuse Corps Fellow at Los Angeles Public Library— Establishing Citywide Gateways to Citizenship
- Cameron Johnson, San Mateo County Libraries Governing Board, City of San Carlos Council and Director of Product Innovation, Netflix— Libraries Helping Address Digital Gaps and Tech Access
- Rick Kowalczyk, San Mateo County Libraries Governing Board, City of Half Moon Bay Council, Founder and Managing Partner of Medallurgy, LLC— Library Facilities as Community Gathering Places
- Jane Yuster, Superintendent of Schools Cabrillo Unified School District— School/Library Connections to Support Learning

San Mateo County Libraries Community Conversations: <https://smcl.org/blogs/post/community-conversations/>

Half Moon Bay Brewing Company Brews & Views: <http://www.hmbbrewingco.com/brews-views>



Making Connections: Libraries at the Heart of Community

Brews and Views, Half Moon Bay Brewing Company
390 Capistrano Rd, Half Moon Bay, CA 94019
Thursday, September 21 at 6:00 pm

Lenny Mendonca, Moderator, co-founder of the Half Moon Bay Brewing Company, Director Emeritus of McKinsey & Company

Alex Castillo, Establishing Citywide Gateways to Citizenship, Fuse Corps Fellow at Los Angeles Public Library

Cameron Johnson, Libraries Helping Address Digital Gaps & Tech Access, San Mateo County Libraries Governing Board, City of San Carlos Council & Director of Product Innovation, Netflix.

Rick Kowalczyk, Library Facilities as Community Gathering Places, Open Welcoming to Everyone, San Mateo County Libraries Governing Board, City of Half Moon Bay Council, Founder & Managing Partner of Medallurgy, LLC.

Jane Yuster, School/Library Connections to Support Learning, Superintendent of Schools Cabrillo Unified School District.



HALF MOON BAY

225 S. Cabrillo Highway #104B, Half Moon Bay CA 94019



9th Annual Active San Mateo County Conference

HISTORICAL TOURISM in 2017

Hosted by Supervisor Carole Groom

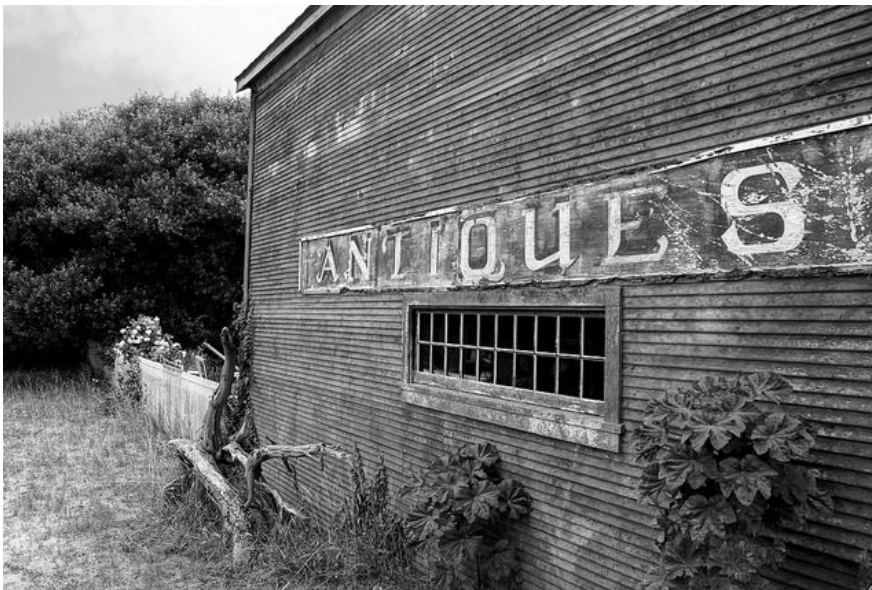
Friday, October 20, 2017

8:30 a.m.—12:00 p.m.

Belmont Library, 1110 Alameda de las Pulgas, Belmont

Free to register. Light breakfast included. Program begins 9:00 a.m.

Tour the future by discovering the past. Learn about the nexus between history and tourism in San Mateo County.



Speakers

Anne LeClair

President & CEO

San Mateo County Silicon Valley
Convention and Visitors Bureau

Rachael Lopes

Public Access Program Manager
Peninsula Open Space Trust

Mitch Postel

President

San Mateo County Historical Association

REGISTER by October 18 at <http://2017ActiveSMC.bpt.me>

For more information, contact 650-363-4568



SAN MATEO COUNTY LIBRARY
Connect. Discover. Evolve.



SAMCEDA
San Mateo County Economic Development Association



Recology
San Mateo County
WASTE ZERO

SAN MATEO COUNTY
SILICON VALLEY
San Mateo County/Silicon Valley
Convention & Visitors Bureau

