



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, December 13, 2017
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

1. **PRESENTATION** – Backyard Habitat Award by the Conservation Committee (3)
2. **REORGANIZATION OF THE TOWN COUNCIL** (4)
 - (a) Election of Mayor
 - (b) Election of Vice Mayor
3. **PLANNING COMMISSIONER INTERVIEW AND APPOINTMENT** (5)
 - (1) Kopf-Sill, Anne
 - (2) Kriese, Leslie
 - (3) Mainzer, William
 - (4) Pierce, Andrew
 - (5) Taylor, Craig

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.

4. **Approval of Minutes** – November 8, 2017 (12)
5. **Ratification of Warrant List** – November 22, 2017 (19)
6. **Approval of Warrant List** – December 13, 2017 (31)
7. **Appointments by Mayor** – Members to the Parks & Recreation Committee (45)
8. **Appointment by Mayor** – Member to the Public Works Committee (51)
9. **Appointment by Mayor** – Reappoint Jean Isaacson as President of the Woodside Highlands Road Maintenance District Advisory Board (53)
10. **Recommendation by Town Attorney** – Approval of Settlement Agreement and Easement Agreement for Blue Oaks Homeowners' Association Conservation Easement (54)
11. **Recommendation by Town Manager and Town Attorney** – Creation of Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) (64)
 - (a) A Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Execution of the Pooled Liability Assurance Network [Plan] Joint Exercise of Powers Agreement (Resolution No. __)

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

12. **Report by Town Manager and Town Attorney** - Direction Regarding Placing Utility Users Tax Reduction Measure on the June 2018 Ballot (84)

13. **Recommendation by Town Manager** – Response Letter to Stanford regarding their General Use Permit Draft (95) Environmental Impact Report

14. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (148)

Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

15. **Town Manager Report** (149)

WRITTEN COMMUNICATIONS

16. **Town Council Digest** – November 10, 2017 (150)

17. **Town Council Digest** – November 17, 2017 (165)

18. **Town Council Digest** – November 22, 2017 (170)

19. **Town Council Digest** – December 1, 2017 (174)

20. **Town Council Digest** – December 8, 2017 (200)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

Backyard Habitat Award at the 12/13/17 Town Council Meeting

This our fourth year of awarding Backyard Habitat plaques to residents who work toward removing invasive plants and letting native ones thrive. Food is restored and more habitat available to shelter our native wild life.

Last Spring the Sustainability/Water Committee and Conservation sponsored an Eco Friendly Garden tour for Portola Valley residents to showcase the beauty and variety of sustainable landscaping. On April 2, eight gardens were visited by 80 to 100 residents; seven were Backyard Habitat gardens. We plan a May 14 or 15, 2018 tour again this Spring. I hope you will join us.

This year two families are being awarded.

The Eastman's were early enthusiasts planting their yard in native shrubs and leaving their creek side unfenced open to wildlife. Phil was on the Conservation Committee in the 1980s, and Jean only recently retired from the Committee. Due to their long connection with the Committee and the long wait until December, the full Committee gathered at their home in February and presented them their plaque with cake and dessert goodies.

The Reinhardts have left the steep lower slope portion of their land rich in native trees, shrubs and grasses open. The upper area where they live is open grassland, adjoining Stanford land. They are pulling invasive grasses and encouraging native ones. Wildlife is abundant.

#2

There are no written materials for item #2 – Reorganization of the Town Council

December 1, 2017

Dear Portola Valley Town Council,

I am applying for the open position on the Planning Commission.

I have a long-standing interest in policy issues and like to investigate topics by thinking about their long-term consequences so the Planning Commission work is appealing to me. The current problems facing the town are interesting to me. Many problems can be characterized as needing to find a balance between the rural character and “the way it used to be” and modern realities such as increased traffic, increased crime, and new technologies. I do not have any plans to remodel my house or buy a new house so I do not have a personal agenda to promote. I would like to note that my husband currently serves on the Town’s ASCC.

I am a 29-year resident of Portola Valley. I was initially attracted to the town by the rural feel and spacious lots. I often repeat the description relayed to me by one of the Town’s founders that “Atherton is show-and-tell and Portola Valley is hide-and-seek.” I love that description. Both my children attended the local public schools and played sports in town.

I have a Ph.D. in Chemical Engineering from Stanford. I have worked most of my career in biotech start-ups leading R&D groups and business development for new-to-the-world technologies. I currently am back at Stanford working in the Office of Technology Licensing where I evaluate the professors’ inventions, decide if they have commercial potential, hire patent attorneys to draft patents, market the inventions to find licensees and draft and execute licenses with the companies (10-15 per year). Some of the skills from my education and work positions that would be useful for the Commission’s work are the ability to absorb large amounts of data quickly and to assemble it in a cohesive, understandable package. I am experienced at drafting and editing contracts with an eye towards possible unintended interpretations by future readers and implementers.

My work colleagues would say that I am good at working with people and in groups. I have a strong ability to ask hard questions in a fair, neutral way and to say what needs to be said.

I have served for many years (8?) on the Town’s Emergency Preparedness Committee. In 2016, I was Vice-Chair; in 2017 Chair; and may get selected as Chair for 2018. Two of my accomplishments on this committee are the initial assembling and organizing of information to go on the emergency preparedness section of the Town’s website and assembling the Quick Cards to help volunteers run the Emergency Operations Center should an emergency occur after-hours. My other volunteer successes are President of the Woodside High School Foundation for two years and a board member for 6 years. For many years, I ran the Seasons of Sharing Program at Woodside High in which we assembled custom holiday gift baskets for families-in-need; up to 70 families and 200 volunteers.

Sincerely,

Anne R. Kopf-Sill

Leslie A. Kriese

11/17/17

Portola Valley Town Council

765 Portola Road

Portola Valley, CA 94028

To the Portola Valley Town Council:

I am writing to express my interest in the open position on the Portola Valley Planning Commission. As a 15 year resident of the town, I cherish everything about living in Portola Valley, from the people and the wonderful small town ambiance to the stunning open space, and rural feeling. I am applying for this position so that I can contribute my skills to maintaining our environment while addressing the land use issues that naturally occur in a healthy, growing community.

My education and professional background include a BA (International Relations) and an MBA from Michigan State, 10+ years at HP, as well as time at Frame Technology, Yiftee and Kurbo in the areas of Marketing, Account Management, Content Marketing and Customer Success.

During the time that I've lived in Portola Valley I've built, rented and renovate homes. My three children got a great start at Windmill Preschool, attended the Portola Valley School District (where I was an active volunteer), and then both public and private (Priory) high schools. I was also District Commissioner of the Woodside Pony Club and active in the equestrian community. These experiences, in combination with the time that I've lived here, have given me a broad understanding and appreciation for this community and its diversity of needs and opinions.

I believe my background, combined with my community experiences will enable me to make a solid, positive contribution to the Planning Commission. Please let me know what the next steps are in applying for this position.

Sincerely,



Leslie Kriese

F. WILLIAM MAINZER

November 30, 2017

The Town Council,
Town of Portola Valley,
765 Portola Valley, CA. 94028

I understand that there is a vacancy for a seat on the Planning Commission which interests me greatly.

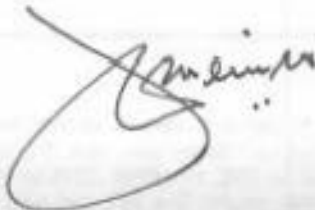
As a resident of Portola Valley for more than ten years, I have had an interest in the direction that this Town has taken and will go in the future.

We have built a home here and are busy building again. My background in construction and management as the CEO of a Palo Alto flooring company for more than 25 years and previous board member of a national industry board gives me an insight into some of the questions and problems of a current and evolving Town.

I believe that my keen interest and concern for my Town and my neighbors puts me in a great position to help give good constructive ideas on policy matters and development to ensure that we retain this beautiful rural environment.

Please consider my application for this Planning Commissioner.

Sincerely,



Thu 11/30/2017 6:18 PM

Andrew Pierce

Planning Commission letter of interest

I am interested in the vacancy on the Planning Commission. I reside at Sandstone and am currently a member of the Nature and Science Commission. My resume is attached.

Andrew F. Pierce

Partner

Woodside Corporate Center
2055 Woodside Road, Suite 110
Redwood City, CA 94061
tel: 650-843-1900
fax: 650-843-1999

Andrew grew up in Highland Park, Illinois. He attended college at Harvard, receiving a Magna cum Laude degree in Government. After graduation, he worked as a legislative aide in Washington D.C. for U.S. Rep. Jim Guy Tucker. He attended law school at the University of California, Berkeley where he finished in the top 10% of his class and was selected for Order of the Coif. Andrew served as a Vice President and member of the Board of Directors of the Berkeley Law Foundation which raises money for pro bono legal activities. After graduation, he worked as a research attorney for The Honorable Joseph Grodin of the California Court of Appeals in San Francisco.

In 2006 and 2007, Andrew was elected President of the Palo Alto Area Bar Association. He has been selected by his peers as a Fellow in the prestigious Litigation Counsel of America and has also been named as a ‘Superlawyer’ in both employment law and business litigation.

Prior to forming Pierce & Shearer in September 2001, Andrew worked for many years for Cox Buchanan Padmore & Shakarchy in Palo Alto and, before that, for Goldstein & Phillips, a litigation firm in San Francisco. Andrew has extensive experience representing both employers and employees in employment/ labor law matters. He is also experienced in appellate practice, real estate, insurance and business litigation.



Education

University of California, Berkeley

*1981 Juris Doctor
Order of the Coif*

Harvard University

*1977 Bachelor of Arts
Magna cum Laude*

Admissions & Organizations

Admitted to Practice in California
Admitted to the United States District Court for the Eastern, Northern and Central Districts of California and the Ninth Circuit Court of Appeals
Past President of the Palo Alto Area Bar Association
Member of the United States District Court Mediation Panel

Professional Experience

McLaughlin & Irvin, San Francisco, CA (1987-1989)
Goldstein & Phillips, San Francisco, CA (1989-1994)
Cox Buchanan Padmore & Shakarchy, Palo Alto, CA (1995-2001)

Publications & Lectures

“Regulating Our Mischievous Factions:

Andrew has been a faculty member of Lincoln Law School in San Jose and John F. Kennedy University Law School in Walnut Creek. He has taught entertainment and sports law, constitutional law and appellate advocacy. He has also appeared as a guest lecturer on employment law for start up businesses at the Santa Clara University law school for over ten years.

Andrew was appointed to the Santa Clara County Human Relations Commission by Supervisor Joe Simitian in 1998 and reappointed by Supervisor Liz Kniss in 2001. He was elected Chair of the Commission in 2002 and 2003. He was appointed by the Palo Alto City Council to serve on the Palo Alto Human Relations Commission from 1997 to 2003 and was elected Chair in 2000 and 2001.

Andrew is also a trained mediator. He was accepted into the highly selective mediation training program provided by the United States District Court Alternative Dispute Resolution Program. Since completing his training in March 2011, he has served as a mediator and Early Neutral Evaluator by appointment of various federal judges. He is also a founding member of the Palo Alto Bar Association ADR Program and provides mediation services through that program and through direct retention by the parties.

Andrew resides on the San Francisco Peninsula, where he enjoys amateur astronomy, San Francisco Giants baseball, music and spending time with his family.

Presidential Nominations On The Law,” 78 Kentucky Law Journal 311-375 (1990)

Contributor to: Employment At Will; A State by State Survey, A Report Of The Employment And Labor Relations Law Committee Of The Litigation Section Of The American Bar Association

John F. Kennedy University School of Law, Walnut Creek California, Adjunct Professor 1994-1995; Courses: Appellate Advocacy

Lincoln University Law School, San Jose, California, Faculty 1989-1994; Courses: Entertainment and Sports Law, Constitutional Law, Community Property

Andrew F.
Pierce

Fri 12/1/2017 3:26 PM
Planning Commissioner Position

Please consider this my application for the open Planning Commissioner position.

I am a long time resident of Portola Valley, over 30 years which seems hard to believe. Portola Valley is a wonderful place to live and I can't imagine living anywhere else. Part of what makes the Town great is the level of citizen involvement in our government. The Planning Commission can and should be a strong advocate for the future of our Town. In my work life I have been a tech exec with a strategic approach, I would like to bring that same strategic view to the Town's future planning.

I am particularly interested in the long-term sustainability of the Town. Both in environmental and cultural terms. Maintaining our strong sense of open space and natural beauty should be coupled with a vibrant community. How we control development on the western slope, provide for affordable housing and services of a changing demographic is an important task that I would like to be part of.

I have been a volunteer on many committees over the past 30 years and strongly believe in volunteerism. Currently I serve on the Open Space Advisory Committee, as chair, the Emergency Preparedness Committee and the Town Master Plan Committee. I live in Woodside Highlands a tightly-knit community, within the Town, of higher density, smaller lots that affords me a unique perspective.

I look forward to the opportunity to be part of the Town's critical decision-making system and to ensure the next 30 years live up to the last 30.

Sincerely,

Craig Taylor

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 958, NOVEMBER 8, 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, and Jeff Aalfs, Vice Mayor John Richards, Mayor Craig Hughes.

Absent: Councilmember Ann Wengert

Others: Jeremy Dennis, Town Manager
Debbie Pedro, Planning Director
Howard Young, Public Works Director
Arly Cassidy, Associate Planner
Cara Silver, Town Attorney
Susan Cope, Finance Director
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None

CONSENT AGENDA [7:01 p.m.]

- (1) Approval of Minutes – Town Council Regular Meeting of October 25, 2017. *[Removed from Consent Agenda.]*
- (2) Approval of Warrant List – November 8, 2017, in the amount of \$560,300.75.
- (3) Recommendation by Public Works Director – Acceptance of the Portola Road Widening Project – Project #2017-PW02.
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed Portola Road Widening Project in the Town of Portola Valley, CA #2017-PW02 and Authorizing Final Payment to “Half Moon Bay Grading and Paving, Inc.” Concerning Such Work, and Directing the Town Clerk to file a Notice of Completion (Resolution No. 2744-2017)
- (4) Recommendation by the Finance Committee and Town Manager – Updates to the Town Investment Policy *[Removed from Consent Agenda.]*
- (5) Recommendation by Finance Director – Adoption of a Resolution approving and Authorizing Disposition of Surplus Town-Owned Property *[Removed from Consent Agenda.]*

Councilmember Aalfs moved to approve Items 2 and 3 of the Consent Agenda. Seconded by Vice Mayor Richards the motion carried 5-0, by roll call vote.

- (1) Approval of Minutes – Town Council Regular Meeting of October 25, 2017.

Councilmember Aalfs moved to approve Item 1 as amended. Seconded by Councilmember Derwin, the motion carried 4-0.

- (4) Recommendation by the Finance Committee and Town Manager – Updates to the Town Investment Policy
- (5) Recommendation by Finance Director – Adoption of a Resolution approving and Authorizing Disposition of Surplus Town-Owned Property

The Mayor and Councilmembers thanked Finance Director Cope for providing years of excellent service to the Town.

Vice Mayor Richards moved to approve Items 4 and 5. Seconded by Councilmember Aalfs, the motion carried 4-0.

REGULAR AGENDA

COMMITTEE REPORTS AND REQUESTS

- (6) Town Center Master Plan Committee Update

Ted Driscoll, Committee Chair, expressed appreciation to Planning Director Pedro for the great deal of work she did on this project. He said they are at a stage to figure out the true impact, cost, and disruption associated with each item. He said they have done a rough prioritization, but need an expert to continue with the prioritizing. He suggested engaging an architect, perhaps Larry Strain, to provide feedback.

Mayor Hughes invited questions from the Council.

Councilmember Derwin asked if the entire Committee worked on scoring the list of projects and criteria, or if it was a subcommittee. Mr. Driscoll said the entire Committee commented. Planning Director Pedro said the idea for scoring came from Alex von Feldt and it was then forwarded to the entire Committee. She said Craig Taylor also weighed in on the assessment rating. Mr. Driscoll said the goal of the list was to capture all of the ideas, trying not to be exclusive or eliminate any ideas.

Mayor Hughes said Mr. Strain is obviously very familiar with the Town Center Plan and the history, which would be very beneficial and save a lot of time and money, but suggested it might be a good idea to also look at other architects. Mr. Driscoll said he is not sure that Mr. Strain is available, but he knows him personally and has recommended him for two other projects. Councilmember Derwin said, having served on the Council during those years, she found Mr. Strain to be super creative, fun, funny, a master at figuring stuff out, and she does not think the Town could do better. She said she's worked personally with a lot of architects, and Mr. Strain is fantastic. Mr. Driscoll said he'd like to start by asking Mr. Strain regarding his availability, but if he's not available then they may have to find someone else, perhaps someone recommended by Vice Mayor Richards. Vice Mayor Richards said Mr. Strain's experience and familiarity makes him the number one guy.

Planning Director Pedro said the Committee developed a Mission Statement, Guiding Principles and Goals, and a spreadsheet as directed. She is asking the Council to approve them and authorize the continuation of the work.

Mayor Hughes invited public comment. Hearing none, Mayor Hughes brought the item back to the Council for discussion.

Councilmember Derwin moved to approve the Mission Statement, Guiding Principles and Goals, Project Evaluation Criteria and authorize the continuation of the Work Plan per the Committee Charter. Seconded by Councilmember Aalfs, the motion carried 4-0.

STAFF REPORTS AND RECOMMENDATIONS

PUBLIC HEARING

- (7) Public Hearing – Recommendation by Planning Director and Associate Planner – Review and Approve a Resolution Updating the Portola Valley Geologic and Ground Movement Potential Maps
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Adopting “Geologic Map” and “Ground Movement Potential Map” and Establishing Land Use Policies for Lands Shown on Said Maps (Resolution No. 2746-2017)

Associate Planner Cassidy described the background of the updates and proposed modification to the Geologic and Ground Movement Potential Maps. Staff recommended adoption of the attached resolution approving the requested modifications, as detailed in the staff report.

Councilmember Derwin asked for a definition of a fault spur. Associate Planner Cassidy said, as she understands it, a fault is pictured as a straight line, but in fact there is a main fault where most of the motion and movement happens over geologic history, and then there are spurs and flaking of the lines where motion has occurred but is less common. She said this spur is not the main San Andreas Fault, but an area where shifting has occurred in the past.

Mayor Hughes congratulated Associate Planner Cassidy for recently passing the American Institute of Certified Planners examination.

Mayor Hughes called for questions from the Council.

Vice Mayor Richards asked if it was known which properties had trenching. Associate Planner Cassidy pointed out the property where a new house was recently constructed. She said the property reviewer was aware of the fault location when constructing the house.

In response to Councilmember Derwin’s question, Associate Planner Cassidy said this action will restrict building on the properties and have an impact. Associate Planner Cassidy said the earthquake setback is a separate section of the Code and is an Ordinance. She said the reason for the setback is that it’s so close. She said even though this is not the most active fault in Town, there is still history of action so the idea is to limit risk to health and safety. The setback is 50 or 100 feet, depending on the certainty of the fault. She said if a house exists where there is an overlap that will become existing nonconforming. The residents are still allowed to live there and are aware of the risk. She said the fault was always there, but the Town now has better information about where it is. She said repairs will come under the nonconforming ordinance and will be limited to maintenance.

Mayor Hughes asked if those homeowners would face any insurance issues. Associate Planner Cassidy said she did not have clear information on that.

Councilmember Aalfs asked if a site would have to go through the Geologic Safety Committee and the Planning Commission to determine a new building envelope. Planning Director Pedro said it would be reviewed by Ted Sayre, the Town Geologist, who would make a recommendation. She said there are many homes that are actually sitting within the setback, which are legal nonconforming, and are allowed limited remodels and additions with the proper foundation.

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

Vice Mayor Richards said he was surprised to see a property on the northeast corner with a fairly new structure that looks like it’s within the setback. Associate Planner Cassidy said non-habitable space is allowed within the setback. She said the subject house has an ADU above it, and it’s right on the edge of the setback. She said the Town Engineer is aware of that and believes it’s within the safety regulations.

Mayor Hughes thanked the Committee for the substantial level of outreach to the community.

Vice Mayor Richards moved to approve the Resolution Adopting the Geologic Map and Ground Movement Potential Map and Establishing Land Use Policies for Lands Shown on Maps 4-0. Seconded by Councilmember Derwin, the motion carried 4-0.

- (8) Recommendation by Town Manager and Public Works Director – Recommendations from the Bicycle, Pedestrian & Traffic Safety Committee (BPTS) to Support a Study and Improvements related to Pedestrian Safety

Town Manager Dennis described the concerns around pedestrian traffic safety issues. He described the conversations, grant request, and site visits to various areas of concern. Town Manager Dennis and Public Works Director Young presented the staff report, including BPTS's lists of recommended improvements. Town staff requested approval to move \$30,000 from reserves to support a pedestrian safety study.

Public Works Director Young said that Items 1 through 4 can be completed internally. Item 5 is already being done. Item 6 will require coordination with the school. They'd like to fold Items 7 and 8, which are big ticket items, into the study they want to do, because those items will affect the rural character of the Town and how things will look. He said the traffic study will also help them look at other possible big-picture items.

Town Manager Dennis said a couple of suggestions did not make the BPTS recommendation list. The primary one was larger signage for the 25 MPH signs located at both ends before the crosswalks and relocating them.

Town Manager Dennis said ASCC may provide valuable input for Items 1 through 4 and asked if Council wanted to take those items before the ASCC.

Mayor Hughes called for questions from the Council.

Councilmember Derwin asked if safer to school routes would be included in the study. Public Works Director Young said when they applied for the grant, the scope was very general Town-wide and it needs to be more zeroed down, and when they do put a scope together they could also incorporate safe routes to school into the study. Town Manager Dennis said they want to focus very specifically on certain intersections, not a Town-wide circulation study. Councilmember Derwin said she was thinking specifically about Corte Madera School to Alpine which has been an ongoing issue for many years. Mayor Hughes said the areas of concern include the intersections at routes to and from school, whether they're technically deemed safe or not – it's where children are crossing the street and interacting with cars.

Councilmember Derwin asked if very many kids travel on bicycle or on foot from Corte Madera to Town Center. Town Manager Dennis said they don't have that information and he could only speak anecdotally about it.

Vice Mayor Richards asked Public Works Director Young if the intent of the study would be a traffic study, counting the number of cars that go by and the routes they take, and then to come up with suggestions to control them better. Public Works Director Young said they envision a traffic engineer or consultant come in. He said they also need to look at counts to get a scope and zero it down on the cost of what the traffic engineer wants to do. He said the idea is to look at almost all the major intersections and routes used and look at how to improve them. He said demographics and routes are changing every year. In response to Vice Mayor Richards' question, Public Works Director Young said the study would focus on all three of the intersections listed in the staff report.

Mayor Hughes said a number of parents commented at the BPTS meeting. He said many people said the Town needs to think not just about the current pedestrian routes, but the fact that currently a lot of people

don't let their children walk or bike to school because they don't feel safe. If safer corridors are created where people could bike from school to the Town Center or from Alpine Hills to school, there will be more people doing it. He said this set of intersections creates a corridor all the way from Alpine Hills to the Town Center with schools forking off from that.

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

Jose Iglesias. Mr. Iglesias said he lives in one of the properties pointed out. He expressed appreciation to Public Works Director Young for coming out and talking to the neighbors today. He said they fully support the suggestions that he and the Committee came forward with in terms of cleaning up the vegetation, etc. He said from his personal observation and living with the traffic, one of the biggest problems is the amount of traffic going into the Priory the beginning and end of the school day, compounded by kids going up and down to Ormondale or Corte Madera. He said a line of drivers coming south on Portola Road are trying to turn left into The Priory. He said construction vehicles and other drivers get frustrated and enter the bike lane to bypass the cars turning left, and then either speed up Corte Madera or down Portola Road. He asked if it made sense to put a speed bump where Corte Madera meets Portola Road, similar to other speed bumps on Corte Madera. He said that is where he sees cars often come close to hitting the kids or him when he's working in that area. He also asked about creating some kind of either full-time or part-time one-way traffic flow for The Priory, similar to Ormondale. He said the majority of all Priory traffic enters through one entrance. He said he liked the idea of adding gravel on the side of Portola Road and Corte Madera. He asked if the study might include the suggestions he mentioned.

Tia Miller. Ms. Miller represented a large group in the Corte Madera neighborhood as well as some of Grove and Shawnee Pass, whose children bike or walk up to Corte Madera. She said, in working with Public Works Director Young and Town Manager Dennis, they submitted a set of recommendations for short-term fixes. She said one of their suggestions was left out – the idea of taking a close look at the 25 MPH school zone sign located southbound on Portola Road before Brookside. She said they feel that is one of the most important suggestions because one of the main problems in the crosswalk is that the cars are going too fast to stop. She said the trimming shrubbery and the walkway will be fantastic, but the root of the problem is getting the cars to slow down. She said there are two signs coming from Town Center to The Priory. She said the first sign has a redwood tree directly in front of it and you cannot see the sign until you're right on it. She said it seems like either the sign was put there in error or put there before the tree grew so large. She said the suggestion is to make the sign bigger or brighter, but it definitely should be placed before the tree so drivers have time to slow down.

With no additional public comment, Mayor Hughes brought the item back to the Council for discussion.

Councilmember Derwin said parents have been complaining about this for many, many years, and she is glad to see that a concrete plan to do something about it is being developed. She was supportive of the staff recommendations.

Councilmember Aalfs was in support of the staff recommendations. He said at the bottom of Corte Madera Road there is no place to walk and clearing the brush will be good. He supported considering moving the crosswalk to the south side of the intersection so people can walk down the south side of Corte Madera Road.

Vice Mayor Richards was supportive of staff recommendations for the study. He said care must be taken working with traffic engineers to focus them in the right direction because there is a tendency to provide a lot of irrelevant data. He suggested care be taken in considering moving the crosswalk, because kids going to Ormondale would then be crossing two roads – Portola and the Priory driveway.

Mayor Hughes was supportive of the staff recommendations. He said he's been involved with this for a couple of months and he likes the approach of taking care of some of the beneficial improvements now. He agreed with Vice Mayor Richards that there are a variety of options and possible solutions for Items 7 and 8 that should be carefully considered to avoid unintentional consequences.

Town Manager Dennis asked if the Council would like staff to consider making the signs larger and moving them now or if that should be folded into the study. Mayor Hughes said if moving the sign that is currently ineffective would dramatically improve the situation, then it should be considered as soon as possible, and then have the study look at a final location and size. Councilmember Derwin asked if that is in the consultant's purview or if staff felt comfortable handling it. Town Manager Dennis said that is something the consultant could handle, but staff can put some staff time it on a short-term solution. He said he does not know what cost is associated with moving the sign. Mayor Hughes said moving the light and power will be complicated, but moving the sign only could be considered as a short-term solution. Councilmember Aalfs agreed and said the study should determine the final location.

Town Manager Dennis asked if the Council wanted some of the items to be brought before the ASCC. Vice Mayor Richards said Item 7 should go before the ASCC, but after the study is completed. Town Manager Dennis asked if that also applied to the short-term recommendations. The Council said the short-term recommendations did not need to go before the ASCC. Councilmember Derwin said anything that aesthetically affects the Scenic Corridor should have input by the ASCC. Mayor Hughes said Items 1 through 6 are very minor and don't need ASCC review. He suggested staff provide it as an informational item for the ASCC so they can provide any feedback they feel is necessary. Town Manager Dennis said staff has already spoken to the ASCC chair about it and they will provide an information item.

Town Manager Dennis said as the Committee continues to visit sites and engage other neighbors and parents, there will be other "low-hanging fruit" tasks that can be accomplished. He asked if the Council wants staff to bring those types of things back to Council or if staff could start to address some of those items, see where they are, and then fold them into the study. The Council said staff can just report back to the Council the things they have done.

Town Manager Dennis said staff will have conversations with a couple of traffic engineers and then come back to the Council for approval of a budget.

(9) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Attended a Home for All meeting held at Town Hall to discuss the need for affordable housing in Portola Valley and the changing demographics. They discussed two events – a design charette and one about people's personal stories. Mayor Hughes suggested getting personal stories from members of the community that people know. Councilmember Derwin noted there are a couple of seats available for the November 15 Silicon Valley Foundation "On the Table" event. She also announced that on Saturday, December 9, from 1:00 to 2:00 p.m., the Portola Valley Library will hold a community conversation to talk about housing. She attended a Library JPA Board meeting November 7, where they reviewed policies and discussed the East Palo Alto Library.

Councilmember Aalfs – He had no Town meetings but attended a few forums at Stanford – one on finance of energy and another on the technology behind energy. He said he, Town Manager Dennis, and Assistant to the Town Manager de Garreaux will be talking with vendors and consultants about converting the Town Center to a microgrid and bring the results back to the Council. Town Manager Dennis said he had lunch recently with PV Ranch Manager, Leo Gonzalez, and the Board President and said they are doing generation projects there. Councilmember Aalfs said there were changes and a vacancy on the School Board. He said the bond measure and the large building project they had been discussing will likely be scaled back.

Vice Mayor Richards – None to report.

Mayor Hughes – Attended the November Bicycle, Pedestrian & Traffic Safety Committee meeting to discuss traffic safety. He attended a Finance Committee meeting where they discussed changes to the Utilities Users Tax (UUT), which is up in June 2018 for the four-year renewal to be re-lowered. He attended an Open Space Acquisition Advisory Committee where they discussed updates on various properties that have been inspected and the Spring Down pond completion and next steps. Regarding Spring Down, Town Manager Dennis said in the short term they will be doing some seeding around the

pond. Town Manager Dennis said they've asked the Committee to provide information about what each property needs.

(10) Town Manager Report – Town Manager Dennis reported that in the next few weeks the Council should expect to see updates on the Town's website related to code enforcement. He said there will be specific response times for different levels of code enforcement activity. He provided the latest report of rodents on Town softball fields – 13 traps set in October, trapping eight gophers, no moles, and no voles. On November 7, Town Manager Dennis convened a very productive meeting with Fire Chief Ghiorso, PG&E, Sheriff's Office, Woodside Town Manager Kevin Bryant and Armando Muela with CERPP to discuss a set of conversations they want to have with the community regarding fire preparedness. Councilmember Derwin said the Conservation Committee discussed a few years ago how to create defensible space without clearcutting and there should be some information available about that. He said that on November 9 staff will be advertising to fill the Finance Director position and hopes to schedule some interviews in early-December.

WRITTEN COMMUNICATIONS [8:14 p.m.]

(11) Town Council Digest – October 27, 2017

#7 – Letter of Request from Tim Brand, Board Member of Bay Area for Clean Environment (delivered at the 10/25 Town Council Meeting) in Support of Clean Air Regulation 11, Rule 18. Barry Chang, City of Cupertino Councilmember, said their Council just approved the letter last night, as did the City of Mountain View. He said Lehigh is well connected, an international corporation with a lot of money, and it is important that all the cities work together on this issue. He said Lehigh is running out of the mine on the original pit and are looking to have the second pit mine, so that fight is coming up and he will be coming back to ask for additional help. He said he will be personally delivering the letters on November 15 and he would be happy to hand-deliver the Portola Valley letter as well. Mr. Chang said it is a very important issue. Council approved sending a letter of support signed by the Mayor.

(12) Town Council Digest – November 3, 2017

None.

ADJOURNMENT [8:18 p.m.]

Mayor Hughes adjourned the meeting.

Mayor

Town Clerk

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

AT&T (2)	Final M/W, Pro-rated 10/23/17-11/22/17	19207	11/22/2017	
			11/22/2017	
P.O. BOX 5025	877		11/22/2017	0.00
CAROL STREAM	BOA	52117	11/22/2017	0.00
IL 60197-5025				4.74

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	4.74	0.00

Check No.	52117	Total:	4.74
Total for	AT&T (2)		4.74

AT&T	October Statements	19208	11/22/2017	
			11/22/2017	
P.O. BOX 9011	441		11/22/2017	0.00
CAROL STREAM	BOA	52116	11/22/2017	0.00
IL 60197-9011				300.26

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	300.26	0.00

Check No.	52116	Total:	300.26
Total for	AT&T		300.26

BANK OF AMERICA	October Statement	19230	11/22/2017	
Bank Card Center			11/22/2017	
P.O. BOX 53155	0022		11/22/2017	0.00
PHOENIX	BOA	52118	11/22/2017	0.00
AZ 85072-3155				2,025.93

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	227.15	0.00
05-58-4240	Parks & Fields Maintenance	50.47	0.00
05-64-4308	Office Supplies	209.55	0.00
05-64-4311	Software & Licensinq	176.99	0.00
05-64-4312	Office Equipment	705.56	0.00
05-64-4326	Education & Training	345.11	0.00
05-64-4336	Miscellaneous	311.10	0.00

BANK OF AMERICA	Invites, Annual Volunteer	19231	11/22/2017	
Bank Card Center	Party	00006506	11/22/2017	
P.O. BOX 53155	0022		11/22/2017	0.00
PHOENIX	BOA	52118	11/22/2017	0.00
AZ 85072-3155				671.79

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	671.79	898.65

BANK OF AMERICA	BECC Conference, Lodging	19232	11/22/2017	
Bank Card Center	B. de Garmeaux	00006502	11/22/2017	
P.O. BOX 53155	0022		11/22/2017	0.00
PHOENIX	BOA	52118	11/22/2017	0.00
AZ 85072-3155				608.55

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	608.55	1,000.00

Check No.	52118	Total:	3,306.27
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for BANK OF AMERICA 3,306.27

CALIFORNIA BLDG STANDARDS COMM	Qtrly BSA Report, Jul-Sept '17	19191	11/22/2017	
			11/22/2017	
2525 NATOMAS PARK DRIVE	458		11/22/2017	0.00
SACRAMENTO	BOA	52119	11/22/2017	0.00
CA 95833				625.50

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	625.50	0.00

Check No. 52119 Total: 625.50
 Total for CALIFORNIA BLDG STANDARDS C 625.50

CALIFORNIA WATER SERVICE CO	Utility Svcs, 9/12/17-11/7/17	19229	11/22/2017	
			11/22/2017	
3525 ALAMEDA DE LAS PULGAS	0011		11/22/2017	0.00
MENLO PARK	BOA	52120	11/22/2017	0.00
CA 94025844				12,123.13

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	12,123.13	0.00

Check No. 52120 Total: 12,123.13
 Total for CALIFORNIA WATER SERVICE CC 12,123.13

CALPERS	November Unfunded Liability	19239	11/22/2017	
FISCAL SERVICES DIVISION			11/22/2017	
ATTN: RETIREMENT PROG ACCTG	0107		11/22/2017	0.00
SACRAMENTO	BOA	52121	11/22/2017	0.00
CA 94229-2703				1,577.88

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	1,577.88	0.00

Check No. 52121 Total: 1,577.88
 Total for CALPERS 1,577.88

ARLY CASSIDY	A. Cassidy Tuition Reimb-AICP	19240	11/22/2017	
			11/22/2017	
	0638		11/22/2017	0.00
	BOA	52122	11/22/2017	0.00
				1,067.01

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4104	Tuition Reimbursement	1,067.01	0.00

Check No. 52122 Total: 1,067.01
 Total for ARLY CASSIDY 1,067.01

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State/Province Zip/Postal	Invoice Number			Check Amount

CITY OF SAN BRUNO	Dinner/Mtg, Derwin	19211	11/22/2017	
			11/22/2017	
ATTN: KATHY CASTLE	0010		11/22/2017	0.00
SAN BRUNO	BOA	52123	11/22/2017	0.00
CA 94066				50.00

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

Check No.	52123	Total:	50.00
Total for	CITY OF SAN BRUNO		50.00

CLEANSTREET	October Litter/ Street Clean	19212	11/22/2017	
			11/22/2017	
1937 W. 169TH STREET	0034		11/22/2017	0.00
GARDENA	BOA	52124	11/22/2017	0.00
CA 90247-5254	88277			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.	52124	Total:	1,652.56
Total for	CLEANSTREET		1,652.56

DEPARTMENT OF CONSERVATION	SMISHMF, Qtrly Report	19193	11/22/2017	
Division of Administrative	July - September 2017		11/22/2017	
801 K STREET MS22-15	0054		11/22/2017	0.00
SACRAMENTO	BOA	52125	11/22/2017	0.00
CA 95814-3531				1,978.03

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	1,978.03	0.00

Check No.	52125	Total:	1,978.03
Total for	DEPARTMENT OF CONSERVATIO		1,978.03

DIV OF THE STATE ARCHITECT	Qtrly DSA Report, July-Sept 17	19201	11/22/2017	
			11/22/2017	
ATTN: SB 1186	1085		11/22/2017	0.00
SACRAMENTO	BOA	52126	11/22/2017	0.00
CA 95811				122.10

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	122.10	0.00

Check No.	52126	Total:	122.10
Total for	DIV OF THE STATE ARCHITECT		122.10

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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
LORRAINE R. DUVAL	Neighborhood Watch Coordinator	19213	11/22/2017	
	Services, 10/16/17-11/12/17		11/22/2017	
340 GOLDEN OAK DRIVE	0652		11/22/2017	0.00
PORTOLA VALLEY	BOA	52127	11/22/2017	0.00
CA 94028				540.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	540.00	0.00

Check No.	52127	Total:	540.00
Total for	LORRAINE R. DUVAL		540.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
ECONO TREE SERVICE	ROW Tree Removal	19214	11/22/2017	
			11/22/2017	
1914 SPRING STREET	1252		11/22/2017	0.00
REDWOOD CITY	BOA	52128	11/22/2017	0.00
CA 94063	339763			3,525.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	3,525.00	0.00

Check No.	52128	Total:	3,525.00
Total for	ECONO TREE SERVICE		3,525.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
KARYN ELLIS	Refund Deposit, 11/2/17 Event	19194	11/22/2017	
			11/22/2017	
126 LA HONDA ROAD	0736		11/22/2017	0.00
WOODSIDE	BOA	52129	11/22/2017	0.00
CA 94062				1,000.00

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

Check No.	52129	Total:	1,000.00
Total for	KARYN ELLIS		1,000.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
HAYWARD LUMBER CO	Street Drainage	19215	11/22/2017	
			11/22/2017	
429 FRONT STREET	1237		11/22/2017	0.00
SALINAS	BOA	52130	11/22/2017	0.00
CA 93901-3609	37136091-00			63.79

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	63.79	0.00

Check No.	52130	Total:	63.79
Total for	HAYWARD LUMBER CO		63.79

Vendor Name	Invoice Description1	Ref No.	Discount Date	
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
HINDERLITER, DE LLAMAS & ASSOC	Sales Tax Audit, 4th Qtr.	19216	11/22/2017	
			11/22/2017	
1340 VALLEY VISTA DRIVE	1128		11/22/2017	0.00
DIAMOND BAR	BOA	52131	11/22/2017	0.00
CA 91765	0028121-IN			782.26

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

05-54-4214	Miscellaneous Consultants	782.26	0.00	
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Check No.	52131	Total:	782.26
Total for	HINDERLITER, DE LLAMAS & ASS		782.26

INTREN, LLC	Refund Permits Fees/Deposits	19195	11/22/2017	
ATTN: Accounts Payable			11/22/2017	
18202 W. UNION ROAD	0737		11/22/2017	0.00
UNION	BOA	52132	11/22/2017	0.00
IL 60180				970.00

GL Number	Description	Invoice Amount	Amount Relieved
05-14-3064	Encroachment Permits	470.00	0.00
96-20-3140	Applicant Charges	500.00	0.00

Check No.	52132	Total:	970.00
Total for	INTREN, LLC		970.00

KUTZMANN & ASSOCIATES	October Plan Check	19196	11/22/2017	
			11/22/2017	
39355 CALIFORNIA STREET	0090		11/22/2017	0.00
FREMONT	BOA	52133	11/22/2017	0.00
CA 94538				31,317.61

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	31,317.61	0.00

Check No.	52133	Total:	31,317.61
Total for	KUTZMANN & ASSOCIATES		31,317.61

LYNX TECHNOLOGIES, INC	GIS Hosting Fee, October	19217	11/22/2017	
			11/22/2017	
1350 41ST AVENUE	0294		11/22/2017	0.00
CAPITOLA	BOA	52134	11/22/2017	0.00
CA 95010	8311			250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensinq	250.00	0.00

Check No.	52134	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

MAZE & ASSOCIATES	Audit Svcs., FYE 6/30/17	19218	11/22/2017	
			11/22/2017	
3478 BUSKIRK AVENUE	879		11/22/2017	0.00
PLEASANT HILL	BOA	52135	11/22/2017	0.00
CA 94523	26573			2,372.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	2,372.00	0.00

Check No.	52135	Total:	2,372.00
Total for	MAZE & ASSOCIATES		2,372.00

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State/Province Zip/Postal	Invoice Number			Check Amount

NOLTE ASSOCIATES, INC. NV5	September Applicant Charges	19203	11/22/2017	
			11/22/2017	
P.O. BOX 74008680	0104		11/22/2017	0.00
CHICAGO	BOA	52136	11/22/2017	0.00
IL 89193-3243				11,389.68

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	11,389.68	0.00

NOLTE ASSOCIATES, INC. NV5	September Engineer Svcs.	19233	11/22/2017	
			11/22/2017	
P.O. BOX 74008680	0104		11/22/2017	0.00
CHICAGO	BOA	52136	11/22/2017	0.00
IL 89193-3243	75249			101.99

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	101.99	0.00

NOLTE ASSOCIATES, INC. NV5	CIP 16/17 Street Resurface Project, Sept 1-30, 2017	19234	11/22/2017	
		00006489	11/22/2017	
P.O. BOX 74008680	0104		11/22/2017	0.00
CHICAGO	BOA	52136	11/22/2017	0.00
IL 89193-3243	75261			1,282.96

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4585	CIPStreetTestingInsp	1,282.96	1,282.96

NOLTE ASSOCIATES, INC. NV5	SMTA Road Widening Project September 2017	19235	11/22/2017	
		00006492	11/22/2017	
P.O. BOX 74008680	0104		11/22/2017	0.00
CHICAGO	BOA	52136	11/22/2017	0.00
IL 89193-3243	75255			308.40

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4537	SMTA Road Project	308.40	308.40

NOLTE ASSOCIATES, INC. NV5	SMTA Road Widening Project September 2017	19236	11/22/2017	
		00006493	11/22/2017	
P.O. BOX 74008680	0104		11/22/2017	0.00
CHICAGO	BOA	52136	11/22/2017	0.00
IL 89193-3243	75255			691.60

GL Number	Description	Invoice Amount	Amount Relieved
08-68-4537	SMTA Road Project	691.60	691.60

Check No.	52136	Total:	13,774.63
Total for	NOLTE ASSOCIATES, INC. NV5		13,774.63

PACIFIC COAST SEED INC	Wildflower Seed	19219	11/22/2017	
		00006510	11/22/2017	
533 HAWTHORNE PLACE	714		11/22/2017	0.00
LIVERMORE	BOA	52137	11/22/2017	0.00
CA 94550	O-60509-17			3,325.75

GL Number	Description	Invoice Amount	Amount Relieved
15-68-4414	CIP Spring Down OpSpa Imp	2,761.25	2,761.25
20-60-4264	ROW Tree Trimming & Mowing	564.50	564.50

Check No.	52137	Total:	3,325.75
Total for	PACIFIC COAST SEED INC		3,325.75

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State/Province Zip/Postal	Invoice Number			Check Amount
PG&E	Engineering/Admin/Insp Fees,	19237	11/22/2017	
	ALPR Installation	00006478	11/22/2017	
BOX 997300	0109		11/22/2017	0.00
SACRAMENTO	BOA	52071	11/22/2017	0.00
CA 95899-7300				9,736.30

GL Number	Description	Invoice Amount	Amount Relieved
05-70-4486	CIP16/17 Equipment	9,736.30	9,736.30

Check No.	52071	Total:	9,736.30 H
Total for	PG&E		9,736.30

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
PG&E	September Statements	19238	11/22/2017	
			11/22/2017	
77 BEALE STREET	1464		11/22/2017	0.00
SAN FRANCISCO	BOA	52138	11/22/2017	0.00
CA 94105				1,196.98

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,196.98	0.00

Check No.	52138	Total:	1,196.98
Total for	PG&E		1,196.98

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
PICTURE THIS FOR FUN	Annual Volunteer Appreciation	19220	11/22/2017	
	Party, Photobooth		11/22/2017	
851 CHERRY AVENUE 27-304	1416		11/22/2017	0.00
SAN BRUNO	BOA	52139	11/22/2017	0.00
CA 94066	2017-99			450.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	450.00	0.00

Check No.	52139	Total:	450.00
Total for	PICTURE THIS FOR FUN		450.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PLATINUM FACILITY SERVICES	October Janitorial	19221	11/22/2017	
			11/22/2017	
1530 OAKLAND RD., #150	402		11/22/2017	0.00
SAN JOSE	BOA	52140	11/22/2017	0.00
CA 95112	29728			4,903.13

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,203.35	0.00
05-66-4344	Janitorial Services	2,467.64	0.00
25-66-4344	Janitorial Services	1,232.14	0.00

Check No.	52140	Total:	4,903.13
Total for	PLATINUM FACILITY SERVICES		4,903.13

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

RAMONA'S SECRETARIAL SERVICES	Oct '17 Transcription Svcs.	19204	11/22/2017	
			11/22/2017	
18403 WATTERS DRIVE	1370		11/22/2017	0.00
CASTRO VALLEY	BOA	52141	11/22/2017	0.00
CA 94546	5966			1,764.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,764.00	0.00

Check No.	52141	Total:	1,764.00
Total for	RAMONA'S SECRETARIAL SERVIC		1,764.00

RENT A LIVING CHRISTMAS TREE	Annual Volunteer Appreciation Party Tree 12/1/17	19222	11/22/2017	
			11/22/2017	
66 HIGHWAY 1	1413		11/22/2017	0.00
CARMEL	BOA	52142	11/22/2017	0.00
CA 93923				240.45

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	240.45	0.00

Check No.	52142	Total:	240.45
Total for	RENT A LIVING CHRISTMAS TREE		240.45

CYNTHIA RICHARDSON dba Richardson Consulting	October Planning Consultants	19205	11/22/2017	
			11/22/2017	
24 CAMPBELL LANE	1250		11/22/2017	0.00
MENLO PARK	BOA	52143	11/22/2017	0.00
CA 94025				10,841.25

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	525.00	0.00
96-54-4198	Planner - Charges to Appls	10,316.25	0.00

Check No.	52143	Total:	10,841.25
Total for	CYNTHIA RICHARDSON		10,841.25

ROMERO CONSTRUCTION	Refund Plan Check Fee	19197	11/22/2017	
			11/22/2017	
2995 WOODSIDE ROAD, SUITE 400	0721		11/22/2017	0.00
WOODSIDE	BOA	52144	11/22/2017	0.00
CA 94062				1,867.35

GL Number	Description	Invoice Amount	Amount Relieved
05-14-3061	Plan Check Fee	1,867.35	0.00

Check No.	52144	Total:	1,867.35
Total for	ROMERO CONSTRUCTION		1,867.35

RON RAMIES AUTOMOTIVE, INC.	'91 Ford, Window Regulator, Remove/Replace	19223	11/22/2017	
			11/22/2017	
115 PORTOLA ROAD	422		11/22/2017	0.00
PORTOLA VALLEY	BOA	52145	11/22/2017	0.00
CA 94028	56862			372.90

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

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4334	Vehicle Maintenance	372.90	0.00	

RON RAMIES AUTOMOTIVE, INC.	September Fuel Statement	19224	11/22/2017	
			11/22/2017	
115 PORTOLA ROAD	422		11/22/2017	0.00
PORTOLA VALLEY	BOA	52145	11/22/2017	0.00
CA 94028				473.26

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4334	Vehicle Maintenance	473.26	0.00	

Check No.	52145	Total:	846.16
Total for	RON RAMIES AUTOMOTIVE, INC.		846.16

RR DONNELLEY	Business Cards, D. Pedro	19198	11/22/2017	
			11/22/2017	
PO BOX 932721	582		11/22/2017	0.00
CLEVELAND	BOA	52146	11/22/2017	0.00
OH 44193	185148311			90.30

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	90.30	0.00	

Check No.	52146	Total:	90.30
Total for	RR DONNELLEY		90.30

SF BAY JAZZ	Music, Holiday Party 2017	19225	11/22/2017	
			11/22/2017	
206 FOREST PARK DR.	0370		11/22/2017	0.00
PACIFICA	BOA	52147	11/22/2017	0.00
CA 94044				400.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4147	Holiday Party	400.00	0.00	

Check No.	52147	Total:	400.00
Total for	SF BAY JAZZ		400.00

SHELTON ROOFING	Refund C&D Deposit	19226	11/22/2017	
			11/22/2017	
1988 LEGHORN ST., #C	0309		11/22/2017	0.00
MOUNTAIN VIEW	BOA	52148	11/22/2017	0.00
CA 94043				1,000.00

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

Check No.	52148	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SPRINGDOWN EQUESTRIAN CTR	Refund Deposit, 725 Portola Rd	19227	11/22/2017	
			11/22/2017	
725 PORTOLA ROAD	605		11/22/2017	0.00
PORTOLA VALLEY	BOA	52149	11/22/2017	0.00
CA 94028				3,225.32

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	3,225.32	0.00

Check No.	52149	Total:	3,225.32
Total for	SPRINGDOWN EQUESTRIAN CTR		3,225.32

CONNIE STACK	Instructor Fees, Fall 2017	19206	11/22/2017	
			11/22/2017	
10127 LAMPLIGHTER SQUARE	648		11/22/2017	0.00
CUPERTINO	BOA	52150	11/22/2017	0.00
CA 95014				1,504.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,504.00	0.00

Check No.	52150	Total:	1,504.00
Total for	CONNIE STACK		1,504.00

TYLER TECHNOLOGIES INC	Job Tracker Software, Implementation/Annual Maint	19199	11/22/2017	
			11/22/2017	
P.O. BOX 203556	0240		11/22/2017	0.00
DALLAS	BOA	52151	11/22/2017	0.00
TX 75247-8142	025-205586			2,226.72

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensinq	2,226.72	0.00

Check No.	52151	Total:	2,226.72
Total for	TYLER TECHNOLOGIES INC		2,226.72

VERIZON WIRELESS	October Cellular	19200	11/22/2017	
			11/22/2017	
P.O. BOX 660108	0131		11/22/2017	0.00
DALLAS	BOA	52152	11/22/2017	0.00
TX 75266-0108	9795175657			283.37

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	283.37	0.00

Check No.	52152	Total:	283.37
Total for	VERIZON WIRELESS		283.37

WOODSIDE FIRE PROTECTION DISTR	CERPP Coordinator, Oct/Nov/Dec	19228	11/22/2017	
			11/22/2017	
808 PORTOLA ROAD	709		11/22/2017	0.00
PORTOLA VALLEY	BOA	52153	11/22/2017	0.00
CA 94028	113_PV			3,565.11

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-64-4333	Fire Prevention	3,565.11	0.00	

Check No.	52153	Total:	3,565.11
<u>Total for</u>	<u>WOODSIDE FIRE PROTECTION DI</u>		<u>3,565.11</u>

Total Invoices: 46

Grand Total:	124,868.96
Less Credit Memos:	0.00
Net Total:	<u>124,868.96</u>
Less Hand Check Total:	9,736.30
Outstanding Invoice Total:	<u>115,132.66</u>

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
November 22, 2017

Claims totaling \$124,868.96 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

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

ANIMAL DAMAGE MGMT INC	November Pest Control	19283	12/13/2017	
			12/13/2017	
16170 VINEYARD BLVD. #150	804		12/13/2017	0.00
MORGAN HILL	BOA	52154	12/13/2017	0.00
CA 95037				695.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	572.50	0.00
05-66-4342	Landscape Supplies & Services	122.50	0.00

Check No.	52154	Total:	695.00
Total for	ANIMAL DAMAGE MGMT INC		695.00

ASCAP	Music License Renewal	19243	12/13/2017	
			12/13/2017	
21678 NETWORK PLACE	0738		12/13/2017	0.00
CHICAGO	BOA	52155	12/13/2017	0.00
IL 60673-1216				381.05

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	381.05	0.00

Check No.	52155	Total:	381.05
Total for	ASCAP		381.05

BALANCE HYDROLOGICS INC.	Springdown Pond Enhancements	19291	12/13/2017	
	Thru 11/3/17		12/13/2017	
800 BANCROFT WAY	945		12/13/2017	0.00
BERKELEY	BOA	52156	12/13/2017	0.00
CA 94710-2227	210043-1017			3,583.79

GL Number	Description	Invoice Amount	Amount Relieved
15-68-4414	CIP Spring Down OpSpa Imp	3,583.79	0.00

Check No.	52156	Total:	3,583.79
Total for	BALANCE HYDROLOGICS INC.		3,583.79

BW CONSTRUCTION	Woods H'Lands, Debris Boxes -	19244	12/13/2017	
	Road Cleanup		12/13/2017	
110 RUSSELL AVE	930		12/13/2017	0.00
PORTOLA VALLEY	BOA	52157	12/13/2017	0.00
CA 94028	1936			1,050.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	1,050.00	0.00

Check No.	52157	Total:	1,050.00
Total for	BW CONSTRUCTION		1,050.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
GEORGE CHOI	Refund Deposit, 191 Meadowood	19245	12/13/2017	
			12/13/2017	
191 MEADOWOOD	571		12/13/2017	0.00
PORTOLA VALLEY	BOA	52158	12/13/2017	0.00
CA 94028				162.04

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	162.04	0.00

Check No.	52158	Total:	162.04
Total for	GEORGE CHOI		162.04

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CITY OF REDWOOD CITY (IT)	September IT Support	19293	12/13/2017	
			12/13/2017	
P.O. BOX 3629	586		12/13/2017	0.00
REDWOOD CITY	BOA	52160	12/13/2017	0.00
CA 94064	BR46044			2,250.30

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

Check No.	52160	Total:	4,500.60
Total for	CITY OF REDWOOD CITY (IT)		4,500.60

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CITY OF REDWOOD CITY	September IT Support	19103	10/25/2017	
ATTN: Melissa Thurman			10/25/2017	
	638		10/25/2017	0.00
REDWOOD CITY	BOA	52159	12/13/2017	0.00
CA 94063	BR46044			2,250.30

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

Check No.	52159	Total:	2,250.30
Total for	CITY OF REDWOOD CITY		2,250.30

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
COBALT CONSTRUCTION CO.	Refund Deposit, 501 Portola Rd	19246	12/13/2017	
			12/13/2017	
105 SERRA WAY #196	0699		12/13/2017	0.00
MILPITAS	BOA	52161	12/13/2017	0.00
CA 95035				1,000.00

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

Check No.	52161	Total:	1,000.00
Total for	COBALT CONSTRUCTION CO.		1,000.00

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

COLMA FIREMEN'S SOCIAL CLUB	Dinner/Mtg - Derwin/Wengert	19268	12/13/2017	
			12/13/2017	
ATTN: CAITLIN CORLEY	600		12/13/2017	0.00
COLMA	BOA	52162	12/13/2017	0.00
CA 94014				90.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4327	Educ/Train: Council & Commissn	90.00	0.00	
		Check No. 52162	Total:	90.00
		Total for	COLMA FIREMEN'S SOCIAL CLUB	90.00

COMCAST	WiFi, 11/21/17-12/20/17	19247	12/13/2017	
			12/13/2017	
P.O. BOX 34744	0045		12/13/2017	0.00
SEATTLE	BOA	52163	12/13/2017	0.00
WA 98124-1227				46.21

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	46.21	0.00	
		Check No. 52163	Total:	46.21
		Total for	COMCAST	46.21

COUNTY OF SAN MATEO (LAFCO)	FY 17/18 LAFCO Apportionment	19248	12/13/2017	
Attn: Juan Raigoza, Dep Cont			12/13/2017	
555 COUNTY CENTER, 4TH FLOOR	861		12/13/2017	0.00
REDWOOD CITY	BOA	52165	12/13/2017	0.00
CA 94063				497.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4322	Dues	497.00	0.00	
		Check No. 52165	Total:	497.00
		Total for	COUNTY OF SAN MATEO (LAFCO)	497.00

COUNTY OF SAN MATEO	Various Staff, Class/Training	19249	12/13/2017	
HUMAN RESOURCES DEPT	October 2017		12/13/2017	
455 COUNTY CENTER, 5TH FLOOR	1241		12/13/2017	0.00
SAN MATEO	BOA	52164	12/13/2017	0.00
CA 94063	CI17-011			325.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4326	Education & Training	325.00	0.00	
		Check No. 52164	Total:	325.00
		Total for	COUNTY OF SAN MATEO	325.00

EARTHBOUND HOMES	Refund Deposit, 5905 Alpine	19250	12/13/2017	
			12/13/2017	
2905 STENDER WAY, SUITE #66	0739		12/13/2017	0.00
SANTA CLARA	BOA	52166	12/13/2017	0.00
CA 95054				209.75

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

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	209.75	0.00

Check No.	52166	Total:	209.75
Total for	EARTHBOUND HOMES		209.75

EBCON CORPORATION	Refund Deposit, 9 Coalmine	19251	12/13/2017	
			12/13/2017	
506 SECOND AVENUE	0740		12/13/2017	0.00
REDWOOD CITY	BOA	52167	12/13/2017	0.00
CA 94063				1,000.00

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

Check No.	52167	Total:	1,000.00
Total for	EBCON CORPORATION		1,000.00

CAMILLA ECKSTEIN	Refund Deposit, 206 Wyndham	19252	12/13/2017	
			12/13/2017	
206 WYNDHAM DRIVE	0398		12/13/2017	0.00
PORTOLA VALLEY	BOA	52168	12/13/2017	0.00
CA 94028				100.00

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

Check No.	52168	Total:	100.00
Total for	CAMILLA ECKSTEIN		100.00

EXPRESS PLUMBING-EPS, INC.	Preventative Maint, Sewer Cleanouts	19279	12/13/2017	
			12/13/2017	
307 N. AMPHLETT BLVD.	0745		12/13/2017	0.00
SAN MATEO	BOA	52169	12/13/2017	0.00
CA 94401	21411			325.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	325.00	0.00

Check No.	52169	Total:	325.00
Total for	EXPRESS PLUMBING-EPS, INC.		325.00

GO NATIVE INC	TC Vegetation Maint., Oct '17	19286	12/13/2017	
			12/13/2017	
P.O. BOX 370103	632		12/13/2017	0.00
MONTARA	BOA	52170	12/13/2017	0.00
CA 94037	3095			1,609.50

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	1,609.50	0.00

Check No.	52170	Total:	1,609.50
Total for	GO NATIVE INC		1,609.50

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

GREEN HALO SYSTEMS	Hosting/Access, November 2017	19253	12/13/2017	
			12/13/2017	
2431 ZANKER ROAD	0654		12/13/2017	0.00
SAN JOSE	BOA	52171	12/13/2017	0.00
CA 95131	1476			114.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensinq	114.00	0.00

Check No.	52171	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

HILLYARD, INC	Janitorial Supplies	19287	12/13/2017	
			12/13/2017	
P.O. BOX 843025	531		12/13/2017	0.00
KANSAS CITY	BOA	52172	12/13/2017	0.00
MO 64184-3025	602725827			401.51

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	133.83	0.00
05-66-4341	Community Hall	133.84	0.00
25-66-4340	Building Maint Equip & Supp	133.84	0.00

HILLYARD, INC	Janitorial Supplies	19288	12/13/2017	
			12/13/2017	
P.O. BOX 843025	531		12/13/2017	0.00
KANSAS CITY	BOA	52172	12/13/2017	0.00
MO 64184-3025	602790165			477.83

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	159.27	0.00
05-66-4341	Community Hall	159.28	0.00
25-66-4340	Building Maint Equip & Supp	159.28	0.00

HILLYARD, INC	Janitorial Supplies	19289	12/13/2017	
			12/13/2017	
P.O. BOX 843025	531		12/13/2017	0.00
KANSAS CITY	BOA	52172	12/13/2017	0.00
MO 64184-3025	602752439			450.91

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	150.30	0.00
05-66-4341	Community Hall	150.30	0.00
25-66-4340	Building Maint Equip & Supp	150.31	0.00

Check No.	52172	Total:	1,330.25
Total for	HILLYARD, INC		1,330.25

ICMA	November Def Comp	19254	12/13/2017	
VANTAGE POINT TFER AGTS-304617			12/13/2017	
C/O M&T BANK	0084		12/13/2017	0.00
BALTIMORE	BOA	52173	12/13/2017	0.00
MD 21264-4553				5,953.40

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	5,953.40	0.00

Check No.	52173	Total:	5,953.40
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

Total for	ICMA	5,953.40
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J.W. ENTERPRISES	Portable Lavs, 11/23-12/20/17	19282	12/13/2017	
			12/13/2017	
1689 MORSE AVE	829		12/13/2017	0.00
VENTURA	BOA	52174	12/13/2017	0.00
CA 93003	204717			242.40

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

Check No.	52174	Total:	242.40
Total for	J.W. ENTERPRISES		242.40

JORGENSON SIEGEL MCCLURE & FLEGEL	October Statement	19255	12/13/2017	
			12/13/2017	
1100 ALMA STREET	0089		12/13/2017	0.00
MENLO PARK	BOA	52175	12/13/2017	0.00
CA 94025				16,953.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	15,561.25	0.00
96-54-4186	Attorney - Charges to Appls	1,392.50	0.00

Check No.	52175	Total:	16,953.75
Total for	JORGENSON SIEGEL MCCLURE &		16,953.75

MICHAEL KUBIAK	Refund Deposit, 6 Le Roy	19256	12/13/2017	
			12/13/2017	
27 SOUTH PALOMAR DRIVE	0741		12/13/2017	0.00
REDWOOD CITY	BOA	52176	12/13/2017	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.	52176	Total:	1,000.00
Total for	MICHAEL KUBIAK		1,000.00

KUTZMANN & ASSOCIATES	November Plan Check	19257	12/13/2017	
			12/13/2017	
39355 CALIFORNIA STREET	0090		12/13/2017	0.00
FREMONT	BOA	52177	12/13/2017	0.00
CA 94538				10,761.96

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	10,761.96	0.00

Check No.	52177	Total:	10,761.96
Total for	KUTZMANN & ASSOCIATES		10,761.96

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

LYNCH ELECTRIC & SONS INC	Repair Irrigation Unit, Ford Field	19278	12/13/2017	
			12/13/2017	
1160 INDUSTRIAL ROAD, #18	1365		12/13/2017	0.00
SAN CARLOS	BOA	52178	12/13/2017	0.00
CA 94070	2017.715			637.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	637.00	0.00

Check No.	52178	Total:	637.00
Total for	LYNCH ELECTRIC & SONS INC		637.00

NEEL MURARKA	Refund Deposit, 198 Paloma	19258	12/13/2017	
			12/13/2017	
198 PALOMA ROAD	0742		12/13/2017	0.00
PORTOLA VALLEY	BOA	52179	12/13/2017	0.00
CA 94028				767.80

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	767.80	0.00

Check No.	52179	Total:	767.80
Total for	NEEL MURARKA		767.80

NOLTE ASSOCIATES, INC. NV5	October Public Works Support	19275	12/13/2017	
			12/13/2017	
P.O. BOX 74008680	0104		12/13/2017	0.00
CHICAGO	BOA	52180	12/13/2017	0.00
IL 89193-3243	76506			391.48

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	391.48	0.00

Check No.	52180	Total:	391.48
Total for	NOLTE ASSOCIATES, INC. NV5		391.48

O. NELSON & SON, INC.	Sand for Sand Bags	19280	12/13/2017	
			12/13/2017	
3345 TRIPP ROAD	634		12/13/2017	0.00
WOODSIDE	BOA	52181	12/13/2017	0.00
CA 94062	202			512.48

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage / Emerg Repairs	512.48	0.00

O. NELSON & SON, INC.	Springdown Pond Enhancements Proj. #2017-PW05	19290	12/13/2017	
			12/13/2017	
3345 TRIPP ROAD	634		12/13/2017	0.00
WOODSIDE	BOA	52181	12/13/2017	0.00
CA 94062	198R			16,195.00

GL Number	Description	Invoice Amount	Amount Relieved
15-68-4414	CIP Spring Down OpSpa Imp	16,195.00	0.00

Check No.	52181	Total:	16,707.48
Total for	O. NELSON & SON, INC.		16,707.48

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

OCCASIONS, ETC.	Volunteer Appreciation Award	19259	12/13/2017	
			12/13/2017	
826 SANTA CRUZ AVE.	0743		12/13/2017	0.00
MENLO PARK	BOA	52182	12/13/2017	0.00
CA 94025	32462			157.58

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	157.58	0.00

Check No.	52182	Total:	157.58
Total for	OCCASIONS, ETC.		157.58

PERS HEALTH	December Health	19295	12/13/2017	
			12/13/2017	
VIA EFT	0108		12/13/2017	0.00
	BOA	52183	12/13/2017	0.00
				14,507.49

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	14,507.49	0.00

Check No.	52183	Total:	14,507.49
Total for	PERS HEALTH		14,507.49

PINE CONE LUMBER CO, INC.	Lumber for Various Projects	19284	12/13/2017	
		00006508	12/13/2017	
895 E. EVELYN AVENUE	0501		12/13/2017	0.00
SUNNYVALE	BOA	52184	12/13/2017	0.00
CA 94086	725738I			866.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	220.67	219.64
05-64-4335	Sustainability	241.66	273.04
20-60-4270	Trail Surface Rehabilitation	403.67	467.44

Check No.	52184	Total:	866.00
Total for	PINE CONE LUMBER CO, INC.		866.00

PLATINUM FACILITY SERVICES	November Janitorial	19285	12/13/2017	
			12/13/2017	
1530 OAKLAND RD., #150	402		12/13/2017	0.00
SAN JOSE	BOA	52185	12/13/2017	0.00
CA 95112	30059			4,903.13

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,203.35	0.00
05-66-4344	Janitorial Services	2,467.64	0.00
25-66-4344	Janitorial Services	1,232.14	0.00

Check No.	52185	Total:	4,903.13
Total for	PLATINUM FACILITY SERVICES		4,903.13

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

PORTOLA VALLEY HARDWARE	October Statement	19276	12/13/2017	
			12/13/2017	
112 PORTOLA VALLEY ROAD	0114		12/13/2017	0.00
PORTOLA VALLEY	BOA	52186	12/13/2017	0.00
CA 94028				282.05

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	14.13	0.00	
05-60-4267	Tools & Equipment	49.43	0.00	
05-66-4340	Building Maint Equip & Supp	166.28	0.00	
20-60-4270	Trail Surface Rehabilitation	52.21	0.00	

PORTOLA VALLEY HARDWARE	November Statement	19277	12/13/2017	
			12/13/2017	
112 PORTOLA VALLEY ROAD	0114		12/13/2017	0.00
PORTOLA VALLEY	BOA	52186	12/13/2017	0.00
CA 94028				702.72

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	43.14	0.00	
05-60-4267	Tools & Equipment	126.42	0.00	
05-66-4340	Building Maint Equip & Supp	516.86	0.00	
25-66-4340	Building Maint Equip & Supp	16.30	0.00	

Check No.	52186	Total:	984.77
Total for	PORTOLA VALLEY HARDWARE		984.77

PORTOLA VALLEY RANCH ASSOC.	Refund Deposit, 1 Indian X'ing	19260	12/13/2017	
			12/13/2017	
1 INDIAN CROSSING	0521		12/13/2017	0.00
PORTOLA VALLEY	BOA	52187	12/13/2017	0.00
CA 94028				484.89

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	484.89	0.00	

Check No.	52187	Total:	484.89
Total for	PORTOLA VALLEY RANCH ASSOC		484.89

PORTOLA VALLEY SOFTBALL	Refund Deposit, Field Use	19292	12/13/2017	
Attn: Bill Pickering			12/13/2017	
280 FAMILY FARM ROAD	0325		12/13/2017	0.00
WOODSIDE	BOA	52188	12/13/2017	0.00
CA 94062				500.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2562	Field Deposits	500.00	0.00	

Check No.	52188	Total:	500.00
Total for	PORTOLA VALLEY SOFTBALL		500.00

PRINTING SYSTEMS INC.	AP Check Printing	19261	12/13/2017	
			12/13/2017	
12005 BEECH DALY	0216		12/13/2017	0.00
TAYLOR	BOA	52189	12/13/2017	0.00
MI 48180	102150			264.67

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

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	264.67	0.00

Check No.	52189	Total:	264.67
<u>Total for</u>	<u>PRINTING SYSTEMS INC.</u>		<u>264.67</u>

RAMONA'S SECRETARIAL SERVICES	November Transcription Svcs.	19296	12/13/2017	
			12/13/2017	
18403 WATTERS DRIVE	1370		12/13/2017	0.00
CASTRO VALLEY	BOA	52190	12/13/2017	0.00
CA 94546	5972			784.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	784.00	0.00

Check No.	52190	Total:	784.00
<u>Total for</u>	<u>RAMONA'S SECRETARIAL SERVIC</u>		<u>784.00</u>

CYNTHIA RICHARDSON dba Richardson Consulting 24 CAMPBELL LANE MENLO PARK CA 94025	November Planning Consultant Services 1250 BOA	19263	12/13/2017 12/13/2017 12/13/2017 12/13/2017	 0.00 0.00 8,452.50
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GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	367.50	0.00
96-54-4198	Planner - Charges to Appls	8,085.00	0.00

Check No.	52191	Total:	8,452.50
<u>Total for</u>	<u>CYNTHIA RICHARDSON</u>		<u>8,452.50</u>

RON RAMIES AUTOMOTIVE, INC.	October Fuel Statement	19262	12/13/2017 12/13/2017 12/13/2017	 0.00
115 PORTOLA ROAD	422		12/13/2017	0.00
PORTOLA VALLEY	BOA	52192	12/13/2017	0.00
CA 94028				387.59

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	387.59	0.00

Check No.	52192	Total:	387.59
<u>Total for</u>	<u>RON RAMIES AUTOMOTIVE, INC.</u>		<u>387.59</u>

SHARP BUSINESS SYSTEMS	October Copies	19264	12/13/2017 12/13/2017 12/13/2017	 0.00
DEPT. LA 21510	0199		12/13/2017	0.00
PASADENA	BOA	52193	12/13/2017	0.00
CA 91185-1510	C963151-541			401.65

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	401.65	0.00

Check No.	52193	Total:	401.65
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

<u>Total for</u>	SHARP BUSINESS SYSTEMS	401.65
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STAPLES CREDIT PLAN	Office Supplies 10/10-10/27/17	19265	12/13/2017	
			12/13/2017	
DEPT. 31 - 0000306219	430		12/13/2017	0.00
PHOENIX	BOA	52194	12/13/2017	0.00
AZ 85062-8004				507.78

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	507.78	0.00

Check No.	52194	Total:	507.78
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<u>Total for</u>	STAPLES CREDIT PLAN	507.78
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STATE COMP INSURANCE FUND	December Premium	19266	12/13/2017	
			12/13/2017	
PO BOX 748170	0122		12/13/2017	0.00
LOS ANGELES	BOA	52195	12/13/2017	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.	52195	Total:	3,152.17
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<u>Total for</u>	STATE COMP INSURANCE FUND	3,152.17
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SWRCB - STATE WATER RESOURCES CONTROL BOARD	Annual Permit Fees, FY 17-18	19267	12/13/2017	
			12/13/2017	
	599		12/13/2017	0.00
SACRAMENTO	BOA	52196	12/13/2017	0.00
CA 95812-1888	SW-0144748			5,692.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4288	NPDES Stormwater Program	5,692.00	0.00

Check No.	52196	Total:	5,692.00
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<u>Total for</u>	SWRCB - STATE WATER RESOUR	5,692.00
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THERMAL MECHANICAL, INC	Quarterly PM Service, Oct '17	19281	12/13/2017	
			12/13/2017	
425 ALDO AVENUE	955		12/13/2017	0.00
SANTA CLARA	BOA	52197	12/13/2017	0.00
CA 95054	PM-71246			1,539.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	513.00	0.00
05-66-4346	Mechanical Sys Maint & Repair	513.00	0.00
25-66-4346	Mechanical Sys Maint & Repair	513.00	0.00

Check No.	52197	Total:	1,539.00
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<u>Total for</u>	THERMAL MECHANICAL, INC	1,539.00
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

TRUCKEE DONNER LAND TRUST	Donation in Memory of Wendi Haskell	19269	12/13/2017	
			12/13/2017	
P.O. BOX 8816	0744		12/13/2017	0.00
TRUCKEE	BOA	52198	12/13/2017	0.00
CA 96162				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	100.00	0.00

Check No.	52198	Total:	100.00
Total for	TRUCKEE DONNER LAND TRUST		100.00

UNION BAY ROOFING	Refund Deposit, 155 Crescent/415 Cervantes	19270	12/13/2017	
			12/13/2017	
314 APOSTOLIC LANE	1036		12/13/2017	0.00
SALINAS	BOA	52199	12/13/2017	0.00
CA 93907				2,000.00

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

Check No.	52199	Total:	2,000.00
Total for	UNION BAY ROOFING		2,000.00

VERIZON WIRELESS	November Cellular	19274	12/13/2017	
			12/13/2017	
P.O. BOX 660108	0131		12/13/2017	0.00
DALLAS	BOA	52200	12/13/2017	0.00
TX 75266-0108	9796955277			283.37

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	283.37	0.00

Check No.	52200	Total:	283.37
Total for	VERIZON WIRELESS		283.37

W.L. BUTLER	Refund Deposit, 302 Portola Rd	19272	12/13/2017	
			12/13/2017	
204 FRANKLIN STREET	0647		12/13/2017	0.00
REDWOOD CITY	BOA	52201	12/13/2017	0.00
CA 94063				5,000.00

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

Check No.	52201	Total:	5,000.00
Total for	W.L. BUTLER		5,000.00

KATHY WADDELL	Instructor Fees, Fall 2017	19271	12/13/2017	
	2nd Payment		12/13/2017	
460 CERVANTES ROAD	1354		12/13/2017	0.00
PORTOLA VALLEY	BOA	52202	12/13/2017	0.00
CA 94028				3,696.00

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

05-58-4246	Instructors & Class Refunds	3,696.00	0.00	
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Check No.	52202	Total:	3,696.00
Total for	KATHY WADDELL		3,696.00

CARLA WRAY	Piano Tuning, Community Hall	19273	12/13/2017	
PIANO SERVICE			12/13/2017	
263 MARGARITA AVENUE	1406		12/13/2017	0.00
PALO ALTO	BOA	52203	12/13/2017	0.00
CA 94306				170.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	170.00	0.00

Check No.	52203	Total:	170.00
Total for	CARLA WRAY		170.00

Total Invoices:	55	Grand Total:	127,519.35
		Less Credit Memos:	0.00
		Net Total:	127,519.35
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	127,519.35

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
December 13, 2017

Claims totaling \$127,519.35 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

Wed 11/29/2017 7:23 PM

webmaster@portolavalley.net

Portola Valley, CA: Committee Application Parks & Recreation

A new entry to a form/survey has been submitted.

Form Name: Committee Application
Date & Time: 11/29/2017 7:22 PM
Response #: 52
Submitter ID: 3368
Time to complete: 4 min. , 47 sec.

Survey Details

Page 1

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

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

(o) Parks & Recreation

Applicant Information

Full Name Geoffrey Crouse
Email Address
Street Address
City/Zip Portola Valley, CA 94028
Number of years in 5
Portola Valley
Cell Phone
Home Phone
Other Phone Not answered
Emergency Preparedness Not answered

Preferred Phone Contact Number

(o) Cell

I prefer to receive Town communications via

(o) E-mail (recommended)

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

Love our local parks and want to see them
Preserved and continue to be magnets for our kids and families.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.

No

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

Tue 11/21/2017 10:39 AM

webmaster@portolavalley.net

Portola Valley, CA: Committee Application - Parks & Recreation

A new entry to a form/survey has been submitted.

Form Name: Committee Application
Date & Time: 11/21/2017 10:38 AM
Response #: 51
Submitter ID: 3367
Time to complete: 7 min. , 0 sec.

Survey Details

Page 1

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

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

(o) Parks & Recreation

Applicant Information

Full Name Heriberto Diarte
Email Address
Street Address
City/Zip Portola Valley, CA 94028
Number of years in 3
Portola Valley
Cell Phone
Home Phone
Other Phone Not answered
Emergency Preparedness Not answered

Preferred Phone Contact Number

(o) Cell

I prefer to receive Town communications via

(o) E-mail (recommended)

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

We have been living in PV for 3 years and love the community and the place, we feel truly at home and have many friends in the community. Having 4 little daughters going to pour local schools helps to make those connections.

We are happy to participate and give back, we volunteer at school and in the PVSD foundation.

Our family is friends with the Gillet family and when he invited us to get involved to support and participate, we did not hesitate.

I have for the past 12 years been a CEO of large multinational companies and some people say I have a good strategic vision and management skills. I am not at all an expert on parks and recreation other than being a regular user and frequently benefiting as a family from the parks we have locally. Happy to learn and contribute in what we can

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.

No

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

Sat 12/2/2017 5:12 PM

webmaster@portolavalley.net

Portola Valley, CA: Committee Application

A new entry to a form/survey has been submitted.

Form Name: Committee Application
Date & Time: 12/02/2017 5:11 PM
Response #: 53
Submitter ID: 3369
Time to complete: 2 min. , 54 sec.

Survey Details

Page 1

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

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

Applicant Information

Full Name	Christopher Hsu
Email Address	
Street Address	
City/Zip	Portola Valley, CA 94028
Number of years in Portola Valley	4
Cell Phone	
Home Phone	
Other Phone	Not answered
Emergency Preparedness	Not answered

Preferred Phone Contact Number

Cell

I prefer to receive Town communications via

E-mail (recommended)

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

Love this community and will be here long term to raise our family. Want to give back.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.

None

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

Tue 12/5/2017 1:56 PM

webmaster@portolavalley.net

Portola Valley, CA: Committee Application - Public Works

Form Name: Committee Application
Date & Time: 12/05/2017 1:56 PM
Response #: 54
Submitter ID: 3370
Time to complete: 9 min. , 51 sec.

Survey Details

Page 1

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

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

Public Works

Applicant Information

Full Name Alex Doherty
Email Address
Street Address
City/Zip 94028
Number of years in 3
Portola Valley
Cell Phone
Home Phone
Other Phone Not answered
Emergency Preparedness Not answered

Preferred Phone Contact Number

Cell

I prefer to receive Town communications via

E-mail (recommended)

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

Hello,

I'm very interested in joining the Public Works Committee to help during times of emergency and adverse weather. I think it's valuable to have the knowledge and contacts in the community to help the town staff solve problems that come up while they are not nearby, and to help serve others in the community when

necessary.

I have a general background in construction, familiarity with the tools required and techniques for avoiding injury in dangerous situations (fallen power lines and trees, flooded streets, etc). I have technically lived in Portola Valley for only 3 years, but grew up in Ladera, so have 36 years of experience in the area.

Thanks,
Alex

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.

Not answered

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

To: Portola Valley Town Council
From: Craig Taylor, Projects Administrator
Subject: Appointment of Jean Isaacson as president of the Woodside Highlands
Road Maintenance District

In accordance with Woodside Highlands Road Maintenance District Procedure Directive dated 7/10/1972 the Council appoints the members of The Citizens Advisory Board.

I ask that Jean Isaacson be reappointed as President of the Advisory Board

Members of the Road Advisory Board Proposed

Jean Isaacson, President (Pending Appointment)
Frank Crow, Association Board Treasurer
Teresa Godfrey, Association Board Secretary
Jennifer Fraser, Association Board Member
Craig Taylor, Association Board Member
Bruce Willard*, Road Commissioner
Andy Browne*, Board Member

Projects Administrator: principal liaison to the Town in regards to work carried out for the Woodside Highlands Road District: Craig Taylor

CST 12/5/17



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Honorable Mayor and Town Council

FROM: Cara Silver, Town Attorney

DATE: December 13, 2017

RE: Settlement of Lawsuit and Approval of Easement Agreement: *Blue Oaks Homeowners Association v. Cynthia Dorrell et al*

RECOMMENDATION

The Town Attorney recommends the Town Council agree to settle the lawsuit in which the Town of Portola Valley has been named as a cross-defendant, by entering into a settlement agreement and easement agreement, as described below in detail.

DISCUSSION

In a memorandum dated October 10, 2017, I notified the Town Council of the lawsuit titled *Blue Oaks Homeowners Association v. Cynthia Dorrell* in which the Town was recently added as a cross-defendant. The lawsuit involves the longstanding property dispute between the Blue Oaks Homeowners Association (“Blue Oaks HOA”) and the owners of 1044 Los Trancos Road, Cynthia Dorrell and Pamela Dorrell (“Dorrell”). The vast majority of the Dorrell’s property is in unincorporated San Mateo County. However, a portion of the Dorrell’s driveway, garage and landscaping encroach onto the Blue Oaks HOA common area. The Blue Oaks HOA granted to the Town an Open Space Conservation Easement in July 1998 for the benefit of the Town, which includes the portion of land in dispute.

The Blue Oaks HOA and the Dorrells filed lawsuits against each other in 2015 requesting the Court to determine their rights to the portion of land dispute. Town staff and its counsel have been working with the parties over the last couple of years in an attempt to amicably resolve the matter; however, the parties were unable to reach a resolution. Thereafter, on October 7, 2017, the Town was added as a cross-defendant by the Dorrells due to the fact that the Town has a legal interest in the land being encroached upon. Counsel for the Town spoke with the attorneys for the Blue Oaks HOA and the Dorrells in an attempt to get the parties to a resolution, as the remaining

point of contention was Blue Oaks HOA's demand for payment by the Dorrells (the easement area at issue was valued at approximately \$95,000 by an independent appraiser). Counsel for the Dorrells recently confirmed that the Dorrells and the Blue Oaks HOA have agreed to a \$50,000 payment for the easement. In exchange, the parties, including the Town, are agreeing to a release of all claims they may have with respect to the land in dispute, and agreeing to a permanent easement to leave the driveway, garage and landscaping in place. This is the result that Town staff and its counsel had encouraged for the last few years.

The parties have circulated a settlement agreement, which the Town Attorney has approved as to form for signing. Additionally, the parties are working together on the final details of the easement agreement wherein the Dorrells will be allowed to continue their use of the driveway and garden areas as well as to maintain the improvements built in the easement area (i.e. the garage). Under the easement agreement, the improvements will be classified as "existing nonconforming uses" and the Dorrells will be required to comply with Town's municipal code with respect to the area in the conservation easement, will be required to name the Town as an additional insured on their general liability insurance policy, and will be required to defend and indemnify the Town from all damages arising out of any injury occurring in, on or about the easement area. It is expected that a final version of the easement agreement will be available at the time of the council meeting on December 13th.

FISCAL IMPACT

The Settlement Agreement does not require the City to expend any funds. The value of a portion of the City's existing open space easement will be slightly reduced due to the existence of the garage encroachment; however, this encroachment was present when the City acquired the easement.

ATTACHMENTS

- 1: Settlement Agreement
- 2: Easement Agreement [This will be provided to Council at places on December 13.]

SETTLEMENT AGREEMENT

This Settlement Agreement is dated as of November 10, 2017 and entered into by, between and among the Blue Oaks Homeowners Association, a California non-profit mutual benefit corporation (“Blue Oaks”); Pamela Dorrell, Amitabh Pandey and Cynthia Ellen Dorrell (collectively, the “Dorrell”); and the Town of Portola Valley (“Town”) (collectively, the “Settling Parties”).

A. RECITALS

1. Blue Oaks is the owner of that certain real property known as Parcel A on the Blue Oaks Subdivision Map consisting of the common area within the Blue Oaks subdivision located in the Town of Portola Valley, County of San Mateo, State of California (the “Blue Oaks Common Area”).

2. Dorrell are the owners of that certain real property located at 1044 Los Trancos Road, Portola Valley, California, 94028, also known as APN 080-082-210 (the “Dorrell Property”).

3. The Settling Parties discovered that certain improvements including a garage, paved driveway, retaining walls, garden and landscaping (collectively the “Improvements”) used by Dorrell and their predecessors-in-interest encroach onto the Blue Oaks Common Area. The Improvements are located in whole or in part on the Blue Oaks Common Area, which land is burdened by an Open Space Easement for the benefit of the Town.

4. On August 19, 2015, Blue Oaks filed a verified complaint in an action entitled Blue Oaks Homeowners Association v. Cynthia Dorrell, et al., San Mateo County Superior Court Case No. CIV535107 (the “Action”) for quiet title, declaratory relief and injunctive relief against

the Dorrells' interest in the Blue Oaks Common Area. The Dorrells subsequently filed an answer to Blue Oaks' verified complaint and a verified cross-complaint for quiet title, declaratory relief and injunction against Blue Oaks, which the Dorrells later amended to name the Town as a cross-defendant.

The Settling Parties now desire to settle the Action and agree as follows.

B. TERMS

1. The Settling Parties shall cause to be executed, notarized, and recorded the Easement Agreement attached hereto as Exhibit A.

2. Upon recordation of the Easement Agreement, the Dorrells shall pay Blue Oaks the total sum of \$50,000 and the Settling Parties shall cause the Action to be dismissed with prejudice, with the Settling Parties to bear their own costs and attorneys' fees. Notwithstanding said dismissal, the San Mateo County Superior Court shall retain jurisdiction to enforce this Settlement Agreement pursuant to Code of Civil Procedure Section 664.6 or otherwise.

3. Release Provision

Excepting only the rights and obligations created by this Settlement Agreement and the Easement Agreement, the Settling Parties by and for themselves individually and each of their respective past, present, and future officers, directors, stockholders, attorneys, agents, trustees, beneficiaries, servants, representatives, employees, insurers, underwriters, parents, subsidiaries, partners, affiliates, heirs, predecessors, and successors-in-interest and assigns, and anyone claiming by, through or under any such persons, hereby completely release and forever discharge each other and each other's past, present, and future officers, directors, stockholders, attorneys, agents, trustees, beneficiaries, servants, representatives, employees, insurers, underwriters,

parents, subsidiaries, partners, affiliates, heirs, predecessors, and successors-in-interest and assigns, and anyone claiming by, through or under any such persons, of and from any and all past or present claims, demands, obligations, causes of action, rights (including prescriptive rights, if any, where are hereby released), damages, costs, losses of services, expenses and compensation of any nature whatsoever, whether based on tort, contract or any other legal or equitable theory of recovery, which in any way arise out of, relate to, or are the subject of the Action (“Released Claims”).

4. Waiver of Civil Code Section 1542

With respect to the Released Claims, the Settling Parties expressly intend to relinquish all claims, whether or not now known, and expressly waive any and all rights and benefits conferred on them by the provisions of Section 1542 of the Civil Code of the State of California, which reads:

A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.

The Settling Parties understand and acknowledge the significance and consequences of such waiver of the provisions of Section 1542.

5. Warranty of Capacity to Execute

Each person executing this Settlement Agreement represents and warrants that no other person or entity had, nor now has, any interest in any of the Released Claims referred to in this Settlement Agreement; that each person has the sole right and exclusive authority to execute the Settlement Agreement, and to deliver and receive the settlement consideration specified herein;

that execution, delivery, and performance of this Settlement Agreement and the Easement Agreement has been duly authorized by all necessary partnership, trust or corporate action; that each individual executing this Settlement Agreement and the Easement Agreement is authorized to so execute instruments of this nature on the party's behalf; and that each of the Settling Parties has not sold, assigned, transferred, conveyed, hypothecated or otherwise disposed of any of the Released Claims referred to in this Settlement Agreement.

6. Entire Agreement

This Settlement Agreement and the Easement Agreement constitute the entire agreement between the Settling Parties as it pertains to the Released Claims in the Action, and may not be amended, altered, modified, or otherwise changed except by a writing executed by all Settling Parties hereto which expressly states that it is an amendment to this Settlement Agreement. All prior oral or written agreements with respect to the Action, if any, are expressly superseded hereby and are of no further force or effect.

7. Representation of Comprehension of Settlement Agreement

In entering into the Settlement Agreement and the Easement Agreement, the Settling Parties represent that they have relied on the legal advice of their respective attorneys, who are attorneys of their own choice, and that the terms of this Settlement Agreement and the Easement Agreement have been completely read and explained to them by their respective attorneys, and that those terms are fully understood and voluntarily accepted by each of the Settling Parties.

8. No Admission of Liability

The Settling Parties understand and acknowledge that this Settlement Agreement constitutes a settlement of disputed claims and is not an admission of liability by any of the Settling Parties.

9. Applicable Law

This Settlement Agreement shall be construed and interpreted in accordance with the laws of the State of California.

10. Execution

This Settlement Agreement may be executed in counterparts, each of which shall be deemed an original, and may be executed by .pdf or facsimile signature, each of which shall be deemed an original. The original executed and notarized Easement Agreement shall be delivered to counsel for the Dorrells for recording.

11. Cooperation

The Settling Parties to this Settlement Agreement shall cooperate in all manners necessary to effectuate the terms of this Settlement Agreement.

12. Interpretation

No provision of this Settlement Agreement is to be interpreted for or against any party because that party, or that party's representative, drafted such provision.

13. Enforcement

The Settling Parties agree that this Settlement Agreement is enforceable pursuant to the terms of Code of Civil Procedure Section 664.6 or otherwise. In the event of any controversy, claim or action, whether based on contract, tort or other cause of action, being filed between the Settling Parties respecting or in any way relating to this Settlement Agreement, the prevailing party shall be entitled to reasonable attorneys’ fees, whether or not such controversy was litigated or prosecuted to judgment.

14. Binding Effect

This Settlement Agreement shall be binding upon any beneficiaries, executors, administrators, heirs, successors, and assigns of each of the Settling Parties and shall inure to the benefit of said Settling Parties, and each of them.

Blue Oaks Homeowners Association, a
California non-profit mutual benefit
corporation

By: _____

Pamela Dorrell

Its: _____

Town of Portola Valley

Amitabh Pandey

By: _____

Cynthia Ellen Dorrell

Its: _____

APPROVED AS TO FORM:

HANNA & VAN ATTA

Dated: _____, 2017

William R. Garrett
Attorneys for Plaintiff and Cross-Defendant
Blue Oaks Homeowners Association

STEYER LOWENTHAL BOODROOKAS
ALVAREZ & SMITH LLP

Dated: _____, 2017

Jeffrey H. Lowenthal
Attorneys for Defendants/Cross-Complainants
Cynthia Dorrell, Pamela Dorrell and Amitabh
Pandey

LAW OFFICE OF PETER N. BREWER

Dated: _____, 2017

Peter N. Brewer
Attorneys for Defendants/Cross-Complainants
Cynthia Dorrell, Pamela Dorrell and Amitabh
Pandey

JORGENSON, SIEGEL, MCCLURE &
FLEGEL, LLP

Dated: _____, 2017

Nicholas A. Flegel
Attorneys for Cross-Defendant
Town of Portola Valley

EXHIBIT A

(Easement Agreement)



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Honorable Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Cara E. Silver, Town Attorney

DATE: December 13, 2017

RE: Creation of Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA)

RECOMMENDATION

The Town Manager and Town Attorney recommend that the Town Council adopt the Resolution authorizing the Town of Portola Valley to participate in the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) (Attachment 1).

BACKGROUND

The Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN) was established in 1986 as a non-profit corporation in order to establish a stable, cost-effective self-insurance, risk sharing and risk management program option for ABAG members. Historically, Portola Valley has participated in the ABAG PLAN to obtain coverage and risk management services related to liability, property, automobile physical damage and other ancillary lines of coverage.

As a result of the merger of ABAG and MTC, ABAG PLAN is now administered by the Metropolitan Transportation Commission (MTC). Over the course of the last year, the Board of Directors of ABAG PLAN has been exploring various options to disengage from MTC. This transition was motivated in large part because MTC was not interested in administering the pool. In addition, the Board of Directors had begun exploring more cost effective third party administrators. To this end, the Board of Directors of ABAG PLAN recently conducted an RFP for contracting pool administration services. Both the RFP and an independent consultant study revealed a savings in pool administrative costs of approximately \$3 million over the next five years for participating member agencies. ABAG PLAN Board of Directors voted unanimously at their annual board meeting in June to contract with Bickmore Risk Services. A transition plan has been developed by ABAG PLAN and Bickmore to transfer pool administrative services to the new pool administrator.

DISCUSSION

In order to complete the transition of pool administrative services from ABAG/MTC and achieve the significant savings in administrative cost to the existing program, both ABAG General Counsel and PLAN Counsel have recommended a separate Joint Powers Authority (JPA) be formed to exclusively manage the existing and future risk management and coverage needs of the members. The new JPA is required to act as fiscal agent and manage the transfer of all of the current assets and liabilities from the ABAG PLAN non-profit corporation to the new PLAN JPA. The new PLAN JPA will no longer be directly affiliated with MTC but will continue to provide a stable, cost-effective self-insurance, risk sharing and risk management program for the member participants. This separate JPA model would align Portola Valley and other PLAN JPA members with pooling industry best practices, allow for program continuity and provide for a seamless transition to the new JPA post ABAG merger with MTC.

By adopting the attached resolution, Portola Valley agrees to conditionally participate in the newly established PLAN JPA. Once all current ABAG PLAN members have approved and signed their respective resolutions, The PLAN JPA will officially become a going concern and all assets and liabilities will be transferred from the prior ABAG PLAN to the new PLAN JPA.

There is a potential adverse outcome in not signing the proposed resolution. Any delay in joining the JPA could jeopardize Portola Valley's participation in the PLAN program and would have an adverse impact on the PLAN members as it pertains to program costs. It would also be problematic for Portola Valley in terms of finding an alternative solution for insurance and risk management services.

FISCAL IMPACT

There would be no direct fiscal impact on Portola Valley related to the change to a new JPA. Portola Valley would derive savings from the reduction in ABAG PLAN administrative costs over time. Based on the Actuary Report commissioned by the Board, the Town's 2017-18 annual deposit premium under the current plan would be \$44,699 and under the Bickmore proposal it would be \$43,926. Thus the transition would result in a savings of \$1,019 for Fiscal Year 2017-18. The allocated premium for each city varies from year to year based on the member's loss experience relative to the overall PLAN average and member's projected exposure (payroll) for the upcoming year.

ATTACHMENTS

1. Resolution Approving and Authorizing the Execution of the Pooled Liability Assurance Network (Plan) Joint Exercise of Powers Agreement
2. Joint Powers Agreement Creating the Pooled Liability Assurance [Plan] Joint Powers Authority

Reviewed by: Jeremy Dennis, Town Manager



RESOLUTION NO. _____ -2017

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
APPROVING AND AUTHORIZING THE EXECUTION OF THE POOLED LIABILITY
ASSURANCE NETWORK [PLAN] JOINT EXERCISE OF POWERS AGREEMENT**

TOWN OF PORTOLA VALLEY

WHEREAS, the Town of Portola Valley is a member of PLAN corporation, a California non-profit corporation (“PLAN Corporation”) comprised of twenty-eight member agencies pooling their property and liability risk in conjunction with the Association of Bay Area Governments (“ABAG”) Joint Exercise of Powers Authority (“JPA”), established pursuant to California Government Code §6500 et seq., and

WHEREAS, in 1986 ABAG and PLAN Corporation entered into an Agency Agreement which irrevocably assigned the risk management duties and obligations of ABAG to PLAN Corporation.

WHEREAS, the Member Agencies of PLAN Corporation have entered into a Risk Coverage Agreement with each other and ABAG to provide for pooled liability services through PLAN Corporation, and

WHEREAS, a JPA is required to act as fiscal agent and manage the transfer and assignment of all of the current assets and liabilities from PLAN Corporation to the new PLAN JPA, and

WHEREAS, the Members of PLAN Corporation seek to separate from the current model of service involving the necessity of the Agency Agreement and use of the ABAG JPA to the new risk management focused PLAN JPA that would provide pooled risk coverage for its member agencies, with preference for the existing members of PLAN, under a new risk coverage agreement within the PLAN JPA, and

WHEREAS, as part of the transition the Bickmore Contract with PLAN Corporation will be assigned to the PLAN JPA, so that these services can continue in a seamless manner.

NOW, THEREFORE, BE IT RESOLVED that the Town Council does hereby authorize the Town Manager/Mayor to execute the Pooled Liability Assurance Network (PLAN) Joint Exercise of Powers Agreement, pursuant to California Government Code §6500 et seq., including the powers delegated therein, conditioned on the transfer of the assets of PLAN to the PLAN JPA, in substantially the form attached to this Resolution (minor technical or clerical corrections, if any, to be included in the authority granted here).

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Town’s PLAN Corporation representative is authorized to approve of the assignment of assets from PLAN Corporation to the JPA, and to approve the assignment of risk management services from PLAN Corporation to PLAN JPA.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Portola Valley held on the 13th day of December, 2017.

MAYOR

ATTEST:

CITY CLERK

JOINT POWERS AGREEMENT

CREATING THE

POOLED LIABILITY ASSURANCE NETWORK [PLAN] JOINT POWERS AUTHORITY

adopted

November , 2017

**JOINT POWERS AGREEMENT
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**POOLED LIABILITY ASSURANCE NETWORK [PLAN] JOINT POWERS
AUTHORITY**

JOINT POWERS AGREEMENT

This Agreement is made by and among the public entities listed in Appendix A (“Member Entities”), all of which are public entities organized and operating under the laws of the State of California and each of which is a local public entity as defined in California Government Code Section 989, as it may be amended from time to time.

RECITALS

- I. The following state laws, among others, authorize the Member Entities to enter into the Pooled Liability Assurance Network Joint Powers Authority [PLAN] Joint Powers Agreement (“Agreement”):
1. Labor Code Section 3700 allowing a local public entity to fund its own workers’ compensation claims;
 2. Government Code Sections 989 and 990 permitting a local public entity to insure itself against liability and other losses;
 3. Government Code Section 990.4 permitting a local public entity to provide insurance and self-insurance in any desired combination;
 4. Government Code Section 990.8 permitting two or more local public entities to enter into an agreement to jointly fund such expenditures under the authority of Government Code Sections 6500-6515; and
 5. Government Code Sections 6500-6515 permitting two or more local public entities to jointly exercise under an agreement any power which is common to each of them.
- II. The governing board of each Member Entity has determined that it is in the Member Entity’s best interest and in the public interest that this Agreement be executed and that it shall participate as a member of the public entity created by this Agreement.

Now, therefore, the Member Entities, by, between, and among themselves, in consideration of the mutual benefits, promises, and agreements set forth below, hereby agree as follows:

ARTICLE I

**CREATION OF THE “POOLED LIABILITY ASSURANCE NETWORK [PLAN] JOINT
POWERS AUTHORITY”**

Pursuant to Article 1, Chapter 5, Division 7, Title 1 of the Government Code of the State of California (commencing with Section 6500), the Member Entities create a public agency, separate and apart from the Member Entities, to be known as the “Pooled Liability Assurance Network [PLAN] Joint Powers Authority” (the “Authority”). Pursuant to Government Code Section 6508.1, the debts, liabilities, and obligations of this Authority shall not constitute debts, liabilities, or obligations of the Member Entities.

ARTICLE II

PURPOSES

This Agreement is entered into by Member Entities under California Government Code Sections 990, 990.4, 990.8, and 6500, et. seq. and Labor Code Section 3700 in order to do one or more of the following:

1. Develop effective risk management programs to reduce the amount and frequency of losses;
2. Share the risk of self-insured losses;
3. Jointly purchase insurance either with or without any self-insured portion underlying the insurance, and administrative and other services including, but not limited to claims adjusting, data processing, risk management, loss prevention, accounting services, actuarial services, and legal services in connection with the Programs;
4. Provide administrative and other services including, but not limited to, claims adjusting, data processing, risk management, loss prevention, treasury, investment management, accounting services, audit, actuarial services, and legal services in connection with the various programs;
5. Assume the assets, liabilities and obligations of the ABAG PLAN CORPORATION (a California non-profit corporation), also known as Association of Bay Area Governments Pooled Liability Assurance Network on the basis of each Member Entity’s responsibilities under those previously binding documents, including the Memorandum of Coverage, and Risk Coverage Agreement, as amended to reflect the formation of this JPA and its policies and procedures; and

These purposes shall be accomplished through the exercise of the powers of the Member Entities jointly in the creation and operation of the Authority.

It is also the purpose of this Agreement to provide, to the extent permitted by law, procedures for the addition, at subsequent date, of public entities to become parties to this Agreement and members of the Authority, subject to Article XVIII, and to provide for the removal of Member

Entities for cause or upon request, subject to Articles XIX and XX.

ARTICLE III

DEFINITIONS

In this Agreement unless the context otherwise requires:

1. **Board** or **Board of Directors** is the governing body of the Authority constituted as set forth in Article X of this Agreement;
2. **Governing Documents** include this Agreement, the Bylaws of the Authority, and any other document identified as a Governing Document in the Bylaws.
3. **Member Entity** includes each public agency which is a party to this Agreement.
4. **Program** is the specific method used to provide coverage for a risk, scope, type, or area of insurance services, including, without limitation, the funding of loss reserves, where applicable, as prescribed in a Governing Document for a specific type of coverage, and may encompass such specific areas as general liability (including errors and omissions), property, automobile, workers' compensation, or employee benefits.

ARTICLE IV

PARTIES TO THE AGREEMENT

Each Member Entity certifies that it intends to and does contract with every other Member Entity who is a signatory to this Agreement and, in addition, with such other Member Entity as may later be added as a Member Entity under Article XVIII. Each Member Entity also certifies that the deletion of any Member Entity from this Agreement does not affect this Agreement nor each Member Entity's intent to contract with the Member Entities then remaining.

ARTICLE V

TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2018 and continues in full force until terminated in accordance with Article XXI.

ARTICLE VI

POWERS OF THE AUTHORITY

The Authority, through its Board of Directors, is authorized, in its own name, to do all acts necessary to fulfill the purposes of this Agreement referred to in Article II including, but not limited to, each of the following:

1. Make and enter into contracts, including but not limited to revision to the Risk Coverage Agreement and Memorandum of Coverage;
2. Incur debts, liabilities, and obligations; but no debt, liability, or obligation of the Authority is a debt, liability, or obligation of a Member Entity;
3. Acquire, hold, or dispose of real and personal property;
4. Receive contributions and donations of property, funds, services, and other forms of assistance from any source;
5. Sue and be sued in its own name;
6. Employ agents and employees;
7. Acquire, construct, manage, and maintain buildings;
8. Lease real or personal property, including that of a Member Entity;
9. Receive, collect, invest, and disburse monies;
10. Issue revenue bonds or other forms of indebtedness, as provided under Government Code Sections 6500, et. seq.; and
11. Carry out other duties as required to accomplish other responsibilities as set forth in this Agreement.
12. Hire attorneys, accountants, auditors and other professionals.

These powers shall be exercised in the manner provided by applicable law and as expressly set forth in this Agreement.

ARTICLE VII

MEMBERSHIP

Membership shall be restricted to public agencies located within the State of California as set forth in the Bylaws.

Upon a Member Entity organization or re-organization, including dissolution, merger, or

consolidation, which results in extinguishment or dissolution of the legal existence of a Member Entity, the rights, obligations, and liabilities of such Member Entity under this Agreement, the Bylaws, or other Governing Documents or resolutions of the Board shall be the rights, obligations, and liabilities of the successor public entity.

ARTICLE VIII

MEMBER ENTITY RESPONSIBILITIES

Each Member Entity has the obligations and responsibilities set forth in the Governing Documents as defined in the Bylaws and any resolution of the Board of Directors. Such responsibilities and obligations may include, but are not limited to, the following:

1. Cooperate with the Authority in determining the cause of losses and in the settlement of claims;
2. Pay all premiums, assessments, penalties, interest, and other charges promptly to the Authority when due;
3. Provide the Authority with statistical and loss experience, data, and other information as may be necessary;
4. Cooperate with and assist the Authority and any insurer, claims adjuster, or legal counsel retained by the Authority in matters relating to this Agreement, the Authority Bylaws, any other Governing Documents, and policies and procedures adopted by the Board;
5. Except for any new Member Entities as allowed for in Article XVIII, agree the Authority will assume the assets, liabilities and obligations of ABAG PLAN CORPORATION (a California non-profit corporation) also known as the Association of Bay Area Governments Pooled Liability Assurance Network, on the basis of its documents, including but not limited to the Memorandum of Coverage, and Risk Coverage Agreement, as amended to reflect the formation of this JPA and its policies and procedures; and

ARTICLE IX

POWERS RESERVED TO THE MEMBERSHIP

The Member Entities retain the following powers:

1. The designation of the Board of Directors as specified in Article X; and
2. Approval of amendments to this Agreement as specified in Article XXVI.

ARTICLE X

BOARD OF DIRECTORS

There shall be a Board of Directors to govern the affairs of the Authority. The Board shall be comprised of one director, and one alternate director, from each Member Entity who shall have the authority to bind the Member Entity on any and all matters relating to the business of the Authority. Each director has one vote. Each director shall be appointed by the governing body of the Member Entity. The alternate director shall be appointed by and serve at the pleasure of the Member Entity. The alternate director may cast a vote as a member of the Board of Directors only in the absence of the director.

ARTICLE XI

POWERS RESERVED TO THE BOARD

The powers of the Board are the powers of the Authority not specifically reserved to the Member Entities by this Agreement. The Board has authority to delegate its powers and authority. However, the Board shall retain unto itself the power to change the Bylaws, to expel a member by a two-thirds vote, and to establish a Program.

ARTICLE XII

COMMITTEES

EXECUTIVE COMMITTEE

The Board may create an Executive Committee comprised of members of the Board and delegate one or more of its powers to the Executive Committee except those powers not delegable. An appointment to the Executive Committee, if any, is by an election of the Board of Directors.

OTHER COMMITTEES

Other committees may be created by, or in accordance with, the procedures described in the Bylaws.

ARTICLE XIII

BOARD AND COMMITTEE MEETINGS

The Board shall hold at least one regular meeting each year. The Board shall fix the date, hour, and place at which each regular meeting is to be held. A special meeting may be called upon written request by the President or at least one-third of the Board members.

Each regular, adjourned regular and special meeting of the Board, the Executive Committee, or any other Standing Committee shall be called, noticed, held, and conducted in accordance with the Ralph M. Brown Act (Section 54950 et. seq. of the Government Code).

The Secretary shall keep or have kept minutes of each regular or special meeting of the Board and any Committee. As soon as possible after each meeting, the Secretary shall have a copy of those minutes forwarded to each member of the Board.

No business may be transacted by the Board or a Committee without a quorum of members being present. A quorum consists of a majority of the members.

ARTICLE XIV

OFFICERS AND EMPLOYEES

The Officers of the Authority are the President, Vice President, Administrator, Secretary, Treasurer, and others as may be declared in the Bylaws or resolution of the Board. The Officers are elected or appointed in accordance with the procedures described in the Bylaws. The Officers shall have the authorities and responsibilities as defined in the Bylaws.

The Board may appoint such officers and employees and may contract with such persons or firms as it considers necessary to carry out the purposes of this Agreement.

Any Member Entity which provides or performs assigned duties pursuant to this Article may be reimbursed by the Authority for services rendered on the Authority's behalf.

ARTICLE XV

ANNUAL AUDITS AND AUDIT REPORTS

The Treasurer shall cause an annual financial audit to be made by an independent Certified Public Accountant with respect to all Authority receipts, disbursements, other transactions and entries into the books. A report of the financial audit shall be filed as a public record with each Member Entity. The audit shall be conducted in accordance with Government Code Section 6505 and filed with the County Auditor or others as required by the laws of California. The Authority shall pay the cost of the financial audit and charge the cost against the Member Entities in the same manner as other administrative costs.

ARTICLE XVI

INDEMNIFICATION OF DIRECTORS, OFFICERS, AND EMPLOYEES

The members of the Board of Directors and the officers and employees of the Authority shall

act in good faith and in the best interests of the Authority in the performance of their duties hereunder. The members of the Board of Directors and the officers and employees of the Authority shall be liable for any act or omission within the scope of their office or employment by the Authority as a public entity only in the event that they act or fail to act because of actual fraud, corruption, or actual malice or willfully fail or refuse to conduct the defense of a claim or action in good faith or to reasonably cooperate in good faith in the defense conducted by the Authority. No member of the Board shall be liable for any action taken or omitted by any other member of the Board. No member of the Board, officer, or employee shall be required to deposit premium on a bond or other security to guarantee the faithful performance of his or her duties hereunder, although the Authority may provide such bonds. Funds of the Authority shall be used to defend and to indemnify members of the Board, officers, and employees of the Authority for any act or omission pursuant to the provisions of Government Code Sections 910 to 996.6. The Authority may purchase insurance to provide coverage for acts or omissions of directors, officers, and employees.

The Authority shall indemnify, protect, defend, and hold harmless each and all of the Member Entities, and their officers and employees, for and from any and all liability, claims, causes of action, damages, losses, judgments, costs, or expenses (including attorney's fees) resulting from an injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement by the Authority, by one or more of the Member Entities, or any of their officers, employees, agents, or independent contractors. This indemnification provision is intended to supplant and supersede the pro rata right of contribution formula set forth in Government Code Section 895.6.

ARTICLE XVII

SELF-INDEMNIFICATION AMONG THE MEMBER ENTITIES

Section 895.2 of the California Government Code imposes certain tort liability jointly upon entities solely by reason of such entities being parties to an agreement as defined in Section 895 of said Code. Therefore, the Member Entities hereto, as between themselves, pursuant to the authorization contained in Sections 895.4 and 895.6 of the California Government Code, each assumes the full liability imposed upon it for any of its officers, agents, or employees by law for injuries caused by a negligent or wrongful act or omission occurring in the performance of this Agreement to the same extent that such liability would be imposed in the absence of Section 895.2 of said Code. To achieve this purpose, each Member Entity indemnifies and holds harmless all other Member Entities for any loss, cost, or expense that may be imposed upon such other Member Entities solely by virtue of Section 895.2 of the California Code.

ARTICLE XVIII

NEW MEMBERS

A public agency may be admitted as a Member Entity only upon a two-thirds vote of the Board of Directors. The application of any Member Entity to participate in any Program shall be determined under the Program's Governing Documents. Notwithstanding the above, members of

ABAG Plan Corporation in good standing as of July 1, 2017 shall be automatically admitted upon adoption of a resolution by its governing body authorizing the execution of this Joint Powers Agreement, provided that said action occurs by June 30, 2018.

Each applicant for membership shall pay all fees and expenses set by the Board.

ARTICLE XIX

WITHDRAWAL

A Member Entity may withdraw from the Authority only at the end of a fiscal year, provided it has given the Authority at least six months written notice of its intent to withdraw. A notice of intent to withdraw shall be final and irrevocable upon its receipt by the Authority unless the Board authorizes it to be rescinded by the Member Entity. A Member Entity joining after June 30, 2018 may only withdraw from the Authority after three (3) consecutive fiscal years following commencement of membership.

The withdrawal of a Member Entity from membership in the Authority shall not terminate its responsibility, as defined by any of the Governing Documents of the Authority, to contribute its share of premiums or funds to any fund or coverage program created by the Authority in which the withdrawing Member Entity has participated.

ARTICLE XX

EXPULSION

The Authority may expel a Member Entity from membership in the Authority by a two-thirds vote of the Board of Directors for a breach of any of the Governing Documents determined by the Board to be a material breach. Such expulsion shall automatically, and simultaneously, terminate the Member Entity's participation in any and all Programs in which it may be a Program participant. The procedure for hearing and notice of expulsion of a Member Entity shall be as provided in the Authority Bylaws.

The expulsion procedures from any Program shall be defined in the Governing Documents for that Program.

The expulsion of a Member Entity from membership in the Authority shall not terminate its responsibility, as defined by any of the Governing Documents of the Authority, to contribute its share of premiums or funds to any fund or coverage Program created by the Authority in which the expelled Member Entity has participated.

ARTICLE XXI

TERMINATION AND DISTRIBUTION

This Agreement may be terminated by the written consent of two-thirds of the Member

Entities. However, this Agreement and the Authority shall continue to exist after termination for the purpose of disposing of all claims, debts and other obligations, distribution of assets, and all other functions necessary to conclude the obligations and affairs of the Authority.

Upon termination of this Agreement, after disposition of all claims debts and other obligations, the remaining assets of the Authority shall be distributed and apportioned among the Member Entities that have been participants in its Programs, including those Member Entities which previously withdrew or were expelled pursuant to Articles XIX and XX of this Agreement, as provided in the Authority Bylaws.

ARTICLE XXII

NOTICES

Notice to each Member Entity under this Agreement is sufficient if mailed to its respective address on file with the Authority.

ARTICLE XXIII

BINDING EFFECT OF BYLAWS AND OTHER GOVERNING DOCUMENTS

Each party to this Agreement by its execution agrees to be bound by and to comply with all of the terms and conditions of the Governing Documents, and any Resolution adopted by the Board of Directors as they now exist or may hereafter be adopted or amended.

ARTICLE XXIV

ENFORCEMENT

The Authority is hereby granted authority to enforce this Agreement. In the event action is instituted by the Authority to enforce any term of any of the Governing Documents of any Program or otherwise against any Member Entity, the prevailing party shall be entitled to reasonable attorney fees and costs incurred because of said action, in addition to other appropriate relief.

ARTICLE XXV

PROHIBITION AGAINST ASSIGNMENT

No Member Entity may assign a right, claim, or interest it may have under this Agreement. No creditor, assignee, or third-party beneficiary of a Member Entity has a right, claim, or title to any part, share, interest, fund, premium, or asset of the Authority.

ARTICLE XXVI

AMENDMENTS

This Agreement may be amended if at least 2/3rds of the total Member Entities vote in favor of the amendment. A proposed amendment must be submitted to each Member Entity at least thirty (30) days prior to the date the amendment is considered by the Authority. An amendment will be effective immediately unless otherwise specified. Appendix A to the Agreement may be amended to correctly list current Member Entities without separate action by the Member Entities or the Board.

ARTICLE XXVII

SEVERABILITY

If a portion, term, condition, or provision of this Agreement is determined by a court to be illegal or in conflict with a law of the State of California, or is otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions is not affected.

In witness whereof, the following parties have each executed this Agreement as amended on the dates set forth below and acknowledge their membership in the Authority:

Entity:

Date: _____

Title:

APPENDIX A

MEMBER ENTITIES

City of American Canyon
Town of Atherton
City of Benicia
City of Burlingame
City of Campbell
Town of Colma
City of Cupertino
City of Dublin
City of East Palo Alto
City of Foster City
City of Half Moon Bay
Town of Hillsborough
Town of Los Altos Hills
Town of Los Gatos
City of Millbrae
City of Milpitas
City of Morgan Hill
City of Newark
City of Pacifica
Town of Portola Valley
Town of Ross
City of San Bruno
City of San Carlos
City of Saratoga
City of South San Francisco
City of Suisun City
Town of Tiburon
Town of Woodside



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Honorable Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Cara E. Silver, Town Attorney

DATE: December 13, 2017

RE: Direction Regarding Placing Utility Users Tax Reduction Measure on the June 2018 Ballot

RECOMMENDATION

The Town Manager and Town Attorney recommend that the Town Council review the Finance Committee's recommendation to place a Utility Users Tax reduction measure on the June 2018 ballot.

BACKGROUND

The Town has had a Utility Users Tax (UUT) since 1985. The UUT is a tax imposed on the use of telephone, gas, water and electricity within the Town.¹ Like many towns, the UUT serves as a stable revenue source for the Town.

UUT Tax Rate

When the UUT was first adopted the tax rate was 6.5%. In 1993, the voters reduced the tax from 6.5% to 5.5% and in 1997 the voters approved an additional 2% special UUT tax dedicated to open space. In 2006, the voters approved a reduction on the general UUT tax rate from 5.5 percent to 4.5 percent until June 2010. In 2009, the voters approved a measure to maintain the reduction for another four years. And in June 2014, the voters approved another measure continuing the UUT reduction for another four years. The current reduction is scheduled to expire on June 20, 2018 when the UUT tax rate will revert to 5.5 percent. (A chronology of the Town's UUT history is contained in Attachment 1.)

¹ The Town's ordinance has not been updated to reflect the new telecommunications services. As a result, the Town collects UUT on land line telephone service, but does not currently collect UUT on most cell phone services. An expansion to cell phone services would likely require voter approval.

Appropriation Limit

Historically, the UUT reduction ballot measure was coupled with a measure authorizing an increase in the Town's appropriation limit. State law restricts towns' ability to spend certain types of revenue and this limitation is called the Appropriation Limit. The Appropriation Limit is based upon actual appropriations during 1977-1978, adjusted each year for inflation and population growth. If the town is projected to exceed its appropriation limit it may ask the voters to approve an "override" to increase the limit for a period not to exceed four years.

In 2013, staff discovered that the Town's appropriation limit had historically been over-estimated and that an "override" was no longer needed to authorize the expenditure of the UUT revenues. (See Attachment 2 for an explanation of this updated calculation.) Therefore, a four year election cycle on the UUT is not legally required and the Council may want to consider a more flexible system for reducing the UUT that does not require voter approval.

Voter Approval Requirements

A Town cannot "impose, extend or increase" any tax without voter approval. A general tax (which can be used for any purpose) must be approved by a majority vote and a special tax (which is earmarked for special purposes) must be approved by a two-thirds vote.² Thus, if the Town wanted to increase the UUT or impose a new UUT special tax it would need voter approval. This constitutional provision only restricts the Town Council's ability to impose new taxes or increase taxes. It does not apply to reduction of taxes.

Another related principle is that any ordinance adopted by the voters may not be amended by the Town Council unless the voters provide authorization. Since the original 1997 reduction of the UUT tax rate from 6.5% to 5.5% was approved by the voters, the Council may not modify that amount without seeking voter approval.

Combining these two principles, the Council may not modify the UUT tax rate without seeking voter approval.

DISCUSSION

The Finance Committee, through its Chair, has indicated interest in changing the current mechanism for the amount of UUT to be assessed. After several meetings, on October 31, 2017, the Finance Committee unanimously recommended that the Town Council place a ballot measure on the June, 2018 election authorizing the Town Council, on an annual basis, to adjust the existing UUT rate between 0 and 5.5% based on fiscal prudence.

Temporary Tax Reduction Ordinances

While most UUT ordinances do not authorize the Council to impose temporary reductions, there are a couple of towns whose ordinances grant this authority. Because of the constitutional limitations on the Council's ability to "impose, extend or increase" taxes, the wording of any such ordinance is critical. If the Council decides to pursue this

² California Constitution Article XIII C, Section 2.

type of ballot measure, the Town Attorney recommends the Council adopt a measure along the lines of Menlo Park's ordinance. Menlo Park's ordinance allows the Council to temporarily reduce the UUT for a period of twelve months and clarifies that the enactment of a temporary tax percentage reduction by the Council "shall not constitute a repeal" of the original tax. Menlo Park's ordinance also clarifies that the Council may adopt consecutive temporary tax percentage reductions and that the original tax percentage shall be automatically reinstated without further notice or action by the Council. (A copy of Menlo Park's ordinance is contained in Attachment 3.)

Mechanics of Adjusting Tax Rate

The UUT is assessed on customers by utility companies and then remitted on a monthly basis to the Town. If the Town lowers or increases the tax rate, it must provide a written notice to the utility companies who then have 60 days to change the tax rate. If the 60th day is not the first day of a month, then the public utility or other service provider shall implement the changes on the first day of the month following the month in which the 60th day occurs.³

Election Timing

The next election is scheduled for June 5, 2018. The last day for the Town Council to submit a ballot measure to the County Clerk and to call a special election is 88 days before the election or March 9, 2018. Thus the last regularly scheduled Council date for approving the precise wording of the ballot measure is February 28th, 2018.

Recommendation from Town Manager

Although providing the Town Council with the authority to annually set the UUT at a level appropriate for spending for that fiscal year can be a useful (and certainly flexible) tool, the Town Manager recommends that changes to the current UUT regime be considered after the following tasks are completed:

1. Finance Committee and Town Council discussion of appropriate general fund reserve levels and true funding of the various subaccounts within general fund reserves, as opposed to fixed amounts
2. Planning efforts to allocate non-general fund reserves (inclusionary housing fund, open space fund) in the long term
3. The development of a Five Year Capital Projects Plan
4. The timing related to any significant change to the collection of UUT will likely result in different collection amounts over the next fiscal year, which may lead to confusion amongst residents

The Town's primary revenue source, property taxes, can vary from year to year in that it is subject to market changes and as a result is somewhat volatile. The UUT is a stable revenue source for the Town, and moving to the model recommended by the Finance Committee before an opportunity to fully understand long-term needs may result in budget development challenges year over year.

FISCAL IMPACT

³ Public Utilities Code Section 799.

The 2017-18 budget reserved \$13,000 for a June 2018 election.

ATTACHMENTS

1. Historical Summary of Utility Users' Tax
2. Portola Valley Town Manager Staff Report June 12, 2013
3. Menlo Park Municipal Code Section 3.14.130

Approved by: Jeremy Dennis, Town Manager

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

HISTORICAL SUMMARY OF UTILITY USERS' TAX

- 1985 UUT at 6.5% imposed by ordinance.
- 1987 Held a special election to ask the voters if the town should continue beyond June 30, 1988, to impose a UUT at a rate not to exceed 6.5%, such tax to terminate not later than June 30, 1992.
- 1993 Held a special election asking voters if the town should reduce the tax to 5.5% from the 6.5% rate imposed in 1985. No termination date for the tax was identified. The voters were also asked to increase the appropriations limit for four (4) years.
- 1997 Held a special election asking the voters to adjust the appropriations limit for four (4) more years. Also asked voters to approve an additional tax of 2% to be used for open space.
- 2001 The voters were asked to increase the appropriations limit for four (4) years.
- 2005 The voters were asked to increase the appropriations limit for four (4) years.
- 2006 Held a special election asking the voters to adopt an urgency ordinance that lowered the UUT to 4.5% for three (3) years and five (5) months. The election did not affect the 2% tax.
- 2009 Election asked the voters to continue the reduction of the general purpose UUT from 5.5% to 4.5% for four (4) more years until June 30, 2014, at which time the tax will revert to 5.5%. The voters were also asked to increase the appropriations limit for four (4) years.
- 2013 Ballot measure asking voters whether to continue the reduction of the general purpose UUT from 5.5% to 4.5% for four (4) more years until June 30, 2018.
- A "Yes" vote would keep the UUT at the reduced rate of 4.5% through June 30, 2018.
 - A "No" vote would return the UUT to 5.5%, the rate approved by the voters in 1993, beginning July 1, 2014.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: June 12, 2013

RE: **2013-14 Appropriations Limit Calculation**

RECOMMENDATION

It is recommended that the Town Council receive staff's report on the calculation of the Appropriations Limit which corrects previous overstatements of revenues subject to the Appropriations Limit.

BACKGROUND

California Law requires each public agency to calculate and adopt its Appropriations Limit for each fiscal year. This requirement stems from the 1978 passage by the voters of Proposition 4, with subsequent modification in 1990 by the passage of Proposition 111. The Appropriation Limit creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The Limit is based upon actual appropriations during 1977-1978, adjusted each year for inflation and population growth. Not all revenues are restricted by the Limit, only those that are referred to as "proceeds of taxes." Additionally, certain types of appropriations do not count against the Limit, including the costs of voter-approved debt, court and Federal mandates, and qualified capital outlay.

In order to determine whether an agency is within its Limit for any given fiscal year, the agency must determine its anticipated revenues that qualify as proceeds of taxes. The allowed cost exclusions are then deducted from the total proceeds of taxes. The resulting number is the appropriations subject to the Limit for the fiscal year. This is compared with the actual adopted Limit in order to determine an agency's position over or under the Limit.

An agency may not appropriate any proceeds of taxes received in excess of its Limit. An excess may be carried forward for one year. If an excess still exists at the end of two years, it must be returned to the taxpayers through tax reductions or rebates. Alternatively, a majority of the local voters may approve an "override" to increase the Limit for a four-year period. Very few agencies have reached or exceeded their Appropriations Limit. Those agencies that do have usually

experienced a significant increase in tax base through new and extensive development, which would outstrip increases in inflation or population.

DISCUSSION

Town staff computes the Appropriations Limit for the upcoming year as part of its budget preparation process. It is standard practice for staff to use prior year calculations as the template for new calculations. In the 2013-14 calculation of the Appropriations Limit, staff took a fresh look at the calculation and found that the Town's calculations have historically overstated the revenues that are subject to the Limit. When this overstatement is corrected in the 2013-14 calculation of the Limit, the Town is projected to be under the Limit, and is not in danger of exceeding its Limit in subsequent years.

The calculation for 2013-14 properly excludes revenues that are not subject to the Limit as provided for in Article XIII B of the California State constitution. Three different overstatements were found in prior year calculations. Those overstatements are detailed below:

Capital Outlay Funds

As detailed below, revenues subject to the Limit were overstated by \$475,000 for monies that are dedicated to capital outlay either in the current period or in future periods. Capital outlay funds are explicitly exempt from the Limit. The overstated revenues include:

1. UUT revenue for open space of \$245,000 – The intent of this revenue is to acquire and improve land for preservation as open space. In any one year, the open space UUT is insufficient to provide for the acquisition of land in Portola Valley. Therefore, the funds are put into a reserve for future use. Given that the sole intent of these funds is to eventually purchase a capital asset (land) and possibly make improvements to that land for preservation as open space, this revenue is exempt from the Limit as a reserve for future capital outlay.
2. Measure A revenue of \$230,000 – The purpose of this revenue is to provide for roadway capital improvements and the Town generally expends these funds as part of the annual roadway improvement program. This revenue is therefore exempt from the Limit on the basis that it is either used for qualified capital outlay in the current period or reserved for future capital outlay.

Restricted Taxes and Grants

As detailed below, revenues subject to the Limit were overstated by \$111,000 for monies that are provided by the State to offer a higher level of local service. These are not subject to the Limit because the funds are fully restricted to a specific purpose. The overstated revenues include:

1. Public safety sales tax of \$11,000 – This revenue has historically been included in the calculation as subject to the Limit incorrectly. The nature of this revenue is restricted to enhancing public safety services and restricted revenues are exempt from the Limit.
2. COPS/SLESA grant of \$100,000 – This grant has historically been classified as a tax subject to the Limit incorrectly.

Federal Mandate Appropriations

The Town's appropriations for compliance with federal mandates such as Social Security, Medicare, unemployment insurance, increased postage rates, the Fair Labor Standards Act, and the Affordable Care Act, etc., should be treated as a reduction to the taxes subject to the Limit. Historically, the Town has not made this reduction to the taxes subject to the Limit which, for 2013-14, are projected to total \$92,000. This oversight has resulted in the Town overstating the revenues subject to the Limit.

2013-14 Appropriations Limit

The attached worksheet demonstrates the amount that the Town is under the Limit starting in 2013-14 and projected through 2018-19. As demonstrated in the calculation, the Town's total revenue subject to the Limit is lower than the Limit by \$114,000. The divergence between the Limit and the revenues subject to the Limit is projected to grow over time due to the following factors:

1. The Annual Adjustment Factor, which is a combination of inflation and change in population, is projected to increase annually by 5%. This projection is low if the economy goes into a phase of inflation or the population of San Mateo County grows in response to the improved economy. For 2013-14 the adjustment factor is 6.27%.
2. State raids on local coffers continue to be a concern with the Town anticipating the loss of \$137,000 in Excess ERAF funds as a result of recent changes in how the ERAF pool is allocated. This loss has been factored into the projections starting in 2014-15 with the loss of \$30,000 and increasing to a total annual loss of \$137,000 in 2017-18. However, the Town may see this revenue loss begin as early as 2013-14.
3. Property tax revenue is unlikely to grow at the 6% annual growth rate assumed in the attached worksheets. For projection purposes the growth rate of the Town's largest revenue was set at a rate higher than the annual adjustment factor for the Limit in an effort to provide conservative projections. The risk, of course, is that the increase in property taxes will sufficiently exceed the annual adjustment factor for the Limit over multiple years. However, it is important to remember that Proposition 13 limits the annual

across-the-board increase in property taxes to 2%. Any growth above 2% is the result of reassessed properties due to a change in ownership or properties with substantial building improvements, namely a major remodel. While it is conceivable that property taxes could grow at a rate greater than 6% in one year, it is unlikely that such a high growth rate would be sustained over several consecutive years. Therefore, for each year that the property taxes grow less than 6%, the divergence between the Limit and the revenues subject to the Limit will grow.

4. The true impact of the Affordable Care Act is unknown at this time and cost may be considerably higher than those factored into the projections. To the extent that the federally mandated costs exceed projections, the divergence between the Limit and the revenues subject to the Limit will grow.
5. Sales tax revenues have fluctuated dramatically over the past five years ranging from \$93,000 to \$174,000 with the average being \$140,000 per year. The projections assume strong sales tax revenue base \$172,000 and annual growth of 5%. Given the Town's limited sales tax bases the 5% assumption is aggressive.
6. Property transfer taxes have fluctuated dramatically over the past several years ranging from \$40,000 to \$100,000 with an average being \$70,000 per year. With a recovery in the real estate market, the projections assume a 50% increase in this revenue beginning in 2014-15 and remaining steady through the projected years. However, given the fluctuation in this revenue historically, future budgets are unlikely to include such an aggressive projection.

In summary, the updated calculations of the Appropriations Limit include a correction of overstated revenues on a prospective basis beginning in 2013-14. Based on the calculations for 2013-14, the Town's revenues subject to the Limit will not exceed the Limit. To that end, while the Town has required voter approval of an Appropriations Limit override for prior budget years because the Town projected exceeding its limit, such an override is not necessary beginning as early as 2013-14.

ATTACHMENTS

1. Appropriations Limit Calculation worksheet

	2013-14 Proposed Budget	2014-15 Projected	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-19 Projected
I. Calculation of Appropriations Limit (Limit)						
A. Prior fiscal year Limit (unadjusted by voter approved override)	\$ 2,693,414	\$ 2,862,178	\$ 3,005,287	\$ 3,155,551	\$ 3,313,329	\$ 3,478,995
B. Annual Change Factors						
1 Cost of living adjustment factors						
California Per Capita Personal Income factor (CPCPI)	1.0512					
2 Population adjustment factors (Pop)	1.0109					
* C. Authorized Adjustment Factor (AAF)	1.0627	1.0500	1.0500	1.0500	1.0500	1.0500
CPCPI * Pop						
D. Fiscal year Limit, as adjusted by the AAF	\$ 2,862,178	\$ 3,005,287	\$ 3,155,551	\$ 3,313,329	\$ 3,478,995	\$ 3,652,945
Prior year limit * AAF						
II. Estimated Tax Proceeds Subject to the Limit						
A. Property taxes						
* 1 Current secured & unsecured	\$ 2,022,158	\$ 2,098,267	\$ 2,193,164	\$ 2,295,253	\$ 2,379,969	\$ 2,522,767
2 Homeowner's property tax exemption backfill	5,400	5,500	5,500	5,600	5,600	5,700
3 Subtotal all property taxes	2,027,558	2,103,767	2,198,664	2,300,853	2,385,569	2,528,467
B. Other taxes						
* 1 General purpose utility users tax (UUT)	553,554	567,393	581,578	596,117	611,020	626,296
2 General sales taxes	172,000	175,000	183,750	192,938	202,584	212,714
3 Business taxes	85,000	90,000	95,000	95,000	95,000	95,000
4 Property transfer taxes	100,000	150,000	150,000	150,000	150,000	150,000
5 Motor vehicle in lieu	-	-	-	-	-	-
6 Subtotal all other taxes	910,554	982,393	1,010,328	1,034,055	1,058,604	1,084,009
C. Revenues previously reported as subject to the Limit but exempt						
1 Open space fund UUT, dedicated to open space capital outlay	245,934	250,853	255,870	260,987	266,207	271,531
2 Measure A sales tax dedicated to roadway capital improvements	230,000	234,600	239,292	244,078	248,959	253,939
3 Public Safety sales tax restricted to public safety (Prop 172)	11,780	12,016	12,256	12,501	12,751	13,006
4 COPS/SLESA grant restricted to public safety	100,000	100,000	100,000	100,000	100,000	100,000
5 Subtotal other revenues exempt from the Limit	587,714	597,468	607,418	617,566	627,917	638,476
D. Total estimated tax proceeds	3,525,826	3,683,629	3,816,409	3,952,474	4,072,090	4,250,951
* E. Adjustments to tax proceeds subject to the Limit						
1 Revenues exempt from the Limit, see section I.C.	(587,714)	(597,468)	(607,418)	(617,566)	(627,917)	(638,476)
2 General capital outlay funded by taxes	(110,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
* 3 Federal mandates (SocSec, Medicare, FLSA O/T, ACA)	(92,256)	(106,292)	(109,480)	(112,765)	(183,948)	(255,232)
5 Interest earned from taxes	12,000	13,000	14,000	15,000	16,000	17,000
5 Subtotal all adjustments	(777,970)	(790,760)	(802,898)	(815,331)	(895,865)	(976,708)
F. Adjusted estimated tax proceeds subject to the Limit	\$ 2,747,856	\$ 2,892,869	\$ 3,013,511	\$ 3,137,143	\$ 3,176,225	\$ 3,274,244
Amount Over/(Under) the Limit	\$ (114,322)	\$ (112,418)	\$ (142,040)	\$ (176,186)	\$ (302,770)	\$ (378,701)

Notes:

I.C. - Between 1979-80 and 2012-13, the Median AAF = 1.0557; the Average AAF = 1.0516

II.A.1 - Assumes gradual loss of Excess ERAF beginning in 2014-15 and going to \$0 in 2017-18; 6% annual projected growth; 2012-13 budget adjusted by Prop 1A loan that was budgeted in 2009-10 and should have been recorded as a receivable.

II.B.1 - Assumes no increase of general purpose UUT in 2014-15 and 2.5% annual growth each projected year

II.E - Based on a reevaluation of the town's past calculations, the items listed in this category more completely represent the allowed adjustments to tax proceeds subject to the Limit per Section 13b of the California State Constitution.

II.E.3 - Adds the Affordable Care Act as a federal mandate - dependent care coverage extended to 26 years old for 18 months; assumed 6% increase in premiums beginning in 2014 as est. by CalPERS to implement ACA; assumes ACA 40% excise tax hitting CalPERS medical plans on 1/1/18

3.14.130 Temporary tax percentage reduction and reinstatement of tax percentage without election.

The City Council may, by resolution and upon a majority vote of the Council, temporarily reduce the tax percentage in Sections [3.14.040](#) through [3.14.070](#) for a period of no more than twelve (12) months. The Tax Administrator shall implement the temporary tax reduction by giving sixty (60) day written notice to all affected service suppliers as required by Public Utilities Code Section [799](#). At the end of the twelve (12) month period, the original tax percentage shall be automatically reinstated without further notice or action by the City Council.

In a resolution granting a temporary tax rebate or tax reduction, the City Council shall make the following finding: The temporary tax reduction shall not adversely affect the city's ability to meet its financial obligations as contemplated in its current or its proposed budget.

Nothing herein shall prohibit the City Council from adopting consecutive temporary tax percentage reductions, as provided herein.

As stated in Government Code Section [9611](#), the enactment of a temporary tax percentage reduction by the City Council shall not constitute a repeal of one (1) or more of the original provisions of this chapter. Upon the expiration of the time of the temporary tax percentage reduction, the original provisions of this chapter shall have the same force and effect as if the temporary tax percentage reduction had not been enacted. Nothing herein is intended to constitute a decrease in a tax, or an increase in a tax requiring election approval under California Constitution Article XIII C; and to the extent that any aspect of a temporary tax percentage reduction is found to invoke such a requirement, the entire temporary tax percentage reduction shall be deemed null and void ab initio, and there shall be no entitlement to such tax reduction for any service user. (Ord. 950 § 1 (part), 2006).



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: December 13, 2017

RE: Response Letter to Stanford regarding their General Use Permit Draft Environmental Impact Report

RECOMMENDATION

Staff recommends that the Town Council authorize the Mayor to sign the attached letter responding to Stanford's General Use Permit Draft Environmental Impact Report (EIR)

BACKGROUND

Stanford University recently submitted to the Santa Clara County Planning and Development Department their application for an updated General Use Permit (GUP), as per an agreed framework developed in 2000.

The GUP covers a broad range of land-use related items, including new construction for housing, parking, academic space and other ancillary support buildings.

Municipalities have the right to comment to such applications; in this case, the comment period ends on February 2, 2018.

DISCUSSION

Staff reviewed the GUP DEIR and concentrated its comments in the response letter (Attachment 1) in the following manner (not in the order discussed in the letter):

1. Request for further analysis of the housing impact on Portola Valley as a result of the GUP- the DEIR indicates that only one more housing unit is expected to be induced by the project
2. Consider the inclusion of those communities that don't currently meet the ½ mile transit proximate criteria for affordable housing funds – in the case of Portola

Valley, the Town's proximity to Stanford and its historical connection as the home of Stanford staff should be a factor

3. Request that further analysis be given to how the DEIR relates to the current Bay Area job/housing imbalance
4. Clarification on various projections and tables

(A copy of the Population and Housing chapter 5.12 of the DEIR and a peer review memo of Stanford's population data report are collectively included as Attachment 2.)

FISCAL IMPACT

There is no fiscal impact in approving this letter.

ATTACHMENT

1. GUP DEIR response letter
2. DEIR Population and Housing DEIR excerpt and consultant memorandum

Approved by: Jeremy Dennis, Town Manager

December 14, 2017

David Rader
Santa Clara County Planning Office, County Government Center
70 W. Hedding Street, 7th Floor, East Wing,
San Jose, CA 95110
david.rader@pln.sccgov.org.
Fax: (408) 288-91 98

Re: Comments on DEIR for Stanford University's 2018 GUP

Dear Mr. Rader:

Thank you for the opportunity to respond to the Draft Environmental Impact Report for Stanford University's 2018 General Use Permit (DEIR). In light of the County of Santa Clara's recent extension of the comment period, the full Town Council has had an opportunity to discuss the DEIR and this letter is being sent on behalf of the Town of Portola Valley. The Town's comments focus on the housing issues discussed in the DEIR.

Background

We understand that Stanford University seeks to develop 2,275,000 SF net new academic and academic support space (and build out the remaining square footage in the 2000 GUP)¹ and add 3,150 net new housing units/beds of which up to 550 units would be available for faculty, staff, postdoctoral scholars and medical residents. The application for development is wholly within Academic Growth Boundary (AGB), central campus, located in Santa Clara County. By 2035 full buildout the project is expected to increase the regional population by 9,610 people—this is two times the total population of the Town of Portola Valley.

Carryover of 2000 GUP Housing Strategies

As a preliminary matter, we support the Housing Linkage policy codified as Condition F.8 of the 2000 General Use Permit requiring that Stanford's development of academic and academic support space be linked to the development of its housing units. We think this linkage program has worked well to ensure housing construction keeps pace with academic development and we are pleased to see this program carried forward in the 2017 GUP. We encourage the County to look closely at the existing triggers and update them to reflect the current housing crisis.

Likewise, we support the affordable housing program codified as Condition F.6 of the 2000 General Use Permit requiring that for each 11,763 square feet of academic development constructed, Stanford shall either: 1) provide one affordable housing unit on the Stanford campus, or 2) make an appropriate cash payment in-lieu of providing the housing unit. We encourage the County to look closely at the in lieu fee and set it at an initial rate that reflects the current market conditions. Also, as discussed in more detail below, while we acknowledge that some of the funding should be prioritized towards transit proximate

¹ We assume this 2000 GUP build out will be subject to Conditions F.6 and F.8 regarding housing linkage and affordable housing fund requirements.

development, we also encourage the County to retain the six-mile radius policy in order to fund more projects.

Comments on Population and Housing Section

1. *Jobs/housing imbalance:* While the DEIR recognizes the current job/housing imbalance, its current prominence in Plan Bay Area 2040 and the associated environmental impacts, the DEIR falls short of analyzing the project's impact on this imbalance. Over twenty years ago the Santa Clara County General Plan recognized that employment and economic growth in the County was greatly outpacing the housing supply, and the housing that was being constructed at greater distances from major employment centers in the County.

The DEIR also recognizes that the "principal effects of this imbalance are known to include: increased travel and commute distances; increased traffic congestion; increased automobile dependency; increased housing affordability problems, especially in "job-rich" cities; increased automobile emissions, including greenhouse gas emissions, affecting air quality and contributing to global climate change; increased noise; and overburdened urban services and facilities."

Since 1980 all other Bay Area counties have added more jobs per added housing unit than was their situation in 1980, thus exacerbating this imbalance. This is due to not just robust job growth in these Counties but to a dramatic slowdown in housing production there relative to earlier decades, particularly in San Mateo county, Santa Clara county, and other inner East Bay communities. The existing housing stock is also increasingly housing higher wage earners as the regional economy shifts toward higher wage jobs and actual housing production lags growth in demand.

The Stanford University Medical Center 2012 EIR looked at this imbalance and we think it would be productive to have a similar analysis here.

2 *Population Projections:*

- A. Stanford's off-campus housing demand projection throughout the region is a critical component of the population and housing analysis. Given the role of Stanford as a nationally recognized research institution with plans to increase the faculty during the project period, the accuracy of Stanford's projections of graduate student and postdoctoral population cohorts that will affect the demand for off campus housing should be further analyzed and discussed.
- B. The population projections in Tables 5.12.7 and 5.12.8 do not appear to include service workers associated with the population increase. As population increases, the demand for services also increases. For instance, it is likely that faculty members moving into single family homes will hire gardeners, housekeepers, nannies and other service workers. As the sharing economy grows, it is also likely that car drivers and delivery people will also increase. This increase in service workers, particularly low income workers, should also be included in the projections.
- C. Please include a total population chart for off-site affiliated housing. The DEIR includes a table showing increased population related to graduate students and faculty/staff (i.e. spouses, children and other family members), but the off site housing section does not. Accordingly, the offsite housing population numbers appear to be under-estimated.

3. *Displacement of Existing Residents:* The DEIR states “Existing housing on the campus may be demolished over the course of implementation of the 2018 General Use Permit; however, any demolished housing units would be added to the inventory of new housing units authorized for construction. Therefore, the Project would not displace substantial numbers of existing housing.” (P.5.12.14.) Please clarify whether Stanford intends to demolish any existing on or off site housing units and if so clarify where the occupants will be temporarily housed during construction. As we have seen with the devastating fires in Sonoma, Napa and Mendocino Counties, temporary housing demand can have a significant impact on a local community’s existing housing stock, especially its affordable rental stock.

4. *Analysis of Faculty Housing Demand:* The DEIR states that there will be a net reduction of 102 faculty households. (P. 5.12.17.) With the DEIR projecting 789 net new faculty members and the project proposing to build 550 faculty/staff/medical student units, please explain how there is a net reduction of needed units.

5. *Methodology for Assuming Off Site Housing Demand Is Met*
 - A. The DEIR states the estimated distribution of off site housing demand is based on data from Stanford’s 2016 Commute Survey (p. 5.12.17). Given the current housing crisis in the Bay area, it is unreasonable to assume that all population sectors, particularly low income wage earners, will continue to live in nearby communities where housing prices have shot up and vacancy rates remain low.

 - B. The DEIR concludes there is no impact on population and housing because the housing increases within each of these jurisdictions would represent a small fraction of the household growth projected for each jurisdiction by ABAG for the 2015-2040 timeframe. (P.5.12.18). There are two problems with this conclusion. First, the ABAG population projections and the RHNA housing allocations based on those populations, are only directory. ABAG does not mandate the construction of housing and thus the ABAG projections are not an accurate proxy for whether the housing demand will in fact be accommodated. Second, the current housing crisis has made it clear that jobs production has well out paced housing production. The overall area is not only experiencing significant housing deficits right now, but such deficits are projected to continue well into the future. Given this current housing situation, the DEIR should conduct a more thorough analysis to determine whether off-site housing allocated to a particular jurisdiction will in fact be built and be available to Stanford’s population demand. Data about existing off-site leases or Stanford owned land that could be developed into housing would be useful to this analysis.

6. *Impact on Town of Portola Valley:* The draft EIR indicates that the 2018 GUP is anticipated to result in only one more unit in Portola Valley (indirect growth) (P. 5.12.19). This appears to significantly underestimate housing demand in Portola Valley which is directly adjacent to Stanford.

Additional Recommendations

1. To more fully address the project's housing impacts, we recommend that the County review the housing linkage triggers to ensure that the amount of on site housing is maximized and constructed prior to academic build out. Likewise, we request the County to examine the amount of the affordable housing linkage to ensure that it adequately accounts for the project's affordable housing demand and that the in lieu fee reflects the current and future housing market.
2. We also request the County to consider allocating a portion of its affordable housing fund to jurisdictions that do not meet the ½ mile transit proximate criteria. In addition, we encourage expanded use of these funds to support construction of accessory dwelling units. Stanford students are likely renters of such ADU's. In particular, the Town Council of Portola Valley has recently been discussing strategies for addressing the community's housing challenges. While the cost of land and estate zoning poses challenges, we believe an expanded accessory dwelling unit program is viable as is Town-constructed workforce housing. We look forward to partnering with the County/Stanford on these and other housing programs. Portola Valley's close proximity to the Stanford project would also assist in reducing commute traffic and might even reduce the impacts to the 280 Freeway/Alpine LOS F intersection identified in the DEIR. To this end, we encourage the County and Stanford to examine extending the Marguerite shuttle and/or other commute bus into Portola Valley during commute hours and partnering with Portola Valley on Zipcar and commuter bicycle programs.
3. Finally, we encourage Stanford to facilitate Santa Clara County working with San Mateo County in developing and improving current bicycle and pedestrian pathways throughout Stanford lands and adjacent communities. We strongly support the existing pathways Stanford has created throughout campus and urge Stanford to continue its efforts to encourage students, faculty and staff to convert more off-campus vehicle trips to bicycle or pedestrian trips.

Thank you for your consideration of these concerns. We would appreciate any opportunity to discuss these issues with you and would appreciate a response.

Sincerely,

Mayor, Portola Valley

5.12 Population and Housing

5.12.1 Introduction

This section addresses the Project's potential impacts on population and housing conditions in the area and the potential for adverse impacts as a result of campus operations and development under the proposed 2018 General Use Permit. The section includes a description of the existing and 2018 baseline environmental settings related to population and housing, and presents a discussion of applicable federal, State, and County regulations. The section includes an evaluation of the potential for implementation of the proposed 2018 General Use Permit to induce substantial population growth or displace substantial numbers of existing housing or people, necessitating the construction of replacement housing elsewhere. The section then identifies regulatory mechanisms and/or feasible mitigation measures, as necessary, to reduce potential impacts associated with population and housing. The section relies in part on the Anticipated Changes to Population Report, submitted by Stanford as part of the 2018 General Use Permit Application (see Appendix POP), and Technical Data to Address Population and Associated Housing Demand (Appendix PHD), also submitted by Stanford. Both reports were independently peer reviewed by ESA.

5.12.2 Existing Environmental Setting

The Project site is located within unincorporated Santa Clara County; therefore, population and housing effects related to the proposed Project would be experienced directly on Stanford lands under the jurisdiction of Santa Clara County. Adjacent and nearby communities would also be affected by changes in population and housing attributable, directly and indirectly, to growth under the proposed 2018 General Use Permit.

Population

Stanford

Students, Faculty and Staff

Table 3-2 in Chapter 3, Project Description presents a summary of the existing Stanford population, including students, faculty and staff. The population include all undergraduate and graduate students, postdoctoral scholars, non-matriculated students, and regular benefits-eligible faculty and staff. Postdoctoral scholars are academics with doctoral degrees who are involved in research projects and who have appointments for the purpose of advanced studies and training under mentorship of a Stanford faculty member. Nonmatriculated students are students taking courses or engaged in graduate-level research or training but are not seeking a degree. Faculty refers to professoriate faculty members and regular benefits-eligible employees in academic/instructor positions. Staff refers to regular benefits-eligible employees generally in nonacademic positions such as human resources, information technology, facilities, financial aid. As shown in Table 3-2, as of Fall 2015, Stanford had a total of 30,943 students, faculty and staff.

The on-campus residential population includes the portion of the students, faculty and staff in Table 3-2 that live on-campus, in addition to family members of those graduate students and faculty/staff that live on-campus. As of Fall 2015, the on-campus residential population was estimated at 14,902, including 12,367 students, faculty and staff, and 2,535 family members of graduate students and faculty/staff.

Other Workers

Table 3-3 in Chapter 3 presents a summary of existing other worker populations that also contribute to the total on-campus population at Stanford. This group includes casual, contingent, and temporary hourly employees working less than 50 percent of a full-time equivalent (FTE) employee, affiliated teaching staff, adjunct professors, visiting scholars, third-party contract workers, janitorial contract workers, and construction contract workers. As shown in Table 3-3, as of Fall 2015, there were 8,826 of the other worker populations at Stanford. Because some of these populations are only on campus part of the year, they have a proportionally smaller impact on the daily campus population. Based on their commute frequency, the daily population of these other workers is estimated at approximately 5,136.

Regional

Santa Clara County is part of the nine-county Bay Area, which had an estimated population of 7.6 million people in 2015 (ABAG/MTC, 2017a). Table 5.12-1 shows the population of jurisdictions in the vicinity of Stanford in 2010 and 2017, and the total population of Santa Clara and San Mateo counties. This table also shows the 2010 population of the Stanford Census-Designated Place (CDP), which mostly corresponds with the portion of the Project site north of Junipero Serra Boulevard (i.e., within the Academic Growth Boundary).

**TABLE 5.12-1
 POPULATION OF LOCAL AND REGIONAL JURISDICTIONS**

	2010	2017
Stanford CDP	13,809	N/A
City of Palo Alto	64,403	68,691
City of Menlo Park	32,028	35,670
Town of Portola Valley	4,353	4,707
Town of Woodside	5,287	5,666
Town of Los Altos Hills	7,922	8,634
Santa Clara County (Total)	1,781,642	1,938,180
San Mateo County (Total)	718,451	770,203

CDP = Census-Designated Place

SOURCE: U.S. Census Bureau, 2010; California Department of Finance, 2017

Housing

Stanford

Stanford guarantees four years of housing for undergraduate students, and six years of housing priority are given to eligible graduate students. In Fall 2015, the total number of Stanford-operated student beds on the Project site is estimated to be approximately 11,300. Housing options include dormitories; theme houses for language and culture, ethnic, academic and special programs; co-operated and self-operated houses where responsibilities of daily living are shared; and fraternity and sorority houses. Stanford also provided 937 single-family or condominium homes to faculty and staff on the Project site in Fall 2015, which were available via long-term leaseholds or as rentals.

Condition F.8 of the 2000 General Use Permit requires that Stanford's development of academic and academic support space be linked to the development of its housing units. Interim milestones are required to be met for each increment of 500,000 square feet of academic and academic support space to ensure housing construction keeps pace with academic and academic support development and growth.

In addition to providing housing within the boundary of the proposed 2018 General Use Permit, since 2000, Stanford has also developed housing on Stanford lands in the City of Palo Alto, including 628 faculty and staff units at the Stanford West Apartments and 388 independent living senior housing units at the Vi at Palo Alto. Also, 70 below-market housing units were recently completed on El Camino Real in Palo Alto (Mayfield Place), and 112 condominiums and 68 single-family residences are under construction on California Avenue in Palo Alto (University Terrace). Stanford also is pursuing approvals for a transit-oriented, mixed-use and multifamily housing project in Menlo Park that would include over 200 rental housing units available for faculty and staff. In addition, in Los Altos, Stanford recently purchased the newly constructed 167-unit Colonnade Apartments. Stanford affiliates receive priority at Colonnade.¹

Condition F.6 of the 2000 General Use Permit requires that for each 11,763 square feet of academic development constructed, Stanford shall either: 1) provide one affordable housing unit on the Stanford campus, or 2) make an appropriate cash payment in-lieu of providing the housing unit. Santa Clara County subsequently established the Stanford Affordable Housing Fund for the purpose of funding affordable housing projects within a 6-mile radius of the campus boundary. In accordance with this condition, Stanford contributed over \$25 million to fund additional affordable housing in surrounding communities. Stanford has stated that it anticipates that by completion of the 2000 General Use Permit it will have contributed a total of approximately \$37-38 million to this fund.

¹ At the Stanford West Apartments and Colonnade Apartments, Stanford prioritizes occupancy by Stanford affiliates. The Vi and Mayfield Place do not prioritize occupancy by Stanford affiliates. University Terrace is for occupancy by Stanford faculty. At the planned housing in Menlo Park, Stanford expects to prioritize all but 10 of those units for Stanford affiliates.

Regional

Over twenty years ago the Santa Clara County General Plan recognized that employment and economic growth in the County was greatly outpacing the housing supply, and the housing that was being constructed at greater distances from major employment centers in the County. These two trends became known as the “jobs-housing imbalance” (County of Santa Clara, 1994).

The principal effects of this imbalance are known to include: increased travel and commute distances; increased traffic congestion; increased automobile dependency; increased housing affordability problems, especially in “job-rich” cities; increased automobile emissions, including greenhouse gas emissions, affecting air quality and contributing to global climate change; increased noise; and overburdened urban services and facilities.

The magnitude of the region’s housing problem is discussed prominently in Plan Bay Area 2040, the Bay Area’s integrated land use and transportation plan, which was adopted by the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC) on July 26, 2017. In its analysis of “The Regional Housing Crisis,” Plan Bay Area recognizes the lack of housing for the growing number of people who want to live and work in the Bay Area. The limited supply of both market-rate and affordable housing has led to rapidly rising rents and home prices (ABAG/MTC, 2017b).

The term jobs / housing balance refers to the ratio of jobs to housing units in a particular jurisdiction. One way to measure the jobs / housing balance is as a ratio of employees to housing units. In 2011, Santa Clara County was estimated to have jobs to housing ratio of 1.3 employees per housing unit (County of Santa Clara, 2014).

Another measure of the jobs / housing balance is the ratio of workers to employed residents within a community. For 2007-2011, Santa Clara County was estimated to have a ratio of 1.1 workers per employed resident. During the same period, Stanford was estimated to have a ratio of 2.7 workers per employed resident (County of Santa Clara, 2014). As a point of comparison, in 2010, the City of Palo Alto had an estimated jobs to employed resident ratio of 3.04 (City of Palo Alto, 2014).

The availability and affordability of housing in the Bay Area are well-documented issues. In 2015, Santa Clara County had an estimated homeowner vacancy rate of 0.7 percent and rental vacancy rate of 2.7 percent. Palo Alto’s homeowner vacancy and rental vacancy rates were 0.7 percent and 3.6 percent, respectively, and San Mateo County’s rates were 0.7 percent and 2.5 percent (U.S. Census, 2015).

The affordability of housing in the Bay Area has also been exacerbated by a widening income gap between high- and low-income households. From 1990 to 2015, the total number of households in the Bay Area increased by 20 percent, and most of this growth was concentrated in households with an annual income of \$150,000 or more, with the majority of the remaining growth in households earning \$35,000 or less annually (ABAG/MTC, 2017b).

According to the Metropolitan Transportation Commission (MTC), the share of Bay Area households excessively burdened by housing costs has increased since 1980, as home prices and rents have spiked at a faster rate than income growth. In 2015, nearly one in three Bay Area households spent at least 35 percent of its income on housing. In Santa Clara County, the proportion of households that spent at least 35 percent of its income on housing was 29 percent and in San Mateo County it was 32 percent. The vast majority of low-income Bay Area households experience an excessive housing cost burden, regardless of where they live. Increasingly, even moderate-income households face excessive cost burdens. For example, nearly 40 percent of Bay Area households earning \$50,000 to \$75,000 per year spent more than 35 percent of their income on housing in 2015 (MTC, 2017).

From 1990 to 2015, households earning more than \$150,000 a year have greatly increased their share of the total number of households in the region, and comprised a vast majority of the regional growth in households over the same period. As a share of total households, those earning between \$35,000 and \$149,999 have declined significantly, and in absolute numbers have either stagnated or decreased.

Inflation-adjusted home prices have also increased in many communities in the Bay Area. In Santa Clara County, home prices have increased from \$624,000 in 2010 to \$799,000 in 2015. During this same time period, home prices in Palo Alto have increased dramatically from \$1,315,000 to \$2,279,000 (MTC, 2017).

Regional Projections

The Association of Bay Area Governments (ABAG) is the regional planning agency for the nine Bay Area counties and forecasts the region's demographic and economic trends. The regional forecast is an important component of Plan Bay Area, the region's first integrated land use and transportation plan, which was adopted by ABAG and the Metropolitan Transportation Commission (MTC) in 2013. The effort grew out of the California Sustainable Communities and Climate Protection Act of 2008 (Senate Bill [SB] 375), which required all metropolitan regions in California complete a Sustainable Communities Strategy (SCS) as part of a Regional Transportation Plan. MTC and ABAG are jointly responsible in the Bay Area for developing and adopting a SCS that integrates transportation, land use, and housing to meet greenhouse gas (GHG) reduction targets set by the California Air Resources Board. In July 2017, MTC and ABAG adopted an update to the plan, Plan Bay Area 2040, which is a limited and focused update of the 2013 plan.

Table 5.12-2 presents a summary of population, households and employment in in the Bay Area in 2015 and 2040.

Table 5.12-3 presents population for the local and regional jurisdictions in the vicinity of Stanford for 2010 and 2040.

5. Environmental Setting, Impacts and Mitigation Measures
 5.12 Population and Housing

**TABLE 5.12-2
 POPULATION, HOUSEHOLDS, AND EMPLOYMENT – BAY AREA, 2015 AND 2040 (MILLIONS)**

Demographic	2015	2040	2015-2040 Increase	Percent Increase
Population	7.6	9.5	1.9	25%
Households	2.7	3.4	0.7	26%
Employment	4.0	4.7	0.7	18%

SOURCE: ABAG/MTC, 2017a

**TABLE 5.12-3
 POPULATION OF LOCAL AND REGIONAL JURISDICTIONS – 2010 AND 2035**

Jurisdiction	2010	2035	Percent Increase
City of Palo Alto	64,403	80,800	25%
City of Menlo Park	32,026	36,800	15%
Town of Portola Valley	4,353	4,800	10%
Town of Woodside	5,287	5,600	6%
Town of Los Altos Hills	7,922	8,500	7%
Santa Clara County (Unincorporated)	89,860	100,200	11%
Santa Clara County (Total)	1,781,642	2,303,500	29%
San Mateo County (Total)	718,451	868,300	21%

SOURCE: ABAG, 2013b

5.12.3 2018 Baseline Environmental Setting

As discussed in Section 5.0, Introduction to Environmental Analysis, the proposed 2018 General Use Permit is not anticipated to be considered by the County for approval until 2018, after which implementation would commence. As a result, 2018 serves as the baseline year against which environmental impacts of the proposed Project are evaluated.

Also discussed in Section 5.0, Stanford estimates that nearly all remaining academic and academic support development, and remaining housing, authorized under the 2000 General Use Permit will be built and occupied at the time of consideration of the proposed 2018 General Use Permit. All of these developments are located within Stanford's Academic Growth Boundary. Accordingly, the population and housing changes associated with these developments are considered as part of the 2018 environmental baseline. The notable exception is the planned Escondido Village (EV) Graduate Residences, which are currently under construction, but which would not be completed and occupied until 2020. Therefore, the housing units and associated population that would reside in this development are not considered as part of the 2018 environmental baseline. The 2018 environmental baseline also includes all other applicable approved cumulative development and infrastructure in the study area anticipated to be built and occupied by 2018.

Table 5.12-4 presents a summary of estimated Stanford students, faculty and staff populations in Fall 2018. Stanford estimates it will grow by 1,108 students, faculty and staff between Fall 2015 and Fall 2018, reflecting an approximate total compound annual growth rate (CAGR) of approximately 1.2 percent. As shown in Table 5.12-4, in Fall 2018, Stanford would have an estimated 32,051 students, faculty and staff.

**TABLE 5.12-4
STANFORD STUDENT, FACULTY, AND STAFF POPULATION— 2018**

Affiliation	Stanford Population
Undergraduates	7,085
Graduate Students	8,528
Postdoctoral Students ^a	2,403
Faculty ^b	3,073
On-Campus Staff ^c	8,985
Nonmatriculated Students ^d	977
Total	32,051

^a Postdoctoral students are academics with doctoral degrees who are involved in research projects and who have appointments for the purpose of advanced studies and training under mentorship of a Stanford faculty member.

^b Faculty refers to professorate faculty members and regular benefits-eligible employees in academic/instructor positions.

^c Staff refer to regular benefits-eligible employees generally in non-academic positions. Refers only to staff working within the area governed by the General Use Permit.

^d Non-matriculated students are students taking courses or engaged in graduate-level research or training but who are not seeking a degree.

SOURCE: Stanford University Land Use and Environmental Planning Office, in consultation with the Stanford Office of Institutional Research and Decision Support

Table 5.12-5 presents the estimated on-campus residential population in Fall 2018. As shown in Table 5.12-5, in Fall 2018, the on-campus residential population is estimated at 15,338, including 12,787 students, faculty and staff, and 2,551 family members of graduate students and faculty/staff.

Table 5.12-6 presents a summary of other worker populations that contribute to the on-campus population at Stanford. As shown in Table 5.12-6, as of Fall 2018, there would be an estimated 9,166 of the additional worker populations at Stanford. Based on their commute frequency, the daily population of these other workers in Fall 2018 is estimated at approximately 5,321.

The number of Stanford student-occupied beds within the Project site is estimated to increase from approximately 11,300 in Fall 2015 to 11,700 in Fall 2018. There is no anticipated change in the number of single-family or condominium homes to faculty and staff on the Project site (937 housing units) between Fall 2015 and Fall 2018.

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**TABLE 5.12-5
 RESIDENTIAL POPULATION RESIDING ON PROJECT SITE— 2018**

Affiliation	Residential Population within Project Site Boundary
Undergraduates	6,617
Graduate Students	5,205
Non Student Spouses	660
Children	420 ^a
Postdoctoral Students ^a	28
Faculty and Staff ^{b,c}	937
Other Family Members	1,471 ^e
Total	15,338

^a Postdoctoral students are academics with doctoral degrees who are involved in research projects and who have appointments for the purpose of advanced studies and training under mentorship of a Stanford faculty member.

^b Faculty refers to professorate faculty members and regular benefits-eligible employees in academic/instructor positions.

^c Staff refer to regular benefits-eligible employees generally in non-academic positions. Refers only to staff working within the area governed by the General Use Permit.

SOURCE: Stanford University Land Use and Environmental Planning Office, in consultation with the Stanford Office of Institutional Research and Decision Support

**TABLE 5.12-6
 OTHER WORKER POPULATIONS AT STANFORD — 2018**

Affiliation	Population	Anticipated Daily Campus Population
Casual Employees ^a	2,167	434
Contingent Employees ^b	1,021	531
Temporary Employees ^c	1,448	1,130
Non-Employee Academic Affiliates, 20 Percent FTE ^d	1,312	224
Non-Employee Academic Affiliates, FTE ^d	1,436	1,220
Third Party Contract Workers ^e	324	324
Janitorial Contract Workers ^f	259	259
Construction Contract Workers ^g	1,200	1,200
Total	9,166	5,321

^a Casual employees are salaried workers with roles that are comparable to staff, working less than 60 percent full-time equivalent (FTE) and/or working less than six months.

^b Contingent employees are hourly workers less than 60 percent FTE and working no more than 980 hours per year, including summer camp staff, summer grounds/facilities work, and special projects in academic units.

^c Temporary workers are hourly workers at 50 percent FTE or more working no longer than six months, including summer camp staff, summer grounds/facilities work, and special projects in academic units.

^d Other non-employee academic affiliates include affiliated teaching staff, adjunct professors, and visiting scholars. These are not typically full-time positions, with some members of this population visiting the campus less than 26 percent of the time.

^e Third party contract workers include food service workers at on-campus cafeterias and child care center workers.

^f Janitorial shift contract workers are third party contractors working off-peak hour morning and evening shifts.

^g Construction contract workers are related to ongoing construction projects on the campus.

SOURCE: Stanford University Land Use and Environmental Planning Office, 2017

5.12.4 Regulatory Setting

County of Santa Clara

Santa Clara County General Plan

The Santa Clara County General Plan Housing Element Update 2015-2022 was adopted by the County in June, 2014. The following strategies, policies, and implementation measures from the Housing Element Update 2015-2022 are relevant to population and housing:

Strategy #1: Plan for a balanced housing supply

Implementation Measure HG(i) 2: Maintain and update when necessary the Stanford University General Use Permit conditions which link creation of academic space with creation of housing units.

Stanford Community Plan

The Stanford Community Plan is a component of the County of Santa Clara General Plan. The Stanford Community Plan serves as the general plan for the campus and articulates the goals, strategies, and policies for Stanford lands in unincorporated Santa Clara County. The following strategies and policies in the Stanford Community Plan are relevant to population and housing:

Strategy #1: Increase the Supply and Affordability of Housing

Policy SCP-H 1: Promote a variety of housing types and supply adequate to meet the needs of faculty, staff, students, postgraduate fellows, and hospital residents.

Policy SCP-H 2: Designate sufficient campus land at appropriate densities for student, faculty, and staff housing, as identified in Table 3.2 and Figure 3.1, Proposed Housing Development Potential and Sites.²

Policy SCP-H 3: Maintain student and postgraduate housing as an integral part of the academic areas of the campus.

Policy SCP-H 4: Develop housing at densities that make more efficient use of land and enhance the affordability of housing.

Policy SCP-H 5: Recognize the connection between expansion of academic facilities and the resultant increase in housing demand, as well as the immediate need for additional on-campus housing to meet address current demand.

Policy SCP-H 6: Through the General Use Permit, permit development of additional on-campus housing, including housing for designated very low-, low- and moderate-income persons and faculty, staff, students, postgraduate fellows, and hospital residents.

Policy SCP-H 7: Require that new housing development occur commensurate with population growth and academic development approvals on campus. Through the

² Under the proposed 2018 General Use Permit, Stanford proposes to delete outdated references to Table 3.2 and Figure 3.2 as part of amendments to the Stanford Community Plan.

General Use Permit, establish conditions to require construction of needed housing prior to or concurrently with approval for increases in academic space.

Policy SCP-H 8: Streamline the review and approval of housing projects to the extent possible consistent with County standards, land use policy, and State law.

Policy SCP-H 9: Support Stanford's efforts to develop housing on land in other jurisdictions, particularly housing specifically targeted to Stanford faculty, staff, students, and other affiliated persons. Consider Stanford-developed housing in other jurisdictions eligible to meet quantified housing development requirements on a case-by-case basis.

Policy SCP-H 9: Provide financial assistance for housing to faculty and staff, and consider expanding programs to include rental assistance.

Policy SCP-H 10: Promote the affordability of housing by: a. Requiring Stanford to provide a sufficient level of affordable housing on campus to meet the affordable housing needs generated by new academic development on its unincorporated lands or make an appropriate payment in lieu of providing the housing; and, b. Encouraging Stanford to extend housing assistance and on-campus residence eligibility to populations which have previously not been served.

Strategy #2: Balance Housing Needs with Neighborhood Conservation

Policy SCP-H 11: Promote location of housing near compatible and neighborhood-serving support uses and facilities, such as child care, shopping, and recreation, and promote inclusion of such neighborhood-serving facilities in housing areas, as appropriate.

Policy SCP-H 12: Plan housing areas and facilities to take maximum advantage of existing and planned transportation services and facilities.

Policy SCP-H 13: Recognize and enhance the character of existing residential areas for faculty/staff and students.

Policy SCP-H 14: Balance concerns about the compatibility of new housing development in existing neighborhoods with the need for increased housing supply and improved affordability.

Policy SCP-H 15: Provide and maintain parks and related facilities in Campus Residential areas (see Open Space Chapter).

Policy SCP-H 16: Balance concerns about the compatibility of new housing development on the campus periphery with existing off-campus neighborhoods with the need for increased housing supply and improved affordability.

Policy SCP-H 17: Balance concerns about the maintenance of buffers between the University and Menlo Park and Palo Alto with the need for increased housing supply and improved affordability (see Open Space Chapter).

2000 General Use Permit

The General Use Permit was most recently adopted in 2000 and is the implementation document that permits additional academic facilities and housing units, and establishes conditions of

approval, consistent with the goals, strategies, and policies of the Stanford Community Plan. See discussion of applicable conditions of the 2000 General Use Permit related to housing under the Existing Environmental Setting, above.

Association of Bay Area Governments

Regional Housing Need Plan

The Regional Housing Need Allocation (RHNA) is the state-mandated process to identify the total number of housing units (by affordability level) that each jurisdiction must accommodate in its Housing Element. As part of this process, the California Department of Housing and Community Development identifies the total housing need for the San Francisco Bay Area for an eight-year period (the current cycle is 2014 to 2022). ABAG must then develop a methodology to distribute this need to local governments. In accordance with SB 375, the RHNA is required to be consistent with the development pattern identified in the long-range integrated transportation and land-use/housing strategy of the Bay Area, known as Plan Bay Area. The Regional Housing Need Plan for 2014 to 2022 was adopted by ABAG on July 18, 2013. The total need identified for Santa Clara County was 58,836 housing units, of which only 277 units were allocated for unincorporated areas of the County. San Mateo County's total need is 16,418 housing units (ABAG, 2013a). The allocation of 277 units is a substantial decrease compared to the 1,090 units allocated for the 2007-2014 period and reflects Plan Bay Area's emphasis on concentrating housing opportunities within incorporated Priority Development Areas (County of Santa Clara, 2014).

The Housing Element of the Santa Clara County General Plan recognizes that Stanford constructed 816 affordable units during the 2000 General Use Permit, including 298 graduate student housing units recognized as affordable to very-low-income individuals and 518 graduate student housing units affordable to low-income individuals. The County credited all of these units toward its RHNA (Stanford, 2016).

5.12.5 Impacts and Mitigation Measures

Significance Criteria

Consistent with County of Santa Clara Environmental Checklist and Appendix G of the CEQA Guidelines, the proposed Project would have a significant impact on population and housing if it would:

- a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure);
- b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere; or
- c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere.

Approach to Analysis

Estimation of Population

In order to estimate the increase in Stanford student, faculty and staff population, Stanford calculated the Compound Annual Growth Rate (CAGR) for each population group using Stanford population data for those population groups from 2000 to 2015. The CAGR was then applied to each population segment to calculate the anticipated populations in 2035. The population growth deviated from the CAGR for three population segments. First, Stanford assumed approximately 100 undergraduate students would be added each year during the 17-year lifetime of the proposed Project, which is higher than the historic growth rate for this population group. Second, half of the historic growth rate for postdoctoral students was applied to this population segment due to trends showing growth for this population group to be levelling off. Lastly, no growth was assumed in the "Other Teaching" component of the faculty population, as this group is estimated to remain steady through 2035.

Table 5.12-7 presents the Stanford students, faculty and staff population change that would occur between 2018 and 2035; the 2035 population includes the increase in population associated with remaining authorized housing (i.e., EV Graduate Residences) that would be developed by 2020 under the 2000 General Use Permit, and population associated with new housing that would be authorized under the proposed 2018 General Use Permit. As shown in Table 5.12-7, Stanford anticipates that it will grow by approximately 7,509 student, faculty, and staff between 2018 and 2035, which reflects an approximate 1.2 percent CAGR. The total Stanford students, faculty and staff population in 2035 is estimated at 39,560.

TABLE 5.12-7
STANFORD STUDENT, FACULTY, AND STAFF POPULATION – 2035

Affiliation	Population 2018	Population 2035	Increase 2018 - 2035	Growth Rate (CAGR)
Undergraduates	7,085	8,785	1,700	1.3%
Graduate Students	9,528	10,728	1,200	0.7%
Postdoctoral Students ^a	2,403	3,364	961	2.0%
Faculty ^b	3,073	3,862	789	1.4%
On-Campus Staff ^c	8,985	11,423	2,438	1.4%
Nonmatriculated Students ^d	977	1,397	420	2.1%
Total	32,051	39,560	7,509	1.2%

NOTES:

- ^a Postdoctoral students are academics with doctoral degrees who are involved in research projects and who have appointments for the purpose of advanced studies and training under mentorship of a Stanford faculty member.
- ^b Faculty refers to professorate faculty members and regular benefits-eligible employees in academic/instructor positions.
- ^c Staff refer to regular benefits-eligible employees generally in non-academic positions. Refers only to staff working within the area governed by the General Use Permit.
- ^d Non-matriculated students are students taking courses or engaged in graduate-level research or training but who are not seeking a degree.

SOURCE: Stanford University Land Use and Environmental Planning Office, in consultation with the Stanford Office of Institutional Research and Decision Support

In addition, other worker populations would also contribute to the on-campus population under the 2018 General Use Permit, including casual, contingent, and temporary employees; non-employee academic affiliates; and third party contractors including janitorial staff and construction workers. As is currently the case, under the proposed 2018 General Use Permit, many members of these populations would not work on the campus on a daily or year-round basis, or be directly employed by Stanford. Over the duration of the proposed 2018 General Use Permit, the growth rate assumed for the contingent, casual, temporary, and non-employee affiliate population segments would be the same as that for regular benefits-eligible non-academic employees (i.e., staff, at 1.4 percent CAGR). Third-party and janitorial contract workers were estimated to grow at the same rate as occupied academic and academic support square footage (22.1 percent from Fall 2018 to Fall 2035). Construction contract workers would be expected to stay constant, as this has been the trend during the 2000 General Use Permit and construction is expected to continue at historic rates under the proposed 2018 General Use Permit.

Table 5.12-8 presents the other worker populations that would occur between 2018 and 2035. Stanford estimates there would be an increase of 2,101 of the other worker populations at Stanford between 2018 and 2035, which reflects an approximate CAGR of 1.2 percent, for a total of 11,267 other workers. Based on their estimated commute frequency, the total daily population of these other workers would increase by 1,074 workers between 2018 and 2035, for a total Stanford other worker daily population of 6,395.

TABLE 5.12-8
OTHER WORKER POPULATIONS AT STANFORD – 2035

Affiliation	Population 2018	Daily Campus Population 2018	Population 2035	Daily Campus Population 2035	Increase in Campus Population 2018 - 2035	Increase in Daily Campus Population 2018 - 2035
Casual Employees ^a	2,167	434	2,748	550	579	116
Contingent Employees ^b	1,021	531	1,284	673	273	142
Temporary Employees ^c	1,448	1,130	1,835	1,432	387	302
Non-Employee Academic Affiliates, 20 Percent FTE ^d	1,312	224	1,662	283	350	59
Non-Employee Academic Affiliates, FTE ^d	1,435	1,220	1,818	1,546	383	326
Third Party Contract Workers ^e	324	324	398	398	72	72
Janitorial Contract Workers ^f	259	259	316	316	57	57
Construction Contract Workers ^g	1,200	1,200	1,200	1,200	0	0
Total	9,168	5,321	11,267	6,395	2,101	1,074

NOTES:

- ^a Casual employees are hourly workers less than 50 percent FTE and working no more than 880 hours per year, including summer camp staff, summer grounds/facilities work, and special projects in academic units.
- ^b Contingent employees are salaried workers with roles that are comparable to staff, working less than 50 percent full-time equivalent (FTE) and/or working less than six months.
- ^c Temporary workers are hourly workers at 60 percent FTE or more working no longer than six months, including summer camp staff, summer grounds/facilities work, and special projects in academic units.
- ^d Other non-employee academic affiliates include affiliated teaching staff, adjunct professors, and visiting scholars. These are not typically full-time positions, with some members of this population visiting the campus only 20 percent of the time.
- ^e Third party contract workers include food service workers at on-campus cafeterias and child care center workers.
- ^f Janitorial contract workers are third party contractors working off-peak hour morning and evening shifts.
- ^g Construction contract workers are related to ongoing construction projects on the campus.

SOURCE: Stanford University Land Use and Environmental Planning Office, 2017

Topics with No Impact or Otherwise Not Addressed in this EIR

Population and housing changes, in and of themselves, are not normally considered to be significant impacts (i.e., substantial, adverse impacts on the physical environment) under CEQA, but CEQA does allow inclusion of these effects as indicators of other impacts. More specifically, CEQA Guidelines section 15131 provides that social and economic effects may be considered to the extent that (1) they provide a linked connection between the proposed project and a physical environmental effect, or (2) they are useful in determining the significance of a physical environmental effect. Therefore, this analysis quantifies and describes the magnitude of such potential changes. The potential physical environmental impacts associated with changes in population and housing are analyzed in other sections of this EIR (e.g., transportation, public services, air quality).

Direct increases in employment can create secondary effects, such as an increased demand for housing. This housing demand could be considered a significant effect if the housing demand could not be met with existing or future housing supply within the housing market for future Stanford students, faculty, staff, and other workers, and if the construction of housing could be linked to physical environmental impacts, such as increased air emissions, loss of habitat, or construction noise impacts.

Based on its characteristics, the proposed 2018 General Use Permit was determined to have no potential impact on population and housing significance criteria (b) and (c):

Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere – As under the 2000 General Use Permit, proposed housing development under the proposed 2018 General Use Permit would represent “net new” housing. Existing housing on the campus may be demolished over the course of implementation of the 2018 General Use Permit; however, any demolished housing units would be added to the inventory of new housing units authorized for construction. Therefore, the Project would not displace substantial numbers of existing housing as the overall supply of housing units would increase under the 2018 General Use Permit. No impact would result.

Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere – No impact would result for the same reasons described above regarding displacement of existing housing.

Impact Evaluation

Impact 5.12-1: The proposed Project would not directly induce substantial population growth by proposing new homes or businesses, and indirectly through the extension of infrastructure. (*Less than Significant*)

Population Growth

Stanford proposes to grow over the lifetime of the proposed 2018 General Use Permit by expanding academic and academic support space at a growth rate that is consistent with Stanford’s historic annual growth rate for such facilities. Table 5.12-9 provides an overview of the projected

population growth of each Stanford population segment (including students, faculty, staff and other worker populations) that would occur between 2018 and 2035. As shown in Table 5.12-9, the total population is expected to increase from 41,217 in 2018 to 50,827 by 2035. This represents an increase in population of 9,610 individuals. Based on the commute frequency of the population composing the other worker category, the daily increase in population would be 8,583 individuals.

**TABLE 5.12-9
ANTICIPATED POPULATION GROWTH IN ALL POPULATION SEGMENTS**

Affiliation	2018 Population	2035 Population	Change in Population
Undergraduate Students	7,085	8,785	1,700
Graduate Students, including PhDs	9,528	10,728	1,200
Postdoctoral Students ^a	2,403	3,364	961
Faculty ^b	3,073	3,862	789
On-Campus Staff ^c	8,985	11,423	2,438
Nonmatriculated Students ^d	977	1,397	420
Other Workers (total / daily based on commute frequency) ^e	9,166 / 5,321	11,267 / 6,395	2,101 / 1,074
Total / Daily	41,217 / 37,372	50,827 / 45,955	9,610 / 8,583

NOTES:

- ^a Postdoctoral students are academics with doctoral degrees who are involved in research projects and who have appointments for the purpose of advanced studies and training under mentorship of a Stanford faculty member.
- ^b Faculty refers to professorate faculty members and regular benefits-eligible employees in academic/instructor positions.
- ^c Staff refer to regular benefits-eligible employees generally in non-academic positions. Refers only to staff working within the area governed by the General Use Permit.
- ^d Non-matriculated students are students taking courses or engaged in graduate-level research or training but who are not seeking a degree.
- ^e Other worker populations includes casual, contingent, and temporary employees; non-employee academic affiliates; and third party contractors including janitorial staff and construction workers.

SOURCE: Stanford University Land Use and Environmental Planning Office, in consultation with Stanford Office of Institutional Research and Decision Support

On-site Housing Demand

As stated in Chapter 3, Project Description, one of the objectives of the proposed 2018 General Use Permit is to accommodate the anticipated increased enrollment and balance academic and academic support space growth with the growth in student housing. Stanford seeks authorization of new and expanded student housing units/beds at a growth rate that is consistent with Stanford's historic annual growth rate for student housing (excluding the unique EV Graduate Residences project, currently under construction pursuant to the 2000 General Use Permit).

The proposed 2018 General Use Permit would allow 3,150 net new housing units/beds, of which up to 550 units would be available for faculty, staff, postdoctoral scholars, and medical residents. Of the approximately 2,600 net new units/beds for undergraduate and graduate students that would be developed under the proposed 2018 General Use Permit, Stanford projects that 1,700 net new undergraduate units/beds and 900 net new graduate units/beds would be added.³

³ This is exclusive of the 2,020 beds associated with the EV Graduate Residences that were authorized under the 2000 General Use Permit that would be developed on the Project site by 2020.

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Proposed housing development limits under the 2018 General Use Permit would represent “net new” housing; existing residential units on the campus may be demolished over the course of implementation of the 2018 General Use Permit, and the demolished units would be added to the inventory of new housing units authorized for construction.

All proposed residential development under the proposed 2018 General Use Permit would occur within the Academic Growth Boundary, as shown in Figure 3-8. Proposed new housing is anticipated be focused in the East Campus and Lagunita Development Districts, along with new high-density housing in the Quarry Development District.

Based on current and historic occupancy rates, Stanford estimates that 10 percent of graduate student housing would continue to be occupied by couples (Stanford graduate students plus 2 percent Stanford student spouses and 8 percent non-Stanford student spouses) resulting in 1.1 residents per graduate student bed. Stanford also estimates that on average 2.57 residents would occupy each faculty and staff housing unit.

Table 5.12-10 summarizes the anticipated population that would reside on the Project site (i.e., within the proposed 2018 General Use Permit boundary) in 2018 and 2035; this includes increases in population associated with remaining authorized housing that would be developed on-site by 2020 under the 2000 General Use Permit, and population associated with new housing that would be authorized under the proposed 2018 General Use Permit. The total estimated increase in residential population on the Project site between 2018 and 2035 would be 6,326 people, including students, faculty, staff and associated family members living on-site. Approximately 95 percent of undergraduates would live on the Project site in 2035 and 76 percent of graduate students, if all proposed housing units are constructed.

**TABLE 5.12-10
STANFORD POPULATION RESIDING ON PROJECT SITE – 2035**

Affiliation	Residential Population Within Project Site Boundary 2018	Residential Population Within Project Site Boundary 2035	Change In Residential Population
Undergraduate Students	6,817	8,317	1,700
Graduate Students	5,205	8,183	2,978
Non Student Spouses	860	894	234
Children	420	420	0
Faculty/Staff/Postdoctoral Students	965	1,515	550
Other Family Members	1,471	2,535	1,064
Total	18,338	21,664	6,326

SOURCE: Stanford University Land Use and Environmental Planning Office, in consultation with the Stanford University Residential and Dining Enterprises

As with the 2000 General Use Permit, under the proposed 2018 General Use Permit the development of academic and academic support space would be linked to the development of housing units. For each 0.5 million square feet of net new academic and academic support space constructed by the Project, 605 new housing units/beds would be required to ensure new housing keeps pace with academic and academic support facility development.⁴ Therefore, up to 2,753 new units/beds would be required if the maximum allowable net new square feet of academic and academic support space under the Project is constructed. This represents the minimum housing required per the housing linkage ratio if all academic and academic support space is constructed. As noted above, Stanford proposes a greater number of housing units/beds (3,150) than required by the housing ratio.

Off Site Population and Housing Demand

The proposed Project would not directly increase population or the number of housing units beyond the Project site boundary. However, the growth of Stanford-affiliated population would not be entirely accommodated by housing within the Project site, and therefore would result in an indirect housing demand (and associated population growth) beyond the Project site.

The estimated growth in off-site households resulting from the proposed 2018 General Use Permit would include 83 graduate student households, 449 postdoctoral student households, 1,385 staff households, and 610 households for other workers. Assuming that all new faculty are accommodated in the new faculty/staff units, a net decrease of 102 off-site faculty households is projected under the proposed 2018 General Use Permit. In total, the proposed 2018 General Use Permit is expected to result in demand for 2,425 off-site housing units (Stanford, 2017).

Factors have been applied to convert population to households.⁵ Multiple-earner households have two or more workers. The analysis recognizes that if an added employee lives in a household with one or more other workers, that added employee is not responsible for creating demand for an entire additional housing unit, only a portion of that unit. There is no assumption in these household calculations that Stanford workers would live with one another. Rather the assumption is that the Stanford worker, graduate student or postdoctoral student is responsible for the fraction of the household that corresponds to the number of workers per household for the particular affiliate group.

The growth in Stanford student, faculty, staff, and other worker households that would live off-site would be distributed among jurisdictions in the Bay Area. The estimated distribution of these households is based on data from Stanford's 2016 Commute Survey. Approximately 52 percent of the growth in households under the proposed 2018 General Use Permit is estimated to reside in Santa Clara County, including approximately 15 percent in Palo Alto, 12 percent in San Jose, 10 percent in Mountain View, 6 percent in Sunnyvale, and 3 percent in Santa Clara; approximately

⁴ This is the same housing linkage ratio as identified in Condition F.8 in the 2000 General Use Permit.

⁵ The household adjustment factors are as follows: for graduate students, 2.54 persons per household based on the 2016 Commute Survey of Stanford's Department of Parking and Transportation Services; for post-doctorate students, 2.16 persons per household based on this same 2016 Commute Survey; for faculty, staff and other worker populations, 1.76 persons per household based on the 2011-2015 American Community Survey data for Santa Clara County. Because many members of the other worker population work only part time at Stanford, the household projections for this category are based on the daily population.

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1 percent or less would reside in each of the other jurisdictions within Santa Clara County. Approximately 27 percent of the growth in households under the proposed 2018 General Use Permit is estimated to reside in San Mateo County, with approximately 6 percent in both Menlo Park and Redwood City, 4 percent in unincorporated San Mateo County, 3 percent in San Mateo; and 2 percent in both East Palo Alto and San Carlos; approximately 1 percent or less would reside in each of the other jurisdictions within San Mateo County. About 10 percent would reside in Alameda County and 8 percent in San Francisco. The remaining 3 percent would be spread out amongst the various counties of the nine-county San Francisco Bay Area (Stanford, 2017).

As shown on Table 5.12-11, the housing increases within each of these jurisdictions would represent a small fraction of the household growth projected for each jurisdiction by ABAG for the 2015-2040 timeframe.

**TABLE 5.12-11
 OFF-CAMPUS HOUSEHOLD INCREASE DURING 2018 GENERAL USE PERMIT PERIOD RELATIVE TO
 PROJECTED GROWTH IN BAY AREA JURISDICTIONS, 2015-2040**

Jurisdiction	Projected Household Increase Resulting from 2018 General Use Permit	Projected Household Growth	Project Proportion of Growth
Total Santa Clara County	1,271	179,240	0.7%
Campbell	21	2,740	0.8%
Cupertino	26	3,230	0.8%
Glilroy	5	2,400	0.2%
Los Altos	31	920	3.4%
Los Altos Hills	8	150	5.3%
Los Gatos	10	770	1.3%
Milpitas	24	10,450	0.2%
Monte Sereno	0	80	0.0%
Morgan Hill	8	3,200	0.3%
Mountain View	244	8,230	3.0%
Palo Alto	367	6,590	5.6%
San Jose	279	109,260	0.3%
Santa Clara	74	11,910	0.6%
Saratoga	6	570	1.1%
Sunnyvale	152	16,240	0.9%
Unincorporated County	17	2,500	0.7%
Total San Mateo County	655	47,950	1.4%
Atherton	11	210	5.2%
Belmont	26	1,020	2.5%
Brisbane	0	230	0.0%
Burlingame	20	3,190	0.6%
Colma	1	210	0.5%
Daly City	15	3,910	0.4%
East Palo Alto	41	1,170	3.5%

TABLE 5.12-11 (CONTINUED)
OFF-CAMPUS HOUSEHOLD INCREASE DURING 2018 GENERAL USE PERMIT PERIOD RELATIVE TO
PROJECTED GROWTH IN BAY AREA JURISDICTIONS, 2015-2040

Jurisdiction	Projected Household Increase Resulting from 2018 General Use Permit	Projected Household Growth	Project Proportion of Growth
Foster City	11	780	1.4%
Half Moon Bay	3	260	1.2%
Hillsborough	1	260	0.4%
Menlo Park	153	1,820	8.4%
Millbrae	11	2,550	0.4%
Pacifica	12	570	2.1%
Portola Valley	1	130	0.8%
Redwood City	133	7,450	1.8%
San Bruno	11	3,740	0.3%
San Carlos	37	1,560	2.4%
San Mateo	66	8,690	0.8%
South San Francisco	10	5,820	0.2%
Woodside	9	90	10.0%
Unincorporated San Mateo County	84	4,290	2.0%
Total Alameda County	240	133,960	0.2%
Alameda	6	5,390	0.1%
Albany	2	1,120	0.2%
Berkeley	9	8,320	0.1%
Dublin	2	7,270	0.0%
Emeryville	1	4,960	0.0%
Fremont	80	15,120	0.5%
Hayward	23	11,280	0.2%
Livermore	5	8,200	0.1%
Newark	29	3,070	0.9%
Oakland	32	49,070	0.1%
Piedmont	1	70	1.4%
Pleasanton	6	6,900	0.1%
San Leandro	8	6,420	0.1%
Union City	26	2,690	1.0%
Unincorporated County	11	5,080	0.2%
Contra Costa County	16	76,280	0.0%
Marin County	4	7,400	0.1%
San Francisco County	199	84,910	0.2%
All Other Jurisdictions^a	41	N/A	N/A

^a All Other Jurisdictions include Monterey County, San Joaquin County, Santa Cruz County, and all other locations where growth in off-campus households is projected. These jurisdictions are not described separately in the table because they are outside the ABAG planning region analyzed in *Projections 2013* and because the number of projected households in these jurisdictions is small.

SOURCE: Stanford, 2017

In order to help address off-site housing demand generated by the Project, as part of the proposed Project, Stanford proposes to continue its contributions to the County-administered Stanford Affordable Housing Fund, as was required under 2000 General Use Permit Condition F.6. Under the current 2000 General Use Permit, for each 11,763 square feet of academic development built pursuant to the proposed 2018 General Use Permit, Stanford shall either provide one affordable housing unit on the Stanford campus, or make a cash payment in-lieu of providing the housing unit. The in-lieu payments established in Condition F.6 were required to fund affordable housing projects within a 6-mile radius of the boundary of the Stanford campus. Stanford proposes a modification to the location of affordable housing projects that would be funded by in-lieu payments. Instead, payments made under the proposed 2018 General Use Permit would support development of affordable housing within one-half mile of a major transit stop or a high-quality transit corridor, as defined by SB 375, which would further statewide goals for reducing vehicle miles traveled and greenhouse gas emissions.

Stanford proposes to continue its contributions similar to the current rate of \$20/academic gross square foot, subject to an annual increase to account for inflation. In November 2015, the County Board of Supervisors, as part of the Silicon Valley/Alameda County Nexus Study Project, approved an agreement with the Silicon Valley Community Foundation to complete an affordable housing nexus study for new development within unincorporated Santa Clara County. The Nexus Study was completed in December 2016. It did not analyze affordable housing impacts from residential and non-residential development at Stanford. On June 20, 2017, the Board directed County staff to extend the county-wide Nexus Study to include residential and non-residential development on the Stanford campus. The results of the expanded study are anticipated in late-2017 (County of Santa Clara, 2017).

In addition, Stanford anticipates that the 900 net new graduate student units/beds proposed under the proposed 2018 General Use Permit would equate to approximately 450 affordable housing units that would be credited by the County towards its Regional Housing Needs Allocation.

Removal of Infrastructure Limitations

The proposed 2018 General Use Permit would accommodate construction of campus infrastructure improvements to support proposed growth, including, but not limited to, utilities and circulation improvements such as pathways, underground pipelines, electrical transmission lines, water supply infrastructure, habitat improvements, and other similar types of improvements. Although most infrastructure subject to the proposed 2018 General Use Permit would be constructed on vacant land, infill sites, and redevelopment sites within the Academic Growth Boundary, some improvements could occur outside the Academic Growth Boundary.

Development under the proposed 2018 General Use Permit would include infrastructure improvements designed to accommodate Stanford's growth through 2035. The scale and nature of these improvements are likely to be limited to the growth directly attributable to the proposed 2018 General Use Permit. Moreover, the proposed 2018 General Use Permit would not modify the Academic Growth Boundary, and development under the Project would be directed to areas that are already urbanized. Proposed infrastructure development would not be designed to induce substantial population growth outside the Academic Growth Boundary.

Summary

Stanford's growth over the lifetime of the proposed 2018 General Use Permit is consistent with the Stanford's historic annual growth rate for academic and academic support facilities. The projected increase of 7,509 students, faculty, and staff is similarly based on historic data. Under the proposed 2018 General Use Permit, Stanford would be required to construct 2,753 housing units commensurate with 500,000 square feet of academic development, but would be allowed to provide up to 3,150 net new housing units/beds, including housing on the Project site for all new undergraduate students and approximately 75 percent of graduate students.

Under the proposed 2018 General Use Permit, as under the 2000 General Use Permit, the growth of Stanford-affiliated populations would result in population growth and associated demand for housing in many Bay Area jurisdictions. Approximately 2,425 off-campus housing units are expected to be required to house the population growth resulting from full buildout of the proposed 2018 General Use Permit. The housing increases anticipated to occur within each jurisdiction in which Stanford students and employees live would represent a small fraction of the household growth projected for each jurisdiction by ABAG for the 2015-2040 timeframe. In order to assist in local efforts to accommodate housing demand in nearby communities, under the Project, Stanford would continue its contributions to the County-administered Stanford Affordable Housing Fund.

Stanford's on-site housing program, including its linkage with academic space growth, and its commitment to continued support for off-campus affordable housing, would reduce the potential negative effects of population growth attributable to the proposed 2018 General Use Permit to a less than significant level. Indirect effects of infrastructure expansion would not induce substantial population growth, resulting in a less than significant impact.

Mitigation: None required.

Cumulative Impacts

The proposed 2018 General Use Permit was determined to have no potential impact on population and housing criterion (b) or (c). Because a cumulative impact is only relevant when considered in the context of an adverse effect of the Project, there is no basis for consideration of cumulative effects related to those impacts. Thus, the cumulative discussion below focuses on cumulative effects related to Impact 5.12-1, above.

Impact 5.12-2: The Project, in combination with past, present, and future projects would not result in substantial adverse cumulative population and housing impacts. (*Less than Significant*)

The geographic scope of potential population and housing impacts encompasses the Stanford lands within the proposed 2018 General Use Permit boundary as well as Bay Area communities that could be affected by population growth resulting from the Project. As discussed in the Environmental Setting, the lack of both market-rate and affordable housing for the Bay Area's

rising population will continue to be problematic for the entire Bay Area for the foreseeable future. Stanford's contribution to this cumulative population and housing impact is discussed below.

The total estimated direct increase in residential population within the Project site between 2018 and 2035 would be 6,326 people in 2035, or an average of about 370 people per year between 2018 and 2035. This direct population growth would represent less than two percent of the projected population growth of approximately 365,320 people in Santa Clara County between 2017 and 2035 (CDF, 2017; ABAG, 2013b). As this population would be housed entirely within the Project site, the increase in population would not combine with non-Stanford population growth in Santa Clara County and contribute to the existing significant demand for housing in the Bay Area. The impact would therefore be less than significant.

As shown in Table 5.12-11, the proposed 2018 General Use Permit is expected to result in the demand for 2,425 off-site housing units by 2035, which would be distributed among jurisdictions in the Bay Area. Within Santa Clara County, the largest distribution of these households is anticipated to occur in Palo Alto (approximately 367 new households), San Jose (279 new households), Mountain View (244 new households), and Sunnyvale (152 new households). In San Mateo County, the largest distribution of these households would occur in Menlo Park (153 new households) and Redwood City (133 new households). The remaining 1,097 households would be distributed among other jurisdictions in these and other counties in the Bay Area (Stanford, 2017). While the construction of new housing units for the estimated 2,425 new households would contribute to typical environmental impacts associated with housing development described in the Environmental Setting, the cumulative contribution of such impacts resulting from the proposed Project would not be considerable in light of the estimated 467,920 new households expected in the Bay Area between 2015 and 2035 (ABAG, 2013b). Stanford's commitment to funding off-campus affordable housing development described under Impact 5.12-1 would further assist in accommodating regional demand. Stanford's contribution to the Bay Area's cumulative housing impact would not be considerable. The impact would be less than significant.

Mitigation: None required.

5.12.6 References

Association of Bay Area Governments (ABAG); *Regional Housing Need Plan, San Francisco Bay Area: 2014-2022*, adopted July 18, 2013a.

ABAG; *Plan Bay Area, Projections 2013*, December 2013b.

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- California Department of Finance (CDF); *E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change – January 1, 2016 and 2017*, May 2017.
- City of Palo Alto; *Comprehensive Plan Update: Population, Housing, and Employment, Draft Existing Conditions Report*, August 29, 2014.
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- County of Santa Clara; *General Plan*, adopted December 20, 1994.
- County of Santa Clara; *Housing Element Update 2015-2022*, adopted June 10, 2014.
- County of Santa Clara; *Stanford Community Plan*, adopted December 2000.
- County of Santa Clara; Department of Planning and Development, Report No. 87322, Consider recommendations relating to the Silicon Valley/Alameda County Nexus Study Project, approved June 20, 2017.
- County of Santa Clara, Planning Office; *Stanford University General Use Permit*, adopted December 2000, revised November 26, 2013, and May 5, 2015.
- Metropolitan Transportation Commission (MTC); Vital Signs, www.vitalsigns.mtc.ca.gov/.
- Stanford University; *2018 General Use Permit Application*, submitted to the County of Santa Clara November 21, 2016, as amended.
- Stanford University; *2018 General Use Permit Application, Technical Data to Address Population and Associated Housing Demand*, July 25, 2017.
- United States Census Bureau; 2011-2015 American Community Survey 5-Year Estimates.

5. Environmental Setting, Impacts and Mitigation Measures
5.12 Population and Housing

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550 Kearny Street
Suite 800
San Francisco, CA 94108
415.896.5900 phone
415.896.0332 fax

memorandum

date September 1, 2017

to David Rader, Senior Planner
Santa Clara County Department of Planning and Development

from Brian Boxer, Paul Mitchell, Cory Barringhaus - ESA

subject **ESA Peer Review of Technical Data to Address Population and Associated Housing Demand**

In support of its 2018 General Use Permit, Stanford prepared and submitted *Technical Data to Address Population and Associated Housing Demand* memo in July 2017.

At the request of the County, ESA conducted an independent peer review of this report to verify the technical accuracy of the information, and identify any apparent deficiencies, errors and omissions affecting the completeness, methodologies, findings and adequacies of the report. The ultimate goal of the peer review is to help ensure that the information contained in the report met accepted professional standards for use in the EIR.

Based on the peer review conducted; ESA concludes that this *Technical Data to Address Population and Associated Housing Demand* memo is appropriate for use as reference in the EIR.


TITLE: Technical Data to Address Population and Associated Housing Demand
INTRODUCTION

In *Napa Citizens for Honest Government v. Napa County Bd. of Supervisors* (2001) 91 Cal.App.4th 342, 370, the court established a framework for analyzing housing demand caused by Project-related job growth:

When analyzing these impacts, [an EIR] should, at a minimum, identify the number and type of housing units that persons working within the [p]roject area can be anticipated to require, and identify the probable location of those units. The [EIR] also should consider whether the identified communities have sufficient housing units and sufficient services to accommodate the anticipated increase in population. If it is concluded that the communities lack sufficient units and/or services, the [EIR] should identify that fact and explain that action will need to be taken to provide those units or services or both.

This paper provides technical data that the County may choose to use in conducting the analysis specified by the court in *Napa Citizens*. The paper provides on and off-campus population increases anticipated to occur during implementation of the proposed 2018 General Use Permit and compares those populations to the projections published by the *Plan Bay Area Projections 2013* ("Projections 2013") produced by the Association of Bay Area Governments (ABAG). The paper begins by discussing current and forecasted population, housing, and employment statistics in the Bay Area region and Santa Clara County. Next, the paper identifies population and job growth projections under the 2018 General Use Permit. The paper then calculates the increase in demand for campus households that could result from employment and student growth at Stanford during implementation of the 2018 General Use Permit and distributes those households geographically according to data specific to Stanford's faculty, staff, and student populations. Finally, the paper compares the increase in housing demand in each jurisdiction to ABAG's projections.

BACKGROUND
Regional Setting

ABAG is the comprehensive regional planning agency for the San Francisco Bay Area region, which encompasses the nine counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma. ABAG has no land use authority but produces growth forecasts on four-year cycles so that other regional agencies can use the forecasts to inform project funding and regulatory decisions. The most recent set of growth forecasts was published by ABAG in July 2013 (*Projections 2013*).

Local general plans, zoning regulations, and growth management programs inform ABAG's projections,¹ which have practical consequences that shape growth and affect environmental quality.

¹ ABAG *Projections 2013*, p. 5.



Specifically, the projections provide the basis for *Plan Bay Area*, a long-range Regional Transportation Plan and Sustainable Communities Strategy under SB 375 for the nine-county region. The projections also form the basis for the *Bay Area Air Quality Management District Regional Ozone Attainment Plan*.

Table 1 provides regional population and job information and projections for select years from ABAG's *Projections 2013*.

Table 1: Population and Job Projections for the Bay Area Region

Year	Population	Jobs
2010	7,150,739	3,385,300
2015	7,461,400	3,669,990
2020	7,786,800	3,987,150
2040	9,299,100	4,505,230

Source: ABAG *Projections 2013*

Santa Clara County

Santa Clara County is the sixth most populous county in the State of California, with a current population of approximately 1,938,180 people.² According to the 2015–2022 County of Santa Clara Housing Element Update, Santa Clara County had approximately 625,325 housing units in 2010. 402,325 of these household units were single family, 204,982 were multi-family, and 18,582 were mobile homes. According to ABAG's *Projections 2013*, the County will have approximately 818,400 total households by 2040. Within the unincorporated portion of the County, approximately 28,570 total housing units were projected for 2015, increasing to approximately 31,070 units by 2040.

Stanford University

Table 2 shows the growth in the student, faculty, and staff population at Stanford University as of Fall 2015 and the anticipated population in Fall 2018 when the 2018 General Use Permit would commence. Stanford anticipates that it will grow by a combined total of 1,108 students, faculty, and staff under the previously-approved 2000 General Use Permit between Fall 2015 and Fall 2018, prior to commencement of the proposed 2018 General Use Permit. These projections reflect an approximately 1.2 percent compound annual growth rate (CAGR).

² California Department of Finance, 2016. E-1 Population Estimates for Cities, Counties, and the State—January 1, 2016 and 2017. Available: <http://www.dof.ca.gov/Forecasting/Demographics/Estimates/e-1/>. Viewed June 19, 2017.



Table 2: Projected Growth of Student, Faculty, and Staff Population Prior to Commencement of the 2018 General Use Permit

Affiliation	Population in Fall 2015	Anticipated Population in Fall 2018	Change in Population	Growth Rate (CAGR)
Undergraduate Students	6,994	7,085	91	0.4%
Graduate Students, including PhDs	9,196	9,528	332	1.2%
Postdoctoral Students	2,264	2,403	139	2.0%
Faculty	2,959	3,073	114	1.3%
Staff (a)	8,612	8,985	373	1.4%
Nonmatriculated Students	918	977	59	2.1%
Total	30,943	32,051	1,108	1.2%

Note: (a) The staff category only includes staff working within the area that would be governed by the 2018 General Use Permit. Source: Stanford University Land Use and Environmental Planning Office, in consultation with the Stanford Office of Institutional Research and Decision Support

Since Stanford University's inception, housing offered to students has been substantial. Undergraduate students are guaranteed four years of housing, and six years of housing priority are given to eligible graduate students. Stanford also offers long-term housing opportunities to faculty, not merely transitional housing.

In Fall 2015, there were approximately 11,300 on-campus Stanford-operated student beds. With the addition of undergraduate and graduate student housing projects between 2015 and 2018, the total number of student beds in 2018 is estimated to be approximately 11,700. By 2020, after completion of the Escondido Village Graduate Residences, which was approved under the 2000 General Use Permit, there will be about 13,800 on-campus Stanford-operated student beds.³

Table 3 shows the population of "Other Worker" affiliations at Stanford University as of Fall 2015 and the anticipated population in Fall 2018 when the 2018 General Use Permit would commence. The characteristics of these populations are discussed below in section on other workers.

³ In addition, approximately 500 beds are occupied by dependents or are reserved for sick students and other temporary needs.


Table 3: Other Worker Population by Affiliation Prior to Commencement of 2018 General Use Permit

Other Worker Affiliation	Fall 2015 Population	Fall 2018 Population
Casual	2,080	2,167
Contingent	980	1,021
Temporary	1,390	1,448
Non-employee academic affiliates, 20% FTE	1,259	1,312
Non-employee academic affiliates, FTE	1,377	1,435
Third-party contract workers	300	324
Janitorial contract workers	240	259
Construction contract workers	1,200	1,200
Total	8,826	9,166

Source: Stanford University Land Use and Environmental Planning Office, in consultation with Stanford Office of Institutional Research and Decision Support.

Because some of these populations are only on campus part of the year, they have a proportionally smaller impact on the daily campus population. To estimate the average daily population of these workers, their populations are weighted by their commute frequency. The anticipated daily on campus population is presented in **Table 4**.

Table 4: Average Daily Other Worker On-Campus Population by Affiliation Prior to Commencement of 2018 General Use Permit

Affiliation	Commute Frequency	Fall 2015 Population	Fall 2018 Population
Casual	20%	416	434
Contingent	52%	510	531
Temporary	78%	1,084	1,130
Non-employee academic affiliates, 20% FTE	17%	214	224
Non-employee academic affiliates, FTE	85%	1,170	1,220
Third-party contract workers	100%	300	324
Janitorial contract workers	100%	240	259
Construction contract workers	100%	1,200	1,200
Total	N/A	5,134	5,321

Source: Stanford University Land Use and Environmental Planning Office.



PROJECTED GROWTH FROM DEVELOPMENT UNDER THE 2018 GENERAL USE PERMIT

Under the 2018 General Use Permit, Stanford anticipates increases in the population of students, faculty, staff, and other employees on campus. To estimate the increase in on-campus population over the duration of the 2018 General Use Permit, Stanford reviewed data provided by the Stanford Office of Institutional Research and Decision Support, including 15 years of population data for each population segment.⁴

Growth in Student, Faculty, and Staff Populations

Table 5 summarizes the anticipated growth in the student, faculty, and staff populations under the 2018 General Use Permit. The sections that follow discuss the growth characteristics of these populations.

Table 5: Anticipated Population Growth of Students, Faculty, and Staff

Affiliation	Fall 2018 Population	Fall 2035 Population	Change in Population	Growth Rate (CAGR)
Undergraduate Students	7,085	8,785	1,700	1.3%
Graduate Students, including PhDs	9,528	10,728	1,200	0.7%
Postdoctoral Students	2,403	3,364	961	2.0%
Faculty	3,073	3,862	789	1.4%
Staff (a)	8,985	11,423	2,438	1.4%
Nonmatriculated Students	977	1,397	420	2.1%

Note: (a) The staff category only includes staff working within the area that would be governed by the 2018 General Use Permit.

Source: Stanford University Land Use and Environmental Planning Office, in consultation with Stanford Office of Institutional Research and Decision Support

Undergraduate Students

Stanford estimates that the total population of undergraduate students may increase by up to 1,700 between Fall 2018 and Fall 2035. This increase is projected to occur gradually over time, at an average growth rate of approximately 100 undergraduates per year. This is a higher rate of growth than the historic rate. Stanford plans a modest expansion of undergraduate enrollments in recognition of the fact that applications to Stanford have increased while spaces available have not, resulting in one of the lowest rates of admission in the nation. Providing a reasonable increase in the number of talented students for whom a Stanford education is accessible has therefore become an increasing priority.

⁴ Stanford calculated the 15-year compound annual growth rates (CAGR) for each population segment and then applied the measured CAGR to each population segment to calculate the populations anticipated in Fall 2018 and Fall 2035, with three exceptions. Stanford applied a CAGR of half the historic growth rate to predict population growth for postdoctoral students. Stanford also assumed approximately 100 undergraduate students would be added each year after 2018, which is higher than the historic growth rate. Stanford also assumed there would be no growth in the "Other Teaching" segment of Stanford's faculty.



Graduate Students

Based on the historic CAGR for this population segment, Stanford anticipates that the total campus population of graduate students will increase by 1,200 from Fall 2018 to Fall 2035. Total graduate student enrollment (including both master's candidates and doctorate candidates) is projected to grow gradually between Fall 2018 and Fall 2035, at an average rate of approximately 70 graduate students per year. The total growth projection of 1,200 includes the 300 new Knight-Hennessy scholars announced in Spring 2016.

Postdoctoral Students

The term "postdoctoral students" (postdocs) refers to trainees with doctoral degrees who are involved in research projects and who have appointments for the purpose of advanced studies and training under the mentorship of a Stanford faculty member.

Although postdoc growth at Stanford has been strong in the last 10 to 15 years, trends show the growth to be leveling off for medicine, biology, and engineering. Other key limitations are the number of faculty, available research work, and grant funding. Based on these trends and limitations, as well as their professional judgment, the Stanford administration projects the postdoc growth to year 2035 at a 2.0% CAGR, about half the historic CAGR experienced during the last 15 years. This projected growth rate would result in an increase in the total campus population of postdoctoral student population by 961 from Fall 2018 to Fall 2035. Like the other populations, the total population of postdoctoral students is expected to grow gradually between Fall 2018 and Fall 2035.

Faculty

"Faculty" refers to professoriate faculty members and regular benefits-eligible employees in academic/instructional positions, including Academic Council faculty, Center fellows, Medical Center line faculty, lecturers, acting professors, coaches, some emeriti, and teaching fellows.

Professoriate faculty from the School of Medicine is expected to grow by the historic CAGR of 2.4%. Professoriate faculty from all other schools is projected to follow the historic CAGR of 1.2%.

The "faculty" category also includes an "Other Teaching" population, which comprises lecturers and senior lecturers; visiting, consulting, and acting professors; coaches; emeritus faculty on recall and research assignments; artists-in-residence; course associates; teaching specialists; and teaching fellows. The Other Teaching population fluctuated in the last 15 years, with a historic CAGR of -1.1%. It is assumed that this group would remain steady at its existing population of about 810 from Fall 2018 until Fall 2035. No increase is assumed.

Altogether, the combined CAGR for faculty growth from Fall 2018 to Fall 2035 is projected to be 1.4%. This projected growth rate would result in an increase in the total campus population of faculty population by 789 from Fall 2018 to Fall 2035.



Staff

“Staff” refers to regular benefits-eligible employees generally in nonacademic positions such as human resources, information technology, facilities, financial aid, etc.

Staff growth within the area that would be governed by the 2018 General Use Permit is projected to be 1.4% based on the historic CAGR. This projected growth rate would result in an increase in the total campus population of staff by 2,438 from Fall 2018 to Fall 2035.

This rate of staff growth may be conservative given that some staff from the academic campus in unincorporated Santa Clara County will move to a new administrative campus in Redwood City. However, many staff who relocate to Redwood City already would be located outside of the academic campus at locations such as the Stanford Research Park. Therefore, Stanford has not taken credit for moving staff to Redwood City in estimating its future growth under the proposed 2018 General Use Permit.

Nonmatriculated Students

Nonmatriculated graduate students are students taking graduate courses or engaged in graduate-level research or training but who are not seeking a degree. This group is assumed to grow at the historic CAGR of 2.1%. This projected growth rate would result in an increase in the total campus population of nonmatriculated students by 420 from Fall 2018 to Fall 2035.

Nonmatriculated undergraduates are undergraduates who are auditing classes and are not seeking a degree. This group had no specific trend over the last 15 years, but their numbers have been historically very low (about 5 per year) and are not expected to grow beyond the existing total.

Other Worker Populations

The “Other Worker” population segments are presented separately from the faculty, staff, and student populations because many members of these populations do not work on the campus on a daily or year-round basis or are not directly employed by Stanford. The Other Worker populations are divided into the following categories: contingent,⁵ casual,⁶ temporary workers,⁷ other nonemployee

⁵ Salaried workers with roles that are comparable to academic staff and Other Teaching, working less than 50% FTE and/or working less than six months

⁶ Hourly workers less than 50% FTE and working no more than 980 hours a year, including summer camp staff, summer grounds/facilities work, and special projects in academic units

⁷ Hourly workers at 50% FTE or more working no longer than six months, including summer camp staff, summer grounds/facilities work, and special projects in academic units



academic affiliates,⁸ third party contract workers,⁹ janitorial contract workers,¹⁰ and construction contract workers.¹¹

For the duration of the 2018 General Use Permit, the growth rate assumed for the contingent, casual, temporary, and non-employee affiliate population segments is the same as that for regular benefits-eligible non-academic employees (i.e., staff, at 1.4% CAGR). Third-party and janitorial contract workers are estimated to grow at the same rate as occupied academic and academic support square footage (22.1% from Fall 2018 to Fall 2035). Construction contract workers are expected to stay constant, as this has been the trend during the 2000 General Use Permit and construction is expected to continue at historic rates under the 2018 General Use Permit.

Other Workers are expected to total 11,267 in Fall 2035. **Table 6** summarizes the expected Other Worker population in 2018 and 2035, including 2018 General Use Permit related growth.

Table 6: Other Worker Population by Affiliation

Other Worker Affiliation	Fall 2018 Population	Fall 2035 Population	Change in Population during 2018 General Use Permit
Casual	2,167	2,746	579
Contingent	1,021	1,294	273
Temporary	1,448	1,835	387
Non-employee academic affiliates, 20% FTE	1,312	1,662	350
Non-employee academic affiliates, FTE	1,435	1,818	383
Third-party contract workers	324	396	72
Janitorial contract workers	259	316	57
Construction contract workers	1,200	1,200	0
Total	9,166	11,267	2,101

Source: Stanford University Land Use and Environmental Planning Office, in consultation with Stanford Office of Institutional Research and Decision Support.

Table 7 shows the average daily Other Worker on-campus population. This figure is calculated as the population of Other Workers weighted by the commute frequency of each Other Worker subgroup by affiliation.

⁸ Affiliated teaching staff, adjunct professors, and visiting scholars, typically not full time, approximately half of this category of workers are 20% FTE

⁹ Food service workers at on-campus cafeterias, and childcare center workers

¹⁰ Working off-peak hour morning and evening shifts

¹¹ Related to ongoing construction projects on campus


Table 7: Average Daily Other Worker On-Campus Population by Affiliation

Affiliation	Commute Frequency	Fall 2018 Population	Fall 2035 Population	Change in Population 2018-2035
Casual	20%	434	550	116
Contingent	52%	531	673	142
Temporary	78%	1,130	1,432	302
Non-employee academic affiliates, 20% FTE	17%	224	283	1,059
Non-employee academic affiliates, FTE	85%	1,220	1,546	325
Third-party contract workers	100%	324	396	72
Janitorial contract workers	100%	259	316	57
Construction contract workers	100%	1,200	1,200	0
Total	N/A	5,322	6,396	1,074

Source: Stanford University Land Use and Environmental Planning Office, in consultation with Stanford Office of Institutional Research and Decision Support.

OVERVIEW OF PROJECTED POPULATION AND JOB GROWTH

Table 8 displays the projected population growth of each Stanford population segment for the duration of the 2018 General Use Permit. This total population is expected to increase from 41,217 in 2018 at the projected commencement of the 2018 General Use Permit to 50,827 by 2035. This represents an increase in population of 9,610 individuals.

Table 8: Anticipated Population Growth of all Population Segments

Affiliation	Fall 2018 Population	Fall 2035 Population	Change in Population	Growth Rate (CAGR)
Undergraduate Students	7,085	8,785	1,700	1.3%
Graduate Students, including PhDs	9,528	10,728	1,200	0.7%
Postdoctoral Students	2,403	3,364	961	2.0%
Faculty	3,073	3,862	789	1.4%
Staff (a)	8,985	11,423	2,438	1.4%
Nonmatriculated Students	977	1,397	420	2.1%
Other Worker Populations	9,166	11,267	2,101	1.2%(b)
Total	41,217	50,827	9,610	1.2%

Notes:

(a) The staff category only includes staff working within the area that would be governed by the 2018 General Use Permit.

(b) As discussed in the text above, anticipated population projections for different categories of "Other Worker" populations utilize different growth rate assumptions. This figure represents the CAGR for this population as a whole.

Source: Stanford University Land Use and Environmental Planning Office, in consultation with Stanford Office of Institutional Research and Decision Support

Table 9 shows the projected job growth for Stanford under the 2018 General Use Permit. Jobs are calculated as the sum of postdoctoral students, faculty, staff, and the average daily "Other Worker" population.


Table 9: Projected Jobs 2015–2035

Affiliation	Fall 2015	Fall 2018	Fall 2035
Postdoctoral Students	2,264	2,403	3,364
Faculty	2,959	3,073	3,862
Staff (a)	8,612	8,985	11,423
Daily Other Worker Populations	5,134	5,322	6,396
Total	18,969	19,783	25,045

Note: (a) The staff category only includes staff working within the area that would be governed by the 2018 General Use Permit.

Source: Stanford University Land Use and Environmental Planning Office, in consultation with Stanford University Residential and Dining Enterprises

ANALYSIS OF POPULATION GROWTH AND HOUSING DEMAND UNDER THE 2018 GENERAL USE PERMIT

This section quantifies two types of possible population and housing growth that could occur during implementation of the proposed 2018 General Use permit: 1) direct population or economic growth resulting from increases in the on-campus population during implementation of the 2018 General Use Permit; and 2) indirect population or economic growth outside of the campus that is not part of the project.

Direct Population and Economic Growth During Implementation of the 2018 General Use Permit

In this section, the direct population and employment growth anticipated to occur under the 2018 General Use Permit are compared to the *ABAG Projections 2013* for long-term growth in the County and the region. As discussed below, the growth that would result from the 2018 General Use Permit comprises only a small fraction of the projected growth in the County and region. The 2018 General Use Permit would not result in more growth than the relevant jurisdictions have predicted.

Direct On-Campus Population Growth

For purposes of this paper, the term “on-campus” refers to the area that would be governed by the 2018 General Use Permit. Stanford estimated the on-campus residential population anticipated to exist by Fall 2018 at commencement of the proposed 2018 General Use Permit, and forecasted the on-campus resident population at completion of the development proposed in the 2018 General Use Permit in Fall 2035. These projections consider the increase in housing units and student beds anticipated to be constructed through completion of the 2000 General Use Permit and under the proposed 2018 General Use Permit. Based on current and historic occupancy rates, Stanford estimates that, in addition to Stanford graduate students, 10% of graduate student housing would continue to be occupied by couples (2% Stanford student spouses and 8% non-Stanford student spouses), resulting in 1.1 residents per graduate student bed. Stanford also estimates that 2.57 residents would occupy each faculty and staff housing unit. Faculty and staff resident household size was obtained from the 2016 Commute Survey conducted by Stanford’s Office of Parking and Transportation.



The proposed 2018 General Use Permit would entail construction of up to 3,150 housing units/student beds, including up to 550 housing units that can be occupied by faculty and staff. In addition, similar to the 2000 General Use Permit, Stanford seeks a condition allowing it to build more than 3,150 housing units/student beds upon approval by the Planning Commission and subject to additional environmental assessment.

Table 10 summarizes projections provided by Stanford for how housing authorized under the 2018 General Use Permit may be allocated among population segments. As shown in **Table 10**, it is projected that there would be approximately 1,700 net new undergraduate student beds, 900 net new graduate student beds, and 550 net new faculty/staff units, which together would result in a projected increase in on-campus population of 4,104 people (the difference between an on-campus population of 17,560 and 21,664). These population projections rely on the estimates of residents per student bed and per faculty/staff housing unit discussed earlier in this section.

Table 10: Projected Growth of On-Campus Academic Year Population Through 2035

	Fall 2015		2018		2020 (only for units/beds added under 2000 General Use Permit) (a)		2035 (includes units/beds added under 2018 General Use Permit)	
	Existing Units/beds	On-Campus Population	Units/ Beds Added	On-Campus Population	Units/beds Added (a)	On-Campus Population (a)	Units/ Beds Added	On-Campus Population
Undergrad Housing	6,401 beds	Under-grads 6,401	216 beds at Lagunita	Under-grads 6,617	None	Under-grads 6,617	1,700 beds	Under-grads 8,317
Graduate Housing	4,892 beds	Grad Students 5,001 Spouses 644 Children 420	200 beds at Highland Hall	Grad Students 5,205 Spouses 660 Children 420	2,020 beds at Escondido Village Graduate Residences	Grad Students 7,265 Spouses 822 Children 420	900 beds	Grad Students 8,183 Spouses 894 Children 420
Postdoc Housing	28 beds	Postdocs 28	None	Postdocs 28	None	Postdocs 28	N/A—included with faculty/staff	
Faculty/ Staff	937 units	Faculty/ Staff 937 Other family 1,471	None	Faculty/ Staff 937 Other family 1,471	None	Faculty/ Staff 937 Other family 1,471	550 units	Faculty / Staff 1,515 Other family 2,335
Total		14,902		15,338		17,560		21,664

Notes: (a) These columns include only the final projected growth under the 2000 General Use Permit and are not intended to address any addition of housing units or student beds that may occur by 2020 under the 2018 General Use Permit.

Source: Stanford University Land Use and Environmental Planning Office, in consultation with the Stanford Office of Institutional Research and Decision Support



This direct population growth is a small component of the projected growth in Santa Clara County and the Bay Area region when compared to long-term projected growth. As shown below in **Table 11**, total projected Stanford on-campus population growth under the 2018 General Use Permit would represent only 0.8% of the projected population growth in Santa Clara County from 2015 through 2040.

Table 11: Projected 2018 General Use Permit On-Campus Population and Job Growth Compared to Projected County and Regional Growth from 2015–2040

Period	Projected Increase from Project during GUP Period	Projected increase in Santa Clara County 2015–2040	2018 General Use Permit on-campus growth as proportion of County growth	Projected increase in Bay Area region 2015–2040	2018 General Use Permit on-campus growth as proportion of regional growth
Population	4,104	545,800	0.8%	1,837,700	0.002%
Jobs	5,262	225,740	2.3%	835,240	0.006%

Source: Stanford University; ABAG *Projections 2013*

Direct Economic Growth

In addition to providing housing, Stanford anticipates growth in employment during implementation of the 2018 General Use Permit. As shown above in **Table 9**, the number of campus-related jobs is anticipated to increase from 19,693 to 25,045 by 2035—an increase of 5,262 jobs under the 2018 General Use Permit. This is a small proportion of the projected job growth in Santa Clara County and the Bay Area region when compared to long-term projected growth. As shown in **Table 11**, the total projected job growth anticipated to occur on the Stanford campus during implementation of the 2018 General Use Permit is between 2 and 3% of projected job growth in Santa Clara County from 2015 through 2040.

Indirectly Induced Growth

The section discusses the potential for development under the 2018 General Use Permit to result in growth that does not result directly from the population and employment opportunities authorized by the 2018 General Use Permit. Three potential forms of indirect growth are analyzed: 1) off-campus demand for housing that may result from growth in Stanford affiliated populations under the 2018 General Use Permit; 2) non-Stanford jobs that might be induced by growth in Stanford affiliated populations, and 3) infrastructure improvements that may eventually facilitate growth beyond what is contemplated by the 2018 General Use Permit. This section concludes that indirect off-campus housing growth generated by the 2018 General Use Permit project would fall well within ABAG projections, both considering growth in Stanford affiliates and considering a potential multiplier effect from indirect economic growth in the region. Additionally, the infrastructure improvements contemplated by the project would not have the potential to induce growth beyond the direct growth contemplated by the project.



Off-Campus Growth

The 2018 General Use Permit would not directly increase population or the number of housing units outside of the Stanford campus. But the growth of certain Stanford affiliated populations during implementation of the 2018 General Use Permit would not be entirely accommodated in residences on campus and would result, indirectly, in housing demand (and associated population growth) outside of the Stanford campus.

Table 12 shows the projected increase in the number of Stanford affiliates (students, faculty, staff, and other workers) who would live off-campus during the 2018 General Use Permit period, and estimates the number of households that each of these individuals would represent. As shown in the table, the projected growth in off-campus households resulting from the 2018 General Use Permit would total zero for undergraduate students, 83 for graduate students, 449 for postdoctoral students, 1,385 for staff, and 610 for other workers. Assuming that all new faculty are accommodated in the new faculty/staff units, a net decrease of 102 off-campus faculty households¹² is projected. In total, the 2018 General Use Permit is expected to result in demand for 2,425 off-campus housing units.

Factors have been applied to convert jobs to households. Multiple-earner households have two or more workers. The analysis recognizes that if an added employee lives in a household with one or more other workers, that added employee is not responsible for creating demand for an entire additional housing unit, only a portion of an additional unit. There is no assumption in these household calculations that Stanford workers would live with one another. Rather, the assumption is that the Stanford worker is responsible for the fraction of the household that corresponds to the number of workers per household for the particular affiliate group.

¹² Stanford anticipates that the 2018 General Use Permit will result in a net increase of 789 faculty. For purposes of this analysis, 550 faculty are assumed to be housed in 550 net new units for faculty and staff on the Stanford campus. The remaining 239 net new faculty members are assumed to live off campus. Assuming an average of 1.76 workers per faculty household, consistent with the average number of workers per household with at least one worker in Santa Clara County, on average the 550 faculty units on campus will each house one faculty member and 0.76 workers that are not Stanford faculty, resulting in a net increase of 418 workers that are not Stanford faculty living in faculty and staff units on campus (550 units x 0.76 workers that are not Stanford faculty per unit). Because these workers are part of Stanford faculty households, their places of residence would likely be distributed in cities and counties within the region similarly to the distribution of other members of off-campus Stanford faculty households if these workers instead lived off campus.

The net increase in workers that are projected to live on campus as part of Stanford faculty households but are not themselves Stanford faculty (418) is larger than the net increase in Stanford faculty that are projected to live off campus (239). The net result is that 179 fewer members of Stanford faculty households (239 off-campus faculty less 418 on-campus non-faculty members of faculty households) will live off campus as a result of the 2018 General Use Permit. Assuming 1.76 people per household, the 2018 General Use Permit will therefore result in a net decrease of 102 faculty households (179 workers / 1.76 workers per worker household). Put another way, the faculty units included in the 2018 General Use Permit are projected to house more members of faculty households (including faculty and non-faculty household members) than the net increase in faculty from 2018 GUP, leading to a net decrease in housing unit demand in the region.


Table 12: Projected Growth in Off-Campus Households during the 2018 General Use Permit Period

	Undergrads	Graduate Students	Postdoctoral Students	Faculty	Staff	Other Workers	Total
Total Growth During 2018 GUP	1,700	1,200	961	789	2,438	1,074	8,162
Less: Number Housed on Campus (a)	(1,700)	(918)	N/A	(550)	N/A	N/A	(3,168)
Off-Campus Stanford Population Growth	0	282	961	239	2,438	1,074	4,994
Less: Non-Stanford Population in On-Campus Housing (b)	0	(72)	0	(418)	0	0	(490)
Net Increase in Off-Campus Population	0	210	961	(179)	2,438	1,074	4,504
Increase in Off-Campus Households (c)	0	83	449	(102)	1,385	610	2,425
Assumptions							
Household Adjustment Factor (c)	N/A	2.54	2.14	1.76	1.76	1.76	N/A

Notes:

Totals shown may differ from the sums of individual numbers due to rounding.

(a) The on-campus housing included in the 2018 General Use Permit consists of housing for 1,700 undergraduate students and 918 graduate students along with 550 units for faculty or staff.

(b) Stanford predicts 72 non-student spouses would occupy the graduate student housing that would be included in the 2018 General Use Permit. In addition, each of the 550 staff and faculty units would accommodate at least one member of the staff or faculty, along with any other members of the faculty or staff household. This analysis assumes an average of 1.76 workers per staff or faculty household, per footnote (c) below, resulting in an average of one faculty or staff member and 0.76 other workers per faculty or staff unit.

(c) For each population group, this analysis makes a household adjustment factor in order to translate population growth into new households to determine the increase in projected future housing unit demand attributable to the 2018 GUP. For graduate students and post-doctorates, the adjustment is based on the average number of adults per household, calculated from the 2016 Commute Survey conducted by the Stanford's Department of Parking and Transportation Services. For faculty and staff, the adjustment is based on the average number of employed residents per worker household for Santa Clara County, according to 2011-2015 American Community Survey data. The analysis does not apply a household adjustment factor to the undergraduate population because the 2018 General Use Permit includes enough on-campus undergraduate beds to accommodate the entire increase in the number of undergraduate students.

Sources: Stanford University, 2016 & 2017; US Census Bureau, 2011-2015.



The growth in Stanford student, faculty, staff, and other worker households that would live off-campus would be distributed among jurisdictions in the Bay Area region. **Table 13** shows the estimated distribution of existing off-campus Stanford households by population group, across cities and counties in the Bay Area. These estimates are based on data from Stanford University's 2016 Commute Survey.

Table 13: Place of Residence for Current Off-Campus Student, Faculty, and Staff Households, 2016

	Graduate	Post-Doc	Faculty	Staff	Total
Santa Clara County					
Campbell	0.1%	0.7%	0.0%	0.9%	0.7%
Cupertino	0.6%	0.6%	0.0%	1.2%	0.9%
Gilroy	0.1%	0.0%	0.0%	0.3%	0.2%
Los Altos	0.7%	1.2%	4.9%	1.5%	1.4%
Los Altos Hills	0.7%	0.7%	1.9%	0.3%	0.5%
Los Gatos	0.1%	0.1%	0.0%	0.5%	0.3%
Milpitas	0.2%	0.3%	0.0%	1.1%	0.8%
Monte Sereno	0.1%	0.0%	0.0%	0.0%	0.0%
Morgan Hill	0.0%	0.0%	0.0%	0.4%	0.2%
Mountain View	11.6%	17.3%	5.3%	8.1%	9.7%
Palo Alto	32.9%	25.3%	27.3%	12.7%	18.8%
San Jose	2.2%	3.6%	0.8%	13.1%	9.3%
Santa Clara	1.0%	2.4%	0.0%	3.2%	2.5%
Saratoga	0.2%	0.0%	0.4%	0.3%	0.3%
Sunnyvale	3.2%	6.1%	1.5%	6.2%	5.4%
Unincorporated County	0.8%	0.4%	4.2%	0.9%	1.0%
Total Santa Clara County	54.3%	58.8%	46.2%	50.6%	52.1%
San Mateo County					
Atherton	0.6%	0.3%	1.1%	0.5%	0.5%
Belmont	0.2%	0.4%	0.8%	1.2%	0.9%
Brisbane	0.0%	0.0%	0.4%	0.0%	0.0%
Burlingame	0.7%	0.4%	0.4%	0.9%	0.8%
Colma	0.0%	0.0%	0.0%	0.0%	0.0%
Daly City	0.2%	0.3%	0.0%	0.7%	0.5%
East Palo Alto	3.1%	2.2%	0.0%	1.4%	1.8%
Foster	0.1%	0.4%	0.4%	0.5%	0.4%
Half Moon Bay	0.0%	0.0%	0.0%	0.2%	0.1%
Hillsborough	0.1%	0.0%	0.8%	0.1%	0.1%
Menlo Park	17.7%	10.8%	17.8%	5.4%	9.0%
Millbrae	0.0%	0.4%	1.1%	0.5%	0.4%
Pacifica	0.0%	0.0%	0.0%	0.6%	0.4%
Portola Valley	0.2%	0.0%	2.3%	0.2%	0.2%
Redwood	4.2%	5.3%	2.7%	5.4%	5.0%
San Bruno	0.1%	0.3%	0.0%	0.5%	0.3%
San Carlos	0.3%	1.0%	1.9%	1.7%	1.4%
San Mateo	1.1%	2.1%	0.8%	2.8%	2.3%
South San Francisco	0.1%	0.0%	0.0%	0.5%	0.3%
Woodside	0.4%	0.7%	1.5%	0.3%	0.4%
Unincorporated County	3.0%	3.4%	6.8%	3.7%	3.6%
Total San Mateo County	32.1%	28.3%	38.6%	27.1%	28.7%

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Table 13 (cont.): Place of Residence for Current Off-Campus Students, Faculty, and Staff Households, 2016

	Graduate	Post-Doc	Faculty	Staff	Total
Alameda County					
Alameda	0.2%	0.0%	0.0%	0.3%	0.2%
Albany	0.0%	0.1%	0.0%	0.1%	0.0%
Berkeley	0.6%	0.4%	0.0%	0.3%	0.4%
Dublin	0.0%	0.1%	0.0%	0.1%	0.1%
Emeryville	0.0%	0.0%	0.0%	0.1%	0.0%
Fremont	0.6%	1.0%	0.0%	3.7%	2.6%
Hayward	0.2%	0.3%	0.0%	1.1%	0.8%
Livermore	0.2%	0.0%	0.0%	0.2%	0.2%
Newark	0.1%	0.3%	0.0%	1.4%	0.9%
Oakland	1.8%	0.7%	0.0%	1.4%	1.3%
Piedmont	0.0%	0.1%	0.0%	0.0%	0.0%
Pleasanton	0.1%	0.0%	0.0%	0.3%	0.2%
San Leandro	0.1%	0.1%	0.4%	0.4%	0.3%
Union City	0.1%	0.4%	0.0%	1.2%	0.8%
Unincorporated County	0.0%	0.1%	0.4%	0.5%	0.4%
Total Alameda County	3.7%	4.0%	0.8%	11.0%	8.3%
Contra Costa County					
Contra Costa County	0.1%	0.3%	0.0%	0.7%	0.5%
Marin County					
Marin County	0.1%	0.0%	0.0%	0.2%	0.1%
Monterey County					
Monterey County	0.0%	0.0%	0.0%	0.3%	0.2%
San Francisco County					
San Francisco County	9.4%	8.4%	14.4%	8.4%	8.9%
San Joaquin County					
San Joaquin County	0.0%	0.0%	0.0%	0.7%	0.4%
Santa Cruz County					
Santa Cruz County	0.2%	0.0%	0.0%	0.8%	0.5%
All Other Locations					
All Other Locations	0.2%	0.1%	0.0%	0.3%	0.2%
Total Off Campus	100.0%	100.0%	100.0%	100.0%	100.0%

Notes:

Data are from the Stanford University 2016 Commute Survey conducted in November 2015 and include all respondents who lived, worked, or attended classes on the campus and answered questions on household income and household size.

Source: Stanford University 2016 Commute Survey.

Table 14 shows the projected distribution across different jurisdictions of the off-campus household growth projected as an indirect result of the 2018 General Use Permit. This table applies the distributions of current off-campus households from **Table 13** to the projected increase in households by Stanford population group shown in **Table 12**.



Table 14: Projected Growth in Off-Campus Households by Population Group and Residence Location during 2018 General Use Permit Period

	Graduate Students		Postdoctoral Students		Faculty		Staff		Other Workers (a)		Total	
	% (a)	#	% (a)	#	% (a)	#	% (a)	#	% (b)	#	%	#
Total Off Campus (c)		83		449		-102		1,385		610		2,425
Total Santa Clara County	54.3%	45	58.8%	264	46.2%	-47	50.6%	701	50.6%	309	52.4%	1,271
Campbell	0.1%	0	0.7%	3	0.0%	0	0.9%	12	0.9%	5	0.9%	21
Cupertino	0.6%	0	0.6%	3	0.0%	0	1.2%	16	1.2%	7	1.1%	26
Gilroy	0.1%	0	0.0%	0	0.0%	0	0.3%	4	0.3%	2	0.2%	5
Los Altos	0.7%	1	1.2%	5	4.9%	-5	1.5%	21	1.5%	9	1.3%	31
Los Altos Hills	0.7%	1	0.7%	3	1.9%	-2	0.3%	4	0.3%	2	0.3%	8
Los Gatos	0.1%	0	0.1%	1	0.0%	0	0.5%	6	0.5%	3	0.4%	10
Milpitas	0.2%	0	0.3%	1	0.0%	0	1.1%	16	1.1%	7	1.0%	24
Monte Sereno	0.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0
Morgan Hill	0.0%	0	0.0%	0	0.0%	0	0.4%	5	0.4%	2	0.3%	8
Mountain View	11.6%	10	17.3%	78	5.3%	-5	8.1%	112	8.1%	49	10.0%	244
Palo Alto	32.9%	27	25.3%	114	27.3%	-28	12.7%	176	12.7%	78	15.1%	367
San Jose	2.2%	2	3.6%	16	0.8%	-1	13.1%	182	13.1%	80	11.5%	279
Santa Clara	1.0%	1	2.4%	11	0.0%	0	3.2%	44	3.2%	19	3.1%	74
Saratoga	0.2%	0	0.0%	0	0.4%	0	0.3%	4	0.3%	2	0.2%	6
Sunnyvale	3.2%	3	6.1%	27	1.5%	-2	6.2%	86	6.2%	38	6.2%	152
Unincorporated County	0.8%	1	0.4%	2	4.2%	-4	0.9%	13	0.9%	6	0.7%	17
Total San Mateo County	32.1%	27	28.3%	127	38.6%	-39	27.1%	375	27.1%	165	27.0%	655
Atherton	0.6%	0	0.3%	1	1.1%	-1	0.5%	7	0.5%	3	0.4%	11
Belmont	0.2%	0	0.4%	2	0.8%	-1	1.2%	17	1.2%	8	1.1%	26
Brisbane	0.0%	0	0.0%	0	0.4%	0	0.0%	0	0.0%	0	0.0%	0
Burlingame	0.7%	1	0.4%	2	0.4%	0	0.9%	12	0.9%	5	0.8%	20
Colma	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1
Daly City	0.2%	0	0.3%	1	0.0%	0	0.7%	10	0.7%	4	0.6%	15
East Palo Alto	3.1%	3	2.2%	10	0.0%	0	1.4%	20	1.4%	9	1.7%	41
Foster City	0.1%	0	0.4%	2	0.4%	0	0.5%	6	0.5%	3	0.4%	11
Half Moon Bay	0.0%	0	0.0%	0	0.0%	0	0.2%	2	0.2%	1	0.1%	3
Hillsborough	0.1%	0	0.0%	0	0.8%	-1	0.1%	1	0.1%	1	0.1%	1
Menlo Park	17.7%	15	10.8%	49	17.8%	-18	5.4%	75	5.4%	33	6.3%	153
Millbrae	0.0%	0	0.4%	2	1.1%	-1	0.5%	7	0.5%	3	0.5%	11
Pacifica	0.0%	0	0.0%	0	0.0%	0	0.6%	9	0.6%	4	0.5%	12
Portola Valley	0.2%	0	0.0%	0	2.3%	-2	0.2%	2	0.2%	1	0.1%	1
Redwood City	4.2%	3	5.3%	24	2.7%	-3	5.4%	75	5.4%	33	5.5%	133
San Bruno	0.1%	0	0.3%	1	0.0%	0	0.5%	6	0.5%	3	0.4%	11
San Carlos	0.3%	0	1.0%	5	1.9%	-2	1.7%	23	1.7%	10	1.5%	37
San Mateo	1.1%	1	2.1%	9	0.8%	-1	2.8%	39	2.8%	17	2.7%	66
South San Francisco	0.1%	0	0.0%	0	0.0%	0	0.5%	7	0.5%	3	0.4%	10
Unincorporated County	3.0%	2	3.4%	15	6.8%	-7	3.7%	51	3.7%	22	3.5%	84

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Table 14 (cont.): Projected Growth in Off-Campus Households by Population Group and Residence Location during 2018 General Use Permit Period

	Graduate Students		Postdoctoral Students		Faculty		Staff		Other Workers (a)		Total	
	% (a)	#	% (a)	#	% (a)	#	% (a)	#	% (b)	#	%	#
Total Alameda County	3.7%	3	4.0%	18	0.8%	-1	11.0%	152	11.0%	67	9.9%	240
Alameda	0.2%	0	0.0%	0	0.0%	0	0.3%	4	0.3%	2	0.2%	6
Albany	0.0%	0	0.1%	1	0.0%	0	0.1%	1	0.1%	0	0.1%	2
Berkeley	0.6%	0	0.4%	2	0.0%	0	0.3%	4	0.3%	2	0.4%	9
Dublin	0.0%	0	0.1%	1	0.0%	0	0.1%	1	0.1%	0	0.1%	2
Emeryville	0.0%	0	0.0%	0	0.0%	0	0.1%	1	0.1%	0	0.0%	1
Fremont	0.6%	0	1.0%	5	0.0%	0	3.7%	52	3.7%	23	3.3%	80
Hayward	0.2%	0	0.3%	1	0.0%	0	1.1%	15	1.1%	7	1.0%	23
Livermore	0.2%	0	0.0%	0	0.0%	0	0.2%	3	0.2%	1	0.2%	5
Newark	0.1%	0	0.3%	1	0.0%	0	1.4%	19	1.4%	8	1.2%	29
Oakland	1.8%	1	0.7%	3	0.0%	0	1.4%	19	1.4%	8	1.3%	32
Piedmont	0.0%	0	0.1%	1	0.0%	0	0.0%	0	0.0%	0	0.0%	1
Pleasanton	0.1%	0	0.0%	0	0.0%	0	0.3%	4	0.3%	2	0.3%	6
San Leandro	0.1%	0	0.1%	1	0.4%	0	0.4%	5	0.4%	2	0.3%	8
Union City	0.1%	0	0.4%	2	0.0%	0	1.2%	16	1.2%	7	1.1%	26
Unincorporated County	0.0%	0	0.1%	1	0.4%	0	0.5%	7	0.5%	3	0.5%	11
Contra Costa County	0.1%	0	0.3%	1	0.0%	0	0.7%	10	0.7%	4	0.6%	16
Marin County	0.1%	0	0.0%	0	0.0%	0	0.2%	2	0.2%	1	0.2%	4
Monterey County	0.0%	0	0.0%	0	0.0%	0	0.3%	4	0.3%	2	0.2%	5
San Francisco County	9.4%	8	8.4%	38	14.4%	-15	8.4%	117	8.4%	51	8.2%	199
San Joaquin County	0.0%	0	0.0%	0	0.0%	0	0.7%	9	0.7%	4	0.5%	13
Santa Cruz County	0.2%	0	0.0%	0	0.0%	0	0.8%	11	0.8%	5	0.6%	16
All Other Locations	0.2%	0	0.1%	1	0.0%	0	0.3%	4	0.3%	2	0.3%	7

Notes:

- (a) Projected percent of households that will reside in each jurisdiction from Table 11.
 (b) The commute survey data used in Table 11 did not provide data on workers in the "Other Workers" category. This analysis assumes that the distribution of Other Worker households will be the same as the distribution of Staff households.
 (c) From Table 10.

Source: Stanford University 2016 Commute Survey

Table 15 compares the projected growth, by Bay Area jurisdiction, in off-campus households attributable to the 2018 General Use Permit to ABAG's *Projections 2013* for household growth in these jurisdictions from 2015 to 2040. The projected off campus household growth that may result from the 2018 General Use Permit falls well within ABAG's growth projections for every jurisdiction.



Table 15: Off-Campus Household Increase during 2018 General Use Permit Period Relative to Projected Growth in Bay Area Jurisdictions from 2015–2040

Jurisdiction	Projected household increase resulting from 2018 General Use Permit	Projected household growth	Project proportion of growth
Total Santa Clara County	1,271	179,240	0.7%
Campbell	21	2,740	0.8%
Cupertino	26	3,230	0.8%
Gilroy	5	2,400	0.2%
Los Altos	31	920	3.4%
Los Altos Hills	8	150	5.3%
Los Gatos	10	770	1.3%
Milpitas	24	10,450	0.2%
Monte Sereno	0	80	0.0%
Morgan Hill	8	3,200	0.3%
Mountain View	244	8,230	3.0%
Palo Alto	367	6,590	5.6%
San Jose	279	109,260	0.3%
Santa Clara	74	11,910	0.6%
Saratoga	6	570	1.1%
Sunnyvale	152	16,240	0.9%
Unincorporated County	17	2,500	0.7%
Total San Mateo County	655	47,950	1.4%
Atherton	11	210	5.2%
Belmont	26	1,020	2.5%
Brisbane	0	230	0.0%
Burlingame	20	3,190	0.6%
Colma	1	210	0.5%
Daly City	15	3,910	0.4%
East Palo Alto	41	1,170	3.5%
Foster City	11	780	1.4%
Half Moon Bay	3	260	1.2%
Hillsborough	1	260	0.4%
Menlo Park	153	1,820	8.4%
Millbrae	11	2,550	0.4%
Pacifica	12	570	2.1%
Portola Valley	1	130	0.8%
Redwood City	133	7,450	1.8%
San Bruno	11	3,740	0.3%
San Carlos	37	1,560	2.4%
San Mateo	66	8,690	0.8%
South San Francisco	10	5,820	0.2%
Woodside	9	90	10.0%
Unincorporated San Mateo	84	4,290	2.0%
Total Alameda County	240	133,960	0.2%



Jurisdiction	Projected household increase resulting from 2018 General Use Permit	Projected household growth	Project proportion of growth
Alameda	6	5,390	0.1%
Albany	2	1,120	0.2%
Berkeley	9	8,320	0.1%
Dublin	2	7,270	0.0%
Emeryville	1	4,960	0.0%
Fremont	80	15,120	0.5%
Hayward	23	11,280	0.2%
Livermore	5	8,200	0.1%
Newark	29	3,070	0.9%
Oakland	32	49,070	0.1%
Piedmont	1	70	1.4%
Pleasanton	6	5,900	0.1%
San Leandro	8	6,420	0.1%
Union City	26	2,690	1.0%
Unincorporated County	11	5,080	0.2%
Contra Costa County	16	75,280	0.0%
Marin County	4	7,400	0.1%
San Francisco County	199	84,910	0.2%
All Other Jurisdictions (a)	41	N/A	N/a

Note (a): All Other Jurisdictions include Monterey County, San Joaquin County, Santa Cruz County, and all other locations where growth in off-campus households is projected. These jurisdictions are not described separately in the table because they are outside the ABAG planning region analyzed in *Projections 2013* and because the number of projected households in these jurisdictions is small.

Source: ABAG *Projections 2013*, BAE

Job Multipliers

Job multipliers are stated as the ratio of indirect and induced jobs generated outside the university to the number of jobs provided directly by that institution. The indirect and induced jobs are those found at the businesses supported by direct university expenditures as well as the expenditures by the employees of the university.¹³

Table 16 presents multipliers identified in studies of other colleges and universities. As shown, these multipliers range from 0.33 to 1.36. This broad range is due to several factors:

¹³ Indirect jobs are those at the suppliers of goods and services for the university, while induced jobs are created through the expenditures of the university and supplier workers' household expenditures.



- The basis for the impacts varied, with some studies providing impacts specifically for expenditures for operations and employee expenditures, while others only provided estimates that also included the impacts of capital expenditures, student expenditures, and/or visitor expenditures.
- The impact areas may have consisted of relatively self-contained economies where most of the job-generating expenditures would occur within the region, while others were smaller areas such that the institution or worker expenditures would “leak” more quickly from the region such that fewer jobs would be generated in the study area.
- The methodologies used varied considerably; for instance, some studies used full-time equivalent (FTE) employee counts, whereas others used total employees. In another example, one study consultant included as direct jobs those of suppliers directly utilized by the university. Results would also vary due to different model years and sources of multiplier data.

Table 16: Job Multipliers from Other University Impact Studies

Institution	Date of Study	Direct Jobs	Indirect/Induced Jobs	Multiplier	Basis	Geography
UC Davis- Main Campus Only	2016	30,000	10,000	0.33	All university expenditures	Davis/Sac Region
UC Riverside	2011	6,985	2,900	0.42	Operations and worker compensation	California
Wisconsin Lutheran College	2015	380	217	0.57	All university expenditures	Wisconsin
University of California System	2011	258,000	172,000	0.67	All UC-Related expenditures	California
University of San Francisco	2012	3,240	2,376	0.73	All university expenditures	Bay Area
UCLA	2013	47,452	47,105	0.99	All university expenditures	Southern California
UC San Diego	2008	10,394	10,392	1.00	Operations and worker compensation	City of San Diego
University of Delaware	2010	10,000	10,529	1.05	All university expenditures + student & visitor expenditures	Delaware
University of Notre Dame	2002	4,333	4,966	1.15	All university expenditures	Indiana
University of Miami	2011	13,07	17,563	1.34	All university expenditures + student expenditures	Miami-Dade County
UC Santa Cruz	2006	4,500	6,125	1.36	Operations and worker compensation	Santa Cruz County



While the multipliers cover a broad range, at 0.73 indirect and induced workers per University of San Francisco worker, the USF study¹⁴ may provide the best “order of magnitude” estimate for regional impacts for Stanford, as it is in the same Bay Area region with the same range of available local goods and services. If Stanford’s projected increase of 5,262 were multiplied by 0.73, then an additional 3,843 jobs could be indirectly induced by campus growth. It is unknown where such workers would choose to live; presumably they could live anywhere in the Bay Area and may or may not travel to the Stanford campus vicinity. As shown on Table 11, growth of an additional 3,843 jobs within the Bay Area region is well within ABAG’s long-term projections for the Bay Area.

Infrastructure

Development under the 2018 General Use Permit would include infrastructure improvements, such as parking spaces and onsite circulation improvements, to accommodate the contemplated growth discussed above. The scale and nature of these improvements are limited to the growth directly attributable to the 2018 General Use Permit. Moreover, the 2018 General Use Permit would not modify the Academic Growth Boundary, and development under the project would be directed to areas that are already urbanized. Any infrastructure development outside of the Academic Growth Boundary would be in keeping with the appearance of the natural setting and would not be designed in such a way that population or job growth could be facilitated outside of the Academic Growth Boundary. Accordingly, infrastructure under the 2018 General Use Permit would not induce population or economic growth in the surrounding area beyond the levels of growth addressed in previous sections of this paper.

¹⁴ *University of San Francisco Economic Impacts*, October 2012, BAE Urban Economics.

#14

There are no written materials for item #14 – Council Liaison Committee and Regional Agencies Reports

#15

There are no written materials for item #15 – Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Friday – November 10, 2017

1. Agenda (Action) – Town Council – Wednesday, November 8, 2017
2. Agenda – Architectural & Site Control Commission – Monday, November 13, 2017
3. Agenda – Planning Commission – Wednesday, November 15, 2017
4. Letter of Resignation from Bud Eisberg from the Public Works Committee
5. Letter of Resignation from Sally Ann Reiss from the Parks & Recreation Committee
6. Invitation to the November 17, 2017 Council of Cities Dinner Meeting
7. Notice of Vacancies for City Selection Committee
8. Letter of Request for Support of Appointment to BAAQMD - City of Belmont Vice Mayor, Doug Kim
9. Invitation from City of Redwood City – City Mayor and Vice Mayor Selection Meeting – November 27, 2017
10. [Western City Magazine – November 2017](#)
11. [San Mateo County Mosquito & Vector Control District – November District Report](#)

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Invitation to Redwood City Council Reorganization Ceremony – December 5, 2017
2. Request for Support - HIP Housing of San Mateo County
3. LABOR Newsletter – November 2017
4. Request for Support – Evan Low for State Assembly



TOWN OF PORTOLA VALLEY

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

ACTION AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

Councilmember Wengert absent

ORAL COMMUNICATIONS

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

None

CONSENT AGENDA

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

1. **Approval of Minutes** – Town Council Meeting of October 25, 2017

Approved as Amended 4-0

2. **Approval of Warrant List** – November 8, 2017

3. **Recommendation by Public Works Director** – Acceptance of the Portola Road Widening Project - Project #2017-PW02

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed Portola Road Widening Project in the Town of Portola Valley, CA #2017-PW02 and Authorizing Final Payment to “Half Moon Bay Grading and Paving, Inc.” Concerning Such Work, and Directing the Town Clerk to file a Notice of Completion (Resolution No. 2744-2017)

Item 2 & 3 Approved 4-0

4. **Recommendation by the Finance Committee and Town Manager** – Updates to the Town Investment Policy

5. **Recommendation by Finance Director** – Adoption of a Resolution Approving and Authorizing Disposition of Surplus Town-Owned Property

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Disposition of Surplus Town-Owned Property (Resolution No. 2745-2017)

Items 4 & 5 Approved 4-0. The Mayor and Councilmembers thanked Finance Director Cope for providing years of excellent service to the Town.

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

6. **Town Center Master Plan Committee Update**

Council approved the Mission Statement, Guiding Principles and Goals, Project Evaluation Criteria and authorize the continuation of the Work Plan 4-0

STAFF REPORTS AND RECOMMENDATIONS

PUBLIC HEARING

7. **PUBLIC HEARING** – Recommendation by Planning Director and Associate Planner – Review and Approve a Resolution Updating the Portola Valley Geologic and Ground Movement Potential Maps

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Adopting “Geologic Map” and “Ground Movement Potential Map” and Establishing Land Use Policies for Lands Shown on Said Maps (Resolution No. 2746-2017)

Council Approved Resolution Adopting the Geologic Map and Ground Movement Potential Map and Establishing Land Use Policies for Lands Shown on Maps 4-0

8. **Recommendation by Town Manager and Public Works Director** – Recommendations from the Bicycle, Pedestrian & Traffic Safety Committee (BPTS) to Support a Study and Improvements related to Pedestrian Safety

9. **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 Home for All meeting held at Town Hall to discuss the need for affordable housing in Portola Valley and the changing demographics. She also attended a Library JPA Board meeting, reviewing policies and discussed the East Palo Alto Library.

Councilmember Aalfs -

No Town meetings but attended a few forums at Stanford. One on finance of energy and another on the technology of energy.

Vice Mayor Richards -

No scheduled meetings.

Mayor Hughes -

Attended the November Bicycle, Pedestrian & Traffic Safety Committee meeting to discuss traffic safety, a Finance Committee meeting that discussed changes to the Utilities Users Tax and an Open Space Acquisition Advisory Committee that discussed updates on various properties that have been inspected and discussed the Spring Down pond completion and next steps.

10. TOWN MANAGER REPORT

The Council should expect to see in the next few weeks an addition to the Town’s website on code enforcement. The latest report of rodents on our softball fields - thirteen traps were set in October; eight gophers were trapped, no moles or voles. He convened a meeting with Fire Chief Ghorso, PG&E, Sheriff’s Office, Woodside Town Manager Kevin Bryant and Armando Muela with CERPP to discuss fire preparedness. On Thursday staff will be advertising to fill the Finance Director position.

WRITTEN COMMUNICATIONS

11. **Town Council Digest** – October 27, 2017

#7 – Council Approved letter of support signed by the Mayor

12. **Town Council Digest** – November 3, 2017

None

ADJOURNMENT: 8:18 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.



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)
 Monday, November 13, 2017
 7:00 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

SPECIAL ASCC FIELD MEETING

3:00 PM 30 Holden Court – Preliminary Architectural Review and Site Development Permit for a New Residence

4:00 PM 9 Buck Meadow Drive – Preliminary Architectural Review and Site Development Permit for a New Residence

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

OLD BUSINESS

1. Final Architectural Review of a proposed two-lot Subdivision. File #03-2016, X6D-218. Owner: YLCL Investments, 40 Firethorn Way, APN 079-080-030. (Staff: C. Richardson)

NEW BUSINESS

2. Preliminary Architectural Review and Site Development Permit for a New Residence, File # 29-2017, 30 Holden Court, Lee Residence. (Staff: C. Richardson)
3. Architectural Review for an Addition, File # PLN ARCH 20-2017, 15 Kiowa Court, Sharma Residence (Staff: A. Cassidy)
4. Preliminary Architectural Review and Site Development Permit for a New Residence, Detached ADU/Garage, Swimming Pool and Landscaping, File # PLN ARCH 23-2017, 9 Buck Meadow, King Residence (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

APPROVAL OF MINUTES

5. ASCC Meeting of October 9, 2017

ADJOURNMENT

AVAILABILITY OF INFORMATION

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

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



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission
 Wednesday, November 15, 2017
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

SPECIAL PLANNING COMMISSION FIELD MEETING

4:00 PM 99 Hillbrook Drive – Review of a Variance Request for Increased Roof Height in the Setback

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

OLD BUSINESS

1. Final review for a Conditional Use Permit, Architectural Review and Site Development Permit, 838 Portola Road, Owner: Georgia Bennicas, File#: PLN_USE 7-2017 (Staff: C. Richardson)
2. 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)
3. Review of a Proposal to Renew a Conditional Use Permit and Update an Existing Wireless Communication Facility, T-Mobile, 700 Portola Road, File # PLAN_USE 00004-2017 (Staff: A. Cassidy)

NEW BUSINESS

4. Review of Modification to the Town's Ground Movement Potential Map, File # PLN_GMM 1-2017, 30 Holden Court, Lee Residence (Staff: C. Richardson)
5. Study Session for a Proposed Variance Request for Increased Roof Height in the Setback, File # PLN_VAR 04-2017, 99 Hillbrook Drive, Day Residence (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

APPROVAL OF MINUTES

6. Planning Commission Meeting of September 06, 2017
7. Planning Commission Meeting of October 18, 2017

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

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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.

-----Original Message-----

From: Bud Eisberg

Sent: Thursday, November 02, 2017 11:29 AM

To: Mark Paris

Cc: Sharon Hanlon

Subject: Public Works Committee

Mark-

After almost 30 years on the Public Works Committee I regret to inform you it is time for me to resign. The service we have provided for the Town over the years has been very satisfying, and it has been a pleasure to work with you and the other committee members.

Bud Eisberg

From: Sally Ann Reiss
Sent: Saturday, November 04, 2017 12:29 PM
To: Sharon Hanlon <shanlon@portolavalley.net>
Cc: Stephen Gillett ; AnnWengert-DG; Howard Young
Subject: Parks & Rec Resignation

Dear Sharon,

I am super excited that Parks and Rec is moving in the right direction under the new leadership of Stephen Gillett.

I believe he will breath life into the group and get some new energy developed.

This comes at an interesting time as I have been asked to direct my limited volunteer time to other community efforts.

I will continue to support the Parks and Recreation Committee as best I can, but feel the need to give up my seat on the committee to others who can really focus their efforts on supporting Stephen and the rest of the committee.

I hereby resign my seat on the Parks and Rec Committee.

Thank you for all your years of support to our committee Sharon. You have always been a loyal town staff.

Best.

SallyAnn Reiss

CC: Stephen Gillett

CC: Ann Wengert

CC: Howard Young

SallyAnn Reiss

"PEACE"

*It does not mean to be in a place
where there is no noise, trouble or hard work.*

*It means to be in the midst of those things
and still be calm in your heart.*



Dinner/Meeting Announcement Friday, November 17, 2017

Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.

Location:

YouTube Headquarters
1000 Cherry Avenue, San Bruno
 (Map, directions or parking instructions)

Schedule:

6:00pm	Social
6:30pm	Business Meeting
6:45pm	Dinner
7:15 pm	Program
8:30 pm	Adjourn

Please contact Chair Liza Normandy if you wish to bring up an item for group discussion or give a committee report.
 Telephone: (650) 291-4752 or email: liza.normandy@ssf.net

Buffet Style
\$50.00 per person*

Herb Roasted Chicken
 Wild Mushroom Baked Pasta
 Sauteed Kale
 Roasted Fingerling Potatoes
 Green Salad
 Bread
 Dessert
 *Includes wine

Registration is limited to first fifty (50) attendees.
 Please **RSVP by Friday, November 10, 2017**, to Jennifer Dianos at:
jdianos@sanbruno.ca.gov or (650) 616-7056

Please make checks payable to:

City of San Bruno
 Attn: Jennifer Dianos, City Manager's Office
 567 El Camino Real, San Bruno, CA 94066



Business Meeting at 6:30pm Friday, November 17, 2017

6:30 p.m.

- Call to Order by Chair Liza Normandy
- Roll Call and Introduction of Mayors, Council Members and Guests
- Business Meeting
- Approval of Minutes of Previous Meeting and Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Announcements

7:15 p.m.

- Introduction of the Program by Mayor Jim Ruane, City of San Bruno

PROGRAM: **Mr. Brandon Feldman, YouTube News and Politics Manager**, will explain the YouTube platform and how elected officials can use the platform to outreach to constituents.

Mr. Brandon Feldman manages news & politics partnerships at YouTube. In his role, he works with news organizations, governments and politicians to develop programming and reach users through video.

In his eight years at Google & YouTube, Brandon has led major news & politics initiatives for YouTube, including the company's civics & elections efforts and news-related product launches. Prior to his time in tech, he worked in politics and finance. Recognized by Forbes as a "30 Under 30" in media, Brandon is a graduate of New York University and is based at YouTube's headquarters in San Bruno, California.

8:30 p.m.

- Meeting Adjourned

MAP and DIRECTIONS to:

**YouTube Headquarters
1000 Cherry Avenue
San Bruno, CA 94066**

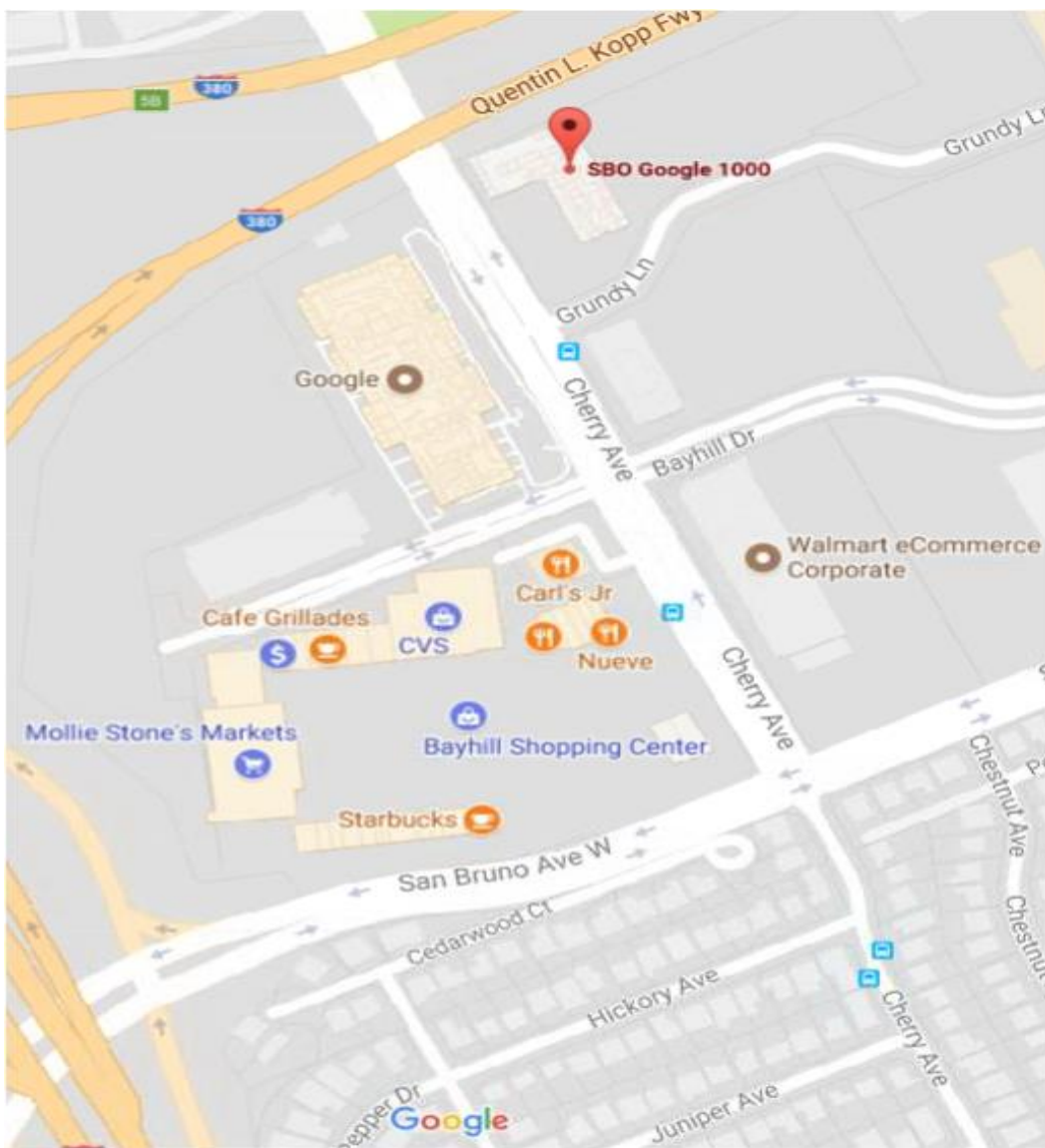
From: I-280 North

Exit 43A for San Bruno Avenue toward Sneath Lane
Turn right onto San Bruno Avenue West
Turn left onto Cherry Avenue
Destination is on the right

From: I-280 South

Exit 43B for Sneath Lane / San Bruno Avenue
Keep left at the fork, for San Bruno Avenue
Turn left onto San Bruno Avenue West
Turn left onto Cherry Avenue
Destination is on the right

Parking available: off-street lot behind 1000 Cherry Avenue and street parking available



Thu 11/2/2017 9:25 PM

Normandy, Liza <Liza.Normandy@ssf.net>

Vacancies for City Selection Committee

Dear City Clerks,

If you would be so kind to forward this email to our City Council.

Calling SMC Councilmembers - Positions are expiring soon!

- Please submit your "Letters of Interests" by no later than November 30, 2017 by 5pm to Sukhmani Purewal, Secretary of City Selection Committee and Assistant Clerk of the Board of Supervisors via email or fax. Please email: spurewal@smcgov.org or fax: 650-363-1916.

The next City Selection Committee meeting will on December 15, 2017 in Colma (More info. to come)

Good luck!

Liza Normandy, Chair
SMC Council of Cities

Positions expiring soon!

Please submit your “Letters of Interests” by no later than November 30, 2017 to Sukhmani Purewal, Secretary of City Selection Committee and Assitant Clerk of the Board of Supervisors via email or fax. Please email: spurewal@smcgov.org or fax: 650-363-1916.

The next City Selection Committee meeting will on December 15, 2017 in Colma (More info. to come)

➤ **BAY AREA AIR QUALITY MANAGEMENT DISTRICT (BAAQMD)**

- Doug Kim, Belmont
 - Expires: 12/31/17
 - Representing: Cities
 - Term will be: 1/1/18 – 12/31/19 (2 year term)

➤ **DOMESTIC VIOLENCE COUNCIL (DVC)**

- Catherine Carlton, Menlo Park
 - Expires: 12/31/17
 - Representing: Cities
 - Term will be: 1/1/18 – 12/31/20 (3 year term)

○ VACANT

- Representing: Cities – Alternate
- Term will be: 1/1/18 – 12/31/20 (3 year term)

➤ **SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA)**

- Emily Beach, Burlingame
 - Expires: 12/31/17
 - Representing: Cities
 - Term will be: 1/1/18 – 12/31/19 (2 year term)

○ Ken Ibarra, San Bruno

- Expires: 12/31/17
- Representing: Northern Cities
- Term will be: 1/1/18 – 12/31/19 (2 year term)

(Only the following Cities can apply for this vacancy: Brisbane, Colma, Daly City, Pacifica, San Bruno, and South San Francisco)

➤ Election of a Chairperson to the City Selection Committee for 2018

➤ Election of a Vice Chairperson to the City Selection Committee for 2018

November 3, 2017



Re: City Selection Committee Appointment: Bay Area Air Quality Management District (BAAQMD) City Representative for San Mateo County

Honorable Mayor and City Council Members:

I am writing this to request your support to continue to represent San Mateo County cities as our representative to the Bay Area Air Quality Management District Board of Directors. I have had the honor of representative our cities for the past year and look forward to building on that work, which includes:

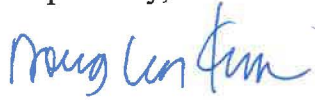
- Regular updates to all of our cities on what's happening at the Air District.
- Distributing hundreds of air pollution filtration masks to our cities throughout the county during the North Bay Fires.
- Active attendance and participation on the District's Mobile Source, Personnel, and Nominations Committees.

I have 28 years of air quality expertise and can protect our community's interests and advance the cause of clean air in San Mateo County. I have developed air quality policies, clean air plans, air pollution programs, regulatory rulemaking, and technical analyses. This includes:

- Working as an air quality expert for two of the largest air quality districts, South Coast (Los Angeles, Orange, San Bernardino, Riverside) and Monterey Bay (Monterey, Santa Cruz, San Benito counties).
- Serving as the public policy consultant to two members of the South Coast Air Quality Management District Governing Board, where I helped develop the groundbreaking electric lawnmower buyback program. In this capacity, I worked with 61 cities in Los Angeles County to support their issues and represent their interests on the policy board.
- Developing climate action plans that reduce Greenhouse Gases for jurisdictions throughout California.
- Serving as an air quality and GHG consultant for cities throughout California.
- Developing air quality technical guidance for South Coast and Monterey Bay air districts that are state-of-the-practice in air quality regulation.
- Having a 25-year working relationship with BAAQMD Executive Officer Jack Broadbent

Thank you for considering my appointment to the Bay Area Air Quality Management District. I am committed to understanding the air quality concerns of your community and representing your interests on this important regional board. Please do not hesitate to contact me at (650) 239-6300 if you would like to discuss my candidacy further.

Respectfully,



Doug Kim, AICP
Vice-Mayor

cc: Sukhmani S. Purewal, Agenda Administrator
Marie Chuang, Chair
Liza Normandy, Vice Chair

Redwood City Mayor and Vice Mayor Selection Meeting

Mayor John Seybert and the
City Council cordially invite you to attend
the 2017-2019 Redwood City Mayor and
Vice Mayor Selection Meeting



Monday, November 27, 2017 at 7:00 p.m.

Join us for a community reception in honor of
Mayor John Seybert at 6:30 p.m.

City Hall, City Council Chambers
1017 Middlefield Road
Redwood City, CA 94063



TOWN COUNCIL WEEKLY DIGEST

Friday – November 17, 2017

1. Agenda (Canceled) – Sustainability & Environmental Resources Committee – Monday, November 20, 2017
2. Agenda – Trails & Paths Commission – Tuesday, November 21, 2017
3. Town Hall Closure for Thanksgiving Holiday – Thursday, November 23 & Friday, November 24, 2017
4. Invitation to City of Foster City Council Reorganization – Monday, December 4, 2017

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

1. None



TOWN OF PORTOLA VALLEY
Regular Sustainability & Environmental Resources
Committee Meeting
Monday, November 20, 2017 10:30AM to 12:30 PM
Town Hall - Conference Room
765 Portola Road, Portola Valley, CA 94028

**SUSTAINABILITY & ENVIRONMENTAL
RESOURCES COMMITTEE**

MEETING NOTICE CANCELLATION

The regular meeting of the Sustainability & Environmental Resources Committee scheduled for Monday, November 20, 2017 has been canceled



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, November 21, 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 – October 17, 2017**
4. **Old Business**
 - a. **Trail Conditions, Work and Budget Update**
 - b. **New Trial Trail Gates:** Toyon – top and bottom of trail (Additional discussion)
 - c. **Hayfields Scoring:** At trail easement crossing upper Hayfields and at 40 Hayfields (Additional discussion)
 - d. **Community Hike:** Postmortem on 2017 and schedule / thoughts for 2018 (Additional discussion and recommendation)
5. **New Business**
 - a. **Horse Fair:** Proposed for May 18, 2018 (Discussion and recommendation)
 - 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 October 17, 2017
Trail Work Map & Memo – October 2017
Financial Review – October 2017

PORTOLA VALLEY TOWN HALL



WILL BE CLOSED

**THURSDAY, NOVEMBER 23 &
FRIDAY, NOVEMBER 24, 2017**

FOR THE THANKSGIVING HOLIDAY



IN CASE OF EMERGENCY: SHERIFF'S OFFICE: 911

City of Foster City **REORGANIZATION**



**YOU ARE CORDIALLY INVITED TO ATTEND THE REORGANIZATION OF THE
CITY COUNCIL AND SELECTION OF ITS NEW MAYOR AND VICE MAYOR**

Mayor Charlie Bronitsky
Vice Mayor Sam Hindi
Councilmember Catherine Mahanpour
Councilmember Herb Perez
Councilmember Gary Pollard

Monday, December 4, 2017
6:30 pm
Foster City Council Chambers
620 Foster City Boulevard
Foster City, California

Join us for a reception immediately following the meeting

For more information, please contact the Communications/City Clerk Department
at 650-286-3250 | RSVP not necessary



TOWN COUNCIL WEEKLY DIGEST

Wednesday – November 22, 2017

1. Agenda – Architectural Site Control Commission – Monday, November 27, 2017
2. Agenda – Conservation Committee – Tuesday, November 28, 2017

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

1. Invitation to HIP Housing Holiday Celebration



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)

Monday, November 27, 2017

7:00 PM – Regular ASCC Meeting

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

OLD BUSINESS

1. Review of Proposed Neighborhood Identification Sign Program (Staff: D. Pedro and H. Young)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Update on Portola Road-Brookside-Corte Madera Pedestrian Improvements (Staff: H. Young)
3. House Size Report: 1996-2005 (Staff: D. Pedro)

APPROVAL OF MINUTES

4. ASCC Meeting of November 13, 2017

ADJOURNMENT

AVAILABILITY OF INFORMATION

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

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

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

PUBLIC HEARINGS

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



**TOWN OF PORTOLA VALLEY
 Conservation Committee Meeting
 Tuesday, November 28, 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 October 24, 2017 minutes
4. Current Site Permits: Subcommittees to report
 - A. 9 Buck Meadow, revision
 - B. 199 Mapache, revision
 - C. 42 Santa Maria
5. Current Tree Permits:
6. Old Business
 - A. Oversight of Significant Town Owned Open Space properties
 1. Springdown
 1. Pond Completed!
 2. Introduce to Community?
 2. Frog Pond – see Appendix A
 3. Ford Field – last report August ‘17
 4. Town Center – last report September ‘17
 - B. Tip of the Month/What’s blooming now - Plunder
 - C. Kudos of the Month – Murphy
 - D. BYH – DeStaebler
 - E. Committee/Town cooperation
 1. Public Works
 2. Town Center Master Plan Committee
 1. See report Appendix B
 3. Sustainability and Environmental Resources Committee (previously Water Conservation Committee)
 1. Garden Tour 2018
 4. Trails
 5. Open Space
 - F. Weed seedling info sheet photos labeled – Plunder will be ready for approval at February meeting.
 - G. Spring event: Mountain lions Chiariello, Plunder, Magill
 - H. Broom Pull - Sunday March 4, 2018
7. New Business
 - A. Earth Fair Saturday, April 28
 - B. Meeting time change
 - C. Goals for 2018 – Appendix C
 - D. Election of Officers
 - E. Roster Update
 - F. Committee Membership for 2018
 - G. Local towns’ group effort on Dittrichia

8. Adjournment
9. Next meeting 1/23/18, 7:30 pm, Old Schoolhouse

No meeting in December
Volunteer Party Friday, December 1, 2017

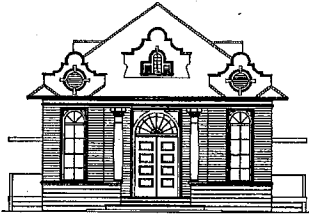
TOWN COUNCIL WEEKLY DIGEST

Wednesday – December 1, 2017

1. Agenda – Parks & Recreation Committee – Monday, December 4, 2017
2. Agenda – Public Works Committee – Tuesday, December 5, 2017
3. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, December 6, 2017
4. Agenda – Planning Commission – Wednesday, December 6, 2017
5. Monthly Meeting Schedule – December 2017
6. Invitation – Council of Cities Dinner Meeting – Friday, December 15, 2017
7. Email from Liza Normandy, Chair San Mateo County Council of Cities re: City Selection Reminder to Submit Letters of Interest for Open Seats
8. Letter from Mayor Rico E. Medina, City of San Bruno re: Request for support for appointment to the San Mateo County Transportation Authority Board
9. Invitation to Council Reorganization for Cities and Towns; Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Half Moon Bay, Millbrae, Redwood City, San Bruno, San Carlos, and San Mateo

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

1. Court Appointed Special Advocates (CASA) of San Mateo County request for Support



**Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, December 4, 2017 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: October 2, 2017
4. Introduction of new applicants
5. Discuss future membership & attendance
6. Discuss Parks & Recreation communication & calendar for 2018+
7. Share/Discuss the latest version of Parks & Rec 2018 + Mission/Charter
8. Adjournment

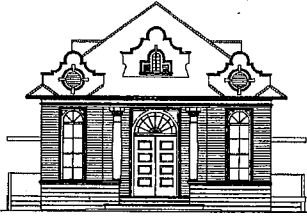
Next Meeting – To be finalized (January 1st meeting is cancelled). Next meeting will kick off 2018 schedule.



TOWN OF PORTOLA VALLEY
Public Works Committee Meeting
Tuesday, December 5, 2017, 9:00 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA
Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approve minutes from November 10, 2016 meeting
4. Elect new Chair
5. Review Survey Areas
6. Review Emergency Contact List
7. 2018 Committee Membership
8. Annual Town Center Site Tour and Equipment Review
9. Old Business / New business
10. Comments from Public Works Director
11. Adjourn



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, December 6, 2017 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

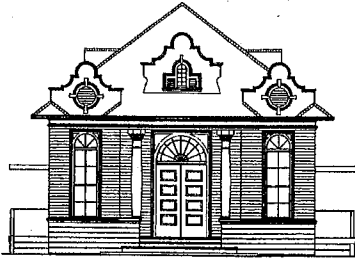
1. Roll Call
2. Oral Communications
3. Approve minutes of November 1, 2017 Meeting
4. Sheriff's Report –
 - 1) Accidents and Citations
 - 2) Updated requests for law enforcement presence, as required
5. Public Works Report:
6. Ongoing Committee Business for 2017
 1. Discussion of observations and feedback from "Pop Up" visits to sites of BPTS, Resident and Town interest
 2. Follow up of Recommendations made at the November meeting
 - 1) Town Wide Study (Scope and funding)
 - 2) Site Locations for immediate actions
 - 3) Site locations for observation activity
 - 4) Long term plans and ideas
7. 2017 & 2018 Outreach
 1. Proposal for a change of charter (Discussed at the November meeting) to schedule 1 meeting per quarter at an evening time. This would improve accessibility of BPTS meetings to residents and Committee members
 2. Co-ordination with Trails Committee, MROSD on outreach to mountain bike trail users
 3. Proposal to continue Morning/Afternoon observation "Pop Up" teams at key road locations – a chance to meet resident, etc
 4. Committee recruitment
8. 2018 Committee Membership:
 1. At the time of writing, the BPTS Roster for 2018 comprises:

Haynes, Gary
 Hey, Angela (Secretary)
 Holland, Edward (Chair)
 McQuillan, Deirdre
 Welch, Kevin

9. Matters Arising:

10. Time & Date for January 2018 meeting. Proposed 8:15 AM, January 10th Special meeting

11. Adjournment:



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission
 Wednesday, December 6, 2017
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

OLD BUSINESS

1. Review of a Proposal to Renew and Amend a Conditional Use Permit, Alpine Inn Beer Garden, 3915 Alpine Road, File # 36-2016 (Staff: A. Cassidy)
2. Final review of a proposed two-lot subdivision. File #03-2016, X6D-218. YLCL Investments, LLC, 40 Firethorn Way, APN 079-080-030 (Staff: C. Richardson)

NEW BUSINESS

3. Study Session on Cannabis Regulations (Staff: D. Pedro)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

APPROVAL OF MINUTES

4. Planning Commission Meeting of October 18, 2017
5. Planning Commission Meeting of November 15, 2017

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall.

PUBLIC HEARINGS

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

Town of Portola Valley

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

DECEMBER 2017 MEETING SCHEDULE

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

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

Wednesday, December 13, 2017

Wednesday, December 27, 2017 – **CANCELED MEETING**

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

Council Liaison – Ann Wengert (for months October, November, December)

Wednesday, December 6, 2017

Wednesday, December 20, 2017

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

Council Liaison – John Richards (for months October, November, December)

Monday, December 11, 2017

Monday, December 25, 2017 – **CANCELED MEETING**

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

Council Liaison – Craig Hughes

Wednesday, December 6, 2017

CABLE & UTILITIES UNDERGROUNDING COMMITTEE – 8:15 AM

Council Liaison – Craig Hughes

As announced

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

Council Liaison – John Richards

Tuesday, December 26, 2017 - **CANCELED MEETING**

CULTURAL ARTS COMMITTEE – 1:00 PM (Meets 2nd Thursday of every month)

Council Liaison – John Richards

Thursday, December 14, 2017

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

Council Liaison – John Richards

Thursday, December 14, 2017

FINANCE COMMITTEE

Council Liaison – Ann Wengert
As announced

GEOLOGIC SAFETY COMMITTEE – 9:00 AM

Council Liaison – Jeff Aalfs
As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs
As announced

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

Council Liaison – Jeff Aalfs
Thursday, December 14, 2017

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes
As announced

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

Council Liaison – Ann Wengert
Monday, December 4, 2017

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs
Tuesday, December 5, 2017

SUSTAINABILITY & ENVIRONMENTAL RESOURCES COMMITTEE – 10:30 AM (Meets 3rd Monday of every month) in the EOC / Conference Room at Town Hall

Council Liaison – Maryann Derwin
Monday, December 18, 2017

TRAILS & PATHS COMMITTEE – 8:15 AM (3rd Tuesday of every month, or as needed)

Council Liaison – Jeff Aalfs
Tuesday, December 19, 2017 – 8:15 AM

San Mateo County
COUNCIL  *of* **CITIES**

Dinner/Meeting Announcement
 Friday, December 15, 2017

All council members are welcome to come and meet their colleagues at these dinner meetings. This is a wonderful opportunity to discuss issues facing cities within San Mateo County and share ideas with others.

Location	Schedule
Colma Fire House 50 Reiner Street Colma, CA 94014 650-755-5681 (in case you get lost) Directions attached	6:00pm Social Time 6:15 pm City Selection Committee 6:45pm Business Meeting 7:00pm Dinner 8:00pm Program 9:00pm Adjourn

Please contact Chair Liza Normandy if you wish to bring up an item for group discussion or give a committee report.
 Telephone: 650.291.4752 or liza.normandy@ssf.net.

Family Style Dinner
\$45.00 per person

RSVP by noon on Monday, December 11, 2017
 Caitlin Corley - (650) 997-8311 or ccorley@colma.ca.gov

PLEASE NOTE: CHECKS MUST BE MADE PAYABLE TO COLMA FIREMEN'S SOCIAL CLUB

MAIL CHECK TO:
 Caitlin Corley, Town of Colma
 1198 El Camino Real
 Colma, CA 94014

Happy Holidays!

Once again, the Town of Colma is pleased to host the San Mateo Council of Cities December Meeting. As in previous years, the Colma Fire Protection District firefighters will prepare and serve a delicious family style meal!

During the Holiday Season, and especially this year, food pantries are seeing an increased demand from families in need.

Please help San Mateo County families by bringing a nonperishable food item or two with you to the December 15th Council of Cities dinner meeting.

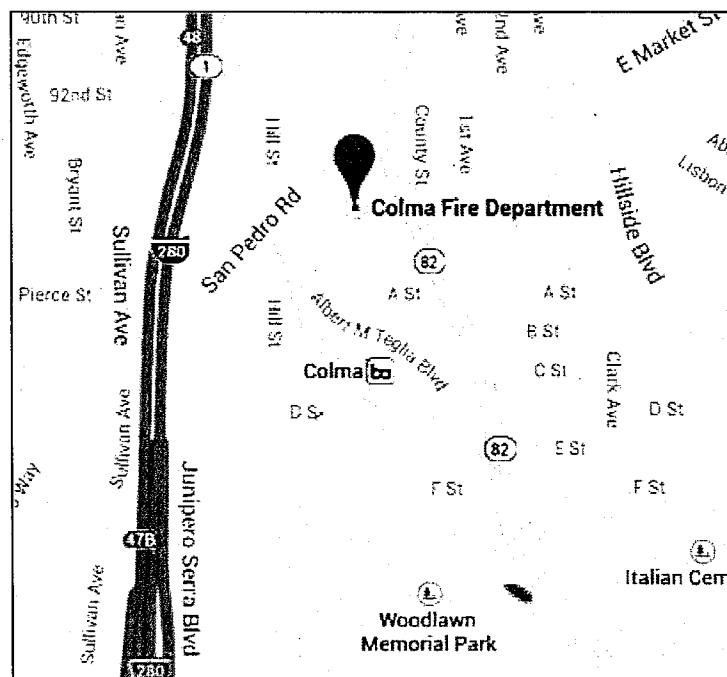
For your convenience a list of most needed items has been provided by the North Peninsula Food Pantry and Dining Center of Daly City:

- **Gift Cards** from Lucky, Safeway or Trader Joe's allow families to purchase fresh fruits, vegetables, milk, etc.
- **Meals:** ready-to-eat (13-15 oz cans) includes chili, pasta entrees, soups, etc.
- **Protein:** peanut butter, canned meat, tuna, etc.
- **Beverages:** plastic containers only, 100% fruit juice is preferred

Thank you, and remember, whatever you can do to help will be deeply appreciated.

Directions

Please **CARPOOL** if possible and please leave yourself enough time to find parking.
From I 280 heading North: Take Exit 47 toward Eastmoor Ave. Turn left onto Junipero Serra Blvd. Make a slight right onto San Pedro Road. Take the second right onto Reiner Street. Colma Fire Station will be on your right.



Mon 11/27/2017 6:01 PM

Normandy, Liza Liza.Normandy@ssf.net

SMC CoC - City Selection Committee

City Clerks - please forward this email to your City Councilmembers

Dear City Councilmembers,

Friendly reminder:

Please submit your "Letters of Interests" by no later than November 30, 2017 by 5pm to Sukhmani Purewal, Secretary of City Selection Committee and Assistant Clerk of the Board of Supervisors via email or fax. Please email: spurewal@smcgov.org or fax: 650-363-1916.

Thank you and I look forward to seeing you all on December 15th in the Town of Colma. City Selection Committee Meeting will be at 6:15pm.

** If your Mayor is unable to attend, please ensure that Sukimani has a proxy form on file. A full packet will be issued prior to the 15th.

Regards,
Liza Normandy, Chair
San Mateo County - Council of Cities

Positions expiring soon!

Please submit your "Letters of Interests" by no later than November 30, 2017 to Sukhmani Purewal, Secretary of City Selection Committee and Assistant Clerk of the Board of Supervisors via email or fax. Please email: spurewal@smcgov.org or fax: 650-363-1916.

The next City Selection Committee meeting will on December 15, 2017 in Colma (More info. to come)

- **BAY AREA AIR QUALITY MANAGEMENT DISTRICT (BAAQMD)**
 - Doug Kim, Belmont
 - Expires: 12/31/17
 - Representing: Cities
 - Term will be: 1/1/18 – 12/31/19 (2 year term)

- **DOMESTIC VIOLENCE COUNCIL (DVC)**
 - Catherine Carlton, Menlo Park
 - Expires: 12/31/17
 - Representing: Cities
 - Term will be: 1/1/18 – 12/31/20 (3 year term)

 - VACANT
 - Representing: Cities – Alternate
 - Term will be: 1/1/18 – 12/31/20 (3 year term)

- **SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA)**
 - Emily Beach, Burlingame
 - Expires: 12/31/17
 - Representing: Cities
 - Term will be: 1/1/18 – 12/31/19 (2 year term)

 - Ken Ibarra, San Bruno
 - Expires: 12/31/17
 - Representing: Northern Cities
 - Term will be: 1/1/18 – 12/31/19 (2 year term)

(Only the following Cities can apply for this vacancy: Brisbane, Colma, Daly City, Pacifica, San Bruno, and South San Francisco)

- Election of a Chairperson to the City Selection Committee for 2018

- Election of a Vice Chairperson to the City Selection Committee for 2018



Rico E. Medina
Mayor-Elect

CITY OF SAN BRUNO
OFFICE OF THE MAYOR

November 20, 2017

Re: City Selection Committee, Transportation Authority – Northern Judicial District Appointment

Dear Colleagues:

I am writing to ask for your support as I seek appointment to the San Mateo County Transportation Authority (TA) Board of Directors representing the Northern Judicial District to replace my friend and colleague Ken Ibarra who is retiring from public life after 21 years.

For those who may not know me, I was elected in 2005 to the San Bruno City Council where I have been blessed to represent the community that my grandparents, parents and I have all called home. I am a dedicated and passionate person who understands the importance of making a difference and leaving things better than we find them today. In my 12 years in office I have not missed a roll call for a regular, study, special or closed session meeting and offer that same commitment to you.

The TA can and does make a difference in our county. I have seen this firsthand in projects funded by the TA such as the Caltrain grade separation in San Bruno which opened on April 1, 2014. This crossing was one of the most dangerous in our county and I remember meeting with the parents of a young man who was killed while crossing the train tracks. At that time, I was a young man appointed to the San Bruno Citizens Crime Prevention Committee but I have never forgotten that meeting with the parents or the safety and traffic flow improvements we have today.

My pledge to you is to represent all interests fairly, to support the completion of ongoing projects and advocate for those not yet funded but will deliver broad and lasting benefits.

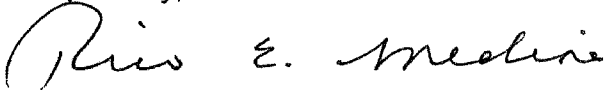
As the Mayor-Elect I have promised my constituents that my door will always be open, that I will listen before I speak and that I will always be informed about the issues important to my community. I give that same commitment and dedication to the Transit Authority Board and my colleagues throughout the county should I be privileged enough to be appointed.

City Selection Committee, Transportation Authority – Northern Judicial District Appointment
November 20, 2017
Page 2 of 2

It is no secret that our transit systems are strained, that traffic congestion continues to worsen and road maintenance continues to be a challenge. I commit to work with you and the communities you represent to address these challenges and do what is possible to improve our collective quality of life.

Thank you for considering me for appointment to the San Mateo County Transportation Authority Board of Directors. I look forward to seeing you in December in Colma.

Respectfully,

A handwritten signature in cursive script that reads "Rico E. Medina". The signature is written in black ink and is positioned below the word "Respectfully,".

Rico E. Medina
Mayor-Elect

CITY OF BELMONT COUNCIL REORGANIZATION



**You are Cordially Invited to the
2017 Council Reorganization**

Selection of

Mayor and Vice Mayor

December 12, 2017

6:30 p.m.

Council Chambers, Belmont City Hall

Reception following in the EOC



You Are Cordially Invited to Attend

*the Swearing in Ceremony of
the Newly Elected Council Members,
and the Newly Selected Mayor & Mayor Pro-Tem of*

The City of Brisbane

*At this event, we will also recognize
Outgoing Mayor—Lori S. Liu for her service.*

*Thursday, December 14, 2017
Brisbane City Hall- Community Meeting Room
50 Park Place, Brisbane, CA 94005
7:30 P.M.*

*Ingrid Padilla
City Clerk, City of Brisbane
50 Park Place, Brisbane, CA 94005
ipadilla@ci.brisbane.ca.us
(415) 508-2113*



*The City of Burlingame
invites you to attend the swearing in of
re-elected Councilmembers
Michael Brownrigg, Ann Keighran
and Ricardo Ortiz
and the installation of
Michael Brownrigg as Mayor
and
Donna Colson as Vice Mayor*

*The celebration will be held on
Monday, December 18, 2017 at 7:00 p.m.
City Council Chambers
501 Primrose Road*

Reception immediately following ceremony



You are invited to attend the
**Reorganization
of the Town of Colma
City Council**

**Tuesday, December 12, 2017
6:30 p.m.**

Colma Community Center
1520 Hillside Boulevard
Colma, California



City Council

Mayor Helen Fisicaro
Vice Mayor Raquel "Rae" Gonzalez
Council Member Joanne F. del Rosario
Council Member John Irish Goodwin
Council Member Diana Colvin



Cake and Coffee Reception Immediately Following

Please call 650-997-8300 or email ccorley@colma.ca.gov to RSVP by
December 8th.



The City Council

cordially invite you to be present for the

REORGANIZATION OF THE CITY COUNCIL

(Election of Mayor and Vice Mayor)

Monday, December 11, 2017

6:00 p.m.

City Council Chamber

Daly City Civic Center

333-90th Street

CITY COUNCIL

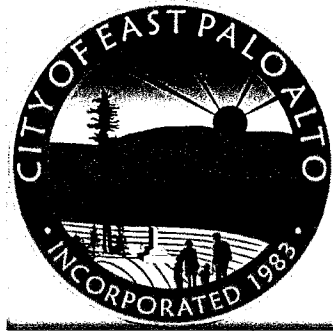
Glenn R. Sylvester, Mayor

Juslyn C. Manalo, Vice Mayor

Raymond A. Buenaventura, Councilmember

Judith A. Christensen, Councilmember

Michael P. Guingona, Councilmember



YOU ARE CORDIALLY INVITED
TO ATTEND

THE CITY OF EAST PALO ALTO

REORGANIZATION OF THE CITY COUNCIL AND
SELECTION THE MAYOR AND VICE MAYOR

TUESDAY, DECEMBER 5TH, 2017 AT 7:30 P.M.
CITY HALL - COUNCIL CHAMBERS
2415 UNIVERSITY AVENUE
EAST PALO ALTO, CA 94303

JOIN US FOR A RECEPTION IMMEDIATELY FOLLOWING THE MEETING

FOR MORE INFORMATION, CONTACT
THE CITY CLERK'S DEPARTMENT AT (650) 853-3127
RSVP NOT NECESSARY



City Council of Half Moon Bay **REORGANIZATION**



YOU ARE CORDIALLY INVITED TO ATTEND THE
REORGANIZATION OF THE HALF MOON BAY CITY COUNCIL AND
SELECTION OF ITS NEW MAYOR AND VICE MAYOR

Mayor Debbie Ruddock
Vice Mayor Deborah Penrose
Councilmember Adam Eisen
Councilmember Rick Kowalczyk
Councilmember Harry Rarback

Tuesday, December 19, 2017, 7:00 pm
Ted Adcock Community Center
535 Kelly Avenue, Half Moon Bay

<http://www.halfmoonbayca.gov/city-council-reorganization>



*City of Millbrae
Council Reorganization*

*The Millbrae City Council invites you to attend the
reorganization of the City Council and the administration of
Oaths of Office for the new Mayor and Vice Mayor.*

Tuesday, December 12, 2017

7:00 p.m.

Millbrae Council Chamber

621 Magnolia Avenue

*Reception Following
Chetcuti Community Room*

450 Poplar Avenue

Office of the City Clerk

1017 Middlefield Road
Redwood City, California 94063
Telephone (650) 780-7220
FAX (650) 261-9102



NOTICE OF REORGANIZATION OF CITY COUNCIL

November 29, 2017

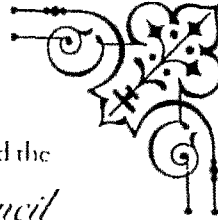
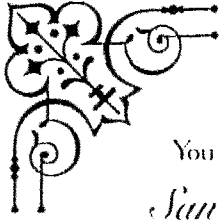
At the November 27, 2017 City Council meeting, the City Council of Redwood City reorganized as follows:

<u>NAME:</u>	<u>TERM ENDS:</u>
Mayor Ian Bain (Mayoral term ends November 2019)	November 2020
Vice Mayor Diane Howard	November 2018
Council Member Alicia Aguirre	November 2020
Council Member Janet Borgens	November 2020
Council Member Jeff Gee	November 2018
Council Member Shelly Masur	November 2020
Council Member John Seybert	November 2018

Pamela Aguilar, CMC
City Clerk

- C: San Mateo County Cities
- San Mateo County Board of Supervisors
- Regional Elected Officials
- Regional Agencies
- Redwood City School District
- City Departments - City of Redwood

Enclosure: Council photo



You are cordially invited to attend the
San Bruno City Council
Recognition and Installation Ceremonies

Recognition of Outgoing Elected Officials

Tuesday, November 28, 2017

7:00 p.m.

San Bruno Senior Center
1555 Crystal Springs Road, San Bruno

Mayor Jim Ruane
Vice Mayor Ken Ibarra
City Clerk Carol Bonner
City Treasurer John Marty



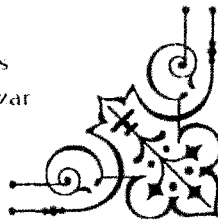
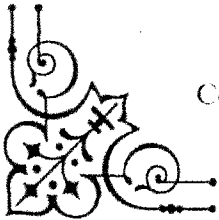
Installation of Newly Elected Mayor and Councilmembers

Tuesday, December 12, 2017

7:00 p.m.

Capuchino High School Theater
1501 Magnolia Avenue, San Bruno

Mayor Rico E. Medina
Councilmember Laura Davis
Councilmember Michael Salazar





City of San Carlos Council Reorganization



The San Carlos City Council cordially invites you
to the reorganization and selection of its
new Mayor and Vice Mayor.

Monday, December 11, 2017, 7:00 p.m.
City Hall - Council Chambers
600 Elm Street, San Carlos, CA 94070

Light refreshments will be served following the Ceremony.



Mayor David Lim
Deputy Mayor Rick Bonilla
Council Members Maureen Freschet,
Joe Goethals and Diane Papan

Cordially invite you to Celebrate

The San Mateo City Council Reorganization
Installation of Council Member Eric Rodriguez
Election of Mayor and Deputy Mayor
and
Fond Farewell to Council Member David Lim

Monday, December 4, 2017

7pm Council Chambers City Hall
Followed by a Reception in the Atrium
330 W. 20th Avenue, San Mateo, CA

TOWN COUNCIL WEEKLY DIGEST

Friday – December 8, 2017

1. Agenda – Architectural & Site Control Commission – Monday, December 11, 2017
2. Agenda – Emergency Preparedness Committee – Thursday, December 14, 2017
3. Agenda – Cultural Arts Committee – Thursday, December 14, 2017
4. Agenda (Special) – Nature & Science Committee – Thursday, December 14, 2017
5. Notice of City Council Reorganization from cities of East Palo Alto and Foster City
6. Invitation to City Council Reorganization from City of Pacifica – Monday, December 11, 2017
7. City Selection Committee Agenda Packet for the December 15, 2017 meeting
8. [Western City Magazine for December 2017](#)

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

1. Stanford Transportation Strategy – Community Plan 2018 General Use Permit