



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, January 10, 2018  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

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

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

### 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** – Get Us Moving: San Mateo County (3)

### CONSENT AGENDA

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

2. **Approval of Minutes** – December 13, 2017 (4)
3. **Ratification of Warrant List** – December 27, 2017 (19)
4. **Report by Planning Director and Associate Planner** – Approval of Resolution to Accept the Dedication of (27)  
 Vehicle Access and Equestrian Trail Easements, Alpine Inn Beer Garden, 3915 Alpine Road
  - (a) A Resolution of the Town Council of the Town of Portola Valley Accepting Grant of Vehicle Access and Equestrian Trail Easements on Lands of Alpine Inn Beer Garden (Resolution No. \_\_)
5. **Recommendation by Town Manager** – Planning Director Title Change (55)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Modifying the Salary Schedule for Fiscal Year 2017-2018 Resolution No. \_\_)

### REGULAR AGENDA

### STAFF REPORTS AND RECOMMENDATIONS

6. **Recommendation by Town Manager** – Reauthorization of the Town Treasurer as the Authority for Management (62)  
 of the Town's Investment Programs
7. **Report by Town Manager** – Utility Users' Tax – 2018 Ballot Measure (70)
8. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (88)

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

9. **Town Manager Report** (89)

### WRITTEN COMMUNICATIONS

10. **Town Council Digest** – December 15, 2017 (90)
11. **Town Council Digest** – December 22, 2017 (104)
12. **Town Council Digest** – January 5, 2018 (130)

### ADJOURN TO CLOSED SESSION

13. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (138)  
 Government Code Section 54957  
 Title – Town Manager

## **REPORT OUT OF CLOSED SESSION**

### **ADJOURNMENT**

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

#### **AVAILABILITY OF INFORMATION**

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

#### **SUBMITTAL OF AGENDA ITEMS**

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

#### **PUBLIC HEARINGS**

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

#1

There are no written materials for item #1 – Presentation: “Get Us Moving: San Mateo County”

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 959, DECEMBER 13, 2017**

**CALL TO ORDER AND ROLL CALL**

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

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

Absent: None

Others: Jeremy Dennis, Town Manager  
Cara Silver, Town Attorney  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

Kim Zamboldi expressed her concern about the lack of a cannabis moratorium. She said she drops off and picks up her 5<sup>th</sup> grade and 7<sup>th</sup> grade sons at Triangle Park and they consider it an extension of the school. She said, despite the Town's strict regulations, despite the unlikelihood that people will be lining up to apply for a permit on January 1, and despite the fact the Council could decide to put a 45-day moratorium in place right away, it leaves a lot of things out of the control of the concerned people in the community. She said it appears Portola Valley is the only Town that has opted to not have a moratorium. She asked the Council to reconsider putting a moratorium in place until the public can come and speak about the impact. She said there is a difference when a decision is made by default versus making a conscious choice to allow or not allow something. She requested that the Triangle Park area be made off limits for cannabis sales.

Gwen and Griffin Murphy. Gwen said she walks to Triangle Park with friends every day and doesn't think it's okay to sell marijuana where there are so many children. She said being around marijuana being smoked and sold could change their mindset and affect their brains in a negative way. Griffin said he goes to Triangle Park every day to pick up his brothers and next year he will walk there to get picked up. He said pot doesn't belong near kids.

Mayor Hughes asked Town Manager Dennis if there was an update on this matter. Town Manager Dennis said the Planning Commission created a subcommittee last week supported by staff to review the current Town regulations related to issues around commercial cannabis operations. The subcommittee met yesterday and will continue to meet, with the hope of bringing something back to Council in January.

(1) Presentation – Backyard Habitat Award by the Conservation Committee

Marge DeStaebler presented the 2017 Backyard Habitat Award to two families – the Eastmans and the Reinhardts.

(2) Reorganization of the Town Council

(a) Election of Mayor

Councilmember Derwin nominated John Richards for Mayor of Portola Valley. Seconded by Councilmember Wengert; the motion carried 5-0.

Councilmember Hughes shared various accomplishments from 2017, including public safety; traffic management; ALPR installation; new and improved Emergency Operations Plan; ASCC new Design Guidelines regarding home safety; establishment of at least 31 Neighborhood Watch

Programs; initiation of a town-wide bicycle, pedestrian and traffic safety study to ensure the safety of pedestrians and cyclists; updated Green Building Ordinance; construction waste diversion program; ad-hoc committee's work on housing on Town lands; new ordinances and rules for ADUs; updated Ground Movement Potential Map; reorganized Sustainability and Water Conservation Committees, creation of the new SERC Committee; the Town's almost 100 percent usage of renewable energy through PCI; establishment of rodenticide policy; Spring Down Vernal Pool restoration; Town Center Master Plan Committee's work; completion of shoulder widening projects; promotion of Portola Valley as an inclusive community; the addition of a Communications Director; launching of new Town social media channels; healthy Town budgets; and new Town Attorney.

(b) Election of Vice Mayor

Councilmember Hughes nominated Anne Wengert for Vice Mayor of Portola Valley. Seconded by Councilmember Aalfs; the motion carried 5-0.

(3) Planning Commissioner Interview and Appointment

All applicants submitted applications, which were reviewed by the Council and included in the staff report. The applicants then participated in oral interviews with the Council.

(1) Kopf-Sill, Anne (by telephone).

Vice-Mayor Wengert said it was important for the Planning Commission to include a diversity of background and experience. She asked Ms. Kopf-Sill to describe her background and experience that best qualifies her for a position on the Planning Commission. Ms. Kopf-Sill said she has a Ph.D. in chemical engineering from Stanford and she is very good at absorbing lots of new information and large quantities of data, and then thinking about how to simplify, categorize, and present it so that it is understandable in order to make decisions. She said in her professional role she works on a lot of contracts and puts a lot of thought into how things that are written today may affect future activity. She said rules should be very clear.

Councilmember Aalfs asked Ms. Kopf-Sill's opinion regarding the process for committees working with the Town and asked if she had any suggestions for improvements, such as interaction with the Council or the public. Ms. Kopf-Sill said she has been very pleased working with the Town, staff, and other volunteers. She said it takes more finesse and personal skills to work as a volunteer. She said having so much good energy and volunteering in Town helps make people more accepting and understanding of the difficult decisions that are made.

Councilmember Derwin asked Ms. Kopf-Sill what she thought may be some important issues that the Planning Commission will be dealing with in the next few years. Ms. Kopf-Sill cited traffic management, crime, housing and land values, and affordable housing solutions, particularly for local firefighters and teachers.

Councilmember Hughes said finding affordable housing so a wider variety of people can live in or near town is a big issue. He said it seems likely that some of the Town's rules will need to be adjusted in order to achieve that goal. He asked Ms. Kopf-Sill, given the Town's history and ethos, how she would balance keeping things the same with making changes to solve some of these problems. Ms. Kopf-Sill said she is openminded about ideas for acceptable high-density in selective locations. She said there may be things that on the surface don't sound great, but may fit it quite well and provide great benefit, citing the Portola Valley Garage as an example. She said she is openminded about higher-density housing, even if it's in her own backyard, i.e., the Stanford Wedge, and believes it's possible that can be accommodated while making sure there are still plenty of trees and open space around such a development.

## (2) Kriese, Leslie

In addition to the qualifications described in her application letter, Ms. Kriese said she is good at working in groups and bringing consensus, is good with numbers, and is a quick study. She said she would like to help the Town navigate through the development of affordable housing. She said Portola Valley is a special Town and she wants to keep it that way but help move forward to deal with issues such as increased traffic, below-market-rate housing, and cannabis dispensaries.

Councilmember Hughes asked Ms. Kriese how she would approach the myriad issues around developing affordable housing. Ms. Kriese said there is first the aspect of finding a developable space and then the messaging around that. She said reminding people that this will allow their firefighters or teachers to live in the community will produce a more welcoming feeling about it.

Vice-Mayor Wengert said another big issue that the Planning Commission will be facing surrounds long-term planning for the Town, balancing the rural feel with the obvious pressures as pricing rises and land becomes more scarce, bringing a whole different group of people participating in this type of market. She asked Ms. Kriese how the municipal code can be pulled forward to protect what is most sacred to the Town, but also allow for the changes being discussed. Ms. Kriese said she has read the planning documents and she learned a lot more about the history of the Town. She said there is a lot of population pressure and more people using the Town recreationally, and the question will be how much the Town wants to develop the land. She said perhaps lot size requirements should be reduced to allow for more in-law units, secondary housing, or multiuse structures.

Councilmember Aalfs asked Ms. Kriese for an example of instances in which she's been able to forge a consensus and what helpful tools she used for that purpose. Ms. Kriese said she finds the most valuable tool is listening – looking someone in the eye, hearing what they have to say, and discerning what their hot button really is, because it's usually wrapped up in a bunch of other stuff. She said when the two or three hot buttons are on the table, they can then be worked on. She said very often the outcome is not at all what was expected and doesn't completely satisfy everybody's needs, but satisfies enough of them. She said the Woodside Pony Club had a piece of property that required a lot of property management with the Town of Woodside ordinances. She said she grew that organization to something that was highly respected within the national organization as being the powerhouse in the Western United States.

Councilmember Derwin asked Ms. Kriese's opinion regarding amending the Town's lighting, gate, and fence ordinances. Ms. Kriese said perhaps some of the gate ordinances could be amended, but the strict lighting rules are what help make the Town very special, to be able to walk out at night and see the stars. She said there may be tweaking and finetuning of ordinances to help with safety while still maintaining the core nature of them. Councilmember Derwin asked if Ms. Kriese would consider letting people have gates closer to the road or higher fences. Ms. Kriese said she would consider allowing gates closer to the road. She said increasing fence heights causes issues for the deer and the migratory paths of animals should not be altered.

Mayor Richards asked if Ms. Kriese has ever attended a Planning Commission meeting. She said she had not.

## (3) Mainzer, William

In addition to the qualifications described in his application letter, Mr. Mainzer said he has a history of working with people and achieving results. Mr. Mainzer said the Planning Commission needs to look at crime and traffic mitigation.

Councilmember Derwin asked what attracted Mr. Mainzer to the Planning Commission as his first foray into Town government. Mr. Mainzer said he had been thinking about being a volunteer, and

his architect suggested he would be a good addition to the Planning Commission due to his experience in construction management. Councilmember Derwin asked Mr. Mainzer's opinion regarding the Town's ordinances and rules. Mr. Mainzer said some of them could be updated, taking care to maintain the rural aspect of Town. He said it is important not to change everything just because everything is changing around us, but to look at the Town itself and see what can be changed. He said, for instance, the gate ordinance could be amended to help contain crime.

Councilmember Aalfs asked if Mr. Mainzer had specific ideas with regard to crime and traffic mitigation. Mr. Mainzer said the Commission can come to a consensus on ideas that will work for everyone, such as ways of using downlighting to make the Town a little safer.

Vice-Mayor Wengert said the discussions of crime and lighting is more relevant to the ASCC than the Planning Commission, having to do with management of existing properties as opposed to planning for the future. Vice-Mayor Wengert said the charge of the Planning Commission is to plan for the next 50 years. She asked Mr. Mainzer regarding how land is being managed today – the open space, the residential, density – and what things in that arena interest him the most. Mr. Mainzer said density and open space are important. He said with the lack of available space, he is not sure how to get to low income housing, which the Planning Commission will need to study carefully. He said the Town is attracting a younger demographic with more money.

Councilmember Hughes said the ASCC, Planning Commission, and Town Council, are the three bodies responsible for looking at different aspects of the rules. He asked Mr. Mainzer what he saw as the Planning Commission's role in that group of three bodies. Mr. Mainzer said the Planning Commission's ideas should go before the Council to be sure it fits in with the General Plan. He said he was not sure how they fit in with the ASCC, who seem to be on a slightly different page than long-term planning.

(4) Pierce, Andrew

Mr. Pierce said he is interested in the macro issues, the planning issues, and long-term issues such as the Western Hills, the future of retail and small office and non-office spaces, the housing element, and diversity. He said he is not interested in issues of architecture and design. He said he sat on the committee that rewrote the CC&Rs for Portola Valley Ranch in 2011. He sat on the ad hoc committee put together around the housing issues at the time, trying to figure out what to do with the funds from the Blue Oaks. He said the Town is doing well with second units, an area he is very interested in. He said, as a lawyer, he represents people in real estate cases, people in the cannabis industry in Santa Cruz County, business owners in Palo Alto, and people with rural land use issues in areas such as Pescadero. He said he is not tied to any one industry or type of client. He said he is not someone with strong prescriptive ideas and is much more interested in the long-term planning aspects and Town development than how tall a house is or where the gate is located.

Councilmember Derwin asked how the issues he described (Western Hills, retail space, housing) will fit in with the Town's General Plan and Zoning regulations. She asked if he thought there would need to be adjustments in the Zoning, the General Plan, etc., to accomplish some of these goals. Mr. Pierce said he likes the philosophy of the General Plan the way it is, possibly loosening it to some extent where necessary. He said some Towns have very prescriptive ideas on how they want, for example, a shopping center to look. He said that doesn't work because the market doesn't react to it. He said we're in a situation where it would be irresponsible to just let the market do its thing because the prices are so ridiculous and land is so valuable, but we cannot just live in a bubble as if things will never change here. He is interested in how to manage those things.

Councilmember Aalfs asked Mr. Pierce if he thought the Town's planning process – around things like affordable housing, businesses, open space – needed to be more collaborative with neighbors outside of Town to achieve some of our long-term planning goals. Mr. Pierce said in



reading through the General Plan, it did occur to him that Portola Valley is a very small, locally-oriented Town. He said, however, we are part of Ladera and Woodside so that's the bubble. He said he did not think people would come here to buy cannabis. He said Portola Valley would not be a regional shopping center any time soon and would always be a small Town. He said it would be nice to provide more housing for people who work here, not just firefighters and teachers. He is interested in updating the demographics of the Town with more diversity.

Vice-Mayor Wengert asked, if looking at the limited resources and availability of priorities and time, since it's all volunteer, what Mr. Pierce saw as the top priorities and the greatest threats. Mr. Pierce said he does not know how imminent development of the Western Hills is, but that is something to think about longer term. He does not think the retail mix in Town is off, except everyone would like a drug store. He said if businesses close and other businesses want to move in, the Town should not reflexively say everything needs to be just so. He said this is a place where all the money was made by people being entrepreneurial and innovative. He said, in terms of resources, issues will be addressed as they come up. He said housing will always be an issue. He said he would want to focus on issues relative to current development plans.

Councilmember Hughes said another thing that causes traffic is people who live here going out of Town to work. He asked Mr. Pierce his thoughts regarding the Town's mix of businesses and the flexibility of rules for opening businesses here. Mr. Pierce said he would have to recuse himself if the issue ever came up, but he has always been interested in having a law office in Town, perhaps a small satellite office for his firm. He said the General Plan discourages office use and encourages very micro-local retail. He said he is not sure how realistic that is because the market is certainly not supportive of that. On the other hand, he does not see Portola Valley ever becoming a retail destination. He said a lot of people coming into Town are working construction, gardening, babysitting, dog walking, etc. He said the Town will never be lit up enough to make it crime free and there will never be housing provided for everyone who works here. He said, however, there can be more suitable housing provided.

Mayor Richards asked what Mr. Pierce thought about the compatibility of the General Plan and increased density. Mr. Pierce said there is nothing wrong with density. He said he's had five people living in his house and he's had two, and he prefers the five. He said the total number of units is what will change the quality of life in Town. He said if there are 20 new units in one small area, it will not change the Town dramatically. He said the Town needs to think responsibly about meeting the housing needs of the area. He said it is not ethical or responsible to remain in the bubble. He said second units only is not a viable solution over the long haul.

(5) Taylor, Craig

Mr. Taylor said he lives in Woodside Highlands, the highest density community in Portola Valley, with a different set of issues, and he'd like to make sure that those issues get represented in Town. He said as the geologist, the school teacher, the plumber moved out of his neighborhood, the doctor and the high-tech executive moved in. He said it is a different demographic now. He said volunteerism is critical in Town. He said he is very interested in strategic sustainability planning. He said he'd like to look at interesting ideas for providing retail services in Town. He said he is the Chair of the Open Space Committee and the Western Hills are important to him. He said at some point the Town will need to deal with El Mirador Ranch. He said he feels strongly that gates and fences are for Atherton, not Portola Valley; however, he also understands that people are concerned about crime. He said technology can go a long way, and artificial barriers will not keep out a determined criminal.

Councilmember Hughes asked if Mr. Taylor would be leaving some of the other Committees he serves on in order to meet the obligations of the Planning Commission. Mr. Taylor said he has time to do all of them and has a plan to possibly change out the Chair of the Open Space Committee.



Vice-Mayor Wengert asked Mr. Taylor how he would prioritize his list of issues. He said the issues are strategic longer-term, such as the Town Master Plan, and tactical shorter-term. He said affordable housing is a critical issue. He said the Town could look at encouraging people to build second units with positive incentives instead of just removing roadblocks. He said well-planned density should be explored. He said it is critical to protect open space and the scenic corridor. He said some of the scenic corridor is being built on and it should be looked at carefully.

Councilmember Aalfs said there is a balance between reacting to applications and actually recruiting applications. He asked Mr. Taylor if he thought the Town should move on that balance. Mr. Taylor said the Town is pretty reactive, which is the job. He said if sustainability and changing demographics is the goal, then the Town should look at what services are needed and how to encourage those services to come in. He said once there is a list, then the Town could do things to positively encourage applications.

Councilmember Derwin said there was a lot of pressure placed on the Planning Commission last week to recommend to the Council that they put into place a 45-day moratorium on cannabis sales. She asked Mr. Taylor how he would stay focused on the facts and findings of an issue when faced with a lot of emotional testimony and pressure. Mr. Taylor said a lot of these things are fear-based, which is a very powerful emotion. He said the fear and emotion should be acknowledged, but then one should step back and look at the reality. He said he is supportive of not passing a moratorium; however, he does understand parents' concerns. He said these parents need to know they are being heard and their voices will not be lost in the decision-making process. He said unless someone is really attentive about an issue, things can get decided without citizens knowing that was the meeting they should have attended. He said making sure everyone knows what meetings to attend to have their voices heard is important. He said there should be an alternative to having to load a 200+ page staff report for the Town Council meeting, perhaps offering something like a highlights page.

Town Manager Dennis reminded the Council that one vacancy will be filled tonight and an additional vacancy will be upcoming and will be addressed at a later Council meeting.

Town Attorney Silver said the Town Clerk will be announcing the Councilmembers' votes.

Mayor Richards called for a five-minute break.

Councilmember Hughes voted for Anne Kopf-Sill. Councilmember Derwin voted for Andrew Pierce. Councilmember Aalfs, Mayor Richards, and Vice-Mayor Wengert voted for Craig Taylor.

Craig Taylor was appointed as the new Planning Commissioner.

Mayor Richards announced that another vacancy on the Planning Commission will be coming up soon and encouraged the applicants to reapply for the next vacancy.

**CONSENT AGENDA** [8:30 p.m.]

- (4) Approval of Minutes – Town Council Regular Meeting of November 8, 2017. [Removed from Consent Agenda.]
- (5) Ratification of Warrant List – November 22, 2017, in the amount of \$124,868.96.
- (6) Approval of Warrant List – December 13, 2017, in the amount of \$127,519.35.
- (7) Appointments by Mayor – Members to the Parks & Recreation Committee
- (8) Appointment by Mayor – Member to the Public Works Committee

- (9) Appointment by Mayor – Reappoint Jean Isaacson as President of the Woodside Highlands Road Maintenance District Advisory Board
- (10) Recommendation by Town Attorney – Approval of Settlement Agreement and Easement Agreement for Blue Oaks Homeowners' Association Conservation Easement *[Removed from Consent Agenda.]*
- (11) Recommendation by Town Manager and Town Attorney – Creation of Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA)
  - (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. 2747-2017)

Councilmember Aalfs moved to approve Items 5, 6, 7, 8, 9, and 11 of the Consent Agenda. Seconded by Vice-Mayor Wengert, the motion carried 5-0, by roll call vote.

- (4) Approval of Minutes – Town Council Regular Meeting of November 8, 2017. Councilmember Aalfs moved to approve Item 4 as submitted. Seconded by Councilmember Hughes, the motion carried 4-0; with Vice-Mayor Wengert abstaining.
- (10) Recommendation by Town Attorney – Approval of Settlement Agreement and Easement Agreement for Blue Oaks Homeowners' Association Conservation Easement. Item 10 was pulled from the Consent Agenda because it is not yet complete.

## **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

Town Manager Dennis explained the background of the Utility Users Tax (UUT). Bill Urban, Chair of the Finance Committee, described the discussions on these issues and recommendation as detailed in the staff report.

Town Manager Dennis recommended the Council complete the following tasks prior to considering changes to the UUT, which staff hopes to bring forward to the Council within the next calendar year:

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.

Vice-Mayor Wengert asked for confirmation that if Council does nothing, there will be an automatic increase to 5.5% on July 1, 2018. Town Manager Dennis said that is correct. He said since 2006, the votes that have been taken were the option of the public to either reduce the UUT to 4.5% or leave it at 5.5%. Vice-Mayor Wengert asked how well the projections prepared five years ago have held up and if the appropriations limit has been updated. Town Manager Dennis said since that time, as part of the

budget process, an appropriations limit calculation has occurred every year. Vice-Mayor Wengert asked staff to provide updated information regarding the 2012 projections versus actual.

Councilmember Derwin asked if the Council would be voting on the UUT every four years. Town Attorney Silver said previously there was a finding that the Town had exceeded its appropriation limit, so a vote was required. She said the appropriation vote must be for a four-year period and must be renewed every four years. She said, historically, when that appropriation vote would come up for renewal, the Town put the tax reduction on the same ballot measure; however, the only legal requirement is to vote on the appropriation waiver. She said if the Council decides to reduce the amount at a Council level, staff suggests they put that on a ballot including some protective language to ensure that Proposition 218 and other State laws don't prevent them from increasing it back to the 5.5%, in order to have the flexibility to change it on an annual basis. Town Attorney Silver confirmed that if the Council does nothing, the UUT will return to 5.5% after June 2018 and no further vote will be needed.

Councilmember Derwin asked if there was anything else that would be on the June 2018 ballot. Staff said there was nothing else confirmed. Town Manager Dennis said the current budget for an election is \$13,000.

In response to Councilmember Derwin's question, Town Manager Dennis said the revenue from the entire UUT in the last fiscal year was approximately \$830,000 -- \$575,000 for General Purpose and \$250,000 for Open Space. He said they have projected for modest growth for both this year, with the total amount being \$959,000 -- \$595,400 for General Purpose and \$264,000 for Open Space. He said the Open Space amount was earmarked and the General Fund amount was not.

Mr. Urban said the Committee brought this issue to the Council because the General Purpose money gets collected year after year and put into the General Fund account but not spent. He said part of the issue is a tax is being collected with no current planned use. He said the General Fund had approximately \$4.5 million at the end of August, with approximately \$2 million in assigned accounts for future expenditures, but with \$2.5 million unassigned. He said that is why the Committee is asking the Council if they want to collect less UUT tax in a future year.

Councilmember Derwin asked if they followed the Finance Committee's recommendation and put it on the ballot, they would have to open it again every single year and adjust the General Fund portion between 0 and 5.5 percent. Town Manager Dennis said the opportunity is for the Council to review this and set it at an appropriate amount related to the next year's budget. Councilmember Derwin said this is a dedicated funding stream and asked if it would make it more difficult for staff to plan if they don't know how much they will be getting. Town Manager Dennis said they would have to change the current budget planning process so that conversation occurs earlier to allow staff to develop a budget reflecting the Council's desires as it relates to the appropriate level of the UUT.

Mr. Urban said currently there are no choices. The tax money will be coming in at 4.5% and putting this on the ballot so it can be changed doesn't change that. He said the Council could do nothing for the next four years and the UUT would stay at 5.5% or 4.5%. He said this is simply a way to provide flexibility on an annual basis if they want to change it for reasons that are deemed fiscally prudent. He said, in practice, staff would develop a budget and review it with the Finance Committee. He said part of that budget discussion would probably be, "What do we need to get from the UUT to make this budget work?" He said there may then be a recommendation to the Council along with the budget regarding the UUT rate. He said the Council could then either accept or reject the recommendation, but they would at least have the flexibility that they don't have now to make a decision. He said the upside, from the Town's perspective, is it might look like the Town is trying to find ways to collect what they need to be fiscally prudent, and not just doing things automatically because it's on the books. He said he is mindful of the fact there will be a lot of sales tax measures next year. He said people in Town are probably worried about what's going to happen to the deductibility of their property tax and California income tax. He said he thinks the Town will appreciate that they are in a fiscally responsible position and looking for ways to be flexible in only collecting what they feel they really need to maintain the fiscal integrity of the Town.

Vice-Mayor Wengert said philosophically she is aligned with the notion that it is in the Town's best interest to have budgets and long-term capital budgeting that reflects what the Town thinks it will collect and to not have growing reserves that are currently clearly growing most incrementally by the amount of the UUT. She said there will be reluctance on the Council's part to give up the second highest revenue source, but she wants to make sure she understands the relationship with the appropriations limit and how they would move forward with the Finance Committee's recommendation. She said a different set of actions needs to occur depending on if the limit is or is not exceeded, and she is not sure those are aligned at this point. She said the report does not reflect how that relationship is affected by the potential of the Council looking at it on an annual basis. She asked if the Finance Committee's recommendation is adopted, how that would work relative to the appropriations limitations. She asked how it would constrain the Council if the appropriations limit is reached in six years.

Town Attorney Silver said her understanding is that the general consensus, in all of the cities that have recently looked at their appropriations limits, is that they will be within their appropriation limits for years out. She said it might be helpful to the Council to have a 10-year projection. Vice-Mayor Wengert said it is very key to get a report showing the actuals versus previous projections.

Councilmember Hughes asked for confirmation that if the Council does nothing, the rate will automatically increase to 5.5% and the Council will not have the ability to reduce that tax to a different amount because the voters had previously reduced it by a specific amount. Town Attorney Silver said that is correct.

Vice-Mayor Wengert asked for clarification regarding what does and does not require a ballot initiative. Town Attorney Silver said general tax law and election law is that in order to amend something voters vote, it needs to go back to the voters. She said in this instance, the voters specifically said they want 5.5%; however, for a four-year period they wanted the Town to only collect 4.5%. She said the Council would be going against the will of the voters if they were to adjust that. Town Attorney Silver said if the Council adopts the Finance Committee's recommendation, staff would recommend very specific language be included to comply with Proposition 218 that would provide the ability to adjust it on an annual basis.

Councilmember Hughes asked for clarification of the Town Manager's recommendation. Town Manager Dennis said he recommended they do the same thing the Town has done for the last 11 years. Councilmember Hughes said that means they would update the last ballot measure to make sure it makes sense moving forward and asked how long it would take to actually draft the language. Town Manager Dennis said there is plenty of time to draft it. Town Attorney Silver recommended scheduling two Council meetings to approve the language.

Councilmember Hughes said the General Fund balance has been growing over time because the Town has been underspending, and not because they've been budgeting just to accumulate money. He said he does not think anything would have been done differently if they had the flexibility to modify it yearly. Town Manager Dennis said that is a fair assessment and said the opportunity is to proactively plan for the types of things – short, medium, and long-term – that the Council believes are priorities, earmarking those dollars in a way that does eventually create those expenditures. He said, for instance, at some point in the near future, issues around OPEB must be addressed. He said there is a holding amount earmarked within the General Fund Reserves, but it does not necessarily reflect what will be the true reality of what that number may be. He said it makes sense to allow for some savings to address that. He said he would anticipate allocating this money for a whole variety of significant capital projects, but planning is a critical part of understanding what the Town will need. He said staff can go through that process with the Finance Committee to determine what those needs are, get Council approval, and then come back to see if this is a mechanism that is useful.

Vice-Mayor Wengert the time could be taken now to do that planning – thinking about the two recent staffing events that will have a financial impact, real world examples of where more money will be needed that hasn't been budgeted – so if we do not rush for a March election, knowing November is coming, that will allow time to study the issue, do some of the capital budgeting Town Manager Dennis suggested, and then potentially craft a motion at that time. That means between July 1 and November 2018, the UUT would go back to 5.5%, but only for four months.

Councilmember Hughes said his experience with utility companies is that it may take six months for them to change the amount in their system. He asked if there were any legal issues if they continue collecting at 4.5% until November 2018.

Vice-Mayor Wengert said something could be crafted along the lines that the Finance Committee is recommending, dispensing with adjusting the whole program every four years. She said it could allow, with voter approval, the ability to have the rate setting lie resident with the Council with no set time period under which it has to be reset. She said obviously the Council is prudent in budget planning every year and will not be doing something beyond what was done before, but wonders if that may be a good way to remove the pressure of having a new vote every year. Town Manager Dennis said the measure could be crafted in a way that did not include annual voting. Vice-Mayor Wengert said it will always be part of the annual budget review, but it should not require any extra steps unless a change is made.

Councilmember Derwin said the current Council consists of reasonable people but that may not always be the case. She said there was a member of the Woodside Council who refused to take any Federal money to fix the bridge. She said down the road a different Council may choose to take the UUT down to zero and that possibility worries her. Vice-Mayor Wengert said it could go the other way, too. Councilmember Aalfs said once a tax is taken away, it's hard to bring it back. The reality is flexibility in taxation always pushes things down. He said, while he understands the intent, his concern is that once they are given the option, there will be pressure to lower it and, along with the budget unpredictability, the political reality of it is that it will be hard to bring it back up. Town Manager Dennis said there is a big difference between those who want to set the UUT at an appropriate level related to what is needed, and those who have a philosophical issue with a type or amount of taxation that would then result in changing a budget outside of what is needed. He said those are drastically different budget outcomes. Councilmember Aalfs said one of the positive features of the UUT is it also serves as an incentive to use less electricity and gas.

Councilmember Derwin asked if anyone has complained about the UUT tax. Town Manager Dennis said he is not aware of any complaints received by staff from any residents. He said it is a tool that the Council can use to provide some level of flexibility and prudence. Mr. Urban said if the Finance Committee didn't trust the Council to make good decisions, they would have recommended setting the rate at 0 percent forever. He said they are trying to give the Council flexibility to do what is necessary without losing any of the tax revenue they're getting now. He said if they need 5.5% for 16 years, the Council should be willing to defend the tax money they're collecting. Mayor Richards said future planning is critical in order for the Council to make a decision. Town Manager Dennis said if the Council decides to defer the conversation to a later date that allows the UUT to move from 4.5% to 5.5%, understanding there will be a significant conversation around that in the community because people will notice and will have questions. He said staff will be happy to come back to further discuss this before that decision is made so the Council is fully vetted on what that scenario may look like.

Vice-Mayor Wengert said another equally appealing alternative could be to craft the initiative they would normally do in order to approve the 4.5%. She said then the question would be doing it in March in order to make the June deadline, or waiting until November for ease of administration and making sure there is enough time to study all of the numbers and analyses. She asked Town Manager Dennis how comfortable he is with the Council wanting a better handle on the long-term planning. Town Manager Dennis said his preference is to spend as much time as necessary to understand the issues around what the Town's long-term needs will be, whether the General Fund reserve amounts that are assigned are appropriate and will be meeting those needs, and that there is a five-year capital plan. He said he does not see a scenario where he could accomplish that before February 28. His hope was that much of that would have been done for the upcoming budget cycle, but having lost the Finance Director complicates that. He said he is still committed to doing as much of that as possible in the short-term, but he would not be comfortable saying he could meet a particular time deadline. Mr. Urban said the Committee did not make any demands on Town Manager Dennis or Town Attorney Silver to do any additional analysis before asking the voters for this flexibility. He said he does not think this work can get done by March or even June. He said it hasn't been done for the last 10 years and the Town's been happy with 4.5% or 5.5%, so they could probably get it passed now and do nothing with it. He said they don't have to take it



down to zero or do an analysis to figure out it needs to be 2.5% right now. He said the two don't have to be linked, because no taxing authority is being lost. He said the tax is going to 5.5% automatically on June 30. He said the Council can let that happen and they don't have to change it until they want to, after they've worked with Town Manager Dennis and his new staff and come up with any analysis they think is prudent. He said there is no linkage that says the Town shouldn't do this in June because they can't get these four tasks done in the next few months. He said these tasks have not been done for 10 years and things have been rolling along fine. Town Manager Dennis said Mr. Urban is accurate. He said the missing element is the political reality that making these changes could drastically change the UUT collection scenario. He said we certainly have been okay and have benefited from the fact that the economy has been growing for some time, but he doesn't know that's going to be the case in the future.

Vice-Mayor Wengert said another alternative is that under a normal cycle they would have probably recommended proceeding with a regular ballot initiative for the 4.5% effective July 1, 2018, while concurrently doing all the work of looking at it going forward and preparing for a different outcome post putting that back in place, which takes all of the timing pressure off and doesn't raise the rate back automatically to 5.5%. Town Manager Dennis said the Council could have a vote of the people for a permanent no time limit 4.5% and move forward. Vice-Mayor Wengert said that solution addresses staff's concern to some degree, because it doesn't revert to 5.5%, which would make it potentially politically worse, but still allows staff, once the finance team is rebuilt, to look at the issues relative to the revenue growth side.

Mr. Urban said the alternative suggestion of having a ballot measure to set it at 4.5%, leaving it there until there is another ballot measure in the future, is not what the Committee had in mind. He said they were trying to get away from this two-year or four-year cycle of having to go to the ballot for the Council to get the maximum level of authorization they might ever need. Mr. Urban said no one is suggesting that it would be higher than 5.5%. He said as conditions evolve, as new data becomes available, as a long-term capital plan is prepared, the Council can make adjustments as and when needed without having to keep planning ballot measures. Vice-Mayor Wengert said the level of discomfort is because the Council is not fully confident about the numbers and the capital projections, because, as Mr. Urban has said, they haven't been done for the last 10 years. Mr. Urban said that would be an argument for the Council giving themselves the flexibility and then not using it. Mr. Urban said other alternatives were discussed, such as setting a lower permanent rate, 4.5% or 2.5%, and Ms. Silver reminded them that if the Town, at some point in the future, needs to apply for a bond measure, the rating agencies will look at the Town's taxing authority. Mr. Urban said the Town does not want to compromise what can be presented as the Town's taxing authority by having an artificially fixed rate when, in fact, with this measure it can be as high as 5.5% and the rating agencies would look at the taxing authority as being up to 5.5%. He said a permanent measure of 4.5% might seem good now, but in two years the Town may wish they had the ability to get that extra 1% in order to float a muni bond or get an extra 10 basis points.

Vice-Mayor Wengert said the question is what the Council wants to do as an alternative to the automatic increase to 5.5%. She said it makes the Council uncomfortable that pressure could be applied to the Council to entertain the notion of zero UUT. Mr. Urban said as a taxpayer he wants the Town to have what they need to do, but also not to have more than they need. He said from a taxpayer's standpoint, there must be a balance between the current situation of Town having more money than needed, that they can't even spend, versus feeling constrained and not being able to procure the things the Town needs. He said the Town is currently in a very strong financial position, maybe too strong. He said fiscal prudence on some level argues for the Town to reduce the excess above what we know we need. He said the work Town Manager Dennis is talking about needs to be done to figure out what the cash balances should be. He said the Finance Committee agrees, and has offered to help do that, but he said that's a separate issue from the Committee's current recommendation regarding the UUT.

Mayor Richards invited public comment.

Craig Taylor asked if the Town had looming unfunded liabilities and how to reconcile the growing excess in the fund with the unfunded liabilities.

Town Manager Dennis said there are two basic sets of unfunded liabilities – CalPERS and OPEB. He said the Town has unfunded liabilities for both, but they are very modest compared to other jurisdictions. He said a few years back the Town made a significant contribution to the retirement piece of it, and the Town is in pretty good shape in that regard. He said the Town is in decent shape with OPEB as well, but they do grow over time and they do have to start thinking about long-term when they're going to make the decision to pay down what is owed. There are also the other commitments the Town has related to facilities and the like. He said that, at some point in the medium term, the Town will again start considering whether or not to make those payments using the funds currently available.

Mr. Taylor asked if the amount needed to pay all of that off was artificially earmarked, there would still be a surplus in the General Fund. Town Manager Dennis said there would not. Councilmember Hughes said a couple of years ago, when that payment was made, they paid it down to the balance CalPERS thought was owed, but the Town thinks CalPERS underestimated that amount. He said while the numbers look much better than any other Town on the Peninsula, there is hidden unfunded liability that probably will be owed over time.

Town Manager Dennis said at some point the Town will suffer from some sort of natural disaster – such as a fire or earthquake. He said the Town has a budget of just under \$7 million this year. He said there is more analysis required on this front, but it is entirely appropriate to carry a certain amount of money as a percentage of the total budget for that. He said that conversation has not occurred as to what's appropriate and what things would be expected to need repairs and what that would look like, but it could go well beyond the entirety of the current General Fund reserves.

Mr. Taylor said there are also things in the Town Master Plan that are within a five-year range, which will very much impact the budgeting.

Mayor Richards brought the item back to the Council.

Councilmember Hughes said he would not be supportive of doing nothing and having the UUT temporarily rise to 5.5%, which would confuse the utilities and the voters. He would also not be in favor of having a four-year renewal of the current scheme because it will have to go back to the voters before four years and cost another \$13,000. He said the remaining two options would be setting a permanent 4.5% tax, which gives the flexibility to switch to the Finance Committee's proposal later, or to make the Finance Committee's proposal permanent. He said he was supportive of setting the tax at 4.5% until the issues have been studied further.

Vice-Mayor Wengert asked Town Attorney Silver why the UUT tax was put on a four-year cycle. Town Attorney Silver said it was because of the appropriation limit waiver. She said the projections look like the Town may not have to go for an appropriation waiver for at least 10 years.

Councilmember Aalfs said he could support the 4.5%. He said the UUT is not just a fundraising mechanism but is the closest thing we have to a carbon tax, something that acts as a policy along with being a collection mechanism. He does not want to be in a position where there is pressure to lower it.

Councilmember Derwin agreed that the UUT is like a carbon cap and she likes the open space piece. She said she is proud that this Town taxes themselves to preserve open space. She said she is resistant to have the flexibility to decrease the tax. She said she would be supportive of 4.5%.

Town Manager Dennis asked where the Council stands on the Finance Committee's recommendation. Based on the Council's direction, staff will bring forward ballot measure language.

Councilmember Hughes suggested staff develop a ballot measure by January 28 to set the UUT rate to 4.5% with no expiration date, being mindful to Proposition 218 if it needs to be raised to 5.5%.



Vice-Mayor Wengert asked why the Council does not go in the direction as has always been done in the past if they choose not to accept the Finance Committee's recommendation. She said she is not clear on why the tax is not going back to 5.5%. She said there should be more analysis as to why it should be arbitrarily set to 4.5%.

Mayor Richards said if the UUT is going to be set at a permanent rate, it needs more analysis.

Town Manager Dennis said staff can come back with information about the appropriations limit as requested. He said they did attempt to get more information about what happened in 2006, but there were not particularly good records. He will have conversations with people who were part of those discussions.

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

Town Manager Dennis recommended the Mayor sign the response letter to Stanford's General Use Permit Draft EIR, as detailed in the staff report.

In response to Councilmember Hughes's question, Town Manager Dennis said the previous Town Attorney Sloan's points regarding the view of the surrounding foothills can be added to the letter. He said the draft letter was more of a technical response and did not address some of the sustainability and ethos issues.

Councilmember Hughes suggested the Planning staff think about if there are other bigger picture items that should also be included in the letter.

Vice-Mayor Wengert suggested Ms. Sloan's letter be referenced as an exhibit, with Ms. Sloan's approval.

Staff was directed to send the response letter with Ms. Sloan's letter referenced as an exhibit.

- (14) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Attended C/CAG meeting with a presentation from SamTrans regarding the "Get Us Moving" campaign, discussion about proposed sales tax, two transportation taxes, and bridge toll increase. She said it would be useful to complete their survey. She said the annual "Safe Routes to School" report was good, and suggested that Portola Valley participate. There was a report regarding the "Scoop" carpool incentive program. She said the TA will have \$5 million coming out for bike-ped projects. She attended the C/CAG Finance Committee meeting. She attended the Council of Cities in San Bruno, where Brandon Feldman of You Tube discussed how elected officials can use the You Tube platform to reach out to constituents. She attended a C/CAG Admin meeting. She attended the Home for All Learning Network meeting with Town Manager Dennis, where they heard the FrameWorks institute approach to discussing housing, centered around messaging. Mineta Transportation Institute talked about travel evaluation metrics, the transportation piece that relates to housing, commuting, parking, etc. She said all the cities that are doing pilots shared presentations, including Town Manager Dennis. She attended the Home for All pilot meeting with Vice-Mayor Wengert. She attended the December 6 Planning Commission meeting where they thanked Alex Von Feldt for her nine years of service. She said the staff did an excellent job at a difficult, emotional meeting around the possibility of a cannabis at Nathorst Triangle Park. An ad-hoc subcommittee was formed to look at considerations and regulations that would be appropriate. Councilmember Hughes said he sat in on the ad-hoc committee meeting yesterday and they are very thoughtful and considerate, looking at each issue deliberately, and are doing a great job. Councilmember Derwin said, despite a lot of pressure, the Planning Commission chose not to recommend a moratorium and felt confident they could deal with it. She attended the Grand Boulevard Initiative Think Tank, where they discussed measuring vehicle miles traveled, which is a different way of measuring the effects of transportation. She attended the HEART board meeting where they discussed borrowing housing funds from cities and decided to have the current loan committee work on it rather than form an ad hoc committee. She said Daly City opted out of HEART but it is going back on the

agenda for a vote. She attended a Home for All conversation about housing held at the Portola Valley library, where only two people attended. She suggested it should be done again with better advertising and a better time slot.

Councilmember Aalfs – He missed the Trails and Paths meeting. The Community Hike was not well attended, occurring on the same day as the Ormondale Turkey Trot. He said PCE is discussing distributed energy resources and the Citizen’s Advisory Committee is researching it. He said he will do a short presentation on January 10 about what has been learned so far with possible next steps in trying to identify possible providers and how it could be structured.

Vice Mayor Wengert – Attended Parks and Recreation Committee meeting and said they are very active, with many new recruits. She said they will need some instruction on protocol and rules for Town Committees, but they have a lot of energy and creative ideas. She suggested Town Clerk Hanlon attend a meeting to give a presentation on Roberts Rules. She attended the Home for All pilot meeting with Councilmember Derwin. Vice-Mayor Wengert asked the Council to send suggestions for the “super connectors” to Town Manager Dennis. She said they reviewed the work strategy, work plan, goals, outcomes, timeline, and tasks. They will have their first community event in late-February, gathering people to come and tell their stories. She also attended the Roundtable meeting on December 6. She said in addition to the improvements they’ve made in reporting and a better airport director, and they discussed the FAA’s response to all the work they did last year. She said they are moving forward with allowing two new members of the Roundtable, which will potentially be a representative from County of Santa Clara and one from Santa Cruz.

Mayor Richards – Attended an EPC meeting, where the Fire Chief gave a recap of the lessons learned from the North Bay fires, looking at different ways of notifying people – sirens, personal responsibility, AM radio coverage. Town Manager Dennis said he has asked for more information regarding lack of coverages, alternatives to purchasing a completely second AM radio station, etc. Mayor Richards attended a Cultural Arts Committee meeting and said they plan to hold eight events per year – the speaker series plus the summer concert and holiday craft fair. He attended two ASCC meetings. The neighborhood sign issue will be coming back to the Council for clarification. He attended the Conservation Committee meeting.

Councilmember Hughes –He attended a second-grade civics class at Ormondale and spoke about what it’s like to be a Mayor. He said it was very enjoyable and there were very interesting questions. He said there had been a complaint that the drinking fountain didn’t work at the Town Center playground, which he passed on to Public Works Director Young, and was able to tell them at the meeting that Town Staff was working on it. Town Manager Dennis said it has been fixed. He attended a traffic pop-up meeting on December 5 near Alpine Hills, looking at the crossing across Los Trancos and also the one at Alpine near the club, as school was letting out. He attended the Bicycle, Pedestrian, and Traffic Safety meeting the following day. He sat in on the Planning Committee ad-hoc committee meeting regarding marijuana ordinances. He said the Committee members were doing a great job. They seemed to agree that there is no urgent issue because any application for a retail establishment that came in today would have a very difficult time getting a Conditional Use Permit due to the findings required.

(15) Town Manager Report – Town Manager Dennis reported there has been some interactions with PG&E related to Rule 20A undergrounding and in recent months PG&E has been contacting the Town saying there is a growing invoice with them based on work they’ve done. Staff does not believe they owe PG&E anything and a letter has been drafted by the legal staff that will be sent to PG&E tomorrow. He said there has been considerable communication and outreach with the bicycle community in the last few weeks. He said the consensus is there is a great opportunity to have a positive and proactive relationship with the Town. He said some of the riders are interested in demonstrating that the bicycle community wants to give back and participate in events. He said, with regard to bicycle shoulder issues, a second roll of the road has been done with a rubber roller, which only provided a modest improvement, but they learned that if it is done the day after the metal roll, it will be a very nice improvement. That process will be incorporated into any future projects. He attended a holiday luncheon put on by the Friends of Portola Valley Library and library staff yesterday. He reminded the Council that tomorrow Santa and a number of

Deputies from the Sheriff's Office will be here in conjunction with the Farmer's Market toy collection. He said a sign has been installed in the middle of the road at Brookside warning people of the crossing and staff has received positive response from the nearby residents. He said they scheduled an Emergency Preparedness Drill for staff. He met with the Fire Chief, the Assistant Fire Chief, and Public Works Director Young and they drove up to the two gates adjacent to Jasper Ridge lands, one off Mapache and one at Escobar. They discussed ways to improve emergency egress out of that community. He has scheduled a meeting with Stanford to further discuss emergency preparedness and explore ideas around egress. Councilmember Aalfs suggested they discuss Pony Tracks in the Los Trancos woods area. Town Manager Dennis said the initial round of the Finance Director recruitment was not what he had hoped and they are doing a second round now, which is also not going well, perhaps because of the time of year. He said Starla has been a great asset. He said on Monday, Planning Director Pedro tendered her resignation effective January 15, 2018, after having accepted a position with the City of Saratoga as the Community Development Director. He said Ms. Pedro has done an excellent job and he also commended her for the great job she did when also acting as interim Town Manager. He said the recruitment process for a new Planning Director will begin in January. He said he has reached out to all current and some past ASCC and Planning Commissioners to get their insights.

**WRITTEN COMMUNICATIONS** [10:29 p.m.]

(16) Town Council Digest – November 10, 2017

None.

(17) Town Council Digest – November 17, 2017

None.

(18) Town Council Digest – November 22, 2017

None.

(19) Town Council Digest – December 1, 2017

#6 – Invitation – Council of Cities Dinner Meeting – Friday, December 15, 2017. Mayor Richards may be able to attend and, if not, will submit a proxy statement.

(20) Town Council Digest – December 8, 2017

None.

**ADJOURNMENT** [10:34 p.m.]

Councilmember Derwin requested the meeting be adjourned in the memory of Eric Reed, a Belmont Councilmember and former Mayor who grew up in Portola Valley and whose mother is a community volunteer. Mr. Reed passed away December 8, 2017.

Mayor Richards adjourned the meeting.

---

Mayor

---

Town Clerk

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

12/27/17

Date: 12/18/2017

Time: 5:21 pm

Page: 1

TOWN OF PORTOLA VALLEY

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

AT&T	November Statements	19297	12/27/2017	
			12/27/2017	
P.O. BOX 9011	441		12/27/2017	0.00
CAROL STREAM	BOA	52205	12/27/2017	0.00
IL 60197-9011				284.55

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	284.55	0.00	

Check No.	52205	Total:	284.55
Total for	AT&T		284.55

BMI	2018 Music License Renewal	19298	12/27/2017	
			12/27/2017	
PO BOX 630893	1349		12/27/2017	0.00
CINCINNATI	BOA	52206	12/27/2017	0.00
OH 45263-0893	30882518			342.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	342.00	0.00	

Check No.	52206	Total:	342.00
Total for	BMI		342.00

CALIFORNIA WATER SERVICE CO	Water Service, 11/8/17-12/8/17	19327	12/27/2017	
			12/27/2017	
3525 ALAMEDA DE LAS PULGAS	0011		12/27/2017	0.00
MENLO PARK	BOA	52207	12/27/2017	0.00
CA 94025844				1,304.56

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	1,304.56	0.00	

Check No.	52207	Total:	1,304.56
Total for	CALIFORNIA WATER SERVICE CC		1,304.56

CITY CLERKS ASSOC OF CA	2018 Annual Dues	19299	12/27/2017	
			12/27/2017	
700 R STREET, SUITE 200	1231		12/27/2017	0.00
SACRAMENTO	BOA	52208	12/27/2017	0.00
CA 95811	2592			90.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4322	Dues	90.00	0.00	

Check No.	52208	Total:	90.00
Total for	CITY CLERKS ASSOC OF CA		90.00

CITY OF REDWOOD CITY (IT)	November IT Support	19300	12/27/2017	
			12/27/2017	
P.O. BOX 3629	586		12/27/2017	0.00
REDWOOD CITY	BOA	52209	12/27/2017	0.00
CA 94064	BR46532			2,250.30

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

12/27/17

Date: 12/18/2017

Time: 5:21 pm

Page: 2

TOWN OF PORTOLA VALLEY

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

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

Check No.	52209	Total:	2,250.30
Total for	CITY OF REDWOOD CITY (IT)		2,250.30

CLEANSTREET	Additional ROW Litter Clean-up	19301	12/27/2017	
	Oct 2017		12/27/2017	
1937 W. 169TH STREET	0034		12/27/2017	0.00
GARDENA	BOA	52210	12/27/2017	0.00
CA 90247-5254	88380			448.97

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4266	Litter Clean Up Program	448.97	0.00

CLEANSTREET	November Litter/Street Clean	19302	12/27/2017	
			12/27/2017	
1937 W. 169TH STREET	0034		12/27/2017	0.00
GARDENA	BOA	52210	12/27/2017	0.00
CA 90247-5254	88615			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.	52210	Total:	2,101.53
Total for	CLEANSTREET		2,101.53

COLMA FIREMEN'S SOCIAL CLUB	Dinner/Mtg, J. Richards	19303	12/27/2017	
			12/27/2017	
ATTN: CAITLIN CORLEY	600		12/27/2017	0.00
COLMA	BOA	52211	12/27/2017	0.00
CA 94014				45.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	45.00	0.00

Check No.	52211	Total:	45.00
Total for	COLMA FIREMEN'S SOCIAL CLUB		45.00

COUNTY OF SAN MATEO	FY 17/18 Animal Control	19304	12/27/2017	
HEALTH SYSTEM			12/27/2017	
ATTN: PAMELA MACHADO	0049		12/27/2017	0.00
REDWOOD CITY	BOA	52212	12/27/2017	0.00
CA 94403	AC17-18-Portola Valley			23,412.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4280	Animal Control	23,412.00	0.00

Check No.	52212	Total:	23,412.00
Total for	COUNTY OF SAN MATEO		23,412.00

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

12/27/17

Date: 12/18/2017

Time: 5:21 pm

Page: 3

TOWN OF PORTOLA VALLEY

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

COUNTY OF SAN MATEO	Various Staff Educ/Training,	19305	12/27/2017	
HUMAN RESOURCES DEPT	November 2017		12/27/2017	
455 COUNTY CENTER, 5TH FLOOR	1241		12/27/2017	0.00
SAN MATEO	BOA	52213	12/27/2017	0.00
CA 94063	C117-019			390.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	390.00	0.00

Check No.	52213	Total:	390.00
Total for	COUNTY OF SAN MATEO		390.00

ECONO TREE SERVICE	Remove/Dispose Dead Pine,	19306	12/27/2017	
	Sioux Way		12/27/2017	
1914 SPRING STREET	1252		12/27/2017	0.00
REDWOOD CITY	BOA	52214	12/27/2017	0.00
CA 94063	339822			2,800.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	2,800.00	0.00

ECONO TREE SERVICE	Remove Dead Oak, Portola Rd.	19307	12/27/2017	
			12/27/2017	
1914 SPRING STREET	1252		12/27/2017	0.00
REDWOOD CITY	BOA	52214	12/27/2017	0.00
CA 94063	339820			1,050.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	1,050.00	0.00

Check No.	52214	Total:	3,850.00
Total for	ECONO TREE SERVICE		3,850.00

EXPRESS PLUMBING-EPS, INC.	Clear Sewer Line Back-up,	19308	12/27/2017	
	Library Restroom		12/27/2017	
307 N. AMPHLETT BLVD.	0745		12/27/2017	0.00
SAN MATEO	BOA	52215	12/27/2017	0.00
CA 94401	22498			275.00

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	275.00	0.00

EXPRESS PLUMBING-EPS, INC.	Trenching - ALPR Install Prog	19309	12/27/2017	
	Payment		12/27/2017	
307 N. AMPHLETT BLVD.	0745		12/27/2017	0.00
SAN MATEO	BOA	52215	12/27/2017	0.00
CA 94401	22515P			7,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-70-4486	CIP16/17 Equipment	7,500.00	0.00

Check No.	52215	Total:	7,775.00
Total for	EXPRESS PLUMBING-EPS, INC.		7,775.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

12/27/17

Date: 12/18/2017

Time: 5:21 pm

Page: 4

TOWN OF PORTOLA VALLEY

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

G. BORTOLOTTO COMPANY	Portola Rd. Bike Shoulder Roll	19310	12/27/2017	
			12/27/2017	
580 BRAGATO ROAD	0025		12/27/2017	0.00
SAN CARLOS	BOA	52216	12/27/2017	0.00
CA 94070	4584			4,000.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	4,000.00	0.00

Check No.	52216	Total:	4,000.00
Total for	G. BORTOLOTTO COMPANY		4,000.00

INTERSTATE TRAFFIC CNTRL	Road Signage	19311	12/27/2017	
			12/27/2017	
1700 INDUSTRIAL ROAD, STE B	564		12/27/2017	0.00
SAN CARLOS	BOA	52217	12/27/2017	0.00
CA 94070	222386			414.13

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	414.13	0.00

Check No.	52217	Total:	414.13
Total for	INTERSTATE TRAFFIC CNTRL		414.13

JARED'S CUSTOM HOMES	Refund Deposit, 91 Hillbrook	19312	12/27/2017	
			12/27/2017	
244 KELLOGG AVENUE	0746		12/27/2017	0.00
PALO ALTO	BOA	52218	12/27/2017	0.00
CA 94301				1,000.00

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

Check No.	52218	Total:	1,000.00
Total for	JARED'S CUSTOM HOMES		1,000.00

LOS GATOS ROOFING	Refund Deposit 185 Willowbrook	19313	12/27/2017	
			12/27/2017	
PO BOX 1726	862		12/27/2017	0.00
LOS GATOS	BOA	52219	12/27/2017	0.00
CA 95031				1,000.00

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

Check No.	52219	Total:	1,000.00
Total for	LOS GATOS ROOFING		1,000.00

LUCID DESIGN GROUP, INC.	Contract Renewal, 1/1/18-12/31	19314	12/27/2017	
	/18	00006512	12/27/2017	
	0080		12/27/2017	0.00
OAKLAND	BOA	52220	12/27/2017	0.00
CA 94607	5065			2,083.75

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



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

12/27/17

Date: 12/18/2017

Time: 5:21 pm

Page: 5

TOWN OF PORTOLA VALLEY

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

05-64-4314	Equipment Services Contracts	2,083.75	2,083.75	
------------	------------------------------	----------	----------	--

Check No.	52220	Total:	2,083.75
Total for	LUCID DESIGN GROUP, INC.		2,083.75

LYNX TECHNOLOGIES, INC	GIS Hosting Fee, November	19315	12/27/2017	
1350 41ST AVENUE	0294		12/27/2017	0.00
CAPITOLA	BOA	52221	12/27/2017	0.00
CA 95010	8332			250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	250.00	0.00

Check No.	52221	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

MIG-TRA	Springdown Pond Restoration	19316	12/27/2017	
800 HEARST AVE	1417		12/27/2017	0.00
BERKELEY	BOA	52222	12/27/2017	0.00
CA 94710	0051468			22,602.45

GL Number	Description	Invoice Amount	Amount Relieved
15-68-4414	CIP Spring Down OpSpa Imp	22,602.45	0.00

Check No.	52222	Total:	22,602.45
Total for	MIG-TRA		22,602.45

O. NELSON & SON, INC.	Portola Rd. Shoulder Rolling	19326	12/27/2017	
3345 TRIPP ROAD	634		12/27/2017	0.00
WOODSIDE	BOA	52223	12/27/2017	0.00
CA 94062	199			400.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	400.00	0.00

Check No.	52223	Total:	400.00
Total for	O. NELSON & SON, INC.		400.00

PETE MOFFAT CONSTRUCTION	Refund Temp Occupancy Dep	19317	12/27/2017	
947 INDUSTRIAL AVE	40 Minoca		12/27/2017	0.00
PALO ALTO	0455		12/27/2017	0.00
CA 94303	BOA	52224	12/27/2017	10,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	10,000.00	0.00

Check No.	52224	Total:	10,000.00
Total for	PETE MOFFAT CONSTRUCTION		10,000.00

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

12/27/17

Date: 12/18/2017

Time: 5:21 pm

Page: 6

TOWN OF PORTOLA VALLEY

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

PG&E	October/November Statements	19325	12/27/2017	
			12/27/2017	
77 BEALE STREET	1464		12/27/2017	0.00
SAN FRANCISCO	BOA	52225	12/27/2017	0.00
CA 94105				1,584.09

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,584.09	0.00

Check No.	52225	Total:	1,584.09
Total for	PG&E		1,584.09

PLATINUM FACILITY SERVICES	Community Hall Deep Clean	19319	12/27/2017	
			12/27/2017	
1530 OAKLAND RD., #150	402		12/27/2017	0.00
SAN JOSE	BOA	52226	12/27/2017	0.00
CA 95112	30360			1,540.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,540.00	0.00

Check No.	52226	Total:	1,540.00
Total for	PLATINUM FACILITY SERVICES		1,540.00

SMALL BUSINESS BENEFIT PLAN TR	Dec/Jan Dental & Vision Ins	19320	12/27/2017	
			12/27/2017	
	0132		12/27/2017	0.00
BELMONT	BOA	52227	12/27/2017	0.00
CA 94002-0156				4,966.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	4,966.00	0.00

Check No.	52227	Total:	4,966.00
Total for	SMALL BUSINESS BENEFIT PLAN		4,966.00

ALI TAGHAVI	Various Trainings/Mtgs	19321	12/27/2017	
	Mileage Reimb, Taghavi		12/27/2017	
	0747		12/27/2017	0.00
	BOA	52228	12/27/2017	0.00
				177.99

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	177.99	0.00

Check No.	52228	Total:	177.99
Total for	ALI TAGHAVI		177.99

TYLER TECHNOLOGIES INC	Job Tracker Software, Staff Tr	19322	12/27/2017	
			12/27/2017	
P.O. BOX 203556	0240		12/27/2017	0.00
DALLAS	BOA	52229	12/27/2017	0.00
TX 75247-8142	025-208709			125.00

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

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

12/27/17

Date: 12/18/2017

Time: 5:21 pm

Page: 7

TOWN OF PORTOLA VALLEY

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

05-64-4311	Software & Licensinq	125.00	0.00	
------------	----------------------	--------	------	--

Check No.	52229	Total:	125.00
-----------	-------	--------	--------

Total for	TYLER TECHNOLOGIES INC	125.00
-----------	------------------------	--------

WINDMILL SCHOOL	Refund Deposit, 900 Portola	19323	12/27/2017	
			12/27/2017	
4141 ALPINE ROAD	753		12/27/2017	0.00
PORTOLA VALLEY	BOA	52230	12/27/2017	0.00
CA 94028				5,000.00

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

Check No.	52230	Total:	5,000.00
-----------	-------	--------	----------

Total for	WINDMILL SCHOOL	5,000.00
-----------	-----------------	----------

Total Invoices: 29

Grand Total:	96,988.35
Less Credit Memos:	0.00
Net Total:	96,988.35
Less Hand Check Total:	0.00
Outstanding Invoice Total:	96,988.35

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**December 27, 2017**

Claims totaling \$96,988.35 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



# TOWN OF PORTOLA VALLEY STAFF REPORT

---

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

**FROM:** Debbie Pedro, Planning Director  
Arly Cassidy, Associate Planner

**DATE:** January 10, 2018

**RE:** Resolution to accept the dedication of vehicle access and equestrian trail easements, Alpine Inn Beer Garden, 3915 Alpine Road

## RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution accepting the grant of a vehicle ingress/egress easement and an equestrian trail easement on the Lands of the Alpine Inn Beer Garden, at 3915 Alpine Road.

## DISCUSSION

Two access easements on the Alpine Inn Beer Garden property are proposed for dedication, one for vehicles across the parking lot, and one for the equestrian trail along the west edge of the property. The vehicle access easement will run generally north-south, connecting the driveway at Arastradero Road to the Town's Rossotti Field parking lot. The easement will be twenty-five (25) feet wide through the center of the Alpine Inn parking lot. The equestrian trail easement will be five (5) feet wide and connect from the southwest corner of the property to the center of the western property line, where the equestrian trail exists the property onto the Alpine Road right of way and continues north on Town property.

These easements have existed in practice for decades, but have never been formally dedicated. Their dedication is now required by the Conditional Use Permit renewal and update for the Alpine Inn Beer Garden (File 36-2016) approved by the Planning Commission on December 20, 2017.

## FISCAL IMPACT

There is no fiscal impact to the Town associated with acceptance of the easements.

## ATTACHMENTS

1. Resolution Accepting Grant of an Access Easement
2. Grant of Equestrian and Vehicle Easements with exhibits
3. Planning Commission staff report, resolution and conditions of approval, dated December 20, 2017

Approved by: Jeremy Dennis, Town Manager

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

RESOLUTION NO. \_\_\_\_\_ - 2018

**RESOLUTION OF THE TOWN COUNCIL OF  
THE TOWN OF PORTOLA VALLEY ACCEPTING GRANT OF  
VEHICLE ACCESS AND EQUESTRIAN TRAIL EASEMENTS  
ON LANDS OF ALPINE INN BEER GARDEN**

**WHEREAS**, the owners of Alpine Beer Garden, Inc., a beer garden and restaurant at 3915, have offered to dedicate vehicle access and equestrian trail easements to the Town of Portola Valley ; and

**WHEREAS**, the Town Council has read and considered the Grant of Vehicle and Trail Easement and all associated documents;

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

1. The Town Council of the Town of Portola Valley accepts the Grant of Vehicle and Trail Easements on behalf of the public.
2. The Town of Portola Valley shall enter into and the Mayor is hereby authorized and directed to execute the Grant of Vehicle and Trail Easements.

AYES, and in favor thereof, Councilmembers:

RECUSED,

NOES,

ABSENT,

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2018.

Clerk, Town of Portola Valley: \_\_\_\_\_

APPROVED: \_\_\_\_\_, Mayor

**RECORDED WITHOUT FEE UNDER  
GOVERNMENT CODE § 6103**

**RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:**

TOWN CLERK  
TOWN OF PORTOLA VALLEY  
765 PORTOLA ROAD  
PORTOLA VALLEY, CA 94028

## **GRANT OF ACCESS EASEMENT**

Alpine Beer Garden, Inc. does hereby grant to the Town of Portola Valley, a general law city of the State of California, a perpetual right and nonexclusive public access easement ("Access Easement") for ingress and egress for purposes of accessing the Rossotti Field parking area owned by the Town of Portola Valley on, under, over, and along the real property situated in the Town of Portola Valley, County of San Mateo, State of California, more fully described and shown in Exhibit A, attached hereto and made a part hereof.

Alpine Beer Garden, Inc. shall not place any structures and/or improvements, including parking spaces, on the Access Easement. Alpine Beer Garden, Inc. shall be responsible for maintaining and repairing the Access Easement to the satisfaction of the Public Works Director, including, but not limited to, paving to a safe level for vehicle, bicycle, pedestrian and equestrian use, such as virgin Class II compacted base rock or equivalent.

**IN WITNESS WHEREOF**, the Alpine Beer Garden, Inc. has executed this instrument.

Dated: December \_\_\_\_\_, 2018

**ALPINE BEER GARDEN, INC.**

---



**CERTIFICATE OF CONSENT AND ACCEPTANCE**

This is to certify that the interest in real property conveyed by the attached Grant of Access Easement is hereby accepted by the undersigned duly authorized agent on behalf of the Town Council of the Town of Portola Valley pursuant to authority conferred by Resolution No \_\_\_\_\_.

Dated: December \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

Attest:

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

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
 ) ss:  
COUNTY OF SAN MATEO )

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

## EXHIBIT A

LEGAL DESCRIPTION FOR INGRESS/EGRESS EASEMENT

THE LAND REFERRED TO HEREIN IS SITUATE ENTIRELY WITHIN THE TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, AND DESCRIBED AS FOLLOWS:

A 25-FOOT-WIDE EASEMENT FOR INGRESS AND EGRESS ACROSS A PORTION OF THE LANDS OF ALPINE BEER GARDEN, INC., AS DESCRIBED IN THAT CORPOATION GRANT DEED FILED ON MARCH 12, 1978 IN REEL 7739 OF OFFICIAL RECORDS AT PAGES 968 AND 969, SAN MATEO COUNTY OFFICIAL RECORDS, THE CENTERLINE OF WHICH BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

COMMENCING AT A POINT IN THE CENTERLINE OF ALPINE ROAD REFERRED TO AS "ENGINEER'S STAION 292+67.03", AS SHOWN ON THAT MAP OF THE ROSSOTTI SUBDIVISION FILED IN VOLUME 103 OF SUBDIVIONS AT PAGE 92, SAN MATEO COUNTY OFFICIAL RECORDS AND THENCE ALONG THE CENTERLINE OF SAID ALPINE ROAD SOUTH 40°08'00" WEST 32.28 FEET;

THENCE LEAVING SAID CENTERLINE OF ALPINE ROAD, AT RIGHT ANGLES, SOUTH 49°52'00" EAST 40.00 FEET TO THE INTERSECTION OF THE SOUTHEASTERLY LINE OF SAID ALPINE ROAD AND SOUTHERLY LINE OF ARASTRADERO ROAD, THE LOCATION OF WHICH IS DESCRIBED IN THAT GRANT DEED FROM TIN CAN ALLEY, INC., NOW KNOWN AS ALPINE BEER GARDEN, INC., TO THE TOWN OF PORTOLA VALLEY RECORDED ON JANUARY 10, 1977, ON REEL 7351 OF OFFICIAL RECORDS AT PAGES 483 AND 484, SAN MATEO COUNTY OFFICIAL RECORDS;

THENCE ALONG SAID SOUTHERLY LINE OF SAID ARASTRADERO ROAD ALONG AN ARC TO THE LEFT, CONCAVE NORTHERLY, FROM A RADIAL BEARING OF SOUTH 32°37'09" WEST AND HAVING A RADIUS OF 130.00 FEET, THROUGH A CENTRAL ANGLE OF 36°36'09" AN ARC DISTANCE OF 83.05 FEET TO THE POINT OF BEGINNING;

THENCE, FROM SAID POINT OF BEGINNING, ALONG A NON-TANGENT CURVE TO THE RIGHT, CONCAVE NORTHWESTERLY, FROM A RADIAL BEARING OF SOUTH 67°45'05" EAST AND HAVING A RADIUS 314.80 FEET, THROUGH A CENTRAL ANGLE OF 15°21'18" AN ARC DISTANCE OF 84.37 FEET TO A POINT OF COMPOUND CURVATURE;

THENCE FROM SAID POINT OF COMPOUND CURVATURE, TANGENT TO THE PRECEDING CURVE, ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 142.50 FEET, THROUGH A CENTRAL ANGLE OF 38°54'45" AN ARC DISTANCE OF 96.78 FEET TO THE BEGINNING OF A REVERSE CURVE, TANGENT TO THE PRECEDING CURVE AND HAVING A RADIUS OF 117.50 FEET;

THENCE ALONG SAID REVERSE CURVE, CONCAVE SOUTHEASTERLY, THROUGH A CENTRAL ANGLE OF 36°12'57", AN ARC DISTANCE OF 74.27 FEET TO THE BEGINNING OF A TANGENT LINE;

THENCE ALONG SAID TANGENT LINE SOUTH 40°18'01" WEST 150.50 FEET TO THE NORTHEASTERLY LINE OF PARCEL B OF SAID ROSSOTTI SUBDIVISION (103-M-92) AND THE END OF THIS EASEMENT.

THE SIDELINES OF SAID EASEMENT SHALL BE SHORTENED OR LENGTHENED TO TERMINATE AT SAID SOUTHERLY LINE OF ARASTRADERO ROAD AND SAID NORTHEASTERLY LINE OF SAID PARCEL B OF SAID SUBDIVISION (103-M-92).

CONTAINING 10,155 SQUARE FEET, MORE OR LESS.

END OF DESCRIPTION.

THE HEREIN DESCRIBED PARCELS ARE SHOWN ON THE PLAT, WHICH IS INCLUDED HEREWITH.

THE BEARING. SOUTH 40°08'00" WEST, OF THE CENTERLINE OF ALPINE ROAD, AS SHOWN ON THAT MAP OF THE ROSSOTTI SUBDIVISION FILED IN VOLUME 103 OF SUBDIVISIONS AT PAGE 92, SAN MATEO COUNTY OFFICIAL RECORDS, WAS USED AS THE BASIS OF ALL BEARINGS FOR THIS DESCRIPTION.

PHILIP C WOOTTON, PLS 8398  
CARROLL ENGINEERING, INC.

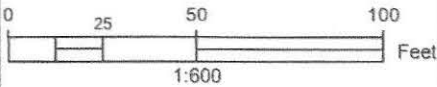


ARASTRADERO ROAD

ENGINEER'S STATION  
292+67.03 - POINT  
OF COMMENCEMENT

S40°08'00"W  
35.28'  
S49°52'00"E  
40.00'

UTILITY EASEMENT TO  
PACIFIC BELL PER  
DOC. NO. 86115498



ALPINE ROAD (WIDTH VARIES)



40'

S40°08'00"W  
199.01'

R=117.50'  
L=74.27'  
D=36°12'57"

S40°18'01"W  
150.50'

PARCEL B  
ROSSOTTI SUBDIVISION  
103-M-92

ALPINE BEER GARDEN, INC.  
APN: 079-126-150  
REEL 7739  
PAGE 968

25.0'  
INGRESS/EGRESS  
EASEMENT

40' INGRESS/EGRESS  
EASEMENT PER  
5714 OR 504

167.79'

N38°08'00"W

CENTERLINE  
LOS TRANCOS  
CREEK -  
DIVIDING LINE  
BETWEEN SAN  
MATEO AND  
SANTA CLARA  
COUNTIES

S45°33'10"W  
92.91'

EXHIBIT A - PLAT TO ACCOMPANY LEGAL DESCRIPTION - INGRESS/EGRESS EASEMENT

1101 S. WINCHESTER BLVD.  
SUITE H-184  
SAN JOSE, CA 95128  
TEL: 408-261-9800

**GE** ENGINEERING  
Engineers and Surveyors

Design By: \_\_\_\_\_  
Drawn By: PCW  
Check By: RVH

Scale: 1"=50'  
Date: 12/05/17  
Job No. 2049  
Ref. Sheet \_\_\_\_\_



Name: 25' INGRESS/EGRESS EASEMENT

North: 1966699.53' East: 6069050.91'

Segment #1 : Line

Course: N38° 08' 00"W Length: 25.52'  
 North: 1966719.61' East: 6069035.15'

Segment #2 : Line

Course: N40° 18' 01"E Length: 147.94'  
 North: 1966832.44' East: 6069130.83'

Segment #3 : Curve

Length: 82.17' Radius: 130.00'  
 Delta: 36°12'57" Tangent: 42.51'  
 Chord: 80.81' Course: N58° 24' 30"E  
 Course In: S49° 41' 59"E Course Out: N13° 29' 02"W  
 RP North: 1966748.35' East: 6069229.98'  
 End North: 1966874.77' East: 6069199.67'

Segment #4 : Curve

Length: 88.29' Radius: 130.00'  
 Delta: 38°54'45" Tangent: 45.92'  
 Chord: 86.60' Course: N57° 03' 36"E  
 Course In: N13° 29' 02"W Course Out: S52° 23' 46"E  
 RP North: 1967001.19' East: 6069169.36'  
 End North: 1966921.86' East: 6069272.35'

Segment #5 : Curve

Length: 75.63' Radius: 302.30'  
 Delta: 14°20'05" Tangent: 38.01'  
 Chord: 75.43' Course: N30° 26' 11"E  
 Course In: N52° 23' 46"W Course Out: S66° 43' 51"E  
 RP North: 1967106.32' East: 6069032.85'  
 End North: 1966986.90' East: 6069310.56'

Segment #6 : Curve

Length: 27.93' Radius: 130.00'  
 Delta: 12°18'29" Tangent: 14.02'

Chord: 27.87' Course: N85° 53' 00"E  
 Course In: N02° 02' 14"E Course Out: S10° 16' 15"E  
 RP North: 1967116.82' East: 6069315.18'  
 End North: 1966988.90' East: 6069338.36'

## Segment #7 : Curve

Length: 94.71' Radius: 327.30'  
 Delta: 16°34'47" Tangent: 47.69'  
 Chord: 94.38' Course: S29° 18' 51"W  
 Course In: N68° 58' 33"W Course Out: S52° 23' 46"E  
 RP North: 1967106.32' East: 6069032.85'  
 End North: 1966906.61' East: 6069292.15'

## Segment #8 : Curve

Length: 105.27' Radius: 155.00'  
 Delta: 38°54'45" Tangent: 54.76'  
 Chord: 103.26' Course: S57° 03' 36"W  
 Course In: N52° 23' 46"W Course Out: S13° 29' 02"E  
 RP North: 1967001.19' East: 6069169.36'  
 End North: 1966850.46' East: 6069205.50'

## Segment #9 : Curve

Length: 66.37' Radius: 105.00'  
 Delta: 36°12'57" Tangent: 34.34'  
 Chord: 65.27' Course: S58° 24' 30"W  
 Course In: S13° 29' 02"E Course Out: N49° 41' 59"W  
 RP North: 1966748.35' East: 6069229.98'  
 End North: 1966816.27' East: 6069149.90'

## Segment #10 : Line

Course: S40° 18' 01"W Length: 153.06'  
 North: 1966699.53' East: 6069050.90'

Perimeter: 866.89' Area: 10154.59 Sq. Ft.  
 Error Closure: 0.00 Course: S66° 21' 39"W  
 Error North: -0.002 East: -0.004

Precision 1: 866890000.00





**RECORDED WITHOUT FEE UNDER  
GOVERNMENT CODE § 6103**

**RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:**

TOWN CLERK  
TOWN OF PORTOLA VALLEY  
765 PORTOLA ROAD  
PORTOLA VALLEY, CA 94028

### **GRANT OF EQUESTRIAN EASEMENT**

Alpine Beer Garden, Inc. does hereby grant to the Town of Portola Valley, a general law city of the State of California, a perpetual right and nonexclusive public access easement for ingress and egress for equestrian and pathway purposes ("Equestrian Easement") together with a right of access thereto on, under, over, and along the real property situated in the Town of Portola Valley, County of San Mateo, State of California, more fully described and shown in Exhibit A, attached hereto and made a part hereof.

Alpine Beer Garden, Inc. shall not place any structures and/or improvements on the Equestrian Easement.

**IN WITNESS WHEREOF**, the Alpine Beer Garden, Inc. has executed this instrument.

Dated: December \_\_\_\_\_, 2018

**ALPINE BEER GARDEN, INC.**

---

**CERTIFICATE OF CONSENT AND ACCEPTANCE**

This is to certify that the interest in real property conveyed by the attached Grant of Equestrian Easement is hereby accepted by the undersigned duly authorized agent on behalf of the Town Council of the Town of Portola Valley pursuant to authority conferred by Resolution No \_\_\_\_\_.

Dated: December \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

Attest:

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

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
 ) ss:  
COUNTY OF SAN MATEO )

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

EXHIBIT A

LEGAL DESCRIPTION FOR INGRESS/EGRESS EASEMENT

THE LAND REFERRED TO HEREIN IS SITUATE ENTIRELY WITHIN THE TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, AND DESCRIBED AS FOLLOWS:

A 5-FOOT-WIDE EASEMENT FOR INGRESS AND EGRESS ACROSS A PORTION OF THE LANDS OF ALPINE BEER GARDEN, INC., AS DESCRIBED IN THAT CORPORATION GRANT DEED FILED ON MARCH 12, 1978 IN REEL 7739 OF OFFICIAL RECORDS AT PAGES 968 AND 969, SAN MATEO COUNTY OFFICIAL RECORDS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

COMMENCING AT A POINT IN THE CENTERLINE OF ALPINE ROAD REFERRED TO AS "ENGINEER'S STATION 292+67.03", AS SHOWN ON THAT MAP OF THE ROSSOTTI SUBDIVISION FILED IN VOLUME 103 OF SUBDIVISIONS AT PAGE 92, SAN MATEO COUNTY OFFICIAL RECORDS AND THENCE ALONG THE CENTERLINE OF SAID ALPINE ROAD SOUTH 40°08'00" WEST 32.28 FEET;

THENCE LEAVING SAID CENTERLINE OF ALPINE ROAD, AT RIGHT ANGLES, SOUTH 49°52'00" EAST 40.00 FEET TO THE INTERSECTION OF THE SOUTHEASTERLY LINE OF SAID ALPINE ROAD AND SOUTHERLY LINE OF ARASTRADERO ROAD, THE LOCATION OF WHICH IS DESCRIBED IN THAT GRANT DEED FROM TIN CAN ALLEY, INC., NOW KNOWN AS ALPINE BEER GARDEN, INC., TO THE TOWN OF PORTOLA VALLEY RECORDED ON JANUARY 10, 1977, ON REEL 7351 OF OFFICIAL RECORDS AT PAGES 483 AND 484, SAN MATEO COUNTY OFFICIAL RECORDS;

THENCE ALONG THE NORTHWESTERLY LINE OF SAID LANDS OF ALPINE BEER GARDEN, INC. (7739 OR 968-969), SOUTH 40°08'00" WEST 199.01' TO A THE POINT OF BEGINNING;

THENCE FROM SAID POINT OF BEGINNING, AT RIGHT ANGLES TO THE PRECEDING LINE, SOUTH 49°52'00" EAST 5.00 FEET;

THENCE SOUTHWESTERLY ALONG A LINE PERPENDICULAR TO SAID NORTHWESTERLY LINE OF SAID LANDS OF ALPINE BEER GARDEN, INC. (7739 OR 968-969), SOUTH 40°08'00" WEST 152.16 FEET TO THE NORTHEASTERLY LINE OF PARCEL B OF THE ROSSOTTI SUBDIVISION, AS SHOWN ON THAT MAP OF THE ROSSOTTI SUBDIVISION FILED IN VOLUME 103 OF SUBDIVISIONS AT PAGE 92, SAN MATEO COUNTY OFFICIAL RECORDS, SAID LINE ALSO BEING THE SOUTHWESTERLY LINE OF SAID LANDS OF ALPINE BEER GARDEN, INC. (7739 OR 968-969);

THENCE ALONG SAID NORTHEASTERLY LINE OF SAID ROSSOTTI SUBDIVISION (103-M-92) NORTH 38°08'00" WEST 5.11 FEET TO SAID NORTHWESTERLY LINE OF SAID LANDS OF ALPINE BEER GARDEN, INC. (7739 OR 968-969);

THENCE ALONG SAID NORTHWESTERLY LINE OF SAID LANDS OF ALPINE BEER GARDEN, INC. (7739 OR 968-969), NORTH 40°08'00" EAST 151.12 FEET TO THE POINT OF BEGINNING.

CONTAINING 758 SQUARE FEET, MORE OR LESS.

END OF DESCRIPTION

THE HEREIN DESCRIBED PARCELS ARE SHOWN ON THE PLAT, WHICH IS INCLUDED HERewith.

THE BEARING. SOUTH 40°08'00" WEST, OF THE CENTERLINE OF ALPINE ROAD, AS SHOWN ON THAT MAP OF THE ROSSOTTI SUBDIVISION FILED IN VOLUME 103 OF SUBDIVISIONS AT PAGE 92, SAN MATEO COUNTY OFFICIAL RECORDS, WAS USED AS THE BASIS OF ALL BEARINGS FOR THIS DESCRIPTION.

PHILIP C WOOTTON, PLS 8398  
CARROLL ENGINEERING, INC.



ARASTRADERO ROAD

ENGINEER'S STATION  
292+67.03 - POINT  
OF COMMENCEMENT

S40°08'00"W  
35.28'  
S49°52'00"E  
40.00'

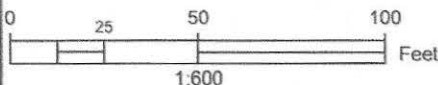
S32°37'09"W(R)

R=130.00'  
L=83.05'  
D=36°36'09"

139.06'  
S45°41'10"W

S16°58'40"W  
142.39'

UTILITY EASEMENT TO  
PACIFIC BELL PER  
DOC. NO. 86115498



ALPINE ROAD (WIDTH VARIES)

S49°52'00"E  
5.00'

40'

POINT OF  
BEGINNING

5' INGRESS/EGRESS EASEMENT

S40°08'00"W  
199.01'

151.12'  
S40°08'00"W 152.16'

ALPINE BEER GARDEN, INC.  
APN: 079-126-150  
REEL 7739  
PAGE 968

115.22'  
S56°12'10"W

CENTERLINE  
LOS TRANCOS  
CREEK -  
DIVIDING LINE  
BETWEEN SAN  
MATEO AND  
SANTA CLARA  
COUNTIES

40' INGRESS/EGRESS  
EASEMENT PER  
5714 OR 504

S45°33'10"W  
92.91'

5.11'

PARCEL B  
ROSSOTTI SUBDIVISION  
103-M-92  
167.79'  
N38°08'00"W



EXHIBIT A - PLAT TO ACCOMPANY LEGAL DESCRIPTION - INGRESS/EGRESS EASEMENT

	1101 S. WINCHESTER BLVD. SUITE H-184 SAN JOSE, CA 95128 TEL: 408-261-9800	Design By: _____	Scale: 1"=50'
		Drawn By: <u>PCW</u>	Date: <u>11/09/17</u>
		Check By: <u>RVH</u>	Job No. <u>2049</u>
			Ref. Sheet _____



Name: 5' INGRESS/EGRESS EASEMENT

North: 1965523.21' East: 6070525.37'

Segment #1 : Line

Course: N40° 08' 00"E Length: 151.12'

North: 1965638.75' East: 6070622.77'

Segment #2 : Line

Course: S49° 52' 00"E Length: 5.00'

North: 1965635.53' East: 6070626.60'

Segment #3 : Line

Course: S40° 08' 00"W Length: 152.16'

North: 1965519.19' East: 6070528.52'

Segment #4 : Line

Course: N38° 08' 00"W Length: 5.11'

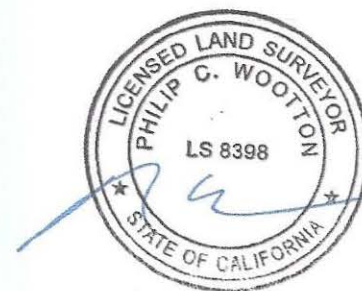
North: 1965523.21' East: 6070525.36'

Perimeter: 313.39' Area: 758.21 Sq. Ft.

Error Closure: 0.00 Course: N64° 33' 58"W

Error North: 0.001 East: -0.003

Precision 1: 313390000.00







# TOWN OF PORTOLA VALLEY STAFF REPORT

---

**TO:** Planning Commission

**FROM:** Arly Cassidy, Associate Planner

**DATE:** December 20, 2017

**RE:** Review of a Proposal to Renew and Amend a Conditional Use Permit,  
Alpine Inn Beer Garden, 3915 Alpine Road, File # 36-2016

## **RECOMMENDATION**

Staff recommends that the Planning Commission adopt Resolution 2017-17 approving the proposal to renew and amend the existing conditional use permit for the Alpine Inn Beer Garden, subject to the conditions in Attachment 1a.

## **BACKGROUND**

On September 19, 2016, the owners of the Alpine Inn Beer Garden submitted an application to renew their Conditional Use Permit to operate a restaurant and also proposed several changes to the use permit conditions. The beer garden is located at 3915 Alpine Road at the corner of Arastradero Road on the east boundary of town. Single family homes sit across Alpine Road, and Rossotti Field, owned by the Town, sits to the southeast.

On November 28, 2016, the ASCC conducted a preliminary review of the proposed changes, and on December 15, 2016 the Planning Commission conducted its preliminary review of the project. Both bodies provided feedback to the project team. Additional background information on the proposal can be found in the joint preliminary staff report (Attachment 2), ASCC meeting minutes (Attachment 3), and Planning Commission meeting minutes (Attachment 4).

On September 11, 2017, the ASCC conducted its second review of the project, including the updated conditions of approval (Attachment 5). One Commissioner commented on the bright outdoor lighting at night, and asked that the lights be directed down instead of out. Another Commissioner stated that they would prefer that use permit reviews or updates be required with some regularity, as opposed to only upon complaint or violation, as required by the proposed conditions of approval. However, no new conditions were suggested, and a motion to recommend approval of the conditions in the staff report passed 5-0.

## DISCUSSION

In their preliminary review of the project, both the ASCC and Planning Commission offered feedback and guidance on the existing use permit as well as changes suggested by the applicant and by staff. The existing conditions of approval have been updated according to this feedback. Past conditions involving completed site development work have been deleted. Remaining conditions have been reviewed by appropriate bodies, updated to current standards, and reorganized for easier navigation. The following conditions have been modified:

### Use

The use permitted has been modified to more broadly describe the food items permitted, and to include a residential use. This use has existed by reference, as a building labeled “residence” on the site plan was permitted to remain or be replaced with a new residence not more than 1,500 (old condition I)). At the December 15, 2016 Planning Commission meeting, Mayor Hughes spoke as a member of the public and suggested maintaining a residential use on the property, even if it is not currently in use. Staff proposes describing and calling out this use as permitted, with further language describing the “residence” structure under condition three, Use and Development of the Property: Preservation of Buildings.

### Maximum Capacity

The total number of persons permitted on site has been reduced, both within and outside of the structure, so as to comply with current fire code. The previous total of 337 (63 inside, 274 outside) is now lowered to 292 (52 inside, 240 outside) per the requirements of Woodside Fire Protection District.

**Operation and Development of the Property** A number of conditions regulating the daily use of the beer garden and maintenance and future development of the property have been grouped in this section, as they share a common theme.

Hours The applicant has requested that the restaurant’s hours be modified to 11:00 p.m. to accommodate late-running sports games. In general, commissioners were receptive to a later closing time, but suggested that staff look into any police activity associated with the property. Lt. Corpus of the San Mateo Sherriff’s office provided staff with thirty-five instances of police activity at that address between March 3, 2015 and November 29, 2016 (approximately twenty-one months). Ten can be excluded, as they were traffic stops along the road, outside the property. Of the remaining twenty-five, three are noise related, with one complaint coming in at 2:49 p.m., and the other two coming in at 10:45 and 11:06 p.m. of the same evening. In total, ten of these calls were after the hour of 10:00 p.m. Based on this information, staff believes that an 11:00 p.m. closing time would not incite a dramatic uptick of police activity. However, a one year review of the use permit by the Planning Commission has been included under condition 6 to allow for a check-in after 12 months.

Music Amplified music is prohibited by the noise ordinance. The applicant proposed striking the condition prohibiting amplified music, as they would like to play music at the beer garden. Staff recommends instead keeping the prohibition against amplified music, but allowing unamplified music, subject to the normal requirements of the town’s noise ordinance.

Parking As discussed in the 2016 staff report, parking for restaurants is required at a rate of one space per every 2.5 seats. Car parking was reduced by providing horse “parking” or tethering spaces. There is currently one rail with spaces for eight horses; the applicant plans to

install two new rails adjacent to it, between the driveway and the creek, for a total of 14 tethering spaces. (The dilapidated rails at the corner of Alpine and Arastradero Roads will be removed.)

Horse tether spots address parking requirements at a rate of one hitching space per one restaurant seat. This reduces the seating count from 250 to 236; at a rate of 1 space per 2.5 seats, the car parking requirement would equal 94.4, which rounds to 94 spaces. Given staff's estimate of 65 car parking spaces in the Alpine Inn Beer Garden parking lot, this requirement necessitates the continued lease of the Town's adjacent parking at Rossotti Field. With the addition of 71 spaces available at Rossotti Field, the total parking available would equal 136, which is more than sufficient to meet the parking requirement of 94 car spaces.

In addition, the applicant has voluntarily replaced the bike parking rack inside the picnic area with two modern, more usable racks. These racks can hold up to twenty bicycles with both the frame and front wheel secured to the rack.

Maintenance Staff has added to the existing condition 3g to require maintenance and cleanliness throughout the property, with special attention to the creek, vegetation facing toward the public right of way and around the parking, and sight lines at the Alpine/Arastradero intersection.

Preservation of Structures Staff suggests consolidating three previous conditions regarding the main structure, the shed attached to the side, and the separate residence at the rear, under the title Preservation of Structures. The language in the main section and the shed sub-condition is unaltered; language in sub-condition ii is altered to mirror the earlier change regarding residential use.

The new language states that the old residence building may continue to be used as accessory office and storage space for the restaurant, but not as a residence. The existing building is heavily dilapidated and sits cantilevered over the creek, within the creek setback. It would likely be easier to build a new structure than to bring the current one into compliance with the building code. Staff suggests keeping language allowing for the building and use to be replaced, but requiring it to be placed according to current zoning and building code requirements, i.e., out of the creek setback.

Easements The applicant has submitted an updated survey, dated May 17, 2017 (Attachment 6), showing two proposed easements across the Alpine Inn Beer Garden parcel. The vehicle easement shown connects Arastradero Road to the Rossotti playing field owned by the Town, partially using the existing paved driveway off of Arastradero Road. The easement has been updated to show the curve of the driveway and parking lot, and is now twenty-five feet (25') wide, per the municipal code. Public Works requires that a town easement be maintained for safety and ease of access, and has asked that the applicant repair the easement portion of the driveway; staff has added a condition requiring that civil plans for the easement's gravel paving be submitted in time for the use permit's one year review, discussed below.

A second easement for the equestrian trail is shown at the west corner of the property, running adjacent to the Alpine Road public right of way. The equestrian trail currently sits within the property lines until a point across from the building's front door, where it passes through an opening in the fence and continues on the Town's right of way. The easement across the Alpine Inn Beer Garden property is shown as five feet (5') in width, per the site plan.

Staff requested that the Applicant also provide an easement description with the metes and bounds; this was submitted to staff on October 20, 2017 (Attachment 7), and will be dedicated to the Town through an easement agreement, scheduled for the January 24, 2018 Town Council agenda. Once accepted, the updated survey showing and easement agreements must be recorded with San Mateo County. Language requiring recordation with the County is included in Condition 4, which describes the easements.

Permit Review As discussed above under Hours, staff suggests requiring review of the use permit by the Planning Commission one year from its final approval. This will allow for a check in on all of the proposed changes and act as a trigger for the easement paving. After that, staff suggests the current practice of calling the permit for review upon receipt of complaint or violation.

### **ENVIRONMENTAL REVIEW**

The project is categorically exempt as not having potential for a significant effect on the environment under Section 15305 of the California Environmental Quality Act (CEQA) Guidelines. Specifically, the section exempts “minor alterations in land use limitations.”

### **CONCLUSION**

Prior to voting, the Planning Commission should consider the above comments and any new information presented at the December 20, 2017 meeting.

### **ATTACHMENTS**

1. Resolution 2017-17 and recommended conditions of approval
2. ASCC & Planning Commission staff report, dated November 28, 2016
3. ASCC meeting minutes, dated November 28, 2016
4. Planning Commission meeting minutes, dated December 15, 2016
5. ASCC staff report and meeting minutes, dated September 11, 2017
6. Updated Survey and Site Plan of Alpine Beer Garden, dated November 9, 2017
7. Legal Description for Ingress/Egress Easements, received November 13, 2017

Report approved by: Debbie Pedro, Planning Director



**RESOLUTION NO. 2017 - 17**

**A RESOLUTION OF THE PLANNING COMMISSION  
OF THE TOWN OF PORTOLA VALLEY  
APPROVING A CONDITIONAL USE PERMIT RENEWAL AND AMENDMENT  
FOR ALPINE INN BEER GARDEN**

**3915 Alpine Road, FILE # 36-2016  
APN # 079-123-050**

**WHEREAS**, Alpine Inn Beer Garden submitted an application to renew and amend their Conditional Use Permit (CUP) to operate a restaurant and beer garden on the property located at 3915 Alpine Road; and

**WHEREAS**, the ASCC and Planning Commission held duly noticed public hearings on November 28, 2016 and December 15, 2016, respectively, to conduct preliminary review and to consider the Conditional Use Permit and the entire record of proceedings, including the staff reports and public comment; and

**WHEREAS**, the ASCC held a duly noticed public hearing on September 11, 2017 to complete its review, where it recommend that the Planning Commission approve the CUP renewal and amendment, and the Planning Commission held a duly noticed public hearing on December 20, 2017 to conduct a final review of the proposed amendments to the Conditional Use Permit; and

**WHEREAS**, an access easement and trail easement as required in conditions of this use permit must be recorded within 90 days of this approval in order for this approval to be legal and valid; and

**WHEREAS**, the proposed project is exempt from California Environmental Quality Act (CEQA) pursuant to Section 15305 of the Public Resources Code;

**NOW, THEREFORE**, be it resolved that the Planning Commission of the Town of Portola Valley does hereby RESOLVE as follows:

The Planning Commission makes the following findings regarding the Conditional Use Permit Renewal and Amendment:

- a. ***The proposed use or facility is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.***

Alpine Inn Beer Garden sits at the intersection of Alpine and Arastradero Roads, adjacent to Rossotti Field and the Town trail network. It is on a popular bike route and is easily accessible by multiple forms of transportation for both residents and patrons from outside the Town.

- b. ***The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and such other features as may be required by this title or in the opinion of the commission be needed to assure that the proposed use will be***

***reasonably compatible with land uses normally permitted in the surrounding area and will insure the privacy and rural outlook of neighboring residences.***

The property's 1.15 acres is sufficient to continue the existing restaurant and beer garden use. The indoor and outdoor seating areas have been re-evaluated for their capacity for fire code and parking requirements and the conditions of approval have been updated appropriately. The parking required exceeds what is available on the parcel, necessitating the continued lease of the Rossotti Field parking lot from the Town for additional parking capacity. The fence surrounding the outdoor picnic area will be maintained, and no amplified music or sound will be permitted.

- c. ***The site for the proposed use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.***

The site is well served by the existing road network within the Town. Access to the property is gained through a driveway off of Arastradero Road, adjacent to its intersection with Alpine Road. Both roads are kept in good condition.

- d. ***The proposed use will not adversely affect the abutting property or the permitted use thereof.***

The use is existing and generates a low volume of complaints. No amplified music or sound is permitted, and no significant changes are proposed to the operation of the business.

- e. ***The site for the proposed use is demonstrated to be reasonably safe from or can be made reasonably safe from hazards of storm water runoff, soil erosion, earth movement, earthquake and other geologic hazards.***

The property is reasonably safe from possible hazards and natural disasters. Los Trancos Creek continues to slowly erode the creek bank at the rear of the property; in response, the applicant has placed tables well away from the creek bank edge, and marked the edge with a temporary fence to keep patrons at a safe distance.

The existing "residence" structure, now used as an office and storage, projects well into the creek setback. It may remain and continue as an office, but may not be rebuilt within the setback, nor may it be returned to a residential use.

- f. ***The proposed use will be in harmony with the general purpose and intent of this title and the general plan.***

The Alpine Inn Beer Garden has existed since the 1850's, and has served under various names as a roadhouse and saloon. The continued use of this historic structure and watering hole benefits the Town and its surrounds by serving as a meeting place for residents and neighbors.

- g. ***The proposed use shall serve primarily the town and its spheres of influence, the approving authority must find that it is reasonable to conclude, based on the evidence before it, that the proposed use will meet a need in the town and that a***

**majority of the clientele of the proposed use will come from the town and its spheres of influence.**

Alpine Inn Beer Garden is a popular meeting place and commissary for residents and workers in the town and the surrounding area. It will continue to meet the need for food and drink in a relaxed outdoor setting, with furnishings that encourage and promote community and the intermingling of groups and individuals.

**h. The proposed use permit amendments are consistent with the standards of the historic element of the general plan.**

The renewal and amendment of this use permit does not involve any physical improvements to the buildings or structures housing the use. Such improvements would require separate review by the Planning and Building Departments. As such, the proposal meets all of the Standards listed under Section 2511, Historic Resources to be Preserved, of the Historic Element of the General Plan.

Conditional Use Permit 36-2016 is hereby granted for the Alpine Inn Beer Garden, subject to conditions attached hereto as Attachment A and incorporated herein by this reference.

**PASSED AND ADOPTED** at the regular meeting of the Planning Commission of the Town of Portola Valley on December 20, 2017.

For:

Against:

Abstained:

By: \_\_\_\_\_  
Denise Gilbert, Chairperson

ATTEST: \_\_\_\_\_  
Debbie Pedro, Planning Director



Attachment A  
**Conditions of Approval**

Conditional Use Permit File # 36-2016  
**Alpine Inn Beer Garden**  
3915 Alpine Road

The following Conditions of Approval supersede those contained in Planning Commission Resolution 1982-232.

1. **Property and Nature of Use.** This Conditional Use Permit shall apply to parcel 079-123-050 totaling 1.15 acres and identified as 3915 Alpine Road. The use permit shall be in the name of Alpine Inn Beer Garden and the use shall be limited to:
  - a. Restaurant use, including serving of hot and cold food and drink items.
  - b. Picnicking.
  - c. Accessory and amusement devices inside the restaurant building.
  - d. Residential use, not to exceed 1,500 square feet. This use shall not be permitted within the existing structure labeled “residence”, but may be permitted in a new structure built to comply with all current zoning and building codes.
2. **Maximum Capacity.** The maximum capacity shall not exceed two hundred and ninety-two (292) persons, comprised of:
  - a. Fifty-two (52) persons inside the restaurant building.
  - b. Two hundred and forty (240) persons outside in the enclosed yard.
3. **Operation and Development of the Property.** Use and development of the property shall be subject to the following conditions:
  - a. **Hours.** The hours of operation shall be limited to 11:00 a.m. to 11:00 p.m. daily.
  - b. **Food.** Food and beverages shall be consumed only within the restaurant and rear enclosed area designated on the site plan as “Beer Garden Picnic Area.”
  - c. **Music.** There shall be no amplified music or other amplified sound. Unamplified music may be played, subject to the Town’s noise ordinance.
  - d. **Lighting.** All lighting and signs shall be satisfactory to the Architectural and Site Control Commission.
  - e. **Safety.** The buildings and site shall at all times comply with the requirements of the Health Officer, Public Works Director, Building Inspector, and Fire Chief.
  - f. **Parking.** All required parking described below shall remain available for patrons on the premises, and shall not be rented, leased or sub-leased to any other parties.

Alpine Inn Beer Garden  
Conditional Use Permit Conditions  
December 20, 2017

- i. Car. Space shall be provided for 94 cars in the areas surfaced with crushed rock or gravel as shown on the site plan. This number shall be reduced by one parking space for every 2.5 horse tethering spaces provided.
    - ii. Horse. Tethering space for a minimum of 14 horses shall be provided within the property, away from Alpine and Arastradero roads.
    - iii. Bicycle. Parking for a minimum of twenty bicycles shall be provided on site, with the ability to secure the frame and front wheel to the parking fixture.
  - g. **Maintenance.** The applicant shall maintain the property in a neat, clean and safe manner at all times, including:
    - i. Abutting and nearby portions of adjoining Los Trancos Creek,
    - ii. Vegetation and fencing fronting the public right of way and within the parking lot area,
    - iii. Sight lines at the intersection of Arastradero and Alpine Roads, and
    - iv. Fencing along the Alpine Road property line which sits within the property.
  - h. **Preservation of Buildings.** If all or any portion of the main structure should be destroyed, and if rebuilt, shall be rebuilt so as to be a replica of the prior structure. The main structure (bar and restaurant) shall be preserved in its present historical state and style to the maximum extent possible. In particular, the interior and exterior walls shall remain as is.
    - i. The shed attached to the southwest side of the building may be removed and replaced with an addition of the same or lessor floor area and in an architectural style compatible with the main architecture.
    - ii. The existing structure labeled "residence" on the site plan may remain, to be used as storage and office space accessory to the restaurant use, but not as a residence. If ever destroyed to more than 50% of its appraised value, this structure shall not be rebuilt but may be replaced with a building not exceeding 1,500 square feet to serve as a residence plus accessory use for the restaurant in a location conforming to the current zoning and building codes of the Town.
- 4. **Easements.** The applicant shall enter into easement agreements with the Town to provide the access and trail easements described below. The easement agreements shall be in a form acceptable to the Town Attorney and such agreements shall be executed and recorded within 90 days of approval of this CUP. The Applicant shall be responsible for repairing and maintaining the easements. All easements across the property shall be accommodated within the site plan.
  - a. **Access.** An unrestricted easement shall be dedicated to the Town to accommodate access to the Rossotti Field parking area owned by the Town. The easement shall measure twenty-five feet (25') in width and shall connect from the

driveway access on Arastradero to the Rossotti Field parking area, crossing the Alpine Inn Beer Garden parking lot. No parking spaces shall ever be placed within this easement.

The roadway condition within the easement shall be repaired and maintained to standards to the satisfaction of the Public Works Director, including paving to a safe level for vehicle, bicycle, pedestrian and equestrian use, such as virgin Class II compacted base rock or equivalent. The existing speed bumps within the easement shall be maintained with diagonally striped yellow paint. An approvable plan showing these improvements shall be submitted for review by the Public Works Director on or before the one year permit review described in condition 6.

- b. **Trail.** An easement shall be dedicated as necessary to accommodate the riding trail shown on the site plan along the Alpine road frontage of the subject site. The riding trail shall be installed within said easement and to standards shown on the site plan by the applicants to the satisfaction of the Public Works Director.
5. **Lease.** If the right to use the parcel currently leased from the Town is ever lost, the seating capacity of the use will be modified within 30 days to be consistent with the zoning ordinance standards to the satisfaction of the Town Planner unless a longer period is approved by the Planning Commission.
6. **Permit Review.** This permit shall be subject to review by the Planning Commission one year after its initial approval; following that review, the permit may be called for reviewed by the Planning Commission upon receipt of complaint or violation.
7. **Compliance to Local and State Laws.** The use shall be conducted in full compliance with all local and state laws. The permit shall be subject to revocation if the use is not conducted in compliance with these conditions and all applicable laws.
8. **Revocation, Suspension, Modification.** This Conditional Use Permit may be revoked, suspended or modified by the Planning Commission, or by the Town Council on appeal, at any time, whenever, after a noticed hearing in accordance the Town of Portola Valley Municipal Code and when the Planning Commission finds:
  - a. A violation of any conditions of the Conditional Use Permit was not abated, corrected or rectified within the time specified on the notice of violation; or
  - b. A violation of any Town ordinance or State law was not abated, corrected or rectified within the time specified on the notice of violation.
9. **Covenants Run with the Land.** All of the conditions contained in this Conditional Use Permit shall run with the land and shall be binding upon, and shall inure to the benefit of Alpine Inn Beer Garden and its heirs, successors, assigns, devisees, administrators, representatives and lessees.
10. **Defend, Indemnify and Hold Harmless.** The applicant shall defend, indemnify and hold harmless the Town, and its elective and appointive boards, commissions, agents, officers and employees from any and all claims, causes of action or proceedings arising out of or in connection with, or caused on account of, the development and occupancy of Alpine Inn Beer Garden and the approval of this Conditional Use Permit or any related approvals except to

Alpine Inn Beer Garden  
Conditional Use Permit Conditions  
December 20, 2017

the extent that such claims, causes of action or proceedings arise from the Town's gross negligence or willful misconduct.



# TOWN OF PORTOLA VALLEY STAFF REPORT

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

**FROM:** Jeremy Dennis, Town Manager

**DATE:** January 10, 2018

**RE:** Planning Director Title Change

## **RECOMMENDATION**

Staff recommends that the Town Council adopt a resolution amending the Salary Schedule to change the Planning Director title to “Planning and Building Director”, and approve changes to the Position Description.

## **BACKGROUND**

Until recently, the Deputy Building Official reported to the Public Works Director. After a change in that position’s duties, the Deputy Building Official now reports to the Planning Director.

## **DISCUSSION**

Changing the title to “Planning and Building Director” better describes the duties of the position. With the Planning Director position becoming available later this month, this title change is important to ensure an accurate depiction of the position’s duties.

## **FISCAL IMPACT**

None.

## **ATTACHMENT**

1. Resolution
2. Salary Schedule
3. Position Description

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

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

RESOLUTION NO. \_\_\_\_\_-2018

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

**WHEREAS**, the Town Manager has recommended a change to the title for the Planning Director position to “Planning and Building Director” reflecting new reports; and

**WHEREAS**, the Town Council has considered this recommendation and wishes to adjust the salary schedule for the benefit of the employees of the Town,

**NOW, THEREFORE**, the Town Council of the Town of Portola Valley does RESOLVE that the salary schedule attached as Exhibit A is adopted by the Town effective January 10<sup>th</sup>, 2018.

**REGULARLY PASSED AND ADOPTED** this 10<sup>th</sup> day of January 2018.

\_\_\_\_\_  
Mayor

ATTEST:

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

## Exhibit A

Town of Portola Valley  
Salary Schedule

Approved FY 17-18 Salary Schedule, modified 1-10-18

	Annual Range		Hourly Range	
	Bottom	Top	Bottom	Top
<b>Administration</b>				
Town Manager	set by contract		<i>salary</i>	
Town Clerk	\$ 90,473	\$ 118,297	<i>salary</i>	
Assistant to the Town Manager	\$ 115,180	\$ 140,020	<i>salary</i>	
Administrative Management Analyst	\$ 78,288	\$ 97,471	\$ 37.6385	\$ 46.8611
Administrative Assistant	\$ 58,329	\$ 70,698	\$ 28.0428	\$ 33.9894

**Finance**

Finance Director	\$ 98,000	\$ 139,750	<i>salary</i>	
Accounting Technician	\$ 61,557	\$ 83,420	\$ 29.5947	\$ 40.1055

**Planning**

Planning and Building Director/Town Planner	\$ 155,725	\$ 194,682	<i>salary</i>	
Senior Planner	\$ 92,406	\$ 130,208	\$ 44.4260	\$ 62.6000
Associate Planner	\$ 77,910	\$ 106,374	\$ 37.4567	\$ 51.1413
Assistant Planner	\$ 71,533	\$ 96,551	\$ 34.3909	\$ 46.4188
Planning Technician II	\$ 62,929	\$ 75,403	\$ 30.2543	\$ 36.2514
Planning Technician I	\$ 42,991	\$ 65,945	\$ 20.6688	\$ 31.7041

**Public Works / Facilities Maintenance**

Public Works Director/Town Engineer	\$ 155,725	\$ 194,682	<i>salary</i>	
Deputy Building Official	\$ 91,455	\$ 135,680	\$ 43.9688	\$ 65.2308
Maintenance Worker III	\$ 72,839	\$ 102,147	\$ 35.0188	\$ 49.1091
Maintenance Worker II	\$ 57,036	\$ 73,015	\$ 27.4212	\$ 35.1034

## Notes:

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



**TOWN OF PORTOLA VALLEY**  
**PLANNING and Building**  
**DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction of the Town Manager, serves as a Department Head level part of the management team and performs a variety of leadership, supervisory, administrative and technical work in the Planning Department, including overseeing the design review and planning process and other activities related to the physical development of the Town. Direct and indirect supervision over professional, technical and office personnel. The Planning and Building Director may be designated the Town Planner by the Town Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Provide exceptional customer service; enable staff to perform assigned responsibilities; plan, organize, monitor, supervise, coordinate and participate in the Town's development process and code compliance/enforcement.
- Provide staff support to the Planning Commission including oversight and coordination of the meeting agenda process and preparation of the meeting minutes.
- Provide staff support to the Architecture & Site Control Commission (ASCC) including oversight and coordination of the meeting agenda process and preparation of the meeting minutes.
- Respond to questions on key land use planning matters in a timely manner prioritizing those questions from the Town Manager, Town Council, Planning Commission, or ASCC.
- Work closely with the Public Works Director on -all projects where there are both planning and public works issues involved.
- Attend pre-application meetings, as needed; oversee the review of development and building permit applications for completeness, consistency with zoning requirements and architectural/site development standards including, but not limited to, project applications, building permits, site development, subdivision, conditional use permits and variance applications; oversee the evaluation of alternatives and conformance with Town policies, ordinances, the General Plan and state and federal laws; prepare and present staff reports to the Architectural Site and Control Commission, Planning Commission and Town Council regarding such applications.
- Confer with and provide oral and written information to property owners, contractors, developers, -architects, engineers and the general public regarding conformance with

Town of Portola Valley  
 Planning and Building Director Job Class  
 Specifications Adopted January 23,

standards, plans, specifications and codes; explain codes, requirements and procedures and evaluate alternatives.

- Oversee, -motivate and evaluate personnel; provide or coordinate staff training, schedule staff, assign and monitor support tasks.
- Mentor and develop in-house staff to provide for succession planning.
- Meet regularly with assigned personnel to review status of assignments, help where needed and address issues.
- Communicate -staff and consultant assignments and responsibilities clearly and in a manner that they are mutually understood to avoid duplicative effort and ensure efficient use of limited resources.
- Negotiate, coordinate and manage professional contracts.
- Resolve complex and sensitive customer issues.
- Respond to code violations; conduct code compliance and enforcement activities.
- Develop and implement studies,- reports, recommendations, programs and services that are responsive to the community.
- Prepare and evaluate environmental assessment studies and documents;
- Provide technical information on codes, processes and guidelines to property owners, contractors, architects, engineers, other Town staff and the general public.
- Develop- and recommend amendments and revisions to the General Plan, Municipal Code, and permitting/project approval process.
- Ensure the preparation of budgets and the effective use of budgeted funds.
- Oversee all functions of the department including: applications, fee and fine assessment and collection, plan review, design review approvals and permit issuance, inspection and occupancy.
- Analyze, interpret and explain codes, laws and departmental policies and procedures.
- Assure uniform interpretation of, consistent enforcement of, and compliance with codes.
- Represent -the Town on intergovernmental committees, at regional meetings and conferences.
- When designated the Town Planner, perform the statutory duties outlined in the Town's municipal code.
- Other duties as assigned.

## QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Incumbent should have excellent leadership, teambuilding, and communication and interpersonal skills; have a proven ability to effectively solve problems and communicate verbally and in writing, a thorough knowledge of zoning laws and comprehensive plans; extensive knowledge of planning programs and processes; a working knowledge of computer programs; and an ability to establish and maintain effective working relationships.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in land-use planning, urban planning, landscape architecture or a closely related field. A Master's degree is highly desirable.

**Experience:** ~~Prefer~~ five (5) years progressively responsible experience in municipal planning with at least ~~two~~ (2) years in a supervisory capacity or any equivalent combination of education and experience, additional education substituting on a year-for-year basis for the required experience.

**Licenses or Certificates:** Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification. AICP certification is highly desirable.

## FLSA STATUS

This classification is exempt from the Fair Labor Standards Act (FLSA) as an administrative employee whose primary duty is to the performance of office or non-manual work directly related to the management or general business operations of the Town. The incumbent will exercise discretion and independent judgment with respect to matters of significance. The incumbent will supervise at least two FTE personnel and will be exempt from the FLSA as an executive employee.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public. Work schedule is standard business hours (currently 37.5 hours per week and may be amended or prorated) and frequent after-hours meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.



# TOWN OF PORTOLA VALLEY STAFF REPORT

---

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

**FROM:** Jeremy Dennis, Town Manager

**DATE:** January 10, 2018

**RE:** Reauthorization of the Town Treasurer as the Authority for Management of the Town's Investment Programs

## **RECOMMENDATION**

Staff recommends that the Town Council reauthorize the Town Treasurer as the Authority for Management of the Town's Investment Programs.

## **BACKGROUND**

Per California Government Code Section 53607 (Attachment 1), a legislative body of a municipality may delegate, for a one year period, the authority to manage investment programs to that body's treasurer.

The Town's Municipal Code, Section 2.08.020, authorizes the Town Manager to serve as the Town Treasurer (Attachment 2).

## **DISCUSSION**

The California Government Code only authorizes such delegation of duties for a one-year period. Staff recommends reappointing, per Portola Valley Municipal Code, the Town Manager to continue to manage investment programs for the next calendar year. Per the Town's Investment Policy (Attachment 3), day-to-day operations shall be delegated to the Finance Director; the Town Manager will continue to consult with the Finance Committee on present and future investments.

## **FISCAL IMPACT**

None.

**ATTACHMENTS**

1. California Government Code section 53607
2. Portola Valley Code section 2.08.020
3. Town of Portola Valley Investment Policy

**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".

**State of California****GOVERNMENT CODE****Section 53607**

---

53607. The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

(Amended by Stats. 1996, Ch. 749, Sec. 6. Effective January 1, 1997.)



2.08.020 - Town treasurer.

The town manager shall serve as the town treasurer. The town treasurer shall maintain the accounts of the town in accordance with the approved final budget and accepted municipal accounting procedures and shall perform such other duties as set forth in the general laws of the state.

(Ord. 2015-406 §§ 3, 4, 2015)



# Town of Portola Valley Investment Policy

Originally Adopted: December 10, 2003

Revised: November 8, 2017

## 1.0 MISSION STATEMENT

It is the policy of the Town of Portola Valley to invest public funds in a manner which will provide the maximum security with best investment returns, while meeting the daily cash flow demands of the entity. The Town's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

## 2.0 SCOPE

This investment policy applies to all financial assets of the Town of Portola Valley. These funds are audited annually and accounted for in the Financial Statements. This policy is applicable, but not limited to all funds listed below:

- General Fund
- Special Revenue
- Restricted Funds
- Trust Funds

Any other Town Funds or funds held for the exclusive benefit of the Town of Portola Valley and under the direction of Town of Portola Valley officials.

**2.1 Pooling of Funds** Except for cash in certain restricted funds, the Town will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

## 3.0 OBJECTIVES

In order of priority, the primary objectives of the investment activities shall be:

**3.1 Safety** Safety of the principal is the foremost objective of the investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

**3.2 Liquidity** The investment portfolio will remain sufficiently liquid to enable the Town of Portola Valley to meet all operating requirements that might be reasonably anticipated.

**3.3 Return or Yield** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of

secondary importance compared to the safety and liquidity objectives described above.

#### 4.0 **STANDARDS OF CARE**

- 4.1 Prudence** Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence and discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used shall be the “prudent investor” standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

- 4.2 Delegation of Authority** Authority to manage the investment program is derived from California Government Code (CGC) 53600/1, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer. Daily management responsibility of the program may be delegated to the Finance Director, who shall establish procedures and operate the investment program consistent with this investment policy.

Procedures may include, but not be limited to, references to: safekeeping, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

- 4.3 Ethics and Conflict of Interest** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

- 4.4 **Internal Control** Separation of functions between the Treasurer, Finance Director, and Finance Committee is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

Investment decisions are made by the Treasurer and executed by the Finance Director. As necessary, consultation will be sought from the Finance Committee regarding investment decisions. All wire transfers initiated by the Finance Director must be reconfirmed by the appropriate financial institution to the Accounting Technician and approved by the Treasurer. Timely bank reconciliation is conducted to ensure proper handling of all transactions

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Finance Director and Accounting Technician on a monthly basis. Internal controls will be documented by staff.

## 5.0 **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Treasurer, with guidance from the Financial Committee, may select any financial institution/broker/dealer selected by credit worthiness that is authorized to provide investment services in the State of California. For broker/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission and the FINRA Financial Industry Regulatory Authority.

## 6.0 **AUTHORIZED INVESTMENTS**

- 6.1 **Investment Types** The Town of Portola Valley is empowered by CGC 53601 et seq. to invest in the following:
- Local Agency Investment Fund (LAIF), a special fund of the State Treasury in which local agencies are allowed to pool their funds for investment purposes up to a maximum -allowed by the State. LAIF will have its own investment policy that will differ from the Town.
  - United States Government Agency Bonds.
  - United States Treasury Bills, Notes and Bonds.
  - Mutual funds or exchange traded funds investing over 80% of assets in either:
    - 1) short to medium term corporate bonds holding an average credit rating of "A" or better not to exceed 30% of surplus funds, or
    - 2) short to medium term Federal Agency or U.S. Government sponsored enterprise obligations.
  - Pools and other investment structures incorporating investments permitted in CGC 53601 and 53635, such as Local Government Investment Pools sponsored by Counties and Joint Powers Authorities.

These entities may have their own investment policy that will differ from that of the Town.

- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations. No more than 30% of surplus funds can be invested in certificates of deposit.

Investment in derivatives of the above instruments shall require authorization by the Town Council. Any concentrated equity or bond holding (including any private note held by the Town), however obtained, must be sold and converted into approved investments as quickly as practicable, considering market liquidity and trading restrictions on such securities.

- 6.2 Collateralization** All certificates of deposit must be collateralized by U.S. Treasury obligations held by a third party with whom the Town has a current written custodial agreement. The Treasurer may waive this requirement up to the amount already insured by federal or state deposit insurance (FDIC).

## **7.0 APPROVAL AND REVISION**

The Investment Policy shall be adopted by resolution of the Town of Portola Valley. The Policy will be reviewed as part of the annual budget process with any amendments to be approved by the Council.



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

---

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

**FROM:** Jeremy Dennis, Town Manager

**DATE:** January 10, 2018

**RE:** Utility Users' Tax – 2018 Ballot Measure  
([Link to Attachments page](#))

### **RECOMMENDATION**

Staff recommends that the Town Council review this staff report and provide guidance as to the language for a ballot measure concerning the tax rate for the general fund portion of the Utility Users' Tax (UUT).

### **BACKGROUND**

For a number of years, the Town has collected a Utility Users' Tax (UUT) to support general fund expenditures (Attachment 1)<sup>1</sup>. The UUT rate is set at 5.5% by the Portola Valley Municipal Code; since 2006, the Town has placed on the ballot an option to reduce the UUT rate to 4.5% for a four-year period. Historically this vote has taken place every four years to correspond with a requirement to seek voter approval of the appropriation level waiver which must be done on a four year cycle. Recently, it was determined that the Town's expenditures fall below the appropriation limit and voter approval is no longer needed. Projections indicate this will remain the case in at least the short term.

The current four-year period of the tax reduction ends on June 30<sup>th</sup>, 2018. Thereafter the tax rate will go up to 5.5%.

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 City Council, on an annual basis, to adjust the existing UUT rate between 0 and 5.5% based on fiscal prudence.

---

<sup>1</sup> The Town also collects Utility Users Tax to support the Open Space Acquisition Fund at a 2% rate; that fund is restricted to the purchase and initial improvement of open space.

On December 13<sup>th</sup>, the Town Council met to review the Finance Committee's recommendation (Attachment 2). The Council requested that staff draft language to codify the UUT rate at 4.5%. The Council's request for the drafting of this ballot language did not signify an endorsement of the rate; rather, it was an opportunity for the Council to review language and have further discussion on an appropriate ballot measure.

The Council also requested an analysis of work completed by staff in 2013 that corrected omissions from previous appropriation limit<sup>2</sup> setting exercises, in order to compare projections made in 2013 through 2017 to the actual appropriations limits. The Council also requested a ten-year projection of appropriation limits.

## **DISCUSSION**

There are four options for the Town Council to consider related to the level of UUT currently collected for general fund use:

1. Do not place a measure on the ballot and allow the UUT to reset to 5.5%, per the Town's Municipal Code
2. Place on the ballot a measure asking the voters to reduce the UUT collection rate to 4.5% for four years, as done previously<sup>3</sup>. Should the Council wish to place such a measure on the ballot, language would need to be included to align with a November election.
3. Place on the ballot a measure reducing the UUT to 4.5% (or other lower rate in the Town's Municipal Code
4. Place on the ballot a measure based on the recommendation of the Finance Committee providing future Town Council rate setting on an annual basis

As outlined in the December 13<sup>th</sup> staff report on this topic, there are issues that the Town Manager believes should be considered prior to a significant change in the current rate of UUT collection:

1. An analysis of appropriate general fund reserve levels
2. Examination of whether the various subaccounts within general fund reserves should be funded, as opposed to fixed amounts that do not change year over year
3. Determination of long-term allocation of non-general fund reserves (inclusionary housing fund, open space fund)
4. The development of a Five Year Capital Projects Plan

The next section of this staff report provides, as requested by the Town Council on December 10<sup>th</sup>, language for a ballot measure reducing the UUT collection rate to 4.5%, review of appropriation limit projections from 2013, and a projection of the appropriation limit for the next five fiscal years.

---

<sup>2</sup> The appropriation limit, as approved by voters in 1979 (Proposition 4), amended the State Constitution by placing limits on the growth of expenditures for municipalities and special districts.

<sup>3</sup> Last year, the Council realigned the Town's election cycle with state and federal elections, per a new state law. This results in any future UUT rate setting ballot measure being held during the same (even year) cycle.



## Ballot Language

In order to set the UUT rate to 4.5% on an ongoing basis, Chapter 3.32 – Telephone, Gas, Water and Electricity Users’ Tax would need to be modified (Attachment 3):

“Should the Town of Portola Valley amend Chapter 3.32 of the Municipal Code to reduce the Utility Users’ Tax for use in the general account from 5.5 to 4.5%?”

If no measure is placed on the ballot, then the general fund UUT will reset to 5.5%, as per the Municipal Code.

Also attached is language for the Menlo Park UUT system, which is more similar to the recommendation of the Finance Committee (Attachment 4).

## Analysis of 2013 Projections

As mentioned above, in 2013 staff discovered omissions to the formula then used to calculate the annual appropriation limit. In that staff report, projections on the appropriations limit and whether the Town would be over or under it were made (Attachment 5).

Staff reviewed those projections, which are in the table below:

	2014-15 Projected	2015-16 Projected	2016-17 Projected	2017-18 Projected
<b>Fiscal Year Limit, as Adjusted by the AAF</b>				
Projected in June 2013	\$ 3,005,287	\$ 3,155,551	\$ 3,313,329	\$ 3,478,995
Actual	\$ 2,889,208	\$ 3,029,624	\$ 3,224,732	\$ 3,346,627
<b>Adjusted estimated tax proceeds subject to limit</b>				
Projected in June 2013	\$ 2,892,869	\$ 3,013,511	\$ 3,137,143	\$ 3,176,225
Actual	\$ 2,884,798	\$ 2,681,859	\$ 2,897,049	\$ 3,192,627
<b>Difference, Projected in June 2013</b>	\$ (112,418)	\$ (142,040)	\$ (176,186)	\$ (302,770)
<b>Difference, Actual</b>	\$ (4,410)	\$ (347,765)	\$ (327,683)	\$ (154,000)

Each year shows some difference between the actual over/under the appropriation limit and the projected. There is no one explanation that spans each year’s differences, although slight variations on population and income levels, unanticipated budget items, reductions in capital outlay/funds, and other factors contributed.

## Projections, FY 18-19/27-28

Staff also developed appropriation limit and over/under amounts projections for five years, starting in FY 2018-19<sup>4</sup>.

<sup>4</sup> The Town Council requested a ten-year analysis; upon further analysis, a five-year projection was deemed more useful for the purposes of this staff report.

A number of assumptions were made to support the projections:

- A combined California Per Capita Personal Income (CPCFI)/Population Change factor was set at 1.05 (this factor assumes some combination of very modest countywide population growth and increase personal income levels for Californians)
- A modest 3.5% increase annually for secured property taxes (impacts of the recent tax bill suggest there may be a reduction in some home sales, although the impact in Portola Valley is not yet known)
- 1% growth of General Fund UUT
- 1% growth in “other taxes” – business license, sales tax and property transfer taxes
- A modest 3.5% increase in sales tax
- 3% annual growth for exclusions (Open Space UUT, Sales Tax revenue for roads, COPS/SLESA grant, Public Safety sales tax revenue, annual capital projects and programs)

The attached analysis (Attachment 6) shows that for the next 5 years, under the above assumptions, the Town will be under the appropriation limit.

### **FISCAL IMPACT**

The Town has budgeted \$13,000 for the costs of placing a measure on the June 2018 ballot.

### **ATTACHMENTS**

1. [History of UUT in Portola Valley](#)
2. [December 13<sup>th</sup> Staff Report, Finance Committee UUT recommendation](#)
3. [Chapter 3.32, Portola Valley Municipal Code, as amended to reduce UUT collection rate to 4.5%](#)
4. [Menlo Park UUT code Section 3.14.130](#)
5. [2013 Appropriations Limit projection](#)
6. [2018/19-2022/23 Appropriations Limit projection](#)

**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:** 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.<sup>1</sup> 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.)

---

<sup>1</sup> 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.<sup>2</sup> 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

---

<sup>2</sup> 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.<sup>3</sup>

#### *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 28<sup>th</sup>, 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**

---

<sup>3</sup> 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 written over the text "Approved by: Jeremy Dennis, Town Manager".



## CHAPTER 3.32 - TELEPHONE, GAS, WATER AND ELECTRICITY USERS' TAX

### Sections:

#### 3.32.010 - Definitions.

Except where the context otherwise requires, the definitions contained in this section shall govern the construction of this chapter:

- A. "City" means the town of Portola Valley.
- B. "Electrical corporation," "gas corporation," "telephone corporation" and "water corporation" shall have the same meanings as deemed in Sections 218, 222, 234 and 241, respectively, of the Public Utilities Code of the State of California. "Electrical corporation" shall be construed to include any municipality or governmental agency engaged in the selling or supplying of electrical power to a service user.
- C. "Month" means a calendar month.
- D. "Person" means all domestic and foreign corporations, associations, syndicates, joint stock companies, partnerships of every kind, joint ventures, clubs, Massachusetts business or common law trusts, societies, and individuals.
- E. "Service supplier" means a person required to collect and remit a tax imposed under the provisions of this chapter.
- F. "Service user" means a person required to pay a tax imposed under the provisions of this chapter.
- G. "Tax administrator" means the town clerk of the city.

(Ord. 1985-208 § 1, 1985; Ord. 1985-207 § 1, 1985)

#### 3.32.020 - State jurisdiction—Resolution of conflicts.

Nothing contained in this chapter is intended to conflict with applicable rules, regulations and tariffs of any service supplier subject to the jurisdiction of the California Public Utilities Commission. In the event of any conflict, the provisions of said rules, regulations and tariffs shall control.

(Ord. 1985-207 § 13, 1985)

#### 3.32.030 - Exemptions.

Nothing in this chapter shall be construed as imposing a tax upon the city or any person when imposition of such tax upon that person would be in violation of the Constitutions of the United States or California. The tax administrator shall prepare a list of the persons exempt from the provisions of this chapter by virtue of this section and furnish a copy thereof to each service supplier.

(Ord. 1985-207 § 2, 1985)

### 3.32.040 - Telephone users' tax—Imposed—Amount—Collection.

A. There are two taxes imposed on the amounts paid for any intrastate telephone services by every person in the town other than a telephone corporation using such services. The first tax imposed by this section shall be at the rate of ~~five-four~~ and one-half percent of the charges made for such services, and shall be paid by the person using such services. The amount collected from the ~~fourfive~~ and one-half percent tax shall be placed in the town's general account. The second tax imposed by this section shall be at the rate of two percent of the charges made for such services, and shall be paid by the person using such services. The amount collected from the two percent tax shall be placed in the town's open space account.

- B. As used in this section, the term "charges" shall not include charges for services paid for by inserting coins in coin-operated telephones, except that where such coin-operated service is furnished for a guaranteed amount, the amounts paid under such guarantee plus any fixed monthly or other periodic charge shall be included in the base for computing the amount of tax due; nor shall the term "charges" include charges for any type of service or equipment furnished by a service supplier subject to Public Utility regulation during any period in which the same or similar services or equipment are also available for sale or lease from persons other than a service supplier subject to Public Utility regulation; nor shall the words "telephone communication services" include land mobile services or maritime mobile services as deemed in Section 2.1 of Title 47 of the Code of Federal Regulations, as said section existed on January 1, 1970. The term "telephone communication services" refers to that service which provides access to a telephone system and the privilege of telephonic quality communication with substantially all persons having telephone stations which are part of such telephone system. The telephone users' tax is intended to, and does, apply to all charges billed to a telephone account having a situs in the city, irrespective of whether a particular communication service originates and/or terminates within the city.
- C. The tax imposed by this section shall be collected from the service user by the person providing the intrastate telephone communication services, or the person receiving payment for such services. The amount of the tax collected in one month shall be remitted to the tax administrator on or before the last day of the following month; or at the option of the person required to collect and remit the tax, an estimated amount of tax collected, measured by the tax billed in the previous month, shall be remitted to the tax administrator on or before the last day of each month.
- D. Notwithstanding the provisions of subsection A, the tax imposed under this section shall not be imposed upon any person for using intrastate telephone communication services to the extent that the amounts paid for such services are exempt from or not subject to the tax imposed under Division 2, Part 20 of the California Revenue and Taxation Code, or the tax imposed under Section 4251 of the Internal Revenue Code.

(Ord. 1998-311 § 1, 1998; Ord. 1985-208 § 2, 1985; Ord. 1985-207 § 3, 1985)

### 3.32.050 - Electricity users' tax—Imposed—Amount—Collection.

A. There are two taxes imposed on every person in the town, other than an electrical or gas corporation, using electrical energy in the town. The first tax imposed by this section shall be at the rate of ~~five-four~~ and one-half percent of the charges made for such services, and shall be paid by the person using such services. The amount collected from the ~~five-four~~ and one-half percent tax shall be placed in the town's general account. The second tax imposed by this section shall be at the rate of two percent of the charges made for such services, and shall be paid by the person using such services. The amount collected from the two percent tax shall be placed in the town's open space account.

- B. As used in this section, the words "using electrical energy" shall not be construed to mean the use of such energy from a storage battery; provided, however, that the term shall include the receiving of such energy for the purpose of using it in the charging of storage batteries.
- C. As used in this section, the words "using electrical energy" shall not be construed to mean the receiving of such energy by an electrical corporation or a governmental agency at a point within the city for resale.
- D. The tax imposed in this section shall be collected from the service user by the person selling such electrical energy. The amount of tax collected in one month shall be remitted to the tax administrator on or before the last day of the following month.

(Ord. 1998-311 § 2, 1998; Ord. 1985-207 § 4, 1985)

### 3.32.060 - Gas users' tax—Imposed—Amount—Collection.

A. There are two taxes imposed upon every person in the town, other than a gas corporation or an electrical corporation, using gas in the town which is delivered through mains or pipes. The first tax imposed by this section shall be at the rate of ~~five-four~~ and one-half percent of the charges made for such services, and shall be paid by the person using such services. The amount collected from the ~~five-four~~ and one-half percent tax shall be placed in the town's general account. The second tax imposed by this section shall be at the rate of two percent of the charges made for such services, and shall be paid by the person using such services. The amount collected from the two percent tax shall be placed in the town's open space account.

- B. As used in this section, the word "charges" shall not include charges made for gas used in the generation of electrical energy by a public utility or a governmental agency.
- C. As used in this section, the words "using gas" shall not be construed to mean the receiving of such gas by a gas corporation or governmental agency at a point within the city for resale.
- D. The tax imposed in this section shall be collected from the service user by the person selling the gas. The amount collected in one month shall be remitted to the tax administrator on or before the last day of the following month.

(Ord. 1998-311 § 3, 1998; Ord. 1985-207 § 5, 1985)

### 3.32.070 - Water users' tax—Imposed—Amount—Collection.

A. There are two taxes imposed upon every person in the town, other than a water corporation, using water in the town which is delivered through mains or pipes. The first tax imposed by this section shall be at the rate of ~~five-four~~ and one-half percent of the charges made for such services, and shall be paid by the person using such services. The amount collected from the ~~four five~~ and one-half percent tax shall be placed in the town's general account. The second tax imposed by this section shall be at the rate of two percent of the charges made for such services, and shall be paid by the person using such services. The amount collected from the two percent tax shall be placed in the town's open space account.

- B. The tax imposed in this section shall be collected from the service user by the person selling the water. The amount collected in one month shall be remitted to the tax collector on or before the last day of the following month.

(Ord. 1998-311 § 4, 1998; Ord. 1985-207 § 6, 1985)

~~3.32.075 – Reduction in general tax.~~

~~The five and one-half percent taxes imposed on telephone users set forth in Section 3.32.040, electricity users set forth in Section 3.32.050, gas users set forth in Section 3.32.060, and water users set forth in Section 3.32.070 are each reduced to four and one-half percent for a period of four years from July 1, 2014 through June 30, 2018.~~

(Ord. No. 2013-399, § 1, 2013; Ord. 2009-382 § 1, 2009; Ord. 2006-365 § 1, 2006)

3.32.080 - Collection—Procedure.

The duty to collect and remit the taxes imposed by this chapter shall be performed as follows:

- A. The tax shall be collected insofar as practicable at the same time as and along with the charges made in accordance with regular billing practice of the service supplier. Except in those cases where a service user pays the full amount of said charges, but does not pay any portion of a tax imposed by this chapter, if the amount paid by a service user is less than the full amount of the charge and tax which has accrued for the billing period, a proportionate share of both the charge and the tax shall be deemed to have been paid.
- B. The duty to collect the tax from a service user shall commence with the beginning of the first regular billing period applicable to that person which starts on or after the operative date of the ordinance codified in this chapter. Where a person receives more than one billing, one or more being for different periods than another, the duty to collect shall arise separately for each billing period.

(Ord. 1985-207 § 8, 1985)

3.32.090 - Collection—Actions.

Any tax and/or penalty required to be paid by a service user under the provisions of this chapter shall be deemed a debt owed by the service user to the city. Any such tax collected from a service user which has not been remitted to the tax administrator shall be deemed a debt owed to the city by the person required to collect and remit. Any person owing money to the city under the provisions of this chapter shall be liable to an action brought in the name of the city for the recovery of such amount.

(Ord. 1985-207 § 7, 1985)

3.32.100 - Recordkeeping by services suppliers.

It shall be the duty of every service supplier required to collect and remit to the city any tax imposed by this chapter to keep and preserve, for a period of three years, all records as may be necessary to determine the amount of such tax such service supplier may have been required to collect and remit to the city, which records the tax administrator shall have the right to inspect at all reasonable times.

(Ord. 1985-207 § 14, 1985)

3.32.110 - Tax administrator—Powers and duties.

- A. The tax administrator shall have the power and duty and is directed to enforce each and all of the provisions of this chapter.
- B. The tax administrator shall have power to adopt rules and regulations not inconsistent with provisions of this chapter for the purpose of carrying out and enforcing the payment, collection and remittance of the taxes herein imposed. A copy of such rules and regulations shall be on file in the tax administrator's office.
- C. The tax administrator may make administrative agreements to vary the strict requirements of this chapter so that collection of any tax imposed herein may be made in conformance with the billing procedures of a particular service supplier, so long as such agreements result in collection of the tax in conformance with the general purpose and scope of this chapter. A copy of each agreement shall be on file in the tax administrator's office.

(Ord. 1985-207 § 9, 1985)

3.32.120 - Late payment collection procedures—Penalty.

- A. Whenever the tax administrator determines that a service user has deliberately withheld the amount of the tax owed by him from the amounts remitted to a person required to collect the tax for a period of four or more billing periods, or that a service user has refused to pay the amount of the tax to such person, or whenever the tax administrator deems it in the best interest of the city, he may relieve such person of the obligation to collect taxes due under this chapter from certain named service users for specific billing periods.
- B. The service supplier shall provide the city with a report of the amounts refused along with the names and addresses of the service users refusing to pay the tax.
- C. The tax administrator shall notify the service user that he has assumed responsibility to collect the taxes due for the stated periods and demand payment of such taxes. The notice shall be served on the service user by handing it to him personally or by deposit of the notice in the United States mail, postage prepaid thereon, addressed to the service user at the address to which billing was made by the person required to collect the tax; or, should the service user have changed his address, to his last known address. If a service user fails to pay the tax to the tax administrator within fifteen days from the date of the service of the notice upon him, which shall be the date of mailing if service is not accomplished in person, a penalty of twenty-five percent of the amount of the tax set forth in the notice shall be imposed, but not less than five dollars. The penalty shall become part of the tax required to be paid.

(Ord. 1985-207 § 10, 1985)

3.32.130 - Refunds.

- A. A service supplier who has collected any amount of tax illegally, erroneously, or more than once may refund such amount to the service user and claim credit for such overpayment against the amount of tax which is due upon any other monthly returns, providing such credit is claimed in a return dated no later than three years from the date of overpayment.

- B. Whenever the amount of any tax, interest or penalty has been overpaid or paid more than once, or has been erroneously or illegally collected or received by the city under this chapter, it may be refunded to a service supplier or service user by the city, provided a claim in writing therefor, stating under penalty of perjury the specified grounds upon which the claim is founded, is filed with the tax administrator within three years of the date of payment. The claim shall be on forms furnished by the tax administrator. No refund shall be paid under the provisions of this section unless the claimant establishes his right thereto by written records, and, in the case of a service user, that the service user has been unable to obtain a refund or adjustment from the service supplier who collected the tax.
- C. Notwithstanding other provisions of this section, whenever a service supplier, pursuant to an order of the California Public Utilities Commission or a court of competent jurisdiction, makes a refund to service users of charges for past utility services, the taxes paid pursuant to this chapter on the amount of such refunded service charges may also be refunded to service users by the service supplier, and the service supplier can claim credit for such refunded taxes against the amount which is due upon any monthly returns. In the event this chapter is repealed, amounts of any refundable taxes will be borne by the city.

(Ord. 1985-207 § 11, 1985)

3.32.140 - Operative date.

The five and one-half percent tax imposed under this chapter shall be applied to bills issued for billing periods beginning on or after the 1st day of July 1994.

The two percent tax imposed under this chapter shall be applied to bills issued for billing periods beginning on or after the 1st day of July 1998.

(Ord. 1998-311 § 5, 1998)

**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).



	2013-14 Proposed Budget	2014-15 Projected	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-19 Projected
<b>I. Calculation of Appropriations Limit (Limit)</b>						
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						
<b>II. Estimated Tax Proceeds Subject to the Limit</b>						
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
<b>Amount Over/(Under) the Limit</b>	<b>\$ (114,322)</b>	<b>\$ (112,418)</b>	<b>\$ (142,040)</b>	<b>\$ (176,186)</b>	<b>\$ (302,770)</b>	<b>\$ (378,701)</b>

**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

**Projections**

	2017-18 Calc	Projected Percentage Changes	2018-19 Projection	2019-20 Projection	2020-21 Projection	2021-22 Projection	2022-23 Projection
<b>Property Tax</b>	\$ 2,703,216	3.5%	\$ 2,797,829	\$ 2,895,753	\$ 2,997,104	\$ 3,102,003	\$ 3,210,573
<b>UUT</b>	\$ 594,934	1%	\$ 600,883	\$ 606,892	\$ 612,961	\$ 619,091	\$ 625,282
<b>Other Taxes</b>	\$ 439,830	1%	\$ 444,228	\$ 448,671	\$ 453,157	\$ 457,689	\$ 462,266
<b>Interest</b>	\$ 32,160	1%	\$ 32,482	\$ 32,806	\$ 33,134	\$ 33,466	\$ 33,800
<b>Total Revenue subject to limit</b>	\$ 3,770,140		\$ 3,875,422	\$ 3,984,122	\$ 4,096,357	\$ 4,212,248	\$ 4,331,920
<b>Exclusions</b>	\$ 577,820	3%	\$ 595,155	\$ 613,009	\$ 631,400	\$ 650,342	\$ 669,852
<b>Appropriations</b>							
<b>Subject to Limit</b>	\$ 3,192,320		\$ 3,280,267	\$ 3,371,112	\$ 3,464,957	\$ 3,561,906	\$ 3,662,069
<b>Current Year Limit</b>	\$ 3,346,627	5.00%	\$ 3,513,958	\$ 3,689,656	\$ 3,874,139	\$ 4,067,846	\$ 4,271,238
<b>Over/Under Limit</b>	\$ (154,307)		\$ (233,691)	\$ (318,544)	\$ (409,182)	\$ (505,940)	\$ (609,170)

#8

There are no written materials for item #8 – Council Liaison Committee and Regional Agencies Reports

#9

There are no written materials for item #9 – Town Manager Report

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – December 15, 2017**

---

1. Agenda – Sustainability & Environmental Resources Committee – Monday, December 18, 2017
2. Agenda (Special) – Architectural & Site Control Commission – Monday, December 18, 2017
3. Agenda – Trails & Paths Committee – Tuesday, December 19, 2017
4. Agenda – Planning Commission – Wednesday, December 20, 2017
5. Letter of Resignation from Gary Nielsen of the Finance Committee
6. Town Hall Winter Closure – Monday, December 25, 2017 – Monday, January 1, 2018
7. Invitation to the PCRC Action Summit 2018 – Friday, January 12 – January 13, 2018
8. Notice of Council Reorganizations for Cities and Towns; Colma, Daly City, Millbrae and Portola Valley
9. Notice of Governing Board Organization from Sequoia Union High School District

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

1. UCLA Extension – 32<sup>nd</sup> Annual Land Use Law & Planning Conference – Friday, January 19, 2018
2. LABOR Newsletter – December 2017



**TOWN OF PORTOLA VALLEY**  
**Special Sustainability & Environmental Resources**  
**Committee Meeting**  
**Monday, September 18, 2017 10:30AM to 12:30 PM**  
**Community Hall – Buckeye Room**  
**765 Portola Road, Portola Valley, CA 94028**

---

**AGENDA**

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of Minutes – September 18, 2017**
- 4. Old Business:**
  - a. Leafblowers**
- 5. New Business:**
  - a. Committee Re-organization**
  - b. Committee Re-appointments**
- 6. Next Meeting Date**
- 7. Announcements**
- 8. Adjournment**



# TOWN OF PORTOLA VALLEY

Special Meeting of the Architectural Site Control Commission (ASCC)

Monday, December 18, 2017

7:00 PM – Regular ASCC Meeting

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

## SPECIAL 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 and Site Development Permit for a New Residence, File # 35-2017, 40 Firethorn Way, YLCL Investments, LLC. (Staff: C. Richardson)

### **NEW BUSINESS**

2. Study Session on Proposed Modifications to Outdoor Lighting Ordinance and Lighting Design Guidelines. (Staff: A. Cassidy)

### **COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

### **APPROVAL OF MINUTES**

### **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**  
**Trails and Paths Committee**  
**Tuesday, December 19, 2017 8:15 AM**  
**Historic Schoolhouse at Town Center**  
**765 Portola Road, Portola Valley, CA**

---

**MEETING AGENDA**

1. **Call to Order**
2. **Oral Communications**
3. **Approval of Minutes – November 21, 2017**
4. **Old Business**
  - a. **Trail Conditions, Work, and Budget Update**
  - b. **Trial Gates:** Toyon – updates, if any (Additional discussion)
  - c. **Hayfields Scoring:** Updates, if any (Additional discussion)
5. **New Business**
  - a. **Eagle Trail:** Conditions and potential work
  - 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 November 21, 2017

Trail Work Map & Memo – November 2017

Financial Review – November 2017



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission  
 Wednesday, December 20, 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. Final 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. YLCL Investments, LLC, 40 Firethorn Way, APN 079-080-030 File #03-2016, X6D-218. (Staff: C. Richardson)

### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

### APPROVAL OF MINUTES

### ADJOURNMENT

### ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

### AVAILABILITY OF INFORMATION

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

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall.

### PUBLIC HEARINGS

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

From: Gary Nielsen  
Sent: Tuesday, December 12, 2017 11:36 AM  
To: Sharon Hanlon <shanlon@portolavalley.net>  
Subject: Re: Finance Committee 2018 membership

Town of Portola Valley,  
Please accept my resignation from the Finance Committee effective at the end of this year (December 31, 2017).

I have already conveyed to my fellow committee members the excellent job they have done through the years and the pleasure I have had serving with them.

Gary Nielsen



In recognition of the Holiday Season

# PORTOLA VALLEY TOWN HALL WILL BE CLOSED

Monday, December 25th, 2017

through

Monday, January 1st, 2018

Town Hall will reopen on Tuesday, January 2nd, 2018

In Case of Emergency: Sheriff's Office: 911

# ACTION SUMMIT 2018

## College of San Mateo January 12th -13th

Join Peninsula Conflict Resolution Center  
in kicking off our first annual Action Summit!

### Registration:

Community Partner Day : \$55

Youth Day : Free Admission

### MC's:

Ben Trefny ( KAWL, Day 1 )

Chuy Gomez ( HOT 105.7, Day 2)

## Inspire. Design. Change.

Action Summit is a 2-day conference convening cross-sector participants to inspire innovation, design the communities in which they would like to live and take action to bring about that change.

## Featured Speakers



**Patrice O'Neill**  
Filmmaker, CEO  
The Working Group  
Opening Keynote (Day 1)



**Wade Davis**  
Public Speaker & Educator  
Former NFL Player  
Keynote Speaker (Day 1 & 2)



**Andrew Thomas**  
Community Relations Director  
City of Sanford, Florida  
Panel Speaker (Day 1)



**Lisa Putkey**  
Program Director, San Mateo  
County Pride Center  
Panel Speaker (Day 1)



**Chris Hsiung**  
Captain, Mountain View  
Police Dept.  
Panel Speaker (Day 1)



**Saeed Mirfattah**  
Sr. Consultant  
VIVA Strategy + Communications  
Panel Speaker (Day 1)

"ACTION SUMMIT IS A VEHICLE FOR PROBLEM SOLVING  
AND POLICY CHANGE."

✉ [www.pcrcactionsummit.org](http://www.pcrcactionsummit.org)  
[media@pcrcweb.org](mailto:media@pcrcweb.org)

📍 1700 West Hillsdale Blvd.  
San Mateo, CA



**NOTIFICATION OF THE COLMA CITY COUNCIL REORGANIZATION**

At a special meeting, held on Tuesday, December 12, 2017, the Town of Colma City Council reorganized as follows:

**Raquel "Rae" Gonzalez  
Mayor**

**Joanne F. del Rosario  
Vice Mayor**

**John Irish Goodwin  
Council Member**

**Diana Colvin  
Council Member**

**Helen Fisicaro  
Council Member**

Attached is current contact information and term expiration information for the Council. If you have any questions, please call 650-997-8300.

Thank you.

A handwritten signature in black ink, appearing to read "Caitlin Corley".

**Caitlin Corley  
City Clerk**

cc: San Mateo County Cities  
County Board of Supervisors  
Legislators  
Regional Agencies





## Town of Colma City Council Roster

*At a Special Meeting held on December 12, 2017 the Town of Colma City Council reorganized as follows:*

<u>Name &amp; Title</u>	<u>Term Expires</u>	<u>Contact Information</u>
Raquel "Rae" Gonzalez Mayor	11/2020	Direct: 650.997.8305 E-mail: <a href="mailto:rae.gonzalez@colma.ca.gov">rae.gonzalez@colma.ca.gov</a>
Joanne F. del Rosario Vice Mayor	11/2018	Direct: 650.997.8347 E-mail: <a href="mailto:joanne.delrosario@colma.ca.gov">joanne.delrosario@colma.ca.gov</a>
John Irish Goodwin Council Member	11/2020	Direct: 650.997.8316 Email: <a href="mailto:john.goodwin@colma.ca.gov">john.goodwin@colma.ca.gov</a>
Diana Colvin Council Member	11/2020	Direct: 650.997.8315 E-mail: <a href="mailto:diana.colvin@colma.ca.gov">diana.colvin@colma.ca.gov</a>
Helen Fisicaro Council Member	11/2018	Direct: 650.997.8304 E-mail: <a href="mailto:helen.fisicaro@colma.ca.gov">helen.fisicaro@colma.ca.gov</a>

Town of Colma  
1198 El Camino Real  
Colma, California 94014-3212  
Office: 650.997.8300 • Fax: 650.997.8308





# CITY OF DALY CITY

333 – 90TH STREET

DALY CITY, CA 94015-1895

PHONE: (650) 991-8000

December 12, 2017

## **NOTICE OF CITY COUNCIL REORGANIZATION**

On December 11, 2017, the City Council of Daly City reorganized as follows:

Mayor	JUSLYN C. MANALO
Vice Mayor	RAYMOND A. BUENAVENTURA
Councilmember	JUDITH A. CHRISTENSEN
Councilmember	MICHAEL P. GUINGONA
Councilmember	GLENN R. SYLVESTER

### **Distribution:**

San Mateo County Board of Supervisors  
Acting San Francisco Mayor London Breed  
ABAG  
All San Mateo County Cities  
CASA  
City/County Association of Governments (C/CAG)  
City Selection Committee  
Cow Palace  
Daly City/Colma Chamber of Commerce  
League of California Cities  
Local Assembly, Senatorial and Congressional Offices  
Metropolitan Transportation Commission  
National League of Cities  
United States Conference of Mayors



**NOTICE OF REORGANIZATION  
MILLBRAE CITY COUNCIL**

**December 13, 2017**

At the December 12, 2017 City Council meeting, the Millbrae City Council reorganized as follows:

<u><b>NAME</b></u>	<u><b>TERM ENDS:</b></u>
Mayor Gina Papan (Mayor term ends 12/11/2018)	November 2020
Council Member Ann Schneider	November 2020
Council Member Wayne J. Lee	November 2020
Council Member Anne Oliva	November 2018
Council Member Reuben D. Holober	November 2018

Angela Louis  
City Clerk

cc: San Mateo County Cities  
San Mateo County Board of Supervisors  
City Selection Committee  
Legislators  
Regional Agencies  
League of California Cities  
Millbrae School District  
Millbrae Chamber of Commerce  
Press Release



# TOWN OF PORTOLA VALLEY

765 Portola Road, Portola Valley, CA 94028  
650.851.1700

## Notice of Town Council Reorganization

Notice is hereby given that at its Regular Meeting held on the 13<sup>th</sup> day of December, 2017, the Town Council of the Town of Portola Valley reorganized as follows:

<u>Name</u>	<u>Term Expires</u>
John Richards, Mayor	11/18
Ann Wengert, Vice Mayor	11/20
Jeff Aalfs, Councilmember	11/20
Maryann Derwin, Councilmember	11/18
Craig Hughes, Councilmember	11/18

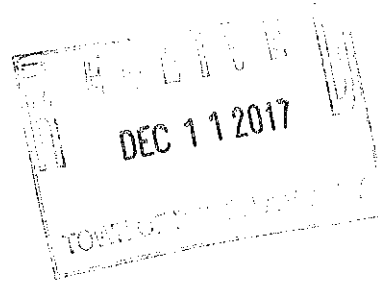
Sharon Hanlon  
Portola Valley Town Clerk

SEQUOIA UNION HIGH SCHOOL DISTRICT

480 JAMES AVENUE, REDWOOD CITY, CALIFORNIA 94062-1098

ADMINISTRATIVE OFFICES (650) 369-1411

December 8, 2017



BOARD OF TRUSTEES  
CARRIE DU BOIS  
GEORGIA JACK  
ALAN SARVER  
CHRIS THOMSEN  
ALLEN WEINER

MARY STRESHLY  
SUPERINTENDENT

**NOTICE OF GOVERNING BOARD ORGANIZATION**

On December 6, 2017, the Sequoia Union High School District Board of Trustees elected the following officers:

		<u>Term Expires</u>
<b>Board President</b>	<b>Christopher Thomsen</b>	<b>2018</b>
<b>Vice President</b>	<b>Georgia Jack</b>	<b>2020</b>
<b>Clerk</b>	<b>Allen Weiner</b>	<b>2020</b>
<b>Member</b>	<b>Carrie Du Bois</b>	<b>2020</b>
<b>Member</b>	<b>Alan Sarver</b>	<b>2018</b>

District Representative to the San Mateo County Committee on School District Organization: Alan Sarver

- Distribution:
- Local City Councils
  - San Mateo County Office of Education
  - San Mateo County Chief Elections Officer
  - San Mateo County Clerk-Recorder-Assessor
  - San Mateo County Committee on School District Organization
  - San Mateo County District Superintendents
  - San Mateo County School Boards Association
  - State of California Secretary of State

## **TOWN COUNCIL WEEKLY DIGEST**

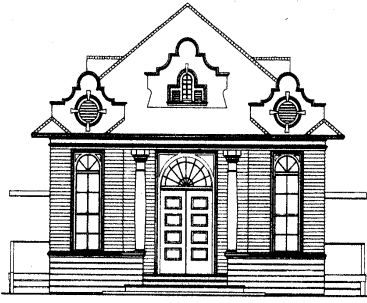
**Friday – December 22, 2017**

---

1. Agenda (Cancellation) – Architectural Site Control Commission – Monday, December 25, 2017, and Monday, January 8, 2018
2. Agenda (Cancellation) – Conservation Committee – Tuesday, December 26, 2017
3. Agenda (Cancellation) – Parks & Recreation Committee – Monday, January 1, 2018
4. Agenda (Cancellation) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, January 3, 2018
5. Agenda (Cancellation) – Planning Commission – Wednesday, January 3, 2018
6. Council Reorganization Notice for Cities and Towns of Belmont, Brisbane, San Carlos and Woodside
7. Memo from San Mateo County Transit Directors Jeff, Gee, Karyl Matsumoto, and Charles Stone re: State of the District for 2017
8. Brenda Munks Thank You Card
9. City Selection Vacancies for the January 2018 meeting

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

1. Sustainable San Mateo County Fall 2017 - Key Indicator: Cost of Living



**TOWN OF PORTOLA VALLEY**  
**Meetings of the Architectural Site Control Commission (ASCC)**  
**Monday, December 25, 2017 and January 8, 2018**  
**7:00 PM – Regular ASCC Meeting**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

---

**NOTICE OF MEETING CANCELLATION**

**ARCHITECTURAL AND SITE CONTROL COMMISSION**  
**MEETINGS REGULARLY SCHEDULED FOR**

**Monday, December 25, 2017 and**

**Monday, January 8, 2018**

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meetings regularly scheduled for December 25, 2017 and January 8, 2018 have been cancelled.

The next regular meeting of the Portola Valley Architectural and Site Control Commission is scheduled for Monday, January 22, 2018 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



**Town of Portola Valley**  
**Conservation Committee Meeting**  
**Notice of Cancellation**  
**Tuesday, December 26, 2017**

---

**CONSERVATION COMMITTEE**  
**MEETING CANCELLATION NOTICE**

The regular meeting of the Conservation Committee  
scheduled for Tuesday, December 26, 2017  
has been canceled.





Town of Portola Valley  
***Parks & Recreation Committee Meeting***  
Monday, January 1, 2018 – 7:30 pm  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

---

## **PARKS & RECREATION COMMITTEE** **MEETING CANCELLATION NOTICE**

The regular meeting of the Parks & Recreation Committee, scheduled for Monday, January 1, 2018, has been canceled.



**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
Wednesday, January 3, 2018 – 8:15 AM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

---

**BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY**  
**COMMITTEE**  
**MEETING CANCELLATION NOTICE**

**The regular meeting of the Bicycle, Pedestrian and Traffic Safety Committee, scheduled for Wednesday, January 3, 2018, has been canceled.**

**A special meeting is scheduled for Wednesday, January 10, 2018.**



**TOWN OF PORTOLA VALLEY**  
**7:00 PM – Regular Meeting of the Planning Commission**  
**Wednesday, January 3, 2018**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

---

## **NOTICE OF MEETING CANCELLATION**

**PORTOLA VALLEY PLANNING COMMISSION MEETING**  
**REGULARLY SCHEDULED FOR**  
**Wednesday, January 3, 2018**

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, January 3, 2018 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, January 17, 2018 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



**December 18, 2017**

## **CITY OF BELMONT**

At a Regular Meeting of the City Council of December 12, 2017, the Belmont City Council selected a new Mayor and Vice Mayor for 2018, as follows:

<b><u>NAME</u></b>	<b><u>ELECTED TERM ENDS</u></b>
Douglas Kim, Mayor	11/20
Davina Hurt, Vice Mayor	11/20
Warren Lieberman, Councilmember	11/17
Charles Stone, Councilmember	11/17
(Vacant)	11/17 *

Terri Cook, CMC  
Belmont City Clerk

\* Note: The City Council will be taking action in early 2018 to appoint someone to fill this seat.



## NOTICE OF CITY COUNCIL REORGANIZATION

On December 14, 2017, the City Council of the City of Brisbane, California reorganized as follows:

**Mayor W. Clarke Conway**

Mayor term expires December 2018 &  
Council term expires December 2020  
cconway@ci.brisbane.ca.us

**Mayor Pro Tem Madison Davis**

Mayor Pro Tem term expires December 2018 &  
Council term expires December 2019;  
madisondavis@ci.brisbane.ca.us

**Councilmember Karen Cunningham**

Council term expires December 2020  
kcunningham@ci.brisbane.ca.us

**Councilmember Clifford R. Lentz**

Council term expires December 2020  
cliffrentz@ci.brisbane.ca.us

**Councilmember Terry A. O'Connell**

Council term expires December 2019  
terryoconnell@ci.brisbane.ca.us

Dated this 15<sup>th</sup> day of December, 2017

**Ingrid Padilla**

City Clerk

City of Brisbane

50 Park Place, Brisbane, CA 94005

[ipadilla@ci.brisbane.ca.us](mailto:ipadilla@ci.brisbane.ca.us)

(415) 508-2113

CITY OF SAN CARLOS  
CITY CLERK



600 ELM STREET  
SAN CARLOS, CA 94070  
(650) 802-4219  
CITYOFSANCARLOS.ORG

## Notice of Reorganization of City Council

Notice is hereby given that at its Regular Meeting held on the 11<sup>th</sup> day of December, 2017, the City Council of the City of San Carlos reorganized as follows:

**Bob Grassilli, Mayor**

(Elected Term Expires November 2018)

**Cameron Johnson, Vice Mayor**

(Elected Term Expires November 2018)

**Ron Collins, Council Member**

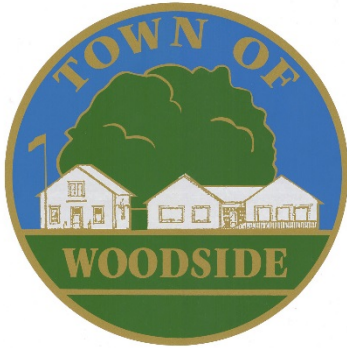
(Elected Term Expires November 2020)

**Matt Grocott, Council Member**

(Elected Term Expires November 2018)

**Mark Olbert, Council Member**

(Elected Term Expires November 2020)



The Town of Woodside  
P.O. Box 620005  
2955 Woodside Road  
Woodside, CA 94062  
Phone: 650-851-6790  
Fax: 650-851-2195

Email: [townhall@woodsidetown.org](mailto:townhall@woodsidetown.org)  
Web: <http://www.woodsidetown.org/>

## **NOTICE OF TOWN COUNCIL REORGANIZATION**

---

On Tuesday, December 12, 2017, the Town Council of the Town of Woodside reorganized as follows:

		<u>Term Ends</u>
Chris Shaw	Mayor*	11/2020
Daniel Yost	Mayor Pro Tem*	11/2020
Deborah C. Gordon	Councilmember	11/2018
Anne Kasten	Councilmember	11/2018
Thomas H. Livermore	Councilmember	11/2020
Peter Mason	Councilmember	11/2020
Dave Tanner	Councilmember	11/2018

*\*The Mayor and Mayor Pro Tempore serve one-year terms that are effective on the day and time the Council Reorganization takes place.*

Dora Wong Seamans  
Town Clerk

# MEMO

To: San Mateo County Councilmembers

From: San Mateo County Transit Directors Jeff Gee, Karyl Matsumoto, and Charles Stone

Date: December 14, 2017

Colleagues:

As San Mateo County Council of Cities City Selection Committee Appointees to the San Mateo County Transit District (“the District”) Board for the Northern, Central, and Southern areas, we strive to keep our colleagues on city councils throughout the County apprised of the State of the District. Please accept this Memo as our update for the year 2017. The District currently faces serious challenges, but, as often is the case, times of challenge present excellent opportunities to learn and evolve.

## *Finance*

The District continues to struggle with financial constraints reflective of the agency’s historic role of seeking an expanded impact on the needs of our community. The District helped fund the BART extension to Millbrae – which removes more than 50,000 daily car trips from our highways – by incurring debt. The payments on this debt, totaling over \$20M annually, seriously hamper the District’s ability to move into new and innovative mobility services.

The District is also the managing agent that operates CalTrain, which removes 65,000 daily car trips from our highways, but the needs of Caltrain continue to make demands on the District resources.

Aside from the obligations to debt for the BART extension and CalTrain operations, we have a balanced operating budget of \$147 million for the current fiscal year. We also have a new CFO and we are implementing a new budgeting process that promises to be more open and transparent.

However, the financial outlook for the future is grim. Earlier this year we were presented with a deep dive into our finances (which we will be happy to provide to any interested colleagues.) If no new revenue sources are found, within 5-7 years, the District will be faced with the prospect of District will face dire service cuts and, most assuredly, will be unable to pursue new,



innovative approaches to providing mobility for the larger community. Please note that this forecast assumes that sales tax revenues continue to grow at historical rates. While this may be likely over the longer term, many agree that we are unlikely to see this increase occur consistently over the aforementioned time period. Realistically, that means the timetable toward a financial crisis may be shorter than we would like.

### **Transparency**

We are proud to announce that, in May, staff implemented a 2016 direction by the board to begin livestreaming and archiving all transit Board meetings. This means, for the first time ever, San Mateo County Transit District Board of Directors (meets at 2 p.m. on the first Wednesday of every month,) the Peninsula Corridor Joint Powers Board of Directors (CalTrain) (meets at 10 a.m. on the first Thursday of every month,) and the San Mateo County Transportation Authority, (meets at 5 p.m. on the first Thursday of every month) meetings will all be available to the public contemporaneously through the internet.

### **Ridership**

Despite some of the worst traffic in history, transit ridership is down, as it is all over the country. SamTrans Bus ridership declined steadily over the year, continuing a three-year trend. Paratransit ridership, which grew for much of the year, has leveled off. With an aging population, the very important, but very costly Paratransit/Redi-Wheels services (farebox recovery on these services is miniscule and understandably so) hold the potential to create even more financial pain for the agency. CalTrain ridership, which had explosive growth over the past seven years, has leveled off. Staff believes these trends may well be driven by lower gas prices, a change in the state law that allows undocumented residents to obtain a driver's license, and the explosion in the usage of Transit Network Companies (TNCs) such as Uber and Lyft. It also bears noting that in the past five years, the population of the county has grown *5 percent* while wages have grown *20 percent*, indicating that more people have disposable income that can be spent on individualized transportation.

### **Customers**

A new Customer Experience Survey showed that 59 percent of current riders have been riding SamTrans busses for more than three years and 52 percent ride three days a week or more. About 40 percent ride to work, 21 percent ride to school. About 17 percent are under the age of 18. Importantly, current riders give the service a satisfaction rating of 3.8 percent on a scale of 4

### **Get Us Moving**

We know that our current model is not sustainable and we believe that we can do more to help ease traffic congestion. To that end, the District Board gave direction last year to explore a half-cent SM County sales tax measure to stabilize our funding and provide the means for new and innovative mobility approaches. We are very grateful to Assembly Speaker Pro Tem for his legislation which enabled this measure to be considered. Traffic and congestion are worse than ever, and we need to work together to get SM County moving. An information and outreach effort has been underway for several weeks, including meetings with technical staff from the cities and key stakeholders. An expenditure plan is being developed. A Get Us Moving website has been launched that provides an informational television spot that has begun airing on cable TV. The site also allows the public to rank its transportation priorities. You can find it here: [www.getusmovingsmc.com](http://www.getusmovingsmc.com). Please visit the website to provide your feedback and please share it broadly with your constituents and networks.

Some of you may have heard about enabling legislation for a 1/8 cent sales tax in San Francisco, San Mateo, and Santa Clara. Championed by State Senator Jerry Hill, if approved by the voters in all three counties, this revenue would be a substantial benefit to the operation and capital budget of CalTrain. We are very grateful to Sen. Hill for carrying this legislation and making sure it passed the legislature and was approved by the Governor. CalTrain has long needed a stable, consistent, and reliable source of revenue.

A number of years ago, the Seattle area began to approve serious transit revenue measures which has made moving about that region easier. The efforts in Seattle culminated in 2016's successful SoundTransit3 – a \$53 billion dollar regional measure. Thanks to Sen. Hill and Speaker Pro Tem Mullin, we are poised to begin a similar journey which will usher in the transit of tomorrow that we already need today.

### **SamTrans Business Plan**

On a parallel track, we are working on a Business Plan for SamTrans that looks ahead to the next five years and defines how the District can reinvent itself as a mobility manager. We know that the District needs to be more nimble, and look to new services that can meet the growing needs of our changing community. Early next year, the District Board will be given a Draft Business Plan to consider. The Plan will lay out specific projects and programs to undertake if a revenue measure is successful. These include, but are not limited to, express busses, new partnerships with Transportation Network Companies pilot programs to reach out to youth riders and seniors, new ways to provide paratransit service and new services for the broader community.

### **New Services, Projects and Programs**

This year, we were proud to fund a Youth Mobility Coordinator in our budget. This position was developed in partnership with the Youth Leadership Institute, which focuses on training young adults in advocacy and leadership. The Coordinator will establish a Transit Youth Ambassador Program to engage youth as leaders in driving transit usage and preparing the next generation of transit customers. We all believe that targeting growth in young riders helps create lifelong public transit users, as well as holding the potential for traffic reduction at school start and stop times. In close collaboration with the PTAs at two San Carlos Schools, we started a two-year pilot program targeting bus service for students, Route 61. It has been quite successful, thanks to excellent promotion by the District and the parents. We are encouraged by this success and hope to be able to provide more similar service in the future.

We also approved expanded overnight service is being provided on a pilot basis to serve workers at San Francisco International Airport via new Route 399.

Construction is nearing completion of the District-owned San Carlos Transit Village project, which will include six three-story buildings that provide 202 new multiple-family rental units and two two-story commercial buildings straddling the historical San Carlos CalTrain Depot. The project also calls for a new multi-modal transit center at the site.

The District is engaged in a number of studies that will lead to improvements in current services. A study of service on the county Coastsides is underway; a study of regional express service is underway as part of a study of toll lanes on Highway 101; ways to improve senior mobility in partnership with local senior centers is underway; work is ongoing to form a partnership with TNCs to provide additional mobility on-demand services; and, in partnership with Facebook, the District has undertaken a study of the Dumbarton transportation corridor to improve both the existing auto bridge and the restoration of rail service on the long-dormant rail bridge. The District recognizes that private partnerships will likely be necessary to help provide mobility improvements and options that help disrupt traffic congestion.

### **CalTrain Electrification**

Lastly, as the managing agency of CalTrain, the District and the County again stepped up to lead the way for the future of this critical system, providing a commitment of more than \$135 million to fund the CalTrain electrification program. When the final version of the grant was submitted to the Federal Administration, a new “super contingency was required.” This is above and beyond the contingency that was already in the budget. San Mateo County, together with VTA, stepped up to the plate with additional financial commitments, with side agreements with San

Francisco and MTC to meet these last requirements. We are very fortunate that the FFGA grant was awarded, and that construction is finally underway.

Thank you for your continued trust in us as the City Selection Committee appointees to the San Mateo County Transit District. Together with our fellow Directors and staff, we are moving forward with great energy to help get SM County moving. Please feel free to contact any of us at any time with your transit related questions.

We hope that you all enjoy a happy and safe holiday season.

Warmly,

Director Jeff Gee

Director Karyl Matsumoto

Director Charles Stone

the special town  
it is!

The Flowers are  
in my kitchen and  
thank you for  
thinking of me and  
my family during  
so sad and hard  
time. —

Thank you for  
your thoughtfulness!  
XO  
Brenda Hunt

Dear Jeremy  
P.V. Town Staff and  
Town Council —

A very Big  
thank you for the  
Beautiful flowers.

My Mom will be  
missed deeply — but  
it gives me such joy  
knowing how much  
she and my Dad  
loved this town and  
would be so proud  
all of you work  
so hard keeping it,



*Hibiscus meraukensis*

gathered Palm Island, Australia, 7 June 1770  
line engraving by G. Sibelius after Sydney Parkinson (1770) & F. P. Nodder (1778)  
460 × 300 mm

Plate 23 from *Banks' Florilegium*  
Published by Alecto Historical Editions in association with  
the British Museum (Natural History)

© BM(NH) 1983

Printed in England by Fernedge Printers Limited

Updated as of 12/21/17

## Positions

Please submit your "Letters of Interests" by no later than January 12, 2018 to Sukhmani Purewal, Secretary of City Selection Committee/Assitant Clerk of the Board of Supervisors via email or fax. Please email: [spurewal@smcgov.org](mailto:spurewal@smcgov.org) or fax: 650-363-1916.

The next City Selection Committee meeting will on January 26, 2018, hosted by County of San Mateo (More info. to come)

- 1) Acting on the behalf of the Council of Cities, Selection of one (1) Council Member to serve on the 2018 Charter Review Committee representing **Council of Cities** for an approximate term of 6 months beginning January, 2018 to review the San Mateo County Charter and make recommendations for amendment or revision to the Board of Supervisors. (For more info. please see pages 2-7)
- 2) Selection of one (1) Council Member to serve as board member and one (1) Council Member to serve as an Alternate on the newly established San Mateo County Consolidated Oversight Board, which will replace all the existing oversight boards for successor agencies to redevelopment agencies in the County of San Mateo. (For more info. please see pages 8-9)
- 3) Selection of three (3) Council Members to serve on the Housing Endowment and Regional Trust (HEART) Board representing **Cities (All cities are eligible)** for a term of three (3) years beginning March 1, 2018 through February 28, 2021



December 6, 2017

Liza Normandy, Chair, Council of Cities  
400 Grand Ave  
South San Francisco, CA 94080  
[liza.normandy@ssf.net](mailto:liza.normandy@ssf.net)

Dear Chair Normandy:

***Re: Request to Designate An Appointee to the 2018 Charter Review Committee***

On November 21, 2017, the Board of Supervisors adopted the enclosed resolution convening a 2018 Charter Review Committee to review the San Mateo County Charter and make recommendations for amendment or revision to the Board of Supervisors. It is anticipated that the 2018 Charter Review Committee will convene in early January and will serve for approximately six months.

The 2018 Charter Review Committee will be comprised of 18 members. Each member of the Board is appointing two residents from his or her Supervisorial District. In addition, the Board will be appointing two additional members representing, respectively, businesses with more than 100 employees and communities of concern. Finally, the Board has determined that each of the following six organizations shall designate one person for appointment to the Committee: the Council of Cities, County School Boards Association, League of Women Voters, Central Labor Council, SamCEDA, and the Youth Commission. I am pleased to inform you that your organization is being requested to provide a designee to serve on the Committee.

Because the Board will be making the appointments at its meeting of January 9, 2018, the Board is requesting that you identify your agency's designee **no later than December 31, 2017**. Please complete the form below and return it to Shirley Lectura, Executive Assistant with the County Counsel's Office either by e-mail at [slectura@smcgov.org](mailto:slectura@smcgov.org) or regular mail at the following address:

Charter Review Committee Designation  
Attn: Shirley Lectura  
San Mateo County Counsel  
400 County Center, 6<sup>th</sup> Floor  
Redwood City, CA 94063-1662





If you have any questions, please feel free to call County Counsel John Beiers at (650) 363-4775 or send him an e-mail at [jbeiers@smcgov.org](mailto:jbeiers@smcgov.org). Thank you for your assistance in this very important project for the County of San Mateo and its residents.

Sincerely,

  
Don Horsley, President  
San Mateo County Board of Supervisors

---

**CHARTER REVIEW COMMITTEE DESIGNEE**

Name of Agency:

Name of Designee:

Contact Information for designee

Mailing address:

Phone number(s):

E-mail:

**RESOLUTION NO. 075570**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\* \* \* \* \*

**AMENDED RESOLUTION ESTABLISHING THE 2018 CHARTER REVIEW  
COMMITTEE TO MAKE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS  
REGARDING PROPOSED AMENDMENTS TO THE COUNTY CHARTER**

---

**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, San Mateo County Charter section 801 provides that the Board of Supervisors shall convene a Charter review committee within eight years of the last complete Charter review and that said committee shall review the Charter and, after public hearings, make appropriate recommendations for amendment or revision to the Board; and

**WHEREAS**, the last Charter review committee convened by this Board was in 2010, and this Board has determined that a committee should be convened to review the Charter in 2018; and

**WHEREAS**, on July 25, 2017, this Board created an ad hoc subcommittee for the purposes of developing and presenting recommendations regarding the creation of the 2018 Charter Review Committee. The subcommittee reviewed prior charter review materials and has met with staff from both the County Manager's Office and County Counsel's Office and has developed recommendations concerning the composition, scheduling, and guidance to be given to the 2018 Charter Review Committee; and

**WHEREAS**, the Board desires that any recommendation of the Charter Review Committee to amend the Charter be received by June 30, 2018, in order to allow the Board adequate time to consider the recommendations and to further consider whether to place any amendments to the Charter on the November 6, 2018, election ballot; and

**WHEREAS**, in light of the desire to convene Charter Review Committee meetings as soon as possible after January 1, 2018, the Board should appoint its nominees on or before its December 12, 2017, meeting; and

**WHEREAS**, on November 7, 2017, this Board adopted Resolution No. 075548 which contained inadvertent errors concerning the matters that the Board was directing the Charter Review Committee to address.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** as follows:

1. A 2018 Charter Review Committee of sixteen (16) members is hereby established, the membership of which shall be selected as follows: (1) each member of the Board shall appoint two residents from his or her Supervisorial District; (2) one person shall be designated by each of the following five organizations for appointment to the Committee by the Board of Supervisors: the Council of Cities, the County School Boards Association, the League of Women Voters, the Central Labor Council, and SamCEDA; and (3) the Board shall nominate a representative from the community representing businesses with more than 100 employees.

2. The Committee shall appoint a Chair to preside over meetings of the Committee, and a Vice Chair to preside in the absence of the Chair.
3. The Committee will comply with the open meeting and other requirements set forth in the Ralph M. Brown Act.
4. Nine members shall constitute a quorum of the Committee and shall also be the voting requirement for approval of recommendations.
5. The County Counsel and County Manager, or their designees, shall provide staff support for the Committee.
6. The Charter Review Committee should submit to the Board, no later than June 30, 2018, such recommendations, consistent with the State Constitution and other provisions of State law, which in its opinion are appropriate.
7. In its review of the Charter, the Committee should specifically address: (a) the consolidation of the offices of controller and treasurer-tax collector into a single appointed Director of Finance position such as that in Marin County and Santa Clara County, or, in the alternative, whether the separate offices of controller and treasurer-tax collector should be changed from elected offices to appointed offices; (b) technical and administrative clean-up items concerning matters such as the appointment process for the County Manager and the consolidation of the elections function with the Office of the Assessor-Clerk-Recorder; and (c) such other matters as the committee deems appropriate.

\* \* \* \* \*

RESOLUTION NUMBER: 075570

*Regularly passed and adopted this 21<sup>st</sup> day of November, 2017*

*AYES and in favor of said resolution:*

*Supervisors:* \_\_\_\_\_ *CAROLE GROOM*  
\_\_\_\_\_ *DON HORSLEY*  
\_\_\_\_\_ *WARREN SLOCUM*  
\_\_\_\_\_ *DAVID J. CANEPA*

*Absent:* \_\_\_\_\_ *DAVE PINE*

*NOES and against said resolution:*

*Supervisors:* \_\_\_\_\_ *NONE*



\_\_\_\_\_  
*President, Board of Supervisors  
County of San Mateo  
State of California*

***Certificate of Delivery***

*I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.*



\_\_\_\_\_  
*Deputy Clerk of the Board of Supervisors*



**COUNTY OF SAN MATEO**  
**OFFICE OF THE CONTROLLER**

**Juan Raigoza**  
 Controller

**Shirley Tourel**  
 Assistant Controller

**County Government Center**  
 555 County Center, 4<sup>th</sup> Floor  
 Redwood City, CA 94063-1665  
 650-363-4777  
<http://controller.smcgov.org>

November 15, 2017

The Honorable Liza Normandy, Chairperson  
 San Mateo County City Selection Committee  
 c/o Sukhmani Purewal, Secretary  
 San Mateo County, Clerk of the Board's Office

Subject: Appointment of Members to the San Mateo County Consolidated Oversight Board

Dear Vice-Mayor Normandy,

ABx1 26, which called for the dissolution of redevelopment agencies (RDAs), mandated the formation of successor agencies (SAs) to wind down the former RDAs' operations. The bill also required each SA to have an oversight board (OB), resulting in a total of thirteen (13) SAs and thirteen (13) OBs in San Mateo County. Subsequently, SB 107 was passed in September 2015, which dissolves the current OBs effective July 1, 2018 and replaces them with a single countywide OB.

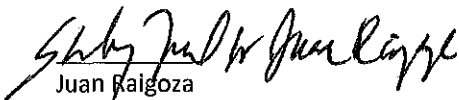
Under the law, the County's City Selection Committee may appoint one member to the single countywide OB. We recommend that an alternate OB member also be appointed. The Governor will appoint individuals to fill any OB position that has not been filled by July 15, 2018.

The following information are things to consider when appointing members and alternates.

- The countywide OB has a fiduciary responsibility to the holders of legally enforceable debts of the former RDAs and to the taxing entities that will benefit from distributions of property tax and other revenues of the former RDAs.
- Duties of the countywide OB include a detailed review of the Recognized Obligation Payment Schedule (ROPS) and overseeing the disposition of the assets and properties of the former RDAs.
- Members of the countywide OB shall serve without compensation or reimbursement for expenses.
- Members of the countywide OB shall have personal immunity from suit for their actions taken within the scope of their responsibilities under ABx1 26.
- Members shall serve at the pleasure of the appointing bodies.
- The countywide OB is subject to the Ralph Brown Act, the California Public Records Act, and the Political Reform Act of 1974.

Please provide the names and contact information of your appointees **no later than March 1, 2018**. If you have questions or concerns, please email Shirley Tourel at [stourel@smcgov.org](mailto:stourel@smcgov.org) or call (650)599-1149.

Sincerely,

  
 Juan Raigoza  
 Controller

*Attachment:*

*Cities That Receive Revenues From Former RDAs*

Cities Receiving Revenues From Former Redevelopment Agencies

Cities	Total Amount Received in Fiscal Year 2016-17	Former Redevelopment Agency												
		Belmont	Brisbane	Daly City	East Palo Alto	Foster City	Millbrae	Menlo Park	Pacifica	Redwood City	San Bruno	San Carlos	San Mateo	So San Francisco
City of Belmont	\$ 900,356	✓												
City of Brisbane	\$ 392,044		✓											
City of Daly City	\$ 1,878,839			✓										
City of East Palo Alto	\$ 2,497,732				✓									
City of Foster City <sup>1</sup>	\$ 96,943					✓								
City of Menlo Park	\$ 1,717,642							✓						
City of Millbrae	\$ 1,377,461						✓							
City of Pacifica	\$ 47,761								✓					
City of Redwood City	\$ 4,867,267									✓				
City of San Bruno	\$ 1,703,932										✓			
City of San Carlos	\$ 916,695											✓		
City of San Mateo	\$ 4,068,814												✓	
City of South San Francisco	\$ 6,587,771													✓

Note:

1. The monies distributed to Foster City are passed-through the Estero Municipal Improvement District.

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – January 5, 2018**

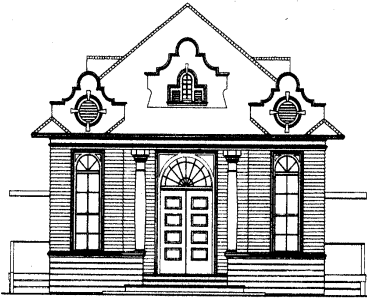
---

1. Agenda (Cancellation) – Architectural Site Control Commission – Monday, January 8, 2018
2. Agenda (Special) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, January 10, 2018
3. Agenda – Emergency Preparedness Committee – Thursday, January 11, 2018
4. Agenda – Cultural Arts Committee – Thursday, January 11, 2018
5. Town Hall Closure – Monday, January 15, 2018 - in Observance of Martin Luther King Jr. Day
6. Notice of Council Reorganization for Town of Atherton
7. Request for Reappointment to HEART Board of Directors from Mayor Rick Bonilla, City of San Mateo
8. [San Francisco Estuary Partnership News Magazine – December 2017](#)
9. [Western City Magazine – January 2018](#)

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

1. Invitation to Congressional City Conference – March 11-14, 2018





**TOWN OF PORTOLA VALLEY**  
**Meetings of the Architectural Site Control Commission (ASCC)**  
**Monday, December 25, 2017 and January 8, 2018**  
**7:00 PM – Regular ASCC Meeting**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

---

**NOTICE OF MEETING CANCELLATION**

**ARCHITECTURAL AND SITE CONTROL COMMISSION**  
**MEETINGS REGULARLY SCHEDULED FOR**

**Monday, December 25, 2017 and**

**Monday, January 8, 2018**

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meetings regularly scheduled for December 25, 2017 and January 8, 2018 have been cancelled.

The next regular meeting of the Portola Valley Architectural and Site Control Commission is scheduled for Monday, January 22, 2018 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



**TOWN OF PORTOLA VALLEY**  
**Special Bicycle, Pedestrian and Traffic**  
**Safety Committee Meeting**  
**Wednesday, January 10, 2018 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

**MEETING AGENDA**

1. Roll Call
2. Oral Communications
3. Approve minutes of December 6, 2017 Meeting - *(minutes were unavailable at time of packet distribution, they will be handed out at the meeting)*
4. Sheriff's Report –
  - 1) Accidents and Citations
5. Public Works Report:
  - 1) Update, Pedestrian Circulation study
6. Ongoing Committee Business for 2018
  - 1) Assistance with crosswalk and pedestrian safety studies
  - 2) Participation in "Pop-up" events
  - 3) Windy Hill parking monitoring
7. Outreach possibilities for 2018:
  - 1) Scheduling of evening meetings
  - 2) Earth Day, Picnic and other Town events
8. Matters Arising
9. Time & Date for February 2018 meeting:

Scheduled meeting is Wednesday, February 7, 2018, 8:15 am
10. Adjournment



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, January 11, 2018 - 8:00 AM**  
**EOC / Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

**AGENDA**

1. 8:00 Call to order
  - Members: Mark Bercow, Dave Howes, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp
  - Potential Guests: Jeremy Dennis/Town Manager, Brandi de Garmeaux, Ali Taghavi, John Richards/Town Council, Dan Ghiorso and Selena Brown WFPD, Christina Corpus/Sheriff's Office, Gary Nielsen/Police Commissioner, Chuck Nile/Red Cross, Stuart Young/former EPC member, Lorrie Duval/Neighborhood Watch, Mark Dahlen, Doug Keyston/Woodside Emergency Preparedness Committee
2. 8:03 Oral Communications
3. 8:08 Review and approval of 12/14/17 meeting minutes (*minutes were unavailable at time of packet distribution, they will be handed out at the meeting*)
  - Motion; Approve minutes for December 14, 2017 meeting
4. 8:10 CERPP/WFPD Report (Brown/Ghiorso)
5. 8:15 Town Report (de Garmeaux/Taghavi)
6. 8:20 Committee Reports
  - a. Medical Subcommittee Report (none)
  - b. Communications Subcommittee Report (Rothrock)
    - PowerStat update – Approval of \$750 expenditure for battery replacement
    - AM radio testing
    - 2<sup>nd</sup> AM radio transmission location
    - Status of no-longer-in-use antennas at the Priory
7. 8:30 2018 Goals Discussion; (*Draft goals will be handed out at the meeting*)
8. 8:55 Next meeting is February 8, 2018  
Quorum check
9. 9:00 Adjourn



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee Meeting**  
**Thursday, January 11, 2018 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

---

**MEETING AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – December 14, 2017
4. Old Business:
  - Debrief on Herb Dengler Exhibition at Priory & plan for Sequoias
  - Speaker series planning
5. New Business:
  - None
6. Adjournment

# PORTOLA VALLEY TOWN HALL

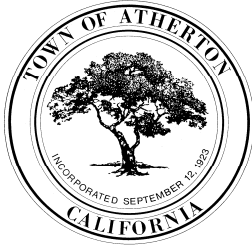


## WILL BE CLOSED

MONDAY,  
JANUARY 15, 2018

IN OBSERVANCE OF  
MARTIN LUTHER KING JR.  
DAY

IN CASE OF EMERGENCY: SHERIFF'S OFFICE: 911



**Town of Atherton**  
Office of the City Clerk

91 Ashfield Road  
Atherton, California 94027  
Phone: (650) 752-0529  
Fax: (650) 614-1212

---

**TOWN OF ATHERTON**  
**CITY COUNCIL NOTICE OF REORGANIZATION**

**NOTICE IS HEREBY GIVEN** that at a regular meeting of the City Council held on December 20, 2017, the Atherton City Council reorganized as follows:

Cary Wiest, Mayor

Bill Widmer, Vice Mayor

Rick DeGolia, Council Member

Elizabeth Lewis, Council Member

Michael Lempres, Council Member

City Council meetings are held on the third Wednesday of each month at 7:00 p.m. in the City Council Chamber located at 94 Ashfield Road, Atherton, California, 94027. **Please be reminded that City Council meetings are videotaped and uploaded to Atherton's YouTube channel at <http://www.youtube.com/townofatherton>**

DATED: 22<sup>nd</sup> day of December, 2017

Theresa N. DellaSanta  
City Clerk

---

OFFICE OF THE MAYOR



---

330 West 20th Avenue  
San Mateo, California 94403-1338  
Telephone (650) 522-7048  
FAX: (650) 522-7041  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

December 31, 2017

Re: Reappointment to HEART Board of Directors

Dear Honorable Mayors and City Council Colleagues,

I write to request your consideration and support for my reappointment to the HEART Board of Directors.

As a council member, community activist and deeply involved volunteer for many years in San Mateo, I remain engaged in finding creative ways to provide affordable housing for all of our residents. I have been deeply committed to this goal since my appointment by the San Mateo City Council to the Bay Meadows and Transportation Corridor Citizens Advisory Committee in 2001 and have focused on creating a mix of housing opportunities that allow for residents of different income levels to become part of San Mateo. As a HEART Board Member I have enjoyed and worked hard at expanding my efforts to all of San Mateo County.

My City Council external agency assignments include ABAG, C/CAG CMEQ Committee, Peninsula Clean Energy, Commute.org, and SBWMA along with HEART. These assignments put me at the intersection of transportation planning, County traffic congestion relief, sustainability efforts, waste collection and diversion as well as creating viable options for Affordable housing and shelter for the homeless and Veterans.

In addition to my volunteer and Council experience, my background in construction provides the right mix of experience to continue to be an active member of this board as we strive to meet one of the most pressing needs in San Mateo County today – affordable housing!

I would be deeply honored by your reappointment to the HEART Board of Directors. Please feel free to call me at (650) 430-9171 or email me at [rbonilla@cityofsanmateo.org](mailto:rbonilla@cityofsanmateo.org) if you would like to discuss my candidacy.

I sincerely appreciate your support.

Rick Bonilla  
Mayor  
City of San Mateo

#13

There are no written materials for item #13 – Closed Session Item