



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, January 24, 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** - Garrett Kuramoto, Branch Manager for Portola Valley & Woodside with San Mateo County (3)
 Library 2016-2017 Annual Report

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** – January 10, 2018 (4)
3. **Approval of Warrant List** – January 24, 2018 (10)
4. **Recommendation by Town Attorney** – Updating the Designated Positions and Disclosure Obligations in the (26)
 Town's Conflict of Interest Code
 - (a) A Resolution of the Town Council of the Town of Portola Valley Designating Public Officials and Employees and their Disclosure Categories for the Town's Conflict of Interest Code (Resolution No. __)
5. **Recommendation by Public Works Director** – Acceptance of the Spring Down Pond Restoration – Project (31)
 #2017-PW05
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed Spring Down Pond Restoration Project #2017-PW05 in the Town of Portola Valley, CA and Authorizing Final Payment to "O. Nelson & Son, Inc." Concerning Such Work, and Directing the Town Clerk to File a Notice of Completion (Resolution No. __)
6. **Appointment by Mayor** – Commissions and Committees Membership Appointments for 2018 (37)

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

7. **Microgrid Study Session** (40)
8. **Recommendation by Town Manager** – Adoption of a Resolution Calling an Election to Vote on Ballot Measure (41)
 to Authorize Reduction of Utility Users Tax from 5.5 Percent to 4.5 Percent
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Calling and Giving Notice of the Holding of a Special Election to be Held on June 5, 2018 for the Purpose of Submitting to the Voters of the Town of Portola Valley a Ballot Measure Reducing the Utility Users Tax Rate (Resolution No. __)
9. **Recommendation by Town Attorney** – Settlement of Lawsuit and Approval of Easement Agreement: *Blue Oaks* (49)
Homeowners Association v. Cynthia Dorrell et al
10. **Recommendation by Mayor** – Amendment No. 2 to the Town Manager Employment Agreement (71)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Amendment No. 2 to the Town Manager Employment Agreement (Resolution No. __)

11. **Appointment by Mayor** – Council Liaison Appointments for 2018 (90)

12. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (92)

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.*

13. **Town Manager Report** (93)

WRITTEN COMMUNICATIONS

14. **Town Council Digest** – January 12, 2018 (94)

15. **Town Council Digest** – January 19, 2018 (104)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

#1

There are no written materials for Presentation – San Mateo County Library
2016-2017 Annual Report

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 960, JANUARY 10, 2018

CALL TO ORDER AND ROLL CALL

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

Present: Councilmembers Jeff Aalfs and Craig Hughes; Vice Mayor Ann Wengert; Mayor John Richards

Absent: Councilmember Maryann Derwin

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

ORAL COMMUNICATIONS

None.

(1) **PRESENTATION: Get Us Moving: San Mateo County**

San Mateo County Supervisor Don Horsley and Outreach Manager Cory Wolbach presented "Get Us Moving San Mateo County," a coalition of regional leaders, transportation experts, employers of all sizes, non-profit groups and volunteer community members that have come together to find a solution to San Mateo County's complex transportation issues.

In response to Vice Mayor Wengert's question, Mr. Wolbach said they would be closing the survey in February, then doing follow-up and digging deeper into the details.

Vice Mayor Wengert asked if there was a parallel effort underway to work with all of the organizations and institutions, the public-private partnerships. She said the most compelling arguments to be made for an increased sales tax would be matched funds coming in from the groups that have created a lot of the issues we are all facing. Mr. Horsley said it looks like they could conceivably get a half-cent sales tax, but it is not guaranteed, and they have discussed a business payroll tax for businesses over 100. April Chan, with the San Mateo County Transportation Authority, SamTrans, said they have been working with the private sector quite a bit, who have participated in a number of projects, such as the Dumbarton Corridor. She said they received a \$1 million grant from Facebook to complete a study. She said they are currently working on the 101 Managed Lane project, using a \$3 million grant through SAMCEDA to complete the environmental review. She said they are staying engaged and have been having good partnerships with the private employers in the area.

Councilmember Hughes asked if there was anything in particular Portola Valley could do to help. Mr. Wolbach suggested using whatever networks available – professional, personal, etc. – to advertise the survey affiliated with the program.

Town Manager Dennis said staff planned to advertise the links through the Town's sites after this meeting.

CONSENT AGENDA [7:32 p.m.]

(2) Approval of Minutes – Town Council Regular Meeting of December 13, 2017. [Removed from Consent Agenda.]

(3) Ratification of Warrant List – December 27, 2017, in the amount of \$96,988.35.

- (4) Report by Planning Director and Associate Planner – Approval of Resolution to Accept the Dedication of Vehicle Access and Equestrian Trail Easements, Alpine Inn Beer Garden, 3915 Alpine Road [*Removed from Consent Agenda.*]
 - (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. 2748-2018)
- (5) Recommendation by Town Manager – Planning Director Title Change
 - (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. 2749-2018)

Councilmember Aalfs moved to approve Items 3, and 5. Seconded by Councilmember Hughes, the motion carried 4-0, by roll call vote.

- (2) Approval of Minutes – Town Council Regular Meeting of December 13, 2017.

Vice Mayor Wengert moved to approve Item 2 as amended. Seconded by Councilmember Aalfs, the motion carried 4-0.

- (4) Report by Planning Director and Associate Planner – Approval of Resolution to Accept the Dedication of 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. 2748-2018)

Town Manager Dennis explained that this item was intended to be on the regular agenda and was on the consent agenda in error.

Town Manager Dennis said that Associate Planner Cassidy will serve as the Town's interim Planning and Building Director effective Tuesday, January 16, 2018.

Associate Planner Cassidy presented the background regarding this item, explaining that the subject easements have existed in practice for decades, but have never been formally dedicated, and that their dedication is now required per the Conditional Use Permit renewal and update for the Alpine Inn Beer Garden, as detailed in the staff report.

Vice Mayor Wengert asked if there was a termination on the CUP or if it would be reviewed on a periodic basis. Associate Planner Cassidy said the CUP runs with the land and there is no termination; however, there is a one-year review scheduled. She said the Town is moving away from regularly-scheduled CUP reviews and instead relying on violations or complaints to trigger the need for a review.

Councilmember Hughes asked if a complaint that was not about a violation could trigger a review. Associate Planner Cassidy said a violation would be not following the conditions of approval, whereas a complaint would be, for example, someone complaining about hearing noise from a propped-open door.

Councilmember Aalfs asked if the Palo Alto University students were parking on the Rossotti's property, the Town's property, or both. Associate Planner Cassidy said the van was parking on the Alpine Inn parking lot side. She said that deal between the university and the Alpine Inn has been terminated and will not resume because it was in violation of their lease of the Town's parking lot. She said the Rossotti Field parking lot is used as a field parking lot in normal afternoon or school hours and the Alpine Inn is open different hours so there is a complementary use of the lot. The lease is needed for the Alpine Inn

because if they no longer leased the Town's lot, it would significantly lower their allowable occupancy level.

Councilmember Aalfs asked regarding the term of the lease. Town Manager Dennis said it is a long-term lease but did not know the exact termination date.

Vice Mayor Wengert said there's a long and deep history with this property and asked if staff had a sense of what the current plans are if the ownership does not change. Associate Planner Cassidy said she has received no official confirmation of an imminent or planned sale. Town Manager Dennis said the property is currently restricted in many ways. He said the main building is a California listed historic building and the historic resource general plan would create a compelling rationale for no changes to this property.

Councilmember Aalfs asked if a new entrance could be created from Alpine Road into either parking lot. Associate Planner Cassidy said that question was raised during the permit review. She said she believes and it was not recommended, but she would have to review to be sure.

Vice Mayor Wengert asked how the rear accessory building is used. Associate Planner Cassidy said it is used for storage and the manager's office. Councilmember Aalfs asked if that building could be deconstructed and rebuilt within the building envelope or if it would have to remain zoned residential. Associate Planner Cassidy said there was no recommendation for deconstruction and reconstruction of that building. She said the purpose of the language in the Use Permit Conditions of Approval was to very clearly preserve the allowed residential use on the property, but to discourage the use of that existing structure as residential. She said if a residential use is ever proposed, it would be a new building, built to code within all the setbacks, in a better location on the property. Councilmember Aalfs asked if the new building would have to be residential use or if it could be added commercial use. Associate Planner Cassidy said there was nothing in the Use Permit or Code that prohibited another type of accessory building. She said the property is zoned OA, open space.

Vice Mayor Wengert thanked the Planning Commission, Associate Planner Cassidy and the team for their work. She said the timing was right, the work was good, and it's a real win to finally have it codified.

Vice Mayor Wengert moved to approve Item #4 on the Consent Agenda. Seconded by Councilmember Hughes, the motion carried 4-0.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (6) Recommendation by Town Manager – Reauthorization of the Town Treasurer as the Authority for Management of the Town's Investment Programs.

Town Manager Dennis provided background information about the Government Code and staff recommendations as detailed in the staff report.

Vice Mayor Wengert asked if there is a backup appointee in the event the Town Treasurer is not available. Town Manager Dennis said the Town's Investment Policy delegates the daily responsibility to the Finance Director. He said there is no specific designated backup for the Town Treasurer. Town Attorney Silver said if the Town Manager were incapacitated, there would be an Acting Town Manager who would also assume the Treasurer duties.

Councilmember Aalfs moved to approve the Reauthorization of the Town Treasurer as the Authority for Management of the Town's Investment Programs. Seconded by Vice Mayor Wengert, the motion carried 4-0.

- (7) Report by Town Manager – Utility Users' Tax, 2018 Ballot Measure

Town Manager Dennis presented the background and summary of the UUT, a summary of the December 2017 meeting, a discussion of the ballot measure language requested by the Council, and the requested analysis findings regarding the past and present projections of the appropriations limits. Staff requested the Council 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), as detailed in the staff report.

Councilmember Hughes asked about the consequences of finding out after the fact that the appropriations limited had been exceeded. Town Manager Dennis said there is no penalty in the first year, but in the second year taxpayers would need to be refunded the excess amount. He said he is not aware of any city in recent years that has had an issue with this. He said he is not concerned that the town would face that challenge except under extraordinary circumstances. Town Attorney Silver said the Council, as part of the budget package, performs the calculation every year.

Vice Mayor Wengert thanked Town Manager Dennis, staff, and the Finance Committee. She said there were many pieces that were difficult to reconstruct and understand why it was being done a certain way, and they now understand that it had moved into this regular cycle to give the Council the flexibility to move at any given time to reset that number. She said the Council will now be reviewing this number annually and will have insight into how far apart it is relative to the limit and will have a much more robust budget planning process. She agreed the four items outlined in the staff report will have a major impact in terms of managing capital expenditures and developing a long-term capital spending program. She said the Finance Committee will work with the Council to establish appropriate reserve levels.

Councilmember Hughes asked if the appropriations limit applied to the special restricted funds. He asked, for example, if spending \$2 million of open space funds would count against that limit. Town Manager Dennis said it is a separate fund and is excluded.

Town Manager Dennis said they received a comment from a resident today who was in favor of reduction or abolishment of the UUT amount.

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

The Council was in support of the permanent reduction to 4.5%.

Vice Mayor Wengert said the next level of planning will be to ask the Finance Committee's assistance in terms of the long-term balances, which will be critical to how they look at the UUT going forward.

Finance Committee Chair Bill Urban said more than two years ago the Finance Committee came forward with a detailed argument for eliminating the General Fund portion of the UUT down to zero percent, driven by the accumulation of excess cash levels within the account. He said as of the August 2017 report, there are unassigned General Fund amounts of just over \$2.5 million. He said in August 2016 it was \$1.6 million and in August 2015 it was \$842,000. He said the General Fund has grown essentially \$1.7 million in the last two years, approximately \$1 million from the existing UUT at approximately \$530,000 a year. He said what motivated the Finance Committee to make that recommendation two years ago was cash was being accumulated that could not be invested profitably or even in a way to lose replacement adjusted value and they needed a mechanism to turn it off. He said the Council didn't take that recommendation. He said the Committee came back thinking the Council would not approve a zero percent, but believed they were mindful of the continuing increase of the unassigned General Fund reserves and would probably be open to give themselves the power to look at it on a regular basis to adjust it based on financial prudence. He said part of fiscal prudence is making sure they have the money needed to run the town but also not collecting tax money they have no use or plan for. The Committee wanted to provide the opportunity to reduce the UUT without having to go back to the voters. He said this was the most reasonable approach the Committee could put before the Council to give them total flexibility and not cramp in any way the ability to maintain whatever reserves needed now or in the future. He said it provided a way that would be more fiscally prudent with the rate at which the town is accumulating very large cash balances. He said any of the Council could have come to the Finance

Committee at any time asking them to help them make better decisions. He said he will be disappointed if they cannot find some way for the Finance Committee to help the Council use the tools available in a productive way to manage the very high level of cash resources. He said there is not a single dollar invested in an investment fund.

Vice Mayor Wengert thanked Mr. Urban. She said there have been a number of cycles where the Town has needed quite significant reserves and there has been a very positive environment in terms of the dollars being spent by the community relative to the use of utilities. She said from the Council's perspective, in part, the UUT is also used to try to encourage people to limit energy usage. She said the Council looks very strongly to the Finance Committee to help create the five-year budget in terms of capital expenditures. She said the Town Center projects have taken longer than anticipated and some of those dollars are starting to be spent to get those projects going and more money should be spent by the end of this year with some of those earlier projects. She said there will be a draw down of some of those reserves in the General Fund and, as other needs come up (transportation, housing, etc.), the town can potentially help fund things. She said the Finance Committee's help will always be critical. She said she understands Mr. Urban's frustration, but from the Council's perspective, they do not see a reason to make the change now without having done that work. She said if the work is done and in a year the Council decides it could probably be dropped to 2%, they will be willing to do that and have a ballot initiative. She said if any part of the planning has been deficient, it's been the lack of a long-term capital plan.

Town Manager Dennis said he met with Mr. Urban a few weeks ago and they are enthusiastic about activating and utilizing the Finance Committee in a better way, within the next couple of months. He said he intends to have a five-year capital plan by the next budget. He said the emergency preparedness aspect is what has caused him to pause on some of this. He said three years ago the Council spent \$1 million on retirement so it makes sense and is appropriate to restore the General Fund reserves back to a particular level. He said, to the Finance Committee's point, it is not appropriate for it to be happening without planning and that's what they're about to begin.

Councilmember Hughes said that while the balances are growing, the longer-term things are big-ticket items and there needs to be an understanding of those projections.

Town Manager Dennis said some of the best five-year capital plans are program plans for those five years and then a list of those things that haven't been programmed. He said, for example, if tomorrow the board resets the CalPERS discount rate, the town will owe a lot more money than is currently set aside. He said five months ago the Council did not envision there would be the circulation and pedestrian issues and there may be significant projects around that that were unanticipated six months ago.

Town Manager Dennis said the calling of a special election to place the Utility Users' Tax ballot measure will be placed on the January 24, 2018, Council agenda.

(8) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Hughes – Attended the January 10 Special Bicycle, Pedestrian & Traffic Safety Committee meeting. They reported that the Sheriff's Department made 90 traffic stops and 63 citations in December, and there were three minor injury accidents. He said Public Works Director Young shared the changes being made at the crosswalk near the Priory including the crosswalk paddle, bush and tree trimming on the side of the road, and a gravel sidewalk area.

Councilmember Aalfs -- Continues to work on the microgrid project to be presented at the January 24, 2018, Council meeting. He said they will be looking at a solar-powered microgrid at Fire Station 11 in Fremont next week.

Vice Mayor Wengert – Attended the December Council of Cities dinner meeting in Colma with Mayor Richards.

Mayor Richards – Attended the December Council of Cities dinner meeting in Colma with Vice Mayor Wengert. He also attended the Special ASCC meeting held on December 18, 2017, with a final approval of the Firethorn Street house, and a study session regarding lighting.

(9) Town Manager Report – Town Manager Dennis reported that the town is in the final stages of the ALPR installation with the cameras being installed on January 16. Councilmember Hughes volunteered to act as a liaison regarding the use of the ALPR data. Town Manager Dennis reported that Planning Director Debbie Pedro's last day is January 11, 2018. He reported that the town met the ongoing voluntary reduction in water usage goal. The ad-hoc Cannabis Subcommittee is scheduled to bring a report to the February 7 Planning Commission meeting and is expected to come before Council at its February 14 meeting.

WRITTEN COMMUNICATIONS [8:42 p.m.]

(10) Town Council Digest – December 15, 2017

None.

(11) Town Council Digest – December 22, 2017

None.

(12) Town Council Digest – January 5, 2018

None.

ADJOURNED TO CLOSED SESSION [8:45 p.m.]

(13) Public Employee Performance Evaluation
Government Code Section 54957; Title – Town Manager

REPORT OUT OF CLOSED SESSION

None to report.

ADJOURNMENT [10:10 p.m.]

Mayor Richards adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 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

ALLIANT INSURANCE SERVICES	Event Ins Qtrly Report Oct-Dec	19328	01/24/2018	
			01/24/2018	
SPECIAL EVENTS	475		01/24/2018	0.00
NEWPORT BEACH	BOA	52231	01/24/2018	0.00
CA 92658				338.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	338.00	0.00

Check No.	52231	Total:	338.00
Total for	ALLIANT INSURANCE SERVICES		338.00

ALMANAC	Various Legal Ads, Nov/Dec	19329	01/24/2018	
			01/24/2018	
450 CAMBRIDGE AVE	0048		01/24/2018	0.00
PALO ALTO	BOA	52232	01/24/2018	0.00
CA 94306				1,188.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	1,188.00	0.00

Check No.	52232	Total:	1,188.00
Total for	ALMANAC		1,188.00

ANIMAL DAMAGE MGMT INC	December Pest Control	19379	01/24/2018	
			01/24/2018	
16170 VINEYARD BLVD. #150	804		01/24/2018	0.00
MORGAN HILL	BOA	52233	01/24/2018	0.00
CA 95037	104524			695.00

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

Check No.	52233	Total:	695.00
Total for	ANIMAL DAMAGE MGMT INC		695.00

ANTONIO CREMONA SALON INC	Refund Deposit, 104 Portola	19331	01/24/2018	
			01/24/2018	
104 PORTOLA ROAD	0748		01/24/2018	0.00
PORTOLA VALLEY	BOA	52234	01/24/2018	0.00
CA 94028				1,209.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,209.20	0.00

Check No.	52234	Total:	1,209.20
Total for	ANTONIO CREMONA SALON INC		1,209.20

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 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

AT&T	December Statements	19369	01/24/2018	
			01/24/2018	
P.O. BOX 9011	441		01/24/2018	0.00
CAROL STREAM	BOA	52235	01/24/2018	0.00
IL 60197-9011				288.04

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	288.04	0.00

Check No.	52235	Total:	288.04
Total for	AT&T		288.04

BANK OF AMERICA	November Statement	19397	01/24/2018	
Bank Card Center			01/24/2018	
P.O. BOX 53155	0022		01/24/2018	0.00
PHOENIX	BOA	52236	01/24/2018	0.00
AZ 85072-3155				4,750.39

GL Number	Description	Invoice Amount	Amount Relieved
05-16-3086	Miscellaneous Contributions	1,625.00	0.00
05-52-4147	Holiday Party	1,637.92	0.00
05-64-4308	Office Supplies	10.81	0.00
05-64-4311	Software & Licensinq	183.93	0.00
05-64-4320	Advertising	275.00	0.00
05-64-4322	Dues	378.00	0.00
05-64-4335	Sustainability	74.95	0.00
05-64-4336	Miscellaneous	564.78	0.00

Check No.	52236	Total:	4,750.39
Total for	BANK OF AMERICA		4,750.39

TERESA BOWERMAN	Mileage Reimbursement	19333	01/24/2018	
			01/24/2018	
	1020		01/24/2018	0.00
	BOA	52237	01/24/2018	0.00
				92.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	92.21	0.00

Check No.	52237	Total:	92.21
Total for	TERESA BOWERMAN		92.21

CA LANDSCAPE CONTRACTORS ASSOC	CLCA Dues, Bixby	19332	01/24/2018	
			01/24/2018	
1491 RIVER PARK DRIVE #100	0749		01/24/2018	0.00
SACRAMENTO	BOA	52238	01/24/2018	0.00
CA 95815				120.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	120.00	0.00

Check No.	52238	Total:	120.00
Total for	CA LANDSCAPE CONTRACTORS ,		120.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 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

BRIAN CAIRNEY	Refund Deposit, 415 Cervantes	19391	01/24/2018	
			01/24/2018	
415 CERVANTES ROAD	0758		01/24/2018	0.00
PORTOLA VALLEY	BOA	52239	01/24/2018	0.00
CA 94028				1,750.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,750.00	0.00

Check No.	52239	Total:	1,750.00
Total for	BRIAN CAIRNEY		1,750.00

CALIFORNIA WATER SERVICE CO	Water Service, 12/9/17-1/8/18	19393	01/24/2018	
			01/24/2018	
3525 ALAMEDA DE LAS PULGAS	0011		01/24/2018	0.00
MENLO PARK	BOA	52240	01/24/2018	0.00
CA 94025844				1,355.15

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,355.15	0.00

Check No.	52240	Total:	1,355.15
Total for	CALIFORNIA WATER SERVICE CC		1,355.15

CALPERS	December Unfunded Liability	19370	01/24/2018	
FISCAL SERVICES DIVISION			01/24/2018	
ATTN: RETIREMENT PROG ACCTG	0107		01/24/2018	0.00
SACRAMENTO	BOA	52241	01/24/2018	0.00
CA 94229-2703	100000015132394			1,577.88

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

CALPERS	January Unfunded Liability	19392	01/24/2018	
FISCAL SERVICES DIVISION			01/24/2018	
ATTN: RETIREMENT PROG ACCTG	0107		01/24/2018	0.00
SACRAMENTO	BOA	52241	01/24/2018	0.00
CA 94229-2703	100000015157155			1,577.88

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

CALPERS	November Retirement	19394	01/24/2018	
FISCAL SERVICES DIVISION			01/24/2018	
ATTN: RETIREMENT PROG ACCTG	0107		01/24/2018	0.00
SACRAMENTO	BOA	52241	01/24/2018	0.00
CA 94229-2703				20,214.96

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	1,892.61	0.00
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	18,214.97	0.00

Check No.	52241	Total:	23,370.72
Total for	CALPERS		23,370.72

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 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
KATHARINE CARROLL	Refund Event, 1/7/18	19334	01/24/2018	
			01/24/2018	
130 GOLDEN OAK DRIVE	0750		01/24/2018	0.00
PORTOLA VALLEY	BOA	52242	01/24/2018	0.00
CA 94028				100.00

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

Check No.	52242	Total:	100.00
Total for	KATHARINE CARROLL		100.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
ARLY CASSIDY	Reimbursement, AICP Dues/ Refreshments, D Pedro Farewell	19335	01/24/2018	
			01/24/2018	
	0638		01/24/2018	0.00
	BOA	52243	01/24/2018	0.00
				413.11

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	135.00	0.00
05-64-4336	Miscellaneous	278.11	0.00

Check No.	52243	Total:	413.11
Total for	ARLY CASSIDY		413.11

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CITY OF REDWOOD CITY (IT)	December IT Support	19371	01/24/2018	
			01/24/2018	
P.O. BOX 3629	586		01/24/2018	0.00
REDWOOD CITY	BOA	52244	01/24/2018	0.00
CA 94064	BR46783			2,250.30

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

Check No.	52244	Total:	2,250.30
Total for	CITY OF REDWOOD CITY (IT)		2,250.30

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CLEANSTREET	Quarterly & Dec Litter/Street	19380	01/24/2018	
			01/24/2018	
1937 W. 169TH STREET	0034		01/24/2018	0.00
GARDENA	BOA	52245	01/24/2018	0.00
CA 90247-5254	88900			4,711.25

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

Check No.	52245	Total:	4,711.25
Total for	CLEANSTREET		4,711.25

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 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
COBALT CONSTRUCTION CO.	Refund Deposit, 501 Portola #16H & 1F	19336	01/24/2018	
105 SERRA WAY #196	0699		01/24/2018	0.00
MILPITAS	BOA	52246	01/24/2018	0.00
CA 95035				2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	2,000.00	0.00
		Check No. 52246	Total: 2,000.00
		Total for COBALT CONSTRUCTION CO.	2,000.00

COMCAST	WiFi, 12/21/17 - 01/20/18	19337	01/24/2018	
P.O. BOX 34744	0045		01/24/2018	0.00
SEATTLE	BOA	52247	01/24/2018	0.00
WA 98124-1227				46.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	46.21	0.00
		Check No. 52247	Total: 46.21
		Total for COMCAST	46.21

CONTEMPORARY ENGRAVING CO.	Nameplate - C. Taylor	19338	01/24/2018	
425 LAMBERT AVE	0191		01/24/2018	0.00
PALO ALTO	BOA	52248	01/24/2018	0.00
CA 94306	35529			32.70

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	32.70	0.00
		Check No. 52248	Total: 32.70
		Total for CONTEMPORARY ENGRAVING CO.	32.70

COTTON SHIRES & ASSOC. INC.	Applicant Charges, Oct & Nov	19339	01/24/2018	
330 VILLAGE LANE	0047		01/24/2018	0.00
LOS GATOS	BOA	52249	01/24/2018	0.00
CA 95030-7218				20,215.10

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geoloqist - Charges to Appls	20,215.10	0.00
		Check No. 52249	Total: 20,215.10
		Total for COTTON SHIRES & ASSOC. INC.	20,215.10

GARY DEFILIPPO	Refund Deposit, 22 Valley Oak	19340	01/24/2018	
22 VALLEY OAK	0751		01/24/2018	0.00
PORTOLA VALLEY	BOA	52250	01/24/2018	0.00
CA 94028				1,000.00

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

01/24/18

Date: 01/18/2018

Time: 3:42 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

96-54-4205	C&D Deposit		1,000.00	0.00
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Check No.	52250	Total:	1,000.00
Total for	GARY DEFILIPPO		1,000.00

DEL RIO ROOFING	Refund Deposit, 475 Cervantes	19341	01/24/2018	
			01/24/2018	
2260 BAY ROAD	630		01/24/2018	0.00
REDWOOD CITY	BOA	52251	01/24/2018	0.00
CA 94063				1,000.00

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

Check No.	52251	Total:	1,000.00
Total for	DEL RIO ROOFING		1,000.00

LORRAINE R. DUVAL	Neighborhood Watch Coordinator	19343	01/24/2018	
	Svcs, 11/13/17-01/07/18		01/24/2018	
340 GOLDEN OAK DRIVE	0652		01/24/2018	0.00
PORTOLA VALLEY	BOA	52252	01/24/2018	0.00
CA 94028				320.00

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

Check No.	52252	Total:	320.00
Total for	LORRAINE R. DUVAL		320.00

EXPRESS PLUMBING-EPS, INC.	Clear Back-up, Maint Bldg	19381	01/24/2018	
			01/24/2018	
307 N. AMPHLETT BLVD.	0745		01/24/2018	0.00
SAN MATEO	BOA	52253	01/24/2018	0.00
CA 94401	22578			235.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	235.00	0.00

EXPRESS PLUMBING-EPS, INC.	Storm Drain Clearing	19382	01/24/2018	
			01/24/2018	
307 N. AMPHLETT BLVD.	0745		01/24/2018	0.00
SAN MATEO	BOA	52253	01/24/2018	0.00
CA 94401	22542			235.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	235.00	0.00

Check No.	52253	Total:	470.00
Total for	EXPRESS PLUMBING-EPS, INC.		470.00

FRANCOTYP-POSTALIA, INC.	Meter Rental, Final Billing	19344	01/24/2018	
			01/24/2018	
P.O. BOX 157	0172		01/24/2018	0.00
BEDFORD PARK	BOA	52254	01/24/2018	0.00
IL 604990157	RI103476146			373.01

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 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

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	373.01	0.00

Check No.	52254	Total:	373.01
Total for	FRANCOTYP-POSTALIA, INC.		373.01

G. BORTOLOTTO COMPANY	CIP 16-17 Street Resurf Proj	19383	01/24/2018	
	Surf Seals #2017-PW01Final		01/24/2018	
580 BRAGATO ROAD	0025		01/24/2018	0.00
SAN CARLOS	BOA	52255	01/24/2018	0.00
CA 94070	4540RET			25,274.54

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4544	CIP16/17 Street Resurface	25,274.54	0.00

Check No.	52255	Total:	25,274.54
Total for	G. BORTOLOTTO COMPANY		25,274.54

GRANITE ROCK COMPANY	Patch Fill - Public Roads	19384	01/24/2018	
			01/24/2018	
P.O. BOX 50001	0322		01/24/2018	0.00
WATSONVILLE	BOA	52256	01/24/2018	0.00
CA 95077-5001	1077423			69.06

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	69.06	0.00

Check No.	52256	Total:	69.06
Total for	GRANITE ROCK COMPANY		69.06

GREEN HALO SYSTEMS	Hosting/Access, December 2017	19345	01/24/2018	
			01/24/2018	
2431 ZANKER ROAD	0654		01/24/2018	0.00
SAN JOSE	BOA	52257	01/24/2018	0.00
CA 95131	1510			114.00

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

Check No.	52257	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

HALF MOON BAY GRADING & PAVING	Portola Road Widening Proj.	19385	01/24/2018	
	Final Retntion Pmt		01/24/2018	
1780 HIGGINS CANYON ROAD	0350		01/24/2018	0.00
HALF MOON BAY	BOA	52258	01/24/2018	0.00
CA 94019	5589			6,382.83

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4537	SMTA Road Project	6,382.83	0.00

Check No.	52258	Total:	6,382.83
Total for	HALF MOON BAY GRADING & PAV		6,382.83

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 pm

Page: 8

TOWN OF PORTOLA VALLEY

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

HILLYARD, INC	Janitorial Supplies	19346	01/24/2018	
			01/24/2018	
P.O. BOX 843025	531		01/24/2018	0.00
KANSAS CITY	BOA	52259	01/24/2018	0.00
MO 64184-3025	602806469			497.99

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	165.99	0.00
05-66-4341	Community Hall	166.00	0.00
25-66-4340	Building Maint Equip & Supp	166.00	0.00

HILLYARD, INC	Janitorial Supplies	19347	01/24/2018	
			01/24/2018	
P.O. BOX 843025	531		01/24/2018	0.00
KANSAS CITY	BOA	52259	01/24/2018	0.00
MO 64184-3025	602840078			489.42

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	163.14	0.00
05-66-4341	Community Hall	163.14	0.00
25-66-4340	Building Maint Equip & Supp	163.14	0.00

Check No.	52259	Total:	987.41
Total for	HILLYARD, INC		987.41

INT'L INSTITUTE OF MUNI CLERKS	2018 Dues, Hanlon	19348	01/24/2018	
			01/24/2018	
8331 UTICA AVENUE	635		01/24/2018	0.00
RANCHO CUCAMONGA	BOA	52260	01/24/2018	0.00
CA 91730				160.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	160.00	0.00

Check No.	52260	Total:	160.00
Total for	INT'L INSTITUTE OF MUNI CLERKS		160.00

J.W. ENTERPRISES	Portable Lavs 12/21/17-1/17/18	19349	01/24/2018	
			01/24/2018	
1689 MORSE AVE	829		01/24/2018	0.00
VENTURA	BOA	52261	01/24/2018	0.00
CA 93003	205320			242.40

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

Check No.	52261	Total:	242.40
Total for	J.W. ENTERPRISES		242.40

JORGENSON SIEGEL MCCLURE & FLEGEL	November Statement	19373	01/24/2018	
			01/24/2018	
1100 ALMA STREET	0089		01/24/2018	0.00
MENLO PARK	BOA	52262	01/24/2018	0.00
CA 94025				15,825.00

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

01/24/18

Date: 01/18/2018

Time: 3:42 pm

Page: 9

TOWN OF PORTOLA VALLEY

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

05-54-4182	Town Attorney	15,825.00	0.00	
JORGENSON SIEGEL MCCLURE & FLEGEL	December Statement	19374	01/24/2018	
1100 ALMA STREET	0089		01/24/2018	0.00
MENLO PARK	BOA	52262	01/24/2018	0.00
CA 94025				8,810.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4182	Town Attorney	8,810.00	0.00	
05-54-4182	Town Attorney	0.00	0.00	

Check No.	52262	Total:	24,635.00
Total for	JORGENSON SIEGEL MCCLURE &		24,635.00

KPMG LLP	Community Hall Annual Report, FYE 06/30/2017	19372	01/24/2018	
DEPT 0922	985		01/24/2018	0.00
DALLAS	BOA	52263	01/24/2018	0.00
TX 75312-0922	8001814999			16,767.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4341	Community Hall	16,767.00	0.00	

Check No.	52263	Total:	16,767.00
Total for	KPMG LLP		16,767.00

KUTZMANN & ASSOCIATES	December Plan Check	19375	01/24/2018	
39355 CALIFORNIA STREET	0090		01/24/2018	0.00
FREMONT	BOA	52264	01/24/2018	0.00
CA 94538				6,371.93

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4200	Plan Check Services	6,371.93	0.00	

Check No.	52264	Total:	6,371.93
Total for	KUTZMANN & ASSOCIATES		6,371.93

LYNX TECHNOLOGIES, INC	GIS Hosting Fee, December	19376	01/24/2018	
1350 41ST AVENUE	0294		01/24/2018	0.00
CAPITOLA	BOA	52265	01/24/2018	0.00
CA 95010	8353			250.00

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

Check No.	52265	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 pm

Page: 10

TOWN OF PORTOLA VALLEY

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

MILLENNIUM ENTERPRISES, INC.	Refund Deposit, 191 Meadowood	19350	01/24/2018	
			01/24/2018	
14938 CAMDEN AVENUE #10	0752		01/24/2018	0.00
SAN JOSE	BOA	52266	01/24/2018	0.00
CA 95124				2,800.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	2,800.00	0.00

Check No.	52266	Total:	2,800.00
Total for	MILLENNIUM ENTERPRISES, INC.		2,800.00

MORGAN CONSTRUCTION	Refund Deposit, 121 Cima	19351	01/24/2018	
			01/24/2018	
1004 LAFAYETTE STREET	0753		01/24/2018	0.00
SAN MATEO	BOA	52267	01/24/2018	0.00
CA 94403				1,000.00

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

Check No.	52267	Total:	1,000.00
Total for	MORGAN CONSTRUCTION		1,000.00

MR. ROOFING	Refund Deposit, 501 Portola	19352	01/24/2018	
			01/24/2018	
#77 & #43	728		01/24/2018	0.00
SAN RAMON	BOA	52268	01/24/2018	0.00
CA 94583				1,000.00

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

Check No.	52268	Total:	1,000.00
Total for	MR. ROOFING		1,000.00

NATIONAL FIRE PROTECTION ASSN,	Annual Dues, Weiner	19395	01/24/2018	
			01/24/2018	
PO BOX 9689	0628		01/24/2018	0.00
MANCHESTER	BOA	52269	01/24/2018	0.00
NH 03108-9689	7044931X			175.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	175.00	0.00

Check No.	52269	Total:	175.00
Total for	NATIONAL FIRE PROTECTION AS:		175.00

NBS, INC	Fee Study Update Project - Planning	19377	01/24/2018	
			01/24/2018	
32605 TEMECULA PARKWAY	0341		01/24/2018	0.00
TEMECULA	BOA	52270	01/24/2018	0.00
CA 92592	121700147			2,115.00

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

01/24/18

Date: 01/18/2018

Time: 3:42 pm

Page: 11

TOWN OF PORTOLA VALLEY

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

05-54-4214	Miscellaneous Consultants	2,115.00	0.00	
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Check No.	52270	Total:	2,115.00
Total for	NBS, INC		2,115.00

NCE	Woods H'Lands Rd. Improvement	19353	01/24/2018	
Nichols Consulting Engineers	Plan		01/24/2018	
1885 S. ARLINGTON AVE	0183		01/24/2018	0.00
RENO	BOA	52204	01/24/2018	0.00
NV 89509	869025502			2,150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4160	Parks & Rec Adult Sports	2,150.00	0.00

Check No.	52204	Total:	2,150.00 H
Total for	NCE		2,150.00

ODIN SYSTEMS, INC.	Poles for ALPR Cameras	19386	01/24/2018	
			01/24/2018	
6642 MERCHANDISE WAY	0757		01/24/2018	0.00
DIAMOND SPRINGS	BOA	52271	01/24/2018	0.00
CA 95619	1467			5,328.00

GL Number	Description	Invoice Amount	Amount Relieved
05-70-4486	CIP16/17 Equipment	5,328.00	0.00

Check No.	52271	Total:	5,328.00
Total for	ODIN SYSTEMS, INC.		5,328.00

ELIZABETH PAPADOPOULOS	Reimbursement, Dengler Art	19354	01/24/2018	
	Opening 1/9/18		01/24/2018	
35 BUCKEYE	0552		01/24/2018	0.00
PORTOLA VALLEY	BOA	52272	01/24/2018	0.00
CA 94028				47.52

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	47.52	0.00

Check No.	52272	Total:	47.52
Total for	ELIZABETH PAPADOPOULOS		47.52

PERS HEALTH	January Health	19396	01/24/2018	
			01/24/2018	
VIA EFT	0108		01/24/2018	0.00
	BOA	52273	01/24/2018	0.00
				12,708.67

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	12,708.67	0.00

Check No.	52273	Total:	12,708.67
Total for	PERS HEALTH		12,708.67

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 pm

Page: 12

TOWN OF PORTOLA VALLEY

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

PG&E	December Statements	19355	01/24/2018	
			01/24/2018	
BOX 997300	0109		01/24/2018	0.00
SACRAMENTO	BOA	52274	01/24/2018	0.00
CA 95899-7300				8,611.92

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	8,611.92	0.00

Check No.	52274	Total:	8,611.92
Total for	PG&E		8,611.92

PITNEY BOWES INC.	Postage Meter Purchase, Digital Meter/Mailing System	19356	01/24/2018	
			01/24/2018	
PO BOX 371896	0754		01/24/2018	0.00
PITTSBURGH	BOA	52275	01/24/2018	0.00
PA 15250-7896	1005931920			3,185.85

GL Number	Description	Invoice Amount	Amount Relieved
05-20-3154	Miscellaneous Receipts	3,185.85	0.00

Check No.	52275	Total:	3,185.85
Total for	PITNEY BOWES INC.		3,185.85

PLATINUM FACILITY SERVICES	December Janitorial	19387	01/24/2018	
			01/24/2018	
1530 OAKLAND RD., #150	402		01/24/2018	0.00
SAN JOSE	BOA	52276	01/24/2018	0.00
CA 95112	30315			4,903.13

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

Check No.	52276	Total:	4,903.13
Total for	PLATINUM FACILITY SERVICES		4,903.13

PORTOLA VALLEY HARDWARE	December Statement	19390	01/24/2018	
			01/24/2018	
112 PORTOLA VALLEY ROAD	0114		01/24/2018	0.00
PORTOLA VALLEY	BOA	52277	01/24/2018	0.00
CA 94028				620.08

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	183.02	0.00
05-60-4267	Tools & Equipment	283.02	0.00
05-66-4340	Building Maint Equip & Supp	99.69	0.00
05-66-4341	Community Hall	38.05	0.00
25-66-4340	Building Maint Equip & Supp	16.30	0.00

Check No.	52277	Total:	620.08
Total for	PORTOLA VALLEY HARDWARE		620.08

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 pm

Page: 13

TOWN OF PORTOLA VALLEY

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

PURCHASE POWER	Postage Meter Replenish	19357	01/24/2018	
Pitney Bowes Inc.			01/24/2018	
PO BOX 371874	0755		01/24/2018	0.00
PITTSBURGH	BOA	52278	01/24/2018	0.00
PA 15250-7874				1,008.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	1,008.50	0.00

Check No.	52278	Total:	1,008.50
Total for	PURCHASE POWER		1,008.50

RAMONA'S SECRETARIAL SERVICES	December Transcription Svcs	19358	01/24/2018	
			01/24/2018	
18403 WATTERS DRIVE	1370		01/24/2018	0.00
CASTRO VALLEY	BOA	52279	01/24/2018	0.00
CA 94546	5976			960.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	960.00	0.00

Check No.	52279	Total:	960.00
Total for	RAMONA'S SECRETARIAL SERVIC		960.00

CYNTHIA RICHARDSON	December Planning Consult Svcs	19359	01/24/2018	
dba Richardson Consulting			01/24/2018	
24 CAMPBELL LANE	1250		01/24/2018	0.00
MENLO PARK	BOA	52280	01/24/2018	0.00
CA 94025				5,250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	682.50	0.00
96-54-4198	Planner - Charges to Appls	4,567.50	0.00

Check No.	52280	Total:	5,250.00
Total for	CYNTHIA RICHARDSON		5,250.00

ROBERTS MARKET	Various Town Events, Annual	19360	01/24/2018	
	Holiday Party/TC Mtg/S Cope		01/24/2018	
3015 WOODSIDE ROAD	1236		01/24/2018	0.00
WOODSIDE	BOA	52281	01/24/2018	0.00
CA 94062				594.08

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	499.61	0.00
05-64-4336	Miscellaneous	94.47	0.00

Check No.	52281	Total:	594.08
Total for	ROBERTS MARKET		594.08

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 pm

Page: 14

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

RON RAMIES AUTOMOTIVE, INC.	'91 Ford, Starter Replacement	19388	01/24/2018	
			01/24/2018	
115 PORTOLA ROAD	422		01/24/2018	0.00
PORTOLA VALLEY	BOA	52282	01/24/2018	0.00
CA 94028	56875			423.81

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	423.81	0.00

RON RAMIES AUTOMOTIVE, INC.	'00 Chevy, Replace Headlight	19389	01/24/2018	
			01/24/2018	
115 PORTOLA ROAD	422		01/24/2018	0.00
PORTOLA VALLEY	BOA	52282	01/24/2018	0.00
CA 94028	56503			43.16

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	43.16	0.00

Check No.	52282	Total:	466.97
Total for	RON RAMIES AUTOMOTIVE, INC.		466.97

RAY ROTHROCK	Reimbursement, Power Supply Repeater Upgrade/Battery Repla	19361	01/24/2018	
			01/24/2018	
56 GRANADA COURT	0404		01/24/2018	0.00
PORTOLA VALLEY	BOA	52283	01/24/2018	0.00
CA 94028				1,225.27

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	1,225.27	0.00

Check No.	52283	Total:	1,225.27
Total for	RAY ROTHROCK		1,225.27

SHELTON ROOFING	Refund Deposit, 35 Prado	19362	01/24/2018	
			01/24/2018	
1988 LEGHORN ST., #C	0309		01/24/2018	0.00
MOUNTAIN VIEW	BOA	52284	01/24/2018	0.00
CA 94043				1,000.00

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

Check No.	52284	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

SMALL BUSINESS BENEFIT PLAN TR	February Dental/Vision	19363	01/24/2018	
			01/24/2018	
	0132		01/24/2018	0.00
BELMONT	BOA	52285	01/24/2018	0.00
CA 94002-0156				2,483.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,483.00	0.00

Check No.	52285	Total:	2,483.00
Total for	SMALL BUSINESS BENEFIT PLAN		2,483.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/24/18

Date: 01/18/2018

Time: 3:42 pm

Page: 15

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

STAPLES CREDIT PLAN	Office Supplies, 11/9-11/21/17	19365	01/24/2018	
			01/24/2018	
DEPT. 31 - 0000306219	430		01/24/2018	0.00
PHOENIX	BOA	52286	01/24/2018	0.00
AZ 85062-8004				472.10

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	472.10	0.00

Check No.	52286	Total:	472.10
Total for	STAPLES CREDIT PLAN		472.10

STATE COMP INSURANCE FUND	January Premium	19378	01/24/2018	
			01/24/2018	
PO BOX 748170	0122		01/24/2018	0.00
LOS ANGELES	BOA	52287	01/24/2018	0.00
CA 90074-8170				3,152.17

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

Check No.	52287	Total:	3,152.17
Total for	STATE COMP INSURANCE FUND		3,152.17

VERIZON WIRELESS	December Cellular	19366	01/24/2018	
			01/24/2018	
P.O. BOX 660108	0131		01/24/2018	0.00
DALLAS	BOA	52288	01/24/2018	0.00
TX 75266-0108				283.37

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

Check No.	52288	Total:	283.37
Total for	VERIZON WIRELESS		283.37

Total Invoices:	65	Grand Total:	210,883.19
		Less Credit Memos:	0.00
		Net Total:	210,883.19
		Less Hand Check Total:	2,150.00
		Outstanding Invoice Total:	208,733.19

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
January 24, 2018

Claims totaling \$210,883.19 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: Cara E. Silver, Town Attorney

DATE: January 24, 2018

RE: Updating the Designated Positions and Disclosure Obligations in the Town's Conflict of Interest Code

RECOMMENDATION: That the Town Council adopts the attached Resolution updating the designated position titles and disclosure obligations for the Town's conflict of interest code.

BACKGROUND: The State Political Reform Act ("Act") requires certain designated public officials, employees and consultants that make or participate in making governmental decisions to file statements of economic interests. The Act requires every agency to adopt a conflict of interest code and to review it every two years to determine if it is accurate or needs to be amended.

In the past, the designated position titles and disclosure obligations were included in the Town's Municipal Code and every two years an ordinance was adopted to update the Municipal Code. On June 24, 2015, the Town Council adopted Ordinance 2015-406, updating Title 2, which contains the Town's conflict of interest code, to incorporate the designated position titles and disclosure obligations by reference. Therefore, the designated position titles and disclosure obligations can now be updated by resolution.

The Town's list of designated position titles and disclosure obligations was last updated in January 2016. Since that time, the position of Planning Director has been changed to Planning and Building Director, and the positions of Finance Director and Associate Planner have been added.

The positions of Town Planner and Town Engineer have been eliminated because Town Planner falls under the Planning and Building Director position and Town Engineer falls under the Public Works Director position.

The current position titles are reflected in the attached resolution. Note that the Municipal Code job titles and the City's job description titles are not completely aligned,

and where there is inconsistency, this Resolution refers to the current job descriptions titles.

cc: Town Manager

RESOLUTION NO. _____-2018

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY DESIGNATING PUBLIC
OFFICIALS AND EMPLOYEES AND THEIR DISCLOSURE
CATEGORIES FOR THE TOWN'S CONFLICT OF
INTEREST CODE**

WHEREAS, the Political Reform Act of 1974, Government Code section 87100 et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes and review those codes biennially; and

WHEREAS, the Town of Portola Valley ("Town") last updated its conflict of interest codes in January 2014; and

WHEREAS, on June 24, 2015, the Town Council adopted Ordinance 2015-406, amending Section 2.36.010 [Incorporation by reference] of Chapter 2.36 [Conflict of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code; and

WHEREAS, with the adoption of Ordinance 2015-406, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are incorporated by reference and, along with the resolution approved by the Town Council in which public officials and employees are designated and their disclosure categories identified, constitute the Conflict of Interest Code of the Town; and

WHEREAS, the Town now desires to adopt the resolution identifying the current position titles for public officials and their disclosure requirements.

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

**DESIGNATED POSITIONS
AND DISCLOSURE OBLIGATIONS**

DESIGNATED PUBLIC OFFICIALS

- Member of Town Council
- Member of the Planning Commission
- Member of the Architectural and Site Control Committee
- Town Manager
- Town Attorney

OTHER DESIGNATED EMPLOYEES, INCLUDING CONSULTANTS SERVING IN THESE POSITIONS

Assistant to Town Manager
 Finance Director
 Public Works Director
 Planning and Building Director
 Senior Planner
 Associate Planner
 Town Geologist
 Consultant (if so determined)

DISCLOSURE CATEGORIES

Disclosure Category 1: Full Disclosure - All investments, business positions, interests in real property and sources of income, including gifts, loans and travel payments.

Disclosure Category 2: Limited Disclosure - The Town Manager may determine in writing that a particular consultant is required to provide Limited Disclosure. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the Town Manager is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

REQUIRED DISCLOSURES FOR DESIGNATED POSITIONS

Designated Position	Disclosure Category
Member of Town Council	1
Member of the Planning Commission	1
Town Manager	1
Town Attorney	1
Member of the Architectural and Site Control Committee	1
Assistant to Town Manager	1
Finance Director	1
Public Works Director	1
Planning and Building Director	1
Senior Planner	1
Associate Planner	1
Town Geologist	1
Consultant	2

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Portola Valley held on the 24thth day of January, 2018.

By: _____
Mayor

ATTEST:

Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: January 24, 2018

RE: Acceptance of the Spring Down Pond Restoration Project – Project #2017-PW05

RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution accepting as completed the Spring Down Pond Restoration Project, authorizing final payment concerning such work, and directing the Town Clerk to file a Notice of Completion.

BACKGROUND

At its June 14, 2017 meeting, the Town Council approved the Spring Down Pond Restoration project plans and authorized staff to call for sealed bids for the project. The Council authorized the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$90,000. O. Nelson & Son, Inc. was awarded the contract for the construction project. The purpose of the project was to turn the existing manmade irrigation pond into a vernal pool. This project included debris, fence, and vegetation removal of the area immediately surrounding the existing pond and grading of the pond into a vernal pool.

DISCUSSION

The construction project was substantially completed by October 30, 2017 under the allocated budget. The amount spent on the construction contract was \$58,780, the Council authorized amount was \$90,000. Staff also involved Open Space and Conservation Committee representatives in providing input during construction and they have expressed satisfaction. The contract still requires the contractor to warranty all improvements for 1 year. The contractor and staff have performed a final inspection of the improvements. Staff recommends to the Town Council acceptance of the improvements as complete.

FISCAL IMPACT

This action will enable final payment of retention funds to the Contractor after 30 days of filing the Notice of Completion.

The amount spent on this construction contract was \$58,780, the project was completed under the Council authorized budget of \$90,000.

ATTACHMENTS

1. Resolution
2. Notice of Completion

Approved by: Jeremy Dennis, Town Manager



RESOLUTION NO. _____-2018

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY TO ACCEPT THE COMPLETED
SPRING DOWN POND RESTORATION PROJECT #2017-PW05 IN THE TOWN OF
PORTOLA VALLEY, CA AND AUTHORIZING FINAL PAYMENT TO "O. NELSON &
SON, INC." CONCERNING SUCH WORK, AND DIRECTING THE TOWN CLERK TO
FILE A NOTICE OF COMPLETION**

WHEREAS, the Public Works Director of the Town of Portola Valley has, in writing, made and filed in the Office of Town Clerk his notice certifying that the work under the contract described above has been completed in conformance with the Plans and Specifications for said project, and has recommended that said work be accepted as complete and satisfactory,

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

1. The above-described work as mentioned in the Notice of Completion of the Public Works Director is hereby accepted as substantially complete, and the appropriate officer of the Town is authorized to make final payment concerning the above-described work.

2. The Town Clerk is hereby authorized and directed to file with the County Recorder of the County of San Mateo, the Notice of Completion of said project within ten (10) days from the date of this resolution.

PASSED AND ADOPTED this _____ day of _____, 2018.

Mayor

ATTEST:

Town Clerk

This Document is Recorded
For the Benefit of the
Town of Portola Valley
And is Exempt from Fee
Per Government Code
Sections 6103 and 27383

When Recorded, Mail to:

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

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that O. Nelson & Son, Inc., on September 7, 2017, did enter into a contract for the Spring Down Pond Enhancement Project #2017-PW05 situated in San Mateo County, within the Town of Portola Valley. Said improvements were completed in accordance with the Plans and Specifications adopted by the Town Council and upon the terms and conditions set forth and identified by the written contract.

On the 30th day of October 2017, the work provided to be done under contract was fully completed in accordance with the terms of the contract.

NOTICE IS FURTHER GIVEN that the public board for whom the above-described work was done is the Town Council of the Town of Portola Valley, a municipal corporation of the State of California, and that the name and address of the political subdivision for which the above-described work was done is in the Town of Portola Valley, State of California, Town Hall, 765 Portola Road, Portola Valley, California 94028.

NOTICE IS FURTHER GIVEN that the name of the contractor by whom the above-described work was done is as follows:

CONTRACTOR: O. Nelson & Son, Inc.

Howard Young
Public Works Director
Town of Portola Valley

DATE: _____

I hereby certify the foregoing to be a full, true and correct copy of a resolution adopted by the Council of the Town of Portola Valley, California, at a meeting thereon held on the 24th day of January 2018, by the following vote of the members thereof:

AYES, and in favor thereof, Council members:

NOES, Council members:

ABSENT, Council members:

Town Clerk of the
Town of Portola Valley
(SEAL)

APPROVED:

Mayor

VERIFICATION

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature

Town

Date

TOWN OF PORTOLA VALLEY

Committee and Commission Memberships – January 2018

Planning Commission – 5 Members

Gilbert, Denise (R)
Goulden, Jon (R)
Hasko, Judith (R)
Targ, Nicholas (R)
Craig, Taylor (N)

Architectural and Site Control Commission – 5 Members

Breen, Danna (R)
Koch, Megan (R)
Ross, David (R)
Sill, Al (R)
Wilson, Jane (R)

Bicycle, Pedestrian and Traffic Safety Committee – 11 Members Maximum

Hanes, Gary (R)
Hey, Angela (R)
Holland, Edward (R)
McQuillan, Deidre (R)
Welch, Kevin (R)

VACANCIES

Cable and Utilities Undergrounding Committee – 7 Members

Buja, Christopher (R)
Lavine, Kenneth (R)
Lee, Merijane (R)
Pierce, Bob (R)
Pun, Ting (R)
Weintraut, Neil (R)

VACANCY

Conservation Committee – 9 Members

Bourne, Jane (R)
Chiariello, Nona (R)
DeStaebler, Marge (R)
Eckstrom, Don (R)
Heiple, Paul (R)
Magill, Catherine (N)
Murphy, Judith (R)
Plunder, Marianne (R)
Walz, Dieter (R)

Cultural Arts Committee – 12 Members

Bishop, Paige (R)
Breiner, Mimi (R)
Chaput, Sue (R)
Graham, Kyle (N)
Papadopoulos, Elizabeth (R)
Stewart, Sally (N)
Welch, Jerrie (N)

Emergency Preparedness Committee – 5-11 Members

Bercow, Mark (R)
Howes, David (R)
Kopf-Sill, Anne (R)
Pfau, Dale (R)
Raanes, Chris (R)
Rothrock, Ray (R)
Taylor, Craig (R)
Trapp, Bud (R)

VACANCIES

Finance Committee – 5 Members

Lavine, Kenneth (R)
Savage, George (R)
Takei, Michele (R)
Urban, William (R)

Geologic Safety Committee – 5 Members

Breiner, Sheldon (R)
Tabor, Rowland (R)
Vedder, Jack (R)
Wentworth, Carl (R)
Wrucke, Chet (R)

Historic Resources Committee – 5 Members Minimum

Anderson, Rick (R)
Bacon, Virginia (R)
Fowler, Jeannette (R)
Lipman, Jim (R)
Lund, Nancy (R)

Nature and Science Committee – 5- 9 Members

Bray, Michael (R)
Browne, Andrew (R)
Buja, Jennifer (N)
Crater, Bonnie (R)
Pierce, Andrew (R)
Tryce, Yvonne (R)

Open Space Acquisition Advisory Committee – 7 Members Maximum

Chiariello, Nona (R)
Lee, Terry (R)
McIntosh, Chip (R)
Nielsen, Gary (R)
Paine, Ward (A)
Taylor, Craig (R)

Parks and Recreation Committee – 13 Members

Bowen, Lindsay (R)
Crouse, Geoffrey (N)
Diarte, Heriberto (N)
Gillett, Stephen (R)
Hsu, Christopher (N)
LaValle, Simone (R)
Myers, Jon (R)
Symon, Scott (R)
Wiefels, Jack (N)

VACANCIES

Public Works Committee – 5 Members Minimum

Bowen, Lindsay (R)
Boyle, Bob (N)
Doherty, Alex (N)
Hedlund, Steve (R)
Paris, Mark (R)
Patterson, Wil (R)
Skadden, John (R)
Welch, Kevin (N)

Sustainability and Environmental Resources Committee – 5 - 9 Members Minimum

Di Giovanni, Mia (R)
Flynn, Rebecca (R)
Lussier, Jim (R)
Maxwell, Delle (R)
Sill, Al (R)
Strong, Anne-Laure (R)
Taylor, Loverine (R)
Unnasch, Stefan (R)

Trails and Paths Committee – 9 Members

Coleman, Joe (R)
Doherty, Alex (R)
Eckstein, Barb (R)
Ferrari, Ellie (R)
Gold, Susan (R)
Hanning, Gary (R)
Lee, Terry (R)
Rothrock, Meredith (R)
Shefren, Joyce (R)

There are no written materials for Microgrid Study Session



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

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

DATE: January 24, 2018

RE: Adoption of Resolution Calling an Election to Vote on Ballot
Measure to Authorize Reduction of Utility User Tax from 5.5 Percent to 4.5
Percent

RECOMMENDATION

Town staff recommends that the Town Council adopt the resolution (Attachment A) calling a special election for June 5, 2018 for the purpose of submitting a ballot measure to the voters authorizing a reduction in the Utility Users Tax (UUT) levied on telephone, gas, water and electricity from 5.5 percent to 4.5 percent.

DISCUSSION

The Portola Valley Municipal Code levies a 7.5 percent Utility Users Tax on telephone, gas, water and electricity. This UUT contains two components: 5.5 percent of the tax is classified as a general purpose tax and deposited into the General Fund account and 2 percent of the tax is a special tax earmarked for open space purposes.

Historically, the Town has conducted an election every four years to obtain voter authorization to reduce the UUT levied on telephone, gas, water and electricity from 5.5 percent to 4.5 percent. On January 10, 2018, the Town Council considered several proposals to reduce the UUT on a longer term basis. After hearing from the Finance Committee and the public, the Council directed staff to prepare a ballot measure reducing the UUT from 5.5 percent to 4.5 percent. This reduction will only affect the general purpose portion of the UUT.

The Town Council must adopt a resolution ordering and calling a special election. The next election date is scheduled for June 5, 2018. The June 5 election will be the first election conducted under the California Voter's Choice Act (VCA). The primary goal of the VCA is to expand voting rights particularly to those with disabilities, and language minorities. The Act authorizes an all-mail ballot election and permits ballots to be

dropped off at any voter center, regardless of registered precinct. The County is in the process of developing a program to implement the VCA and staff will provide additional information in the next couple of months.

The attached resolution will present a measure to authorize this reduction on a longer term basis.

FISCAL IMPACT

The Town has budgeted \$13,000 for the UUT election.

ATTACHMENT:

1. Resolution Calling a Special Election for June 5, 2018 for the Purpose of Voting on a Ballot Measure to Reduce the Utility Users Tax

Approved by: Jeremy Dennis, Town Manager



RESOLUTION NO. _____ - 2018

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY CALLING AND GIVING NOTICE OF THE HOLDING OF A SPECIAL ELECTION TO BE HELD ON JUNE 5, 2018 FOR THE PURPOSE OF SUBMITTING TO THE VOTERS OF THE TOWN OF PORTOLA VALLEY A BALLOT MEASURE REDUCING THE UTILITY USERS TAX RATE

WHEREAS, in 2006, the voters of the Town of Portola Valley (“Town”) voted to temporarily reduce the Utility Users Tax (“UUT”) levied on telephone, gas, water and electricity, set forth in Chapter 3.32 of the Portola Valley Municipal Code, from 5.5 percent to 4.5 percent until June 30, 2010;

WHEREAS, in 2009, the voters of the Town voted to extend the temporary reduction in the UUT for another four years until June 30, 2014;

WHEREAS, in 2013, the voters of the Town voted to further extend the temporary reduction in the UUT for another four years until June 30, 2018;

WHEREAS, the fiscal state of the Town is healthy and it is anticipated to remain that way for quite some time; and

WHEREAS, the Town desires to submit to the voters of the Town a ballot measure to authorize the extension of the reduced 4.5 percent UUT on a longer term basis.

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

1. A special election is hereby called and ordered to be held in the Town of Portola Valley, State of California, on June 5, 2018, for the purpose of submitting to the qualified voters of the Town the following ballot measure, sponsored by the Town Council pursuant to Section 9222 of the Elections Code:

Shall the ordinance be adopted to amend Chapter 3.32 of the Portola Valley Municipal Code to reduce the general purpose Utility Users Tax levied on telephone, gas, water and electricity, from 5.5 percent to 4.5 percent?	YES
	NO

2. The full text of the ordinance to be adopted if the ballot measure set forth in Section 2 above is approved by the voters is attached hereto as Exhibit A and shall appear in the Voter Information Pamphlet.
3. If, at the election, the ballot measure set forth in Section 1 above is approved by the voters, Chapter 3.32 [Telephone, Gas, Water and Electricity Users' Tax] of the Portola Valley Municipal Code shall be amended as set forth in the ordinance attached hereto as Exhibit A. Pursuant to Election Code Section 9223, the Town Clerk of the Town of Portola Valley shall cause the attached ordinance to be printed and shall make a copy of the ordinance for any voter upon request.
4. Pursuant to Elections Code Section 10400, the special election is hereby ordered consolidated with the statewide primary election conducted by the County of San Mateo, which will be held on June 5, 2018. The elections hereby consolidated shall be held in all respects as if there were only one election, and only one form of ballot shall be used.
5. Pursuant to Elections Code Section 10403, the Town Council hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the Registrar of Voters for the purpose of providing the usual services necessary to conduct a consolidated municipal election, including the provision of elections supplies and voter pamphlets. The Town Council recognizes that additional costs may be incurred by the County by reason of these services and agrees to reimburse the County for these costs.
6. The election on this measure shall be held, voting precincts (if applicable) designated, ballots printed, vote centers opened and closed, ballots counted and returned, returns canvassed, the returns made, and a result ascertained and determined, and all other proceedings conducted in connection with the election, under the regulations of the Registrar of Voters of the County of San Mateo, in accordance with the provisions of the law governing municipal elections in general law cities.
7. Ballots for said election shall be provided in the form and to the number provided by law. On said ballots, in addition to any other printed matter which may be required by law, two voting spaces shall be set off to the right of the ballot measure, in the manner provided by law, one having the word "YES" printed before it and the other having the word "NO" printed before it.
8. Direct arguments for and against the measure shall not exceed 300 words, shall be filed with the Town Clerk no later than 5:00 p.m. on March 16, 2018, and shall otherwise be in accordance with Section 9280 *et. seq.* of the Elections Code.
9. The Town Attorney shall be directed to provide an impartial analysis not to exceed 500 words of this measure in accordance with Elections Code Section 9280 and to submit that to the Town Clerk for transmittal to the Registrar of Voters no later than 5:00 p.m. on March 26, 2018.

10. Rebuttal arguments are permitted in accordance with Sections 9220 and 9285 of the Elections Code. Rebuttal arguments shall not exceed 250 words and shall be filed with the Town Clerk no later than 5:00 p.m. on March 26, 2018.

11. The Town Clerk is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies and equipment that may be necessary in order to properly and lawfully conduct the election.

12. If, at the election, a majority of the votes cast on the measure are in favor of the measure, then the measure shall be deemed to have been accepted and approved by the voters upon the date that the vote is declared by the Town Council and shall go into effect 10 days after that date, pursuant to Section 9217 of the Elections Code.

PASSED AND ADOPTED this ____ day of _____ 2018.

By: _____
Mayor

ATTEST:

Town Clerk

Exhibit A**ORIDINANCE NO. 2018-_____**

ORDINANCE OF THE TOWN OF PORTOLA VALLEY REPEALING SECTION 3.32.075 [REDUCTION IN GENERAL TAX] AND AMENDING SECTION 3.32.040(A) [TELEPHONE USERS' TAX—IMPOSED—AMOUNT—COLLECTION], SECTION 3.32.050(A) [ELECTRICITY USERS' TAX—IMPOSED—AMOUNT—COLLECTION], SECTION 3.32.060 (A) [GAS USERS' TAX—IMPOSED—AMOUNT—COLLECTION] AND SECTION 3.32.070(A) [WATER USERS' TAX—IMPOSED—AMOUNT—COLLECTION] OF CHAPTER 3.32 [TELEPHONE, GAS, WATER AND ELECTRICITY USERS TAX] OF TITLE 3 [REVENUE AND FINANCE] OF THE PORTOLA VALLEY MUNICIPAL CODE

WHEREAS, the citizens of the Town of Portola Valley wish to maintain the reduced 4.5 percent Utility User Tax imposed on all users of telecommunications, gas, water and electricity for an additional four years.

NOW, THEREFORE, the citizens of the Town of Portola Valley do **ORDAIN** as follows:

1. Amendment of Code. Section 3.32.040(A) [Telephone users' tax—Imposed—Amount—Collection] of Chapter 3.32 [Telephone, Gas, Water and Electricity Users' Tax] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code is hereby amended to read as follows:

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 ~~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.

2. Amendment of Code. Section 3.32.050 (A) [Electricity users' tax—Imposed—Amount—Collection] of Chapter 3.32 [Telephone, Gas, Water and Electricity Users' Tax] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code is hereby amended to read as follows:

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.

3. Amendment of Code. Section 3.32.060 (A) [Gas users' tax—Imposed—Amount—Collection] of Chapter 3.32 [Telephone, Gas, Water and Electricity Users' Tax] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code is hereby amended to read as follows:

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.

4. Amendment of Code. Section 3.32.070 (A) [Water users' tax—Imposed—Amount—Collection] of Chapter 3.32 [Telephone, Gas, Water and Electricity Users' Tax] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code is hereby amended to read as follows:

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 ~~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.

5. Repeal of Code. Section 3.32.075 [Reduction in General Tax] of Chapter 3.32 [Telephone, Gas, Water and Electricity Users' Tax] of Title 3 [Revenue and

Finance] of the Portola Valley Municipal Code is hereby repealed in its entirety as follows:

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.~~

6. Environmental Review. This ordinance is not a project for the purpose of the California Environmental Quality Act.

7. Effective Date; Posting. The effective date of this ordinance shall be 10 days after the date the Town Council declares the results of the election at which the ballot measure regarding this ordinance is adopted by a majority vote of the electors voting on the measure.

Effective Date: _____, 2018

ATTEST AS TO DATE:

Town Clerk

APPROVED AS TO FORM:

Town Attorney



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Cara Silver, Town Attorney

DATE: January 24, 2018

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

RECOMMENDATION

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

DISCUSSION

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

The Blue Oaks HOA and the Dorrells filed lawsuits against each other in 2015 requesting the Court to determine their rights to the portion of land dispute. Town staff and its counsel have been working with the parties over the last couple of years in an attempt to amicably resolve the matter; however, the parties were unable to reach a resolution. Thereafter, on October 7, 2017, the Town was added as a cross-defendant by the Dorrells due to the fact that the Town has a legal interest in the land being encroached upon. Counsel for the Town spoke with the attorneys for the Blue Oaks HOA and the Dorrells in an attempt to get the parties to a resolution, as the remaining point of contention was Blue Oaks HOA’s demand for payment by the Dorrells (the easement area at issue was valued at approximately \$95,000 by an independent appraiser). Counsel for the Dorrells recently confirmed that the Dorrells and the Blue Oaks HOA have agreed to a \$50,000 payment for the easement. In exchange, the

parties, including the Town, are agreeing to a release of all claims they may have with respect to the land in dispute, and agreeing to a permanent easement to leave the driveway, garage and landscaping in place. This is the result that Town staff and its counsel had encouraged for the last few years.

The parties have circulated a settlement agreement, which the Town Attorney has approved as to form for signing. (Attachment A) Additionally, the parties have agreed on the terms of an easement agreement wherein the Dorrells will be allowed to continue their use of the driveway and garden areas as well as to maintain the improvements built in the easement area (i.e. the garage). Under the easement agreement, the improvements will be classified as “legally existing nonconforming uses” and the Dorrells will be required to comply with Town’s municipal code with respect to the area in the conservation easement, will be required to name the Town as an additional insured on their general liability insurance policy, and will be required to defend and indemnify the Town from all damages arising out of any injury occurring in, on or about the easement area.

FISCAL IMPACT

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

ATTACHMENTS

- 1: Settlement Agreement
- 2: Easement Agreement

SETTLEMENT AGREEMENT

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

A. **RECITALS**

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

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

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

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

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

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

B. TERMS

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

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

3. Release Provision

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

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

4. Waiver of Civil Code Section 1542

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

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

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

5. Warranty of Capacity to Execute

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

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

6. Entire Agreement

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

7. Representation of Comprehension of Settlement Agreement

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

8. No Admission of Liability

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

9. Applicable Law

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

10. Execution

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

11. Cooperation

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

12. Interpretation

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

13. Enforcement

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

14. Binding Effect

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

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

By: _____

Pamela Dorrell

Its: _____

Town of Portola Valley

Amitabh Pandey

By: _____

Cynthia Ellen Dorrell

Its: _____

APPROVED AS TO FORM:

HANNA & VAN ATTA

Dated: _____, 2017

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

STEYER LOWENTHAL BOODROOKAS
ALVAREZ & SMITH LLP

Dated: _____, 2017

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

LAW OFFICE OF PETER N. BREWER

Dated: _____, 2017

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

JORGENSON, SIEGEL, MCCLURE &
FLEGEL, LLP

Dated: _____, 2017

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

EXHIBIT A

(Easement Agreement)

RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO

Simon Offord
Law Office of Peter N. Brewer
2501 Park Blvd., 2nd Floor
Palo Alto, CA 94306

APNs: 080-082-210

EASEMENT AGREEMENT

This Easement Agreement is made as of December 1, 2017 by and among the Blue Oaks Homeowners Association, a California non-profit mutual benefit corporation (“Blue Oaks”), on the one hand, and Pamela Dorrell and Amitabh Pandey, wife and husband as community property with right of survivorship and Cynthia Ellen Dorrell, an unmarried woman, as joint tenants (collectively, “Dorrell”), on the other hand.

RECITALS

A. Blue Oaks is the owner of that certain real property known as Parcel A consisting of the common area within the Blue Oaks subdivision located in the Town of Portola Valley, County of San Mateo, State of California, the legal description of which is set forth in Exhibit 1 attached hereto (the “Blue Oaks Common Area”).

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

C. The parties discovered that certain improvements consisting of a garage (identified as “Wood Framed Garage Structure” on Exhibit 3 attached hereto), a paved driveway, retaining walls, a garden, and landscaping (collectively the “Improvements”) used by Dorrell and their predecessors-in-interest encroach in whole or in part on the Blue Oaks Common Area, which land is burdened by an Open Space Easement, as described in more detail in the Agreement for Conservation Easement dated July 22, 1998, for the benefit of the Town of Portola Valley (the “Town”).

D. Blue Oaks now desires to grant to Dorrell, on the terms and conditions set forth herein, a perpetual, exclusive easement over, under, within and through that portion of the Blue Oaks Common Area described in that certain legal description entitled “Exhibit A – Easement Area Legal Description,” and as shown on that certain survey plat entitled “Exhibit B – Easement Area,” true and correct copies of each of which are attached hereto collectively as Exhibit 3.

AGREEMENT

1. Incorporation of Recitals and Exhibits. The Recitals set forth above and the Exhibits attached hereto are each incorporated into the body of this Easement Agreement as if set forth herein in full.

2. Grant of Easement. Blue Oaks hereby grants to Dorrell a perpetual, exclusive easement (the "Easement") appurtenant to and for the benefit of the Dorrell Property over, under, within and through that portion of the Blue Oaks Common Area as legally described in and depicted on Exhibit 3 (the "Easement Area"). The purpose of the Easement shall be for Dorrell's use and enjoyment of the Easement Area, and except as otherwise provided in this Easement Agreement, Dorrell shall be entitled to exclude all persons and entities, including Blue Oaks and its members, from entry onto or use of the Easement Area. The Easement shall include the absolute right of the Dorrell Property's owner(s) to use the Easement Area for any use as may be permitted by the Town and/or the County of San Mateo (the "County"), as well as to maintain, repair and/or replace the Improvements within the Easement Area, subject to any required approval of the Town and/or the County and any other governmental authority having jurisdiction over the Easement Area, and subject to compliance with all applicable ordinances.

3. Fence Around Easement Area. Dorrell must comply with the Town's Municipal Code with respect to the construction of any fence in the Easement Area.

4. Maintenance, Repair and/or Replacement of Improvements. Dorrell shall have the right to maintain, repair and/or replace the Improvements within the Easement Area as may be permitted by the Town of Portola Valley and/or the County of San Mateo.

5. Inspection Right of Blue Oaks. Blue Oaks and/or the Town shall have the right, upon giving reasonable advance notice, to enter upon the Easement Area for the purposes of inspecting and/or surveying the location of any improvement or work performed within the Easement Area.

6. Reimbursement of Property Tax Increase. Dorrell shall reimburse Blue Oaks for any increase in real property taxes which may be assessed to Blue Oaks or its members as a result of any improvements constructed by Dorrell upon the Easement Area.

7. Insurance Required of Dorrell. Dorrell shall at all times maintain general liability insurance with liability limits of not less than \$1,000,000.00 per person and \$1,000,000.00 per occurrence insuring against all liability of Dorrell arising out of and/or in connection with Dorrell's use and/or occupancy of the Easement Area and shall have Blue Oaks and the Town named as additional insureds on such policy. If reasonably available, the liability limits for said insurance shall be increased every five (5), years to reflect the increase, if any, of the Consumer Price Index -- all items, San Francisco Bay Area from the date of this Easement Agreement to such adjustment date. Dorrell shall provide Blue Oaks and the Town, or its successors-in-interest, with a certificate of insurance each year as evidence that Dorrell is maintaining such insurance in force. In the event Dorrell fails to furnish such certificate of insurance within thirty (30) days of demand by Blue Oaks or the Town, Blue Oaks or the Town shall have the right to obtain such insurance and recover 150% of the costs of said insurance from Dorrell.

8. Indemnity, Defense and Hold Harmless Agreement. Dorrell shall indemnify, defend, and hold Blue Oaks and the Town harmless from and against all claims arising out of any injury to person or property occurring in, on, or about the Easement Area including, but not limited to, any attorneys' fees reasonably incurred in defending any claim for such damage, except to the extent such claims arise from or relate to the negligence or willful misconduct of Blue Oaks or the Town or their members, guests, invitees and authorized representatives. Blue Oaks shall indemnify, defend and hold harmless Dorrell from and against all claims arising out of any injury to person or property occurring in, on, or about the Easement Area including, but not limited to, any attorney's fees reasonably incurred in defending any claim for such damages that arise from or relate to the negligence or willful misconduct of Blue Oaks or its members, guests, invitees and authorized representatives. If any portion of this provision is held to be invalid, the balance shall, notwithstanding, continue in full force and legal effect.

9. Approval of Blue Oaks for Further Improvements. Blue Oaks hereby approves the repair, maintenance and replacement of like kind fencing, landscaping, driveway, retaining wall and wood framed Garage Structure within the Easement Area. The installation of any other fencing, landscaping, driveway, retaining wall or structures within the Easement Area shall be subject to the prior written approval of Blue Oaks, which approval shall not be unreasonably withheld. Prior to commencing any landscaping or construction described in this paragraph, Dorrell shall submit copies of its plans for the proposed work to Blue Oaks. Blue Oaks shall have thirty (30) days from the date of receipt of such plans within which to deliver in writing its approval or disapproval of such plans to Dorrell. Any such disapproval shall be in writing and shall specify the specific reasons for disapproval. Failure to deliver written disapproval to Dorrell within said thirty (30) day period shall constitute approval of the proposed plans and specifications.

10. Approval of Town. The Easement Area is burdened by an Open Space Easement for the benefit of the Town. The Town expressly accepts the terms and conditions of this Easement Agreement. The Town considers the currently existing accessory structures in the Easement Area, namely the "Wood Framed Garage Structure" and "Improvements" (set forth in Recital C) identified on Exhibit 3, to be a legally existing non-conforming structure as defined and governed by Chapter 18.46 of the Town's Municipal Code.

11. Successors and Assigns. The parties intend for this Easement Agreement to create covenants running with the Dorrell Property and the Blue Oaks Common Area pursuant to Section 1468 of the Civil Code of the State of California. Each of the properties will be held, conveyed, hypothecated, encumbered, leased, rented, used, and occupied, subject to the terms, covenants, conditions, and restrictions contained in this Easement Agreement. All of the limitations, easements, uses, obligations, covenants, conditions and restrictions stated in this Easement Agreement shall run with the land and inure to the benefit of and be binding upon the owners of each of said properties, their respective heirs, legatees, devisees, executors, administrators, guardians, conservators, successors, licensors, and assigns.

12. Miscellaneous.

(a) Notices. All notices and any other communications required or permitted under this Easement Agreement shall be in writing and shall be delivered in person, or sent via overnight

carrier or mailed by certified mail, return receipt requested, to the address set forth below each party's signature to this Easement Agreement. Notices will be deemed effective immediately upon delivery in person; if sent by overnight courier, one day after deposit therewith; or if mailed, three days after being deposited in the U.S. Mail.

(b) Covenant of Further Assurances. The parties hereby agree to execute such other documents and perform such other acts as may be necessary or desirable to carry out the purposes of this Easement Agreement.

(c) Alternative Dispute Resolution. In the event there is any dispute under this Easement Agreement, the parties agree to first attempt to settle the dispute by mediation, before resorting to any court action.

(d) Attorneys' Fees. In the event of any controversy, claim or action between the parties arising out of or in any way relating to this Easement Agreement, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees and costs.

(e) Partial Invalidity. If any term, covenant or condition of this Easement Agreement or its application to any persons or circumstances shall be held to be invalid or unenforceable, the remainder of this Easement Agreement and the application of such term or provision to other persons or circumstances shall not be affected, and each term hereof shall be valid and enforceable to the fullest extent permitted by law.

(f) Not a Public Dedication. Nothing contained in this Easement Agreement shall be deemed to be a gift or dedication of any portion of the Blue Oaks Common Area to or for the general public or for any public purpose.

(g) Governing Law. This Easement Agreement is entered into and shall be governed by and construed in accordance with the laws of the State of California.

(h) Entire Agreement. This Easement Agreement represents the entire and only agreement between the parties respecting the subject matter of this Easement Agreement and supersedes all other prior and/or contemporaneous agreements, whether oral or written, express or implied. This Easement Agreement may not be amended or modified except by a writing signed by the party against whom enforcement is sought and approved by the Town.

(i) Compliance with Laws. Each party shall comply with all applicable laws, rules, regulations, orders, consents and permits in the exercise of all of their rights and the performance of all their obligations under this Easement Agreement.

(j) Counterparts. This Easement Agreement may be signed in any number of counterparts with the same effect as if the signatures to each counterpart were upon a single instrument. All counterparts shall be deemed an original of this Easement Agreement.

(k) Authority. Each of the individuals executing this Easement Agreement represents and warrants that he or she has been authorized to do so and has the power to bind the party for whom they are signing.

IN WITNESS WHEREOF, the parties hereto have executed this Easement Agreement as of the day and year first above written.

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

Pamela Dorrell and Amitabh Pandey, wife and husband as community property with right of survivorship

By: _____

By: _____

Pamela Dorrell

Its: _____

By: _____

Amitabh Pandey

Blue Oaks Homeowners Association
Notice Address:

Blue Oaks Homeowners Association
c/o Ferrari Community Management
444 First Street, Suite A
Los Altos, CA 94022

Cynthia Ellen Dorrell, an unmarried woman

By: _____

Cynthia Ellen Dorrell

With a copy to:

William R. Garrett, Esq.
Hanna & Van Atta
525 University Avenue, Suite 600
Palo Alto, CA 94301-1921

Dorrell Notice Address:

1044 Los Trancos Road
Portola Valley, CA 94028

Town of Portola Valley

By: _____

Its: _____

Town of Portola Valley Notice Address:

Portola Valley Town Hall
765 Portola Road
Portola Valley, CA 94028

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

STATE OF CALIFORNIA

COUNTY OF _____

On _____, 201__ before me, _____, a 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

(SEAL)

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

STATE OF CALIFORNIA

COUNTY OF _____

On _____, 201__ before me, _____, a 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

(SEAL)

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STATE OF CALIFORNIA

COUNTY OF _____

On _____, 201__ before me, _____, a 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

(SEAL)

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

STATE OF CALIFORNIA

COUNTY OF _____

On _____, 201__ before me, _____, a 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

(SEAL)

EXHIBIT 1

BLUE OAKS COMMON AREA

All of that real property described as Parcel A on the subdivision map entitled "Blue Oaks" filed for record in the office of the Recorder of the County of San Mateo, State of California, on August 6, 1998, in Book 128 of Maps, pages 64-92, inclusive.

EXHIBIT 2

DORRELL PROPERTY

Lots 54 and 55, as shown on that certain map entitled, "Los Trancos Woods Tract No. 1, San Mateo County, Calif.", filed in the Office of the County Recorder of San Mateo County, State of California, on August 6, 1928, in Book 17 of Maps at page(s) 14 and 15.

Excepting therefrom the following described portion of Lot 54:

Beginning at the most northerly corner of said Lot 54; thence from said point of beginning along the northeasterly line of said Lot 54, south $56^{\circ} 59' 18''$ east 93.92 feet to the easterly corner thereof; thence along the southeasterly line of said lot south $54^{\circ} 04' 30''$ west 18.51 feet; thence leaving said line north $81^{\circ} 13'$ west 45.84 feet; thence north $65^{\circ} 32' 20''$ west 64.09 feet to the northwesterly line of said lot; thence along said line north $54^{\circ} 27'$ east 49.00 feet to the point of beginning.

EXHIBIT 3

LEGAL DESCRIPTION OF EASEMENT AREA



**ENGINEERS
SURVEYORS
PLANNERS**

**EXHIBIT A
EASEMENT AREA
LEGAL DESCRIPTION**

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, described as follows:

Being a portion of Parcel A as shown on that map of the Blue Oaks Subdivision, filed for record on August 6, 1998 in Book 128 of Maps at Pages 64-92, of said county.

BEGINNING at the northwesterly corner of that parcel of land shown on that Record of Survey No. 2009, in Volume 33 of L.L.S. at Page 5, filed for record on March 12, 2009 of said county, said corner being on the common line of said Blue Oaks Subdivision and the northwesterly line of that map of Los Trancos Woods, Tract No. 1, filed for record on August 6, 1928 in Volume 117 of Maps at Pages 14-15, of said county;

Thence along said common line, South 54° 27' 00" West, 136.54 feet to a point on said common line;

Thence leaving said common line and across said Parcel A, the following two (2) courses:

1. North 48° 30' 00" West, 76.00 feet
2. North 66° 17' 24" East, 128.82 feet to a point on the westerly prolongation of the southerly line of that said parcel of land shown on said Record of Survey;

Thence South 65° 32' 20" East, 55.00 feet to the **POINT OF BEGINNING** of this description;

Containing an area of 7,696 Square feet, more or less.

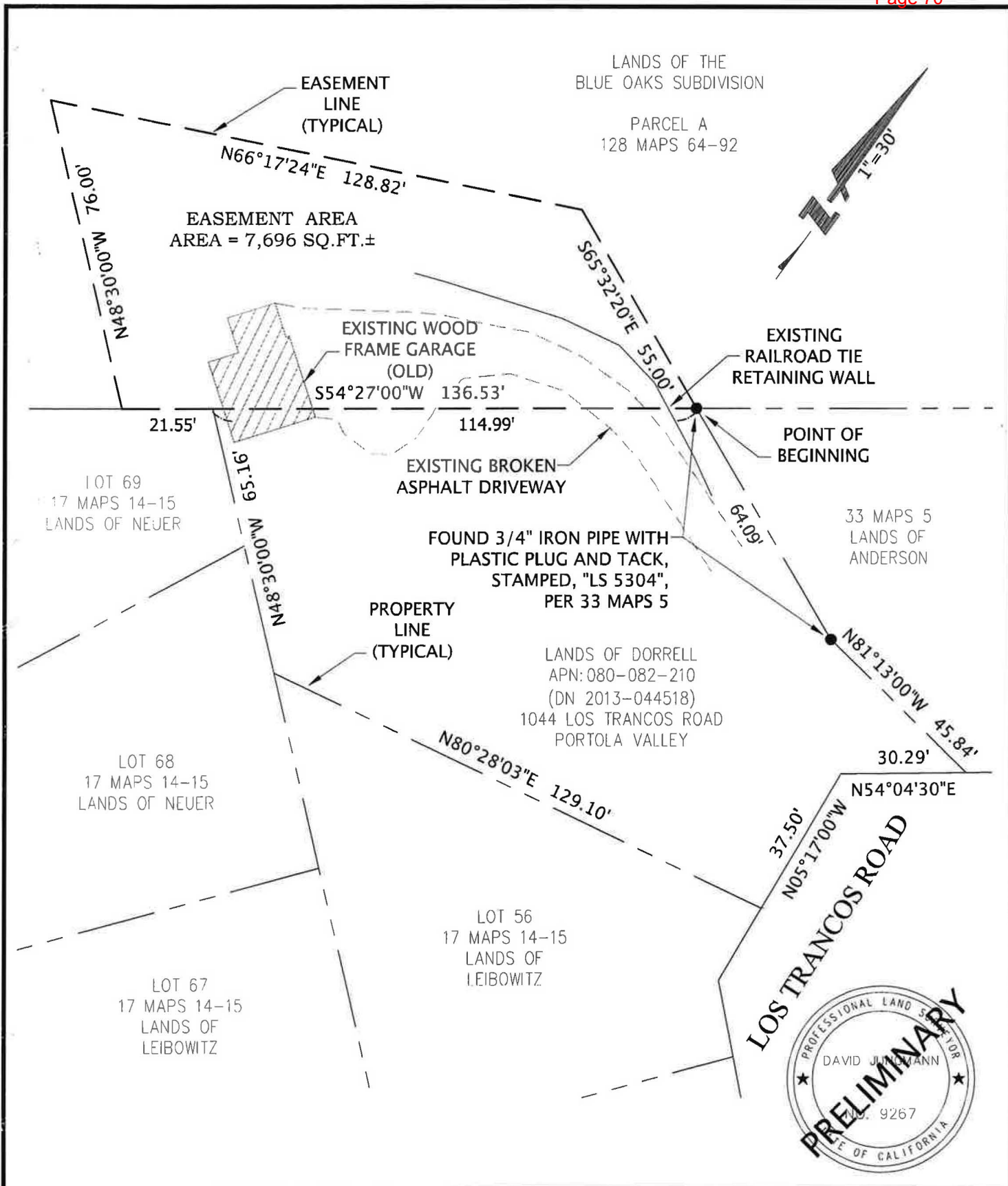
This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.

PRELIMINARY

David Jungmann, PLS 9267

02/13/2017
Date

END OF DESCRIPTION



PLOTTED BY: J. Long



255 SHORELINE DR
 SUITE 200
 REDWOOD CITY, CA 94065
 650-482-6300
 650-482-6399 (FAX)

Subject EXHIBIT B
EASEMENT AREA
 Job No. 20160222-50
 By DCJ Date 02/13/17 Chkd. DCJ
 SHEET 1 OF 1



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Cara Silver, Town Attorney

DATE: January 24, 2018

RE: Amendment 2 to the Town Manager Employment Agreement

RECOMMENDATION

Adopt Resolution Authorizing Mayor to Sign Amendment No. 2 to Town Manager's Employment Agreement (Attachment 1).

DISCUSSION

On March 7, 2016, the Town of Portola Valley ("Town") and Jeremy Dennis ("Manager") entered into the Town Manager Employment Agreement ("Agreement") to set forth the terms and conditions of Manager's employment. (Attachment 2.) In December 2017 and January 2018, the Town Council conducted the Annual Evaluation of the Manager's performance in compliance with Section 3 of the Agreement. The Town Council desires to amend the Agreement to increase Manager's Base Salary to reflect a 3.8 percent cost of living increase effective on March 8, 2018 and to extend the Agreement for one year. (Attachment 3.) The attached amendment implements these terms.

ATTACHMENTS

1. Resolution of the Town Council of the Town of Portola Valley Approving Amendment 2 To The Town Manager Employment Agreement
2. Town Manager's Employment Agreement
3. Amendment 2 to Town Manager Employment Agreement

cc: Town Manager

RESOLUTION NO. _____ -2018

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA
VALLEY APPROVING AMENDMENT 2 TO THE TOWN MANAGER

EMPLOYMENT AGREEMENT

WHEREAS, on March 7, 2016, the Town of Portola Valley (“Town”) and Jeremy Dennis (“Manager”) entered into the Town Manager Employment Agreement (“Agreement”) to set forth the terms and conditions of Manager’s employment;

WHEREAS, on January 25, 2017, the Town Council approved Amendment No. 1 to the Agreement;

WHEREAS, the Town Council conducted the Annual Evaluation of the Manager’s performance in compliance with Section 3 of the Agreement;

WHEREAS, the Town Council desires to amend the Agreement to increase Manager’s Base Salary to reflect a 3.8 percent cost of living increase effective on March 8, 2018 and to extend the term for one year;

WHEREAS, the Town Council has read and considered that certain Amendment 2 to Town Manager Employment Agreement (“Amendment”).

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

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

PASSED AND ADOPTED this 24th day of January, 2018.

By: _____

John Richards, Mayor

ATTEST:

Town Clerk

TOWN MANAGER EMPLOYMENT AGREEMENT

This Town Manager Employment Agreement ("Agreement") is made and entered into effective the 7th day of March, 2016, by and between the Town of Portola Valley ("Town") and Jeremy Dennis ("Manager").

1. **Employment and Duties.** The Town by its Town Council hereby employs Manager to serve as the Town Manager and Manager hereby accepts such employment. Manager's employment shall be as an at-will employee and Manager serves at the pleasure of the Town Council in accordance with Government Code Section 36506. Manager shall perform the duties and obligations and exercise the authority of the Town Manager, as stated in the Town Manager Job Description, attached hereto as **Exhibit A** (which may be amended by the Town Council in its discretion), and as may be assigned by the Town Council from time to time.

2. **Term.** The term of this Agreement shall commence on the effective date set forth above and shall continue until December 31, 2017, or the date of earlier termination in accordance with provisions in this Agreement. This Agreement shall be automatically extended for one (1) year, unless at least sixty (60) days prior to the end of the term the Town Council notifies Manager of its intent not to extend the Agreement. The Town Council's decision not to extend this Agreement shall not entitle Manager to Severance, pursuant to Paragraph 5 of this Agreement. Notwithstanding the foregoing, the Town retains the right to terminate Manager pursuant to the terms of this Agreement at any time.

3. **Evaluations.** The Town Council shall evaluate Manager's performance at least once annually during the term of this Agreement during the month of November or December ("Annual Evaluation"). Prior to the Annual Evaluation date, the Town Council, with the Manager, will develop an Annual Evaluation process that may include, but not be limited to a 360-degree multi-source assessment, including direct feedback from Manager's subordinates, peers and supervisors, as well as a self-evaluation. If necessary, the Town Council and Manager will utilize the services of a facilitator either in developing or implementing the Annual Evaluation process. Such facilitator will be selected by the Town Council, subject to the Manager's consent, which shall not be unreasonably withheld. Furthermore, as part of the Annual Evaluation, the Town Council, in consultation with the Manager, shall define such goals and performance objectives that they determine to be necessary for the proper operation of the Town and shall further establish a relative priority among the various goals and objectives.

4. **Salary and Benefits.**

4.1 **Base Salary.** The Town shall pay Manager a salary of One Hundred Ninety Thousand Dollars (\$190,000) per year ("Base Salary"). The Base Salary shall be payable in installments at the same time as other employees of the Town receive their salaries. The Base Salary may be increased from time to time in the discretion of and

as approved by the Town Council. The Base Salary shall be prorated on a daily basis for the first and last months during which Manager is employed as Town Manager.

4.2 Car Allowance. The Manager's duties require him to attend to Town business both inside and outside of the Town. In lieu of a vehicle provided and maintained by the Town, Town shall pay Manager Three Thousand Dollars (\$3,000) per year as a car allowance, payable in installments at the same time as Manager receives his salary.

4.3 Retirement. Manager is enrolled in the California Public Employees' Retirement System (CalPERS) as a "classic member". The Town's contribution to CalPERS on behalf of Manager shall be the same as provided to other Town employees also considered classic members by CalPERS.

4.4 Other Benefits. In addition to the benefits described in Paragraphs 4.1-4.3, above, benefits allowed to Manager in the course of his employment under this Agreement shall be as follows:

4.4.1 IRS Section 125 Cafeteria Plan. Town shall provide Manager with the same cafeteria plan flex-dollar allowance that is provided to other Town employees for his level of coverage, and shall disburse the flex-dollars for eligible benefits in accordance with the Town's adopted IRS Section 125 cafeteria plan document.

4.4.2 Life Insurance. The Town agrees to pay for a term life insurance policy in the face amount of One-Hundred Fifty Thousand Dollars (\$150,000) on Manager's life with a carrier selected by the Town in addition to the amount provided all employees to bring the total value of life insurance provided to Manager up to Two Hundred Thousand Dollars (\$200,000). Manager shall designate the beneficiaries of the policy.

4.4.3 All Other Insurances. Manager shall receive the same dental, vision, long term disability, accidental death and dismemberment insurance, and any other insurance added in the future that are provided to other Town employees.

4.5 Paid Time Off.

4.5.1 Vacation Leave. Manager shall accrue vacation leave at the rate of fifteen (15) paid days per year, in addition to recognized Town holidays. Upon termination or resignation from employment or the non-renewal of this Agreement, Manager shall be paid for all accrued and unused vacation time. However, at no time may Manager accrue more than thirty (30) days of vacation time. Furthermore, in accordance with the Town's Personnel Policies

Manual, once per calendar year, Manager may elect to sell back to the Town accrued, but unused vacation.

4.5.2 Sick Leave. Manager shall receive the same days of sick leave as accorded to other Town employees.

4.5.3 Administrative Leave. Manager shall receive seven (7) days of administrative leave per year of this Agreement, which leave shall be awarded in a lump sum on the effective date of this Agreement and on January 1st of each year thereafter. Any administrative leave not taken by Manager shall not be accrued from year to year, nor shall the value of such administrative leave be paid to Manager upon termination of his employment. Use of administrative leave is allowed at the discretion of the Mayor or the Vice Mayor in the event the Mayor is unavailable.

4.5.4 Other Leaves. Manager shall receive the same benefit of leaves not specified in this Agreement but provided to other Town employees.

4.5.5 Holidays. Manager shall receive the same paid holidays as accorded to other Town employees.

4.5.6 Professional Growth. Manager is encouraged to attend professional courses and conferences in California during the term of his employment with the Town, including the Progress Seminar. The Town shall pay reasonable expenses of such attendance, including course fees, travel, food and lodging expenses (if reasonably necessary) up to a maximum of Five Thousand Dollars (\$5,000) per calendar year. Paid time off to attend such courses and conferences shall not exceed six (6) days per year. The Town shall also pay Manager's yearly dues for full membership in the International City Management Association (ICMA) and the California City Management Foundation (CCMF).

5. Termination; Severance.

5.1 Termination Without Cause. If the Town terminates this Agreement and Manager's employment without Cause as determined by the affirmative votes of a majority of the members of the Town Council at a regular meeting of the Town Council, and if Manager signs and delivers to the Town Council, the General Release Agreement ("Release Agreement") substantially in the form attached hereto as Exhibit B, Town shall pay Manager a lump sum benefit equal to six (6) months of his then Base Salary, and shall provide six months of cafeteria plan allowance (the cash payment and continuing benefits, collectively "Severance").

5.2 Termination with Cause. If Town terminates this Agreement and Manager's employment with Cause (as defined below), as determined by the affirmative votes of a majority of the members of the Town Council at a regular meeting of the Town Council, Manager shall not be entitled to any additional compensation or payment, including Severance, but shall only be entitled to accrued Base Salary, accrued vacation pay, and any other accrued and unused benefit allowances according to their terms as provided in Paragraph 4 of this Agreement ("Accrued Salary and Benefits"). As used in this Agreement, "Cause" shall only mean any of the following:

5.2.1 Conviction of, or plea of guilty or nolo contendere to, any crime or offense (other than minor traffic violations or similar offenses) which is likely to have a material adverse impact on the Town or on the Manager's reputation;

5.2.2 Failure of the Manager to observe or perform any of the duties and obligations as detailed in the job description attached hereto as Exhibit A or as otherwise directed by Council, if that failure continues for a period of thirty (30) days from the date of the notice from the Town Council specifying the acts or omissions deemed to amount to that failure;

5.2.3 Conviction of any crime involving an "abuse of office or position," as that term is defined in Government Code Section 53243.4;

5.2.4 Any negligent action or inaction by Manager that materially and adversely: (a) impedes or disrupts the operations of Town or its organizational units; (b) is detrimental to employees or public safety; or (c) violates Town's properly-established rules or procedures.

5.3 After Municipal Election. In no event may Manager be terminated without Cause ninety (90) days after any municipal election for the selection or recall of one or more of the members of the Town Council.

5.4 Manager's Death. If, during the term or any extended term of this Agreement, Manager dies, Manager's estate shall receive Accrued Salary and Benefits, but shall not be entitled to any additional compensation or payment, including Severance.

5.5 Permanent Disability or Unable to Perform Duties. In the event Manager is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, or mental incapacity for a period of four (4) consecutive months beyond any provided sick leave, Manager agrees that this would be an undue hardship to the Town and the Town may terminate Manager's employment and this Agreement without payment of Severance.

5.6 Resignation. Manager may resign from his employment at any time, upon giving sixty (60) days written notice to the Town Council. Manager is entitled to payment of Accrued Salary and Benefits, but is not entitled to Severance.

6. Personnel Manual. The Town's personnel ordinances, resolutions, rules and policies shall apply to the Manager. Manager acknowledges receipt and review of a copy of the Town's Personnel Policies Manual. Manager acknowledges and agrees that if the Town becomes aware of a complaint relative to the Manager, the Town Council may place Manager on paid or unpaid leave during any review and consideration of the matter.

7. Normal Work Hours. The parties agree that the Manager shall normally be present at Town Hall during business hours. It is further recognized that the Manager must devote a great deal of time to the business of the Town outside of the Town's customary office hours, and to that end the Manager's schedule of work each day and week shall vary in accordance with the work required to be performed. It is further recognized by both parties that there is no provision for additional compensation of any form under this Agreement for Manager's hours worked outside of customary office hours.

8. Abuse of Office or Position. If Manager is convicted of a crime involving an abuse of his office or position all the following shall apply: (a) if Manager is provided with pay while on leave pending an investigation, Manager shall be required to fully reimburse the Town such amounts paid; and (b) if this Agreement is terminated, any Severance related to the termination that Manager may receive from the Town shall be fully reimbursed or shall be void if not yet paid to Manager. For purposes of this paragraph, abuse of office or position means either an abuse of public authority including waste, fraud and violation of the law under color of authority or a crime against public justice.

9. Indemnification. Consistent with the California Government Code, Town shall defend, hold harmless, and indemnify Manager using legal counsel of Town's choosing, against expense or legal liability for acts or omissions by Manager occurring within the course and scope of Manager's employment under this Agreement.

10. Conflict of Interest. Manager warrants that he presently does not have and agrees that he will not acquire any direct or indirect financial interest which would conflict with his performance of this Agreement.

11. Documents. All documents provided to Manager by the Town and all reports and supporting data prepared by Manager for the Town are the sole property of the Town and shall be delivered to the Town upon termination of this Agreement or at the Town's written request. All reports, information, data and exhibits prepared or assembled by Manager during his employment are confidential until released by the Town to the public, and Manager shall not make any of these unreleased documents or information

available to any individual or organization not employed by the Town without the prior written consent of the Town Council.

12. Arbitration. Any controversy involving the construction or application of any terms or conditions of the Agreement, or any dispute between the parties, including, without limitation, whether Manager's federal or state statutory rights regarding discrimination and/or harassment have been violated, shall be submitted by the parties to arbitration with the American Arbitration Association ("AAA"). Arbitration shall be governed by the rules and regulations of the AAA. Any arbitration award shall be subject to the laws of the State of California governing such awards. The arbitration process shall be commenced and concluded within one-hundred twenty (120) days of either party's written request for arbitration being delivered to the other. Said request must be delivered within ten (10) calendar days of the event giving rise to the arbitration. Prior to the arbitration hearing, the parties shall submit the dispute to at least one mediation session before a retired trial court judge or other mediator jointly selected by the parties. Both parties shall endeavor to select and agree upon a mediator in a good-faith, timely manner. All arbitration and mediation costs shall be shared equally between the parties; however, each party shall bear the costs of its/his own attorneys and witnesses. The result of the arbitration shall be final and binding on both parties.

13. Entire Agreement; Amendment. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties. Each party to this Agreement acknowledges that no representation, inducement, promise, or agreement, orally or otherwise, has been made by any party, or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party. Any modification of this Agreement will be effective only if it is in writing and signed by both the Town and the Manager. The parties agree that the Town's personnel policies except as superseded by the terms of this Agreement, either explicitly or implicitly, apply to Manager.

14. Effect of Waiver. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, and no waiver or relinquishment of any right or power on any given occasion shall be deemed a waiver or relinquishment of that right or power on any subsequent occasions.

15. Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, the remaining provisions shall continue in full force without being impaired or invalidated in any way.

16. Law. This Agreement shall be governed by the laws of the State of California.

17. Notices. Any notice or communication permitted or required by this Agreement shall be in writing and shall become effective on personal delivery or three (3) days after


the mailing thereof by certified mail, return receipt requested; postage prepaid, to either party at Town Hall, 765 Portola Road, Portola Valley, California 94028.

18. Successors. This Agreement shall be binding on the heirs, beneficiaries, and successors in interest of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below.

ATTEST:


Town Clerk


Maryann Derwin
Mayor of the Town of Portola Valley

Date: 1/27/16


Jeremy Dennis

Date: 1-23-16

Exhibit A
JOB DESCRIPTION - TOWN MANAGER

TOWN OF PORTOLA VALLEY TOWN MANAGER

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.

DUTIES AND OBLIGATIONS

The Town Manager shall be the administrative head of the Town government under the direction and control of the Town Council. The Town Manager shall be responsible for the efficient administration of all affairs of the Town and shall assume full management responsibility for all Town operations. The Town Manager shall work with the Town Council to direct the development and implementation of the Town's goals, objectives, policies and priorities. In consultation with the Town Council, the Town Manager shall develop strategic planning processes to guide the future of the Town. The Town Manager shall perform functions directed and assigned by the Town Council.

- A. **Performance of Duties.** To perform such duties and obligations and exercise such powers as may be delegated to him/her from time to time by ordinance, resolution, or other action of the Town Council. To perform the functions identified in the Portola Valley Municipal Code, including but not limited to the functions of Town Treasurer and Director of Emergency Services.
- B. **Attendance at Meetings.** To attend all meetings of the Town Council, unless excused therefrom, except when his/her removal is under consideration. To attend, when appropriate, the meetings of Town commissions and committees. To attend and represent the Town at meetings of outside agencies and organizations.
- C. **Administration.** To provide highly responsible and complex administrative support to the Town Council, including, but not limited to staffing assistance, preparing and presenting staff reports and other necessary documents. To provide staff support to Town commissions and committees. To coordinate Town activities with those of other cities, counties and outside agencies and organizations.
- D. **Authority.** To control, order and give direction to all department heads, subordinate officers, and employees of the Town, including those appointed by contract or agreement, except elected officers and the Town Attorney. To appoint, remove, promote, and demote employees of the Town, except the Town Attorney. To recommend to the Town Council such organization of offices, positions and departments as may be indicated in the interests of the efficient, effective, and economical conduct of the business of the Town.

To assess and monitor workload, administrative support systems and internal reporting relationships and identify opportunities for improvement. To select, motivate and evaluate personnel and consultants. To resolve personnel concerns and issues unrelated to the Town Manager in accordance with Town policy and to cooperate in the resolution of any concerns and issues related to the Town Manager.

- E. Service Delivery. To monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and to allocate staffing resources accordingly. To plan direct and coordinate, through staff and consultants, the work plan for the Town. To meet with appropriate staff and consultants to identify and resolve problems. To assess the need for, select and evaluate contract services. To work with, promote and encourage the use of volunteers.
- F. Law Enforcement. To enforce any of the provisions of the Portola Valley Municipal Code or any other ordinance of the Town, or any rule, regulation or order promulgated or issued pursuant to the Portola Valley Municipal Code, and to ascertain that all contracts, permits and privileges granted by the Town are faithfully observed.
- G. Recommendation of Legislation. To recommend to the Town Council for adoption such measures and ordinances as he/she deems necessary or expedient. To monitor State and Federal legislation and recommend appropriate action to the Town Council as needed. To attend and participate in professional group meetings and stay abreast of new trends and innovations in the field of public administration and management.
- H. Finances. To keep the Town Council at all times fully advised as to the financial conditions and needs of the Town. To prepare and submit to the Town Council for its approval the proposed annual budget and the proposed compensation plan. To approve expenditures and implement budgetary adjustments as appropriate and necessary.
- I. Purchases and Expenditures. To purchase all supplies for all the departments or divisions of the Town. No expenditure shall be submitted to the Town Council, except with the report and approval of the Town Manager.
- J. Conduct. To conduct him or herself with due regard to public conventions and morals. To refrain from engaging in any conduct that would reasonably tend to degrade him or herself or bring the Town into public hatred, contempt or ridicule, or tend to offend the community.
- K. Communication. To respond to media inquiries, Town Council

concerns, issues and community needs. To respond to and resolve difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of current:

- Operations, services and activities of a municipality.
- Advanced principles and practices of public administration.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of personnel administration.
- Principles of supervision, training and performance evaluation.
- Principles of business letter writing and report preparation.
- Rules and regulations governing public meetings.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Plan, organize and direct the work of lower level staff and consultants.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Direct and manage the operations, services and activities of a municipality.
- Identify and respond to community and Town Council issues, concerns and needs.
- In consultation with the Town Council, develop and administer departmental goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Work in a political environment.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is desirable. A typical way to obtain the knowledge and abilities would be:

**Town Manager
Position Description**

Experience:

At least five (5) years of experience with increasing responsibility in municipal government, including significant administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. An MPA or equivalent additional experience is desirable.

Exhibit B**GENERAL RELEASE AGREEMENT**

This General Release Agreement ("Release Agreement") is entered into by and between Jeremy Dennis ("Manager") and the Town of Portola Valley ("Town"), in light of the following facts:

- A. Manager's employment with the Town concluded on _____.
- B. Certain disputes have arisen between the Town and the Manager and both parties desire to fully and finally resolve any and all such disputes.
- C. Nothing in this Release Agreement is intended as an acknowledgement or acceptance of liability by either party.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Manager has had the opportunity to consult with independent legal counsel of his selection prior to entering into this Release Agreement.

2. Manager acknowledges payment by the Town of all amounts owed to Manager pursuant to the Town Manager Employment Agreement dated _____ ("Employment Agreement"), through the date of identified in Recital A, above ("Salary Payment"). Manager also acknowledges that Town has made this Salary Payment without regard to whether he signs this Release Agreement. The Salary Payment does not constitute consideration for this Agreement.

3. Severance. To receive the Severance identified in Paragraph 5 of the Employment Agreement, Manager must sign this Release Agreement on or before twenty-one (21) days from the date employment with the Town concluded identified in Recital A, above. Within five (5) days following Manager's execution and delivery of this Release Agreement to the Town, the Town shall pay Manager the Severance. Manager acknowledges that the Severance is in excess of all amounts due and owing him as a result of his employment by Town.

4. General Release. In consideration of the Severance to be paid and provided to Manager, and other good and valuable consideration, Manager hereby releases and discharges Town and its past and present Town Council Members, employees, representatives and agents, from all rights, claims, causes of action, and damages, both known and unknown, in law or in equity, concerning and/or arising out of his employment by Town which he now has, or ever had, including but not limited to any rights, claims, causes of action or damages arising under Title VII of the Civil Rights Act of 1964, the Vocational Rehabilitation Act of 1973, the Employee Retirement Income Security Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Older Workers Benefits Protection Act, the Family and Medical Leave Act of 1993, the Domestic Partners Act of 2003, the California Labor Code, the Private Attorneys General Act of 2004, the California Moore-Brown-Roberti Family Rights Act,

the California Unruh Civil Rights Act, the California Fair Employment and Housing Act, any other federal, state, or local employment practice legislation, or any federal or state common law, including wrongful discharge, breach of express or implied contract, or breach of public policy.

Manager hereby waives and relinquishes all rights and benefits afforded by Section 1542 of the Civil Code of California. Manager understands and acknowledges the significance and consequences of this specific waiver of Section 1542. Section 1542 of the Civil Code of California states as follows:

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

Notwithstanding the provisions of Section 1542, and for the purpose of implementing a full and complete release and discharge of the Town and its past and present Town Council Members, employees, representatives and agents, Manager expressly acknowledges that this General Release is intended to include in its effect, without limitation, all claims which he does not know or suspect to exist in his favor.

Manager further acknowledges that he has read this General Release and that he understands that this is a general release, and that he intends to be legally bound by the same.

5. Fees and Costs. Manager and Town agree that in the event of litigation relating to this Release Agreement, the prevailing party shall be entitled to recover his/its reasonable attorneys' fees and costs.

Dated: _____

TOWN OF PORTOLA VALLEY

Mayor

MANAGER

Dated: _____

Jeremy Dennis

APPROVED AS TO FORM:

By: _____
Town Attorney

Date: _____

ATTEST:

By: _____
Town Clerk

Date: _____

AMENDMENT 2
TOWN MANAGER
EMPLOYMENT AGREEMENT

This Amendment 2 ("Amendment") is made as of January 24, 2018, with respect to that certain Town Manager Employment Agreement ("Agreement") by and between the Town of Portola Valley ("Town") and Jeremy Dennis ("Manager").

RECITALS

A. The Town and Manager entered into the Town Manager Employment Agreement on March 7, 2016 to set forth the terms and conditions of Manager's employment.

B. On January 25, 2017, the Town and Manager entered into Amendment No. 1 to provide for an increase to Manager's Base Salary to reflect a three percent cost of living increase after one year of employment.

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

1. Term. Section 2 of the Agreement is hereby amended to read: The term of this Agreement shall commence on the effective date set forth above and shall continue until ~~December 31, 2017~~ March 7, 2019, or the date of earlier termination in accordance with provisions in this Agreement. Effective March 8, 2019, t This Agreement shall be automatically extended ~~for one (1) year~~ on a month to month basis, unless upon at least sixty (60) days prior notice, ~~to the end of the term~~ the Town Council notifies Manager of its intent not to extend the Agreement. The Town Council's decision not to extend this Agreement shall not entitle Manager to Severance, pursuant to Paragraph 5 of this Agreement. Notwithstanding the foregoing, the Town retains the right to terminate Manager pursuant to the terms of this Agreement at any time.

2. Base Salary. The Base Salary set out in Section 4.1 of the Agreement is hereby amended to be Two Hundred and Three Thousand One Hundred Thirty Seven Dollars (\$203,137.00) per year, effective on the pay period that includes March 8, 2018.

3. Agreement. Other than the amendment set forth in Sections 1-2 above, no other provisions of the Agreement are amended and all other provisions of the Agreement are

//

//

in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment 1 as of the date set forth above.

TOWN OF PORTOLA VALLEY:

JEREMY DENNIS:

John Richards, Mayor

Town Manager

ATTEST:

Town Clerk

<i>Type</i>	<i>Organization</i>	<i>Role</i>	<i>When Meets</i>
Maryann Derwin			
Town	<u>ASCC (Jan, Feb, March)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (Oct, Nov & Dec)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Friends of the Library</u>	Liaison	alternate/odd months, last Thursday at 7:15 pm
Town	Water Conservation Sustainability & Environmental Resources Committee (SERC)	Alt	3 rd Monday at 10:30 am
Town	<u>Cultural Arts Committee</u>	Alt	2 nd Thursday of each month
Town	<u>Ad-Hoc Housing on Town Lands Committee</u>	Rep	TBD
County	<u>San Mateo Library JPA Governing Board</u>	Rep	1 st Monday at 8:15 am, bimonthly
County	<u>City County Assoc. of Governments C/CAG</u>	Rep	2 nd Thursday, 6:30 pm
County	<u>HEART of San Mateo County Governing Board</u>	Rep	4 th Wednesday, 3 pm
County	<u>Resource Management and Climate Protection (RMCP) Committee C/CAG</u>	Rep	3 rd Wednesday, 2 pm
County	<u>San Mateo County Council of Cities</u>	Rep	4 th Friday, 6 pm

Craig Hughes (Mayor)

Town	<u>ASCC (July, Aug, Sept)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (Jan, Feb, March)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Ad-Hoc Town Center Master Plan Committee</u>	Liaison	as announced
Town	<u>Bicycle, Pedestrian & Traffic Safety Committee</u>	Liaison	1 st Wednesday at 8:15 am
Town	<u>Cable & Utilities Undergrounding Committee</u>	Liaison	Jan/May/Sept, 2nd Thursday at 8:15 am as announced
Town	<u>Open Space Acquisition Advisory Committee</u>	Liaison	as announced
Town	<u>Emergency Preparedness Committee</u>	Alt	2 nd Thursday at 8:00 am in the EOC
Town	<u>Finance Committee</u>	Alt	as announced
Town	<u>Geologic Safety Committee</u>	Alt	as announced
County	<u>FireWise Committee</u>	Rep	3 rd Thursday at 4:00 pm
County	<u>Peninsula Clean Energy</u>	Alt	once a month
Regional	<u>ABAG</u>	Rep	1 annual meeting plus as announced
Regional	<u>Airport Roundtable</u>	Alt	1 st Wed., 7 pm
Special	<u>West Bay Sanitary District</u>	Alt	as announced
Other	<u>Stanford University</u>	Alt	as announced

Jeff Aalfs

Town	<u>ASCC (April, May, June)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (July, Aug, Sept)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Geologic Safety Committee</u>	Liaison	as announced
Town	<u>Historic Resources Committee</u>	Liaison	as announced
Town	<u>Nature and Science Committee</u>	Liaison	alternate/even months, 2 nd Thursday at 5:00 pm
Town	<u>Public Works Committee</u>	Liaison	as announced
Town	<u>Trails and Paths Committee</u>	Liaison	3 rd Tuesday at 8:15 am, or as announced
Town	<u>Cable & Utilities Undergrounding Committee</u>	Alt	Jan/May/Sept, 2nd Thursday at 8:15 am as announced
Town	<u>Conservation Committee</u>	Alt	4 th Tuesday at 7:30 pm
Town	<u>Open Space Acquisition Advisory Committee</u>	Alt	as announced
Town	<u>Parks & Recreation Committee</u>	Alt	1 st Monday at 7:30 pm
Town	<u>PV School District</u>	Liaison	as announced
Town	<u>Sustainability Committee</u>	Alt	as announced
County	<u>Los Trancos/Vista Verde</u>	Rep	as announced
County	<u>Peninsula Clean Energy (PCE)</u>	Rep	once a month
County	<u>San Mateo County Council of Cities</u>	Alt	4 th Friday, 6 pm
County	<u>SCS/RHNA Policy Advisory Committee</u>	Liaison	as announced
Regional	<u>League of CA Cities</u>	Rep	quarterly, or as announced
Special	<u>West Bay Sanitary District</u>	Rep	as announced

John Richards (Vice Mayor)

Town	<u>Conservation Committee</u>	Liaison	4 th Tuesday at 7:30 pm
Town	<u>Cultural Arts Committee</u>	Liaison	2 nd Thursday of each month
Town	<u>Emergency Preparedness Committee</u>	Liaison	2 nd Thursday at 8:00 am in the EOC
Town	<u>Historic Resources Committee</u>	Alt	as announced
Town	<u>Nature and Science Committee</u>	Alt	alternate/even months, 2 nd Thursday at 5:00 pm
Town	<u>Public Works Committee</u>	Alt	as announced
Town	<u>Trails and Paths Committee</u>	Alt	3 rd Tuesday at 8:15 am, or as announced
Town	<u>Friends of the Library</u>	Alt	alt/odd months, last Thursday at 7:15pm
Town	<u>PV School District</u>	Alt	as announced
Town	<u>The Sequoias</u>	Liaison	as announced
County	<u>Emergency Services Council</u>	Liaison	quarterly
County	<u>HEART MAC of San Mateo County</u>	Rep	4 th Wednesday, 2 pm (twice annually)
County	<u>MROSD</u>	Liaison	as announced
County	<u>San Mateo Library JPA Governing Board</u>	Alt	1 st Monday at 8:15 am, bimonthly
Regional	<u>Woodside Fire Protection District</u>	Liaison	as announced

Ann Wengert

Town	<u>ASCC (Oct, Nov, Dec)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (April, May, June)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Ad-Hoc Town Center Master Plan Committee</u>	Liaison	as announced
Town	<u>Finance Committee</u>	Liaison	as announced
Town	<u>Parks & Recreation Committee</u>	Liaison	1 st Monday at 7:30 pm
Town	<u>Sustainability Committee</u>	Liaison	as announced
Town	<u>Bicycle, Pedestrian & Traffic Safety Committee</u>	Alt	1 st Wednesday at 8:15 am
Town	<u>Water Conservation</u> Sustainability & Environmental Resources Committee (SERC)	Alt	3 rd Monday at 10:30 am
Town	<u>Ad-Hoc Housing on Town Lands Committee</u>	Rep	TBD
County	<u>City County Assoc. of Governments C/CAG</u>	Alt	2 nd Thursday, 6:30 pm
*County	<u>Bicycle and Pedestrian Advisory Committee (BPAC) C/CAG</u>	Rep	
County	<u>FireWise Committee</u>	Alt	3 rd Thursday at 4:00 pm
County	<u>HEART MAC of San Mateo County</u>	Rep	4 th Wednesday, 2 pm (twice annually)
County	<u>MROSD</u>	Alt	as announced
County	<u>San Mateo County Council of Cities</u>	Alt	4 th Friday, 6 pm
County	<u>SCS/RHNA Policy Advisory Committee</u>	Alt	as announced
Regional	<u>ABAG</u>	Alt	1 annual meeting plus as announced
Regional	<u>Airport Roundtable</u>	Rep	1 st Wed., 7 pm
Regional	<u>League of CA Cities</u>	Alt	quarterly, or as announced
Other	<u>Stanford University</u>	Liaison	as announced

* Added after 2017 liaison appointments were assigned

There are no written materials for Council Liaison Reports

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Friday – January 12, 2018

1. Agenda (Action) – Town Council – Wednesday, January 10, 2018
2. Agenda (Canceled) – Sustainability & Environmental Resources Committee – Monday, January 15, 2018
3. Agenda – Trails & Paths Committee – Tuesday, January 16, 2018
4. Agenda – Planning Commission – Wednesday, January 17, 2018
5. Invitation – Council of Cities Dinner Meeting – Friday, January 26, 2018
6. Request for Reappointment to HEART Board of Directors from Mayor Doug Kim, City of Belmont

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. LABOR Newsletter – January 2018



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

ACTION AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

Councilmember Derwin absent

ORAL COMMUNICATIONS

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

None

1. **PRESENTATION** – Get Us Moving: San Mateo County

San Mateo County Supervisor Don Horsley and Outreach Manager Cory Wolbach presented to the Town Council “Get Us Moving San Mateo County” and ask for their support to advertise the Survey affiliated with the program

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

Approved as Amended 4-0

3. **Ratification of Warrant List** – December 27, 2017

4. **Report by Planning Director and Associate Planner** – Approval of Resolution to Accept the Dedication of 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. 2748-2018)

Following Discussion, Approved 4-0

5. **Recommendation by Town Manager** – Planning Director Title Change

- (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. 2749-2018)

Items 1, 3 & 5 Approved 4-0

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

6. **Recommendation by Town Manager** – Reauthorization of the Town Treasurer as the Authority for Management of the Town’s Investment Programs

Approved 4-0

7. **Report by Town Manager** – Utility Users’ Tax – 2018 Ballot Measure

Council Approved a permanent reduction in the Utility Users Tax of 4.5%. The Calling of a Special Election to place the Utility Users Tax Ballot Measure will be placed on the January 24, 2018 Council agenda

8. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

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

***Councilmember Hughes –
Attended the 1/10 Special Bicycle, Pedestrian & Traffic Safety Committee***

***Councilmember Aalfs –
Continues work on a Microgrid presentation for the January 24, 2018 Council meeting***

***Vice Mayor Wengert -
Attended the December Council of Cities Dinner Meeting in Colma***

***Mayor Richards -
Attended the December Council of Cities Dinner Meeting in Colma and the Special ASCC Meeting held on December 18, 2017***

9. Town Manager Report

We are in final stages of ALPR's installation. Planning Director Debbie Pedro's last day is January 11, 2018. The formed Cannabis Subcommittee is scheduled to bring a report to the February 7 Planning Commission meeting. It is expected to come before Council at its February 14 meeting.

WRITTEN COMMUNICATIONS

10. Town Council Digest – December 15, 2017 - *None*

11. Town Council Digest – December 22, 2017 - *None*

12. Town Council Digest – January 5, 2018 - *None*

ADJOURN TO CLOSED SESSION: 8:45 pm

13. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

**Government Code Section 54957
Title – Town Manager**

REPORT OUT OF CLOSED SESSION: None to Report

ADJOURNMENT: 10:10 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY
Sustainability & Environmental Resources
Committee Meeting
Monday, January 15, 2018 10:30AM to 12:30 PM
NOTICE OF CANCELLATION

**SUSTAINABILITY & ENVIRONMENTAL
RESOURCES COMMITTEE**

MEETING CANCELLATION NOTICE

The regular meeting of the Sustainability & Environmental Resources Committee, scheduled for Monday, January 15, 2018, has been canceled.



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, January 16, 2018 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 – December 19, 2017**
- 4. Old Business**
 - a. **Monthly Trail Conditions, Work, and Budget Update**
 - b. **Hayfields Scoring:** Updates, if any (Additional discussion)
 - c. **Eagle Trail condition:** Updates, if any (Additional discussion)
 - d. **Trail Conditions Audit:** Project proposal (Additional discussion)
- 5. New Business**
 - a. **Site Development Plans:** 10 Grove Drive (Discussion, as filed and applicable)
 - b. **Accolades:** (Discussion, if any applicable)
- 6. Other Business**
- 7. Adjournment**

Enclosures:

Minutes from December 19, 2017
Trail Work Map & Memo – December 2017
Financial Review – December 2017



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission
 Wednesday, January 17, 2018
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Goulden, Hasko, Taylor, 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 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

2. Annual Election of Planning Commission Chair and Vice Chair

APPROVAL OF MINUTES

3. Planning Commission Meeting of December 6, 2017
4. Planning Commission Meeting of December 20, 2017

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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PUBLIC HEARINGS

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**Dinner/Meeting Announcement
 Friday, January 26, 2018**

Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.

Location:
 Angelica's
 836 Main Street
 Redwood City, CA 94063
 (Map, directions or parking instructions)

Schedule:

5:30pm	Social Time
6:15pm	City Selection Committee Meeting
6:30pm	Business Meeting
7:00pm	Dinner
7:15 pm	Program
8:30 pm	Adjourn

Please contact Chair Diane Papan if you wish to bring up an item for group discussion or give a committee report.
 Telephone: (650) 522-7522 ext. 6265 or email: dpapan@cityofsanmateo.org

**BUFFET STYLE DINNER from Angelica's
 \$50.00 per person**

House salad, organic mix greens, cherry tomato, cucumbers with our house vinaigrette dressing
 Wild mushroom Ravioli with homemade marina sauce
 Chicken Breast, with roasted bell pepper sauce, Spinach
 New York steak with red wine sauce
 Roasted Potatoes Green Beans with red pepper
 No host bar

RSVP by noon on Friday, January 19, 2018 to
 David Burruto, County of San Mateo Phone: 650-363-4126
 Email: dburruto@smcgov.org

Checks Payable to: County of San Mateo
 Send the payment to this address:
 County Manager's Office
 C/O Sukhmani Purewal, County Clerk, County of San Mateo 400 County Center, CMO I05
 Redwood City, CA 94063



Business Meeting at 6:30pm Friday, January 26, 2018

6:30pm

- Call to Order by Chair Diane Papan
- Roll Call and Introduction of Mayors, Council Members and Guests
- Business Meeting
- Approval of Minutes of Previous Meeting and Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Announcements

7:15pm

- Introduction of the Program by Mayor Charles Stone and Supervisor Dave Pine
- PROGRAM: Get Us Moving San Mateo County

In an effort to understand San Mateo County residents' priorities about how best to reduce traffic congestion and improve transit and mobility options, the San Mateo County Transit District is partnering with the San Mateo County Board of Supervisors to launch Get Us Moving San Mateo County. Get Us Moving is a public engagement and education effort designed to provide information and collect community feedback about solutions to the County's growing traffic problems.

Feedback collected through this effort will be used to inform the development of an expenditure plan that could be considered by county voters on the November 2018 ballot. Legislation passed by State Senator Jerry Hill in 2015 and Assembly Member Kevin Mullin in 2017 allows the District and the County to place a measure before San Mateo County voters that would collect a ½-cent sales tax to be used for countywide transportation improvements.

8:30pm

- Meeting Adjourned

MAP and DIRECTIONS to:

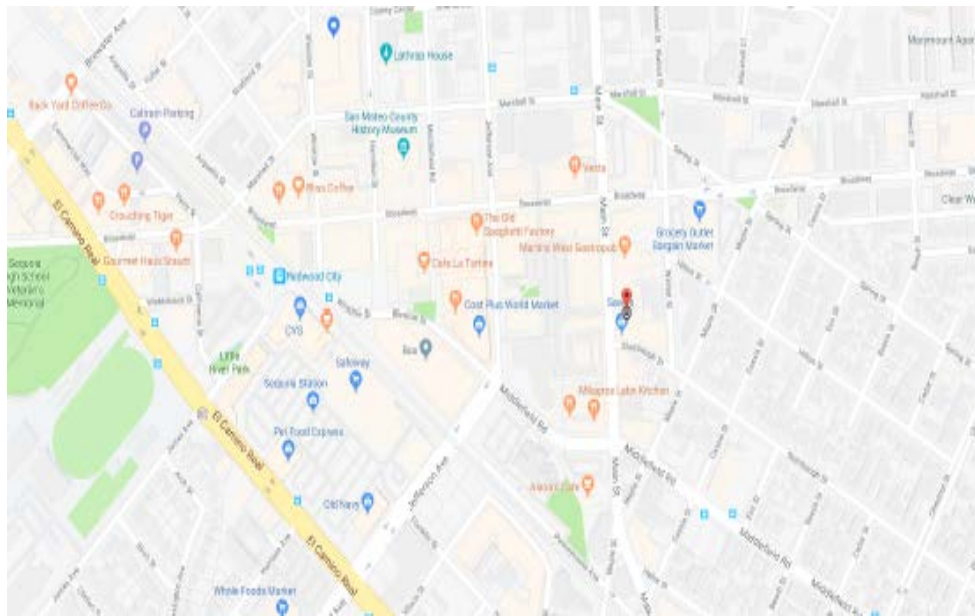
From 101 South take the Veterans Blvd Exit (409) in Redwood City

Continue on Veterans Blvd to Main Street

From 101 North take Exit 408 Woodside Road to Redwood City.

Continue to Broadway Avenue

Continue to Main Street



January 8, 2018



Re: City Selection Committee Appointment: Housing Endowment and Regional Trust (HEART) Board

Honorable Mayor and City Council Members:

I am writing this to request your support to continue to serve on the HEART Board of Directors for another term. I have had the honor of helping promote housing options for our diverse communities.

I am committed to helping the cause of planning, financing, and building new housing at all levels of affordability. My experience as a certified urban planner can help with my contributions to HEART. I am equally motivated to pursue housing solutions that provide benefits to all of our communities, such as the potential for creative RHNA programs that help us meet our housing needs as a region. Finally, I will continue to support low-interest loans for first-time homebuyers and innovative programs that help cities energize unused housing funds to provide temporary loans that get new residences financed and built.

Thank you for considering my re-appointment to the HEART Board. Please do not hesitate to contact me at (650) 239-6300 if you would like to discuss my candidacy further.

Respectfully,

A handwritten signature in blue ink that reads "Doug Kim".

Doug Kim, AICP
Mayor

cc: Sukhmani S. Purewal, Secretary to City Selection Committee
Diane Papan, Chair

TOWN COUNCIL WEEKLY DIGEST

Friday – January 19, 2018

1. Agenda – Architectural & Site Control Commission – Monday, January 22, 2018
2. Agenda (Special) – Conservation Committee – Tuesday, January 23, 2018
3. Agenda packet for the City Selection Committee Meeting on Friday, January 26, 2018
4. Letter from the American Lung Association re: Notice of Release date for the State of Tobacco Control Report on January 24, 2018

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

1. None



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)

Monday, January 22, 2018

7:00 PM – Regular ASCC Meeting

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Architectural Review for a Remodel and Addition, 40 Saddleback Drive, Lee Residence, File #PLAN_ARCH 36-2017. (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Annual Election of ASCC Chair and Vice Chair
3. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

4. ASCC Meeting of December 11, 2017
5. ASCC Meeting of December 18, 2017

ADJOURNMENT

AVAILABILITY OF INFORMATION

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

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

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PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY
Special Conservation Committee Meeting
Tuesday, January 23, 2018 – 6:30 PM
8 Portola Green Circle (If raining we will meet in
the Historic Schoolhouse)
765 Portola Road, Portola Valley, CA

SPECIAL MEETING AGENDA

1. Call Meeting to Order
2. Oral Communications
3. Approval of November 28, 2017 minutes
4. Current Site Visits:
5. Tree Permits:
6. Old Business
 - A. Simon and Jordana Morgan Jasper Ridge proposal
 - B. Oversight of Significant Town Owned Open Space properties
 1. Comprehensive Plan
 2. Springdown
 1. Introduce to community?
 3. Frog Pond – see appendix A
 4. Ford Field – last report August ‘17
 5. Town Center – last report September ‘17
 6. Rossotti’s Field and ROW – needs assignment
 - C. Tip of the Month - Magill
 - D. What’s blooming now – Plunder
 - E. Kudos of the month – Murphy
 - F. BYH - DeStaebler
 - G. Committee/Town cooperation
 1. Public Works
 2. Town Center Master Plan Committee
 1. See report Appendix B
 3. Sustainability and Environmental Resources Committee
 1. Garden Tour Sunday April 15, 2018
 - a. Owner’s preview? Saturday April 14, 2018
 4. Trails - Bourne
 5. Open space - Chiariello
 - H. Weed seedling info sheet photos labeled – Plunder will be ready for approval at February meeting
 - I. Spring event: Mountain lions? Scat DNA - Chiariello, Plunder, Magill
 - J. Broom Pull - Sunday March 4, 2018
 - K. Earth Fair Saturday, April 28, 2018
8. Adjournment
9. Next meeting 2/27/18, 7:30 pm, Old Schoolhouse

SAN MATEO COUNTY

CITY SELECTION COMMITTEE

Diane Papan, Chairperson
Glenn R. Sylvester, Vice Chairperson

Sukhmani S. Purewal, Secretary
 400 County Center
 Redwood City, 94063
 650-363-1802

TO: MAYORS OF SAN MATEO COUNTY
 FROM: SUKHMANI S. PUREWAL, SECRETARY
 SUBJECT: MEETING OF THE CITY SELECTION COMMITTEE
 DATE: January 11, 2018

Deputy Mayor Diane Papan, Chairperson of the San Mateo County City Selection Committee called for a meeting of the Committee at **6:15 p.m.** on **Friday, January 26, 2018**, at Angelica's Restaurant, 836 Main Street, Redwood City, CA 94063.

AGENDA

- 1) Roll Call
- 2) Approval of the minutes for the meeting of December 15, 2017
- 3) 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
- 4) 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
 - i. Council Member Mark Addiego, City of South San Francisco, is seeking appointment*
- 5) 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
 - i. Mayor Rick Bonilla, City of San Mateo, is seeking reappointment*
 - ii. Mayor Doug Kim, City of Belmont, is seeking reappointment*
 - iii. Council Member Ron Collins, City of San Carlos, is seeking reappointment*
- 6) Selection of one (1) Council Member to serve on the Housing Endowment and Regional Trust (HEART) Board representing ***Cities (All cities are eligible)*** until the end of former San Bruno Council Member Ken Ibarra's term (February 28, 2019)
 - i. Council Member Glenn R. Sylvester, City of Daly City, is seeking appointment*

7) Oral Communications

- i. *Public Comment – Opportunity for the public to address the San Mateo County City Selection Committee.*
- ii. *Any subject not on the agenda may be presented at this time by members of the City Selection Committee. These topics cannot be acted upon or discussed, but may be agendized for a later meeting date.*

If you have any questions or require additional information, contact Sukhmani S. Purewal at (650) 363-1802.

SAN MATEO COUNTY

CITY SELECTION COMMITTEE

Liza Normandy, Chairperson
Diane Papan, Vice Chairperson

Sukhmani S. Purewal, Secretary
400 County Center
Redwood City, 94063
650-363-1802

TO: MAYORS OF SAN MATEO COUNTY
FROM: SUKHMANI S. PUREWAL, SECRETARY
SUBJECT: MEETING OF THE CITY SELECTION COMMITTEE
DATE: DECEMBER 20, 2017

DRAFT MINUTES

Mayor Liza Normandy, Chairperson of the San Mateo County City Selection Committee called for a meeting of the Committee at **6:15 p.m. on Friday, December 15, 2017**, at Colma Fire House, 50 Reiner Street, Colma, CA 94014.

- 1) Roll Call – The meeting was called to order at 6:15 p.m. The following cities/towns were present: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Absent: None.

- 2) Approval of the minutes for the meeting of June 30, 2017

Motion: Millbrae

Second: Burlingame

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

Noes: None

Absent: None

- 3) Selection of one (1) Council Member to serve on the Bay Area Air Quality Management District (BAAQMD) representing *Cities* for a term of two (2) years beginning January 1, 2018 through December 31, 2019

i. Vice-Mayor Doug Kim, City of Belmont, is seeking reappointment

Motion to reappoint Mayor Doug Kim: Brisbane

Second: Menlo Park

Ayes: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City,

Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Noes: None

Absent: None

- 4) Selection of one (1) Council Member to serve on the Domestic Violence Council (DVC) representing *Cities* for a term of three (3) years beginning January 1, 2018 through December 31, 2020

Nomination was accepted from the floor by Chair Liza Normandy for Council Member Catherine Carlton, Menlo Park.

Motion to appoint Council Member Catherine Carlton: Burlingame

Second: Redwood City

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

Noes: None

Absent: None

- 5) Selection of one (1) Council Member to serve as *Alternate* on the Domestic Violence Council (DVC) representing *Cities* for a term of three (3) years beginning January 1, 2018 through December 31, 2020

Nomination was accepted from the floor by Chair Liza Normandy for Council Member Ann Keighran, Burlingame.

Motion to appoint Council Member Ann Keighran: Burlingame

Second: San Bruno

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

Noes: None

Absent: None

- 6) Selection of one (1) Council Member to serve on the San Mateo County Transportation Authority (SMCTA) representing *Cities* for a term of two (2) years beginning January 1, 2018 through December 31, 2019

i. Council Member Emily Beach, City of Burlingame, is seeking reappointment

Motion to appoint Council Member Emily Beach: Millbrae

Second: San Bruno

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

Noes: None

Absent: None

- 7) Selection of one (1) Council Member to serve on the San Mateo County Transportation Authority (SMCTA) representing *Northern Cities (Eligible Cities: Brisbane, Colma, Daly City, Pacifica, San Bruno, and South San Francisco)* for a term of two (2) years beginning January 1, 2018 through December 31, 2019

i. Mayor-Elect Rico E. Medina, City of San Bruno, is seeking appointment

Motion to appoint Mayor Rico Medina: Millbrae

Second: Burlingame

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

Noes: None

Absent: None

- 8) Election of a Chairperson to the City Selection Committee for 2018
(**Note: Candidates must be a current Mayor or Council Member**)

Nomination was accepted from the floor by Chair Liza Normandy for Council Member/Vice-Chair Diane Papan, San Mateo.

Motion to appoint Council Member Diane Papan as Chair: Millbrae

Second: Belmont

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

Noes: None

Absent: None

- 9) Election of a Vice Chairperson to the City Selection Committee for 2018
(**Note: Candidates must be a current Mayor or Council Member**)

Nomination was accepted from the floor by Chair Liza Normandy for Council Member Glenn Sylvester, Daly City.

Motion to appoint Council Member Glenn Sylvester as Vice-Chair: Daly City

Second: Millbrae

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

Noes: None

Absent: None

- 11) 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.

None appointed.

10) Oral Communications

None

The meeting was adjourned at 6:23 p.m.

December 6, 2017

Liza Normandy, Chair, Council of Cities
400 Grand Ave
South San Francisco, CA 94080
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 or regular mail at the following address:

Charter Review Committee Designation
Attn: Shirley Lectura
San Mateo County Counsel
400 County Center, 6th 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. 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 21st 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, 4th 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.

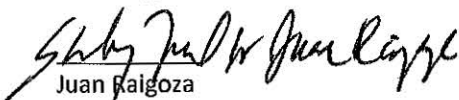
Under the law, the County's City Selection Committee may appoint one member to the single countywide OB. We recommend that an alternate OB member also be appointed. The Governor will appoint individuals to fill any OB position that has not been filled by July 15, 2018.

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 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 ¹	\$ 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.



LIZA NORMANDY, MAYOR
KARYL MATSUMOTO, MAYOR PRO TEMPO
MARK ADDIEGO, COUNCILMEMBER
RICHARD A. GARBARINO, COUNCILMEMBE
PRADEEP C. GUPTA, PH.D. COUNCILMEMBE

MIKE FUTRELL, CITY MANAGER

OFFICE OF THE CITY COUNCIL

January 11, 2018

Re: City Selection Committee Appointment: County Consolidated Oversight Board Appointment

Honorable Mayors and Council Members:

I write to request your support for the appointment to serve on the *San Mateo County Consolidated Oversight Board*. In 2011, state legislation abolished local Redevelopment Authorities (RDA), and created city Oversight Boards to oversee the dissolution of individual RDAs. Subsequent legislation mandated that on July 1, 2018, individual city Oversight Boards would dissolve, replaced by a single countywide Oversight Board to oversee any remaining RDA issues in a county. It is to this consolidated countywide board that I seek appointment.

I have served on the South San Francisco Oversight Board to the Successor Agency to the Redevelopment Authority (RDA) for over four years, and have a deep knowledge and understanding of the unwinding and maintenance functions required to complete the dissolution of former Redevelopment Authorities. I am also sensitive to the competing requirements of the Oversight Board to maximize revenues for the taxing entities, and the desires of the city to utilize legacy RDA assets in a responsible way which may not necessarily maximize revenues. I will work with individual cities in our County to understand their legacy RDA issues, understand how each city desires to utilize remaining RDA assets, and faithfully represent their interests on the Consolidated Oversight Board. I have a passion for this work and the remaining good which may be yielded from legacy RDA assets and would appreciate your support.

Thank you for considering my appointment to the San Mateo County Consolidated Oversight Board. Please do not hesitate to contact me at (650) 877-8501 if you would like to discuss my candidacy further.

Sincerely,

A handwritten signature in black ink that reads "Mark Addiego". The signature is written in a cursive, flowing style.

Mark Addiego
City Council, South San Francisco



OFFICE OF THE MAYOR

330 West 20th Avenue
San Mateo, California 94403-1338
Telephone (650) 522-7048
FAX: (650) 522-7041
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 if you would like to discuss my candidacy.

I sincerely appreciate your support.

Rick Bonilla
Mayor
City of San Mateo

January 8, 2018



Re: City Selection Committee Appointment: Housing Endowment and Regional Trust (HEART) Board

Honorable Mayor and City Council Members:

I am writing this to request your support to continue to serve on the HEART Board of Directors for another term. I have had the honor of helping promote housing options for our diverse communities.

I am committed to helping the cause of planning, financing, and building new housing at all levels of affordability. My experience as a certified urban planner can help with my contributions to HEART. I am equally motivated to pursue housing solutions that provide benefits to all of our communities, such as the potential for creative RHNA programs that help us meet our housing needs as a region. Finally, I will continue to support low-interest loans for first-time homebuyers and innovative programs that help cities energize unused housing funds to provide temporary loans that get new residences financed and built.

Thank you for considering my re-appointment to the HEART Board. Please do not hesitate to contact me at (650) 239-6300 if you would like to discuss my candidacy further.

Respectfully,

A handwritten signature in blue ink that reads "Doug Kim". The signature is written in a cursive, flowing style.

Doug Kim, AICP
Mayor

cc: Sukhmani S. Purewal, Secretary to City Selection Committee
Diane Papan, Chair



CITY OF SAN CARLOS
CITY COUNCIL



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

January 11, 2018

To: My colleagues on the San Mateo County City Councils

Re: HEART Board appointment

I am interested in being reappointed to the HEART Board of Directors in San Mateo County. I have served on this Board representing the City of San Carlos since 2012 and am currently the vice-chair.

I am proud of how HEART has evolved and grown during my time as a board member, and I welcome the opportunity to be able to continue to contribute to this organization. Thank you for your consideration.

Sincerely,

Ron Collins
San Carlos City Council

CITY COUNCIL

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



OFFICE OF THE CITY COUNCIL
CITY OF DALY CITY
333 - 90TH STREET
DALY CITY, CA 94015-1895

PATRICIA E. MARTEL
CITY MANAGER

K. ANNETTE HIPONA
CITY CLERK

DANECA M. HALVORSON
CITY TREASURER

PHONE (650) 991-8008

January 10, 2018

Greetings Constituents and Esteemed Colleagues,

Upon joining the City Council in December 2016 and becoming Mayor, I learned of the HEART Program. I conducted research and found that Daly City was no longer participating in this worthwhile program. After an exhaustive eight (8) month advocacy to rejoin, I am happy to report that we are back!!

Having had and currently renewing my Real Estate License for over 30 years, my specialty has always been mortgage instruments rather than sales. Currently a Director for the SF Police Credit Union the past 7 years, whereupon we approve and create policy in many aspects to include lending, I have a great understanding of the various loan choices and the pros and cons of each.

It is my desire to be considered for a board position of HEART. I bring the energy and synergy not only to the board, but also to be a strong advocate of HEART and helping any and all potential home buyers with the creative means and financial preparation and resources that I am aware of.

There is no need to re-invent the wheel as many has tried to do, let's keep HEART moving.

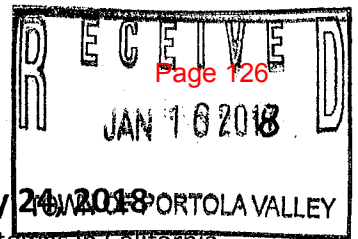
I humbly request your vote.

Respectfully,

A handwritten signature in blue ink, appearing to read "Glenn R. Sylvester", is written over a blue horizontal line.

Glenn R. Sylvester
Council Member

GS/cm



State of Tobacco Control Report to be Released January 24, 2018
 Report will include tobacco control grades for all 482 incorporated cities and towns in California

Dear Mayor and City Council Members:

We are pleased to announce the upcoming release of the 16th annual American Lung Association *State of Tobacco Control* report on January 24, 2018. This report assigns grades to the federal government and states based on their tobacco control laws and regulations in effect as of January 2, 2017 for Smokefree Air, Tobacco Taxes, Tobacco Prevention and Control Program Funding, Access to Cessation Services and Raising the Minimum Purchase Age of Tobacco to 21.

In conjunction with the national report, the American Lung Association in California will release tobacco control report cards for all 482 incorporated cities and towns and 58 counties in California. The *State of Tobacco Control 2018 – California Local Grades* report is based on a review of all county and municipal codes in the state in four key policy areas. Since the first California report, the number of communities with an overall A or B grade has increased dramatically.

While we have made enormous progress in the fight against tobacco, it is still the number one cause of preventable death in the United States and in California. Since 1964, we have cut smoking rates by more than half, dramatically reduced exposure to secondhand smoke, reduced rates of lung cancer and other tobacco-related diseases and fundamentally changed public attitudes about tobacco resulting in millions of lives saved. Despite this progress, tobacco remains a dangerous threat, killing almost 40,000 Californians each year, causing illness in even more residents and costing the state more than \$23 billion in health care costs and lost productivity. More needs to be done to decrease these numbers and to stop the 440,000 kids alive today who will ultimately die prematurely from tobacco-related disease.

Every year, we see cities and counties across the state adopt policies to improve the health and wellness of their residents. These residents and their stories represent the real, tangible impact that these policies can have on a community. And, over the past 50 years, we have developed proven strategies that can achieve our public health goals if they are fully and effectively implemented. These strategies are reflected in the grading categories in both the national and local SOTC reports.

We encourage you to visit the American Lung Association in California website www.lung.org/California on January 24 to view the state and local tobacco control report cards and learn how to take action in the fight against tobacco. Visit our About Us page at www.lung.org/california to contact your local American Lung Association office for more information on the impact smoking is taking on your community and what can be done to combat it.

We hope you will join us in the fight to breathe easier.

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