



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, May 23, 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** – Recognition of Service - Lorrie Duval, Neighborhood Watch Coordinator (3)
2. **PRESENTATION** – Cory Wolbach, Outreach Manager - Get Us Moving San Mateo County (4)

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.

3. **Approval of Minutes** – May 9, 2018 (5)
4. **Approval of Warrant List** – May 23, 2018 (9)
5. **Recommendation by Finance Committee** – Request for Charter Amendment (23)
6. **Appointment by Mayor** – Member to the Finance Committee (25)
7. **Recommendation by Interim Finance Director** – 2018-2019 Salary Schedule (28)
 - (a) A Resolution of the Town Council of the Town of Portola Valley Modifying the Salary Schedule for Fiscal Year 2018-2019 (Resolution No. __)

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

8. **Report by Trails & Paths Committee** – Committee Annual Report (34)

STAFF REPORTS AND RECOMMENDATIONS

PUBLIC HEARING

9. **Report by Town Manager** – Community Meeting on Second Units held May 5, 2018 (36)
10. **PUBLIC HEARING - Recommendation by Interim Planning Director** – Adoption of a Resolution Amending (37) the Town's Fee Schedule to Add a New Fee for the Cannabis Permit CUP
 - (a) A Resolution of the Town Council of the Town of Portola Valley Amending the Town's Fee Schedule to Add a New Fee for the Cannabis Permit CUP (Resolution No. __)
11. **Recommendation by Town Manager and Interim Finance Director** – Not-for-Profit Agency Funding Requests (43)
12. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (59)

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** (60)

WRITTEN COMMUNICATIONS

14. **Town Council Digest** – May 10, 2018 (61)

15. **Town Council Digest** – May 17, 2018 (78)

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 this item.

#2

There are no written materials for this item.

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 967, May 9, 2018

CALL TO ORDER AND ROLL CALL

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

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

Absent: None

Others: Jeremy Dennis, Town Manager (absent)
Howard Young, Public Works Director
Cara Silver, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None

CONSENT AGENDA [7:01 p.m.]

- (1) **Approval of Minutes** – Town Council Regular Meeting of April 25, 2018. *[Removed from Consent Agenda.]*
- (2) **Approval of Warrant List** – May 9, 2018, in the amount of \$82,445.35
- (3) **Recommendation by Interim Planning & Building Director** – Second Reading and Adoption of Proposed Ordinance Amending Chapter 18.12 [R-E (Real Estate) District Regulations] of the Portola Valley Municipal Code and Adopt a Finding that the Ordinance is Exempt from the California Environmental Quality Act.
 - (a) Second Reading, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Section 8.12.040 [Accessory Uses Permitted] of the Portola Valley Municipal Code and Adoption of Finding that Ordinance is Exempt from the California Environmental Quality Act (Ordinance No. ____)
- (4) **Appointment by Mayor** – Member to the Finance Committee

Councilmember Hughes moved to approve Items 2, 3, and 4. Seconded by Councilmember Derwin the motion carried 5-0, by roll call vote.

(1) **Approval of Minutes** – Town Council Special Meeting of April 25, 2018. Councilmember Aalfs said he was absent from the special meeting beginning at 6 p.m. and therefore did not vote. Councilmember Aalfs moved to approve Item 1 as amended. Seconded by Councilmember Derwin, the motion carried 5-0.

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

- (5) **Report by Parks & Recreation Committee** – Draft Mission Statement

Stephen Gillett, Chair of the Parks & Recreation Committee, presented the Council with an overview of the Committees Draft Mission Statement. Mr. Gillett spoke of the Committee's mission to enrich the lives of Portola Valley residents through the use of natural resources, fields, parks, and facilities. The Committee is

committed to five guiding principles, Stewardship, Community Inspired Programs, Enrichment, Volunteerism, and Preparation.

The Council thanked Chair Gillett for his presentation and commended his effort to reenergize the committee.

(6) **Report by Conservation Committee** – Annual Report and Reports on Frog Pond and Town Owned Open Space

Judith Murphy, Chair of the Conservation Committee, presented to the Council the Committees Annual Report, including highlighting accomplishments for 2017-18 and proposed projects for 2018-19.

Accomplishments for 2017-18 include:

- Continued Site Visits.
- Tree Removal Permits.
- Annual Broom Pull
- Co-Sponsored SOD Blitz.
- NEW – Rodenticide project.
- Updated Conservation Committee web page.
- Illustrated Guide to Town Center Native Plantings.
- Collaboration with Public Works and Committees/Commissions.
- Comprehensive Plan for Town Owned Spaces.
- Backyard Habitat program.
- Monarch Butterfly project.

Proposed Projects for 2018-19 include:

- Site Visits
- Tree Removal Permits
- Annual Broom Pull
- Continuation of Backyard Habitat program
- Ramp up Monarch Butterfly project
- Education
- Native Plan Garden by Old Schoolhouse
- Low Water Use/Native Plant PV Garden Tour
- Native Plant Seed Library

Ms. Murphy presented the Council with Committees Frog Pond Report. The report included a history of the pond and current vegetation. Proposed goals include control invasives, remove trees to reduce the fire hazard, enhance the health of the woodland, and remove debris. Ms. Murphy also noted an action plan for 2018-19 and beyond.

Ms. Murphy then presented the Town Center Site Report, including its attributes, current issues, goals, action plan, and budget for 2019-20.

(7) **Report by Interim Planning Director** – Housing Element Annual Progress Report for 2017

Interim Planning Director Cassidy presented the annual housing element progress report, requesting the Town Council review the report and authorize submittal of the document to the California Department of

Housing and Community Development (HCD). State Law requires that the Town submit an annual report to HCD to detail implementation of the Housing Element and demonstrate progress in meeting its share of regional housing need for the planning period (2014-2022). She noted that in year four of the 2014-2022 planning period, the Town has already exceeded the target for producing housing units in the very low housing income category.

The Town Council approved the annual housing element progress report and authorized submittal to the California Department of Housing and Community Development.

- (8) **Recommendation by Interim Planning & Building Director** – Update on the Rodenticide Free Pilot Program on Town Center Softball Field and Request Council Direction

Public Works Director Young presented an update to the Council on a pilot program to determine the longer-term impacts of the softball field at Town Center, using poison free methods.

The Town Council and Public Works Director discussed available contractors, methods, risk, staff time, cost, and how to approach phasing out the use of rodenticides.

The Town Council recommended hiring a qualified contractor to aid in the efforts to discontinue the use of rodenticides on Town fields.

The Council directed the Public Works Director to discontinue the use of rodenticides on Town Center fields, using existing funds in the 2017-'18 budget and into the 2018-'19 fiscal year. As the rodenticide free program continues on Town Center fields, Public Works Director Young will report the results to Council and extend the rodenticide free program to remaining Town fields in 2018-'19.

- (9) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Councilmember Hughes – Attended the Open Space Acquisition Advisory Committee meeting held on April 26.

Councilmember Derwin – Attended the Council of Cities dinner meeting held on April 27, hosted by City of Half Moon Bay. She will attend Lobby Day in Sacramento on May 2 as Chair of C/CAG. She attended the Earth Fair held at Town Center on April 28 and the Community Meeting on Housing held at Town Center on May 5.

Councilmember Aalfs – Attended the Peninsula Clean Energy (PCE) Board Meeting on April 26.

Vice Mayor Wengert – Attended the Planning Commission meeting held on May 2. The Parks & Recreation Committee meeting held on May 7 did not reach a quorum.

Mayor Richards – Mayor Richards and Vice Mayor Wengert attended a meeting held in Woodside to review the garbage franchise agreement.

- (10) **Town Manager Report** – In the absence of Town Manager, no report was available.

WRITTEN COMMUNICATIONS

- (11) **Town Council Digest** – April 26, 2018

#5 – Councilmember Aalfs asked about the general feasibility of the approach in the article, and whether the County could do more with public WiFi to provide enhanced internet access.

- (12) **Town Council Digest** – May 3, 2018

None.

ADJOURNMENT [9:10 p.m.]

Mayor Richards adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2018

Date: 05/16/2018

Time: 7:28 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

A-A LOCK & ALARM INC	Repair to TC Doors, Key Copies	19772	05/23/2018	
			05/23/2018	
1251 EL CAMINO REAL	0001		05/23/2018	0.00
MENLO PARK	BOA	52678	05/23/2018	0.00
CA 94025	278719			313.58

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4150	Cultural Arts Committee	98.58	0.00	
05-66-4346	Mechanical Sys Maint & Repair	215.00	0.00	

Check No.	52678	Total:	313.58
Total for	A-A LOCK & ALARM INC		313.58

MIKE AGOFF	Instructor Fees, Spring 2018	19721	05/23/2018	
			05/23/2018	
2341 KEHOE AVENUE	0016		05/23/2018	0.00
SAN MATEO	BOA	52679	05/23/2018	0.00
CA 94403				2,016.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	2,016.00	0.00	

Check No.	52679	Total:	2,016.00
Total for	MIKE AGOFF		2,016.00

ALMANAC	April Legal Advertising	19763	05/23/2018	
			05/23/2018	
450 CAMBRIDGE AVE	0048		05/23/2018	0.00
PALO ALTO	BOA	52680	05/23/2018	0.00
CA 94306	58538			1,011.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4320	Advertisina	1,011.00	0.00	

Check No.	52680	Total:	1,011.00
Total for	ALMANAC		1,011.00

AM PARTY RENTALS	Earth Fair/Add'l Linens, Table	19722	05/23/2018	
	Home for all - Linens		05/23/2018	
3575 HAVEN AVE	0466		05/23/2018	0.00
MENLO PARK	BOA	52681	05/23/2018	0.00
CA 94025				294.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4335	Sustainability	147.00	0.00	
05-64-4336	Miscellaneous	147.00	0.00	

AM PARTY RENTALS	Rentals, Horse Fair	19771	05/23/2018	
			05/23/2018	
3575 HAVEN AVE	0466		05/23/2018	0.00
MENLO PARK	BOA	52681	05/23/2018	0.00
CA 94025	1-547637			187.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	187.50	0.00	

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2018

Date: 05/16/2018

Time: 7:28 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

Check No.	52681	Total:	481.50
<u>Total for</u>	AM PARTY RENTALS		481.50

AT&T	April Statements	19726	05/23/2018	
			05/23/2018	
P.O. BOX 9011	441		05/23/2018	0.00
CAROL STREAM	BOA	52682	05/23/2018	0.00
IL 60197-9011				286.60

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	286.60	0.00

Check No.	52682	Total:	286.60
<u>Total for</u>	AT&T		286.60

BARRACUDA NETWORKS, INC	1 year Unlimited Cloud Storage for Backup server	19723	05/23/2018	
		00006525	05/23/2018	
DEPT LA 22762	0530		05/23/2018	0.00
PASADENA	BOA	52683	05/23/2018	0.00
CA 91185-2762	1970624			4,722.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensina	4,722.00	4,722.00

Check No.	52683	Total:	4,722.00
<u>Total for</u>	BARRACUDA NETWORKS, INC		4,722.00

BEAR ELECTRICAL SOLUTIONS	Repairs to Lighted Crosswalk, Portola Rd.	19775	05/23/2018	
			05/23/2018	
1341 ARCHER STREET	0775		05/23/2018	0.00
ALVISO	BOA	52684	05/23/2018	0.00
CA 95002	6114			4,455.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Sians & Stripina	4,455.00	0.00

Check No.	52684	Total:	4,455.00
<u>Total for</u>	BEAR ELECTRICAL SOLUTIONS		4,455.00

SANGINI MAJMUDAR BEDNER	Instructor Fees - Spring 2018	19724	05/23/2018	
			05/23/2018	
229 CORTE MADERA RD.	0548		05/23/2018	0.00
PORTOLA VALLEY	BOA	52685	05/23/2018	0.00
CA 94028				1,747.20

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,747.20	0.00

Check No.	52685	Total:	1,747.20
<u>Total for</u>	SANGINI MAJMUDAR BEDNER		1,747.20

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2018

Date: 05/16/2018

Time: 7:28 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
SHERRY CAGAN	Refund Dep-Event 4/28/18	19727	05/23/2018	
			05/23/2018	
200 ALAMOS ROAD	2154		05/23/2018	0.00
PORTOLA VALLEY	BOA	52686	05/23/2018	0.00
CA 94028				100.00

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

Check No.	52686	Total:	100.00
Total for	SHERRY CAGAN		100.00

CALIFORNIA WATER SERVICE CO	April Statements	19725	05/23/2018	
			05/23/2018	
3525 ALAMEDA DE LAS PULGAS	0011		05/23/2018	0.00
MENLO PARK	BOA	52687	05/23/2018	0.00
CA 94025844				4,878.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	4,878.21	0.00

Check No.	52687	Total:	4,878.21
Total for	CALIFORNIA WATER SERVICE CO		4,878.21

CALPERS	May Unfunded Liability	19768	05/23/2018	
FISCAL SERVICES DIVISION			05/23/2018	
ATTN: RETIREMENT PROG ACCTG	0107		05/23/2018	0.00
SACRAMENTO	BOA	52688	05/23/2018	0.00
CA 94229-2703	100000015280877			1,577.88

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

Check No.	52688	Total:	1,577.88
Total for	CALPERS		1,577.88

CITY OF REDWOOD CITY (IT)	April IT Support	19729	05/23/2018	
			05/23/2018	
P.O. BOX 3629	586		05/23/2018	0.00
REDWOOD CITY	BOA	52689	05/23/2018	0.00
CA 94064	BR48286			2,250.30

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

Check No.	52689	Total:	2,250.30
Total for	CITY OF REDWOOD CITY (IT)		2,250.30

CLEANSTREET	April Litter/Street Clean	19776	05/23/2018	
			05/23/2018	
1937 W. 169TH STREET	0034		05/23/2018	0.00
GARDENA	BOA	52690	05/23/2018	0.00
CA 90247-5254	90169			1,652.56

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

05/23/2018

Date: 05/16/2018

Time: 7:28 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
05-66-4342	Landscape Supplies & Services	74.00	0.00	
20-60-4262	Street Sweeping	680.62	0.00	
22-60-4266	Litter Clean Up Program	897.94	0.00	

Check No.	52690	Total:	1,652.56
Total for	CLEANSTREET		1,652.56

COPYMAT	Copies, SOD Blitz	19770	05/23/2018	
240 HARBOR BLVD	0046		05/23/2018	0.00
BELMONT	BOA	52691	05/23/2018	0.00
CA 94002	CMB2846			258.83

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	258.83	0.00

Check No.	52691	Total:	258.83
Total for	COPYMAT		258.83

DAVEY TREE EXPERT CO.	SOD Treatment	19777	05/23/2018	
P.O. BOX 94532	0053		05/23/2018	0.00
CLEVELAND	BOA	52692	05/23/2018	0.00
OH 44101-4532	912355247			2,569.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	2,569.00	0.00

Check No.	52692	Total:	2,569.00
Total for	DAVEY TREE EXPERT CO.		2,569.00

ECS IMAGING	Canon Scanner DR-C225 S. Hanlon	19784	05/23/2018	
5905 BROCKTON AVE	1466	00006532	05/23/2018	0.00
RIVERSIDE	BOA	52693	05/23/2018	0.00
CA 92506	13062			508.29

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	508.29	508.29

Check No.	52693	Total:	508.29
Total for	ECS IMAGING		508.29

EXPRESS PLUMBING-EPS, INC.	Camera Service, TC Sewer Line/Storm Drain on Cherokee Ln	19782	05/23/2018	
307 N. AMPHLETT BLVD.	0745		05/23/2018	0.00
SAN MATEO	BOA	52694	05/23/2018	0.00
CA 94401	22750			500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	250.00	0.00
20-60-4260	Public Road Surface & Drainage	250.00	0.00

Check No.	52694	Total:	500.00
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2018

Date: 05/16/2018

Time: 7:28 pm

Page: 5

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
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State/Province Zip/Postal	Invoice Number			Check Amount

Total for	EXPRESS PLUMBING-EPS, INC.	500.00
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SUZANNE EYRE	Refund Deposit - 207 Grove Dr.	19720	05/23/2018	
			05/23/2018	
207 GROVE DRIVE	0314		05/23/2018	0.00
PORTOLA VALLEY	BOA	52695	05/23/2018	0.00
CA 94028				1,000.00

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

Check No.	52695	Total:	1,000.00
Total for	SUZANNE EYRE		1,000.00

JEANNIE GOLDMAN	Instructor Fees-Spring 2018	19732	05/23/2018	
			05/23/2018	
741 MANZANITA ROAD	706		05/23/2018	0.00
WOODSIDE	BOA	52696	05/23/2018	0.00
CA 94062				11,951.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	11,951.00	0.00

Check No.	52696	Total:	11,951.00
Total for	JEANNIE GOLDMAN		11,951.00

HEART OF SAN MATEO COUNTY	FY 17-18 Annual Contribution	19733	05/23/2018	
			05/23/2018	
139 MITCHELL AVENUE	0201		05/23/2018	0.00
SO. SAN FRANCISCO	BOA	52697	05/23/2018	0.00
CA 94080	200			1,432.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4223	HEART JPA	1,432.00	0.00

Check No.	52697	Total:	1,432.00
Total for	HEART OF SAN MATEO COUNTY		1,432.00

INFINITE THREADS EMBROIDERY	Work Shirts, Pub Works Dept	19764	05/23/2018	
			05/23/2018	
P.O. BOX 3615	1014		05/23/2018	0.00
REDWOOD CITY	BOA	52698	05/23/2018	0.00
CA 94064	1728			396.06

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	396.06	0.00

Check No.	52698	Total:	396.06
Total for	INFINITE THREADS EMBROIDERY		396.06

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2018

Date: 05/16/2018

Time: 7:28 pm

Page: 6

TOWN OF PORTOLA VALLEY

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
J.W. ENTERPRISES	Portable Lavs 5/10-6/6/18	19759	05/23/2018	
			05/23/2018	
1689 MORSE AVE	829		05/23/2018	0.00
VENTURA	BOA	52699	05/23/2018	0.00
CA 93003				242.40

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

Check No.	52699	Total:	242.40
Total for	J.W. ENTERPRISES		242.40

LUCILLE KALMAN	Instructor Fees-Spring 2018	19734	05/23/2018	
			05/23/2018	
245 OLD SPANISH TRAIL	1082		05/23/2018	0.00
PORTOLA VALLEY	BOA	52700	05/23/2018	0.00
CA 94028				1,560.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,560.00	0.00

Check No.	52700	Total:	1,560.00
Total for	LUCILLE KALMAN		1,560.00

BRITNEY KING	Instructor Fees-Spring 2018	19735	05/23/2018	
			05/23/2018	
4068A 26TH STREET	0380		05/23/2018	0.00
SAN FRANCISCO	BOA	52701	05/23/2018	0.00
CA 94131				13,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	13,000.00	0.00

Check No.	52701	Total:	13,000.00
Total for	BRITNEY KING		13,000.00

GERALD LEHMER	Refund Deposit-Event 8/18/18	19736	05/23/2018	
			05/23/2018	
501 PORTOLA ROAD #8070	2156		05/23/2018	0.00
PORTOLA VALLEY	BOA	52702	05/23/2018	0.00
CA 94028				1,000.00

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

Check No.	52702	Total:	1,000.00
Total for	GERALD LEHMER		1,000.00

BRUCE & LISA LOVAZZANO	Refund Dep-287 Westridge	19737	05/23/2018	
			05/23/2018	
287 WESTRIDGE DRIVE	652		05/23/2018	0.00
PORTOLA VALLEY	BOA	52703	05/23/2018	0.00
CA 94028				6,597.43

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

05/23/2018

Date: 05/16/2018

Time: 7:28 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

96-54-4207	Deposit Refunds, Other Charges	6,597.43	0.00	
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Check No.	52703	Total:	6,597.43
Total for	BRUCE & LISA LOVAZZANO		6,597.43

NANCY LUND	Reim-Viavi Hygiene Book	19738	05/23/2018	
			05/23/2018	
240 GOLDEN HILLS	0241		05/23/2018	0.00
PORTOLA VALLEY	BOA	52704	05/23/2018	0.00
CA 94028				28.95

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	28.95	0.00

Check No.	52704	Total:	28.95
Total for	NANCY LUND		28.95

LYNCH ELECTRIC & SONS INC	Library Fan/Lighting Repair	19778	05/23/2018	
			05/23/2018	
1160 INDUSTRIAL ROAD, #18	1365		05/23/2018	0.00
SAN CARLOS	BOA	52705	05/23/2018	0.00
CA 94070	2017.834			1,795.00

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	1,795.00	0.00

LYNCH ELECTRIC & SONS INC	PVTC Lighting Repair	19779	05/23/2018	
			05/23/2018	
1160 INDUSTRIAL ROAD, #18	1365		05/23/2018	0.00
SAN CARLOS	BOA	52705	05/23/2018	0.00
CA 94070	2017.839			805.47

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	805.47	0.00

Check No.	52705	Total:	2,600.47
Total for	LYNCH ELECTRIC & SONS INC		2,600.47

LYNX TECHNOLOGIES, INC	GIS Hosting Fee/March	19739	05/23/2018	
	Download Assessor Data		05/23/2018	
1350 41ST AVENUE	0294		05/23/2018	0.00
CAPITOLA	BOA	52706	05/23/2018	0.00
CA 95010	8439			475.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	475.00	0.00

Check No.	52706	Total:	475.00
Total for	LYNX TECHNOLOGIES, INC		475.00

NOLTE ASSOCIATES, INC. NV5	Jan/Feb Applicant Charges	19740	05/23/2018	
			05/23/2018	
P.O. BOX 74008680	0104		05/23/2018	0.00
CHICAGO	BOA	52707	05/23/2018	0.00
IL 89193-3243				7,141.36

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2018

Date: 05/16/2018

Time: 7:28 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

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	7,141.36	0.00	
NOLTE ASSOCIATES, INC. NV5	Public Works Support			
P.O. BOX 74008680	0104			0.00
CHICAGO	BOA	52707	05/23/2018	0.00
IL 89193-3243	86913			4,808.88

GL Number	Description	Invoice Amount	Amount Relieved	
20-54-4192	Engineer Services	4,808.88	0.00	
NOLTE ASSOCIATES, INC. NV5	2017-18 Resurf Proj-Inspection			
P.O. BOX 74008680	0104			0.00
CHICAGO	BOA	52707	05/23/2018	0.00
IL 89193-3243	86906			1,152.99

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4585	CIPStreetTestingInsp	1,152.99	0.00	

Check No.	52707	Total:	13,103.23
Total for	NOLTE ASSOCIATES, INC. NV5		13,103.23

OLBERDING ENVIRONMENTAL, INC	C-1 Trail Mitigation Site	19780	05/23/2018	
	Monitoring, Sept-Dec '17		05/23/2018	
193 BLUE RAVINE ROAD	2025		05/23/2018	0.00
FOLSOM	BOA	52708	05/23/2018	0.00
CA 94630	20172676			1,412.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4532	CIP Crowder Trail Imps	1,412.50	0.00	

Check No.	52708	Total:	1,412.50
Total for	OLBERDING ENVIRONMENTAL, IN		1,412.50

PENINSULA BACKFLOW (DBA)	Test & Certify and/or Repair	19741	05/23/2018	
Chris S. Staggs-Richards	Various Location	00006543	05/23/2018	
51 BROADWAY	383		05/23/2018	0.00
REDWOOD CITY	BOA	52709	05/23/2018	0.00
CA 94063	0502018-POR			720.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	720.00	720.00	

Check No.	52709	Total:	720.00
Total for	PENINSULA BACKFLOW (DBA)		720.00

PG&E	April Statements	19742	05/23/2018	
			05/23/2018	
BOX 997300	0109		05/23/2018	0.00
SACRAMENTO	BOA	52710	05/23/2018	0.00
CA 95899-7300				978.91

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	978.91	0.00	

Check No.	52710	Total:	978.91
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2018

Date: 05/16/2018

Time: 7:28 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
<u>Total for</u>			PG&E	978.91

PINNACLE BUILDING & DESIGN	Refund Dep-501 Portola Rd #4C	19743	05/23/2018	
			05/23/2018	
5157 ABBEY DRIVE	1617		05/23/2018	0.00
FAIRFIELD	BOA	52711	05/23/2018	0.00
CA 94534				1,000.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	1,000.00	0.00	
<u>Check No.</u>		52711	<u>Total:</u>	1,000.00
<u>Total for</u>		PINNACLE BUILDING & DESIGN		1,000.00

VALERIE QUARMBY	Refund Dep-Event 4/29/18	19744	05/23/2018	
			05/23/2018	
120 CORTE MADERA ROAD	2155		05/23/2018	0.00
PORTOLA VALLEY	BOA	52712	05/23/2018	0.00
CA 94028				100.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2562	Field Deposits	100.00	0.00	
<u>Check No.</u>		52712	<u>Total:</u>	100.00
<u>Total for</u>		VALERIE QUARMBY		100.00

RAMONA'S SECRETARIAL SERVICES	April Transcription Svcs	19746	05/23/2018	
			05/23/2018	
18403 WATTERS DRIVE	1370		05/23/2018	0.00
CASTRO VALLEY	BOA	52713	05/23/2018	0.00
CA 94546	5992			1,120.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4188	Transcription Services	1,120.00	0.00	
<u>Check No.</u>		52713	<u>Total:</u>	1,120.00
<u>Total for</u>		RAMONA'S SECRETARIAL SERVIC		1,120.00

JOHN F. RICHARDS	Refund Dep-178 Corte Madera	19747	05/23/2018	
			05/23/2018	
178 CORTE MADERA	0475		05/23/2018	0.00
PORTOLA VALLEY	BOA	52714	05/23/2018	0.00
CA 94028				1,000.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	1,000.00	0.00	
<u>Check No.</u>		52714	<u>Total:</u>	1,000.00
<u>Total for</u>		JOHN F. RICHARDS		1,000.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2018

Date: 05/16/2018

Time: 7:28 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
ROBERTS MARKET	Kitchen Supplies	19748	05/23/2018	
	TC Mtg 4/25/18		05/23/2018	
3015 WOODSIDE ROAD	1236		05/23/2018	0.00
WOODSIDE	BOA	52715	05/23/2018	0.00
CA 94062				92.76

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	50.62	0.00
05-64-4336	Miscellaneous	42.14	0.00

Check No.	52715	Total:	92.76
Total for	ROBERTS MARKET		92.76

RON RAMIES AUTOMOTIVE, INC.	'00 Chevy, Oil Change and Svc	19761	05/23/2018	
			05/23/2018	
115 PORTOLA ROAD	422		05/23/2018	0.00
PORTOLA VALLEY	BOA	52716	05/23/2018	0.00
CA 94028	57840			497.67

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	497.67	0.00

RON RAMIES AUTOMOTIVE, INC.	'00 Trailer, Tire Replacement	19766	05/23/2018	
			05/23/2018	
115 PORTOLA ROAD	422		05/23/2018	0.00
PORTOLA VALLEY	BOA	52716	05/23/2018	0.00
CA 94028	58207			295.45

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	295.45	0.00

RON RAMIES AUTOMOTIVE, INC.	March Fuel Statement	19785	05/23/2018	
			05/23/2018	
115 PORTOLA ROAD	422		05/23/2018	0.00
PORTOLA VALLEY	BOA	52716	05/23/2018	0.00
CA 94028				732.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	732.68	0.00

Check No.	52716	Total:	1,525.80
Total for	RON RAMIES AUTOMOTIVE, INC.		1,525.80

RUSS WENKE CONSTRUCTION	Refund Dep-171 Corte Madera	19751	05/23/2018	
			05/23/2018	
1716 LOLLIE COURT	2157		05/23/2018	0.00
SAN JOSE	BOA	52717	05/23/2018	0.00
CA 95124				1,000.00

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

Check No.	52717	Total:	1,000.00
Total for	RUSS WENKE CONSTRUCTION		1,000.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2018

Date: 05/16/2018

Time: 7:28 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

SAN MATEO LAWNMOWER	Fuel Line Filter, Mower	19783	05/23/2018	
			05/23/2018	
760 S. AMPHLETT BLVD	0412		05/23/2018	0.00
SAN MATEO	BOA	52718	05/23/2018	0.00
CA 94402	180338			126.81

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	126.81	0.00

Check No.	52718	Total:	126.81
Total for	SAN MATEO LAWNMOWER		126.81

SAN MATEO SHERIFF	FY 17-18 4th Qtr. Law Enforce	19753	05/23/2018	
OFFICE OF EMERGENCY SERVICES			05/23/2018	
400 COUNTY CENTER	0119		05/23/2018	0.00
REDWOOD CITY	BOA	52719	05/23/2018	0.00
CA 94063-0978	11021			255,490.25

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4284	COPS Addl Traffic Patrols	140,632.25	0.00
10-62-4284	COPS Addl Traffic Patrols	14,858.00	0.00
30-62-4284	COPS Addl Traffic Patrols	100,000.00	0.00

Check No.	52719	Total:	255,490.25
Total for	SAN MATEO SHERIFF		255,490.25

TICIEN SASSOUBRE	Refund Dep-Event 4/22/18	19754	05/23/2018	
			05/23/2018	
223 CORTE MADERA ROAD	2153		05/23/2018	0.00
PORTOLA VALLEY	BOA	52720	05/23/2018	0.00
CA 94028				100.00

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

Check No.	52720	Total:	100.00
Total for	TICIEN SASSOUBRE		100.00

SMALL BUSINESS BENEFIT PLAN TR	June Dental & Vision	19755	05/23/2018	
			05/23/2018	
	0132		05/23/2018	0.00
BELMONT	BOA	52721	05/23/2018	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.	52721	Total:	2,483.00
Total for	SMALL BUSINESS BENEFIT PLAN		2,483.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2018

Date: 05/16/2018

Time: 7:28 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

CONNIE STACK	Instructor Fees-Spring 2018	19756	05/23/2018	
			05/23/2018	
10127 LAMPLIGHTER SQUARE	648		05/23/2018	0.00
CUPERTINO	BOA	52722	05/23/2018	0.00
CA 95014				1,529.60

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,529.60	0.00

Check No.	52722	Total:	1,529.60
Total for	CONNIE STACK		1,529.60

SHELLY SWEENEY	Instructor Fees Spring 2018	19757	05/23/2018	
			05/23/2018	
285 GRANDVIEW DRIVE	407		05/23/2018	0.00
WOODSIDE	BOA	52723	05/23/2018	0.00
CA 94062				1,644.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,644.00	0.00

Check No.	52723	Total:	1,644.00
Total for	SHELLY SWEENEY		1,644.00

TOWN OF ATHERTON	Ethics & Harassment Staff	19749	05/23/2018	
ATTN: JUDI HERREN	Training, June 5, 2018		05/23/2018	
91 ASHFIELD ROAD	710		05/23/2018	0.00
ATHERTON	BOA	52724	05/23/2018	0.00
CA 94027-3897				480.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	480.00	0.00

Check No.	52724	Total:	480.00
Total for	TOWN OF ATHERTON		480.00

TOWN OF WOODSIDE	Dr/Mtg Derwin/Wengert/Richards	19728	05/23/2018	
			05/23/2018	
P.O. BOX 620005	541		05/23/2018	0.00
WOODSIDE	BOA	52725	05/23/2018	0.00
CA 94062				150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	150.00	0.00

Check No.	52725	Total:	150.00
Total for	TOWN OF WOODSIDE		150.00

VERIZON WIRELESS	April Cellular/ALPR Sim Card	19750	05/23/2018	
			05/23/2018	
P.O. BOX 660108	0131		05/23/2018	0.00
DALLAS	BOA	52726	05/23/2018	0.00
TX 75266-0108	9806059016			364.27

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

05/23/2018

Date: 05/16/2018

Time: 7:28 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

05-64-4318	Telephones	364.27	0.00	
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Check No.	52726	Total:	364.27
Total for	VERIZON WIRELESS		364.27

KATHY WADDELL	Yoga Sculpt Mondays	19758	05/23/2018	
	Yoga for Healthy Aging		05/23/2018	
460 CERVANTES ROAD	1354		05/23/2018	0.00
PORTOLA VALLEY	BOA	52727	05/23/2018	0.00
CA 94028				5,632.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	5,632.00	0.00	

Check No.	52727	Total:	5,632.00
Total for	KATHY WADDELL		5,632.00

JANE WILSON	Reim-Holiday Fair Banners 2017	19752	05/23/2018	
			05/23/2018	
557 CRESTA VISTA LANE	1162		05/23/2018	0.00
PORTOLA VALLEY	BOA	52728	05/23/2018	0.00
CA 94028				111.78

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4154	Historic Resources Committee	111.78	0.00	

Check No.	52728	Total:	111.78
Total for	JANE WILSON		111.78

WOODSIDE FIRE PROTECTION DISTR	CERPP Coordinator, April-June	19765	05/23/2018	
	2018		05/23/2018	
3111 WOODSIDE ROAD	886		05/23/2018	0.00
WOODSIDE	BOA	52729	05/23/2018	0.00
CA 94062	115_PV			3,565.11

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4333	Fire Prevention	3,565.11	0.00	

Check No.	52729	Total:	3,565.11
Total for	WOODSIDE FIRE PROTECTION DI		3,565.11

Total Invoices:	58	Grand Total:	363,341.28
		Less Credit Memos:	0.00
		Net Total:	363,341.28
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	363,341.28

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 23, 2018

Claims totaling \$363,341.28 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: Jeremy Dennis, Town Manager

DATE: 5-23-2018

RE: Finance Committee Charter Amendments

RECOMMENDATION

Staff recommends adoption of the Finance Committee's recommendation to amend the Finance Committee Charter.

BACKGROUND

The Finance Committee recently had a vacancy held by a long-term member. Interest in the vacancy resulted in two qualified candidates for the role. The Chair of the Finance Committee recommended to staff that the charter be amended to allow for both of their appointments.

DISCUSSION

On May 15th, 2018, the Finance Committee voted to approve amendments to their charter (Attachment 1). The primary change to the Charter allows for up to seven members of the Finance Committee. Other minor edits and grammatical changes are recommended as well.

FISCAL IMPACT

None

ATTACHMENT

1. Amended Finance Committee Charter

Reviewed by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', is located at the bottom right of the page.

1.5.10

FINANCE COMMITTEE

OBJECTIVES

To develop, recommend and oversee the overall financial policies of the Town.

DUTIES AND FUNCTIONS

1. For Council approval, review and comment and/or recommend approval of annual and five-year budget plan as prepared by Town Administrator.
2. To monitor expenditures in relation to the budgeted amounts.
3. To make recommendations to the Council regarding ~~investments and other fiscal matters.~~ the Town's investment portfolio
4. Make recommendations to the Town Council regarding appropriate reserve levels.
5. Advise the Town Council on other fiscal-related projects and matters.

RESPONSIBLE TO

The Town Council - all actions are advisory to the Council.

COORDINATION

Town Administrator ~~Administrator~~ Manager/Treasurer
Council Liaison

COMMUNICATIONS

1. Budget requests from Town officers, Commissions and Committees are received, entered into preliminary budget work sheets, and submitted to the Council.
2. Council decisions regarding the budget are received, translated into revised and final budgets, and submitted to the Council.

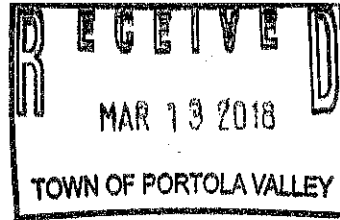
MEMBERSHIP

~~Five~~ Up to seven members appointed by ~~Mayor with~~ the Mayor with Town Council concurrence ~~concurrence~~ for one-year terms. Rotating chair selected by Committee.

MEETINGS

Held as required - weekly or bi-monthly during preparation of budget and as otherwise necessary.

~~11/5/97~~ 5/15/2018



Committee Application

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

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

*

- Bicycle, Pedestrian, and Traffic Safety
- Cable & Utilities Undergrounding
- Cultural Arts
- Emergency Preparedness
- Finance
- Historic Resources
- Nature & Science
- Open Space
- Parks & Recreation
- Public Works

Applicant Information *

Full Name

LUCY NEELY

Email Address

[REDACTED]

Street Address

[REDACTED]

City/Zip

Portola Valley, CA 94028

Number of years in Portola Valley

21

Cell Phone

[REDACTED]

Home Phone

[REDACTED]

Other Phone

ext.

Emergency Preparedness

[Empty rectangular box]

Preferred Phone Contact Number *

- Cell
- Home
- Other

I prefer to receive Town communications via *

- E-mail (recommended)
- U.S. Mail

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

*

joining the Finance
 i am interested in ~~this~~ committee because i enjoy numbers, economics, would like to support the town's well-being, and ~~think~~ would like to learn about how the town works.

~~My~~ my BA is in economics. ~~that's~~

✓

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

i don't think so.

^

✓

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

To receive a copy of your submission, please fill out your email address below and submit.

Email Address

SUBMIT

Page 1 / 1



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Starla Jerome-Robinson, Interim Finance Director

DATE: May 23, 2018

RE: 2018-2019 Salary Schedule

RECOMMENDATION

Staff recommends adoption of the attached Resolution authorizing the annual Salary Schedule update.

BACKGROUND

It has been the policy of the Town to maintain competitive salary rates for current and future positions to retain existing employees and to offer a competitive salary for current and future vacancies. These adjustments are based on the Annual Consumer Price Index (CPI) for the Bay Area market, and a comparison of similar positions in similar jurisdictions. In addition, as authorized positions are added or deleted, their salary ranges must also be approved by the Town Council.

DISCUSSION

Staff recommends adoption of a Resolution which authorizes an increase to all salary ranges by 3.6%, which is the annual CPI for the San Francisco Bay Area (February to February). If approved by Council, all current employees would receive a 3.6% adjustment in July 2018. Merit increases are handled separately, based on performance. The Town Manager's salary is determined by the Town Council and is not impacted by this adjustment.

FISCAL IMPACT

There is no immediate fiscal impact with the adoption of this resolution. Salaries are granted either by the Town Manager or the Council (depending on the employee), and cost of living adjustments (COLAs) are typically recommended as part of the annual budget process.

ATTACHMENT (Use indented numbers)

1. Proposed 2018-2019 Salary Schedule
2. 2017-2018 Salary Schedule
3. Resolution to Modify the Salary Schedule

Title of Agenda Item

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "Jeremy Dennis", is positioned to the right of the approval text.

**Town of Portola Valley
Salary Schedule**

Approved FY 18-19 Salary Schedule

	Annual Range		Hourly Range	
	Bottom	Top	Bottom	Top
Administration				
Town Manager	set by contract		<i>salary</i>	
Town Clerk	\$ 93,730	\$ 122,556	<i>salary</i>	
Assistant to the Town Manager	\$ 119,326	\$ 145,061	<i>salary</i>	
Administrative Management Analyst	\$ 81,106	\$ 100,980	\$ 38.9933	\$ 48.5481
Administrative Assistant	\$ 60,429	\$ 73,243	\$ 29.0524	\$ 35.2130

Finance

Finance Director	\$ 101,528	\$ 144,781	<i>salary</i>	
Accounting Technician	\$ 63,773	\$ 86,423	\$ 30.6601	\$ 41.5495

Planning

Planning and Building Director/Town Planner	\$ 161,331	\$ 201,691	<i>salary</i>	
Senior Planner	\$ 95,733	\$ 134,895	\$ 46.0255	\$ 64.8534
Associate Planner	\$ 80,715	\$ 110,203	\$ 38.8053	\$ 52.9822
Assistant Planner	\$ 74,108	\$ 100,027	\$ 35.6288	\$ 48.0899
Planning Technician II	\$ 65,194	\$ 78,118	\$ 31.3433	\$ 37.5567
Planning Technician I	\$ 44,539	\$ 68,319	\$ 21.4130	\$ 32.8457

Public Works / Facilities Maintenance

Public Works Director/Town Engineer	\$ 161,331	\$ 201,691	<i>salary</i>	
Deputy Building Official	\$ 94,747	\$ 140,564	\$ 45.5514	\$ 67.5788
Maintenance Worker III	\$ 75,461	\$ 105,824	\$ 36.2793	\$ 50.8769
Maintenance Worker II	\$ 59,089	\$ 75,644	\$ 28.4082	\$ 36.3673

Notes:

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

**Town of Portola Valley
Salary Schedule**

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

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

Finance

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

Planning

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

Public Works / Facilities Maintenance

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

Notes:

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

RESOLUTION NO. 2018

**RESOLUTION OF THE TOWN COUNCIL OF
THE TOWN OF PORTOLA VALLEY MODIFYING THE SALARY
SCHEDULE FOR FISCAL YAR 2018-2019**

WHEREAS, THE Town Manager has recommended salary adjustments for all classifications for the 2017-2018 Fiscal Year; and

WHEREAS, the Town Council has considered the recommendations and wishes to adjust the salary schedule for the benefit of the employees of the Town;

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

1. The Town Council of the Town of Portola Valley adopts the attached updated Salary Schedule for implementation as of July 1, 2018

AYES, and in favor thereof,

RECUSED,

NOES,

ABSENT,

PASSED AND ADOPTED THIS 23rd day of Mary, 2018.

APPROVED: _____
Mayor

ATTEST:

Town Clerk, Town of Portola Valley

Trails and Paths Committee Update to the Council Spring 2018

Thank you for the opportunity to update the Council on the Trails and Paths Committee and its work.

We are grateful to be **fully and collegially staffed** as a committee, representing the diversity of PV including communities within our community, family situations, types of trail user, tenures of residency, generations, and genders.

We are thankful for the **positive collaboration** we have **with town staff** especially the Director of Public Works as well as our council liaison.

Regular activities include:

- **Proactive monitoring and recommendations** to Staff for maintenance and repair of trails and signs, seasonal closures / openings, comments on development plans, and maintenance of the website. Activities also include sponsoring an annual community hike, wildflower seeding, and a horse faire.
- Regular activities also include **responsive feedback to questions and/or concerns** from community members, Staff and other Committees. Trail inquiries most often relate to approved use, actual use, repairs and maintenance, signage, education, enforcement, etc.

Items of particular note this year include:

- Adequacy of signage and appropriate use of trails adjacent to the Ranch (including the trial of gates to deter bicycle traffic) and Veronica Place,
- Scoring for horses at road crossings for the trail along Hayfields Road, and
- Trail routing and maintenance recommendations in collaboration with the Conservation Committee at key open space priority parcels including Spring Down.

New activities include:

- Additional communication and coordination with new Conservation Committee liaison and Portola Valley Ranch Homeowners Association representatives that regularly attend committee meetings.
- Communications with the Westridge Homeowners Association (WHA) have been infrequent but generally constructive. We recognize and compliment the WHA for investing in numerous new, clear, and tasteful signs and noticeable trail maintenance efforts throughout its trail network. We appreciate their efforts and partnership.
- Initiation of trail audits of all PV trails including pictures and narrative descriptions of trail conditions in Spring 2018 under the recently adopted environmentally preferable purchasing and practices related to trail maintenance. The stated purpose is to support Staff in assessing and reporting to Council on the costs, benefits, and consequences (including financial, staff, and partner resources and costs; compliance with current trail maintenance standards; and impacts on trail usage, condition / function, and aesthetics) of adoption of these new practices.

Looking ahead:

- Continue to host the community horse faire and at least one if not more community hikes.
- Collaborate with the Conservation Committee on trail related open space parcels, and
- Support Staff and Council in their implementation, assessment, and refinement of the environmentally preferable purchasing and practices on the trails.

There are no written materials for this item.



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Arly Cassidy, Interim Planning Director

DATE: May 23, 2018

RE: Adoption of Resolution Amending the Town's Fee Schedule to Add a New Fee for the Cannabis Permit CUP

RECOMMENDATION

Staff recommends that the Town Council:

1. Adopt a finding that the resolution is exempt from the California Environmental Quality Act (CEQA); and
2. Adopt the attached Resolution amending the Town's Fee Schedule to add a new fee for the Cannabis Permit CUP (Attachment 1).

BACKGROUND

On April 25, 2018 the Town Council of Portola Valley approved a Cannabis Ordinance which created a new sub-type of Conditional Use Permit (CUP), called a Cannabis Permit. The ordinance will go into effect on May 25, 2018. A new fee must be created in conjunction with this new permit type. This report describes the proposed fee and the justification for the fee amount, and the noticing requirements for the fee.

DISCUSSION

The Town of Portola Valley is in the process of updating its fees for the Planning and Building Department. The fee study is in draft form and is not yet ready for Council review; however, the draft report reflects accurate data and analysis of department staff time needed to process and review each type of permit. The study reflects that a Conditional Use Permit requires approximately four (4) hours of staff time to process and route the permit, which is recouped with a flat fee. Further review by a staff planner averages approximately thirty (30) hours, and is recouped via a cost recovery system. Based on these averages, the study estimates that staff time costs \$783 for processing and \$5,874 for review.

The Cannabis Permit CUP application will be required to undergo the same review and process as the Standard CUP application currently listed in the Portola Valley Fee

Adoption of New Fee for Cannabis Permit CUP

Schedule. Therefore, staff recommends that the average staff time costs described above be used as the fees for the Cannabis Permit CUP fee, with some rounding down:

- \$750.00 Flat Fee for Cannabis Permit CUP
- \$5,000.00 Initial Deposit for Cannabis Permit CUP

NOTICING

State law requires that any new or updated fees be reviewed by the Council at a public hearing, and be noticed to the public in advance of the fee going into effect. The following is a list of the noticing requirements and the Town's satisfaction of said requirements:

- Publication of the meeting notice in a local newspaper, twice, at least 10 days in advance (Notice published in the *The Almanac* newspaper on May 2 and May 9, 2018)
- Notice sent to any interested parties at least 14 days in advance (Notice sent by email to the Cannabis mailing list and the Town Council agenda listserv on May 9, 2018)
- A report available to the public at least 10 days in advance, describing the proposed fee and its justification (A report similar to this one has been available at the Town Hall front counter since May 11, 2018).

ENVIRONMENTAL REVIEW

The proposed fee is exempt from California Environmental Quality Act (CEQA) pursuant to Section 15378 of the CEQA Guidelines, which defines projects subject to CEQA review.

FISCAL IMPACT

The proposal is a new fee for a new permit sub-type. The flat fee is calculated to cover predictable staff processing time, and staff time is charged against the deposit, with any remainder refunded to the applicant. The Town's ordinance allows that only five Cannabis Permit CUP permits be issued within the first year of the permit's availability. In subsequent years, the maximum of ten permits may be issued. It is an annual permit which requires a renewal each year. The Town can therefore expect to take in a maximum of \$3,750 in fees within the first year, and a maximum of \$7500 in fees in any subsequent year.

ATTACHMENTS

1. Resolution
2. Amended Fee Schedule for the Town of Portola Valley, Planning Fees & Permits

Approved by: Jeremy Dennis, Town Manager



RESOLUTION NO. _____-2018

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
AMENDING THE TOWN'S FEE SCHEDULE TO ADD
A NEW FEE FOR THE CANNABIS PERMIT CUP**

WHEREAS, Municipal Code Section 18.34.040 [Fees for applications – Collection] of Chapter 18.34 [Administration] of Title 18 [Zoning] authorizes the Town Council to establish, by resolution, the amounts of fees for applications and permits under the Zoning Ordinance and may, from time to time modify the resolution; and

WHEREAS, Resolution 2619-2014 was adopted on May 14, 2014 and provided for a revised master fee schedule; and

WHEREAS, Resolution 2595-2013 provides the fees and charges set forth in Exhibit A shall be adjusted annually on July 1st of every year by the percentage increase or decrease in the Consumer Price Index—All Items Index (San Francisco-Oakland-San Jose). The calculation will be based upon the index from February of the prior year to the index for February of the current year; and

WHEREAS, the proposed fees are not a tax pursuant to State of California Proposition 26; and

WHEREAS, on May 2 and May 9, 2018, the Town Clerk published notices in a newspaper of local distribution concerning the Town Council's intention to hold a public hearing to consider adoption of a revised fee schedule and all documentation supporting the proposed fee schedule was made available to the public, beginning Friday, May 11, 2018.

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

Section 1. The fees set forth in the attached fee schedule (Exhibit A) are hereby established pursuant to the Town of Portola Valley Municipal Code and shall be paid to or collected by the Town for each of the applications, permits, extensions, renewals, services or other matters enumerated therein. No application shall be deemed filed or complete until all required fees have been paid in full to the Town.

Section 2. Resolution 2619-2014 is hereby amended to include the Cannabis Permit CUP fee within the Planning Fees & Permits Section, as described in Exhibit A, it being the intent of the Town Council that the fee schedule adopted by this resolution shall amend the Planning Fees & Permits Section of the master fee schedule, but leave unaltered all other Sections of the master fee schedule.

Section 3. Annual Adjustment. The fees and charges set forth in Exhibit A shall be adjusted by the Town Council in July of every year by the percentage increase or decrease in the Consumer Price Index—All Items Index (San Francisco-Oakland-San Jose). The calculations will be based upon the index from February of the prior year to the index for February of the current year.

Section 4. This resolution shall become effective on May 25, 2018 and shall be applicable to all fees and deposits listed on Exhibit A which are payable to the Town from and after the effective date hereof.

PASSED AND ADOPTED this 23rd of May 2018.

By: _____
John Richards, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

PLANNING FEES & PERMITS

Pre-Application Meeting	\$590
Architectural Review	
a) New Residence	\$1,140
b) Guest House/Addition	\$675
c) Amendment	\$340
Site Development Permit	
a) 50-100 Cubic Yards	\$1,070
b) 101-1,000 Cubic Yards	\$2,280
c) Greater than 1,000 Cubic Yards	\$2,890
Conditional Use Permit	
a) Standard	\$4,055
b) Planned Unit Development	\$6,085
c) Amendment	\$2,030
<u>d) Cannabis Permit</u>	<u>\$750</u>
Variance	\$2,400
Lot Line Adjustment	\$1,640
Geology Review	
a) Building Permit	\$255
b) Map Modification	\$1,015
c) Deviation	\$890
Subdivision Preliminary Map	\$3,115
Subdivision - Tentative Map	\$4,750
Subdivision - Final Map	\$1,360
Map Time Extension	\$380
Tentative Map Amendment	\$760
Final Map Revision	\$760
Certificate of Compliance	\$1,575

Environmental - Initial Assessment	\$340
Environmental - Negative Declaration	\$1,015
General Plan Amendment	\$3,380
Zoning Ordinance Amendment	\$1,690
Fence Permit	
a) Horse Fence	\$105
b) All Other Fences	\$230
Tree Removal Permit	\$70
Residential Data Report	\$105
Allowed Floor Area Calculation	\$105
Temporary Occupancy Permit	\$1,260
Appeal	\$5,250
Photovoltaic System	\$50
Temporary Gas or Electrical	\$500 deposit
Plan Review/Revisions	Per hour as billed
Zoning Permit Fee	\$310 plus \$1,000 deposit



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Starla Jerome-Robinson, Interim Finance Director

DATE: May 23, 2018

RE: Not-for-Profit Agency Funding Requests

RECOMMENDATION

Staff recommends that the Town Council approve funding for not-for-profit agencies providing services benefiting the Town, its residents, or the larger Peninsula community, in an amount not to exceed \$17,597.

BACKGROUND

Annually, the Town receives requests from a number of not-for-profit agencies. The Town Council reviews these funding requests and determines the allocation amount that each agency will receive. For fiscal year 2017-18, the Council made the following allocations:

Joint Venture Silicon Valley	\$1,000
Peninsula Conflict Resolution	\$ 525
Sustainable San Mateo County	\$2,500
Sustainable Silicon Valley	\$1,000
HIP Housing	\$3,000
Homeless Outreach Team (HOT)	\$2,763
Citizens Emergency Response Preparedness Program (CERPP)	\$5,000
League of California Cities	\$ 150
Statewide Local Street/Road Fund	
Housing Endowment and Regional ¹ Trust (HEART)	\$1,432
Total	\$17,370

DISCUSSION

The Town has received the following requests for fiscal year 2018-19 including a minimal

¹ This is the first year HEART has been included in the non-profit agency list; previously it was listed separately in the budget.

Not-for-Profit Agency Funding Requests

COLA increase from one agency and the addition of the Housing Leadership Council. Staff recommends awarding \$17,597 in the coming budget as follows:

Agency	Amount Requested	Recommended
Joint Venture Silicon Valley	\$1,250	\$1,000 ²
Peninsula Conflict Resolution	\$ 552	\$ 552
Sustainable San Mateo County	\$5,000	\$2,500 ³
Sustainable Silicon Valley	\$1,000	\$1,000
HIP Housing	\$3,000	\$3,000
Homeless Outreach Team (HOT)	\$2,763	\$2,763
Citizens Emergency Response Preparedness Program (CERPP)	\$5,000	\$5,000
League of CA Cities Statewide Local Street/Road Fund	\$ 150	\$ 150
Housing Endowment and Regional Trust (HEART)	\$1,432	\$1,432
Housing Leadership Council	\$ 200	\$ 200
Total	\$20,347	\$17,597

FISCAL IMPACT

The total amount of contributions approved by the Council will be included in the 2018-19 proposed budget document, which is to be presented to the Council at its meeting on June 13, 2018.

ATTACHMENT

Attached Proposals:

1. Joint Venture Silicon Valley
2. Peninsula Conflict Resolution
3. Sustainable San Mateo County
4. Sustainable Silicon Valley
5. HIP Housing
6. Homeless Outreach Team (HOT)
7. Citizens Emergency Response Preparedness Program (CERPP)
8. League of CA Cities Statewide Local Street/Road Fund
9. Housing Leadership Council

Approved by: Jeremy Dennis, Town Manager



² Historically, Town Staff has recommended \$1,000 for JVSV, but we are unable to locate the rationale for the lower recommendation.

³ Historically, Town Staff has recommended \$2,500 for SSV, but we are unable to locate the rationale for the lower recommendation.

OFFICERS

Steven Bochner, Co-Chair
Wilson Sonsini Goodrich & Rosati

Hon. Sam Liccardo Co-Chair
City of San Jose

Russell Hancock, President & CEO
Joint Venture Silicon Valley

DIRECTORS

John Aitken
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Karolyn Kirchgesler
Team San Jose

Ibi Krukru
Ernst & Young LLP

Matt Mahan
Brigade

Greg Matter
Jones Lange LaSalle

Tom McCalmont
McCalmont Engineering

Jean McCown
Stanford University

Curtis Mo
DLA Piper

Mairtini NiDhomnaill
Accretive Solutions

Mary Papazian
San Jose State University

Joseph Parisi
Therma

Dave Pine
Supervisor, San Mateo County

Robert Raffo
Hood & Strong LLP

Craig Robinson
SVB Financial

Sherri Sager
Lucile Salter Packard Children's Hospital

Jared Shawlee
San Jose Earthquakes

Susan Smarr
Kaiser Permanente

John A. Sobrato
The Sobrato Organization

John Tortora
Sharks Sports & Entertainment

Michael Uhl
McKinsey & Company, Inc.

Summer Van Pelt
University of Phoenix

John Varela
Santa Clara Valley Water District

Daniel Yost
Orrick, Herrington & Sutcliffe, LLP

May 16, 2018

Jeremy Dennis
Town Manager
Town of Portola Valley
765 Portola Valley Road
Portola Valley, CA 94028

Dear Jeremy:

I'm writing to thank you for your participation in Joint Venture Silicon Valley, update you on our initiatives, and request your support for the coming fiscal year in the amount of \$1,250.

At Joint Venture, local governments have the unique opportunity to participate both in collaborative initiatives with key private sector counterparts as well as public sector-specific programs designed to meet the needs of your agency.

We are also a premier research organization, providing free access to data and analysis for your use year-round. The research is provided by our in-house institute, the Silicon Valley Institute for Regional Studies. This includes most especially the hundreds of indicators we curate for the Silicon Valley Index, which is made freely available at a richly interactive website (siliconvalleyindicators.org).

We are proud to note that over 30 jurisdictions invested in our core operations last year. Here is a summary of our current programs, beginning with the most recent:

- The Silicon Valley Talent Partnership leverages highly skilled, pro bono human capital from Silicon Valley's corporations in order to help tackle some of our region's most pressing challenges. The Talent Partnership merged into Joint Venture on July 1, 2017.
- The Community Broadband Initiative (CBI) is a coalition of academia, residents, local governments, businesses, and the communications industry working together to deliver affordable gigabit broadband infrastructure in under-served Silicon Valley neighborhoods. CBI will pioneer a new partnership-driven model for financing, installing, and operating open source broadband networks and services.

- Silicon Valley Food Rescue is solving the problems of edible food waste and hunger with its A La Carte mobile food distribution model, piloting at Stanford University. Surplus food is collected from campus dining facilities in a refrigerated van and delivered directly into neighborhood where people live with chronic food insecurity.
- The Wireless Communications Initiative brings together the wireless industry, local governments, businesses, and residents to improve the wireless network infrastructure in Silicon Valley. The group is striving to transform our region into a world-class showcase of speed, efficiency, and cost-effectiveness.
- Our Resilience Portfolio is comprised of the Public Sector Climate Task Force, an Adaptation/Sea Level Rise (SLR) group, and our ongoing engagement on disaster preparedness. The Task Force convenes agency representatives from cities, towns and counties throughout Silicon Valley to develop effective collaborative solutions for the reduction of greenhouse gas emissions and to provide a forum to learn from each other and others about climate protection programs. The Adaptation/SLR discussion group brings critical regional and state policies, projects, and programs to local agencies to inform and encourage engagement to benefit both. We are a major contributor to the US Geological Survey's recently launched HayWired scenario, which envisions a Hayward Fault earthquake in our modern wired and wireless world.
- The Grand Boulevard Initiative is bringing lasting improvements to El Camino Real. Comprised of a Task Force of leaders from 19 cities, counties, and agencies, the initiative is supported by a staff Working Committee dedicated to making the corridor a successful place for residents to work, live, shop and play.
- Our Smart Mobility initiatives, which are bringing demand-side reductions to the region's transportation challenges. This includes the Managers Mobility Partnership, an agreement between the managers of four Silicon Valley cities (Palo Alto, Mountain View, Redwood City and Menlo Park) and Stanford University to address bike infrastructure and other cross-jurisdictional issues.

In addition to these, which all Joint Venture members are welcome to join, we have two special programs that local governments may opt to participate in with an additional financial contribution:

- The Smart Region Initiative is a coalition of local governments, businesses, and residents working together to improve quality of life in Silicon Valley through the targeted and holistic application of smart city technologies and to lead and transform Silicon Valley's smart cities implementations at a regional scale.
- The Silicon Valley Economic Development Alliance (SVEDA) is comprised of the economic development staff from 25 member agencies who enhance their professional development and promote the region through meaningful partnerships and collaborative action.

These initiatives are shaped by the input of our members and our board to respond to the challenges faced by our dynamic population and economy, and they would not be possible without the active engagement and support of you and your staff.

We are hopeful that you share our view that collaboration is the key to a successful region, our problems are best tackled through working together, and that we are a worthwhile investment toward advancing those goals. If so, please continue with us as a funding partner. An invoice is attached. Please contact me or my team with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Russell Hancock". The signature is written in a cursive style with a large initial "R" and a long, sweeping underline.

Russell Hancock
President & Chief Executive Officer



April 24, 2018

Jeremy Dennis, Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028



Dear Mr. Dennis,

We know that our cities are faced with budget challenges that require hard choices. We hope that you continue to see the value of PCRC's services, and that you will make the choice to continue to contract with us. **We did not raise our contract fee, last year.** This year, we are asking for a 5% COLA increase.

When state, county and city services are being reduced or restructured, PCRC is needed in the community more than ever. **PCRC's services alleviate the costs of lawsuits, police responses, and many types of calls for city services,** such as code enforcement and planning. We help relieve the burden on your already strained resources.

A few examples:

- A neighborhood dispute can lead to multiple complaints to city staff and elected officials. A referral to PCRC can help create resolution and no more calls to city hall.
- PCRC has trained over 100 public employees in facilitative leadership skills. 90% said that the information was applicable to their work. These staff will be more able to manage situations before they become HR problems.
- PCRC facilitators helped a city gather input about community priorities that will inform the City Council's budgeting process.

I believe that PCRC's services truly make a difference in our community, and I've seen it first hand. Working hand-in-hand with local government, we are making our neighborhoods safer, stronger and more resilient. I hope you will continue to be PCRC's partner. **A 2018-2019 proposed scope of work is enclosed. Please let me know if you will renew by June 1, 2018.**

Please feel free to contact me with any questions.

Best regards,

Michelle Vilchez
Executive Director



Sustainable San Mateo County

Economy. Equity. Environment.

(650) 638-2323 x321 • Fax: (650) 361-1395
177 Bovet Road, Sixth Floor, San Mateo, CA 94402
Email: christine@sustainableanmateo.org
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[Twitter.com/SustainableSMC](https://twitter.com/SustainableSMC)

May 11th 2018

FOUNDERS

MARCIA PAGELS
RUTH PETERSON

BOARD OF DIRECTORS

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WILLIAM SCHULTE
CHAIR
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THERESA LYNGSO
DOUG MCGLASHAN
RICKI MCGLASHAN
MARK MOULTON

STAFF

Project Manager
Indicators Report
FLORA KAPLAN
Executive Director
CHRISTINE KOHL-ZAUGG

Dear Mayor Richards and Town Manager Dennis:

On behalf of Sustainable San Mateo County (SSMC), we would like to thank you again for the Town of Portola Valley's ongoing contributions in the past. Enclosed is our application for support during 2018-19.

We want to clarify that **Sustainable San Mateo County (SSMC) is an independent 501(c)(3) nonprofit organization** that has been engaging local residents and leaders in advancing sustainability since 1992. **We are not affiliated with or funded by the county's Office of Sustainability, and we depend on local cities for support.** Our nonprofit works with local residents and community organizations to stimulate grassroots engagement on the "three E's of sustainability": economic, environmental and social equity. More than just focused on sustainability metrics, SSMC's vision is to advance sustainability in our county by providing successful sustainability practices, by highlighting critical sustainability issues and opportunities, and by crafting sustainability goals. We hope you will support us at the level most cities of your size underwrite - \$5,000 - or more, so that we can continue this important work. **Our goal is to have 100% participation from our cities and towns in financially supporting this program.**

Thank you again.

Sincerely,

Christine Kohl Zaugg
Executive Director, Sustainable San Mateo County

May 11, 2018

Jeremy Dennis
Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Sustainable Silicon Valley (SSV) is dedicated to creating collaborative solutions to the toughest sustainability challenges facing the Bay Area and beyond through our three core programs:

- Net Positive Communities
- Water Replenish
- Carbon Balanced Bay Area

We work with our member network across disciplines with the goal of achieving a Net Positive Bay Area by 2050 in which we produce more renewable energy than we consume, optimize water resources to ensure water resilience, and sequester more carbon than we emit.

Sustainable Silicon Valley (SSV) values the Town of Portola Valley's support as a member. In July 2018, it will be time for you to renew your membership which furthers our efforts to create a Net Positive Bay Area by 2050 through our water, carbon, and energy programs.

Thank you for continuing your \$1,000 membership with SSV.

Together, we will create a Net Positive Bay Area.

Sincerely,



Jennifer Thompson
Executive Director



March 28, 2018

Mr. Jeremy Dennis
Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028



Dear Mr. Dennis,

HIP Housing respectfully requests a grant of \$3,000 from the Town of Portola Valley to help our dedicated program staff continue to provide creative, affordable, housing solutions to the residents of San Mateo County. By matching those who have space in their homes with those who need an affordable place to live, HIP Housing's Home Sharing Program turns existing housing stock into new affordable housing.

HIP Housing provides vital lifeline housing services to the residents of all 20 cities in San Mateo County. Home Sharing, in particular, has a tremendous amount of crossover between cities. This year, HIP Housing is continuing our "Fair Share" campaign with the goal of engaging every city and town in the County in support of Home Sharing. If the Town of Portola Valley will join with us in FY 2018-2019, we will have achieved this goal.

The issue of housing affordability has never been more relevant, or more critical than it is today. The current housing market is failing to meet the needs of low-income individuals, seniors, and families throughout San Mateo County, which is why finding creative, practical, and affordable housing solutions like Home Sharing and deepening their impact has never been more important.

We hope that the Town of Portola Valley will join with us, to be part of the solution to this growing need, and be by HIP Housing's side in 2018-2019, as we continue to provide affordable housing to people in need. Thank you for your kind consideration of this funding request.

Sincerely,

Kate Comfort Harr
Executive Director

Human Investment Project
800 S Claremont St., #210
San Mateo, CA 94402

p 650 348-6660
f 650 348-0284
www.HIPhousing.org

Home. Heart. Hope.

- Home Sharing
- Self-Sufficiency
- Property Development

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Kate Comfort Harr
Executive Director
Laura Fanucchi
Associate Executive Director
Clarice Veloso
Development Director
Norma Quiroz
Financial Controller

Cindy Rodas

From: Brian Eggers <beggers@smcgov.org>
Sent: Monday, May 14, 2018 2:24 PM
To: Cindy Rodas
Subject: RE: SMC Homeless Outreach Team - FY 18-19 Contribution

Hi Cindy,

The formal letters are not completed yet but we are requesting support from the Town of Portola Valley for Homeless Outreach Services at the same level as last FY. The requested amount of support is \$2,763.

Let me know if any other questions.

From: Cindy Rodas [mailto:crodas@portolavalley.net]
Sent: Monday, May 14, 2018 12:38 PM
To: Brian Eggers <beggers@smcgov.org>
Subject: FW: SMC Homeless Outreach Team - FY 18-19 Contribution
Importance: High

Hello Brian,

Thank you for your voicemail and for following up on my last call regarding an annual request for support for the Homeless Outreach Team (HOT) Services. I understand that you may not have the formal letters yet but if you could help us with providing us with the amount in which you are seeking for support for the 2018-19 fiscal year that would be of great help to us as we are hoping to wrap up our budget process. Please let me know if there is anything that I may be able to provide to you or assist you with. Thank you and I hope to hear from you soon.

Best regards,

CINDY RODAS
Accounting Technician

Town of Portola Valley
Tel: 650.851.1700 Ext. 229
www.portolavalley.net

Follow us:



Citizens Emergency Response and Preparedness Program
Woodside Fire Protection District
3111 Woodside Road
Woodside, CA 94062
650-851-1594
www.cerpp.org



Date: April 26, 2017

To: Jeremy Dennis
Town Manager
765 Portola Valley Road
Portola Valley CA 94028

From: Armando Muela
CERPP President
566 Lakeview Way
Emerald Hills, CA 94062

Subject: CERPP Revenue Request

Hello Jeremy,

It was nice seeing you at our last CERPP Board of Directors meeting in April. The following information will hopefully assist with any information you will require in requesting additional funding for CERPP this year.

Background:

Portola Valley has been a big supporter of CERPP over the last 18 years with providing leadership and funding CERPP's mission in preparing our communities in disaster preparedness.

Historically the Towns of Portola Valley, Woodside and Woodside Fire District have provided funding to CERPP. CERPP is again seeking additional funding to meet our goals this fiscal year. CERPP utilizes these funds to provide training, purchasing equipment, and replace outdated supplies. The funds also maintain CERPP's radios and disaster containers. The Town of Woodside and Woodside Fire Protection District have already approved funding in their budgets in the amount of five-thousand dollars.

Proposed:

As you may be aware the CERPP's Board has been busy this year providing CERT classes and specialize disaster preparedness training for our communities. The CERPP Board has also approved funding to replace and repair expired medical supplies located throughout the Towns. All of this increased activity is the reason CERPP requesting additional revenue. The additional costs of proving increased community training coupled with OES not providing CERT bags,

helmets and supplies for our CERT classes are depleting CERPP's revenues. The CERPP Board is requesting the Town of Portola Valley approve five-thousand (\$5,000.00) dollars in their budget for CERPP. These funds will be used to meet our community's needs in disaster preparedness for years to come.

I have included our current CERPP Budget for your review. If you require further information feel free to contact me directly. I may be reach by email, armandom@comcast.net or cell phone (650) 740-9203.

I have attached Joe Coleman to this email as he is CERPP's Finance Director.

Thank you in advance,
Armando

Armando Muela
CERPP Board President

Cindy Rodas

From: Meghan McKelvey <mmckelvey@cacities.org>
Sent: Wednesday, May 9, 2018 2:31 PM
To: Cindy Rodas
Subject: RE: CA Statewide Local Streets and Roads Funding

Hi Cindy,

Thank you for reaching out to me. We will be asking for contributions (\$150 for your population) in Dec/Jan. I don't have the exacting time yet.

Does this help?

Meghan McKelvey



*Strengthening California Cities
Through Advocacy & Education*



From: Cindy Rodas <crodas@portolavalley.net>
Sent: Wednesday, May 09, 2018 2:27 PM
To: Meghan McKelvey <mmckelvey@cacities.org>
Subject: CA Statewide Local Streets and Roads Funding

Hello Meghan,

I am reaching out on behalf of the Town of Portola Valley in regards to the suggested contribution request to the League. In the past the Town has received a request for support/Assessment Funding letter addressed to the Town Manager, Jeremy Dennis for the upcoming fiscal year. Is it possible to receive something similar for budget planning purposes? Last year there was a suggested contribution level based on the population, our contribution amount was \$150. Please let me know if anything is needed on our end. Thank you in advance for your assistance.

Best regards,

CINDY RODAS
Accounting Technician



Jeremy Dennis
Town Manager
765 Portola Road
Portola Valley, CA 94028

September 7, 2017

RE: Invoice for 2017-18 Member Dues

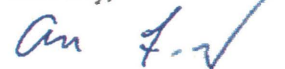
Dear Mr. Dennis,

On June 30 of this year HEART completed its first year as an independent organization separated from the Housing Leadership Council (HLC). Over the past year, we revamped everything from our phone and accounting systems to our operational strategy and our annual fundraising event. I am pleased to report that through our efforts we have increased private contributions, reduced expenses and expanded and improved our programs. I would like to share with you a few of the ways we are prepared to build more affordable housing and better serve our member cities.

- Through a tremendous amount of work and creativity, we now have the ability to help school districts develop teacher housing. HEART can provide school districts with technical assistance and financing for predevelopment work. We are working with a number of districts and will soon be announcing our first school loan.
- The San Mateo County Board of Supervisors recently approve a \$5 million loan to HEART to accelerate the development of affordable housing in the County. Combined with \$2 million of HEART's own funds, we have over \$7 million available to make short-term predevelopment, acquisition, construction and bridge loans for affordable housing projects.
- The County loan is also serving as the foundation for our newly formed Civic Housing Innovation Fund. The purpose of the Fund is to borrow uncommitted housing money from cities for two- to three-year terms and invest it in affordable housing projects throughout the County. HEART will pay cities interest on borrowed funds and repay the cities at the end of the loan term or when they have affordable housing projects ready to start. We are also exploring the possibility of cities getting Regional Housing Needs Allocation (RHNA) credit when lending funds to HEART for projects outside their jurisdiction.
- We have increased our down payment assistance loan to \$117,281 and made other improvements to our first time homebuyer program. These changes will enable us to help more people buy their first home in San Mateo County. HEART has more than \$1.6 million available to make loans.

We are very excited about these changes and look forward to helping provide affordable housing for residents of San Mateo County. Please don't hesitate to contact me if you want to discuss these programs, need additional information, or if we can be of service in any other way. And thank you again for continued support; enclosed is an invoice for fiscal year 2017-18 HEART membership dues. On behalf of staff and the Board of Directors, thank you for being a member of HEART.

Sincerely,


Armando F. Sanchez
Executive Director

BOARD OF DIRECTORS

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County of San Mateo

Ron Collins, *Vice Chair*
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Julia Baigent
Attorney at Law

Rick Bonilla
City of San Mateo

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Maryann Moise Derwin
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Cargill, *ret.*

Sup. Warren Slocum
County of San Mateo

Marcia Raines, *Treasurer*
City of Millbrae, *ex officio*



May 16, 2018

Cindy Rodas
Town of Portola Valley
769 Portola Road
Portola Valley, CA 94028

Dear Cindy,

Thank you for your support of HLC. Your contributions and those of donors like you have been instrumental in expanding our reach throughout San Mateo County in the past year, allowing us to add staff and start new initiatives. I hope you will **help us build on the momentum we generated this year by becoming an HLC member with a contribution of \$200.00.**

We know that to solve the local housing crisis, San Mateo County must protect current residents from displacement and build more affordable and market-rate housing. This year, thanks to your help, HLC successfully advocated to increase the County's investment in housing by \$13 million, brought more supporters than opponents to three hearings on affordable housing, and helped pass Commercial and Housing Impact Fees in eleven communities.

The pressure on the current housing stock is not going to ease on its own. Cities continue to permit more and more jobs, with Google recently announcing the addition of up to 20,000 jobs in San Jose in the next several years.

Low-income communities and communities of color suffer the most when cities zone for jobs without building enough housing. The problem has gotten so bad that even white-collar workers - teachers, nurses, doctors, and city employees - are being priced out of our communities. Our region cannot maintain its excellent standard of living without everyone who *works in* our communities having the opportunity to *live in* those communities.

We must do better.

BOARD OF DIRECTORS

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Non-Profit Housing
Association of N. CA

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Paul Ring
The Core Companies

John Tastor
Arthur J. Gallagher & Co.
Insurance Brokers

Kenneth Cole
Ex-officio
San Mateo County
Department of Housing

As a member of HLC, you will have access to the following:

- A seat at the table! The opportunity to join our endorsement and/or policy committees and decide which proposals and policies we will support.
- Discounted rates for member mixers and annual events held throughout the year.
- Opportunities for establishing new partnerships with fellow housing supporters and leaders throughout the County.
- The satisfaction of knowing you are providing the financial and political support HLC needs to change the way San Mateo County grows.

We are the only organization that strives to engage members of all sectors in the housing conversation, because we believe that everyone - renters, nonprofits, elected leaders, banks, realtors, homeowners, activists, landlords, and tech companies - has a stake in the solution. **HLC has the potential, with your help, to change the trajectory of development in San Mateo County for the next decade.** We will focus on increasing funding, access to sites, and providing protections to people most at risk of displacement. We will partner wherever possible with regional, state, and national partners so that our stories in San Mateo can be leveraged to have broader impact. With your support of \$200.00, we can continue to expand our reach in the community and truly make the Bay Area a better place to live for all of us.

Sincerely,

Evelyn Stivers
Executive Director

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

There are no written materials for Town Manager Report.

TOWN COUNCIL WEEKLY DIGEST

Thursday – May 10, 2018

1. Agenda – Architectural & Site Control Commission – Monday, May 14, 2018
2. Agenda – Trails & Paths Committee – Tuesday, May 15, 2018
3. Agenda – Planning Commission – Wednesday, May 16, 2018
4. Notice from Public Works Director – Residents Notification of Street Resurfacing Project Timeline
5. Email from Resident Sue Chaput re: Dixon Water Foundation Josey Pavilion / Lake Flato
6. Invitation to Council of Cities Dinner Meeting and City Selection Committee Meeting Agenda Packet - May 18, 2018
7. Invitation from the League of California Cities – Mayors and Councilmember Executive Forum and Advanced Leadership Workshops – June 27 - 29, 2018
8. [Western City Magazine – May 2018](#)

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

1. LABOR Newsletter – May 2018



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)

Monday, May 14, 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, Ross, Wilson, Vice Chair Koch and Chair Sill

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. Preliminary Architectural Review for a New Residence, Detached ADU/garage, Swimming Pool and Landscaping, File # PLN ARCH 23-2017, 9 Buck Meadow, King Residence (Staff: A. Cassidy)
2. Preliminary Architectural and Site Development Permit Review for a New Pool Cabana and Undergrounding of an Existing Seasonal Creek, File # PLN ARCH 40-2017, 199 Mapache Drive, Mainzer Residence (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

4. ASCC Meeting of April 9, 2018

ADJOURNMENT

AVAILABILITY OF INFORMATION

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

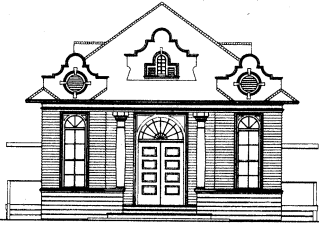
Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are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

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, May 15, 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 – March 20, 2018 and April 17, 2018**
- 4. Old Business**
 - a. **Monthly Trail Conditions, Work, and Budget Update:** (Discussion)
 - b. **Trail Conditions Audit:** project update (Discussion)
 - c. **Committee Annual Report and Plan:** report to be presented at May 23 Council meeting (Discussion)
- 5. New Business**
 - a. **Site Development Plans:** (Discussion, as filed and applicable)
 - b. **Accolades:** Hayfields scoring, etc. (Discussion, if any applicable)
- 6. Other Business**
- 7. Adjournment**

Enclosures:

Committee Annual Report to the Council for May 23, 2018 Meeting
Minutes from March 20, 2018 and April 17, 2018
Trail Work Map & Memo – May 2018
Financial Review – May 2018



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission
 Wednesday, May 16, 2018
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

SPECIAL PLANNING COMMISSION FIELD MEETING

4:00 PM 5588 Alpine Road – Preliminary Architectural, Site Development and Variance Review for a New Residence, Detached Carport, Removal of Significant Trees and Landscaping

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Hasko, Kopf-Sill, Taylor, Vice-Chair Goulden, Chair Targ

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Preliminary Architectural and Site Development Permit Review for a New Pool Cabana and Undergrounding of an Existing Seasonal Creek, File # PLN ARCH 40-2017, 199 Mapache Drive, Mainzer Residence (Staff: A. Cassidy)
2. Final Review of a Geologic Map Modification and Preliminary Architectural, Site Development and Variance Review for a New Residence, Detached Carport, Removal of Significant Trees and Landscaping, File # 43-2017, 5588 Alpine Road, Ross Residence (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

4. Planning Commission Meeting of May 2, 2018

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

PUBLIC HEARINGS

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

Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

May 9, 2018

Re: Notice of Street Resurfacing May 21 – June 30, 2018
See back page for street list

Dear Resident:

The purpose of this letter is to notify you that the Town of Portola Valley will be performing street resurfacing on portions of the streets listed on the back page. This project will consist of asphalt repairs and applying surface seals to the road surface. Work is scheduled to take place between the dates listed above, weather permitting. The repairs will include grinding worn areas, crack sealing, a surface seal treatment, and repainting traffic markings.

Traffic will have limited access through these streets during the street resurfacing process. Traffic controls within the construction area will be in place. Normal construction hours are Monday through Friday from 8:00 a.m. to 5:30 p.m. Two days prior to construction, “No Parking” and “Tow-away” signs will be posted with the effective time and date. Roads will be reopened to full traffic and parking at the end of each working day, however, during the construction period, loose gravel and an uneven pavement surface will result from removing the surface asphalt. For the entire project, we estimate it will take 2 weeks to repair damaged pavement sections, 1 week to remove traffic striping, 1 week to apply surface seals, and 1 week to repaint traffic markings. To maintain competitive prices, the contractor, **O’Grady Paving, Inc. (650-966-1926)** is allowed to schedule the work in a cost effective manner which may result in a time lag between repair, required curing times, and resurfacing.

We are aware there will be residents and businesses who will be inconvenienced by the street resurfacing work and we ask for your cooperation and understanding. This improvement will result in an improved street that will serve the area for many years.

Additional information and updates are available on the Towns website at <http://www.portolavalley.net> under information for residents, public works projects. If you have any questions about the street resurfacing project, please call me, Howard Young, Public Works Director at 650-851-1700 x 200 or email at hyoung@portolavalley.net. The Towns onsite construction inspector is Kent Edwards and can be reached at cell phone 831-332-5702.

Cc: Public Works Committee
Woodside Fire Dept.

Green Waste Recovery
San Mateo County Sheriff

Street list for slurry seal treatments:

	Street Name	From - To	Treatment
1	Cheyenne Point	Entire street length	Slurry Seal
2	Deer Park Lane	Entire street length	Slurry Seal
3	Favonio road	Entire street length	Slurry Seal
4	Hillbrook Drive	Entire street length	Slurry Seal
5	Kiowa Court	Entire street length	Slurry Seal
6	Larguita Lane	Entire street length	Slurry Seal
7	La Sandra Way	Entire street length	Slurry Seal
8	Mapache court	Entire street length	Slurry Seal
9	Meadowood Drive	Entire street length	Slurry Seal
10	Nathorst Avenue (East)	Entire street length	Slurry Seal
11	Nathorst Avenue (West)	Entire street length	Slurry Seal
12	Paloma Road	Entire street length	Slurry Seal
13	Paso Del Arroyo	Entire street length	Slurry Seal
14	Prado Court	Entire street length	Slurry Seal
15	Ramoso Road	Entire street length	Slurry Seal
16	Sioux Way	Entire street length	Slurry Seal
17	Veronica Place	Entire street length/Public Portion	Slurry Seal
18	Arapahoe Court	Entire street length	Slurry Seal
19	Bolivar Lane	Entire street length	Slurry Seal
20	Cresta Vista Lane	Entire street length	Slurry Seal
21	Oak Forest Court	Entire street length	Slurry Seal
22	Meadow Creek Court	Entire street length	Slurry Seal
23	Stonegate Road	Entire street length	Slurry Seal
24	Zapata Way	Entire street length	Slurry Seal

In the slurry seal process, there can be material cure times of up to 1 week between the asphalt repair process and the application of the slurry seal top coat.

Note: The contractor will be hand delivering printed notices to residents 2 days in advance indicating the exact date your street is scheduled for the *slurry seal treatment phase* which may affect access until the surface has cured and dried enough to allow traffic (typically 4-5 hours). Please do not water or drive on surfaces until dried, it will affect the final look of the product and track onto surfaces. The garbage company typically will pick up garbage earlier that day if affected.

-----Original Message-----

From: Sue Chaput

Sent: Wednesday, May 9, 2018, 8:32 PM

To: MaryannMoise-DG <Mderwin@portolavalley.net>; JohnRichards-DG <JRichards@portolavalley.net>; AnnWengert-DG <AWengert@portolavalley.net>; GHughes0013@gmail.com
Cc: Sharon Hanlon <shanlon@portolavalley.net>; Jeremy Dennis <jdennis@portolavalley.net>; Howard Young <HYoung@portolavalley.net>

Subject: Dixon Water Foundation Josey Pavilion | Lake Flato

Sending again. Bright thoughts of gifting this to town. Put right in between the Town Hall and Library in the parking lot. Facing orchard. Whhaaatt? Would people have to use the four-letter word? Walk???

Fabulous. Open glass. Open to all or closed. New history museum presentation. New Library annex \$1 million already in donor funds. (If it is NOT nickel and dimed and spent down!)

New overflow space for library and town hall. Wonderful storage. Hidden in the support walls Even the neighboring church could use. Super sturdy stone floor. Calif native quarry. New gangbuster Makers space.

A commitment by a Longstanding support group A few phone calls for donors DONE!!.

Hose it down. Open to all during the day. Secure at night. E-Z Start Tomorrow. ALL FOR THE GREATER GOOD. With or without the newer updated master plan group now two years old

We NEED the space for our success. What a problem you lucky councilors 🍀🍀🍀

<https://www.lakeflato.com/eco-conservation/dixon-water-foundation-josey-pavilion>

THANK YOU.

Btw. I have sent this a few times. I have NEVER HEARD FROM ANYONE. EVER any chance this time I might receive a "received." I am so grateful for your time, energy and commitment to our Town. This is "groundbreaking."

I am keenly aware... This is public record....

We can always do a beautiful barn somewhere on the property I besiege you to honor the vision of some of our founders and forefathers and wonderful Citizens and volunteers to consider this 🍀🍀

Sent from my iPad

"What BEAUTIFUL THING are you doing today?"

Fri 5/4/2018 9:27 AM

Sukhmani Purewal spurewal@smcgov.org

City Selection Committee Meeting - May 18, 2018

Honorable Chair, Vice-Chair, and Mayors:

Please find the 5/18/18 City Selection Committee (CSC) Agenda packet attached to this email.

Please also find two (2) additional attachments:

- A "Proxy Designee Form" for mayors to fill out if they are sending another council member on their behalf to attend this meeting. Please fill out the form and return it to me immediately OR have the designated appointee bring it to the CSC meeting.
- An Invitation for the May 18th Dinner/Mtg. from Town of Woodside

The Agenda packet can be accessed via web by clicking the following link:

<http://cmo.smcgov.org/city-selection-committee>

This is a reminder from Chair Papan that "letters of interests" submitted after the deadline will be respectfully treated as floor nomination at the 5/18 meeting.

Please let me know if you have any questions or concerns. Have a great weekend!

Best,

Sukhmani S. Purewal

Assistant Clerk of the Board of Supervisors

Secretary to City Selection Committee



COUNTY OF SAN MATEO

400 County Center | Redwood City, CA 94063

Tel. (650) 363-1802 | spurewal@smcgov.org

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: May 4, 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, May 18, 2018**, at Independence Hall, 2955 Woodside Road, Woodside, CA 94062.

AGENDA

- 1) Roll Call
- 2) Approval of the minutes for the meeting of January 26, 2018
- 3) Selection of one (1) Council Member to serve on the Local Agency Formation Commission (LAFCo) representing *Cities*, for a term of four (4) years beginning May 2018 through May 2022
 - i. Council Member Mike O’Neill, City of Pacifica, is seeking reappointment*
- 4) 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

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: MAY 4, 2018

DRAFT MINUTES

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.

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

Absent: Belmont, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, and Portola Valley.

- 2) Approval of the minutes for the meeting of December 15, 2017

Motion: Brisbane

Second: San Bruno

Ayes: Atherton, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Hillsborough, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Noes: None

Absent: Belmont, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, and Portola Valley.

- 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

Nomination was accepted from the floor by Chair Diane Papan for Council Member Janet Borgens, Redwood City.

Motion to appoint Council Member Janet Borgens: Daly City

Second: Hillsborough

Ayes: Atherton, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Hillsborough, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Noes: None

Absent: Belmont, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, and Portola Valley.

- 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

Motion to appoint Council Member Mark Addiego as a Board Member: Brisbane

Second: Burlingame

Ayes: Atherton, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Hillsborough, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Noes: None

Absent: Belmont, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, and Portola Valley.

Nomination for the Alternate position was accepted from the floor by Chair Diane Papan for Mayor Juslyn Manalo, Daly City.

Motion to appoint Mayor Juslyn Manalo as an Alternate: Burlingame

Second: San Bruno

Ayes: Atherton, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Hillsborough, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Noes: None

Absent: Belmont, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, and Portola Valley.

- 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

Motion to reappoint Mayor Rick Bonilla, Mayor Doug Kim, and Council Member Ron

Collins: Burlingame

Second: Daly City

Ayes: Atherton, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Hillsborough, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Noes: None

Absent: Belmont, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, and Portola Valley.

- 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

Motion to appoint Council Member Glenn R. Sylvester: Brisbane

Second: San Bruno

Ayes: Atherton, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Hillsborough, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Noes: None

Absent: Belmont, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, and Portola Valley.

- 7) Oral Communications

None

The meeting was adjourned at 6:18 p.m.



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506
www.cityofpacifica.org

MAYOR
John Keener

MAYOR PRO TEM
Sue Vaterlaus

COUNCIL
Sue Digre
Mike O'Neill
Deirdre Martin

May 3, 2018

Dear Mayors and Fellow Council Members:

I would like to thank you for allowing me to serve as one of two City Representatives on the San Mateo County LAFCO Commission, I have served 4 years as the primary member and alternate for 2 years.

During my time on the Commission I have come to realize the impact of LAFCO on the Cities, Special Districts and the County that LAFCO has on the operations of our local government. Annexations, Municipal Service Reviews and other issues are discussed thoughtfully and decisions made that I believe have had a positive result for our residents and citizens and I am proud to have been a part of them.

Most government agencies are facing fiscal challenges the next several years. I believe that LAFCO can serve as a resource to educate and facilitate options that will help make everyone's decision making fiscally and politically sound while still preserving the level of service that our citizens have come to expect from the Cities, Special Districts and County of San Mateo.

I am asking for your support for my re-election to LAFCO for another term as a City Representative. Experience is valuable as we face our challenges and I bring that experience to every decision LAFCO makes.

Please vote for Michael O'Neill, Councilmember and former Mayor of Pacifica as your representative on San Mateo County LAFCO.

Thank you for your support on May 18 at the Council of Cities.

Sincerely,

Michael O'Neill
Council Member
City of Pacifica



Dinner/Meeting Announcement Friday, May 18, 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:

Independence Hall
2955 Woodside Road
Woodside, CA 94062

(Map, directions or parking
instructions)

Schedule:

6:00 pm Social Time
6:15 pm City Selection Committee
Meeting
6:30 pm Business Meeting
6:45 pm Dinner
7:00 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 **\$50.00 per person**

Mixed Green Salad with Blood Orange Segments, Parmesan Chips & Shallots with Citrus Vinaigrette dressing
Wild mushroom Ravioli with homemade marina sauce
Chicken Piccata
New York Steak with Red Wine Sauce
Roasted Fingerling Potatoes, Green Beans with Red Pepper & Slivered Almonds
Sliced Sourdough & Butter
No host bar

RSVP by noon on Friday, May 11, 2018

to Dora Wong Seamans, Town of Woodside Phone: 650-530-3438
Email: dwong@woodsidetown.org

Checks Payable to: Town of Woodside
Send the payment to this address:
Town of Woodside
C/O Dora Wong Seamans, Town Clerk, P.O. Box 620005
Woodside, CA 94062



Council of Cities Business Meeting at 6:30 p.m. Friday, May 18, 2018

6:30 p.m.

- 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

6:45 p.m.

- Dinner Buffett

7:00 p.m.

- Introduction of Program by Councilmember Dave Tanner, Town of Woodside
- PROGRAM:
 - Dave Tanner, Town of Woodside: High Speed Rail Systems
 - Grant Johnson, Prism Engineering: Traffic Gridlock

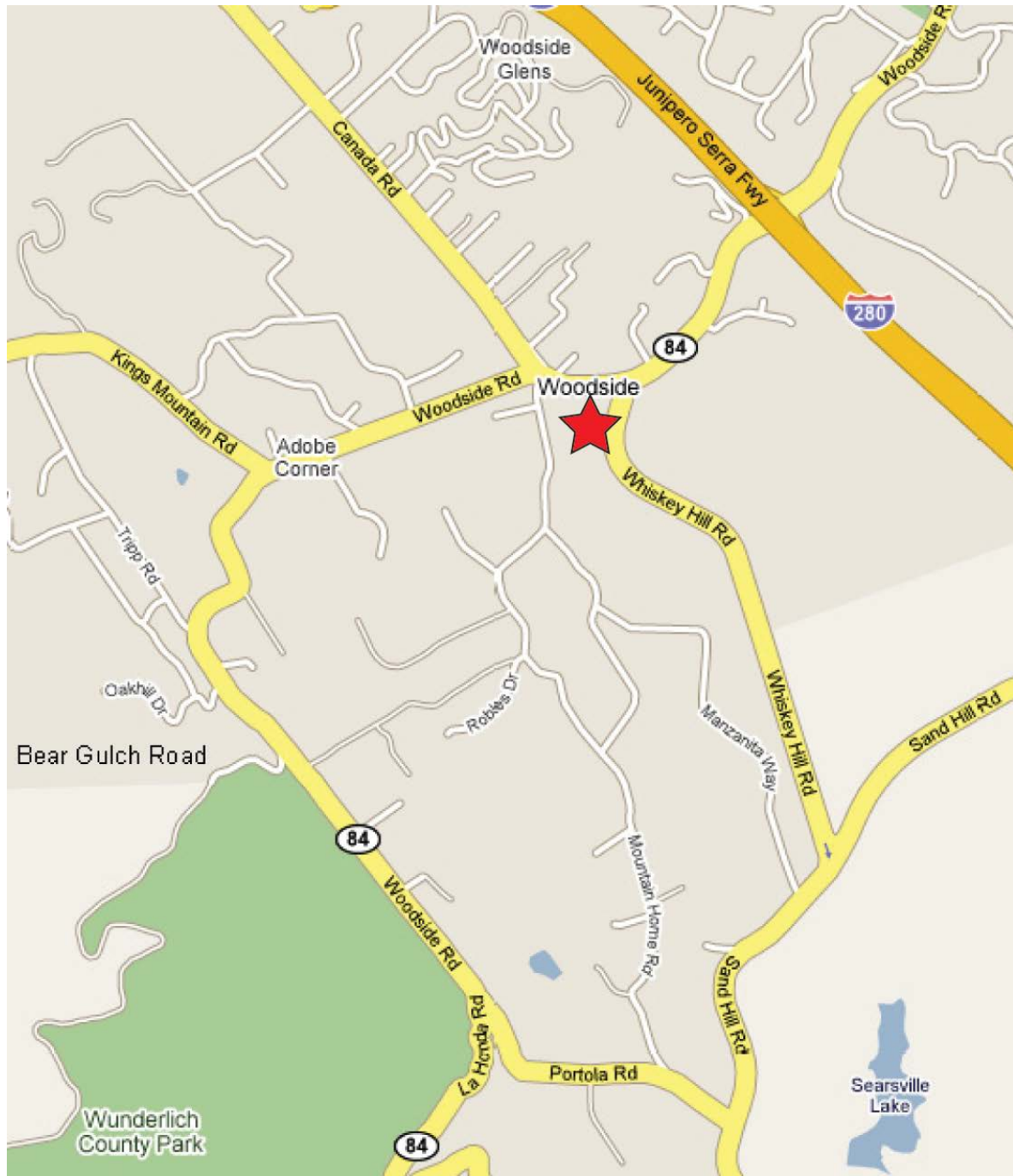
8:30 p.m.

- Meeting Adjourned

MAP and DIRECTIONS to Directions to Independence Hall 2955 Woodside Road, Woodside, CA 94062

From San Francisco, take I-280 South to Woodside Road (Hwy 84 West) exit. Turn right on Woodside Road, turn left on Whiskey Hill Road, turn right at the first driveway and proceed to the bottom of the parking lot.

From San Jose, take I-280 North to Woodside Road (Hwy 84 West) exit. Turn left on Woodside Road, turn left on Whiskey Hill Road, turn right at the first driveway and proceed to the bottom of the parking lot.



Tue 5/8/2018 9:08 AM

City_clerks <city_clerks-bounces@lists.cacities.org>; on behalf of; Johnnie Piña
jpina@cacities.org

[City_clerks] Mayors & Council Members Executive Forum & Advanced Leadership Workshops

Don't Forget to Register your Mayors & Council Members for Two Important Events!

The League of California Cities is hosting two excellent back-to-back opportunities for Mayors and Council Members of all tenures. The [Mayors & Council Members Executive Forum](#), taking place in Monterey June 27 - 28, will be followed immediately by the [Advanced Leadership Workshops](#) on June 29.

1. [MCM Executive Forum: Wednesday, June 27 – Thursday, June 28](#)

This two-day conference is designed for elected officials who are interested in cutting-edge approaches to challenges facing cities. Learn about a wide range of topics, including affordable housing, pensions, communicating with constituents, youth engagement, council-manager relations, and local regulation of cannabis. Discover more by viewing the [agenda and full list of educational sessions](#).

2. [Advanced Leadership Workshops: Friday June 29](#)

For those of you who wish to stay for more education on Friday, then the Advanced Leadership Workshops are for you! Choose between two popular workshops:

- City Finances — What You Need to Know
- Exceptional Council for Exceptional Times: Creating a Governance Culture of Civility and Purpose

Both workshops are scheduled from 9:00 a.m. to 3:00 p.m. and include breakfast and a working lunch. Class size is limited to 120 participants. Review the [announcement and workshop information](#), and decide which workshop is the right fit for you!

Registration deadline is May 29th. Register now, as space is limited. Separate registration is required for the Executive Forum and the Advanced Leadership Workshops.

[MCM Executive Forum Registration](#)

[MCM Advanced Leadership Workshops Registration](#)

If you have any questions, please contact Caitlin Cole at ccole@cacities.org

TOWN COUNCIL WEEKLY DIGEST

Thursday – May 17, 2018

1. Agenda (Cancellation) – Sustainability and Environmental Resources Committee – Monday, 21, 2018
2. Agenda – Town Center Master Plan Update Committee – Monday, May 21, 2018
3. Agenda – Open Space Acquisition Advisory Committee – Monday, May 21, 2018
4. Agenda – Conservation Committee – Tuesday, May 22, 2018
5. Email from resident Anne Fazioli-Khiari – Thank you Town Council and Trails Committee for supporting and organizing this year's Portola Valley Horse Fair

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

1. None



TOWN OF PORTOLA VALLEY
Sustainability & Environmental Resources
Committee Meeting
Monday, May 21, 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, May 21, 2018, has been canceled.



TOWN OF PORTOLA VALLEY
Town Center Master Plan Update Committee Meeting
Monday, May 21, 2016 – 3:30 p.m.
Council Chambers (Historic Schoolhouse)
765 Portola Road, Portola Valley, CA 94028

Agenda

1. Welcome/Introductions
2. Oral Communications from public on items not on the agenda
3. Introduction of Larry Strain and Susi Marzuola, Siegel & Strain
4. Presentation by Siegel & Strain of review plan
5. Questions/Comments from Committee
6. Set Next Meeting



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Monday, May 21, 2018, 7:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of April 26, 2018 minutes
4. Old Business
 - a) Refining the use of the Open Space Fund and role of the OSAAC
 1. Frog Pond Open Space: Conservation Committee report and recommendations
 2. Spring Down Open Space: Chip McIntosh, Craig Taylor to report on whether any budget items recommended by Conservation Committee are appropriate for OSAAC
 3. Clarifying the vision for each open space and the transition from fixups to maintenance
 - b) Monitoring reports: Lane Conservation Easement – status of report by Gary Nielsen, Craig Taylor
 - c) Properties of possible interest
 1. Incentives and general approaches for keeping large properties intact – Craig Taylor's. discussion with POST.
 - d) Updates on other goals
 1. Growing the Open Space fund
 2. Marketing/outreach: mailing to residents
 3. Fundraising and partnerships
5. New Business
6. Adjournment
7. Next Meeting?



**TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, May 22, 2018 –7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

REGULAR MEETING AGENDA

1. Call Meeting to Order
2. Oral Communications
3. Approval of April 24, 2018, minutes
4. Current Site Visits:
 - A. CalWater Station on Golden Oak
 - B. 425 Cervantes
 - C. 848/850 Portola Road
5. Tree Permits:
 - A. Frog Pond Open space oak tree
6. Old Business
 - A. Oversight of Significant Town Owned Open Space properties - update all for Council presentation
 1. Comprehensive Plan – to council 4/11/18
 2. Springdown Preserve
 1. Comprehensive care calendar
 2. Management Plan/Request for Funds
 - a. To Council 4/11/18
 3. Monarch butterfly habitat
 4. Naming Pond – cull to 10
 3. Frog Pond – last report April ‘18
 1. Presented to council 5/10/18
 4. Ford Field – see Appendix 3
 5. Town Center – last report April ‘18
 1. Presented to council 5/10/18
 6. Rossotti’s Field and ROW – see Appendix 2
 - B. Tip of the Month - Magill
 - C. What’s blooming now – Plunder
 - D. Kudos of the Month - Murphy
 - E. BYH - DeStaebler
 - F. Committee/Town cooperation
 1. Public Works
 2. Sustainability and Environmental Resources Committee
 3. Trails - Bourne
 4. Open space - Chiariello
 - G. Weed seedling info sheet photos labeled – Plunder (will be ready for approval March meeting)
 - H. Earth Fair Saturday, April 28 debrief
 - I. Rodenticide
 1. Turn in Day October (sooner?)
 2. Timetable for decreased Town use

7. New Business
8. Adjournment
9. Next meeting 6/26/18, 7:30 pm, Old Schoolhouse

Wed 5/16/2018 9:25 AM

Anne Fazioli-Khiari

PV Horse Fair

Craig Hughes <chughes@portolavalley.net>; JohnRichards-DG <JRichards@portolavalley.net>; Jeff Aalfs <JAalfs@portolavalley.net>; AnnWengert-DG <AWengert@portolavalley.net>; MaryannMoise-DG <Mderwin@portolavalley.net>; terry lee; Town Center <TownCenter@portolavalley.net>

Dear PV Town Council Members and Trails Committee Members,

I just wanted to thank you and your volunteers for supporting and organizing this year's PV Horse Fair. I am a local resident, mother of two (horse-crazy) daughters and lifelong equestrian myself. This event is one of our favorite annual event organized by PV (tied with the summer concert series!).

I know this annual PV Horse Fair takes a lot of effort so I wanted you to know that all of the hard work is much appreciated. Many of friends attended the event with their elementary school aged children as well and I heard positive feedback. My daughters and their friends particularly enjoyed the face painting, kid-sized jumps and petting zoo. The kids were amazed by the carriage and pony rides. As a parent looking to get her children more involved in the educational side of horses, I was grateful to be able to speak with representatives from Pony Club and 4H.

Thanks again to you and your volunteers for organizing this event.

Much appreciated,

Anne