



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, August 8, 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.

### CONSENT AGENDA

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

1. **Approval of Minutes** – July 11, 2018 (3)
2. **Ratification of Warrant List** – July 25, 2018 (13)
3. **Approval of Warrant List** – August 8, 2018 (30)
4. **Appointment by Mayor** – Member to the Bicycle, Pedestrian & Traffic Safety Committee (43)
5. **Recommendation by Town Clerk** – Declaring the Results of the General Municipal Election held on June 5, 2018 (45)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Declaring Canvass of Returns and Results of General Municipal Election Held on June 5, 2018 (Resolution No. \_\_)
6. **Recommendation by Finance Director** – Local Agency Investment Fund (“LAIF”) Authorization (55)
  - (a) Adoption of Resolution of the Town Council of the Town of Portola Valley Authorizing Investment of Monies in the Local Agency Investment Fund (Resolution No. \_\_)
7. **Recommendation by Associate Planner** – Second Reading of Ordinance amending Chapter 18.36.040 (61) [Accessory Uses Permitted in All Districts] and Chapter 18.42.018 [Accessory Structures] of the Portola Valley Municipal Code and Adopt a Finding that the Ordinance is Exempt from CEQA
  - (a) Second Reading, Waive Further Reading and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Outdoor Lighting (Ordinance No. \_\_)
8. **Recommendation by Public Works Director** – Acceptance of the 2017/2018 Street Resurfacing Project – (69) Surface Seals #2018-PW01
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed Town of Portola Valley 2017/2018 Street Resurfacing Project – Surface Seals #2018-PW01 and Authorizing Final Payment to O’Grady Paving, Inc. Concerning Such Work, and Directing the Town Clerk to File a Notice of Completion (Ordinance No. \_\_)

### 9. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS (74)

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.*

### 10. **Town Manager Report** (75)

### WRITTEN COMMUNICATIONS

11. **Town Council Digest** – July 12, 2018 (76)

12. **Town Council Digest** – July 19, 2018 (83)

13. **Town Council Digest** – July 26, 2018 (94)

14. **Town Council Digest** – August 2, 2018 (106)

## **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).

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 971, July 11, 2018****CALL TO ORDER AND ROLL CALL**

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

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

Absent: None

Others: Jeremy Dennis, Town Manager  
Ali Taghavi, Communications & Sustainability Management Analyst  
Arly Cassidy, Interim Planning Director  
Keith Weiner, Deputy Building Official

**ORAL COMMUNICATIONS**

Elizabeth Rubin, 1185 Portola Road, introduced her husband and children, and a couple of their neighbors. She said they were 11-year residents of Portola Valley and first time at a Town Council meeting. She said they do not like the placement of the Neighborhood Watch sign in front of their home. She said when they come out of their driveway, the height and size of the sign makes it difficult for them to see the bicycle lane. She said they have discussed the matter with their neighbors and came up with some suggestions for alternate locations, which they presented to Public Works Director Young. She said Public Works Director Young advised them that their suggestions would not work and want to keep the sign where it is. Ms. Rubin asked that other alternatives be considered that would be satisfactory for both the Town and for the residents.

**CONSENT AGENDA [7:04 p.m.]**

- (1) Approval of Minutes – Town Council Regular Meeting of June 27, 2018. *[Removed from Consent Agenda.]*
- (2) Approval of Warrant List – July 11, 2018, in the amount of \$443,115.99
- (3) Recommendation by Assistant to the Town Manager – Adoption of Resolutions Approving and Authorizing Execution of Amendments to the Farmers' Market License Agreement and the Limited Use Parking Agreement with Christ Episcopal Church. *[Removed from Consent Agenda.]*
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola valley Approving and Authorizing Execution of a Fifth Amendment to Farmers' Market License Agreement (Resolution No.\_\_\_\_)
  - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Fifth Amendment to Limited Use Parking Agreement (Resolution No. \_\_\_\_)
- (4) Recommendation by Town Manager – Adoption of a Resolution to Support the November 2018 Statewide Veterans and Affordable Housing Bond Ballot Measure
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley in Support of the Veterans and Affordable Housing Bond of 2018 (Resolution No. 2773-2018)

(5) Recommendation by Deputy Building Inspector – Adoption of a Resolution Authorizing the Execution of the Revised Building Department Mutual Aid Agreement for Emergency and Disaster Events

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Execution of Building Department Mutual Aid Agreement (Resolution No. 2774-2018)

(6) Recommendation by Assistant to the Town Manager – Letter of Support for Participation in SunShares Collaborative Solar and Electric Vehicle Program

(7) Recommendation by Assistant to the Town Manager – Adoption of a Resolution Authorizing Consultant Service Agreement, Information Technology Services for Town Hall. *[Removed from Consent Agenda.]*

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and the City of Redwood City (Resolution No. \_\_\_\_)

Councilmember Aalfs moved to approve Items 2, 4, 5, and 6 of the Consent Agenda. Seconded by Councilmember Derwin, the motion carried 5-0, by roll call vote.

(1) Approval of Minutes – Town Council Regular Meeting of June 27, 2018. Councilmember Aalfs moved to approve Item 1 as amended. Seconded by Vice Mayor Wengert, the motion carried 5-0.

(3) Recommendation by Assistant to the Town Manager – Adoption of Resolutions Approving and Authorizing Execution of Amendments to the Farmers’ Market License Agreement and the Limited Use Parking Agreement with Christ Episcopal Church. *[Removed from Consent Agenda.]*

- (a) Adoption of a Resolution of the Town Council of the Town of Portola valley Approving and Authorizing Execution of a Fifth Amendment to Farmers’ Market License Agreement (Resolution No. 2771-2018)
- (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Fifth Amendment to Limited Use Parking Agreement (Resolution No. 2772-2018)

Vice Mayor Wengert moved to approve Item 3 as amended. Seconded by Councilmember Hughes, the motion carried 5-0.

(7) Recommendation by Assistant to the Town Manager – Adoption of a Resolution Authorizing Consultant Service Agreement, Information Technology Services for Town Hall. *[Removed from Consent Agenda.]*

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and the City of Redwood City (Resolution No. 2775-2018)

Councilmember Hughes said his concern is around data leaking, data sharing, or accidental loss of backups with personal information. He said the contract requires the consultant abide by all of the Town policies. He suggested staff make sure the Town’s policies are consistent with current practices.

Town Manager Dennis said he spoke with the Town Attorney about creating Town policies that will help to ensure that anyone who accesses the Town’s data are under the same restrictions. He said staff will bring those suggestions back to the Council for review.

Councilmember Hughes moved to approve Item 7. Seconded by Councilmember Derwin, the motion carried 5-0.

## **REGULAR AGENDA**

### **STAFF REPORTS AND RECOMMENDATIONS**

- (8) Recommendation by Town Manager – Approval of the Amended Bylaws for the San Mateo County Library Joint Powers Authority and Second Amended Joint Powers Agreement Between the County of San Mateo and Library JPA Members

Town Manager Dennis presented the background of the Library JPA and the proposed amended bylaws and agreement, as detailed in the staff report.

Councilmember Derwin said she helped craft the policies. She said she represented Portola Valley in these difficult negotiations for two years. She said the public library system is a two-tiered system where three of the libraries out of twelve have excessive amounts of money while others are struggling to survive. She said while the proposed amendments are not exactly what they hoped for, it is the best they could do at this point.

Anne-Marie Despain, Director of Library Services. Ms. Despain thanked Councilmember Derwin for her many years of working with the subcommittee. Ms. Despain was joined by Garrett Kuramoto, Branch Manager of San Mateo County Libraries. Mr. Kuramoto shared highlights from the fiscal year regarding participation and attendance in library programs.

Mayor Richards invited questions from the Council.

Vice Mayor Wengert asked regarding Item V.B.1. – “The Library JPA may invest surplus funds outside the County Treasurer.” Ms. Despain said they were directed a number of years ago to diversify and added this item as a clarification on the advice of legal counsel. Vice Mayor Wengert said the items appears vague and broad and thought it should have more parameters. Ms. Despain said there is an investment policy. Vice Mayor Wengert suggested referring to the investment policy as an exhibit to the report.

Town Manager Dennis said he will be bringing to the Council a variety of different financial forecasts, including a sense of the timeline, given the current expenditures, regarding the Town’s funds. He said that will be helpful to the Council, as certain requests are brought forward, so that adjustments can be made based on that information.

In response to Vice Mayor Wengert’s question, Councilmember Derwin said the Town will have access to the money that the Town currently has accumulated in the fund.

Councilmember Derwin moved to approve the Resolution Approving the Amended Bylaws for the San Mateo County Library Joint Powers Authority and the Second Amended Joint Powers Agreement Between the County of San Mateo and Library JPA Members. Seconded by Councilmember Aalfs; the motion carried 5-0.

Councilmember Derwin asked Ms. Despain how many cities had approved these amendments. Ms. Despain said Portola Valley is the seventh, it is on Atherton’s agenda next week, and there are five that have not approved it yet.

- (9) Recommendation by Town Manager – Town Council Study Session on Second Units

Town Manager Dennis introduced Deputy Building Official Keith Weiner and Interim Planning Director Arly Cassidy. Town Manager Dennis explained that the first convening regarding housing issues (held on

May 5) centered around ADUs, second units, and granny units. He said the study session tonight will include next steps, questions, and comments.

Town Manager Dennis led the presentation describing the background of the Town's efforts to increase opportunities related to second units and feedback from residents regarding their opinions, concerns, and questions. Staff generated a list of ideas (not recommendations) for discussion and comment. He said the next step will be to direct the Planning Commission to begin their work. He said staff has an aggressive timeframe, hoping to come back to the Council by the end of the year for adoption of new ordinances related to this issue. He said it will require an aggressive public outreach process, which staff is prepared to implement.

Associate Planner Cassidy discussed the parking requirements. Deputy Building Official Weiner discussed building, green building, sprinklers, and construction and demolition requirements.

The ideas presented for discussion included changes in allowable floor area, adjustments to limitations that require ASCC review, parking requirements, fees, building standards requirements, green building requirements, infrastructures/utilities, pre-approved prefab units, owner-occupied requirements, separate identity for rental units, and allowing more than one ADU on certain properties.

Mayor Richards invited comments from the public.

Michael Boskin, 150 Corte Madera. Mr. Boskin said he and his wife have lived in Portola Valley since 1974. He commended the Town for their handling of this process. He said it is extremely important to look at the discussion items in groups and combination, such as safety, cost, time. He said it is important that the Town allows second addresses because of how utilities rates are priced. He commended the Town for looking at ways to remove some of the red tape involved in the process; however, he said it must be considered that a lot of these units will be built in sloped areas and people should be encouraged to take account of the natural slopes and not be moving massive amounts of dirt and using retaining walls. He said the State is getting increasingly prescriptive about low-income housing. He said there is a current bill being discussed in the State Senate that would remove any ability to enforce a lot-size limit for an ADU. He said, for these reasons, this is an urgent matter and needs to be responded to with deliberate speed.

An unidentified resident said she has lived in Portola Valley since 1974. She was appreciative of the Town's efforts in this matter. She said she lives on a one-acre parcel and has been trying to build an ADU for approximately one year. She said one of her obstacles has been the garage issue. She was supportive of economic diversity. She said there are 972 one-acre lots and increasing allowable square footage for that group should be considered.

Judy Murphy, Portola Green Circle. Ms. Murphy has lived in Portola Valley since 1990. She was appreciative the Town opened this topic up to brainstorming. She said, with regard to development and green building requirements, the Town has made a great effort to move in the direction of sustainability, and she is not in favor of weakening that position. She supported overlapping the ADU parking requirement; however, spilling cars out onto the road is not acceptable. She said it is reasonable to consider more innovative types of ADUs but having a lot of mobile homes and RVs around Town would be objectionable. She was supportive of separate addresses for ADUs.

Virginia Bacon, resident since 1972. Ms. Bacon said her existing home is nonconforming in many ways. She said she is on a septic system and if she wanted to build an ADU, she would be required to connect her existing home to the sewer line. She said it becomes much more complicated having to bring your existing house up to revised standards, rather than just being required to build the ADU to the new standards. She was supportive of a separate address and separate utility meter.

Lawton Allenby, 107 Santa Maria. Mr. Allenby has lived here for 22 years. He is a licensed architect in California, Nevada, and Hawaii, but his practice is basically now in Hawaii, where he deals with a lot of added housing units, called ohanas or farm dwellings. He said because of the economic disparity here,

where less than \$117,000 a year is considered low income, he understands where the pressure comes from. He described some of the rules for ADUs in Hawaii. He offered to share contact information for gray water solutions and some of his experiences dealing with parking and tiny homes in Hawaii.

Caroline Vertongen, 100 Palmer Lane. She said they've lived in Portola Valley since 1994. She said she has been pushing for sustainability and safety. She said there is a push from every town to provide affordable housing. She urged the Council to keep the community rural and not make any drastic suggestions. She said safety is very important because we don't know who will be living here and the police always have some excuse that they don't have purview to investigate this.

Sue Crane said she's lived in Portola Valley since 1964 and currently lives at the Sequoias. She was accompanied by two other residents of the Sequoias. She said the Sequoias fit into the multiple family category. She said they were there to listen and to offer ideas, land, and energy that are helpful to the Town. She said they are very interested in housing opportunities for their staff.

With no further public comment, Town Manager Dennis continued with the presentation. He said other discussion items included removing the basement calculation requirement, changing some of the design review elements, and satisfying the existing parking requirement with the existing guest space. He shared comments received as they've conducted their outreach efforts and passing out materials. He said the most common comments were about allowing smaller units on smaller lots, tiny homes of 200 to 400 square feet, preapproved prefab units, allowing duplexes, etc. He said the continual theme has been that the community appears to be supportive and desirous of creating new opportunities and removing restrictions.

Town Manager Dennis asked the Council to review the provided ideas and narrow it down to the areas they would like the Planning Commission to consider. He said there is the desire for continued public outreach, technical workshops, and open houses of existing ADUs.

Mayor Richards brought the item back to the Council for discussion. He asked the Councilmembers to go through the list and select the most important ones so that the list can be condensed before presenting it to the Planning Commission.

Vice Mayor Wengert agreed with Mr. Boskin's comment about making sure the suggestions are considered all together. She said a top item would include the locations of ADUs on smaller lots. She said she did not see the size restriction of the ADU itself as a deterrent.

Mayor Richards said a lot of people may have the impression that the size is too small because they don't realize how much can fit into the smaller spaces. He said he has designed approximately 20 in the last 35 years and people are amazed that a two-bedroom, two-bathroom, 750-square-foot residence can be very comfortable and feel quite spacious.

Vice Mayor Wengert said parking must be addressed and creative solutions should be discussed. She said adjusting the review requirements would also be a reasonable way to increase the stock of ADUs. She said she remains concerned on how the ADUs will be used. She said the goal is to allow people to have families nearby as opposed to creating rental properties; although the sharing economy is the counter trend to what the Town is trying to encourage. She said it is an interesting dynamic to make sure the Town doesn't do too much too soon resulting in unintended consequence. She was supportive of the Town making every effort to increase the inventory of ADUs as quickly and reasonably as possible. She agreed that the State would overtake the Town if the Town doesn't deal with it first. She said it would hurt the Town if they started to compromise the building and safety and green building standards. She said the Town has worked long and hard to achieve those standards. She said she has thought about, further down the line, the creation of some sort of foundation or entity that could offer financial assistance to help others in the community. She supported looking at alternative building types. She said she would be interested to know more about creating separate addresses.

Councilmember Aalfs said exploring the idea of allowing ADUs on smaller parcels may take the longest to fully vet but may be the best potential to have more units built. He said second addresses with separate utility panels and preapproving and pre-permitting of prefab models should be discussed. He would like to know more about the implications of the owner-occupied requirements.

Town Manager Dennis asked if there were any of the items Councilmember Aalfs felt were not necessary for the Planning Commission to study. Councilmember Aalfs was not supportive of relaxing sprinkler requirements. He would not want to reduce C&D requirements. He said the Town will enforce Cal Green and is not enforcing anything beyond that for ADUs. Interim Planning Director Cassidy said there is Green Building Ordinance segment for ADUs called "Elements," with self-certification. Councilmember Aalfs said he would put mobile homes or tiny homes at a lower priority and focus more on either prefab or site-built permanent structures. He said while he would like to explore the gray water/black water options, it gets incredibly complicated, and he would prefer the other issues be addressed first.

Town Manager Dennis asked Vice Mayor Wengert if there were any items on the list that should not be brought to the Planning Commission. She said none of the issues were an absolute no. She said it was a matter of priorities and over time some of these issues will come up, potentially in other forms.

In response to Councilmember Aalfs' question about basement requirements, Deputy Building Official Weiner said two exits are required, with one directly to the exterior.

Councilmember Derwin agreed with the previously stated priority recommendations. She said while there was discussion about the increased ADU size allowance per zone, someone in the audience raised her hand. Councilmember Derwin asked if she would like to speak.

An unidentified resident said she's been working on this for about a year. She said she would like to move into an ADU and have her daughter and family move into her house. She said the allowable maximum square footage for a house on a one-acre property is 5,500 square feet and her house is only 2,000 square feet. She said she would like to look at allowing some of that unused allowable square footage of the primary house to be added to the allowable square footage of her ADU.

Sue Lowe, 12 Applewood Lane. She said she has lived in Portola Valley since 1988. She said going all the way back to the beginning and considering why the Town wanted to increase the number of ADUs and who they thought would live in them is fundamentally important. She said she knows you can get a lot into a 750-square-foot house, and if she wanted to rent it to a teacher from Ormendale, that's a great place. She said she would also like to have her family move into her big 4,000-square-foot house and she could move into something smaller. She said 1,200 square feet would make her have to think very creatively, especially if the basement square footage has to be counted. She asked the Council why they would not want to increase the size allowance again. She asked who the Town Council thought the ADUs were being created for and if they were just being created to meet the State mandate or there was a real desire to get diversity.

Councilmember Aalfs said all of Ms. Lowe's questions and comments have been discussed at length and are stated in the Housing Strategic Plan. He said there is a large range of different desires and needs and the Council can't know what everyone wants. He said they would like to canvass everyone in Town to ask what they have and what they want but that's not feasible. Town Manager Dennis said Interim Planning Director Cassidy is taking a draft version of a questionnaire to the July 18 Planning Commission meeting for the existing ADUs about how they are used, how they would use it if things were different, etc. He said it is challenging because some will answer and some will not.

Ms. Lowe said she read the Housing Strategic Plan and it's all over the map. She said she did consulting for years and years and you have to pare down to actually know what you really want to get. She said, for example, if the basement square footage was allowed, basically a 2,000-square-foot would be allowed. She said her frustration is that the limitations are in bundles and she does not know where to begin or where to get the information and some of the information she has received is wrong.



Councilmember Derwin said she would like to see the increased ADU size allowance per zone discussed, not counting the basements as floor area, and allowing detached ADUs on smaller lots. She described some of the ideas she heard at the May 5 discussion. She said she thinks there are a lot of people wanting to age in place, maybe moving into an ADU and having their children live in the bigger house, or moving an adult child into an ADU. Councilmember Derwin she wanted to build her ADU partially out of guilt about the housing crisis, knowing she lives on a big property with a big house and felt the need to do something. She said she wanted to build an ADU and rent it below market and is still very committed to it despite the high cost, although most people would probably not do that. She said she was supportive of tiny homes and said she thought it was something that would especially interest younger people. She said she was not happy about having to put in her sprinklers but worries every day there will be a wildfire and agrees that requirement should not be waived. She was also not supportive of backsliding on the sustainability requirements.

Councilmember Hughes said safety should not be compromised and buildings need to be safe. He said the counterbalancing issue of utilities and infrastructure should be considered with regard to floor area. He said he would be more comfortable allowing bigger ADUs in situations where the main house is smaller. He said the Town should be more cautious about allowing potentially multiple larger ADUs because it could create property traffic issues, traffic on the nearby streets, parking issues, sewer and septic impacts, etc. He said the recent increase to the allowable floor area was done as part of a staged approach and it is being considered to raise those again, but longer term, a step at a time, and not too fast. He suggested the Planning Commission spend more time on the infrastructure and utility issues. He said waiving things like undergrounding if the ADU triggers it makes sense. He supported allowing second addresses. He said he was not opposed to removing the owner-occupied requirement. He said allowing ADUs to be sold separately gets into issues like lot divisions. He said there are places where a house is on a 99-year-lease but they do not own the land it sits on.

Mayor Richards said they should make a clear statement that while making these adjustments the character of the Town will be respected and preserved. He said he supported discussion to look at allocation of square footage on larger lots. He said parking is a big issue. He said people will move back with their parents and those cars will be there anyway, so this could be an opportunity to study how it can be controlled a bit by adding some off-street parking. He said sprinkler, green building, and C&D requirements should not be reduced. He said prefab units are a difficult proposal in Portola Valley. He said the infrastructure and utility issues can be allocated to staff to look at, at least initially.

An unidentified resident said he agrees with a lot of the comments made tonight. He said new State legislation can sneak up very quickly and, whether we like it or not, we could end up no longer being a rural town. He suggested someone monitor this and report it to the Town Council, possibly including updates on the Town's website so that the community is informed about prospective legislation that could affect Portola Valley. Town Manager Dennis said he and the Town Attorney regularly monitor legislation. He said they do a good job of providing that information to the Council. Councilmember Derwin said she is the chair of the C/CAG Board, San Mateo County Association of Governments, and they deal with transportation and housing. She said she had a 1-1/2-hour telephone conversation yesterday talking about SB-828 and AB-1771, as to whether or not C/CAG should take a position. She said she is on it.

Mayor Richards invited additional public comment.

Virginia Bacon said housing and transportation go together and transportation should also be discussed.

Mayor Richards thanked everyone for their comments. Interim Planning Director Cassidy requested clarity of direction around timing and confirmed with the Council that all of things they talked about were recommended for immediate implementation. She pointed out that the likelihood is they will need to update fairly regularly as State legislation changes. Town Manager Dennis said the timetable proposed is to come back to Council by the end of the year with ideas that require action. Councilmember Hughes said through that process, anything within the ASCC's purview should be run through them.

Ms. Lowe suggested it should be posted on the Town website that many of the rules listed are in flux. She said it is difficult to know what is true and what is not, such as if a cabana can have an inside sink. Mayor Richards agreed that it is a complicated set of ordinances. He said a cabana is completely different from an ADU. Deputy Building Official Weiner asked if Ms. Lowe had a specific question. She said she refers to the website and reads things very carefully, then comes into the Town Center and is told “don’t pay any attention to that” or “it’s not like that anymore.” She said there should at least be some kind of advisement that these things are very much in flux and may not be accurate. She said the website is not updated timely, especially around Planning issues. Town Manager Dennis suggested Ms. Lowe come talk to him about this.

Mr. Boskin said there was unanimity about three or four of the highest priority items and if that could be summarized and posted, it would be helpful to people who are not present tonight.

Town Manager Dennis said there is a page on the Town’s website called Community Conversations Around Housing, including actions the Council has taken prior to the two convenings and detailed notes on those convenings. He said they have also requested that people share their thoughts about the convenings. He said after this meeting, staff will post again on that page so that people continue to feel involved and so that it is completely transparent.

Ms. Vertongen asked if the residents will be able to respond to the summary provided by staff. Mayor Richards said there will be follow-up meetings with the Planning Commission, as the ideas are vetted and sorted out, and also through the other involved committees, all providing opportunities for public comment.

Mayor Richards called for a five-minute break.

Agenda Item 11 was moved ahead of Item 10.

- (11) Recommendation by Town Manager – Adoption of Resolution Approving an Agreement Between the County of San Mateo and the Town of Portola Valley for Law Enforcement Services.
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving an Agreement for Law Enforcement Service for Fiscal Year 2018-19 Through Fiscal Year 2022-23 Between the Town of Portola Valley and the County of San Mateo (Ordinance No.2778-2018)

Town Manager Dennis presented the staff report regarding the agreement for law enforcement services. Staff recommended that the Town Council adopt a resolution approving the agreement and authorize the subcommittee and Town Attorney to negotiate final terms of the scope of services, if applicable.

Vice Mayor Wengert said the Council is happy to move forward with the Sheriff’s Department and the County, having been very pleased with their service, which was part of why they agreed to the significant rate increases in an effort to move back more toward a cost recovery model. She said the discussion with Sheriff Bolanos was particularly helpful. She was happy to see the additional services component reflected in the contract.

Councilmember Hughes said this is the first overhaul and modernization in perhaps nine years, syncing the actual services received with the contract specifications, and paying more appropriately for their services. He said staff, the Sheriff’s Office, and the subcommittee have put a lot of work into this contract, worked through it, and have come up with a good contract.

Town Manager Dennis acknowledged Police Commissioner Gary Nielsen for his assistance and Town Attorney Cara Silver, who played a considerable role in the conversations.

Lt. Christina Corpus thanked everyone for their patience. She said she and the Sheriff's Office are committed to always looking at ways to improve the level of services to the Town and residents. She said she is committed to working with Town Manager Dennis and Communications & Sustainability Management Analyst Taghavi in bringing more community programs about safety and awareness to community members and the children. She said she enjoys working with this community as do the other Deputies who work in Town.

In response to Councilmember Aalfs' question, Town Manager Dennis said the ALPR agreement is separate from Sheriff's Department contract.

Vice Mayor Wengert moved for Adoption of a Resolution Approving an Agreement for Law Enforcement Services for Fiscal Year 2018-19 through Fiscal Year 2022-23 Between the Town of Portola Valley and the County of San Mateo as presented. Seconded by Councilmember Aalfs; the motion carried 5-0.

Town Manager Dennis said it has been moving having the Director of the Library Services and Lt. Corpus here this evening, two people who represent some of the Town's best relationships with other bodies. He said in the time Lt. Corpus has been here the service level and communication has been outstanding and he has never been concerned that the Town would not be taken care of.

- (10) PUBLIC HEARING – Recommendation by Interim Planning Director – First Reading of Ordinance – Outdoor Lighting Ordinance; Amendments to Design Guidelines
- (a) First Reading, Waive Further Reading and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Outdoor Lighting (Ordinance No. \_\_\_\_)
  - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Amending the Portola Valley Lighting Design Guidelines (Resolution No. \_\_\_\_\_)

Interim Planning Director Cassidy presented the revised draft ordinance and design guidelines as directed by Council and as detailed in the staff report.

Mayor Richards invited questions from the Council.

Councilmember Hughes asked if the temporary 60-day exclusion would also cover café/festoon lighting. Interim Planning Director Cassidy said the Town would not likely want to get into a definition of holiday lighting, so when someone declares that their lighting is holiday lighting, it would trigger that exemption. Interim Planning Director Cassidy said someone putting up temporary lighting for a party or a wedding, for instance, would technically be a violation but if it was not objectionable and was taken down in a timely manner, that would not likely be enforced.

Councilmember Aalfs moved to Waive Reading and Introduce the Ordinance Amending Chapter 18.36.040 and Chapter 18.42.018; and moved to Adopt the Resolution Approving Amendments to the Design Guidelines relative to Outdoor Lighting; and moved to find the project exempt under the California Environmental Quality Act. Councilmember Derwin seconded; the motion carried 5-0.

Town Manager Dennis said six months ago he asked Interim Planning Director Cassidy to step into the role as Interim Planning Director, which will conclude at the end of this week. He said the Department is in a better place because of her and thanked her for her fantastic work in the last six months.

(12) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Mayor Richards – Attended Coffee with Assemblymember Marc Berman. He attended the Keeping Families Together event in Redwood City.

Vice Mayor Wengert – Attended the Bicycle and Pedestrian Committee meeting in San Mateo County. She also attended the Home For All meeting with Town Manager Dennis.

Councilmember Aalfs – Attended several PCE meetings. He said they trued up the net metering accounts in April and May and wrote 900 checks totally a little over \$400,000. The largest recipient was Recology in San Carlos who received \$30,000 for the excess energy they put on the grid. The second largest recipient was Woodside Priory School who received a check for \$13,000.

Councilmember Derwin – Attended the East Palo Alto Council of Cities with Mayor Richards, where they celebrated their 35<sup>th</sup> anniversary of incorporation and Portola Valley presented a framed proclamation. Attended two C/CAG related meetings. One of the meetings concerned the 101 Managed Lanes Project and who would be the owner operator – possibly MTC or VTA. She had a conference call regarding SB-828 and AB-1771. They discussed that rather than just opposing the bills, they should present suggestions to Wiener. This will be further discussed.

Councilmember Hughes – Attended Bicycle, Pedestrian & Traffic Safety Committee meeting where they discussed the Town Picnic and Bike Rodeo and the street resurfacing. He attended the Open Space Acquisition Committee meeting where they discussed the Conservation Committee’s plans for maintaining the five most important bits of open space. They also discussed disposition of the smaller slivers of open space.

(13) Town Manager Report – Town Manager Dennis reported that Laura Russell starts Monday as the new Planning & Building Director. He said the new Finance Director, Doug Radke, has been on board a couple of weeks and is getting settled. Town Manager Dennis said they are planning a meeting for the fall to come meet the new Directors. He said at the Bicycle, Pedestrian & Traffic Safety Committee there was discussion around the traffic-pedestrian study and when it should be started. Town Manager Dennis said good data may not be available during the summer, so they may not start activities around that until September. He said Portola Valley was number one on SMCAAlert.

**WRITTEN COMMUNICATIONS**

(14) Town Council Digest – June 28, 2018

#7 – Email from Resident re Traffic Safety Concern on Grove Drive. Town Manager Dennis will discuss a response with Councilmember Aalfs and/or Councilmember Hughes.

(15) Town Council Digest – July 5, 2018

None.

Mayor Richards announced that Marilyn Walters passed away on May 29 and Phil Eastman passed away on June 19.

**ADJOURNMENT [9:49 p.m.]**

Mayor Richards adjourned the meeting.

\_\_\_\_\_  
Mayor

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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

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&B ROOFING	Refund Deposit, 150 Portola	19935	07/25/2018	
			07/25/2018	
2347 HARDING AVENUE	0684		07/25/2018	0.00
REDWOOD CITY	BOA	52863	07/25/2018	0.00
CA 94062				1,000.00

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

Check No.	52863	Total:	1,000.00
Total for	A&B ROOFING		1,000.00

ALLIANT INSURANCE SERVICES, INC.	Qrtly Event Ins Report, April-June 2018	19939	07/25/2018	
			07/25/2018	
NEWPORT BEACH	0685		07/25/2018	0.00
CA 92660	BOA	52864	07/25/2018	0.00
				694.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	694.00	0.00

Check No.	52864	Total:	694.00
Total for	ALLIANT INSURANCE SERVICES,		694.00

ALMANAC	Legal Advertising, May	19940	07/25/2018	
			07/25/2018	
450 CAMBRIDGE AVE	0048		07/25/2018	0.00
PALO ALTO	BOA	52865	07/25/2018	0.00
CA 94306	58975			528.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	528.00	0.00

ALMANAC	Legal Advertising, June	19941	07/25/2018	
			07/25/2018	
450 CAMBRIDGE AVE	0048		07/25/2018	0.00
PALO ALTO	BOA	52865	07/25/2018	0.00
CA 94306	59357			660.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	660.00	0.00

Check No.	52865	Total:	1,188.00
Total for	ALMANAC		1,188.00

ANIMAL DAMAGE MGMT INC	June Pest Control	19936	07/25/2018	
			07/25/2018	
16170 VINEYARD BLVD. #150	804		07/25/2018	0.00
MORGAN HILL	BOA	52866	07/25/2018	0.00
CA 95037	109197			695.00

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

Check No.	52866	Total:	695.00
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

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

Total for ANIMAL DAMAGE MGMT INC 695.00

ASCAP	Music License Renewal	19937	07/25/2018	
			07/25/2018	
21678 NETWORK PLACE	0738		07/25/2018	0.00
CHICAGO	BOA	52867	07/25/2018	0.00
IL 60673-1216				370.35

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	370.35	0.00

Check No. 52867 Total: 370.35

Total for ASCAP 370.35

ASSOC OF BAY AREA GOVERNMENTS	Annual Member Dues, FY 18/19	19938	07/25/2018	
			07/25/2018	
375 BEALE STREET	0006		07/25/2018	0.00
SAN FRANCISCO	BOA	52868	07/25/2018	0.00
CA 94604-2050	AR017691			1,785.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	1,785.00	0.00

Check No. 52868 Total: 1,785.00

Total for ASSOC OF BAY AREA GOVERNMI 1,785.00

AT&T	June Statements	19943	07/25/2018	
			07/25/2018	
P.O. BOX 9011	441		07/25/2018	0.00
CAROL STREAM	BOA	52869	07/25/2018	0.00
IL 60197-9011				288.39

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	288.39	0.00

Check No. 52869 Total: 288.39

Total for AT&T 288.39

SARA ATKINS	Refund Deposit, Event 7/4/18	19942	07/25/2018	
			07/25/2018	
2 WYNDHAM DRIVE	0796		07/25/2018	0.00
PORTOLA VALLEY	BOA	52870	07/25/2018	0.00
CA 94028				100.00

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

Check No. 52870 Total: 100.00

Total for SARA ATKINS 100.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

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

BANK OF AMERICA	May Statement	19998	07/25/2018	
Bank Card Center			07/25/2018	
P.O. BOX 53155	0022		07/25/2018	0.00
PHOENIX	BOA	52871	07/25/2018	0.00
AZ 85072-3155				1,920.92

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	389.45	0.00	
05-64-4311	Software & Licensing	181.99	0.00	
05-64-4318	Telephones	318.15	0.00	
05-64-4326	Education & Training	664.80	0.00	
05-64-4335	Sustainability	147.00	0.00	
05-64-4336	Miscellaneous	120.88	0.00	
05-64-4337	Bank Fees	98.65	0.00	

Check No.	52871	Total:	1,920.92
Total for	BANK OF AMERICA		1,920.92

PAIGE BISHOP	Reimbursement, PV Concert	19999	07/25/2018	
	Series - July 19, 2018		07/25/2018	
131 GROVELAND STREET	712		07/25/2018	0.00
PORTOLA VALLEY	BOA	52872	07/25/2018	0.00
CA 94028				45.23

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4150	Cultural Arts Committee	45.23	0.00	

Check No.	52872	Total:	45.23
Total for	PAIGE BISHOP		45.23

BSN SPORTS	TC All Sports Cout	19944	07/25/2018	
			07/25/2018	
P.O. BOX 7726	0999		07/25/2018	0.00
DALLAS	BOA	52873	07/25/2018	0.00
TX 75209	902505829			400.18

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	400.18	0.00	

Check No.	52873	Total:	400.18
Total for	BSN SPORTS		400.18

BW CONSTRUCTION	Woods H'Lands, Debris Boxes	19994	07/25/2018	
	June 2018		07/25/2018	
110 RUSSELL AVE	930		07/25/2018	0.00
PORTOLA VALLEY	BOA	52874	07/25/2018	0.00
CA 94028				1,100.00

GL Number	Description	Invoice Amount	Amount Relieved	
90-00-4375	General Expenses	1,100.00	0.00	

Check No.	52874	Total:	1,100.00
Total for	BW CONSTRUCTION		1,100.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

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

CALIFORNIA BLDG STANDARDS COMM	Qrtly BSA Rep, April-June '18	19945	07/25/2018	
			07/25/2018	
2525 NATOMAS PARK DRIVE	458		07/25/2018	0.00
SACRAMENTO	BOA	52875	07/25/2018	0.00
CA 95833				138.60

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	138.60	0.00

Check No.	52875	Total:	138.60
Total for	CALIFORNIA BLDG STANDARDS C		138.60

CALIFORNIA WATER SERVICE CO	Water Svc., 6/12/18-7/11/18	19992	07/25/2018	
			07/25/2018	
3525 ALAMEDA DE LAS PULGAS	0011		07/25/2018	0.00
MENLO PARK	BOA	52876	07/25/2018	0.00
CA 94025844				14,559.78

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	14,559.78	0.00

Check No.	52876	Total:	14,559.78
Total for	CALIFORNIA WATER SERVICE CC		14,559.78

CALPERS	July Unfunded Liability	19946	07/25/2018	
FISCAL SERVICES DIVISION			07/25/2018	
ATTN: RETIREMENT PROG ACCTG	0107		07/25/2018	0.00
SACRAMENTO	BOA	52877	07/25/2018	0.00
CA 94229-2703				2,310.49

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	2,310.49	0.00

CALPERS	June Retirement	20002	07/25/2018	
FISCAL SERVICES DIVISION			07/25/2018	
ATTN: RETIREMENT PROG ACCTG	0107		07/25/2018	0.00
SACRAMENTO	BOA	52877	07/25/2018	0.00
CA 94229-2703				17,793.71

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	1,777.04	0.00
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	15,909.29	0.00

Check No.	52877	Total:	20,104.20
Total for	CALPERS		20,104.20

CATALYST ENVIRONMENTAL, INC	Soil Sampling, STLC & TCLP Analysis	19947	07/25/2018	
		00006556	07/25/2018	
735 INDUSTRIAL ROAD #201	0443		07/25/2018	0.00
SAN CARLOS	BOA	52878	07/25/2018	0.00
CA 94070	9561			1,250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4348	Repairs/Vandalism	1,250.00	1,125.00



INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

Page: 5

TOWN OF PORTOLA VALLEY

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

CATALYST ENVIRONMENTAL, INC	Soil Disposal, 10/25/17 Date of Incident	19948	07/25/2018	
735 INDUSTRIAL ROAD #201	0443		07/25/2018	0.00
SAN CARLOS	BOA	52878	07/25/2018	0.00
CA 94070	9562			1,777.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4348	Repairs/Vandalism	1,777.00	0.00	

Check No.	52878	Total:	3,027.00
Total for	CATALYST ENVIRONMENTAL, INC		3,027.00

CCAG	FY 18-19 Annual Member Dues	19951	07/25/2018	
City of San Carlos Finance			07/25/2018	
600 ELM STREET	0028		07/25/2018	0.00
SAN CARLOS	BOA	52879	07/25/2018	0.00
CA 94070-3085	18514			15,253.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4322	Dues	15,253.00	0.00	

Check No.	52879	Total:	15,253.00
Total for	CCAG		15,253.00

CDW-G	5 Microsoft Office Prof Plus 2016 licenses	19949	07/25/2018	
75 REMITTANCE DRIVE	0360	00006555	07/25/2018	0.00
CHICAGO	BOA	52880	07/25/2018	0.00
IL 60675-1515	NFZ7710			1,636.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4311	Software & Licensinq	1,636.50	1,636.50	

Check No.	52880	Total:	1,636.50
Total for	CDW-G		1,636.50

CITY OF REDWOOD CITY (IT)	June IT Support	19950	07/25/2018	
P.O. BOX 3629	586		07/25/2018	0.00
REDWOOD CITY	BOA	52881	07/25/2018	0.00
CA 94064	BR48757			2,250.30

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

Check No.	52881	Total:	2,250.30
Total for	CITY OF REDWOOD CITY (IT)		2,250.30

CLEANSTREET	Qrtly & June Litter/Street Clean	19952	07/25/2018	
1937 W. 169TH STREET	0034		07/25/2018	0.00
GARDENA	BOA	52882	07/25/2018	0.00
CA 90247-5254	90828			4,711.25

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

07/25/18

Date: 07/24/2018

Time: 8:36 am

Page: 6

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-66-4342	Landscape Supplies & Services	74.00	0.00	
20-60-4262	Street Sweeping	3,739.31	0.00	
22-60-4266	Litter Clean Up Program	897.94	0.00	

Check No.	52882	Total:	4,711.25
Total for	CLEANSTREET		4,711.25

CONTEMPORARY ENGRAVING CO.	Mtg. Nameplate, L. Russell	19953	07/25/2018	
425 LAMBERT AVE	0191		07/25/2018	0.00
PALO ALTO	BOA	52883	07/25/2018	0.00
CA 94306	26287			32.70

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	32.70	0.00

CONTEMPORARY ENGRAVING CO.	PC Mtg. Nameplate, L. Russell	19988	07/25/2018	
425 LAMBERT AVE	0191		07/25/2018	0.00
PALO ALTO	BOA	52883	07/25/2018	0.00
CA 94306	26297			33.79

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	33.79	0.00

Check No.	52883	Total:	66.49
Total for	CONTEMPORARY ENGRAVING CO		66.49

DEPARTMENT OF CONSERVATION	SMISHMF, Qtrly Rep April- June 2018	19954	07/25/2018	
Division of Administrative	0054		07/25/2018	0.00
801 K STREET MS22-15	BOA	52884	07/25/2018	0.00
SACRAMENTO				322.09
CA 95814-3531				

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	322.09	0.00

Check No.	52884	Total:	322.09
Total for	DEPARTMENT OF CONSERVATIO		322.09

ECS IMAGING	Scanning Project - Planning	19989	07/25/2018	
5905 BROCKTON AVE	1466		07/25/2018	0.00
RIVERSIDE	BOA	52885	07/25/2018	0.00
CA 92506	13255			2,540.62

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4309	Scanning - Planning	2,540.62	0.00

Check No.	52885	Total:	2,540.62
Total for	ECS IMAGING		2,540.62

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

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
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State/Province Zip/Postal	Invoice Number			Check Amount

GREEN HALO SYSTEMS	Hosting/Access, July 2018	19955	07/25/2018	
			07/25/2018	
2431 ZANKER ROAD	0654		07/25/2018	0.00
SAN JOSE	BOA	52886	07/25/2018	0.00
CA 95131	1754			114.00

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

Check No.	52886	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

HILLYARD, INC	Janitorial Supplies	19957	07/25/2018	
			07/25/2018	
P.O. BOX 843025	531		07/25/2018	0.00
KANSAS CITY	BOA	52887	07/25/2018	0.00
MO 64184-3025	603062827			160.19

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	53.39	0.00
05-66-4341	Community Hall	53.40	0.00
25-66-4340	Building Maint Equip & Supp	53.40	0.00

HILLYARD, INC	Janitorial Supplies	19958	07/25/2018	
			07/25/2018	
P.O. BOX 843025	531		07/25/2018	0.00
KANSAS CITY	BOA	52887	07/25/2018	0.00
MO 64184-3025	603062826			337.03

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	112.34	0.00
05-66-4341	Community Hall	112.34	0.00
25-66-4340	Building Maint Equip & Supp	112.35	0.00

HILLYARD, INC	Janitorial Supplies	19959	07/25/2018	
			07/25/2018	
P.O. BOX 843025	531		07/25/2018	0.00
KANSAS CITY	BOA	52887	07/25/2018	0.00
MO 64184-3025	603062825			498.01

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	166.00	0.00
05-66-4341	Community Hall	166.00	0.00
25-66-4340	Building Maint Equip & Supp	166.01	0.00

Check No.	52887	Total:	995.23
Total for	HILLYARD, INC		995.23

HORIZON	Trimmer	19956	07/25/2018	
			07/25/2018	
P.O. BOX 52758	0289		07/25/2018	0.00
PHOENIX	BOA	52888	07/25/2018	0.00
AZ 85072-2758	1N347274			424.11

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	424.11	0.00

Check No.	52888	Total:	424.11
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

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
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Total for HORIZON 424.11

J.W. ENTERPRISES	Portable Lavs, 7/5/18-8/1/18	19960	07/25/2018	
			07/25/2018	
1689 MORSE AVE	829		07/25/2018	0.00
VENTURA	BOA	52889	07/25/2018	0.00
CA 93003	209300			402.40

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	402.40	0.00

Check No. 52889 Total: 402.40

Total for J.W. ENTERPRISES 402.40

CHRISTOPHER JONES	Refund Deposit, 210 Golden Oak	19961	07/25/2018	
			07/25/2018	
210 GOLDEN OAK	0797		07/25/2018	0.00
PORTOLA VALLEY	BOA	52890	07/25/2018	0.00
CA 94028				592.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	592.50	0.00

Check No. 52890 Total: 592.50

Total for CHRISTOPHER JONES 592.50

JORGENSON SIEGEL MCCLURE & FLEGEL	May/June Statement	19991	07/25/2018	
			07/25/2018	
1100 ALMA STREET	0089		07/25/2018	0.00
MENLO PARK	BOA	52891	07/25/2018	0.00
CA 94025				15,932.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	15,575.00	0.00
96-54-4186	Attorney - Charges to Appls	357.50	0.00

Check No. 52891 Total: 15,932.50

Total for JORGENSON SIEGEL MCCLURE & FLEGEL 15,932.50

KUTZMANN & ASSOCIATES	June Plan Check	19962	07/25/2018	
			07/25/2018	
39355 CALIFORNIA STREET	0090		07/25/2018	0.00
FREMONT	BOA	52892	07/25/2018	0.00
CA 94538				9,330.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	9,330.75	0.00

Check No. 52892 Total: 9,330.75

Total for KUTZMANN & ASSOCIATES 9,330.75

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

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

LYNX TECHNOLOGIES, INC	GIS Hosting Fee, June 2018	19963	07/25/2018	
			07/25/2018	
1350 41ST AVENUE	0294		07/25/2018	0.00
CAPITOLA	BOA	52893	07/25/2018	0.00
CA 95010	8485			250.00

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

Check No.	52893	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

MAZE & ASSOCIATES	Audit Services, FYE 6/30/18	19964	07/25/2018	
			07/25/2018	
3478 BUSKIRK AVENUE	879		07/25/2018	0.00
PLEASANT HILL	BOA	52894	07/25/2018	0.00
CA 94523	29382			9,804.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	9,804.00	0.00

Check No.	52894	Total:	9,804.00
Total for	MAZE & ASSOCIATES		9,804.00

BRIAN MORIARTY	Refund Deposit, 20 Quail	19965	07/25/2018	
			07/25/2018	
20 QUAIL	0798		07/25/2018	0.00
PORTOLA VALLEY	BOA	52895	07/25/2018	0.00
CA 94028				914.40

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	914.40	0.00

Check No.	52895	Total:	914.40
Total for	BRIAN MORIARTY		914.40

NBS, INC	Fee Study Update Proj. - Planning	19966	07/25/2018	
			07/25/2018	
32605 TEMECULA PARKWAY	0341		07/25/2018	0.00
TEMECULA	BOA	52896	07/25/2018	0.00
CA 92592	51800075			2,155.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	2,155.00	0.00

NBS, INC	Fee Study Update Project - Planning	19967	07/25/2018	
			07/25/2018	
32605 TEMECULA PARKWAY	0341		07/25/2018	0.00
TEMECULA	BOA	52896	07/25/2018	0.00
CA 92592	51800074			235.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	235.00	0.00

Check No.	52896	Total:	2,390.00
Total for	NBS, INC		2,390.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

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

NCE	2017-18 Street Resurface Proj-	19968	07/25/2018	
Nichols Consulting Engineers	Support Services		07/25/2018	
1885 S. ARLINGTON AVE	0183		07/25/2018	0.00
RENO	BOA	52897	07/25/2018	0.00
NV 89509	424215505			2,652.27

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4585	CIPStreetTestingInsp	2,652.27	0.00

Check No.	52897	Total:	2,652.27
Total for	NCE		2,652.27

NOLTE ASSOCIATES, INC. NV5	April/May Applicant Charges	19997	07/25/2018	
			07/25/2018	
P.O. BOX 74008680	0104		07/25/2018	0.00
CHICAGO	BOA	52898	07/25/2018	0.00
IL 89193-3243				10,931.38

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	93.75	0.00
96-54-4194	Engineer - Charges to Appls	10,837.63	0.00

NOLTE ASSOCIATES, INC. NV5	17/18 Street Resurf Proj. #2018-PW01	20000	07/25/2018	
			07/25/2018	
P.O. BOX 74008680	0104		07/25/2018	0.00
CHICAGO	BOA	52898	07/25/2018	0.00
IL 89193-3243	93277			10,860.17

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4585	CIPStreetTestingInsp	10,860.17	0.00

NOLTE ASSOCIATES, INC. NV5	Public Works Support	20001	07/25/2018	
			07/25/2018	
P.O. BOX 74008680	0104		07/25/2018	0.00
CHICAGO	BOA	52898	07/25/2018	0.00
IL 89193-3243	92129			407.96

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	407.96	0.00

Check No.	52898	Total:	22,199.51
Total for	NOLTE ASSOCIATES, INC. NV5		22,199.51

O. NELSON & SON, INC.	Trail Maint, Golden Hills/ Hillbrook/Palomar	19969	07/25/2018	
			07/25/2018	
3345 TRIPP ROAD	634		07/25/2018	0.00
WOODSIDE	BOA	52900	07/25/2018	0.00
CA 94062	210			7,960.88

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	7,960.88	0.00

Check No.	52900	Total:	7,960.88
Total for	O. NELSON & SON, INC.		7,960.88

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

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

O'GRADY PAVING, INC.	17/18 CIP Street Resurf Proj	19970	07/25/2018	
			07/25/2018	
2513 WYANDOTTE STREET	920		07/25/2018	0.00
MOUNTAIN VIEW	BOA	52899	07/25/2018	0.00
CA 94043	2537			148,855.03

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4582	CIP17/18 Street Resurface	92,793.09	0.00
22-68-4582	CIP17/18 Street Resurface	56,061.94	0.00

Check No.	52899	Total:	148,855.03
Total for	O'GRADY PAVING, INC.		148,855.03

PERS HEALTH	August Health	20003	07/25/2018	
			07/25/2018	
VIA EFT	0108		07/25/2018	0.00
	BOA	52901	07/25/2018	0.00
				11,912.96

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	11,912.96	0.00

Check No.	52901	Total:	11,912.96
Total for	PERS HEALTH		11,912.96

PETERSEN DEAN	Refund Deposit, 10 Quail	19971	07/25/2018	
			07/25/2018	
7980 ENTERPRISE DRIVE	1005		07/25/2018	0.00
NEWARK	BOA	52902	07/25/2018	0.00
CA 94560				1,000.00

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

Check No.	52902	Total:	1,000.00
Total for	PETERSEN DEAN		1,000.00

PG&E	July Statements	19990	07/25/2018	
			07/25/2018	
BOX 997300	0109		07/25/2018	0.00
SACRAMENTO	BOA	52903	07/25/2018	0.00
CA 95899-7300				272.08

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	272.08	0.00

Check No.	52903	Total:	272.08
Total for	PG&E		272.08

MARIA PHILBIN	Refund Deposit, Event 6/24/18	19972	07/25/2018	
			07/25/2018	
1255 MCCONNELL AVENUE	0799		07/25/2018	0.00
SANTA ROSA	BOA	52904	07/25/2018	0.00
CA 95404				100.00

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

07/25/18

Date: 07/24/2018

Time: 8:36 am

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

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

Check No.	52904	Total:	100.00
<u>Total for</u>	MARIA PHILBIN		100.00

PINE CONE LUMBER CO, INC.	Posts for Street Signs/ROW	19973	07/25/2018	
	Fence Repair		07/25/2018	
895 E. EVELYN AVENUE	0501		07/25/2018	0.00
SUNNYVALE	BOA	52905	07/25/2018	0.00
CA 94086	763540			260.62

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	162.77	0.00
20-60-4268	Street Signs & Striping	97.85	0.00

Check No.	52905	Total:	260.62
<u>Total for</u>	PINE CONE LUMBER CO, INC.		260.62

PLATINUM FACILITY SERVICES	Deep Clean, TH/LIB/Schoolhouse	19975	07/25/2018	
	Restroom Bldg		07/25/2018	
1530 OAKLAND RD., #150	402		07/25/2018	0.00
SAN JOSE	BOA	52906	07/25/2018	0.00
CA 95112	32363			2,690.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4344	Janitorial Services	2,017.50	0.00
25-66-4344	Janitorial Services	672.50	0.00

Check No.	52906	Total:	2,690.00
<u>Total for</u>	PLATINUM FACILITY SERVICES		2,690.00

RL COOPER CONSTRUCTION	Refund Deposit, 15 Pomponio	19976	07/25/2018	
			07/25/2018	
506 CUPERTINO WAY	0800		07/25/2018	0.00
SAN MATEO	BOA	52907	07/25/2018	0.00
CA 94403				1,000.00

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

Check No.	52907	Total:	1,000.00
<u>Total for</u>	RL COOPER CONSTRUCTION		1,000.00

RON RAMIES AUTOMOTIVE, INC.	'00 Chevy, Oxygen Sensor/Smog	19977	07/25/2018	
		00006547	07/25/2018	
115 PORTOLA ROAD	422		07/25/2018	0.00
PORTOLA VALLEY	BOA	52908	07/25/2018	0.00
CA 94028	58709			649.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	649.50	649.50



INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

Page: 13

TOWN OF PORTOLA VALLEY

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

RON RAMIES AUTOMOTIVE, INC.	'00 Chevy, Idler Arm Replaceme nt	19978	07/25/2018	
		00006548	07/25/2018	
115 PORTOLA ROAD	422		07/25/2018	0.00
PORTOLA VALLEY	BOA	52908	07/25/2018	0.00
CA 94028	58709			802.22

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	802.22	802.22

RON RAMIES AUTOMOTIVE, INC.	'00 Chevy, AC Maint/Mud Flap Replace	19979	07/25/2018	
			07/25/2018	
115 PORTOLA ROAD	422		07/25/2018	0.00
PORTOLA VALLEY	BOA	52908	07/25/2018	0.00
CA 94028	58709			595.28

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	595.28	0.00

Check No.	52908	Total:	2,047.00
Total for	RON RAMIES AUTOMOTIVE, INC.		2,047.00

LINDA ROSS	Instructor Fees, Summer '18	19980	07/25/2018	
			07/25/2018	
190 GABARDA WAY	1233		07/25/2018	0.00
PORTOLA VALLEY	BOA	52909	07/25/2018	0.00
CA 94028				1,441.40

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,441.40	0.00

Check No.	52909	Total:	1,441.40
Total for	LINDA ROSS		1,441.40

ROSSETTA'S ENTERPRISES	Refund Deposit, 30 Bear Paw	20004	07/25/2018	
			07/25/2018	
972 NEWHALL STREET BLDG G	0801		07/25/2018	0.00
SAN JOSE	BOA	52910	07/25/2018	0.00
CA 95126				1,000.00

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

Check No.	52910	Total:	1,000.00
Total for	ROSSETTA'S ENTERPRISES		1,000.00

RR DONNELLEY	Business Cards, J. Aalfs	19982	07/25/2018	
			07/25/2018	
PO BOX 932721	582		07/25/2018	0.00
CLEVELAND	BOA	52911	07/25/2018	0.00
OH 44193	111737305			88.84

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	88.84	0.00

Check No.	52911	Total:	88.84
Total for	RR DONNELLEY		88.84

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

Page: 14

TOWN OF PORTOLA VALLEY

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

S.H. ROOFING	Refund Deposit, 20 Sandstone	19983	07/25/2018	
			07/25/2018	
PO BOX 50354	0802		07/25/2018	0.00
PALO ALTO	BOA	52912	07/25/2018	0.00
CA 94303				1,000.00

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

Check No.	52912	Total:	1,000.00
Total for	S.H. ROOFING		1,000.00

SAN MATEO LAWNMOWER	Chainsaw, Parts & Maint	19984	07/25/2018	
			07/25/2018	
760 S. AMPHLETT BLVD	0412		07/25/2018	0.00
SAN MATEO	BOA	52913	07/25/2018	0.00
CA 94402	181816			200.95

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	200.95	0.00

Check No.	52913	Total:	200.95
Total for	SAN MATEO LAWNMOWER		200.95

SAVIANO COMPANY INC.	TC Tennis Court Repairs	19985	07/25/2018	
			07/25/2018	
1784 SMITH AVENUE	0803		07/25/2018	0.00
SAN JOSE	BOA	52914	07/25/2018	0.00
CA 95112	7561-01			2,200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4549	CIP17/18 TownCtr	2,200.00	0.00

Check No.	52914	Total:	2,200.00
Total for	SAVIANO COMPANY INC.		2,200.00

SHELTON ROOFING	Refund Deposit, 40 Los Charros	19986	07/25/2018	
			07/25/2018	
1988 LEGHORN ST., #C	0309		07/25/2018	0.00
MOUNTAIN VIEW	BOA	52915	07/25/2018	0.00
CA 94043				866.67

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	866.67	0.00

Check No.	52915	Total:	866.67
Total for	SHELTON ROOFING		866.67

SMALL BUSINESS BENEFIT PLAN TR	August Dental/Vision	19987	07/25/2018	
			07/25/2018	
	0132		07/25/2018	0.00
BELMONT	BOA	52916	07/25/2018	0.00
CA 94002-0156				2,483.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/25/18

Date: 07/24/2018

Time: 8:36 am

Page: 15

TOWN OF PORTOLA VALLEY

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

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

Check No.	52916	Total:	2,483.00
Total for	SMALL BUSINESS BENEFIT PLAN		2,483.00

STATE CONTROLLER'S OFFICE	Processing Fee, PV Rev 18-1	20005	07/25/2018	
			07/23/2018	
DEPARTMENTAL ACCTG OFC	0218		07/25/2018	0.00
SACRAMENTO	BOA	52917	07/25/2018	0.00
CA 94250-5877				150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	150.00	0.00

Check No.	52917	Total:	150.00
Total for	STATE CONTROLLER'S OFFICE		150.00

VERIZON WIRELESS	June Cellular/ALPR SIM Card	19993	07/25/2018	
			07/25/2018	
P.O. BOX 660108	0131		07/25/2018	0.00
DALLAS	BOA	52918	07/25/2018	0.00
TX 75266-0108				364.27

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	364.27	0.00

Check No.	52918	Total:	364.27
Total for	VERIZON WIRELESS		364.27

WOODSIDE FIRE PROTECTION DISTR	2018-19 Chipper Program	19995	07/25/2018	
			07/25/2018	
3111 WOODSIDE ROAD	886		07/25/2018	0.00
WOODSIDE	BOA	52919	07/25/2018	0.00
CA 94062	PV-Chipper2018			28,133.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	26,533.00	0.00
08-56-4221	ABAG Risk Mgmt Programs	1,600.00	0.00

Check No.	52919	Total:	28,133.00
Total for	WOODSIDE FIRE PROTECTION DI		28,133.00

WOODSIDE PRIORY	Refund Deposit, 302 Portola	19996	07/25/2018	
			07/25/2018	
302 PORTOLA ROAD	0230		07/25/2018	0.00
PORTOLA VALLEY	BOA	52920	07/25/2018	0.00
CA 94028				21,136.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	21,136.50	0.00

Check No.	52920	Total:	21,136.50
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**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

07/25/18

Date: 07/24/2018

Time: 8:36 am

Page: 16

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

Total for	WOODSIDE PRIORY	21,136.50
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Total Invoices: 69

Grand Total:	375,361.77
Less Credit Memos:	0.00
Net Total:	375,361.77
Less Hand Check Total:	0.00
Outstanding Invoice Total:	375,361.77

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**July 25, 2018**

Claims totaling \$375,361.77 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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/08/2018

Date: 08/01/2018

Time: 7:33 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

AMERICAN PLANNING ASSOCIATION	2018-19 Dues, Russell	20006	08/08/2018	
			08/08/2018	
LOCK BOX 4291	0003		08/08/2018	0.00
CAROL STREAM	BOA	52923	08/08/2018	0.00
IL 60197-4291	215765-1871			725.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	725.00	0.00

Check No.	52923	Total:	725.00
Total for	AMERICAN PLANNING ASSOCIATI		725.00

ARC	Plan Copies	20007	08/08/2018	
			08/08/2018	
P.O. BOX 192224	0112		08/08/2018	0.00
SAN FRANCISCO	BOA	52924	08/08/2018	0.00
CA 94119-2224	1957029			85.68

GL Number	Description	Invoice Amount	Amount Relieved
05-20-3154	Miscellaneous Receipts	85.68	0.00

Check No.	52924	Total:	85.68
Total for	ARC		85.68

BANK OF AMERICA	June Statement	20008	08/08/2018	
Bank Card Center			08/08/2018	
P.O. BOX 53155	0022		08/08/2018	0.00
PHOENIX	BOA	52925	08/08/2018	0.00
AZ 85072-3155				647.33

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	76.11	0.00
05-64-4311	Software & Licensing	181.99	0.00
05-64-4326	Education & Training	120.00	0.00
05-64-4336	Miscellaneous	242.92	0.00
05-64-4337	Bank Fees	26.31	0.00

BANK OF AMERICA	2018 Summer Study on Energy	20009	08/08/2018	
Bank Card Center	Efficiency in Buildings	00006558	08/08/2018	
P.O. BOX 53155	0022		08/08/2018	0.00
PHOENIX	BOA	52925	08/08/2018	0.00
AZ 85072-3155				1,047.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	1,047.00	1,047.00

Check No.	52925	Total:	1,694.33
Total for	BANK OF AMERICA		1,694.33

ARLY CASSIDY	Reimbursement, Mtg/Event	20010	08/08/2018	
	Registration		08/08/2018	
	0638		08/08/2018	0.00
	BOA	52926	08/08/2018	0.00
				135.00

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

08/08/2018

Date: 08/01/2018

Time: 7:33 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

05-64-4326	Education & Training	135.00	0.00	
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Check No.	52926	Total:	135.00
Total for	ARLY CASSIDY		135.00

WILLIAM CLOPTON	Refund Dep, 1 Hawk View/ 6 Sandstone	20011	08/08/2018	
PO BOX 206	0805		08/08/2018	0.00
MENLO PARK	BOA	52927	08/08/2018	0.00
CA 94025				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	3,000.00	0.00

Check No.	52927	Total:	3,000.00
Total for	WILLIAM CLOPTON		3,000.00

COBALT CONSTRUCTION CO.	Refund Dep, 501 Portola #6A	20012	08/08/2018	
105 SERRA WAY #196	0699		08/08/2018	0.00
MILPITAS	BOA	52928	08/08/2018	0.00
CA 95035				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,000.00	0.00

Check No.	52928	Total:	1,000.00
Total for	COBALT CONSTRUCTION CO.		1,000.00

COMCAST	WiFi, 7/21/18-8/20/18	20013	08/08/2018	
P.O. BOX 34744	0045		08/08/2018	0.00
SEATTLE	BOA	52929	08/08/2018	0.00
WA 98124-1227				126.16

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	126.16	0.00

Check No.	52929	Total:	126.16
Total for	COMCAST		126.16

CONVERGE ONE	OptiPlex 5060, Monitor	20014	08/08/2018	
3344 HIGHWAY 149	2164	00006559	08/08/2018	0.00
EAGAN	BOA	52930	08/08/2018	0.00
MN 55121	IE9020878			6,546.09

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	6,546.09	6,540.09

Check No.	52930	Total:	6,546.09
Total for	CONVERGE ONE		6,546.09

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/08/2018

Date: 08/01/2018

Time: 7:33 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

COTTON SHIRES & ASSOC. INC.	June/July '18 Applicant Charge	20015	08/08/2018	
			08/08/2018	
330 VILLAGE LANE	0047		08/08/2018	0.00
LOS GATOS	BOA	52931	08/08/2018	0.00
CA 95030-7218				24,059.99

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	24,059.99	0.00

Check No.	52931	Total:	24,059.99
Total for	COTTON SHIRES & ASSOC. INC.		24,059.99

COUNTY OF SAN MATEO	Employee/Labor Relations Svcs	20016	08/08/2018	
HUMAN RESOURCES DEPT	FY 17-18		08/08/2018	
455 COUNTY CENTER, 5TH FLOOR	1241		08/08/2018	0.00
SAN MATEO	BOA	52932	08/08/2018	0.00
CA 94063	PVELRFY18			1,200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,200.00	0.00

Check No.	52932	Total:	1,200.00
Total for	COUNTY OF SAN MATEO		1,200.00

RON DOLIN	Refund Deposit, 228 Westridge	20017	08/08/2018	
			08/08/2018	
1642 INVERNESS WAY	1175		08/08/2018	0.00
SUNNYVALE	BOA	52933	08/08/2018	0.00
CA 94087				598.41

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	598.41	0.00

Check No.	52933	Total:	598.41
Total for	RON DOLIN		598.41

BARB ECKSTEIN	Reimbursement, Annual Horse	20018	08/08/2018	
	Fair		08/08/2018	
1155 WESTRIDGE DRIVE	0584		08/08/2018	0.00
PORTOLA VALLEY	BOA	52934	08/08/2018	0.00
CA 94028				1,539.97

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	1,539.97	0.00

Check No.	52934	Total:	1,539.97
Total for	BARB ECKSTEIN		1,539.97

ECONO TREE SERVICE	Chip Brush, Los Trancos Rd	20040	08/08/2018	
			08/08/2018	
1914 SPRING STREET	1252		08/08/2018	0.00
REDWOOD CITY	BOA	52935	08/08/2018	0.00
CA 94063	340087			1,850.00

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

08/08/2018

Date: 08/01/2018

Time: 7:33 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

20-60-4264	ROW Tree Trimming & Mowing	1,850.00	0.00	
ECONO TREE SERVICE	ROW, Oak Clearing/Haul Off	20041	08/08/2018	
			08/08/2018	
1914 SPRING STREET	1252		08/08/2018	0.00
REDWOOD CITY	BOA	52935	08/08/2018	0.00
CA 94063	340068			2,400.00
GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4264	ROW Tree Trimming & Mowing	2,400.00	0.00	

Check No.	52935	Total:	4,250.00
Total for	ECONO TREE SERVICE		4,250.00

EXCEL LD	Telephone LD Service	20019	08/08/2018	
			08/08/2018	
PO BOX 660343	0806		08/08/2018	0.00
DALLAS	BOA	52936	08/08/2018	0.00
TX 75266	1173865083			16.74
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	16.74	0.00	

Check No.	52936	Total:	16.74
Total for	EXCEL LD		16.74

GAYTEN HARMON	Refund Deposit, Event 7/21/18	20020	08/08/2018	
			08/08/2018	
330 WILLOWBROOK	0572		08/08/2018	0.00
PORTOLA VALLEY	BOA	52937	08/08/2018	0.00
CA 94028				2,500.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2561	Community Hall Deposits	2,500.00	0.00	

Check No.	52937	Total:	2,500.00
Total for	GAYTEN HARMON		2,500.00

ELAINE HERON	Refund Deposit, 6 Stonegate	20021	08/08/2018	
			08/08/2018	
6 STONEGATE ROAD	0807		08/08/2018	0.00
PORTOLA VALLEY	BOA	52938	08/08/2018	0.00
CA 94028				1,245.96
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	1,245.96	0.00	

Check No.	52938	Total:	1,245.96
Total for	ELAINE HERON		1,245.96

HILLYARD, INC	Janitorial Supplies	20042	08/08/2018	
			08/08/2018	
P.O. BOX 843025	531		08/08/2018	0.00
KANSAS CITY	BOA	52939	08/08/2018	0.00
MO 64184-3025	60308138			125.80

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/08/2018

Date: 08/01/2018

Time: 7:33 pm

Page: 5

TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	41.93	0.00
05-66-4341	Community Hall	41.93	0.00
25-66-4340	Building Maint Equip & Supp	41.94	0.00

Check No.	52939	Total:	125.80
Total for	HILLYARD, INC		125.80

ICMA	June Def Comp	20022	08/08/2018	
VANTAGE POINT TFER AGTS-304617			08/08/2018	
C/O M&T BANK	0084		08/08/2018	0.00
BALTIMORE	BOA	52921	08/08/2018	0.00
MD 21264-4553				5,122.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	5,122.00	0.00

Check No.	52921	Total:	5,122.00 H
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ICMA	July Def Comp	20023	08/08/2018	
VANTAGE POINT TFER AGTS-304617			08/08/2018	
C/O M&T BANK	0084		08/08/2018	0.00
BALTIMORE	BOA	52922	08/08/2018	0.00
MD 21264-4553				5,122.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	5,122.00	0.00

Check No.	52922	Total:	5,122.00 H
Total for	ICMA		10,244.00

INTEGRAL GROUP, INC.	Town Hall HVAC	20043	08/08/2018	
			08/08/2018	
427 - 13TH STREET	1369		08/08/2018	0.00
OAKLAND	BOA	52940	08/08/2018	0.00
CA 94612	11249			918.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4549	CIP17/18 TownCtr	918.00	0.00

INTEGRAL GROUP, INC.	Town Hall HVAC	20044	08/08/2018	
			08/08/2018	
427 - 13TH STREET	1369		08/08/2018	0.00
OAKLAND	BOA	52940	08/08/2018	0.00
CA 94612	11510			306.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4549	CIP17/18 TownCtr	306.00	0.00

Check No.	52940	Total:	1,224.00
Total for	INTEGRAL GROUP, INC.		1,224.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/08/2018

Date: 08/01/2018

Time: 7:33 pm

Page: 6

TOWN OF PORTOLA VALLEY

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

INTERSTATE TRAFFIC CNTRL	Neighborhood Watch Signs	20045	08/08/2018	
			08/08/2018	
1700 INDUSTRIAL ROAD, STE B	564		08/08/2018	0.00
SAN CARLOS	BOA	52941	08/08/2018	0.00
CA 94070	226109			193.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	193.68	0.00

INTERSTATE TRAFFIC CNTRL	STREET SIGNS	20055	08/08/2018	
		00006560	08/08/2018	
1700 INDUSTRIAL ROAD, STE B	564		08/08/2018	0.00
SAN CARLOS	BOA	52941	08/08/2018	0.00
CA 94070	226484			1,368.84

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	1,368.84	1,262.26

INTERSTATE TRAFFIC CNTRL	Various signs	20056	08/08/2018	
		00006557	08/08/2018	
1700 INDUSTRIAL ROAD, STE B	564		08/08/2018	0.00
SAN CARLOS	BOA	52941	08/08/2018	0.00
CA 94070	226483			1,891.13

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	124.70	124.70
20-60-4268	Street Signs & Striping	1,766.43	1,766.43

Check No.	52941	Total:	3,453.65
Total for	INTERSTATE TRAFFIC CNTRL		3,453.65

LADERA GARDEN CENTER	Flower Arrangements	20024	08/08/2018	
			08/08/2018	
3130 LADERA COUNTRY SHOPPER	0490		08/08/2018	0.00
PORTOLA VALLEY	BOA	52942	08/08/2018	0.00
CA 94028	6154, 6310			140.29

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	140.29	0.00

Check No.	52942	Total:	140.29
Total for	LADERA GARDEN CENTER		140.29

LYNGSO GARDEN MATERIALS INC	Delivery of Sand-Playground	20036	08/08/2018	
			08/08/2018	
19 SEAPORT BOULEVARD	923		08/08/2018	0.00
REDWOOD CITY	BOA	52943	08/08/2018	0.00
CA 94063	952717			135.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	135.00	0.00

Check No.	52943	Total:	135.00
Total for	LYNGSO GARDEN MATERIALS INC		135.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/08/2018

Date: 08/01/2018

Time: 7:33 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
M. DESIGNS ARCHITECTS	Refund Deposit, 5905 Alpine Rd	20026	08/08/2018	
			08/08/2018	
4546 W. EL CAMINO REAL #223	0808		08/08/2018	0.00
LOS ALTOS	BOA	52944	08/08/2018	0.00
CA 94022				1,850.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-20-3132	Architectural Review Fees	350.00	0.00	
96-54-4207	Deposit Refunds, Other Charges	1,500.00	0.00	

Check No.	52944	Total:	1,850.00
Total for	M. DESIGNS ARCHITECTS		1,850.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
MONTE LEON LLC	Refund Deposit, 5050 Alpine	20027	08/08/2018	
			08/08/2018	
325 SHARON PARK DR. #611	0809		08/08/2018	0.00
MENLO PARK	BOA	52945	08/08/2018	0.00
CA 94025				973.22
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	973.22	0.00	

Check No.	52945	Total:	973.22
Total for	MONTE LEON LLC		973.22

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
NBS, INC	Fee Study Update Project	20028	08/08/2018	
	Planning		08/08/2018	
32605 TEMECULA PARKWAY	0341		08/08/2018	0.00
TEMECULA	BOA	52946	08/08/2018	0.00
CA 92592	61800395			1,335.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4214	Miscellaneous Consultants	1,335.00	0.00	

Check No.	52946	Total:	1,335.00
Total for	NBS, INC		1,335.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
NCE	2017/18 Street Resurf Proj	20046	08/08/2018	
	Thru 6/22/18		08/08/2018	
Nichols Consulting Engineers	0183		08/08/2018	0.00
1885 S. ARLINGTON AVE	BOA	52947	08/08/2018	0.00
RENO	424215505			2,652.27
NV 89509				
GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4582	CIP17/18 Street Resurface	2,652.27	0.00	

Check No.	52947	Total:	2,652.27
Total for	NCE		2,652.27

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
NCE	2017-18 Street Resurf Proj	20047	08/08/2018	
			08/08/2018	
Nichols Consulting Engineers	0183		08/08/2018	0.00
1885 S. ARLINGTON AVE	BOA	52947	08/08/2018	0.00
RENO	424215506			2,705.00
NV 89509				
GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4582	CIP17/18 Street Resurface	2,705.00	0.00	

Check No.	52947	Total:	5,357.27
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/08/2018

Date: 08/01/2018

Time: 7:33 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

Total for NCE 5,357.27

NOLTE ASSOCIATES, INC. NV5	June Public Works Support	20037	08/08/2018	
			08/08/2018	
P.O. BOX 74008680	0104		08/08/2018	0.00
CHICAGO	BOA	52948	08/08/2018	0.00
IL 89193-3243	95642			1,054.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	1,054.50	0.00

Check No. 52948 Total: 1,054.50  
 Total for NOLTE ASSOCIATES, INC. NV5 1,054.50

OCCUSCREEN, LLC	Comprehensive Screening	20029	08/08/2018	
			08/08/2018	
805 BROADWAY ST, STE 215	0810		08/08/2018	0.00
VANCOUVER	BOA	52950	08/08/2018	0.00
WA 98660	119966			53.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	53.00	0.00

Check No. 52950 Total: 53.00  
 Total for OCCUSCREEN, LLC 53.00

O'GRADY PAVING, INC.	17/18 CIP Street Resurf Proj	20048	08/08/2018	
	Progress Payment		08/08/2018	
2513 WYANDOTTE STREET	920		08/08/2018	0.00
MOUNTAIN VIEW	BOA	52949	08/08/2018	0.00
CA 94043	2596			1,710.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4582	CIP17/18 Street Resurface	1,710.00	0.00

Check No. 52949 Total: 1,710.00  
 Total for O'GRADY PAVING, INC. 1,710.00

OPENGOV, INC.	OpenGov Budget Software	20030	08/08/2018	
	Transparency Tool FY18-19		08/08/2018	
955 CHARTER STREET	0733		08/08/2018	0.00
REDWOOD CITY	BOA	52951	08/08/2018	0.00
CA 94063	INV-001673			15,624.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensinq	15,624.00	0.00

Check No. 52951 Total: 15,624.00  
 Total for OPENGOV, INC. 15,624.00

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

08/08/2018

Date: 08/01/2018

Time: 7:33 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

PLATINUM FACILITY SERVICES	July Janitorial	20049	08/08/2018	
			08/08/2018	
1530 OAKLAND RD., #150	402		08/08/2018	0.00
SAN JOSE	BOA	52952	08/08/2018	0.00
CA 95112	32489			4,903.13

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

Check No.	52952	Total:	4,903.13
Total for	PLATINUM FACILITY SERVICES		4,903.13

PORTOLA VALLEY HARDWARE	June Statement	20038	08/08/2018	
			08/08/2018	
112 PORTOLA VALLEY ROAD	0114		08/08/2018	0.00
PORTOLA VALLEY	BOA	52953	08/08/2018	0.00
CA 94028				345.48

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	69.00	0.00
05-60-4267	Tools & Equipment	259.10	0.00
05-64-4308	Office Supplies	17.38	0.00

PORTOLA VALLEY HARDWARE	May Statement	20039	08/08/2018	
			08/08/2018	
112 PORTOLA VALLEY ROAD	0114		08/08/2018	0.00
PORTOLA VALLEY	BOA	52953	08/08/2018	0.00
CA 94028				874.77

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	25.51	0.00
05-60-4267	Tools & Equipment	661.03	0.00
05-64-4334	Vehicle Maintenance	8.68	0.00
05-64-4336	Miscellaneous	14.12	0.00
05-66-4340	Building Maint Equip & Supp	93.43	0.00
05-66-4341	Community Hall	61.14	0.00
25-66-4340	Building Maint Equip & Supp	10.86	0.00

Check No.	52953	Total:	1,220.25
Total for	PORTOLA VALLEY HARDWARE		1,220.25

PURCHASE POWER	Postage Replenish	20031	08/08/2018	
Pitney Bowes Inc.			08/08/2018	
PO BOX 371874	0755		08/08/2018	0.00
PITTSBURGH	BOA	52954	08/08/2018	0.00
PA 15250-7874				39.98

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	39.98	0.00

Check No.	52954	Total:	39.98
Total for	PURCHASE POWER		39.98

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/08/2018

Date: 08/01/2018

Time: 7:33 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

RON RAMIES AUTOMOTIVE, INC.	June Fuel Statement	20051	08/08/2018	
			08/08/2018	
115 PORTOLA ROAD	422		08/08/2018	0.00
PORTOLA VALLEY	BOA	52955	08/08/2018	0.00
CA 94028				493.43

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	493.43	0.00

Check No.	52955	Total:	493.43
Total for	RON RAMIES AUTOMOTIVE, INC.		493.43

SCHUCHART DOW	Refund Deposit, 22 Grove Drive	20032	08/08/2018	
			08/08/2018	
3248 17TH STREET	0811		08/08/2018	0.00
SAN FRANCISCO	BOA	52956	08/08/2018	0.00
CA 94110				1,000.00

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

Check No.	52956	Total:	1,000.00
Total for	SCHUCHART DOW		1,000.00

SHARP BUSINESS SYSTEMS	June Copies	20057	08/08/2018	
			08/08/2018	
DEPT. LA 21510	0199		08/08/2018	0.00
PASADENA	BOA	52957	08/08/2018	0.00
CA 91185-1510	C990488-541			317.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	317.38	0.00

Check No.	52957	Total:	317.38
Total for	SHARP BUSINESS SYSTEMS		317.38

STANDARD INSURANCE CO.	LTD/Life Premium	20033	08/08/2018	
			08/08/2018	
PO BOX 5676	0469		08/08/2018	0.00
PORTLAND	BOA	52958	08/08/2018	0.00
OR 97228				603.28

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	603.28	0.00

Check No.	52958	Total:	603.28
Total for	STANDARD INSURANCE CO.		603.28

STATE COMP INSURANCE FUND	July Premium	20034	08/08/2008	
			08/08/2018	
PO BOX 748170	0122		08/08/2008	0.00
LOS ANGELES	BOA	52959	08/08/2018	0.00
CA 90074-8170				2,689.25

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

08/08/2018

Date: 08/01/2018

Time: 7:33 pm

Page: 11

TOWN OF PORTOLA VALLEY

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

05-50-4094	Worker's Compensation	2,689.25	0.00	
STATE COMP INSURANCE FUND	Deposit Premium FY 18-19	20035	08/08/2018	
			08/08/2018	
PO BOX 748170	0122		08/08/2018	0.00
LOS ANGELES	BOA	52959	08/08/2018	0.00
CA 90074-8170				724.28

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4094	Worker's Compensation	724.28	0.00	

Check No.	52959	Total:	3,413.53
Total for	STATE COMP INSURANCE FUND		3,413.53

THERMAL MECHANICAL, INC	Town Hall HVAC	20052	08/08/2018	
			08/08/2018	
425 ALDO AVENUE	955		08/08/2018	0.00
SANTA CLARA	BOA	52960	08/08/2018	0.00
CA 95054	73523			11,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4549	CIP17/18 TownCtr	11,000.00	0.00	

THERMAL MECHANICAL, INC	Air Handler Repair, Breaker Replacement	20053	08/08/2018	
			08/08/2018	
425 ALDO AVENUE	955		08/08/2018	0.00
SANTA CLARA	BOA	52960	08/08/2018	0.00
CA 95054	73475			1,405.94

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4346	Mechanical Sys Maint & Repair	1,405.94	0.00	

THERMAL MECHANICAL, INC	Broken Sewer Line Repair	20054	08/08/2018	
			08/08/2018	
425 ALDO AVENUE	955		08/08/2018	0.00
SANTA CLARA	BOA	52960	08/08/2018	0.00
CA 95054	73522			3,800.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4346	Mechanical Sys Maint & Repair	3,800.00	0.00	

Check No.	52960	Total:	16,205.94
Total for	THERMAL MECHANICAL, INC		16,205.94

VALERIE LEAL	LIVE MUSIC FOR PV SUMMER CONCE	20025	08/08/2018	
	RT 8/16/2018	00006563	08/08/2018	
310 30TH AVENUE	2167		08/08/2018	0.00
SANTA CRUZ	BOA	52961	08/08/2018	0.00
CA 95062	1738			1,300.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4150	Cultural Arts Committee	1,300.00	1,300.00	

Check No.	52961	Total:	1,300.00
Total for	VALERIE LEAL		1,300.00



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

08/08/2018

Date: 08/01/2018

Time: 7:33 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
WILLIAM S. REHLICH, INC.	CIP Town Hall Upstairs Window	20050	08/08/2018	
			08/08/2018	
1 TYNAN WAY	0439		08/08/2018	0.00
PORTOLA VALLEY	BOA	52962	08/08/2018	0.00
CA 94028				2,229.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4549	CIP17/18 TownCtr	2,229.50	0.00

Check No.	52962	Total:	2,229.50
Total for	WILLIAM S. REHLICH, INC.		2,229.50

Total Invoices:	52	Grand Total:	123,729.48
		Less Credit Memos:	0.00
		Net Total:	123,729.48
		Less Hand Check Total:	10,244.00
		Outstanding Invoice Total:	113,485.48

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**August 8, 2018**

Claims totaling \$123,729.48 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

**From:** webmaster@portolavalley.net <webmaster@portolavalley.net>

Page 43

**Sent:** Wednesday, August 1, 2018 9:01 AM

**To:** Sharon Hanlon <shanlon@portolavalley.net>

**Subject:** Portola Valley, CA: Committee Application

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

**Form Name:** Committee Application

**Date & Time:** 08/01/2018 9:00 AM

**Response #:** 63

**Submitter ID:** 3412

**Survey Details**

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](mailto: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

**Applicant Information**

**Full Name** Kenny Cheung  
**Email Address**  
**Street Address**  
**City/Zip** Portola Valley, CA 94028  
**Number of years in** 1  
**Portola Valley**  
**Cell Phone**  
**Home Phone**  
**Other Phone** Not answered  
**Emergency Preparedness** Not answered

**Preferred Phone Contact Number**

Cell

**I prefer to receive Town communications via**

E-mail (recommended)

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

Hello,

I am interested in this committee as a resident who commutes (and recreates) by bicycle, with some volunteer experience in previous communities where I have lived. I currently volunteer as a bike repair mentor for the silicon valley bike exchange, which accepts old bicycles, teaches repair skills to youth community service volunteer groups, and donates the bicycles to needy communities and organizations. I helped to marshall for a large bicycle advocacy event in Boston for a few years. I also spent a summer as an intern in Vail, CO, working on road, trail, and tourism planning.

It was recently recommended (by Angela and Ed) that I submit this application to join the committee, following my response to their request for help with the town bike fest.

I am also interested in the nature and science committee, as an amateur naturalist and professional scientist for NASA.

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

none

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



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** August 8, 2018

**RE:** Declaring the results of the General Municipal Election held on June 5, 2018

### RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution determining and declaring the results of the General Municipal Election held on June 5, 2018, for the purpose of submitting to the voters of the Town of Portola Valley a Ballot Measure reducing the Utility User Tax Rate from 5.5 to 4.5 percent.

### BACKGROUND

On February 28, 2018, the Town Council considered placing on the June 5, 2018 ballot a measure asking voters if they wished to reduce the general purpose Utility Users Tax levied on telephone, gas, water and electricity, from 5.5 to 4.5 percent. The Town Council approved the proposal and Resolution No. 2753-2018 was adopted ordering submission of the measure on the June 5, 2018 ballot.

A General Municipal Election was held on June 5, 2018. Ballot Measure T asked whether the people of Portola Valley wished to reduce the general purpose Utility Users Tax levied on telephone, gas, water and electricity, from 5.5 to 4.5 percent. Measure T was approved by a majority vote.

All Municipal Elections are consolidated with the County of San Mateo. The election was conducted and the County has provided the Town with the Certificate of Elections Results.

### ATTACHMENT

1. Resolution of the Portola Valley Town Council Declaring Canvass of Returns and Results of the General Municipal Election held on June 5, 2018.
2. Certification of Election for June 5, 2018

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

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

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

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY DECLARING CANVASS OF RETURNS AND RESULTS OF GENERAL MUNICIPAL ELECTION HELD ON June 5, 2018**

**WHEREAS**, on February 28, 2018, the Town Council of the Town of Portola Valley duly passed and adopted Resolution No. 2753-2018 specifying the date of the General Municipal Election; and

**WHEREAS**, said General Municipal Election was held in the Town of Portola Valley on June 5, 2018 in accordance with the law and the returns of this election have been determined and certified in all respects as required by law.

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

1. The Town Clerk of the Town is hereby instructed to enter this Resolution in the minutes of this Council as a statement of the result of this election.

2. The total number of ballots cast in the Town at the General Municipal Election of June 5, 2018 was 1,956. A full and correct copy of the statement of results of said election for Council seats as canvassed and certified by the County Register of Voters is attached hereto as Attachment 1.

3. Measure T presented to the voters at the General Municipal Election and the number of votes cast in favor of and against Measure T was as follows:

	<b><u>YES</u></b>	<b><u>NO</u></b>
<b>Precinct 3901</b>	<b>536</b>	<b>117</b>
<b>Precinct 3903</b>	<b>395</b>	<b>75</b>
<b>Precinct 3905</b>	<b>610</b>	<b>87</b>
<b>TOTAL Precinct Vote:</b>	<b>1541</b>	<b>279</b>

4. Measure T received more than a majority of votes cast and therefore the measure passed and the Town's Utility Users Tax will be reduced from 5.5 to 4.5 percent from July 1, 2018 through June 30, 2023. On July 1, 2023, the tax will revert to 5.5 percent. This reduction only affects the general purpose portion of the UUT.

**PASSED AND ADOPTED** this 8th day of August, 2018.

By: \_\_\_\_\_  
Mayor

ATTEST:

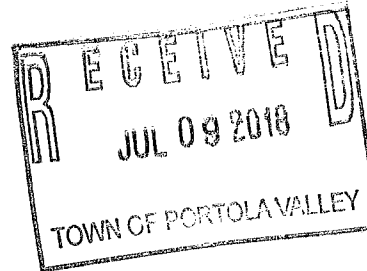
\_\_\_\_\_  
Town Clerk



OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
RECORDER & ELECTIONS**  
COUNTY OF SAN MATEO

**MARK CHURCH**  
CHIEF ELECTIONS OFFICER &  
ASSESSOR-COUNTY CLERK-RECORDER

July 3, 2018



Sharon Hanlon  
Town Clerk  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

**Subject:** Certificate of the Chief Elections Officer for the Statewide Direct Primary Election held on Tuesday, June 5, 2018

Dear Town Clerk Hanlon,

This is to advise you that we have completed the Official Canvass of the vote and I have certified the election results.

Attached hereto is the official Chief Elections Officer's Certification of the June 5, 2018 Statewide Direct Primary Election.

It has been a pleasure to work with you in conducting this election and I look forward to serving you again in future elections.

Sincerely,

Mark Church

Enclosures



# EXHIBIT A

COUNTY OF SAN MATEO STATEMENT OF THE VOTE

34	TOWN OF PORTOLA VALLEY MEASURE T (MAJORITY APPROVAL REQUIRED)														
	Registration	Ballots Cast	Turnout (%)		TOWN OF PORTOLA VALLEY YES	NO									
3901	1,148	721	62.8		536	117									
3903	867	496	57.2		395	75									
3905	1,330	739	55.6		610	87									
<b>Early Voting Totals</b>	3,345	137	4.1		108	20									
<b>Absentee Totals</b>	3,345	1,819	54.4		1433	259									
<b>Election Day Totals</b>	3,345	0	0.0		0	0									
<b>Grand Totals</b>	3,345	1,956	58.5		1541	279									

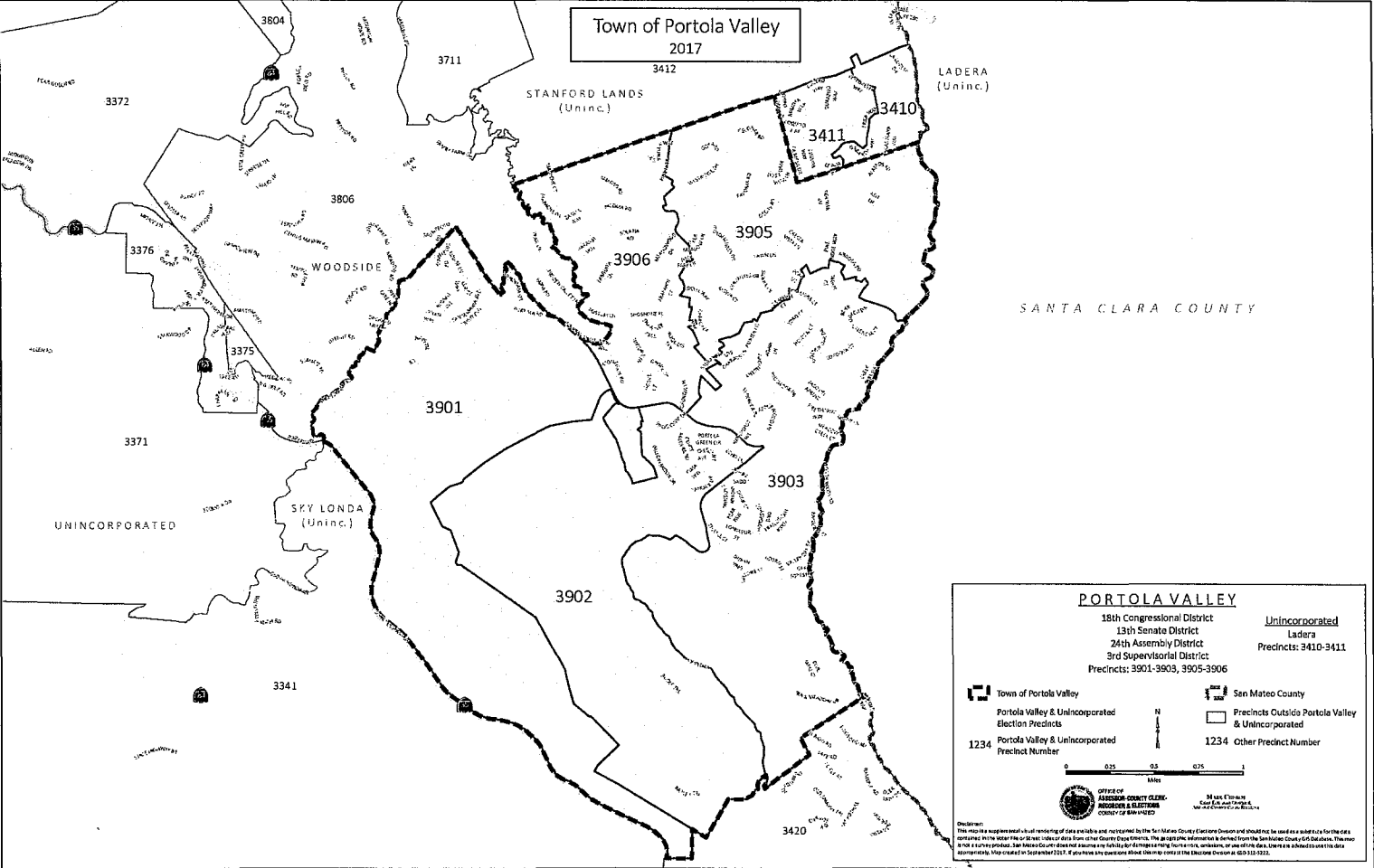
COUNTY OF SAN MATEO STATEMENT OF THE VOTE

Early Voting Totals 34	TOWN OF PORTOLA VALLEY MEASURE T (MAJORITY APPROVAL REQUIRED)															
	Registration	Ballots Cast	Turnout (%)		TOWN OF PORTOLA VALLEY YES	NO										
18TH CONGRESSIONAL DISTRICT	3,345	137	4.1		108	20										
24TH ASSEMBLY DISTRICT	3,345	137	4.1		108	20										
3RD SUPERVISORIAL DISTRICT	3,345	137	4.1		108	20										
13TH SENATORIAL DISTRICT	3,345	137	4.1		108	20										
BOARD OF EQUALIZATION - DISTRICT	3,345	137	4.1		108	20										
COUNTY OF SAN MATEO	3,345	137	4.1		108	20										
STATEWIDE DISTRICT	3,345	137	4.1		108	20										
TOWN OF PORTOLA VALLEY	3,345	137	4.1		108	20										
<b>Early Voting Totals</b>	3,345	137	4.1		108	20										

COUNTY OF SAN MATEO STATEMENT OF THE VOTE

Absentee Totals 34	TOWN OF PORTOLA VALLEY MEASURE T (MAJORITY APPROVAL REQUIRED)														
	Registration	Ballots Cast	Turnout (%)		TOWN OF PORTOLA VALLEY YES	NO									
18TH CONGRESSIONAL DISTRICT	3,345	1,819	54.4		1433	259									
24TH ASSEMBLY DISTRICT	3,345	1,819	54.4		1433	259									
3RD SUPERVISORIAL DISTRICT	3,345	1,819	54.4		1433	259									
13TH SENATORIAL DISTRICT	3,345	1,819	54.4		1433	259									
BOARD OF EQUALIZATION - DISTRICT	3,345	1,819	54.4		1433	259									
COUNTY OF SAN MATEO	3,345	1,819	54.4		1433	259									
STATEWIDE DISTRICT	3,345	1,819	54.4		1433	259									
TOWN OF PORTOLA VALLEY	3,345	1,819	54.4		1433	259									
<b>Absentee Totals</b>	3,345	1,819	54.4		1433	259									





**PORTOLA VALLEY**

18th Congressional District  
 13th Senate District  
 24th Assembly District  
 3rd Supervisorial District  
 Precincts: 3901-3903, 3905-3906

Unincorporated  
 Ladera  
 Precincts: 3410-3411

Town of Portola Valley
 San Mateo County

Portola Valley & Unincorporated Election Precincts
 Precincts Outside Portola Valley & Unincorporated

1234 Portola Valley & Unincorporated Precinct Number
 1234 Other Precinct Number

OFFICE OF  
 SAN MATEO COUNTY CLERK,  
 RECORDER & ELECTION  
 COUNTY OF SAN MATEO

JAMES E. HANCOCK  
 Clerk of San Mateo County  
 1000 California Street, Suite 100  
 San Francisco, CA 94108-4000

Disclaimer: This map is a computer-generated rendering of data provided and maintained by the San Mateo County Elections Division and should not be used as a substitute for the data contained in the voter file or the list of data from other County Elections Divisions. The geographic information is derived from the San Mateo County GIS Database. This map is not a survey product. San Mateo County Elections Division is not liable for errors in this map, whether or not they are caused by the data. Users are advised to use the data independently. Map created in September 2017. If you have any questions about this map, contact the Elections Division at 650-310-5522.



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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

**FROM:** Doug Radtke, Finance Director

**DATE:** August 8, 2018

**RE:** **Local Agency Investment Fund (“LAIF”) Authorization**

### **RECOMMENDATION**

Staff recommends that the Town Council approves the attached resolution authorizing investment of monies in the Local Agency Fund and identifying persons authorized to undertake transactions concerning the Fund.

### **BACKGROUND**

The State of California, through the State Treasurer’s Office, manages a state-wide investment pool called the Local Agency Investment Fund (“LAIF”) that allows local agencies to invest governmental funds through an investment account structure (a “LAIF Account”). Due to economies of scale, local agencies are able to benefit from the higher yield the pool receives as compared to separate smaller investment accounts. The Town of Portola Valley currently includes LAIF Accounts as an authorized investment per the Town’s Investment Policy. The Town invests monies in excess of those needed to cover bi-weekly warrant lists in the State of California Local Agency Investment Fund (LAIF).

LAIF requires the governing board of the investing authority to adopt a resolution designating the officers (by title) authorized to deposit and/or withdraw monies invested in LAIF. Actual names, titles and signatures must also be sent to LAIF on a separate Authorization Change Form. This form resembles the signature cards commonly used by banks and other financial institutions.

The names and titles in the existing resolution are outdated and accordingly, staff is bringing forward this recommendation to adopt a new resolution with updated information and to repeal the existing resolution.

### **DISCUSSION**

The most recent LAIF resolution was approved in 2013 and since then the Finance Department’s organizational structure has changed resulting in the need to remove previously identified titles as well as add titles to the list of authorized titles. The authorized titles and the names of the City officers and employees currently holding

these titles, for the purpose of depositing and withdrawing funds invested in the Authority LAIF accounts are:

Mayor	John Richards or successor
Vice Mayor	Ann Wengert or successor
Town Manager	Nicholas Pegueros or successor
Administrative Services Manager	Stacie Nerdahl or successor

Currently, the Town does not have an Administrative Services Manager and therefore, the authorization granted to this title should be updated to enable the current Finance Director to be authorized to deposit and withdraw monies from LAIF on behalf of the Town.

**FISCAL IMPACT**

None.

**ATTACHMENT**

1. Proposed Resolution of the Town Council of the Town of Portola Valley Authorizing Investment of Monies in the Local Agency Investment Fund
2. Current Resolution of the Town Council of the Town of Portola Valley Authorizing Investment of Monies in the Local Agency Investment Fund (2583-2013)

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





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

**ADDRESS:** 765 Portola Road  
Portola Valley, CA 94028

**PHONE:** (650) 851-1700

**A RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY AUTHORIZING INVESTMENT OF MONIES  
IN THE LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, the Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Town Council hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Town of Portola Valley;

**WHEREAS**, the information in the existing resolution is outdated, and the Town desires to designate officers to invest monies on its behalf and to keep the LAIF accounts current, and to repeal Resolution 2583-2013, which was adopted on April 24, 2013;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council does hereby authorize the deposit and withdrawal of Town of Portola Valley monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following Town of Portola Valley officers holding the title(s) specified herein below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

John Richards  
Mayor

Ann Wengert  
Vice Mayor

\_\_\_\_\_

\_\_\_\_\_

Jeremy Dennis  
Town Manager

Douglas Radtke  
Finance Director

\_\_\_\_\_

\_\_\_\_\_

Section 2. This resolution shall remain in full force and effect until rescinded by the Town Council by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

Section 3. Resolution 2583-2013 which was adopted by the City Council on April 24, 2013, is hereby repealed in its entirety.

**PASSED AND ADOPTED** by the Town Council of the Town of Portola Valley, County of San Mateo, State of California on this 8th day of August, 2018.

---

Mayor

ATTEST:

---

Town Clerk

RESOLUTION NO. 2583 -2013

**ADDRESS:** 765 Portola Road  
Portola Valley, CA 94028

**PHONE:** (650) 851-1700

**A RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY AUTHORIZING INVESTMENT OF MONIES  
IN THE LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, the Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

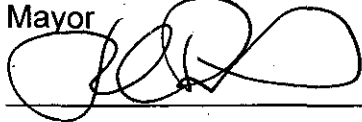
**WHEREAS**, the Town Council hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Town of Portola Valley;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council does hereby authorize the deposit and withdrawal of Town of Portola Valley monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following Town of Portola Valley officers holding the title(s) specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

John Richards  
Mayor



Ann Wengert  
Vice Mayor



Nicholas Pegueros  
Town Manager



Stacie Nerdahl  
Administrative Services Manager



Section 2. This resolution shall remain in full force and effect until rescinded by the Town Council by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

**PASSED AND ADOPTED** by the Town Council of the Town of Portola Valley, County of San Mateo, State of California on this 24 day of April, 2013.

  
\_\_\_\_\_  
Mayor

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



## TOWN OF PORTOLA VALLEY STAFF REPORT

---

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

**FROM:** Arly Cassidy, Associate Planner

**DATE:** August 8, 2018

**RE:** Second Reading: Waive Further Reading and Adopt Proposed Ordinance amending Chapter 18.36.040 (Accessory Uses Permitted in All Districts) and Chapter 18.42.018 (Accessory Structures) of the Portola Valley Municipal Code and Adopt a Finding that the Ordinance is Exempt from the California Environmental Quality Act [Link to Attachment Page](#)

### RECOMMENDATION

Staff recommends that the Town Council:

1. Adopt a finding that the ordinance is exempt from the California Environmental Quality Act (CEQA); and
2. Waive further reading and adopt the attached ordinance amending Chapter 18.36.040 (Accessory Uses Permitted in All Districts) and Chapter 18.42.018 (Accessory Structures) of the Portola Valley Municipal Code relative to Outdoor Lighting (Attachment 1).

### DISCUSSION

On June 27, 2018, the Town Council reviewed the draft ordinance and design guidelines and offered suggestions to staff. These changes were incorporated into the draft documents and brought back for review. On July 11, 2018, Town Council voted 5-0 to introduce the ordinance for first reading and to adopt a finding that the ordinance be exempt from the California Environmental Quality Act. No changes were proposed to the ordinance language. The Council also voted 5-0 to approve the resolution amending the Design Guidelines.

### Public Comment

Since the last meeting, staff has received one email co-written by Craig Sander and Carol Grundfest, residents at Portola Valley Ranch (Attachment 2). The email lays out three concerns with the ordinance language around lumens, timers, and motion sensor time limitations:

1. The 1,125 lumen maximum for each fixture is too high, especially for LED bulbs, and the ordinance should clarify if source or delivered lumens are regulated;
2. Timers should be allowed to turn lights on as well as off;
3. Motion sensors should be allowed to be on for 10 minutes before shutting off.

The maximum lumens are meant to represent the brightest a fixture might ever appropriately be, not a recommendation for the average brightness. The lower lumens recommended by the Design Guidelines should help guide applicants to dimmer bulb choices. Typically, a manufacturer provides a lumen measurement for each fixture, which is the source lumens. This is the total number of lumens emitted by the bulb, vs. delivered lumens, which is the total lumens delivered to the target surface. LED bulbs have higher delivered lumens than other bulb types, but delivered lumens cannot exceed source lumens.

In its lengthy discussion of the proposed ordinance, the ASCC made the specific recommendation that timers be limited to only turning lights off, so as to ensure that lights are not habitually turned on when they are not needed. The combination of a manual switch and a motion sensor provides for any other lighting trigger needs.

Motion sensor lighting is typically triggered by motion within the area of illumination. If a person were still moving within or using the area requiring illumination, the light should remain on until motion ceases, at which point the two minute count down would begin.

Staff recommends that the lumen limitation remain as written and be applied to source lumens, and that the ordinance be adopted as-is in regards to the timer and motion sensor time window concerns addressed above.

### **ENVIRONMENTAL REVIEW**

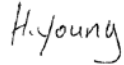
The proposed ordinance is exempt from California Environmental Quality Act (CEQA) pursuant to Section 15378 of the Public Resources Code.

### **FISCAL IMPACT**

No fiscal impact is expected from the ordinance amendments.

### **ATTACHMENTS**

1. [Proposed Outdoor Lighting Ordinance](#)
2. [Comment email](#)

**Approved by:** Howard Young, Public Works Director   
on behalf of Jeremy Dennis, Town Manager

**ORDINANCE NO. 2018 - \_\_\_\_**

**ORDINANCE AMENDING TITLE 18 [ZONING] OF THE PORTOLA VALLEY MUNICIPAL CODE RELATIVE TO OUTDOOR LIGHTING**

**WHEREAS**, on April 27, 2016, the Town Council of the Town of Portola Valley (“Town”) directed staff to update the outdoor lighting regulations to reflect increasing concern with safety and new lighting technologies available to residents;

**WHEREAS**, the Town remains committed to preserving its dark skies and rural character;

**WHEREAS**, Dark-Sky compliant light fixtures and their equivalent are readily available and highly effective at directing lighting only where it is needed for safety and security, and preventing the nuisance of glare;

**WHEREAS**, the ASCC heard public comments and helped craft new ordinance language at duly noticed hearings held on December 18, 2017, February 26, 2018 and March 12, 2018;

**WHEREAS**, the Planning Commission held a duly noticed hearing on April 4, 2018 regarding the proposed ordinance, and recommended them to the Town Council for approval;

**WHEREAS**, the proposed ordinance are not subject to the provisions of the California Environmental Quality Act (“CEQA”) because the activity is not a project defined by Section 15378 of the CEQA Guidelines;

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

1. AMENDMENT OF CODE. Subsection (A)(8) of Section 18.36.040 [Uses Permitted in All Districts – Accessory Uses] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended in its entirety to read as follows:

8. Outdoor Illumination

- i. Purpose. The purpose of this subsection is to provide clear regulations regarding allowable outdoor lighting. The Town’s General Plan states: “Night lighting visible from the exterior of buildings should be strictly limited to that necessary for security, safety and identification. All night lighting, including signs, should be low intensity and shielded from view from residential areas.” This chapter aims to provide regulations for outdoor lighting that will:
  - a. Permit the use of outdoor lighting that does not exceed the minimum necessary for night-time safety, utility, security, and enjoyment.

- b. Minimize adverse offsite impacts of lighting such as light trespass and obtrusive light.
  - c. Curtail light pollution, reduce skyglow and improve the nighttime environment for astronomy and star gazing in keeping with the Dark Sky movement.
  - d. Help protect the natural environment from the adverse effects of night lighting.
  - e. Conserve energy and resources to the greatest extent possible.
- ii. Definitions
- a. Brightness shall be measured in lumens.
  - b. Dark Sky Compliant Fixture or Equivalent shall mean a light fixture from which all light emitted, directly or indirectly, is projected below a horizontal plane.
  - c. Flood Lighting shall mean any fixture which lights a large area, as opposed to an individual feature such as a step, path or doorway.
  - d. Manual switch shall mean any light requiring a physical action to control, whether by hardwires at the property, phone or computer application, or other technology.
  - e. Motion-sensor shall mean any light control which is triggered by motion.
  - f. Photo-cell shall mean a light-sensitive control that switches lights on or off depending on the level of outdoor light.
  - g. Timer shall mean any device which controls the hours or amount of time that a light fixture is illuminated.
- iii. Applicability. All outdoor lighting installed after the date of effect of this ordinance shall comply with these requirements. This includes, but is not limited to, new lighting, replacement lighting, or any other lighting whether attached to structures, poles, the earth, or any other location. These regulations are meant to apply only to the visible light spectrum.
- a. Exceptions.
    - 1. Lighting for signs shall be regulated by Section 18.40, Signs.
    - 2. Holiday lighting, including in trees, for up to sixty total days per calendar year.
- iv. Lighting Placement.
- a. Exterior doors shall have one fixture each.
  - b. Garage doors may have one or two fixtures, which shall be limited to a total lumen count of 1,125 lumens.
  - c. Low path, step and wall lights for safety and navigation purposes for pedestrian and other non-vehicular uses.
  - d. Lighting for exterior patios and dining areas shall be recessed & shielded from off-site visibility.



- v. Fixture Type. All outdoor lighting fixtures shall be Dark Sky compliant or equivalent; specifically, they shall include the following elements:
  - a. Shield directing light downward;
  - b. Bulb not protruding below horizontal plane at bottom of shield;
  - c. Light spill limited to the object to be illuminated;
  - d. Fixtures shall not have ability to swivel or adjust direction, except path lighting, which shall not swivel above a forty-five (45) degree angle from a vertical line down.
  
- vi. Lighting Control. Lighting controls and technologies shall be implemented to the effect that outdoor lights are on only when needed and never during daylight. Controls shall function with Dark Sky compliant fixtures. Current technologies include manual switches, photo-cells, timers, and motion-sensors. Any combination of these technologies may be used, with the following limitations:
  - a. Motion-sensor lights shall be triggered only by motion within a property and shall not be activated by motion in adjacent property or rights-of-way.
  - b. Photo-cells shall be used only to ensure lighting is off during the day, as opposed to on at night.
  - c. Timers shall be included on all motion-sensor lights to ensure that illumination is limited. Timers shall be used only to turn lights off, not on.
  - d. Lights shall self-extinguish within two minutes of being illuminated.
  
- vii. Prohibited Lighting. The following lighting types and systems are prohibited from being installed or used:
  - a. Up-lighting;
  - b. Lighting for night use of uncovered game courts, including tennis, paddle tennis, basketball, riding rings, and similar outdoor recreation facilities and areas;
  - c. Aerial lasers and other focused beams;
  - d. Flood lights or lighting;
  - e. Searchlights;
  - f. Lighting with no on/off switch or ability to be controlled;
  - g. Any permanent or temporary lighting in which any single light source exceeds 1,125 lumens.
  - h. Festoon, café, or any other string of exposed blubs.
  
- viii. Lighting Requiring ASCC Approval. The following light fixtures, placements, or types are generally discouraged and require ASCC approval in order to be installed:
  - a. Lighting for landscaping, trees or structures, including entryway features, pillars and posts;
  - b. Commercial parking lighting.

2. AMENDMENT OF CODE. Subsection (018) of Section 18.42 [Accessory Structures] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended in its entirety to read as follows:

018. Outdoor Lighting. Outdoor lighting for all accessory structures shall conform to Section 18.36.040.A.8, Outdoor Illumination, of the Portola Valley Municipal Code.

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

4. ENVIRONMENTAL REVIEW. Pursuant to Public Resources Code Section 15378, the proposed amendments are not a project and therefore are not subject to the California Environmental Quality Act.

5. EFFECTIVE DATE; POSTING. This ordinance shall become effective 30 days after the date of its adoption and shall be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST

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

By: \_\_\_\_\_  
Mayor

APPROVED AS TO FORM

\_\_\_\_\_  
Town Attorney

## Arly Cassidy

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**From:** Craig [REDACTED]  
**Sent:** Monday, July 30, 2018 11:17 AM  
**To:** Arly Cassidy  
**Cc:** 'Carol Grundfest'  
**Subject:** RE: Outdoor Lighting Comments

Arly,

This is a combined response from me and from Carol Grundfest. Carol is currently on the PVR Design Committee and was a primary contributor to our last revision of the PVR's Design Guidelines, and I was a major participant as a PVR Board member during the revision. I know that she also contacted you about the recent proposed changes with respect to the 1125 lumen maximum. Please understand that our comments are not an official response by the Ranch of the Ranch Design Committee, but rather as PVR residents who were extensively involved with development of the current version of the PVR Design Guidelines.

First, let us say that we applaud the direction that the Council has taken, especially with regard to minimizing unnecessary light "pollution" and incorporating the use of motion sensors to help limit the use of lighting except when it is genuinely needed.

However, we have three specific concerns with the proposed Amendment to Subsection (A)(8) of Section 18.36.40, "8. Outdoor Illumination".

- 1) As you explained to Carol, your specification of 1125 lumens as the maximum was not specific to initial lumens (direct bulb) or delivered lumens (output from the fixture) and instead you planned to allow the ASCC to use their discretion for approving fixtures based on site specific needs. We are nevertheless concerned that the limit for light sources of 1125 lumens for "Prohibited Lighting" (item vii. g.), is too high when it refers to an LED source. It might be acceptable for an incandescent source. While a standard 75 W incandescent bulb is often quoted with an 1125 lumen output, a dark sky fixture using a 75W incandescent bulb typically has a much lower output. This is because not all of the light emitted by the bulb is actually directed toward the area being illuminated. In contrast, an LED fixture positions its elements so that all of the output is directed to the area being illuminated. Therefore, a dark sky LED fixture with an 1125 lumen source, will appear much brighter than a similar fixture with a 75W bulb. As an example, the output of 350 lumens from an LED bulb in a dark sky fixture is approximately equivalent to the delivered lumens of a dark sky fixture with a 60W incandescent bulb.

In addition to reconsidering the 1125 number, we urge the Ordinance to clarify initial source lumens v. delivered fixture lumens when specifying a maximum number. We would also suggest that because the Town's Design Guidelines includes as a guide a maximum of 350 delivered lumens from a wall fixture based on the PVR Design Guidelines, the number in the Ordinance should be more closely related to the number used in the Design Guidelines to minimize confusion.

- 2) Item "vi. c." states, " ... Timers shall be used only to turn lights off, not on." We would propose that an exception be made to allow the use of timers for turning on lights at a home's main entrance and the path leading to that entrance, such that lights may be turned ON, no sooner than 30 minutes after sundown, and generally be turned off by no later than 11:00pm (no later than 11:00pm is the standard adopted in the PVR Design Guidelines, with an encouragement that lights be turned off earlier). The Town may wish to choose a different time. Our rationale for this suggestion is as follows:
  1. Minimal lighting to help find a home's main entrance should be allowed and is an important safety consideration in the event of the need for emergency services. Unfortunately, many homeowners will not be bothered to install a timer if used only to turn lights off, and when they use a manual switch to turn on lights at the main entrance (which is allowed under the proposed ordinance), those lights may well be left

on all night. Furthermore, most wall-switch timers don't have settings that will turn lights off without also first turning them on.

2. As currently proposed, this section of the ordinance will be almost impossible to enforce. How does one know if a light was turned on by timer or by manual switch? What is most important is that lights not be left on overnight. The best way to ensure this is to allow and encourage the use of timers as well as motion sensors. And, homeowners will be much more likely to install timers at their main entrance, when they have the convenience of using the timer to turn those lights on as well as off.

3. Including a statement about when timers should turn lights off is important and enforceable.

3) The requirement (in item "vi. d.") that lights triggered by motion sensors turn off within 2 minutes is likely to be an inadequate amount of time for those homes that have a long entry walkway, including multiple steps. This could be especially true in the event of an elderly resident or guest. The PVR Design Guidelines recommend that lights triggered by a motion sensor remain on no longer than 10 minutes which was generally considered a reasonably adequate amount of time for safe access to a home.

Thank for including this in your staff report.

Craig and Carol

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**From:** Arly Cassidy [mailto:acassidy@portolavalley.net]  
**Sent:** Friday, July 27, 2018 2:56 PM  
**To:** Craig [REDACTED]  
**Subject:** RE: Outdoor Lighting Comments

Hi Craig,

I just wanted to follow up on my last email, as I realize I didn't include my deadlines. I would need your commentary by the end of this coming Monday, 7/30, in order to include it in my staff report to council. Please let me know if you'll be sending something my way.

I also wanted to point out that, as a PUD, PV Ranch has its own lighting guidelines which would take precedence over town code when reviewing projects there.

Thanks,  
Arly

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**From:** Arly Cassidy  
**Sent:** Friday, July 27, 2018 9:04 AM  
**To:** 'Craig' [REDACTED]  
**Subject:** Outdoor Lighting Comments

Hi Craig,

I asked around about how best to convey your comments to the council, per our conversation yesterday. It sounds like at this point in the process, it would be best if you could reply to this email with your concerns and comments, and I will include what you send me in my staff report to the council on August 8<sup>th</sup>. That way they can read your concerns before the meeting. And of course you're always welcome to attend the meeting itself at 7pm. As I mentioned, the item is on the consent calendar.

All the best,  
Arly



## TOWN OF PORTOLA VALLEY STAFF REPORT

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

**FROM:** Howard Young, Public Works Director

**DATE:** August 8, 2018

**RE:** Acceptance of the 2017/2018 Street Resurfacing Project – Surface Seals #2018-PW01

### **RECOMMENDATION**

Staff recommends that the Town Council adopt the attached resolution accepting as completed the Town of Portola Valley 2017/2018 Street Resurfacing Project – Surface Seals #2018-PW01, authorizing final payment concerning such work, and directing the Town Clerk to file a Notice of Completion.

### **BACKGROUND**

At its March 28, 2018 meeting, the Town Council approved the 2017/2018 Street Resurfacing plans and called for sealed bids for the project. O’Grady Paving, Inc. was awarded the contract for the project. The Council authorized the Town Manager to award the project to the lowest responsible bidder. The entire or sections of streets resurfaced per plans included: *Cheyenne Point, Deer Park Lane, Favonio Road, Hillbrook Drive, Kiowa Court, Larguita Lane, La Sandra Way, Mapache Court, Meadowood Drive, Nathhorst Avenue (East), Nathhorst Avenue (West), Paloma Road, Paso Del Arroyo, Prado Court, Ramoso Road, Sioux Way, Veronica Place.*

Also included were two additive bid alternates for additional streets sections which could be selected if the budget allowed. Due to the low base bid amount, it was determined that there was sufficient savings and remaining funds to perform Bid Alternate 1 and 2. In addition, due to the rising economy and increasing pricing patterns, staff determined that it was prudent to perform the work this year when we had the opportunity, instead of next year at an increased cost. This added the following entire streets: *Arapahoe Court, Bolivar Lane, Cresta Vista Lane, Oak Forest Court, Meadowcreek Court, Stonegate Road, and Zapata Way* for a total of 24 streets.

**DISCUSSION**

The project was substantially completed by June 30, 2018 within the allocated budget. The fiscal year 2017/2018 adopted budget allocated \$530,000 for the construction of this capital improvement project. The amount spent on this construction contract was \$476,422. The contract requires O'Grady Paving, Inc. to warranty all improvements per contract documents. The contractor and staff have performed a final inspection of the improvements. Staff recommends to the Town Council acceptance of the improvements as complete.

**FISCAL IMPACT**

This action will enable final payment of retention funds to the Contractor.

**ATTACHMENT**

1. Resolution
2. Notice of Completion

**Approved by:** Howard Young, Public Works Director for  
Jeremy Dennis, Town Manager

*H. Young*

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

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY TO ACCEPT THE COMPLETED TOWN OF  
PORTOLA VALLEY 2017/2018 STREET RESURFACING PROJECT – SURFACE  
SEALS #2018-PW01 AND AUTHORIZING FINAL PAYMENT TO O’GRADY PAVING,  
INC. CONCERNING SUCH WORK, AND DIRECTING THE TOWN CLERK TO FILE A  
NOTICE OF COMPLETION**

**WHEREAS**, the Public Works Director of the Town of Portola Valley has, in writing, made and filed in the Office of Town Clerk his notice certifying that the work under the contract 2017/2018 Street Surfacing Project – Surface Seals #2018-PW01 has been completed in conformance with the Plans and Specifications for said project, and has recommended that said work be accepted as complete and satisfactory,

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

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

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

**PASSED AND ADOPTED** this 8th day of August, 2018.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

**When Recorded, Mail to:**

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

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN that O'Grady Paving, Inc., on May 9, 2018, did enter into a contract for the 2017/2018 Street Resurfacing Project-Surface Seals #2018-PW01 situated in San Mateo County, within the Town of Portola Valley. Said improvements were completed in accordance with the Plans and Specifications adopted by the Town Council and upon the terms and conditions set forth and identified by the written contract.

On the 2nd day of July 2018, the work provided to be done under contract was fully completed in accordance with the terms of the contract.

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

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

CONTRACTOR: O'Grady Paving, Inc.

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Howard Young  
Public Works Director  
Town of Portola Valley

DATE: \_\_\_\_\_



I hereby certify the foregoing to be a full, true and correct copy of a resolution adopted by the Council of the Town of Portola Valley, California, at a meeting thereon held on the 8th day of August 2018, by the following vote of the members thereof:

AYES, and in favor thereof, Council members:

NOES, Council members:

ABSENT, Council members:

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Town Clerk of the  
Town of Portola Valley  
(SEAL)

APPROVED:

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Mayor

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

There are no written materials for Town Manager Report

## **TOWN COUNCIL WEEKLY DIGEST**

**Thursday – July 12, 2018**

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1. Agenda (Cancellation) – Sustainability & Environmental Resources Committee – Monday, July 16, 2018
2. Agenda – Trails & Paths Committee – Tuesday, July 17, 2018
3. Agenda – Planning Commission – Wednesday, July 18, 2018
4. Council of Cities Dinner Meeting Invitation – Friday, July 27, 2018

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

1. San Mateo County Labor Newsletter – July 2018
2. Silicon Valley Community Foundation Magazine – Summer 2018
3. Assemblymember Kevin Mullin Announcement – Appointments Workshop for August 9, 2018



**TOWN OF PORTOLA VALLEY**  
**Sustainability & Environmental Resources**  
**Committee Meeting**  
**Monday, July 16, 2018 10:30AM to 12:30 PM**  
**NOTICE OF CANCELLATION**

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**SUSTAINABILITY & ENVIRONMENTAL  
RESOURCES COMMITTEE**

**MEETING CANCELLATION NOTICE**

**The regular meeting of the Sustainability & Environmental Resources Committee, scheduled for Monday, July 16, 2018, has been canceled.**



**TOWN OF PORTOLA VALLEY**  
**Trails and Paths Committee**  
**Tuesday, July 17, 2018 8:15 AM**  
**Historic Schoolhouse at Town Center**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

- 1. Call to Order**
- 2. Oral Communications**
- 3. Approval of Minutes – June 19, 2018**
- 4. Old Business**
  - a. **Monthly Trail Conditions, Work, and Budget Update:** (Discussion)
  - b. **Trail Use, Signage, and Markings:** (Discussion)
  - c. **Trail Conditions Audit:** (Discussion)
- 5. New Business**
  - a. **Site Development Plans:** (Discussion, as filed and applicable)
  - b. **Accolades:** (Discussion, if any applicable)
- 6. Other Business**
- 7. Adjournment**

**Enclosures:**

Minutes from June 19, 2018  
Trail Work Map & Memo – July 2018  
Financial Review – July 2018



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission  
Wednesday, July 18, 2018  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

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## 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.

### **OLD BUSINESS**

1. Hearing of Proposed Lot Line Adjustment for Parcel A, owned by Ralph & Renee Lewis, identified as APN: 079-074-010 and Parcel B, owned by Michael & Susan McLaughlin, identified as APN: 079-074-020. Project located at 88 and 96 Hillbrook Drive, File # LLA 1-2018. (Staff: C. Richardson)

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

2. Priority Conditional Use Permit Annual Report
3. ADU Survey – Request for Input
4. News Digest: Planning Issues of the Day

### **APPROVAL OF MINUTES**

5. Planning Commission Meeting of June 20, 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**

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

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

### **PUBLIC HEARINGS**

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



## Dinner/Meeting Announcement Friday, July 27, 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:

**Hillsborough Town Hall**  
1600 Floribunda Avenue  
Hillsborough, CA 94010

### Schedule:

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

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

## BUFFET STYLE DINNER

Salad with Spring Greens, Pears, Pecans, Plum Tomatoes  
and Gorgonzola Cheese  
Tri-Tips of Beef with Demi Glace  
Fresh Grilled Salmon with Dill Caper Sauce  
Garlic Mashed Potatoes  
Zucchini and Squash  
Assorted Breads  
Assorted Mini Desserts

**\$50 per person**

Please rsvp by Friday, July 20, 2018, to Miyuki Yokoyama at  
[myokoyama@hillsborough.net](mailto:myokoyama@hillsborough.net) or 650-375-7412

Please make checks payable to:

Town of Hillsborough  
Attn: Miyuki Yokoyama  
1600 Floribunda Avenue, Hillsborough, CA 94010





**Friday, July 27, 2018**

**BUSINESS MEETING (6:30 pm)**

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

**DINNER BUFFET (7:00 pm)**

**PROGRAM (7:15 pm)**

- Welcome and introduction of the program by Hillsborough Mayor Marie Chuang

**How the Mythic Origins of Silicon Valley Can Save the Bay Area's Future**

Why does Silicon Valley produce revolution after another? Conventional wisdom credits big visions, great management and a history of success. Conventional wisdom is wrong. Silicon Valley's unique edge is built on the rubble of failure, poor management and a crucial third ingredient – myth. Myth is the hidden force behind the success of Silicon Valley. Moreover, myth is the single most important factor in ensuring the continued success of our region. And it turns out that the mother myth that matters most is far older than you would ever guess...

Paul Saffo is a Silicon Valley-based forecaster with three decades experience helping corporate and governmental clients understand and respond to the dynamics of large-scale, long-term change. He teaches at Stanford where he is a Consulting Associate Professor in the School of Engineering, and is Chair of Future Studies at Singularity University. Paul is also a non-resident Senior Fellow at the Atlantic Council, and a Fellow of the Royal Swedish Academy of Engineering Sciences. Paul holds degrees from Harvard College, Cambridge University and Stanford University.

**ADJOURNMENT (8:30 pm)**

## Directions

### Hillsborough Town Hall 1600 Floribunda Avenue, Hillsborough, CA 94010

#### From 280 Southbound:

- Take the Trousdale Drive exit toward Burlingame
- Turn left onto Trousdale Drive
- Turn right onto El Camino Real
- Turn right onto Floribunda Avenue

#### From 280 Northbound:

- Merge onto CA-92 toward San Mateo/Hayward
- Take the El Camino Real North exit
- Turn slight right onto El Camino Real
- Turn left onto Floribunda Avenue

#### From 101:

- Take the Broadway/Burlingame exit toward Broadway
- Continue on Broadway
- Turn left on El Camino Real
- Turn right on Floribunda Avenue

## **TOWN COUNCIL WEEKLY DIGEST**

Thursday – July 19, 2018

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1. Agenda – Architectural Site & Control Commission – Monday, July 23, 2018
2. Agenda – Conservation Committee – Tuesday, July 24, 2018
3. Agenda (Cancellation) – Town Council – Wednesday, July 25, 2018
4. Email - Request Local Elected Leaders to Unite California on Water – Tuesday, July 17, 2018

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

1. None



# TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)  
 Monday, July 23, 2018  
 7:00 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## SPECIAL ASCC FIELD MEETING

**4:15 PM** 10 Grove Drive – Architectural Review and Site Development Permit for an Addition with Basement, Pool, New Poolhouse, and Landscaping

**5:00 PM** 40 Sioux Way – Architectural Review and Site Development Permit for a New Residence, Accessory Dwelling Unit (ADU), Pool, Removal of Significant Trees, and Landscaping

## 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. Architectural Review and Site Development Permit for a New Residence, Accessory Dwelling Unit (ADU), Pool, Removal of Significant Trees, and Landscaping, 40 Sioux Way, Pat and Elizabeth Burrell Residence, File # PLN\_ARCH 03-2018. (C. Richardson)
2. Architectural Review for a New Garage and Remodel, 207 Grove Drive, Eyre Residence, File # PLN\_ARCH 11-2018. (A. Cassidy)
3. Architectural Review and Site Development Permit for an Addition with Basement, Pool, New Poolhouse, and Landscaping, 10 Grove Drive, Dhillon Residence, File # 31-2014. (A. Cassidy)

### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

4. News Digest: Planning Issues of the Day

### APPROVAL OF MINUTES

5. ASCC Meeting of June 25, 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).

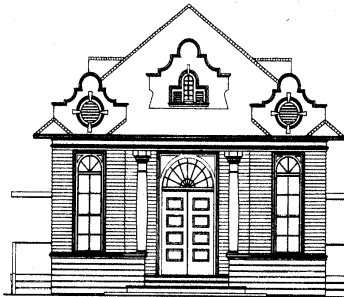


**TOWN OF PORTOLA VALLEY  
Conservation Committee Meeting  
Tuesday, July 24, 2018 –7:30 PM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA**

**REGULAR MEETING AGENDA**

1. Call Meeting to Order
2. Oral Communications
3. Approval of June 26, 2018, minutes
4. Current Site Visits:
  - A. 99 Hillbrook – Magill completed
5. Tree Permits:
  - A. 857 Westridge (unofficial) Murphy/Walz completed
6. Old Business
  - A. Oversight of Significant Town Owned Open Space properties – updates and adding history. Best communication with Public Works
    1. Springdown Preserve
      1. Comprehensive care calendar
        - a. Photo documentation - Plunder
      2. Management Plan/Request for Funds
        - a. To Council 4/11/18
      3. Monarch butterfly habitat
      4. Naming Pond – Blue Heron Pond
    2. Frog Pond – last report April ‘18
      1. Presented to council 5/10/18
      2. Ad-Hoc Committee on Guiding Principles
    3. Ford Field – revised
    4. Town Center – last report April ‘18
      1. Presented to council 5/10/18
    5. Rossotti’s Field and ROW revised
    6. Add Triangle Park?
  - B. Proceed with Intermediate Properties analysis and recommendations?
  - C. Tip of the Month - Magill
  - D. What’s blooming now – Plunder
  - E. Kudos of the Month - Murphy
  - F. BYH – De Staebler
    1. Walden
  - G. Committee/Town cooperation
    1. Public Works - Murphy
    2. Sustainability and Environmental Resources Committee - Murphy
    3. Trails - Bourne
    4. Open Space - Chiariello
  - H. Rodenticide
    1. Turn in Day October (sooner?)
    2. Timetable for decreased Town use

7. New Business
  - A. 10 year celebration of Town Center
8. Adjournment
9. Next meeting 8/28/18, 7:30 pm, Old Schoolhouse



**TOWN OF PORTOLA VALLEY**  
**7:00 PM – Regular Town Council Meeting**  
**Wednesday, July 25, 2018**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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## **NOTICE OF MEETING CANCELLATION**

### **REGULAR MEETING OF THE PORTOLA VALLEY TOWN COUNCIL SCHEDULED FOR Wednesday, July 25, 2018**

Notice is hereby given that the Regular Meeting of the Portola Valley Town Council scheduled for Wednesday, July 25, 2018, has been canceled.

The next Regular Meeting of the Portola Valley Town Council is scheduled for Wednesday, August 8, 2018 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



**From:** Dane, Natasha  
**Cc:**   
**Subject:** Request to Local Elected Leaders to Sign Letter to Next Governor to Unite CA on Water  
**Date:** Tuesday, July 17, 2018 2:52:37 PM  
**Attachments:**

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Hello -

On behalf of the Counties of Contra Costa, Sacramento, San Joaquin, Solano, and Yolo, please distribute the attached letters to each member of your City Council. Feel free to contact me with any questions.

To see who has already signed the letter click [here](#).

Thank you,

Natasha Karl Drane  
Delta Counties Coalition Coordinator  
Desk: 916-874-4627

**County of Sacramento Email Disclaimer:** This email and any attachments thereto may contain private, confidential, and privileged material for the sole use of the intended recipient. Any review, copying, or distribution of this email (or any attachments thereto) by other than the County of Sacramento or the intended recipient is strictly prohibited. If you are not the intended recipient, please contact the sender immediately and permanently delete the original and any copies of this email and any attachments thereto.

**From:** [Drane, Natasha](#)  
**Cc:** [\[Redacted\]](#)  
**Subject:** Request to Local Elected Leaders to Sign Letter to Next Governor to Unite CA on Water  
**Date:** Tuesday, July 17, 2018 2:52:37 PM  
**Attachments:** [2018-07-17 \(Cover Letter\) for Letter to Gub Candidates.docx](#)  
[2018-07-17 Letter to Gub Candidates.docx](#)

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Hello -

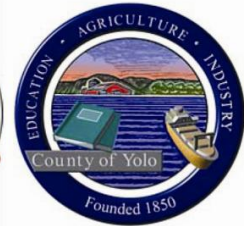
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To see who has already signed the letter click [here](#).

Thank you,

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**Delta Counties Coalition**

Contra Costa County · Sacramento County · San Joaquin County · Solano County · Yolo County  
"Working together on water and Delta issues"

July 17, 2018

Dear Local Government Leader:

On behalf of the Counties of Sacramento, Yolo, Solano, Contra Costa, and San Joaquin, we urge you to partner with us to secure California's water future and take a stand against California WaterFix. Please sign the attached letter to the gubernatorial candidates. You can do so by contacting [dranen@saccounty.net](mailto:dranen@saccounty.net) by August 7, 2018.

We can make a difference together.

See who has already signed the letter by clicking [here](#).

Sincerely,

A handwritten signature in blue ink that reads "Natasha M. Drane".

Natasha Karl Drane  
Delta Counties Coalition Coordinator

Attachment

Dear Gubernatorial Candidates,

As local government leaders who represent millions of Californians, we urge our future Governor to redirect work and funding from the costly twin tunnels to other projects that unite the state rather than divide it, and to projects that provide new, local water supplies.

Ensuring that more of California's residents and businesses have access to economical, clean and reliable water should be your priority. We request that you reject WaterFix as fiscally irresponsible, environmentally damaging, and divisive and focus instead on real water supply and reliability projects throughout our state, such as local recycling, storm water capture, conservation, and above or below ground storage.

Local projects will add water to the system and promote local jobs and local control. Current and potential future bond funds, along with other incentives, could fund many less controversial projects that will add water to the overall system and not cause harm to the Delta.

Given the significant levels of controversy and a growing litany of legal battles facing the project, it would be prudent for the State to re-evaluate the proposed WaterFix project, in favor of other projects. This includes discretionary administrative decisions associated with WaterFix that this and future Administrations will face, including the State's role in a multi-billion-dollar bond sale to finance the project.

The next Governor of California has the responsibility of representing all 40 million Californians. A state as great as ours needs 21<sup>st</sup> century water solutions and leadership to match. We stand ready to support you in such efforts.

Sincerely,

cc: Governor Jerry Brown

Dear Gubernatorial Candidates,

As local government leaders who represent millions of Californians, we urge our future Governor to redirect work and funding from the costly twin tunnels to other projects that unite the state rather than divide it, and to projects that provide new, local water supplies.

Ensuring that more of California's residents and businesses have access to economical, clean and reliable water should be your priority. We request that you reject WaterFix as fiscally irresponsible, environmentally damaging, and divisive and focus instead on real water supply and reliability projects throughout our state, such as local recycling, storm water capture, conservation, and above or below ground storage.

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The next Governor of California has the responsibility of representing all 40 million Californians. A state as great as ours needs 21<sup>st</sup> century water solutions and leadership to match. We stand ready to support you in such efforts.

Sincerely,

cc: Governor Jerry Brown

## **TOWN COUNCIL WEEKLY DIGEST**

Thursday – July 26, 2018

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1. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Monday, August 1, 2018
2. Agenda – Planning Commission – Monday, August 1, 2018
3. Monthly Meeting Schedule - August 2018
4. Email Request for Support for AB 2845 – Pardon and Commutations Reform Act
5. Notice from San Mateo County Mosquito & Vector Control District – Revised Draft Programmatic Environmental Impact Report (PEIR) for potential environmental impacts resulting from implementation of updated vector control activities

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. None



**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
**Wednesday, August 1, 2018 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

**MEETING AGENDA**

1. Committee Roll Call
2. Oral Communications
3. Approve Minutes of the July 11<sup>th</sup> Special Meeting
4. Sheriff's Report:
  - a. Accidents and Citations
  - b. Updated requests for law enforcement presence, as required
5. Public Works Report:
  - a. Traffic & Pedestrian study – Discussion of options, timing
6. Ongoing Committee Business for 2018
  - a. Review of Council Priorities 2018-2019
  - b. Windy Hill Parking
7. 2018 Outreach
  - a. Town Picnic
  - b. Zots to Tots – Suggestion received to add a specific bike event
  - c. Bike Rodeo
8. Matters Arising
9. Time and Date for September 2018 meeting:
  - a. Scheduled meeting Wednesday, September 5, 2018, 8:15 am
10. Adjournment.



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission  
 Wednesday, August 1, 2018  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## SPECIAL PLANNING COMMISSION FIELD MEETING

**5:00 PM** 846 Portola Road - Review of a proposal to apply the R-1 Zoning Regulations to a .19 acre lot in the A-P Zone District to allow for a 2,316 square foot single family home with a 833 square foot basement and an attached 784 square foot Accessory Dwelling Unit (ADU) by using a Conditional Use Permit and Planned Unit Development process.

## 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.

### PUBLIC HEARING

1. Review of a Proposal to Amend a Conditional Use Permit to Extend the Construction Schedule for Previously Approved Buildings by Ten Years, Spring Ridge LLC, 555 Portola Road, File # PLN\_USE 1-2018 (Staff: A. Cassidy)

### NEW BUSINESS

2. Review of a proposal to apply the R-1 Zoning Regulations to a .19 acre lot in the A-P Zone District to allow for a 2,316 square foot single family home with a 833 square foot basement and an attached 784 square foot Accessory Dwelling Unit (ADU) by using a Conditional Use Permit and Planned Unit Development process. The property is owned by Pacific States Capital Group and is located at 846 Portola Road and identified as APN: 050-282-150, File 8-2017. (Staff: C. Richardson)

### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. News Digest: Planning Issues of the Day

### ADJOURNMENT

### ASSISTANCE FOR PEOPLE WITH DISABILITIES

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### AVAILABILITY OF INFORMATION

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### PUBLIC HEARINGS

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

## AUGUST 2018 MEETING SCHEDULE

Note: **Unless otherwise noted below and on the agenda, all meetings take place in the Historic Schoolhouse**, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:00 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, August 9, 2018

Wednesday, August 22, 2018

PLANNING COMMISSION – 7:00 PM (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – Jeff Aalfs (for months July, August, September)

Wednesday, August 1, 2018

Wednesday, August 15, 2018

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:00 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

Council Liaison – Craig Hughes (for months July, August, September)

Monday, August 13, 2018

Monday, August 27, 2018

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM (Meets 1<sup>st</sup> Wednesday of every month)

Council Liaison – Craig Hughes

Wednesday, August 1, 2018

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

Council Liaison – Craig Hughes

As announced

CONSERVATION COMMITTEE – 7:30 PM (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, August 28, 2018

CULTURAL ARTS COMMITTEE – (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, August 9, 2018

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2<sup>nd</sup> Thursday of every month)

in the EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, August 9, 2018

FINANCE COMMITTEE

Council Liaison – Ann Wengert  
As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs  
As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs  
As announced

NATURE AND SCIENCE COMMITTEE – 5:00 PM (Meets 2<sup>nd</sup> Thursday of alternate even numbered months)

Council Liaison – Jeff Aalfs  
Thursday, August 9, 2018

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes  
As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 1st Monday of every month)

Council Liaison – Ann Wengert  
Monday, August 6, 2018

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs  
As announced

SUSTAINABILITY & ENVIRONMENTAL RESOURCES COMMITTEE – 10:30 AM (Meets 3<sup>rd</sup>

Monday of every month) in the EOC/Conference Room at Town Hall  
Council Liaison – Ann Wengert  
Monday, August 20, 2018

TRAILS & PATHS COMMITTEE – 8:15 AM (3<sup>RD</sup> Tuesday of every month, or as needed)

Council Liaison – Jeff Aalfs  
Tuesday, August 21, 2018

Mon 7/23/2018 11:05 AM

Ny Nourn <nyn@advancingjustice-alc.org>

[URGENT REQUEST FOR SUPPORT] Push for AB 2845 - Pardon and Commutations Reform Act

Dear Town of Portola Valley,

My name is Ny, and I am the Yuri Kochiyama Fellow at Asian Americans Advancing Justice - Asian Law Caucus. I am writing to ask for your support in passing AB 2845. This bill would reform the pardon and commutations process to make it more accessible and transparent. We would like to gather and submit letters of support by July 27th because this bill needs to make it out of the Senate Appropriations committee by August 17th.

**Please take a minute to help us pass the Pardon and Commutations Reform Act (AB 2845) through the Senate Appropriations Committee. AB 2845 makes needed reforms to the pardon and commutations process in California to improve transparency and accessibility.**

In California, community members who have served time in prison and have turned their lives around may apply for a gubernatorial pardon or commutation if they have demonstrated exemplary behavior. A pardon restores rights, such as the ability to obtain a professional license. The pardon also allows for immigrants to reopen their deportation case.

AB 2845, authored by Assemblymember Rob Bonta, establishes a pardon and commutations panel and clear timelines to investigate and make recommendations on these applications to the Governor's office. Importantly, the bill also creates an expedited process for pardon applications when there's an urgent issue, such as when an immigrant is facing deportation and needs a pardon in order to fight their deportation case.

**AB 2845 has passed the Assembly and the Senate Public Safety Committee. It's now in the Senate Appropriations Committee. We need your help today to make sure that AB 2845 passes out of the Senate Appropriations Committee.**

1. Please tweet Senator Toni Atkins (President Pro Tem of the Senate) and Senator Anthony Portantino (Chair of the Senate Appropriations Committee) using these sample "click to tweets":

[@Portantino Pass #AB2845 \(Bonta\) out of Senate Appropriations to make the pardon and commutations process more transparent and accessible.](#)

[@SenToniAtkins Support passage of #AB2845 \(Bonta\) to reform the pardon and commutations process. Reduce barriers to reentry for formerly incarcerated community members who have rehabilitated.](#)

2. Call Senator Anthony Portantino at (916) 651-4025 and Senator Toni Atkins at (916) 651-4039.  
**Sample script:** My name is \_\_\_\_\_. I am calling to express my strong support for AB 2845, which will make needed reforms to the pardons and commutations process. Will [Senator Portantino or Senator Atkins] support passage of this urgent bill out of the Senate Appropriations Committee?

3. Submit a support letter for AB 2845 on behalf of your organization. See sample support letter.

AB 2845 is authored by Assemblymember Rob Bonta. Co-sponsoring orgs include: Asian Americans Advancing Justice– California, Asian Prisoners Support Committee, California Coalition for Women Prisoners, Coalition for Humane Immigrant Rights, Immigrant Legal Resource Center, Legal Services for Prisoners with Children, PICO California, Root and Rebound, and the Youth Justice Coalition.

Thank you for your support of AB 2845.

In Solidarity,

**Sample Support Letter – AB 2845 (Bonta)**

**Please send a support letter on your organizational letterhead**

**Email a copy to [amedina@advancingjustice-ca.org](mailto:amedina@advancingjustice-ca.org)**

**By Friday, July 27, 2018**

**DATE**

The Honorable Anthony J. Portantino  
Senate Appropriations Committee, Chair  
State Capitol, Room 2206  
Sacramento, CA 95814

**Re: AB 2845 (Bonta) Pardon & Commutation Reform Act - SUPPORT**

Dear Senator Portantino:

On behalf of [name of organization], I write in strong support of Assemblymember Rob Bonta's AB 2845, which would increase transparency and accessibility in California's pardon and commutation process.

[Insert Organizational Background and Additional Arguments Here]

Since the tough-on-crime policies in the 1990s that led to sharp increases in disproportionate confinement of minorities and a mass incarceration crisis, California Governors have granted very few pardons or commutations. Governor Brown has granted 1,115 pardons in his third and fourth terms as governor. By contrast, from 1991 to 2010, three California governors granted a total of just 28 pardons. Under the current process, there is little transparency around the pardon and commutation process and timing. Individuals who apply for pardons and commutations, especially those doing so pro se, do not know if the request was received, if it is being reviewed, and if/when a decision will be made. Pardon and commutation reform is needed to continue and build upon Governor Brown's record on pardons and commutations and to depoliticize the process for future governors.

Due to the sharp increase in immigration arrests under the Trump administration, one of the primary reasons people have been seeking pardons is to obtain potential relief from deportation. Although individuals with convictions may spend years turning their lives around to become

productive and law-abiding residents, immigrants are faced with the risk of being sent back to counties where they have little or no ties. Governor Brown recently issued a number of pardons to individuals facing imminent deportation. AB 2845 provides reforms that would have a lasting impact in the intersection of criminal justice reform and immigration reform policy.

Specifically, AB 2845 aims to depoliticize and increase the transparency of the pardon and commutation process by establishing a pardon and commutations panel to investigate and make recommendations on these applications to the Governor's office. The bill would establish a timeline for the panel to investigate and make recommendations on pardon and commutation requests to the Governor, including an expedited process for pardon requests with urgent issues, such as a pending deportation order. AB 2845 also makes needed improvements to the process for applying for a Certificate of Rehabilitation, which is a court order declaring that a person convicted of a crime is now rehabilitated. Finally, AB 2845 would allow individuals applying for a pardon to submit their application online.

The California Constitution grants the Legislature the power to legislate the application procedures and the Governor the power to issue pardons. The Pardon and Commutation Reform Act provides a number of sensible reforms to the application and investigation process that will make needed administrative improvements and increase transparency. For these reasons, [name of organization] urges your "aye" vote on AB 2845.

Sincerely,

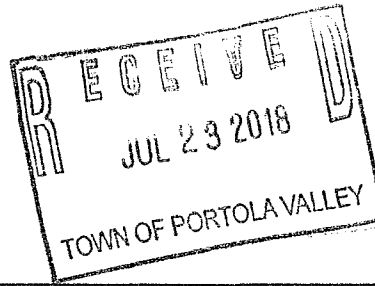
[Signature]

[Title]



SAN MATEO COUNTY  
MOSQUITO & VECTOR  
CONTROL DISTRICT

Protecting public health since 1916



1351 Rollins Road  
Burlingame, CA 94010

phone (650) 344-8592  
fax (650) 344-3843

[www.smcmvcd.org](http://www.smcmvcd.org)

**Notice of Availability (NOA) of a  
Draft Programmatic Environmental Impact Report for the  
San Mateo County Mosquito and Vector Control District's  
Integrated Mosquito and Vector Management Program and Notice of Public  
Meeting to Provide Comments**

**SCH# 2012052063**

Date: July 19, 2018

To: State Clearinghouse, Responsible, Trustee, and Interested Agencies; and other Interested Parties and Individuals

**Draft PEIR:** Notice is hereby given that the San Mateo County Mosquito and Vector Control District (District or SMCMVCD) as Lead Agency under the California Environmental Quality Act (CEQA) has prepared a Draft Programmatic Environmental Impact Report (PEIR). This Draft PEIR addresses the potential environmental impacts that would result from implementation of an updated range of vector control activities that would enhance the District's ongoing Integrated Mosquito and Vector Management Program (IMVMP or Program). The District prepared a Draft PEIR and circulated it for public review in March 2016. This revised Draft PEIR contains new information and revisions to the PEIR chapters and responds to public comments received on the previous Draft PEIR in a new Appendix F. The entire Draft PEIR is being recirculated, not just the revised portions. Because comment letters on the previously circulated Draft PEIR were addressed in Appendix F, they do not need to be resubmitted. After consideration of any new public comments received on this revised Draft PEIR, the Final PEIR, additional comments on the Final PEIR, the District Board of Trustees will decide whether to certify the Final PEIR and approve an updated IMVMP Plan.

**Public Hearing:** One public hearing will be held on **August 22, 2018, from 3:00 pm to 5:00 pm**, to receive agency and public comments on the content of the Draft PEIR for the Proposed Program at: Veterans Memorial Recreation Center, Community Room #2, 251 City Park Way, San Bruno, CA 94066. Comments received will be summarized by staff for inclusion in the Final EIR. Those who wish to have their verbatim comments incorporated into the Final EIR must submit their comments in writing.

**Document Availability:** The Draft PEIR is available on the District's website: [www.smcmvcd.org](http://www.smcmvcd.org), at the District's office (1351 Rollins Road, Burlingame, CA 94010) between 8:00 am and 4:00 pm (hard copy), as a CD upon request, and on CD at the following 12 public libraries:

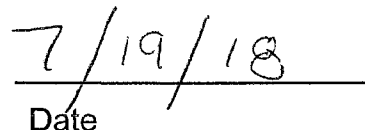
Belmont Library, 1110 Alameda de las Pulgas, Belmont, CA 94002  
 Brisbane Library, 250 Visitacion Ave. Brisbane, CA 94005  
 Burlingame Library, 480 Primrose Rd. Burlingame CA 94010  
 Daly City Library, 40 Wembley Dr. Daly City, CA 94015  
 East Palo Alto Library, 2415 University Ave. East Palo Alto, CA 94303  
 Foster City Library, 1000 East Hillsdale Blvd. Foster City, CA 94404  
 Half Moon Bay Library, 620 Correas St. Half Moon Bay, CA 94019  
 Menlo Park Library, 800 Alma St. Menlo Park, CA 94025  
 Millbrae Library, 1 Liberty Ave Millbrae, CA 94030  
 Pacifica Sharp Park Library, 104 Hilton Way Pacifica, CA 94044  
 Portola Valley Library, 965 Portola Rd Portola Valley, CA 94028  
 Redwood City Library, 1044 Middlefield Rd. Redwood City, CA 94062  
 San Bruno Library, 701 Angus St. San Bruno, CA 94066  
 San Carlos Library, 600 Elm St. San Carlos, CA 94070  
 San Mateo City Library, 205 West Hillsdale Blvd. San Mateo CA 94403  
 San Mateo County Library, 55 West 3<sup>rd</sup> Ave San Mateo, CA94402  
 South San Francisco Library, 840 West Orange Ave South San Francisco, CA 94080  
 Woodside Library, 3140 Woodside Rd. Woodside, CA 94062

The Draft IMVMP Plan (with appendices) is also posted on the website: [www.smcmvcd.org](http://www.smcmvcd.org). It is described in detail in Chapter 2 of the PEIR.

Documents referenced in the Draft PEIR may be viewed at the District office by appointment (call 650-344-8592) during normal business hours, 8:00 am to 4:00 pm. Project files will be maintained at this location.

**Public Comment Period:** Due to the time limits mandated by State law, **your written comments must be sent at the earliest possible date during the 47-day comment period and no later than by 5:00 P.M. on September 4, 2018** to be considered. Please send your comments in writing to: Dr. Chindi Peavey, District Manager, 1351 Rollins Road, Burlingame, CA 94010; or fax: (650) 344-3843; or email: [peir@smcmvcd.org](mailto:peir@smcmvcd.org)

  
 Chindi Peavey, District Manager

  
 Date

**Project Location:** The Integrated Mosquito and Vector Management Program's project area or "Program Area" consists of the SMCMVCD's "Service Area" boundaries, which includes all lands within the County of San Mateo. The Program Area also includes the adjacent counties of San Francisco, Santa Clara, and Santa Cruz where assistance may be provided upon request and under the auspices of the adjacent county's mosquito and vector control agency. Under California law, the District can take direct but limited action in adjacent areas bordering its Service Area if needed to provide control of mosquitoes and other vectors originating in adjacent areas for the health and safety of residents of the immediate Service Area [California Health and Safety Code Section 2240].

**Project Description:** The District was established in 1913 to reduce the risk of vector-borne disease and discomfort to the residents of its Service Area. For over 100 years, the District has used a suite of control strategies and methods that consist of public education; surveillance;

vegetation management; physical, biological, and chemical controls; and other nonchemical control/trapping to protect the public from mosquitos and other vectors such as rats/other rodents, yellow jacket wasps, paper wasps, ticks and other stinging/biting insects, and noxious weeds (the current "Program"). The implementation of the current Program prioritizes the physical and biological control components, in part to reduce the use of chemical treatments pursuant to the District's integrated vector management philosophy.

In addition to being nuisances, by disrupting human activities and enjoyment of public and private areas, certain vectors can transmit a number of diseases. The diseases of most concern in the Program Area are West Nile virus (WNV), western equine encephalomyelitis (WEE), St. Louis encephalitis (SLE), dog heartworm, and malaria, which are transmitted by mosquitoes; rabies transmitted by skunks and bats; plague and murine typhus transmitted by fleas on rodents; leptospirosis and hantavirus pulmonary syndrome associated with house mice, deer mice and other rodents; and Lyme disease, Babesiosis, and Ehrlichiosis transmitted by ticks. District policy is to identify those species that are currently disease vectors, to recommend techniques for their prevention and control, and to anticipate and minimize any new interactions between mosquitoes/vectors and humans.

The District proposes to formalize and update its Program via the adoption of a Draft Integrated Mosquito and Vector Management Program Plan (IMVMP Plan). This plan describes the full scope of the District's current control strategies and methods which include six types of coordinated, technical activities called components, described in more detail below, along with public education: Surveillance, Physical Control; Vegetation Management; Biological Control; Chemical Control; and Other Nonchemical Control/Trapping.

The proposed Draft IMVMP Plan includes an updated range of vector control activities that would enhance the District's ongoing Program, by including additional herbicide, insecticide, and rodenticide formulations to ensure that the most effective physical and chemical methods are available for use if needed. New products have been developed to address pesticide resistance to some active ingredients, improvements in product safety, and cost. In addition, the District seeks to enhance its application methods by allowing for additional management/application equipment such as a tractor for earthwork and a fixed-wing aircraft for spraying large areas to control disease-carrying mosquitoes. The District has prepared a Draft PEIR to evaluate the potential environmental impacts that would result from the continuation of the existing Program along with the implementation of this updated range of vector control activities described in the Draft IMVMP Plan. No construction is proposed on any listed hazardous materials sites pursuant to Section 65962.5 of the Government Code.

**Surveillance** is conducted for vector populations and habitats, disease pathogens, and public distress associated with vectors. Vector surveillance activities include field counting, and trapping, along with the laboratory analysis of vectors, their hosts, and pathogens to evaluate populations and disease threats; field inspection of known or suspected habitats where vectors live; maintenance of paths and the limited use of all-terrain vehicles to access vector habitat; analysis of public service requests and surveys; and other methods of data collection.

**Physical Control** is the management of vector habitat, especially through water control and maintenance or improvement of channels, tide gates, levees, and other water control facilities to improve circulation. Source control activities are designed to reduce mosquito and vector populations through changes in the physical environment which reduce its habitat suitability for vectors, or which improve habitat or mobility of natural predators of vectors. No construction is



proposed on any listed hazardous materials sites pursuant to Section 65962.5 of the Government Code.

**Vegetation Management** includes activities which impact vector habitat through manipulation of vegetation using chemical and nonchemical methods to reduce the habitat value of sites for mosquitoes and other vectors or to aid production or dispersal of vector predators, as well as to allow District staff's access to vector habitat for surveillance and other control activities. Vegetation removal or thinning primarily occurs in aquatic habitats to assist with the control of mosquitoes and in terrestrial habitats to help with the control of other vectors.

**Biological Control** is the District's application of mosquitofish in mosquito breeding habitat is the most commonly used biological control agent for mosquitoes in the world. Due to concerns that mosquitofish may potentially impact red-legged frog and tiger salamander populations, District policy is to limit the use of mosquitofish to ornamental fish ponds, water troughs, water gardens, fountains, unused swimming pools, and other types of isolated man-made ponds that do not provide habitat that could support native species and that are not connected to natural waterways.

**Chemical Control** involves the application of nonpersistent, selective insecticides to directly reduce larval or adult mosquito populations and other invertebrate threats to public health (e.g., yellow jacket wasps and ticks); and the use of rodenticides to control rats. Secure, tamper-proof bait stations or other accepted methods of rodent baiting are conducted in areas with severe rodent infestations. If and when inspections reveal that mosquitoes or other vector populations are present at levels that trigger the District's criteria for chemical control – based on the vector's abundance, density, species composition, proximity to human settlements, water temperature, presence of predators, and other factors – District staff will apply pesticides to the site in strict accordance with the pesticide label instructions and District best management practices (BMPs).

**Other Nonchemical Control/Trapping** is primarily education on prevention and the trapping of rodents and nuisance wildlife that pose a threat to public health and welfare.

Alternatives to the proposed Program evaluated in the Draft PEIR include the following: No Program (continuing the existing Program without enhancements), Do Nothing Program, Reduced Chemical Control Program, Reduced Vegetation Management Program, and No Chemical Control Program.

#### **Summary of Potentially Significant Impacts:**

The PEIR evaluates potential environmental impacts (direct, indirect, and cumulative) and focuses on the following environmental resources and concerns: human health, ecological health, land use, public services/hazard response, water quality (surface and ground waters), air quality, climate change (greenhouse gas production), noise, and biological resources. The analyses conclude that most of the environmental impacts are either "no impact" or a "less-than-significant impact." One air quality impact was determined to be potentially significant but could be mitigated to less than significant. The Chemical Control Alternative could subject people to objectionable odors from a few active ingredients. The adult insect materials have been used in the current Program without complaints. However, it is possible that complaints could occur in the future. The potential use of the mosquito adulticide naled poses a potentially significant and unavoidable impact to surface water quality in a pesticide-impaired water body for a brief period. It would be used only if adult mosquitoes were resistant to the more commonly used pesticide formulations.

## **TOWN COUNCIL WEEKLY DIGEST**

**Thursday – August 2, 2018**

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1. Agenda – Parks & Recreation Committee – Monday, August 6, 2018
2. Agenda – Emergency Preparedness Committee – Thursday, August 9, 2018
3. Agenda (Canceled) – Cultural Arts Committee – Thursday, August 9, 2018
4. Agenda (Canceled) – Nature & Science Committee – Thursday, August 9, 2018
5. Invitation to San Mateo County Disaster Preparedness Day – Saturday, September 22, 2018
6. [Western City Magazine – August 2018](#)

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

1. None



**Town of Portola Valley  
Parks & Recreation Committee Meeting  
Monday, August 6, 2018 – 7:30 PM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: June 5, 2018 (*No July meeting*)
4. Review Town Picnic Summary and Tasks
5. Adjournment

Next Meeting: Monday, September 3, 2018? (*This is Labor Day so we may want to reschedule*).

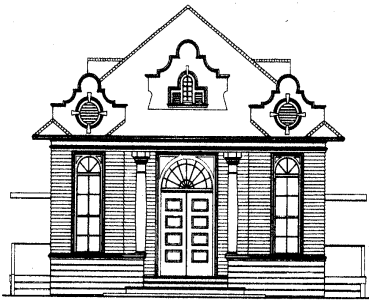


**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, August 9, 2018 - 8:00 AM**  
**EOC / Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**MEETING AGENDA**

1. 8:00 Call to order
  - Members: Mark Bercow, Dave Howes, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp
  - Potential Guests: Jeremy Dennis/Town Manager, Brandi de Garmeaux, John Richards/Town Council, Dan Ghorso and Selena Brown/ WFPD, Mark Kuykendall/Sheriff's Office, Gary Neilsen/Sheriff Commissioner, Chuck Nile/Red Cross, Stuart Young/former EPC member, Lorrie Duval/Neighborhood Watch, Mark Dahlen, Doug Keyston/Woodside Emergency Preparedness Committee, Wil Patterson /PV Public Works Committee, Jerry Shefren/resident.
2. 8:01 Oral Communications
3. 8:03 Approve minutes
  - Motion; Approve minutes for April 11<sup>th</sup>, 2018 meeting
  - Motion; Approve minutes for May 10<sup>th</sup>, 2018 meeting
  - (There was no meetings in June and July)
4. 8:05 CERPP/WFPD Report (Brown/Ghorso)
5. 8:15 Town Report (de Garmeaux)
6. 8:25 Committee Reports
  - Medical Subcommittee Report (none)
  - Communications Subcommittee Report (Rothrock)
    - Report on Radio Day, June 23<sup>rd</sup>
7. 8:35 Discussion. What medical scenarios do we hope to accommodate in a big disaster? This will help us plan for supplies and location of supplies.
8. 8:45 Goals review. Any updates?
9. 8:55 Next meeting is September 13, 2018
  - Quorum check
10. 9:00 Adjourn.



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee Meeting**  
**Thursday, August 9, 2018 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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## **NOTICE OF MEETING CANCELLATION**

### **CULTURAL ARTS COMMITTEE MEETING REGULARLY SCHEDULED FOR**

**Thursday, August 9, 2018**

Notice is hereby given that the Portola Valley Cultural Arts Committee meeting regularly scheduled for Thursday, August 9, 2018 has been canceled.

The next regular meeting of the Portola Valley Cultural Arts Committee is scheduled for Thursday, September 13, 2018 at 1:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



**Town of Portola Valley**  
**Nature and Science Committee Meeting**  
**Notice of Cancellation**  
**Thursday, August 9, 2018**

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**NATURE & SCIENCE COMMITTEE**  
**MEETING CANCELLATION**  
**NOTICE**

The regular meeting of the  
Nature and Science Committee  
scheduled for Thursday, August 9, 2018  
has been canceled.

**From:** [Susie Castoria](#)

**To:**



**Subject:** San Mateo County 14th Annual Disaster Preparedness Day, Sept. 22, 2018

**Date:** Tuesday, July 31, 2018 12:33:38 PM

**Attachments:** [2018 Exhibitor Registration Form.docx](#)  
[Save the date\\_english.pdf](#)  
[Save the date\\_spanish.pdf](#)

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Hello City Clerks;

The Office of Supervisor Carole Groom and the Office of Emergency Services is again sponsoring Disaster Preparedness Day for the residents of San Mateo County.

This year we are having our event in September which is Disaster Preparedness Month. It will be held at the SMC Event Center.

Can you please share with your City Council an invitation to have a table so that residents of your town/city can ask any questions they may have.

Attached is a save the date, both English and Spanish; as well as a registration form for a table.

If there are any questions feel free to contact our office.

Kind regards,

Susie Castoria

Office of Supervisor Carole Groom

District 2

San Mateo County Board of Supervisors

400 County Center

Redwood City, CA 94063

650-363-4568



## Office of San Mateo County Supervisor Carole Groom

### Exhibitor Registration Form

### 14<sup>th</sup> Annual Disaster Preparedness Day

Saturday, September 22, 2018 – 10:00 a.m. to 4:00 p.m.

San Mateo County Event Center, 1346 Saratoga Avenue, San Mateo

**Company, City & Department or Organization:**

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#### Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Items presented and/or distributed from your booth:** (check all that apply)

- Brochures
- Course Information and/or Course Registration
- Giveaways *(please specify)* \_\_\_\_\_
- Demonstration *(please specify)* \_\_\_\_\_
- Other *(please specify)* \_\_\_\_\_

**Will your exhibit require an outlet?**

Electrical connection

**Other needs and/or requests:** *(Note: registration includes a 6 foot table and two chairs)*

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**Please email your completed exhibitor application to:**

Susie Castoria, Office of Supervisor Carole Groom

Email: [scastoria@smcgov.org](mailto:scastoria@smcgov.org)

Phone: (650) 363-4568



# Save the Date

14<sup>th</sup> Annual

**SAN MATEO COUNTY  
DISASTER PREPAREDNESS DAY**

**Saturday, September 22, 2018**

**PREPARE, SURVIVE AND RECOVER**

10AM-4PM, San Mateo County Event Center  
1346 Saratoga Avenue, San Mateo

***FREE, FAMILY-FRIENDLY FUN!***

*Experience speakers and interactive demonstrations including Emergency Medical Services, First-Aid, School Safety, Police and Fire activities.*

For more information:

**[www.smcdisasterprep.org](http://www.smcdisasterprep.org)**

Office of Emergency Services at (650) 363-4790

Office of Supervisor Carole Groom at (650) 363-4568