



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, August 22, 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** – August 8, 2018 (3)
2. **Approval of Warrant List** – August 22, 2018 (7)
3. **Recommendation by Town Manager** – Letter of Support for Save the Bay (23)

REGULAR AGENDA

STUDY SESSION

4. **Report by Town Manager** - A Study Session of the Funding of Town Road Resurfacing Work (27)

STAFF REPORTS AND RECOMMENDATIONS

5. **Recommendation by Town Manager** - Review and Authorize 2018-19 Budget Amendment to Appropriate/ Re-Appropriate Funds (28)
6. **Recommendation by Town Attorney** – First Reading of Ordinance Amending Chapter 8.26 [Tobacco Retailer Permit] of Title 8 [Health and Safety] of the Portola Valley Municipal Code (30)
 - (a) First Reading, Waive Further Reading and Introduce an Ordinance Amending Chapter 8.26 [Tobacco Retailer Permit] of Title 8 [Health and Safety] of the Portola Valley Municipal Code (Ordinance No. __)
7. **Report by Town Clerk** – Consideration of Options for the November 2018 Election (43)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Cancelling the November 2018 General Election and Appointing the Three Nominees to Fill the Three Vacancies on the Town Council (Resolution No. __)

8. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS (47)

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

9. TOWN MANAGER REPORT (48)

WRITTEN COMMUNICATIONS

10. **Town Council Digest** – August 9, 2018 (49)
11. **Town Council Digest** – August 16, 2018 (57)

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. 972, JULY 8, 2018

CALL TO ORDER AND ROLL CALL

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

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

Absent: Vice Mayor Wengert

Others: Howard Young, Public Works Director
Arly Cassidy, Interim Planning Director
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Craig Sander said he and Carol Grundfest sent a letter regarding the changes to the lighting ordinance. He said he was very involved when Portola Valley Ranch redid their lighting guidelines and participated in the study conducted prior to the changes. He said they were supportive of most of the Town's ordinance changes but asked the Council to consider three items prior to approval – 1) Lowering the upper limit for the lumens per fixture; 2) Using timers to turn lights both on and off; and 3) Increasing the time limit on motion sensors.

CONSENT AGENDA

- (1) Approval of Minutes – Town Council Regular Meeting of July 11, 2018. *[Removed from Consent Agenda.]*
- (2) Ratification of Warrant List – July 25, 2018, in the amount of \$375,361.77.
- (3) Approval of Warrant List – August 8, 2018, in the amount of \$123,729.48.
- (4) Appointment by Mayor – Member to the Bicycle, Pedestrian & Traffic Safety Committee.
- (5) Recommendation by Town Clerk – Declaring the Results of the General Municipal Election held on June 5, 2018
 - (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. 2779-2018)
- (6) Recommendation by Finance Director – Local Agency Investment Fund ("LAIF") Authorization
 - (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. 2780-2018)
- (7) Recommendation by Associate Planner – Second Reading of 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 CEQA *[Removed from Consent Agenda.]*
 - (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. 2018-424)

- (8) Recommendation by Public Works Director – Acceptance of the 2017/2018 Street Resurfacing Project – 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. 2781-2018)
- Councilmember Aalfs moved to approve the Items 2, 3, 4, 5, 6, and 8, on the Consent Agenda. Seconded by Councilmember Derwin, the motion carried 4-0, by roll call vote.
- (1) Approval of Minutes – Town Council Regular Meeting of July 11, 2018. Councilmember Hughes moved to approve Item 1 as amended. Seconded by Councilmember Aalfs, the motion carried 4-0.
- (7) Recommendation by Associate Planner – Second Reading of 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 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. 2018-424)

Mayor Richards asked Associate Planner Cassidy if the items brought up by Mr. Sander were specifically discussed by the ASCC. Associate Planner Cassidy said those issues had been thoroughly discussed. She explained why the 1125 lumens maximum was chosen. She said in the previous design guidelines there was reference to a bulb no brighter than 75 watts, which is comparable to 1125 lumens. She pointed out that 1125 is the maximum lumens allowed, not necessarily the desired lumens. In response to Mayor Richards’ question, Mr. Sander said he looked at every single fixture already purchased at Portola Valley Ranch and others provided by typical vendors. He said you can buy 350, 750, and 1125 lumen fixtures. He said they had considered the lux question Councilmember Hughes mentioned; however, it is no longer specified by anyone. He said they set a lumen limit per linear foot in order to get around the lux question. He explained that the fixture manufacturers promote higher lumens per watt usage and people need to be encouraged to lower lumen output.

Associate Planner Cassidy said if the Council chose to amend the proposed ordinance, the item would need to come back again for a first reading.

Councilmember Derwin expressed concern about timers only being used to turn lights off which is not practical when someone is on vacation and cannot manually turn the lights on. Associate Planner Cassidy said the idea was that motion sensors would be a good replacement instead of timers that turn things on de facto when no one is using the area. Mr. Sander said they could not find a setup where it was compatible to use a wall switch and in parallel have a motion sensor drive the same set of lights. Mayor Richards said motion cells are becoming more available that use a manual on and automatically shut off in daylight.

Councilmember Derwin said it is a rule that is unenforceable. Associate Planner Cassidy said there was discussion about enforceability. She said the rule will not be retroactively applied to buildings already approved and staff will not be driving around looking for violations. She said when an applicant comes in, the rules are laid out and most applicants want to follow the rules.

Associate Planner Cassidy said this issue can be monitored and if they learn that people are struggling with it during their project design, staff can bring it back for review.

Councilmember Hughes moved to approve Item 7, on the Consent Agenda. Seconded by Councilmember Derwin, the motion carried 4-0.

REGULAR AGENDA

(9) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Hughes – Attended a Bicycle, Pedestrian & Traffic Safety Committee meeting where they discussed stepped up patrolling with school starting and discussed events around the Town Picnic such as bike race and bike rodeo. Public Works Director Young said the Traffic and Pedestrian Safety Study will begin once traffic normalizes in the area, probably three weeks or so after school starts and after Labor Day. Councilmember Hughes attended an Airport Roundtable meeting for Vice Mayor Wengert. He said three people were there from the FAA answering questions that had been previously submitted by the Committee. He said the Legislative Subcommittee discussed having a prepared list of items they would like to see go into legislation, so they are ready as the opportunities arise. They heard a lot of news and updates from their technical consultant, including a NASA study that airframe noise may be reduced for arrivals by up to 70 percent with fairly minor modifications.

Councilmember Derwin – Attended C/CAG Legislative Committee meeting where they discussed Proposition 6, the repeal of SB-1, which is pulling about 50/50. She said the Town needs to encourage a no vote on Proposition 6 and explain the community projects that would be pulled if it passes. She said they also discussed 828 regarding RHNA numbers and 1771 regarding distribution of RHNA numbers and the appeal process. She attended the C/CAG meeting where they discussed the 101 Managed Lane Project. There was a presentation by two consultants called US 101 Managed Lanes Toll Operations, providing an overview of the project and discussing who would own and operate the toll lane. Supervisor Canepa was not supportive of it being a toll lane and there will be a special study session on the issue, because C/CAG must decide by October who will be the owner/operator. She attended a meeting on July 18 at a church in San Mateo regarding immigration where they heard several speakers and then broke up into discussion groups. She attended a Resources Management and Climate Protection meeting where they heard a speaker from Mynt Systems, who focus on making commercial buildings more energy efficient. They heard the update on the Energy and Water Strategy 2025 kick-off event. They heard a presentation by the Office of Rate Payer Advocates. Attended San Mateo Countywide Water Coordination Committee meeting where they discussed the staff advisory team meeting. She attended the HEART Board meeting. She said HEART received a \$296,000 grant from Bay Area Air Quality Management District to create four to eight design models of green-designed ADUs. She attended the Senator Jerry Hill Meet and Greet at Robert's on July 26. She said Tim Clark from the Ladera Church on Alpine said they have a one-half acre parcel in Portola Valley where they would like to build something like a six-unit affordable housing apartment building. She attended a Home for All meeting where they discussed a video they are preparing about ADUs. Councilmember Derwin was filmed for the video. She provided an opinion piece for Half Moon Bay Journal called about polluted beaches. She attended the July 18 and August 1 Planning Commission meetings. She met with the new Friends of the Library President, Jeanne Kunz.

Councilmember Aalfs – Attended a Peninsula Clean Energy Meeting where they discussed the CPUC ruling regarding the PCIA fee and SB237.

Mayor Richards – Attended the July 23 ASCC meeting. The ASCC was trying out a new process of combining the preliminary and final reviews to speed things up. They discussed the interpretation of the General Plan with regard to building within the Scenic Corridor. He attended the July 24 Conservation Committee meeting where they discussed the writing of reports on Town-owned properties.

Public Works Director Young said the Sheriff's Department reported that the ALPRs installed on August 1 were functional.

Sargent Todd Finato from the Sheriff's Office said the accident last night involved a 16-year-old male driver. The boy suffered no injuries but totaled his BMW. There was an attempted burglary at the Shell

gas station by two gentlemen wearing masks trying to break the shatterproof glass with a hammer. The alarm went off and the gentlemen ran away. There was no vehicle description, but the Sheriff's Department pulled the ALPR license plates from a 90-minute timeframe and will be going through the 200 plates.

(10) Town Manager Report – None.

WRITTEN COMMUNICATIONS

(11) Town Council Digest – July 12, 2018

None.

(12) Town Council Digest – July 19, 2018

None.

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

#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. Councilmember Derwin expressed support and asked staff to look into chemical control.

(14) Town Council Digest – August 2, 2018

None.

ADJOURNMENT [8:24 p.m.]

Mayor Richards adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/22/2018

Date: 08/16/2018

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TOWN OF PORTOLA VALLEY

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

A-A LOCK & ALARM INC	Replace 7 Lever Sets/2 Push Plates, Town Hall Office	20060	08/22/2018	
			08/22/2018	
1251 EL CAMINO REAL	0001		08/22/2018	0.00
MENLO PARK	BOA	52963	08/22/2018	0.00
CA 94025	281258			4,575.65

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	4,575.65	0.00

Check No.	52963	Total:	4,575.65
Total for	A-A LOCK & ALARM INC		4,575.65

GEOFF ALLEN	Live Music, PV Farmers Mkt 07/26/18	20078	08/22/2018	
			08/22/2018	
PO BOX 2	0812		08/22/2018	0.00
PESCADERO	BOA	52964	08/22/2018	0.00
CA 94060	PV001			100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	100.00	0.00

Check No.	52964	Total:	100.00
Total for	GEOFF ALLEN		100.00

ALLIED LANDSCAPE	Irrigation/Landscape Services Town Fields	20075	06/30/2018	
			08/22/2018	
5542 MONTEREY ROAD SUITE 277	0695		06/30/2018	0.00
SAN JOSE	BOA	52965	08/22/2018	0.00
CA 95138	20394			4,714.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	4,714.00	0.00

ALLIED LANDSCAPE	Trails/Weed Abatement	20130	08/22/2018	
			08/22/2018	
5542 MONTEREY ROAD SUITE 277	0695		08/22/2018	0.00
SAN JOSE	BOA	52965	08/22/2018	0.00
CA 95138	20392			23,742.67

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	23,742.67	0.00

Check No.	52965	Total:	28,456.67
Total for	ALLIED LANDSCAPE		28,456.67

ALMANAC	July Advertising	20079	08/22/2018	
			08/22/2018	
450 CAMBRIDGE AVE	0048		08/22/2018	0.00
PALO ALTO	BOA	52966	08/22/2018	0.00
CA 94306	59760			396.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	396.00	0.00

Check No.	52966	Total:	396.00
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

Total for	ALMANAC	396.00
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AMERICAN DIABETES ASS'N	Refund Deposit, 7/9/18 Event	20080	08/22/2018	
			08/22/2018	
2451 CRYSTAL DRIVE, SUITE #900	0087		08/22/2018	0.00
ARLINGTON	BOA	52967	08/22/2018	0.00
VA 22202				100.00

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

Check No.	52967	Total:	100.00
Total for	AMERICAN DIABETES ASS'N		100.00

AT&T	July Statements	20077	08/22/2018	
			08/22/2018	
P.O. BOX 9011	441		08/22/2018	0.00
CAROL STREAM	BOA	52968	08/22/2018	0.00
IL 60197-9011				280.02

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	280.02	0.00

Check No.	52968	Total:	280.02
Total for	AT&T		280.02

BANK OF AMERICA	Ponies & Petting Zoo for Town	20112	08/22/2018	
Bank Card Center	Picnic	00006569	08/22/2018	
P.O. BOX 53155	0022		08/22/2018	0.00
PHOENIX	BOA	52969	08/22/2018	0.00
AZ 85072-3155				1,050.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	1,050.00	1,050.00

BANK OF AMERICA	July Statement	20113	08/22/2018	
Bank Card Center			08/22/2018	
P.O. BOX 53155	0022		08/22/2018	0.00
PHOENIX	BOA	52969	08/22/2018	0.00
AZ 85072-3155				1,361.31

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	306.91	0.00
05-64-4308	Office Supplies	158.19	0.00
05-64-4311	Software & Licensng	200.65	0.00
05-64-4326	Education & Training	170.00	0.00
05-64-4336	Miscellaneous	457.51	0.00
05-64-4337	Bank Fees	68.05	0.00

Check No.	52969	Total:	2,411.31
Total for	BANK OF AMERICA		2,411.31

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CERPP	FY 18-19 Contribution	20126	08/22/2018	
c/o Joe Coleman			08/22/2018	
3111 WOODSIDE ROAD	0149		08/22/2018	0.00
WOODSIDE	BOA	52970	08/22/2018	0.00
CA 94062				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	BevRcycleComServ	5,000.00	0.00

Check No.	52970	Total:	5,000.00
Total for	CERPP		5,000.00

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
CITY OF REDWOOD CITY (IT)	FY 17-18 Overage IT Hours	20081	08/22/2018	
			08/22/2018	
P.O. BOX 3629	586		08/22/2018	0.00
REDWOOD CITY	BOA	52971	08/22/2018	0.00
CA 94064	BR49280			3,548.55

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	3,548.55	0.00

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
CITY OF REDWOOD CITY (IT)	IT Support, July '18	20082	08/22/2018	
			08/22/2018	
P.O. BOX 3629	586		08/22/2018	0.00
REDWOOD CITY	BOA	52971	08/22/2018	0.00
CA 94064	BR49409			2,317.90

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,317.90	0.00

Check No.	52971	Total:	5,866.45
Total for	CITY OF REDWOOD CITY (IT)		5,866.45

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CLEANSTREET	July Litter/Street Clean	20131	08/22/2018	
			08/22/2018	
1937 W. 169TH STREET	0034		08/22/2018	0.00
GARDENA	BOA	52972	08/22/2018	0.00
CA 90247-5254	91138			1,712.50

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	39.22	0.00
20-60-4262	Street Sweeping	721.46	0.00
22-60-4266	Litter Clean Up Program	951.82	0.00

Check No.	52972	Total:	1,712.50
Total for	CLEANSTREET		1,712.50

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
CREEKSIDE LEARNING LAB	Refund Deposit, Event 12/7/17	20083	08/22/2018	
			08/22/2018	
C/O WINDSOR ACCOUNTING	0646		08/22/2018	0.00
EL DORADO HILLS	BOA	52973	08/22/2018	0.00
CA 95762				1,000.00

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

Check No.	52973	Total:	1,000.00
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for CREEKSIDE LEARNING LAB 1,000.00

CROWN CASTLE	Refund Deposit, 302 Portola	20116	08/22/2018	
			08/22/2018	
5350 N. 48TH STREET #305	0817		08/22/2018	0.00
CHANDLER	BOA	52974	08/22/2018	0.00
AZ 85226				500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	500.00	0.00

Check No. 52974 Total: 500.00

Total for CROWN CASTLE 500.00

CSI CUSTOM HOMES	Refund Deposit, 198 Paloma	20114	08/22/2018	
			08/22/2018	
1755 E. BAYSHORE ROAD	573		08/22/2018	0.00
REDWOOD CITY	BOA	52975	08/22/2018	0.00
CA 94063				1,000.00

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

Check No. 52975 Total: 1,000.00

Total for CSI CUSTOM HOMES 1,000.00

MARY KAY DOWN	Refund Deposit, 2 Ohlone	20115	08/22/2018	
			08/22/2018	
2 OHLONE	0816		08/22/2018	0.00
PORTOLA VALLEY	BOA	52976	08/22/2018	0.00
CA 94028				1,117.58

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,117.58	0.00

Check No. 52976 Total: 1,117.58

Total for MARY KAY DOWN 1,117.58

SUZANNE EYRE	Refund Deposit, Event 6/12/14 and 8/29/14	20085	08/22/2018	
			08/22/2018	
207 GROVE DRIVE	0314		08/22/2018	0.00
PORTOLA VALLEY	BOA	52977	08/22/2018	0.00
CA 94028				500.00

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

Check No. 52977 Total: 500.00

Total for SUZANNE EYRE 500.00

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

FRIENDLY PONY PARTIES	Ponies & Petting Zoo, Town	20086	08/22/2018	
	Picnic	00006568	08/22/2018	
P. O. BOX 637	2168		08/22/2018	0.00
HALF MOON BAY	BOA	52978	08/22/2018	0.00
CA 94019				1,050.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	1,050.00	1,050.00

Check No.	52978	Total:	1,050.00
Total for	FRIENDLY PONY PARTIES		1,050.00

GRASSROOTS ECOLOGY	FY 18-19 Contribution	20128	08/22/2018	
			08/22/2018	
3921 EAST BAYSHORE ROAD	926		08/22/2018	0.00
PALO ALTO	BOA	52979	08/22/2018	0.00
CA 94303				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	BevRcycleComServ	5,000.00	0.00

Check No.	52979	Total:	5,000.00
Total for	GRASSROOTS ECOLOGY		5,000.00

GREEN HALO SYSTEMS	Hosting/Access, August '18	20087	08/22/2018	
			08/22/2018	
2431 ZANKER ROAD	0654		08/22/2018	0.00
SAN JOSE	BOA	52980	08/22/2018	0.00
CA 95131	1787			114.00

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

Check No.	52980	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

HILLYARD, INC	Janitorial Supplies	20059	08/22/2018	
			08/22/2018	
P.O. BOX 843025	531		08/22/2018	0.00
KANSAS CITY	BOA	52981	08/22/2018	0.00
MO 64184-3025	603094722			121.06

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	40.35	0.00
05-66-4341	Community Hall	40.35	0.00
25-66-4340	Building Maint Equip & Supp	40.36	0.00

HILLYARD, INC	Janitorial Supplies	20067	08/22/2018	
			08/22/2018	
P.O. BOX 843025	531		08/22/2018	0.00
KANSAS CITY	BOA	52981	08/22/2018	0.00
MO 64184-3025	603100213			358.31

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	119.44	0.00
05-66-4341	Community Hall	119.44	0.00
25-66-4340	Building Maint Equip & Supp	119.43	0.00

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

Check No.	52981	Total:	479.37
Total for	HILLYARD, INC		479.37

HINDERLITER, DE LLAMAS & ASSOC	Sales Tax Audit, 3rd Qtr	20088	08/22/2018	
			08/22/2018	
1340 VALLEY VISTA DRIVE	1128		08/22/2018	0.00
DIAMOND BAR	BOA	52982	08/22/2018	0.00
CA 91765	0029612-IN			768.62

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	768.62	0.00

Check No.	52982	Total:	768.62
Total for	HINDERLITER, DE LLAMAS & ASSOC		768.62

HOUSING LEADERSHIP COUNCIL	FY 18-19 Contributions	20127	08/22/2018	
			08/22/2018	
2905 S. EL CAMINO REAL	0818		08/22/2018	0.00
SAN MATEO	BOA	52983	08/22/2018	0.00
CA 94403				200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	BevRcycleComServ	200.00	0.00

Check No.	52983	Total:	200.00
Total for	HOUSING LEADERSHIP COUNCIL		200.00

HUMAN INVESTMENT PROJECT	FY 18-19 Contributions	20125	08/22/2018	
Hip Housing			08/22/2018	
800 S. CLAREMONT ST. #210	1194		08/22/2018	0.00
SAN MATEO	BOA	52984	08/22/2018	0.00
CA 94402				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	BevRcycleComServ	3,000.00	0.00

Check No.	52984	Total:	3,000.00
Total for	HUMAN INVESTMENT PROJECT		3,000.00

J.W. ENTERPRISES	Portable Lavs, 8/2-8/29/18	20120	08/22/2018	
			08/22/2018	
1689 MORSE AVE	829		08/22/2018	0.00
VENTURA	BOA	52985	08/22/2018	0.00
CA 93003	209920			402.40

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

Check No.	52985	Total:	402.40
Total for	J.W. ENTERPRISES		402.40

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

JOINT VENTURE	FY 18-19 Contribution	20121	08/22/2018	
SILICON VALLEY NETWORK			08/22/2018	
100 W. SAN FERNANDO STREET	0094		08/22/2018	0.00
SAN JOSE	BOA	52986	08/22/2018	0.00
CA 95113				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	BevRcycleComServ	1,000.00	0.00

Check No.	52986	Total:	1,000.00
Total for	JOINT VENTURE		1,000.00

JORGENSON SIEGEL MCCLURE & FLEGEL	July Statement	20066	08/13/2018	
1100 ALMA STREET	0089		08/13/2018	0.00
MENLO PARK	BOA	52987	08/22/2018	0.00
CA 94025				13,076.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	11,999.25	0.00
96-54-4186	Attorney - Charges to Appls	1,077.50	0.00

Check No.	52987	Total:	13,076.75
Total for	JORGENSON SIEGEL MCCLURE &		13,076.75

LUCILLE KALMAN	Instructor Fees, Summer 2018	20089	08/22/2018	
245 OLD SPANISH TRAIL	1082		08/22/2018	0.00
PORTOLA VALLEY	BOA	52988	08/22/2018	0.00
CA 94028				1,800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,800.00	0.00

Check No.	52988	Total:	1,800.00
Total for	LUCILLE KALMAN		1,800.00

KPAW INC. - TAPSNAP 1050	Photo Booth, Town Picnic/10 Yr	20091	08/22/2018	
69 SUNOL STREET	0804	00006567	08/22/2018	0.00
SAN JOSE	BOA	52989	08/22/2018	0.00
CA 95126				1,843.31

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	1,843.31	1,843.31

Check No.	52989	Total:	1,843.31
Total for	KPAW INC. - TAPSNAP 1050		1,843.31

KUTZMANN & ASSOCIATES	July Plan Check	20092	08/22/2018	
39355 CALIFORNIA STREET	0090		08/22/2018	0.00
FREMONT	BOA	52990	08/22/2018	0.00
CA 94538				7,209.18

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

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	7,209.18	0.00

Check No.	52990	Total:	7,209.18
Total for	KUTZMANN & ASSOCIATES		7,209.18

LEWCON BUILDERS	Refund Deposit, 15 Los Charros	20093	08/22/2018	
			08/22/2018	
195 WILLOWBROOK DRIVE	522		08/22/2018	0.00
PORTOLA VALLEY	BOA	52991	08/22/2018	0.00
CA 94028				1,000.00

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

Check No.	52991	Total:	1,000.00
Total for	LEWCON BUILDERS		1,000.00

LYNX TECHNOLOGIES, INC	GIS Hosting Fee, July 2018	20090	08/22/2018	
			08/22/2018	
1350 41ST AVENUE	0294		08/22/2018	0.00
CAPITOLA	BOA	52992	08/22/2018	0.00
CA 95010	8513			250.00

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

Check No.	52992	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

NOLTE ASSOCIATES, INC. NV5	June Applicant Charges	20117	08/22/2018	
			08/22/2018	
P.O. BOX 74008680	0104		08/22/2018	0.00
CHICAGO	BOA	52993	08/22/2018	0.00
IL 89193-3243				14,340.66

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	14,340.66	0.00

NOLTE ASSOCIATES, INC. NV5	2017/18 Resurf Proj #2018-PW01	20119	08/22/2018	
			08/22/2018	
P.O. BOX 74008680	0104		08/22/2018	0.00
CHICAGO	BOA	52993	08/22/2018	0.00
IL 89193-3243	89703			51.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4585	CIPStreetTestingInsp	51.00	0.00

Check No.	52993	Total:	14,391.66
Total for	NOLTE ASSOCIATES, INC. NV5		14,391.66

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

PARTY JUMP-STARRY MOVIE NIGHTS	4 Zorbs & Track for Town	20094	08/22/2018	
THRILL ZONE ENTERTAINMENT	Picnic Event	00006572	08/22/2018	
P. O. BOX 781	2170		08/22/2018	0.00
SANTA ROSA	BOA	52994	08/22/2018	0.00
CA 95402				1,249.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	1,249.00	1,249.00

Check No.	52994	Total:	1,249.00
Total for	PARTY JUMP-STARRY MOVIE NIG		1,249.00

PARTY WITH 630	Playground Rentals Town	20095	08/22/2018	
	Picnic/10 yr Anniversay	00006566	08/22/2018	
930 TERMINAL WAY	2165		08/22/2018	0.00
SAN CARLOS	BOA	52995	08/22/2018	0.00
CA 94070				2,190.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	2,190.00	2,190.00

Check No.	52995	Total:	2,190.00
Total for	PARTY WITH 630		2,190.00

PENINSULA CONFLICT RESOLUTION	FY 18-19 Contribution	20122	08/22/2018	
			08/22/2018	
1660 S. AMPHLETT BLVD	0171		08/22/2018	0.00
SAN MATEO	BOA	52996	08/22/2018	0.00
CA 94402				551.25

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	BevRcycleComServ	551.25	0.00

Check No.	52996	Total:	551.25
Total for	PENINSULA CONFLICT RESOLUTI		551.25

PETTY CASH	Petty Cash Replenishment	20118	08/22/2018	
			08/22/2018	
765 PORTOLA ROAD	993		08/22/2018	0.00
PORTOLA VALLEY	BOA	52997	08/22/2018	0.00
CA 94028				880.41

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	42.00	0.00
05-64-4326	Education & Training	2.00	0.00
05-64-4328	Mileage Reimbursement	313.23	0.00
05-64-4336	Miscellaneous	523.18	0.00

Check No.	52997	Total:	880.41
Total for	PETTY CASH		880.41

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

PG&E	August Statements	20096	08/22/2018	
			08/22/2018	
BOX 997300	0109		08/22/2018	0.00
SACRAMENTO	BOA	52998	08/22/2018	0.00
CA 95899-7300				461.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	461.50	0.00	

Check No.	52998	Total:	461.50
Total for	PG&E		461.50

PLAN JPA	FY 18-19 Gen Liab/Property Contributions	20129	08/22/2018	
			08/22/2018	
1750 CREEKSIDE OAKS DRIVE	0795		08/22/2018	0.00
SACRAMENTO	BOA	52999	08/22/2018	0.00
CA 95833	PLAN-2019-020			66,909.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4304	Liability Insurance/Bonds	56,223.00	0.00	
05-66-4350	Property Insurance	10,686.00	0.00	

Check No.	52999	Total:	66,909.00
Total for	PLAN JPA		66,909.00

DOUGLAS RADTKE	Reimbursement, Annual Trn'g Dues/Int Gov't Acct'ng Trn'g	20111	08/22/2018	
			08/22/2018	
	0815		08/22/2018	0.00
	BOA	53000	08/22/2018	0.00
				547.42

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4326	Education & Training	547.42	0.00	

Check No.	53000	Total:	547.42
Total for	DOUGLAS RADTKE		547.42

CYNTHIA RICHARDSON dba Richardson Consulting	July Planning Consult Svcs	20097	08/22/2018	
			08/22/2018	
24 CAMPBELL LANE	1250		08/22/2018	0.00
MENLO PARK	BOA	53001	08/22/2018	0.00
CA 94025				9,765.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4196	Planner	735.00	0.00	
96-54-4198	Planner - Charges to Appls	9,030.00	0.00	

Check No.	53001	Total:	9,765.00
Total for	CYNTHIA RICHARDSON		9,765.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
ROBERTS MARKET	Bathroom Supplies/Goodbye Luncheon	20098	08/22/2018	
			08/22/2018	
3015 WOODSIDE ROAD	1236		08/22/2018	0.00
WOODSIDE	BOA	53002	08/22/2018	0.00
CA 94062				36.90

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	28.87	0.00
05-66-4340	Building Maint Equip & Supp	8.03	0.00

Check No.	53002	Total:	36.90
Total for	ROBERTS MARKET		36.90

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
LINDA ROSS	Instructor Fees, Summer '18	20099	08/22/2018	
	2nd Final Pmt		08/22/2018	
190 GABARDA WAY	1233		08/22/2018	0.00
PORTOLA VALLEY	BOA	53003	08/22/2018	0.00
CA 94028				3,312.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	3,312.00	0.00

Check No.	53003	Total:	3,312.00
Total for	LINDA ROSS		3,312.00

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
RR DONNELLEY	Staff Business Cards, Radtke/ Russell/Rodas	20076	08/22/2018	
			08/22/2018	
PO BOX 932721	582		08/22/2018	0.00
CLEVELAND	BOA	53004	08/22/2018	0.00
OH 44193	175477547			250.48

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	250.48	0.00

Check No.	53004	Total:	250.48
Total for	RR DONNELLEY		250.48

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SAN MATEO LAWNMOWER	Chain Loop	20061	08/22/2018	
			08/22/2018	
760 S. AMPHLETT BLVD	0412		08/22/2018	0.00
SAN MATEO	BOA	53005	08/22/2018	0.00
CA 94402	183525			59.44

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	59.44	0.00

Check No.	53005	Total:	59.44
Total for	SAN MATEO LAWNMOWER		59.44

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
SHELTON ROOFING	Refund Deposit, 10 Tynan	20100	08/22/2018	
			08/22/2018	
1988 LEGHORN ST., #C	0309		08/22/2018	0.00
MOUNTAIN VIEW	BOA	53006	08/22/2018	0.00
CA 94043				1,000.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

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

SHELTON ROOFING	Refund Deposit, 165 Sausal	20101	08/22/2018	
			08/22/2018	
1988 LEGHORN ST., #C	0309		08/22/2018	0.00
MOUNTAIN VIEW	BOA	53006	08/22/2018	0.00
CA 94043				1,000.00

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

Check No.	53006	Total:	2,000.00
Total for	SHELTON ROOFING		2,000.00

SPRING RIDGE HISTORIES	Copies of Life on the San Andreas Fault	20102	08/22/2018	
			08/22/2018	
240 GOLDEN HILLS DR.	0813		08/22/2018	0.00
PORTOLA VALLEY	BOA	53007	08/22/2018	0.00
CA 94028	298			108.75

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	108.75	0.00	

Check No.	53007	Total:	108.75
Total for	SPRING RIDGE HISTORIES		108.75

CONNIE STACK	Instructor Fees, Summer 2018	20103	08/22/2018	
			08/22/2018	
10127 LAMPLIGHTER SQUARE	648		08/22/2018	0.00
CUPERTINO	BOA	53008	08/22/2018	0.00
CA 95014				1,273.60

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	1,273.60	0.00	

Check No.	53008	Total:	1,273.60
Total for	CONNIE STACK		1,273.60

STEVE DUSSE	Music for Town Picnic/10 yr. Anniversay	20084	08/22/2018	
		00006564	08/22/2018	
P. O. BOX 620109	2166		08/22/2018	0.00
WOODSIDE	BOA	53009	08/22/2018	0.00
CA 94062				800.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4158	Parks & Recreation Committee	800.00	800.00	

Check No.	53009	Total:	800.00
Total for	STEVE DUSSE		800.00

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

TOM SULLIVAN	Live Music, PV Farmers Market	20104	08/22/2018	
			08/22/2018	
3257 LLANO STREET	0814		08/22/2018	0.00
SAN MATEO	BOA	53010	08/22/2018	0.00
CA 94403				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	100.00	0.00

Check No.	53010	Total:	100.00
Total for	TOM SULLIVAN		100.00

SUSTAINABLE SILICON VALLEY	FY 18-19 Contribution	20124	08/22/2018	
			08/22/2018	
1793 LAFAYETTE STREET	921		08/22/2018	0.00
SANTA CLARA	BOA	53011	08/22/2018	0.00
CA 95050				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	BevRcycleComServ	1,000.00	0.00

Check No.	53011	Total:	1,000.00
Total for	SUSTAINABLE SILICON VALLEY		1,000.00

SUSTAINABLE SM COUNTY	FY 18-19 Contribution	20123	08/22/2018	
			08/22/2018	
177 BOVET ROAD 6TH FLOOR	0170		08/22/2018	0.00
SAN MATEO	BOA	53012	08/22/2018	0.00
CA 94402				2,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	BevRcycleComServ	2,500.00	0.00

Check No.	53012	Total:	2,500.00
Total for	SUSTAINABLE SM COUNTY		2,500.00

SHELLY SWEENEY	Instructor Fees, Summer 2018	20105	08/22/2018	
			08/22/2018	
285 GRANDVIEW DRIVE	407		08/22/2018	0.00
WOODSIDE	BOA	53013	08/22/2018	0.00
CA 94062				1,968.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,968.00	0.00

Check No.	53013	Total:	1,968.00
Total for	SHELLY SWEENEY		1,968.00

TYLER TECHNOLOGIES INC	FY 18-19 Finance Software	20106	08/22/2018	
	Support Maintenance		08/22/2018	
P.O. BOX 203556	0240		08/22/2018	0.00
DALLAS	BOA	53014	08/22/2018	0.00
TX 75247-8142	025-226033			4,282.16

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

08/22/2018

Date: 08/16/2018

Time: 5:57 pm

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TOWN OF PORTOLA VALLEY

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

05-64-4311	Software & Licensing		4,282.16	0.00
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Check No.	53014	Total:	4,282.16
Total for	TYLER TECHNOLOGIES INC		4,282.16

VERIZON WIRELESS	July Cellular/ ALPR SIM Cards	20107	08/22/2018	
			08/22/2018	
P.O. BOX 660108	0131		08/22/2018	0.00
DALLAS	BOA	53015	08/22/2018	0.00
TX 75266-0108	9811621500			363.80

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	363.80	0.00

Check No.	53015	Total:	363.80
Total for	VERIZON WIRELESS		363.80

VORTEX INDUSTRIES, INC.	Preventive Maint/HandiCap	20074	08/22/2018	
File 1095	Accessible Doors - Library		08/22/2018	
1801 W. OLYMPIC BLVD	0581		08/22/2018	0.00
PASADENA	BOA	53016	08/22/2018	0.00
CA 91199	45-1258285-1			385.00

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	385.00	0.00

Check No.	53016	Total:	385.00
Total for	VORTEX INDUSTRIES, INC.		385.00

KATHY WADDELL	Instructor Fees, Summer 2018	20108	08/22/2018	
	Yoga Sculpt		08/22/2018	
460 CERVANTES ROAD	1354		08/22/2018	0.00
PORTOLA VALLEY	BOA	53017	08/22/2018	0.00
CA 94028				844.80

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	844.80	0.00

KATHY WADDELL	Instructor Fees, Summer 2018	20109	08/22/2018	
	Yoga for Healthy Aging		08/22/2018	
460 CERVANTES ROAD	1354		08/22/2018	0.00
PORTOLA VALLEY	BOA	53017	08/22/2018	0.00
CA 94028				2,784.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,784.00	0.00

Check No.	53017	Total:	3,628.80
Total for	KATHY WADDELL		3,628.80

LOIS WONG	Face Painting by Lisa -	20110	08/22/2018	
	Town Picnic	00006571	08/22/2018	
303 STARFISH LANE	2169		08/22/2018	0.00
REDWOOD CITY	BOA	53018	08/22/2018	0.00
CA 94065-1925				900.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/22/2018

Date: 08/16/2018

Time: 5:57 pm

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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
05-52-4158	Parks & Recreation Committee	900.00	900.00

Check No.	53018	Total:	900.00
Total for	LOIS WONG		900.00

WOODSIDE FIRE PROTECTION DISTR	CERPP Coordinator, July-Sep	20065	08/22/2018	
			08/22/2018	
3111 WOODSIDE ROAD	886		08/22/2018	0.00
WOODSIDE	BOA	53019	08/22/2018	0.00
CA 94062	116_PV			3,819.54

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	3,819.54	0.00

Check No.	53019	Total:	3,819.54
Total for	WOODSIDE FIRE PROTECTION DI		3,819.54

WORLD JOURNAL	Advertising	20070	08/22/2018	
			08/22/2018	
231 ADRIAN ROAD	738		08/22/2018	0.00
MILLBRAE	BOA	53020	08/22/2018	0.00
CA 94030				216.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	216.00	0.00

Check No.	53020	Total:	216.00
Total for	WORLD JOURNAL		216.00

Total Invoices:	65	Grand Total:	214,159.52
		Less Credit Memos:	0.00
		Net Total:	214,159.52
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	214,159.52

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
August 22, 2018

Claims totaling \$214,159.52 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: August 22, 2018

RE: Save the Bay Support Letter

RECOMMENDATION

Staff recommends that the Town Council direct the Mayor to sign a letter to the Regional Water Quality Control Board (RWQCB) requesting Caltrans increase trash removal activities.

BACKGROUND

Save The Bay, a regional organization “working to protect, restore and celebrate San Francisco Bay” recently reached out the Mayor Richards requesting that the Town send a letter to RWQCB asking them to direct Caltrans increase trash collection activities. The RWQCB is responsible for waterway regulation and, as an independent body, sets the regulations for such activities.

Part of RWQCB’s charge is to ensure that connecting waterways to the Bay (for instance, creeks in San Mateo County’s bayside) remain free of trash, a responsibility that has fallen to the cities that contain the creeks. This directive has not come with funding to support it, resulting in new contributions from cities to ensure the activities take place.

DISCUSSION

According to Save the Bay, Caltrans has not been meeting its obligations as it relates to roadway pollution, and they have requested that Portola Valley contact the RWQCB to direct Caltrans to improve their roadway pollution activities. The attached letter (Attachment 1) is their draft of such a letter, which staff has lightly modified.

The following cities have had representatives sign this letter: Cupertino, Fremont, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, San Mateo, San Rafael, Santa Clara, and Contra Costa County.

FISCAL IMPACT

None.

ATTACHMENTS

1. Draft letter to RWQCB
2. February 16, 2018 San Francisco Chronicle editorial

Approved by: Jeremy Dennis, Town Manager

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

San Francisco Bay Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Re: Trash on Bay Area Caltrans roads

Dear Chair Young and Board members,

The Town of Portola Valley urges the San Francisco Bay Regional Water Quality Control Board to take immediate enforcement action against Caltrans for failing to implement trash control measures and protect the Bay from roadway pollution. The agency has been in violation of its stormwater permit requirements for several years, and still does not have a credible plan for reducing trash in our region, despite the Board's December 2016 Notice of Violation (NOV).

On the Bay Area's roads, Caltrans' failure is all too visible. Litter on Bay Area freeways and state roads continues to pile up, blow and flow through storm drains into creeks and San Francisco Bay, where it poisons fish and wildlife, smothers wetland habitat, and defaces the shoreline. Caltrans' neglect also places a heavy burden on our cities to clean up trash that originates on Caltrans roads. Once trash from state roads enters a storm drain or creek, the cost to remove it shifts from Caltrans to local jurisdictions already striving to meet their own trash reduction requirements.

While Caltrans has partnered with a handful of Bay Area communities to prevent and clean up trash, the agency needs to do much more to address its pervasive trash problem. We urge the Board to require the following immediately in an enforcement order to Caltrans:

- Install trash capture devices in "very high" and "high" trash generation areas wherever feasible;
- Increase frequency of trash removal; and
- Collaborate with municipalities and local agencies to implement these solutions.

As we work to protect the Bay Area and California from rollbacks of federal environmental protections, you must ensure that Caltrans obeys the law and complies with the Clean Water Act. You should require the agency to clean up its roads, install full trash capture devices in the most littered areas, and pursue appropriate penalties for its many years of permit violations.

Sincerely,

Mayor John Richards

San Francisco Chronicle

OPEN FORUM February 16, 2018

Caltrans, stop trashing San Francisco Bay

By David Lewis

Litter on California's freeways and state roads is a disgrace, and it's also one of the biggest reasons San Francisco Bay is choked with trash. Every time it rains, trash from freeways and busy state roads, like El Camino Real and San Pablo Avenue, pours through storm drains into creeks and, ultimately, San Francisco Bay. Bottles, wrappers, Styrofoam, straws and cigarettes poison fish and wildlife, smother wetland habitat and deface the shoreline.

It's time for our state transportation agency, Caltrans, to obey the law and stop polluting our waters. For years, Caltrans has violated the federal Clean Water Act and state storm water permits that prohibit uncontrolled trash flows from its roads. Who bears the burden of that violation? Bay Area cities, which are already striving to meet their own legal obligation to allow zero trash flow to the bay by 2022.

That's because trash that drains off state roads becomes the local city's responsibility. So Caltrans ignoring road trash means cities from Oakland to Santa Clara face higher cleanup bills, or even fines for polluting the bay. That's not fair. And when a state agency ignores the law, it becomes tougher to hold private individuals and companies accountable for polluting the bay.

Fortunately, the solutions are clear. Caltrans must remove roadside litter more often, and put trash-capture devices in storm drains on highways and right-of-ways. A few of these devices have been installed in problem locations, but only where cities pressed Caltrans hard for action. In Richmond, Caltrans paid to install two trash separators in storm drains near I-580 that will screen water draining off 831 acres of urban streets. In San Jose, Caltrans agreed to fund a partnership with the city's Conservation Corps to increase freeway cleanups.

Those efforts stop only a fraction of the trash headed from state roads to the bay. In most of the identified trash hot spots, Caltrans is doing nothing — even where trash separators could be incorporated into needed road maintenance. The agency is years behind in dedicating money and setting a specific timeline to cut trash pollution, claiming funding constraints even though its budget this year is \$11.3 billion.

The San Francisco Bay Regional Water Quality Control Board called Caltrans' behavior "deficient" more than three years ago, and issued a formal notice of violation over a year ago. But the board has not used its power to mandate actions and penalties for these violations. The victims are seals, pelicans and other wildlife choked and poisoned by trash in the bay.

It's unacceptable for our state agencies to keep violating the Clean Water Act, especially as Gov. Jerry Brown and the state Legislature proclaim our state will uphold federal environmental laws that the Trump administration is trying to erode. The regional water board should immediately take enforcement action against Caltrans and require the agency to obey the law by cleaning up road litter and installing full trash-capture devices in the worst areas.

Continued violations deserve penalties and fines, just like a private polluter would face. Until that reckoning, the state is shirking its duty to protect San Francisco Bay, our fish and wildlife, and public health. So clean up your roads, Caltrans. Stop making San Francisco Bay wildlife and Bay Area cities pay for your pollution.

David Lewis is the executive director of Save The Bay. More at www.saveSFbay.org/caltrans

#4

There are no written materials for Study Session – Funding of Town Road Resurfacing Work



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: August 22, 2018

RE: Review and Authorize 2018-19 Budget Amendment to Appropriate/Re-Appropriate Funds

RECOMMENDATION

Staff recommends that the Town Council authorize the following budget amendments for the fiscal year 2018-19:

1. \$17,000 budget amendment to re-appropriate funds allocated in the 2017-18 fiscal year for Miscellaneous Consultant Services for Garbage Franchise Agreement Negotiation.
2. \$11,000 budget amendment to re-appropriate funds allocated in the 2017-18 fiscal year for Parks & Recreation Committee for Town Picnic.
3. \$15,624 budget amendment to appropriate funds not allocated for in the 2018-19 Software & Licensing budget for OpenGov financial transparency software.

BACKGROUND AND DISCUSSION

Garbage Franchise Agreement Negotiation

Staff budgeted \$17,000 in the 2017-18 fiscal year for the Consultant to complete the first phase of the Garbage Franchise Agreement Negotiation with GreenWaste Recovery, Inc. The Consultant did not complete this first phase by the end of the year and staff is requesting to re-appropriate the \$17,000 to the 2018-19 fiscal year.

Town Picnic

The Parks & Recreation Committee had \$11,000 in the 2017-18 fiscal year budgeted for the Town Picnic and \$3,000 for Zots to Tots. Due to the re-configuration of the Parks & Recreation Committee, the Town Picnic was moved from June 2018 to September 2018 and combined with the 10th Anniversary of the Town Center. Staff conservatively budgeted \$10,000 in the 2018-19 fiscal year for the Town Picnic, in advance of it being combined with the 10th Anniversary of the Town Center and without having a full understanding of the capacity of the Committee to carry out the event. The Committee has been very successful in planning a full-scale, engaging community event. Staff is recommending the re-appropriation of the \$11,000 from the 2017-18 fiscal year to combine with the \$10,000

in funds from the current fiscal year to provide the Committee with sufficient funds to host a combined Town Picnic and 10th Anniversary Celebration.

OpenGov

The OpenGov financial transparency software was purchased as part of the Capital Improvements budget for the 2017-18 fiscal year. At that time, no mechanism existed for transferring a Capital Improvement into the yearly budget. As such, the continued cost of OpenGov was not included in the Software & Licensing budget for the 2018-19 fiscal year. Going forward, the newly created Capital Improvements Project budget will include one-time and multi-year budget items and new purchases with recurring expenses will be included in the proper account. Staff is requesting that \$15,624 be appropriated from the Unassigned General Fund to the 2018-19 Software & Licensing budget to cover this ongoing expense.

FISCAL IMPACT

The requested budget amendments for the fiscal year ending June 30, 2019 are outlined in detail below. The total fiscal impact is a \$28,000 re-appropriation from the 2017-18 fiscal year and a \$15,624 new appropriation from General Fund Unassigned. As a result, General Fund Unassigned will be reduced by \$43,624.

1. Miscellaneous Consultants: Re-Appropriate \$17,000 from 2017-18 for Garbage Franchise Negotiation for Agreement

	General Fund Unassigned	Miscellaneous Consultants (GL Code 05-54-4214)
2018-19 Budgeted Amount	\$2,395,058	\$142,500
Allocation After Budget Amendment	\$ 2,378,058	\$159,500

2. Parks & Recreation Committee: Re-appropriate \$11,000 from 2017-8 for Town Picnic

	General Fund Unassigned	Parks & Recreation Committee (GL Code 05-52-4158)
2018-19 Budgeted Amount	\$ 2,378,058	\$10,000
Allocation After Budget Amendment	\$ 2,367,058	\$21,000

3. Software & Licensing: Appropriate \$15,624 to 2018-19 for OpenGov Software

	General Fund Unassigned	Software & Licensing (GL Code 05-64-4311)
2018-19 Budgeted Amount	\$ 2,367,058	\$74,190
Allocation After Budget Amendment	\$ 2,351,434	\$89,814

Approved by: Jeremy Dennis, Town Manager





TOWN OF PORTOLA VALLEY

TOWN ATTORNEY REPORT

TO: Mayor and Members of the Town Council

FROM: Cara Silver, Town Attorney

DATE: August 22, 2018

RE: Amendment to Chapter 8.26 of Portola Valley Municipal Code to prohibit sale of flavored tobacco products and prohibiting pharmacies from selling tobacco products.

RECOMMENDATION

Staff recommends that the Town Council:

1. Waive the reading and introduce an ordinance amending Section 8.26.010 and 8.26.020 of the Portola Valley Municipal Code to add a prohibition on sales of flavored tobacco products and pharmacy sales of tobacco products through incorporating by reference Chapter 4.99 of the San Mateo County Ordinance Code and authorizing County enforcement; and
2. Find this action exempt under the California Environmental Quality Act.

BACKGROUND

In 2008, the Town Council of the Town of Portola Valley (“Town”) adopted by reference Chapter 4.98 “Tobacco Retailer Permit” of the County of San Mateo Ordinance (“County Ordinance”), which requires tobacco retailers to maintain a valid permit. At the same time, the Town Council also authorized enforcement by County of San Mateo Personnel (“County Personnel”).

Tobacco use remains the leading cause of preventable death in the United States. It causes and contributes to many forms of cancer, as well as heart and respiratory diseases among other health disorders. The financial cost of tobacco use in San Mateo County alone amounted to over \$575 million in direct health care expense over the 5-year period from 2006-2010.

Flavored tobacco products are commonly sold by California tobacco retailers and promote youth initiation of tobacco use. The flavored products help young occasional smokers to become daily smokers by reducing or masking the natural harshness and taste of tobacco smoke and thereby increasing the appeal of tobacco products.

Relatedly, pharmacy sales of tobacco products reinforce positive social perceptions of smoking, and convey tacit approval of tobacco use, sending a message that it is not dangerous to smoke. Thus, the Tobacco and Education Research Oversight Committee for California, as well as the American Pharmacists Association, the California Pharmacists Association, and the California Medical Association have called for the adoption of state and local pharmacy prohibitions of tobacco sales in drug stores and pharmacies.

In response to the foregoing, on June 19, 2018, the Board of Supervisors of the County of San Mateo passed an ordinance prohibiting the sale of flavored tobacco products and prohibiting pharmacies from selling any tobacco product as codified in Chapter 4.99 of the County Ordinance.

DISCUSSION

Flavored Tobacco Use

Data shows that youth use flavored tobacco products at a higher rate than other populations. In order to minimize the number of children who start to smoke and become addicted to tobacco, the US Food and Drug Administration implemented a ban on flavored cigarettes in 2009, but it did not include a ban on menthol flavored cigarettes or other flavored tobacco products. As a result, many local jurisdictions have begun to take the lead in banning flavored tobacco products, including menthol cigarettes.

Pharmacies serve as a trusted source for health information in addition to being a source of medicine and other health products. Thus, the sale of tobacco products by pharmacies is inconsistent with the role of a pharmacy in the health of a community.

Within the Town of Portola Valley there is one retailer licensed to sell tobacco products and no pharmacies.

Incorporation by Reference and County Participation

Historically, the Town has largely relied on the County's laws in the area of tobacco regulation. In 2008, the Town incorporated by reference the County's retailer permit requirement for tobacco sales. At the same time, the Town adopted an ordinance authorizing County Personnel to enforce the ordinance.

Following the County's adoption of the flavored tobacco ordinance in June 2018, County staff approached the Town and offered to provide similar enforcement services should the Town Council elect to incorporate the County's flavored tobacco ban. To incorporate the County's flavored tobacco ban, the Town Council must approve the attached ordinance. It is anticipated that only one current retailer will be impacted by this ordinance. In addition, any future retailer who elects to sell tobacco products as well as any future pharmacy will be subject to the new regulations.

The County has also offered to perform outreach related to the amendment.

Effective Date

The effective date of the proposed ordinance amendments is January 1, 2019, to align with the effective date of the County Ordinance.

Other Tobacco Initiatives

The County also has a tobacco ban for smoke free multi-unit housing facilities. A recent San Mateo County Grand Jury Report encouraged all cities and towns who have not adopted a similar ordinance to consider adopting one. The Town's response to the Grand Jury Report will appear in an upcoming Council agenda.

FISCAL IMPACT

There is a nominal impact of this ordinance as enforcement will be performed by the County.

ENVIRONMENTAL REVIEW

This project is not subject to review under Section 15061 of the California Environmental Quality Act Guidelines in that it is not reasonably foreseeable that it will have a significant impact on the environment.

ATTACHMENT

1. Ordinance Amending Chapter 8.26 [Tobacco Retailer Permit] of Title 8 [Health and Safety] of the Portola Valley Municipal Code
2. County of San Mateo Ordinance Prohibiting Flavored Tobacco Products
3. Letter of July 18, 2018, to Town Mayor from County Board of Supervisors re: Sale of Flavored Tobacco Products and Pharmacy Sale Ban

Approved by: Jeremy Dennis, Town Manager



ORDINANCE NO. 2018 - ____**ORDINANCE AMENDING CHAPTER 8.26 [TOBACCO RETAILER PERMIT] OF TITLE 8 [HEALTH AND SAFETY] OF THE PORTOLA VALLEY MUNICIPAL CODE**

WHEREAS, in 2008, the Town Council of the Town of Portola Valley (“Town”) adopted by reference the County of San Mateo Tobacco Retailer Permit Ordinance codified in Chapter 4.98 of the San Mateo County Ordinance Code and authorized enforcement by San Mateo County Personnel;

WHEREAS, tobacco use remains the leading cause of preventable death in the United States, killing more than 480,000 people each year. It causes and contributes to many forms of cancer, as well as heart and respiratory diseases among other health disorders; and

WHEREAS, tobacco use remains a public health crisis of the first order, in terms of the human suffering and loss of life it causes, the financial costs it imposes on society, and the burdens it places on our healthcare system. The financial cost of tobacco use in San Mateo County alone amounts to over \$575 million in direct health care expenses over the 5-year period from 2006-2010; and

WHEREAS, flavored tobacco products are commonly sold by California tobacco retailers. For example, 76% of tobacco retailers located within 1,000 feet of schools in San Mateo County sell flavored tobacco products other than menthol cigarettes, and nearly all of them sell menthol cigarettes; and

WHEREAS, flavored tobacco products promote youth initiation of tobacco use and help young occasional smokers to become daily smokers by reducing or masking the natural harshness and taste of tobacco smoke and thereby increasing the appeal of tobacco products; and

WHEREAS, by selling tobacco products, pharmacies reinforce positive social perceptions of smoking, convey tacit approval of tobacco use, and send a message that it is not dangerous to smoke; and

WHEREAS, the Tobacco and Education Research Oversight Committee for California, as well as the American Pharmacists Association, the California Pharmacists Association, and the California Medical Association have called for the adoption of state and local pharmacy prohibitions of tobacco sales in drug stores and pharmacies; and

WHEREAS, on June 19, 2018, the Board of Supervisors of the County of San Mateo passed a related ordinance prohibiting the sale or offer for sale of flavored tobacco products and prohibiting pharmacies from selling or offering for sale any tobacco product as codified in Chapter 4.99 of the San Mateo County Ordinance Code; and

WHEREAS, the Town Council now desires to amend Chapter 8.26 to incorporate by reference Chapter 4.99 of the San Mateo County Ordinance Code and any future amendments to Title 4 of the County Ordinance Code regulating sale of tobacco products.

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

1. AMENDMENT OF CODE. Chapter 8.26 [TOBACCO RETAILER PERMIT] of Title 8 [HEALTH AND SAFETY] of the Portola Valley Municipal Code is hereby amended to read as follows:

8.26.010 - Adoption of County of San Mateo Tobacco Retailer Permit Ordinance Code and Sales of Flavored Tobacco Products and Pharmacy Sales of Tobacco Products Prohibited Ordinance Code.

Chapter 4.98 "Tobacco Retailer Permit" and Chapter 4.99 "Sales of Flavored Tobacco Products and Pharmacy Sales of Tobacco Products Prohibited" -of Title 4 of the San Mateo County Ordinance Code, and any future amendment to Title 4 of the San Mateo County Ordinance Code regulating sale of tobacco products thereto, are hereby adopted and made effective in the town. Certified copies of Chapter 4.98 and 4.99 of Title 4, as adopted hereby, have been deposited with the town clerk, and shall be at all times maintained by the town clerk for use and examination by the public.

8.26.020 - Authorization of enforcement by San Mateo County Personnel.

The County of San Mateo, its officers, employees and agents are hereby authorized to enforce, on behalf of the town, Chapter 4.98 "Tobacco Retailer Permit" and Chapter 4.99 "Sales of Flavored Tobacco Products and Pharmacy Sales of Tobacco Products Prohibited" of Title 4 of the San Mateo County Ordinance Code, and any future amendments thereto to Title 4 of the San Mateo County Ordinance Code regulating sale of tobacco products, within the jurisdiction areas of the town. Such enforcement authority includes, but is not limited to, the collection of fees and fines, expending such revenue in the enforcement of the tobacco retailer requirements, holding hearings, suspending permits and issuing administrative fines."

2. 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.

3. ENVIRONMENTAL REVIEW. This Ordinance is exempt from the California Environmental Quality Act ("CEQA") because 1) it is not a project as defined by CEQA Guidelines Section 15378 as it will not result in any direct or indirect physical change in the environment; and 2) it addresses the ministerial issuance of and compliance with a business license or permit and is therefore statutorily exempt from CEQA pursuant to CEQA Guidelines Section 15268.

4. EFFECTIVE DATE; POSTING. This ordinance is to be in effect 30 days after the date of its adoption and shall be posted within the Town in three public places. However, its provisions shall not become enforceable until January 1, 2019.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST

Town Clerk

By: _____
Mayor

APPROVED AS TO FORM

Town Attorney

**ORDINANCE NO. .
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA**

* * * * *

ORDINANCE ADDING CHAPTER 4.99 TO TITLE 4 OF THE SAN MATEO COUNTY ORDINANCE CODE TO PROHIBIT SALE OR OFFER FOR SALE OF FLAVORED TOBACCO PRODUCTS AND PROHIBIT PHARMACIES FROM SELLING OR OFFERING FOR SALE ANY TOBACCO PRODUCTS, AND AMENDING SECTION 4.96.030 OF CHAPTER 4.96 TO CLARIFY DEFINITION OF “TOBACCO PRODUCTS”

The Board of Supervisors of the County of San Mateo, State of California,

ORDAINS as follows:

SECTION 1. FINDINGS.

- a) Tobacco use remains the leading cause of preventable death in the United States, killing more than 480,000 people each year. It causes or contributes to many forms of cancer, as well as heart and respiratory diseases, among other health disorders. Tobacco use remains a public health crisis of the first order, in terms of the human suffering and loss of life it causes, the financial costs it imposes on society and the burdens it places on our health care system. The financial cost of tobacco use in San Mateo County alone amounts to over \$575 million in direct health care expenses over the 5-year period from 2006-2010.
- b) Flavored tobacco products are commonly sold by California tobacco retailers. For example, 97.4% of stores that sell cigarettes sell menthol cigarettes; 94.5% of stores that sell little cigars sell them in flavored varieties; 84.2% of stores that sell electronic smoking devices sell flavored varieties; and 83.8% of stores that sell chew or snus sell flavored varieties. 76% of tobacco retailers located within 1,000 feet of schools in San Mateo County sell flavored tobacco products other than menthol cigarettes, and nearly all of them sell menthol cigarettes.
- c) Each day, about 2,500 children in the United States try their first cigarette; and another 400 children under 18 years of age become new regular, daily smokers. 81% of youth who have ever used a tobacco product report that the first tobacco product they used was flavored. Flavored tobacco products promote youth initiation of tobacco use and help young occasional smokers to become daily smokers by reducing or masking the natural harshness and taste of tobacco smoke and thereby increasing the appeal of tobacco products. As tobacco companies well know, menthol, in particular, cools and numbs the throat to reduce throat irritation and make the smoke feel smoother, making menthol cigarettes an appealing option for youth who are initiating tobacco use. Tobacco

companies have used flavorings such as mint and wintergreen in smokeless tobacco products as part of a "graduation strategy" to encourage new users to start with tobacco products with lower levels of nicotine and progress to products with higher levels of nicotine. It is therefore unsurprising that young people are much more likely to use menthol-, candy- and fruit-flavored tobacco products than adults, including not just cigarettes but also cigars, cigarillos, and hookah tobacco. Data from the National Youth Tobacco Survey indicate that more than two-fifths of U.S. middle school and high school smokers report using flavored little cigars or flavored cigarettes. Further the Centers for Disease Control and Prevention has reported a more than 800% increase in electronic cigarette use among middle school and high school students between 2011 and 2015. Nicotine solutions, which are consumed via electronic smoking devices such as electronic cigarettes are sold in thousands of flavors that appeal to youth, such as cotton candy and bubble gum.

- d) Certain minority groups also disproportionately use flavored tobacco products, including menthol cigarettes. In one survey, the percentage of people who smoke cigarettes that reported smoking menthol cigarettes in the prior month included, most dramatically 82.6% of Blacks or African-Americans who smoke cigarettes. The statistics for other groups were: 53.2% of Native Hawaiians or Other Pacific Islanders who smoke cigarettes; 36.9% of individuals with multiracial backgrounds who smoke cigarettes; 32.3% of Hispanics or Latinos who smoke cigarettes; 31.2% of Asians who smoke cigarettes; 24.8% of American Indians or Alaska Natives who smoke cigarettes; and 23.8% of Whites or Caucasians who smoke cigarettes. People who identify as LGBT and young adults with mental health conditions also struggle with disproportionately high rates of menthol cigarette use. The disproportionate use of menthol cigarettes among targeted groups, especially the extremely high use among African-Americans, is troubling because of the long-term adverse health impacts on those populations.
- e) Between 2004 and 2014 overall smoking prevalence decreased, but use of menthol cigarettes increased among both young adults (ages 18-25) and other adults (ages 26+). These statistics are consistent with the finding that smoking menthol cigarettes reduces the likelihood of successfully quitting smoking. Scientific modeling has projected that a national ban on menthol 17 cigarettes could save between 300, 000 and 600, 000 lives by 2050.
- f) By selling tobacco products, pharmacies reinforce positive social perceptions of smoking, convey tacit approval of tobacco use, and send a message that it is not dangerous to smoke.
- g) The Tobacco and Education Research Oversight Committee for California, as well as the American Pharmacists Association, the California Pharmacists Association, and the California Medical Association have called for the adoption of state and local prohibitions of tobacco sales in drug stores and pharmacies.

SECTION 2. A new Chapter 4.99 is hereby added to Title 4 of the San Mateo County Ordinance Code to be numbered and entitled and to read in its entirety as follows:

CHAPTER 4.99 SALES OF FLAVORED TOBACCO PRODUCTS AND PHARMACY SALES OF TOBACCO PRODUCTS PROHIBITED

4.99.010-Application of Chapter.

The provisions of this Chapter shall apply within the unincorporated area of San Mateo County, except that this Chapter shall not apply to the duty-free retail stores at San Francisco International Airport.

4.99.020-Definitions.

For the purposes of this chapter, the following definitions shall govern unless the context clearly requires otherwise:

- (a) "Characterizing Flavor" means a distinguishable taste or aroma or both, other than the taste or aroma of tobacco, imparted by a Tobacco Product or any byproduct produced by the Tobacco Product. Characterizing Flavors include, but are not limited to, tastes or aroma relating to any fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, menthol, mint, wintergreen, herb, or spice. A Tobacco Product shall not be determined to have a Characterizing Flavor solely because of the use of additives or flavorings or the provision of ingredient information. Rather, it is the presence of a distinguishable taste or aroma, or both, as described in the first sentence of this definition, that constitutes a Characterizing Flavor.
- (b) "Constituent" means any ingredient, substance, chemical, or compound, other than tobacco, water, or reconstituted tobacco sheet that is added by the manufacturer to a Tobacco Product during the processing, manufacture, or packing of the Tobacco Product.
- (c) "Distinguishable" means perceivable by either the sense of smell or taste.
- (d) "Flavored Tobacco Product" means any Tobacco Product that contains a constituent that imparts a Characterizing Flavor.
- (e) "Labeling" means written, printed, pictorial, or graphic matter upon any Tobacco Product or any of its Packaging.
- (f) "Packaging" means a pack, box, carton, or container of any kind or, if no other container, any wrapping (including cellophane) in which a Tobacco Product is sold, or offered for sale, to a consumer.

- (g) "Pharmacy" means any retail establishment in which the profession of pharmacy is practiced by a pharmacist licensed by the State of California in accordance with the Business and Professions Code and where prescription pharmaceuticals are offered for sale, regardless of whether the retail establishment sells other retail goods in addition to prescription pharmaceuticals.
- (h) "Tobacco Product" is defined as set forth in subsection (h) of section 4.96.030 of chapter 4.96 of this Ordinance Code.
- (i) "Tobacco Retailer" means any store, stand, booth, concession or any other enterprise that engages in the retail sale of Tobacco Products, including but not limited to stores that engage in the retail sale of food items.

4.99.030- Sale or Offer for Sale of Flavored Tobacco Products Prohibited.

- (a) The sale or offer for sale, by any person or Tobacco Retailer of any Flavored Tobacco Product is prohibited and no person or Tobacco Retailer shall sell, or offer for sale, any Flavored Tobacco Product.
- (b) There shall be a rebuttable presumption that a Tobacco Product is a Flavored Tobacco Product if a Manufacturer or any of the Manufacturer's agents or employees, in the course of their agency or employment, has made a statement or claim directed to consumers or to the public that the Tobacco Product has or produces a Characterizing Flavor including, but not limited to, text, color, and/or images on the product's Labeling or Packaging that are used to explicitly or implicitly communicate that the Tobacco Product has a Characterizing Flavor.

4.99.040- Sale or Offer for Sale of Tobacco Products by a Pharmacy Prohibited.

- (a) No Pharmacy or Pharmacy employee or agent shall sell or offer for sale any Tobacco Product.
- (b) No new tobacco retailer permit may be issued to a Pharmacy under Chapter 4.98 of this Ordinance Code.
- (c) No existing tobacco retailer permit issued under Chapter 4.98 of this Ordinance Code may be renewed by a Pharmacy.

4.99.050-Enforcement.

- (a) The Health System Chief, or his or her designee, may enforce this chapter by suspension of a tobacco retailer's permit and /or imposition of administrative fines following the procedures and amounts set forth in sections 4.98.150 and 4.98.160 of chapter 4.98 of this Ordinance Code.

- (b) Violations of this chapter may be criminally prosecuted as infraction(s) or misdemeanor(s) at the discretion of the prosecuting attorney as the interests of justice require.
- (c) This section shall not be interpreted to limit the applicable civil or administrative remedies available under law.
- (d) The Health System Chief may adopt administrative rules, regulations, or guidelines for the implementation and enforcement of this chapter.

4.99.060-Public Nuisance.

Any violation of this ordinance is hereby declared a public nuisance.

4.99.070-No Conflict with Federal or State Law.

Nothing in this chapter shall be interpreted or applied so as to create any requirement, power, or duty that is preempted by federal or state law.

4.99.080-Severability.

If any provision, section, subsection, sentence, clause, phrase, or word of this Chapter 4.99, or any application thereof to any person or circumstance, is held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions or applications of the chapter. The Board of Supervisors hereby declares that it would have passed this chapter, and each provision, section, subsection, sentence, clause, phrase, and word not declared invalid or unconstitutional without regard to whether any other portion of this chapter or application thereof would be subsequently declared invalid or unconstitutional.

SECTION 3. Subsection (h) of Section 4.96.030 of Chapter 4.96 of this Ordinance Code shall be amended to read as follows:

- (h) "Tobacco," "tobacco or smoking product," or "tobacco or nicotine product" means: (1) any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, and snuff;
- (2) any electronic device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, electronic cigar, electronic pipe, or electronic hookah.
- (3) Notwithstanding any provision of subsections (1) and (2) to the contrary, "Tobacco Product" includes any component, part, or accessory intended or reasonably expected to be used with a Tobacco Product,

whether or not sold separately. "Tobacco Product" does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where such product is marketed and sold solely for such an approved purpose.

SECTION 4. This Ordinance shall be in effect thirty (30) days after adoption. However, its provisions shall not become enforceable until January 1, 2019.

* * * * *

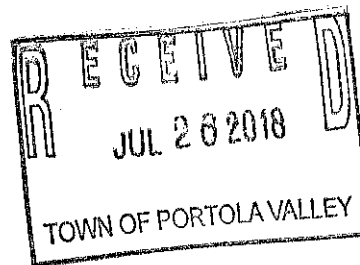
COUNTY OF SAN MATEO
BOARD OF SUPERVISORS

Board of Supervisors
Dave Pine, 1st District
Carole Groom, 2nd District
Don Horsley, 3rd District
Warren Slocum, 4th District
David J. Canepa, 5th District

County Government Center
400 County Center, 1st Floor
Redwood City, CA 94063
650-363-4653 T
650-599-1027 F
www.smcgov.org

July 18, 2018

Mayor John Richards
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028



Re: Sale of Flavored Tobacco Products and Pharmacy Sale Ban

Dear Mayor Richards,

On June 19th, the San Mateo County Board of Supervisors adopted an ordinance prohibiting the sale of flavored tobacco products in any retail establishment and the sale of all tobacco products in any pharmacy in the unincorporated areas of San Mateo County. A copy of the enacted ordinance is included for your reference. The memo and findings can be found online under the June 5, 2018 Board of Supervisors agenda. The ordinance will go into effect 30 days after adoption but its provisions will not become enforceable until January 1, 2019.

We would like to make this ordinance available to you as a model; as well as provide you with additional resources should you be interested in adopting a similar ordinance in your city. Please feel free to contact Kim Marlow, San Mateo County Deputy County Counsel, at 650-363-4754 regarding the ordinance language.

Additional resources include Breathe California, the San Mateo County Tobacco Education Coalition, and San Mateo County Health System regarding tobacco policy, data and community outreach. Please feel free to contact Shaunda Scruggs with the San Mateo County Health System at 650-573-2747 with any questions regarding tobacco policy and programs.

Thank you for consideration of this important policy that seeks to create healthier environments for all San Mateo County residents. We look forward to working with you.

Sincerely,

Carole Groom

Carole Groom
Supervisor, District 2
County of San Mateo

David J. Canepa

David J. Canepa
Supervisor, District 5
County of San Mateo

cc: Jeremy Dennis, City Manager





TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Sharon Hanlon, Town Clerk
DATE: August 22, 2018
RE: Consideration of Options for the November 6, 2018 Election

RECOMMENDATION

Staff recommends that the Town Council consider options regarding the November 6, 2018 election.

BACKGROUND

On June 13, 2018, the Town Council adopted Resolution No. 2760-2018 calling for a General Municipal Election to be held on November 6, 2018, to elect three members to the Portola Valley Town Council. The deadline for filing nomination papers expired on Friday, August 10, 2018. At the close of the candidate filing period, there were three candidates for the three open seats on the Town Council; incumbents Maryann Derwin, Craig Hughes and John Richards.

DISCUSSION

Because there are three open seats on the Town Council and the same number of candidates filed, and there is no other matter on the ballot, the Town Council pursuant to California Elections Code §10229, has the option to adopt one of the following courses of action:

1. Appoint to the office the persons who have been nominated;
2. Appoint to the office any eligible elector if no one has been nominated; or
3. Hold the election, if either no one or only one person has been nominated.

Should the Town Council wish to appoint the three candidates to fill the three seats on the Portola Valley Town Council, staff has attached a draft resolution to that effect (Attachment 1).

A decision to cancel the election would preclude the opportunity for a write-in candidate to be nominated.

Pursuant to Government Code §6061, a public notice must be published in a newspaper of general circulation that informs the public that the November 6, 2018 election is uncontested and describes the three options, identified above. This notice was published in the August 15, 2018 edition of the Almanac.

If appointed, the persons appointed shall take office and serve as if elected at the November 6, 2018, Municipal Election.

FISCAL IMPACT

Should the Town Council wish to cancel the November 2018 election, estimated savings of up to \$10,000 would be achieved. These funds are included in the FY 2018-19 budget.

ATTACHMENT

1. Resolution of the Town Council of the Town of Portola Valley cancelling the November 2018 General Municipal Election and appointing the three incumbents to fill the three vacancies on the Town Council.
2. 'Notice of Options' ad relating to the Election published in the August 15, 2018 edition of the Almanac.

Approved by: Jeremy Dennis, Town Manager



**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
CANCELLING THE NOVEMBER 6, 2018 GENERAL MUNICIPAL ELECTION AND
APPOINTING THE THREE NOMINEES TO FILL THE THREE VACANCIES ON THE
PORTOLA VALLEY TOWN COUNCIL**

WHEREAS, the Town Council of the Town of Portola Valley ("Town") approved Resolution No. 2760-2018 calling for a general municipal election on November 6, 2018; and

WHEREAS, there is no other item on the ballot other than the election of three (3) individuals to the Town Council; and

WHEREAS, the deadline for filing nomination papers to run for election has passed and only three (3) individuals, Maryann Derwin, Craig Hughes and John Richards, have been nominated for the three (3) open seats on the Town Council; and

WHEREAS, California Elections Code §10229 provides that if there is no other matter on the ballot and the number of persons nominated does not exceed the number of offices to be filled at the election, before the election, the Town Council may adopt one of the following courses of action: (1) appoint to the office the person who has been nominated; (2) appoint to the office any eligible elector if no one has been nominated; or (3) hold the election, if either no one or only one person has been nominated; and

WHEREAS, on August 15, 2018, notice that the Town Council would consider cancelling the general municipal election and appointing the Town Council members was published in a newspaper of general circulation.

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

1. The Town Council hereby cancels the general municipal election scheduled for November 6, 2018;
2. Town Council hereby appoints Maryann Derwin, Craig Hughes and John Richards to the office of Town Council member for a four (4) year term. Maryann Derwin, Craig Hughes and John Richards shall take office at the next Town Council meeting after the results of the general November 6, 2018 County election have been certified by San Mateo County.
3. The Town Council directs the Town election official to transmit a copy of this Resolution, which supersedes Resolution No. 2760-2018, to the County of San Mateo to inform them that the Town's election has been cancelled.

PASSED AND ADOPTED this 22nd day of August, 2018.

By: _____
Mayor

ATTEST:

Town Clerk

**TOWN OF PORTOLA VALLEY
765 Portola Road
Portola Valley, CA 94028**

**NOTICE OF OPTIONS REGARDING THE
NOVEMBER 6, 2018 ELECTION**

NOTICE IS HEREBY GIVEN that because the number of persons running for Town Council does not exceed the number of offices to be filled at the general election scheduled for November 6, 2018, and there is no other matter on the ballot, the Town Council of the Town of Portola Valley pursuant to California Elections Code § 10229 has the option at a regular or special meeting before the election to adopt one of the following courses of action: (1) appoint to the office the person who has been nominated; (2) appoint to the office any eligible elector if no one has been nominated; or (3) hold the election.

The Town Council of the Town of Portola Valley will consider these courses of action during the regularly scheduled August 22, 2018 Town Council meeting and will either make the appointments or direct the election to be held. If appointed, the persons appointed shall qualify and take office and serve as if elected at a municipal election.

Sharon Hanlon
Portola Valley Town Clerk

August 15, 2018

#8

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

#9

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Thursday – August 9, 2018

1. Agenda (Action) – Town Council – Wednesday, August 8, 2018
2. Agenda – Architectural & Site Control Commission – Monday, August 13, 2018
3. Agenda (Cancellation) – Planning Commission – Wednesday, August 15, 2018
4. Invitation to Council of Cities Dinner Meeting for Friday, August 31, 2018

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

1. None



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

ACTION AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

Absent - Vice Mayor Wengert

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.

Resident Craig Sander commented on Outdoor Lighting Ordinance, with proposed changes (agenda item #7)

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

Approved as Amended 4-0

2. **Ratification of Warrant List** – July 25, 2018

3. **Approval of Warrant List** – August 8, 2018

4. **Appointment by Mayor** – Member to the Bicycle, Pedestrian & Traffic Safety Committee

5. **Recommendation by Town Clerk** – Declaring the Results of the General Municipal Election held on June 5, 2018

- (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. 2779-2018)

6. **Recommendation by Finance Director** – Local Agency Investment Fund (“LAIF”) Authorization

- (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. 2780-2018)

7. **Recommendation by Associate Planner** – Second Reading of 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 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. 2018-424)

Following Discussion, Approved 4-0

8. **Recommendation by Public Works Director** – Acceptance of the 2017/2018 Street Resurfacing Project – 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 (Resolution No. 2781-2018)

Items #2 – 6 Approved 4-0

9. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

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

Councilmember Hughes -

Attended a Bicycle, Pedestrian & Traffic Safety Committee meeting and attended an Airport Roundtable meeting for Vice Mayor Wengert.

Councilmember Derwin -

Attended C/CAG Legislative and Resources Management and Climate Protection Committee meetings. HEART Board meeting, Senator Jerry Hill Meet and Greet at Robert's, and Home for All meeting. Attended the July 18 and August 1 Planning Commission meetings.

Councilmember Aalfs -

Attended a Peninsula Clean Energy meeting.

Mayor Richards –

Attended the July 23 ASCC meeting and the July 24 Conservation Committee meeting.

10. Town Manager Report

Public Works Director Young reported that the San Mateo County's ALPR at Alpine & Arastradero is working.

WRITTEN COMMUNICATIONS

11. Town Council Digest – July 12, 2018 - *None*

12. Town Council Digest – July 19, 2018 - *None*

13. Town Council Digest – July 26, 2018 – *#5 Councilmember Derwin in support of and asked staff to look into chemical control*

14. Town Council Digest – August 2, 2018 - *None*

ADJOURNMENT: 8:24 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)

Monday, August 13, 2018

7:00 PM – Regular ASCC Meeting

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

SPECIAL ASCC FIELD MEETING

5:00 PM 42 Santa Maria – Preliminary Architectural Review and Site Development Permit for a New Residence, 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.

OLD BUSINESS

1. Architectural and Site Development Review for a New Residence, Removal of Significant Trees, and Landscaping, and Variance Review for Uncovered Parking, File #PLN_ARCH 43-2017, 5588 Alpine Road, Ross Residence (A. Cassidy)

NEW BUSINESS

2. Preliminary Architectural Review and Site Development Permit for a New Residence, Removal of Significant Trees, and Landscaping, 42 Santa Maria, Byland Residence, File # PLN_ARCH 41-2017 (C. Richardson)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

4. ASCC Meeting of July 23, 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.

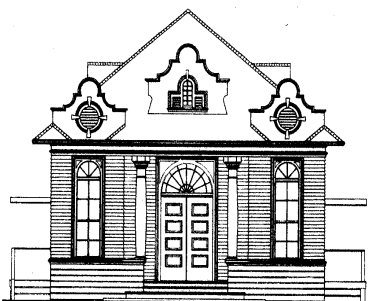
Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are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

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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PUBLIC HEARINGS

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TOWN OF PORTOLA VALLEY
7:00 PM – Regular Meeting of the Planning Commission
Wednesday, August 15, 2018
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION
MEETING REGULARLY SCHEDULED FOR
Wednesday, August 15, 2018

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, August 15, 2018 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, September 5, 2018 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



Dinner/Meeting Announcement Friday, August 31, 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:

Puerto 27 Peruvian Kitchen & Pisco Bar
525 Crespi Drive
Pacifica, CA 94044
(Map, directions or parking instructions)

SCHEDULE:

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

FAMILY STYLE DINNER

\$55.00 per person

Empanadas (beef), La Causa (seafood)

Puerto Salad: romaine lettuce, quinoa, tomato, feta, avocado, olives, walnuts w/ creamy cilantro dressing

~ ~ ~ ~

Family Style Dinner Selections:

1. *Mariscos Saltado (stir fry shrimp, calamari, clams, mussels, soy sauce, aji amarillo, cilantro, roasted potatoes, huancaína sauce)*
2. *Aji de Gallina (pulled chicken stew, aji amarillo cream sauce, egg, roasted potato, olives, walnuts)*
3. *Quinoa Chaufa (sautéed quinoa, seasonal vegetables, bean sprouts, cilantro, sesame oil, sunny fried egg)*

Sides: Jasmine rice, French Fries, Camote Fries

Assorted Dessert selections

RSVP by noon on Friday, August 17, 2018 to

Sarah Coffey, City of Pacifica

Phone: 650-738-7409 Email: coffeys@ci.pacifica.ca.us

Checks Payable to: "City of Pacifica"

Mail to: City of Pacifica, City Clerk's Office
170 Santa Maria Ave., Pacifica, CA 94044

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



Business Meeting at 6:30pm Friday, August 31, 2018

6:30 p.m.

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

7:15 p.m.

- Introduction of the Program by Mayor, John Keener, City of Pacifica
- **PROGRAM:** "The Ohlone-Portolá Trail" by Jim Sullivan, Chair of the City of Pacifica Open Space and Parkland Advisory Committee

8:30 p.m.

- Adjournment of Meeting

MAP and DIRECTIONS to Puerto 27:

From 280 North

Take Exit 41 for State Route 35 toward Skyline Blvd./Pacifica

Continue onto Skyline Blvd.

Turn left onto Sharp Park Road

Turn right onto Francisco Blvd. then

Take the ramp to merge onto CA-1 South

Turn left onto Crespi Drive

Puerto 27 is at the Pacifica Beach Hotel on the left side immediately after turning left onto Crespi Drive.

From 101 North

Take Exit 423B for I-380 West toward San Bruno

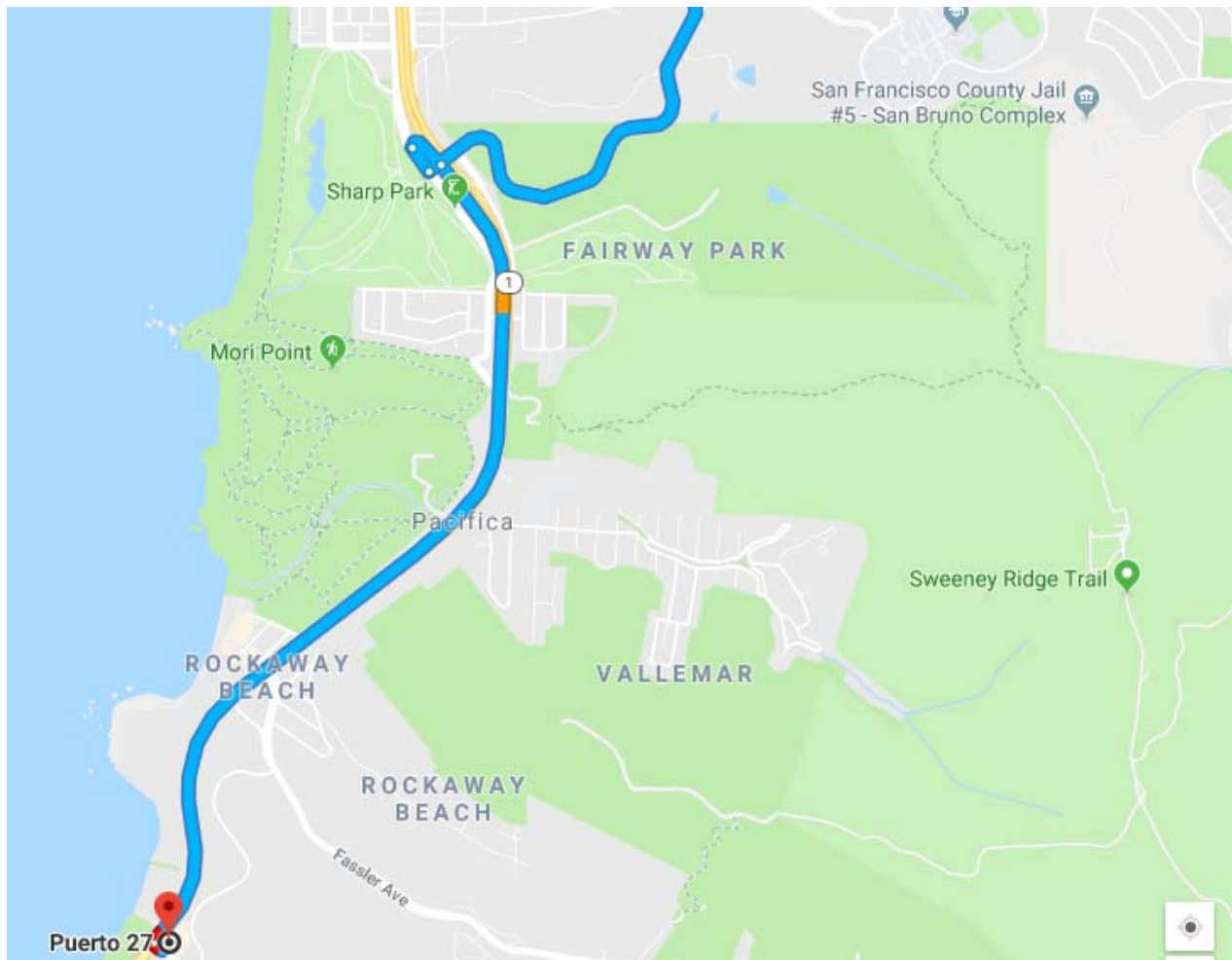
At Exit 5A, take ramp right for I-280 North

At Exit 47, take ramp right for CA-1 South toward Pacifica

Turn left onto Crespi Drive

Puerto 27 is at the Pacifica Beach Hotel on the left side immediately after turning left onto Crespi Drive.

PARKING: Limited parking is available at the restaurant. Overflow parking is available in the City lot across the street and adjacent to the Community Center. Dinner guests may park in this lot free of charge for the evening of August 31.



TOWN COUNCIL WEEKLY DIGEST

Thursday – August 16, 2018

1. Agenda – Sustainability & Environmental Resources Committee – Monday, August 20, 2018
2. Agenda – Trails & Paths Committee – Tuesday, August 21, 2018
3. Project Brochure and Contract Agreement between County of San Mateo and CityGate to evaluate the performance of the Peninsula Humane Society and SPCA
4. Bay Area Air Quality Management District with Request for Support for “Diesel Free by ‘33” Campaign

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Invitation from LifeMoves to Annual Benefit Breakfast – Thursday, September 27, 2018



TOWN OF PORTOLA VALLEY
Sustainability & Environmental Resources
Committee Meeting
Monday, August 20, 2018 10:30AM to 12:30 PM
Town Hall – Conference Room
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of Minutes – June 18, 2018**
- 4. Old Business:**
 - a. Updates from Maryann**
 - b. Updates from Brandi**
 - c. Sub-Committee Updates**
 - d. Charter Amendment – Bimonthly Meetings**
 - i Mission**
- 5. New Business:**
 - a. Town Picnic**
 - b. Discuss Prioritizing Activities**
 - c. Discuss Potential Tour (dates/times)**
- 6. Set Date and Topics for Next Meeting**
 - a. Monday, August 20, 2018**
- 7. Announcements**
- 8. Adjournment**



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, August 21, 2018 8:15 AM
Historic Schoolhouse at Town Center
765 Portola Road, Portola Valley, CA

MEETING AGENDA

- 1. Call to Order**
- 2. Oral Communications**
- 3. Approval of Minutes – July 17, 2018**
- 4. Old Business**
 - a. **Monthly Trail Conditions, Work, and Budget Update:** (Discussion)
 - b. **Trail Signage at Major Trailheads / Parking:** (Discussion)
- 5. New Business**
 - a. **Town Center 10 Year Celebration Saturday, September 8, 2018 :** Hike and/or Information Table (Discussion)
 - b. **Community Hike Saturday, November 3, 2018:** (Discussion)
 - c. **Horse Fair Saturday, May 11, 2019:** (Discussion)
 - d. **Site Development Plans:** 155 Cherokee, 20 Minoca (Discussion, as filed and applicable)
 - e. **Accolades:** (Discussion, if any applicable)
- 6. Other Business**
- 7. Adjournment**

Enclosures:

Minutes from July 17, 2018
Trail Work Map & Memo – July 2018
Financial Review – July 2018
Map of Town Center Trail Map – Proposed Hike
Representative Trail Signage at Major Trailheads / Parking – Portola Valley + MROSD



CITYGATE ASSOCIATES, LLC
MANAGEMENT CONSULTANTS

COUNTY OF SAN MATEO

ANIMAL CARE, CONTROL, AND SHELTER SERVICES PERFORMANCE AUDIT

PROJECT ORIENTATION BROCHURE

AUGUST 2018



CITYGATE ASSOCIATES, LLC

WWW.CITYGATEASSOCIATES.COM

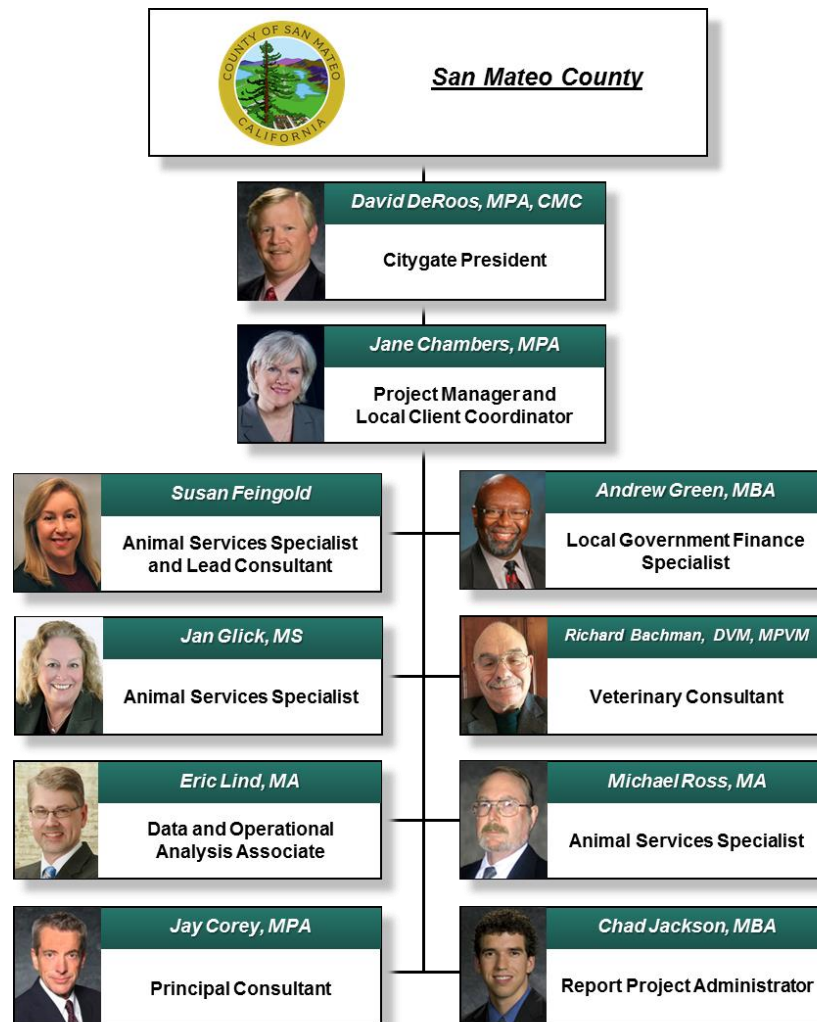
2250 EAST BIDWELL ST., STE. 100
FOLSOM, CA 95630

PHONE: (916) 458-5100
FAX: (916) 983-2090



PROJECT TEAM

Citygate's Project Team boasts 100+ years of animal care and veterinary services experience, three recent directors of local government animal agencies and animal welfare agencies, and 100 years of local government experience in city management and finance director roles.



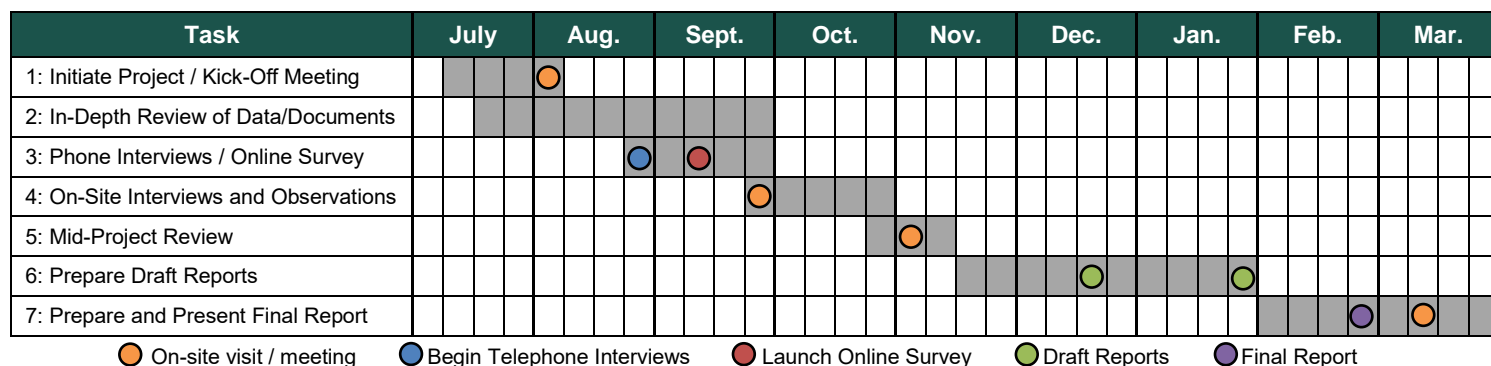
PROJECT OBJECTIVES

- Evaluate the performance of the Peninsula Humane Society & SPCA (PHS) and its contractual compliance
- Evaluate whether the necessary animal shelter operational elements—including budget, data systems, policies and procedures, staffing, shelter operations, field operations, medical operations, and contract compliance—exist to increase performance and transparency, providing accountability and handling procedural issues
- Develop the terms and metrics to be included in future contracts for animal care, control, and shelter services

PROJECT APPROACH

1. **Conduct kick-off meeting with County and City stakeholders** to discuss the scope of work and approach.
2. **Obtain data, policies, and procedures from PHS and/or the County** regarding the animal shelter operations. Review this information to determine if PHS is meeting its contractual obligations with the County and if tasks are being performed efficiently.
3. **Conduct phone interviews and online survey with the County and City stakeholders** to identify common service gaps:
 - a. **Phone interviews** will be conducted with the Cities and will include the City Manager and Police Chief of each contract City (or designated police department or animal services function representative), and up to six City Attorney / County Counsel personnel.
 - b. **Online survey** will be developed after a majority of the phone interviews have been completed and be distributed to a broader stakeholder audience of staff from departments such as city manager, police, finance, city attorney, and the animal services function, if applicable. To ensure confidentiality of survey respondents, names of Cities and individuals will not be shared in survey report documents to the County, Cities, or PHS.
4. **Conduct four-day on-site visit at the shelter to interview and observe staff** to determine if tasks are being performed efficiently; if existing data systems, policies, procedures, and staffing are evident to appropriately improve performance, and promote transparency and accountability; and if best practices are being followed.
5. **Facilitate an on-site Mid-Project Review briefing with County and City stakeholders.**
6. **Prepare and submit a written report.** Two Draft Report versions will be provided to allow the County and Cities to identify whether any additional review or data collection is necessary to address all scope of work areas.
7. **Prepare Final Report and conduct final meeting with County and City stakeholders** that highlights the key takeaways and recommendations from the audit.

PROJECT SCHEDULE



WE LOOK FORWARD TO WORKING WITH YOU.
PLEASE CONTACT US WITH YOUR COMMENTS OR
QUESTIONS.

David DeRoos: dderoos@citygateassociates.com
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Susan Feingold: sfeingold@citygateassociates.com
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Jay Corey: jcorey@citygateassociates.com
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 CITYGATE ASSOCIATES, LLC

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The Business of Better Government*

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2250 EAST BIDWELL ST., STE. 100
FOLSOM, CA 95630

PHONE: (916) 458-5100
FAX: (916) 983-2090

Exhibit A
Agreement between the County of San Mateo and CityGate

Description of Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following services:

1. **Conduct an initial kick off with County and City stakeholders** to discuss and finalize the scope of work and approach.
2. **Obtain from PHS or the County, and conduct a review of data, policies and procedures regarding the animal shelter operations prior to visiting the shelter. This information will be used by the contractor to determine if PHS is meeting their contractual obligations with the County and if tasks are being performed efficiently, including:**
 - a. The shelter's organization chart (provided by the County)
 - b. The County's contract with PHS (provided by the County)
 - c. PHS' current 2016-2017 financial audited document (provided by the County)
 - d. San Mateo County Animal Ordinance (provided by the County)
 - e. Policy & Procedures / best practices for the shelter, medical and field operations. (provided by PHS)
 - f. Raw data from the Chameleon database (software program used by PHS for collection of all animal data) for sheltering and medical services, noting the methods by which animals are:
 - i. Received and impounded (provided by the County)
 - ii. Housed at the shelter (provided by the County)
 - iii. Redeemed from the shelter (provided by the County)
 - iv. Treated, including spaying/neutering and medical procedures (provided by PHS)
 - v. Euthanized and/or disposed of (provided by the County)
 - vi. Raw data from Chameleon database for shelter staffing ratios for daily cleaning, feeding, and intake procedures (staffing schedules provided by PHS and data from Chameleon provided by County)
 - g. Raw data from Chameleon database for a minimum of 400 field service calls received in 2016 & 2017, noting:
 - i. Response times (provided by the County)
 - ii. Type of call (provided by the County)
 - iii. Outcomes as outlined in the County Contract (provided by the County)

- iv. Document provide from PHS regarding the service level to be given to the Vendor
- h. Raw data from Chameleon database for field services calls from calendar years 2016-2017, noting but not limited to the following:
- i. To what extent evidence of enforcement of all County and City ordinances exist, which are substantially similar to Chapters 6.04, 6.12 and 6.16 of Title 6 of the San Mateo County Animal Ordinance; e.g. citation issued as appropriate for violations of said Chapters. (provided by County) *County to share with the vendor the contract section outlining enforcement. Please note that the County-PHS contract obligates PHS to only enforce those city ordinances which remain fundamentally the same as the overall County ordinance, effectively exempting PHS from any responsibility to enforce local ordinances which fall outside of the County ordinance.
 - ii. Number of investigations that result in impoundment, citation, and/or prosecution of reported animal bites and attacks. (provided by PHS)
 - iii. Length of time it took to respond, pertaining to routine patrols, animal nuisances, complaints, rescues, and priority one, two, and three calls, where length of time is defined as number of minutes between time received and the first action completed by an officer. (provided by the County)
 - iv. Thoroughness, outcome, and compliance with County contract for all the above. (provided by the County)
- i. Case file reviews (120 minimum):
- i. By random selection, selected by the Vendor of RFP (provided by the County unless paper complain/logs/reports are needed then PHS will provide)
 - ii. Minimum requirements:
 - a) 50 aggressive complaints
 - b) 40 municipal complaints
 - c) 30 bite quarantine reports
 - d) 30 handwritten officer logs
 - e) At least 1 per jurisdiction for each category of complaints
 - f) All spread across calendar years 2016 & 2017
 - iii. Review for investigative details, thoroughness, and outcome, relative to:
 - a) Enforcement of all County and City ordinances, issuing citations as appropriate for violations of Chapters. (County to share with Vendor the section of the current contract that pertains to enforcement)
 - b) Dangerous and vicious animal complaints, including designation determination as defined by appropriate ordinance, interviewing witnesses, obtaining witness statements, and other evidence, as well as permit violation citations and vicious animal impoundments as required by County or City ordinances.
 - c) Determine if animal bite quarantines were handled within 24 hours of being received.

- d) Review the length of time that an animal bite quarantine is investigated before sending to the Health Department as failed. (provided by County)
- j. Raw data from Chameleon database for 50 impounded animals, identifying the method of impoundment. For each animal, review: (provided by the County and PHS)
 - i. Care received at the shelter, including medical treatment, if needed (provided by PHS)
 - ii. Final disposition
 - iii. Whether County licenses were issued to all released animals (if applicable per ordinance).
- k. For all animals at the shelter during calendar years 2016 & 2017, identify: (provided by the County, obtained through Chameleon)
 - i. Average length of stay
 - ii. Range of length from shortest to longest
 - iii. Outcomes/disposition categories with relative percent of total.
- l. Eight weeks of daily duty rosters and/or raw data from Chameleon database and daily duty rosters to determine field services staffing ratio for daily calls. Select eight weeks at random, with at least four weeks in 2016 and four weeks in 2017, covering non-sequential weeks in all four seasons. Using these data, determine: (provided by PHS)
 - i. Whether staffing field services adequately provided field enforcement services coverage throughout the County, twenty-four hours a day, seven days a week, 365 days a year, where adequacy is defined by compliance with the County contract agreement for response time to priority one, two, and three calls.
 - ii. Call volume handled
 - iii. Document provided by PHS to be given to the Vendor by the County
- m. Two months of shelter service daily schedules, dates to be selected randomly by Vendor for animal care attendants, front office staff, and veterinarian medical staff to determine the staffing to customer and staffing to animal ratio. Verify sufficient staff resources evident to provide the level of treatment services guaranteed in the contract with the County, twenty-four hours a day, seven days a week. (provided by PHS)
- n. To determine the extent to which the budget systems are in place to appropriately improve performance, and promote transparency and accountability, as called for in the RFP, the following information is needed: budget and actual detailed financial data for fiscal years (FY) 2014-2017, identifying how the revenue derived from the County Contract is specifically allocated to and expended for animal control and shelter services—shelter and field services, spay and neuter (Veterinary services), management and general, and any other financial accounting elements relating to the County Contract. (Document provided by PHS to be given to the Vendor by County. Vendor also may ask PHS for document

3. Conduct Interviews and Online and Phone Survey with the City and County Animal Care Customer Stakeholders

- a. CityGate will conduct interviews and survey of County and Cities Stakeholders for common service gaps, Documents of service gaps to be shared with PHS.
- b. Survey will be conducted online. County will provide CityGate a distribution list for the County and Cities stakeholders.
- c. Survey will be in English only
- d. Phone surveys with the county and contract cities will include the City Manager of each City (or designated city management representative), the Police Chief of each contract city (or designated police department or animal services function representative), and up to six city attorney/county counsel. The County will assist in identifying the proper contract city representatives.

4. Conduct four site visits at the shelter to interview and observe staff. Vendor may also call or email senior staff members with follow-up questions for information not obtained during the on-site visit. (Photographs will be taken for the following reasons: 1) To include/illustrate or document something in the report; 2) For vendor to refer to when writing the report. For example, it can be helpful to photograph a cage card to see what information they allow/handwrite on it, to photograph each room to refer to, to photograph a disinfecting product's ingredient label, etc. Vendor will not photograph people.)
Interviews and observations will include:

- a. Individual and/or group meetings with a minimum of four key personnel who may include the following:
 - i. Senior VP
 - ii. Senior Director
 - iii. Chief of Medicine
 - iv. VP of Accounting
 - v. Director of Volunteer Programs
 - vi. Director of Field Services
 - vii. Captain of Field Services
 - viii. Manager of Animal Care
- b. Conduct site visit to observe staff during the walk through with the above staff of the shelter. Vendor may need to walk through certain areas several times (without speaking to members of the line staff) to ensure completeness of information needed for the audit that includes a minimum of ten of the following staff:
 - i. Field Services supervisors
 - ii. One to five volunteers
 - iii. Two animal care attendants
 - iv. Veterinarian / Veterinarian staff
- c. To determine if tasks are being performed efficiently; if existing data systems, policies, procedures, and staffing are evident to appropriately improve performance, and promote transparency and accountability; and if best practices are being followed as

required by the RFP, vendor will need to directly observe the primary duties of the following staff (without speaking to staff). For each observation, note any issues that occur during a process, and any treatment not received and reason with the relative percent of total observations. Observations may be done during walk through of the shelter.

- i. A minimum of two receiving staff, with a minimum of two observations (4 observations total) for each item below:
 1. Intake of animals
 2. Treatment of animals on intake
- ii. A minimum of two kennel staff, with a minimum of two observations (one dog area of vendor's choice, one cat area of vendor's choice, 4 observations total) for each item below: Observations may be done during walk through of the shelter.
 1. Cleaning of animals
 2. Feeding of animals
- iii. A minimum of two medical staff, with a minimum of two observations (4 observations total) for each item below: Observations may be done during walk through of the shelter.
 1. Medical treatment of sick or injured animals
 2. Spay and neuter surgeries
- iv. A minimum of two customer/Veterinarian service staff, with a minimum of two observations (4 observations total) for each item below: Observations may be done during walk through of the shelter.
 1. Customer interactions by phone
 2. Customer interactions in person
- v. A minimum of two field service management or supervisor staff dispatching, for a minimum of one hour observing as many of the below as time will allow: Observations may be done during walk through of the shelter.
 1. Incoming calls from citizens
 2. Dispatching of the officers as entered into the database
 3. Outcomes of the calls
- vi. A minimum of a three-hour ride along with the Field Services Director or one of the other supervisors (non-union), exploring the following areas:
 1. Flow of calls coming to the officer
 2. Call response
 3. Call completion
 4. Animal impoundment
- vii. Vendor also would need to observe the following areas to determine if they are being handled properly/efficiently and are following best practices:

1. Behavioral Department – Observe three behavior assessments (selected randomly), observe one behavior training session, observe enrichment
2. Spay/neuter program – Observe operations including making appointments for a client's using the County voucher program, customers bringing in and picking up their own pets
3. Owner surrender – observe handling of two animals brought by their owners into the shelter for surrender
4. Volunteers – need to briefly see what the volunteer duties are and how they are performing them

5. Prepare and submit the following report:

A brief written report (20-30 pages plus relevant appendices and will include the following) including:

- i. A 1-3-page executive summary of findings and recommendations.
- ii. A section covering methodology and how the audit was conducted.
- iii. A section covering contract terms and relative compliance in Targets and Exhibit C, with possible corrective actions if and where needed.
- iv. A section covering best practices recommendations for each of the following areas and the extent to which each is geared towards improving performance, promoting transparency, providing accountability and handling procedural issues:
 - a) Budget
 - b) Data systems
 - c) Policies and procedures
 - d) Staffing
 - e) Shelter operations
 - f) Field operations
 - g) Medical operations
 - h) Contract compliance
- v. When all changes from the draft versions are agreed upon, CityGate will provide up to ten (10) bound color copies of the Final Report document and a reproducible digital PDF copy. The Draft Report will be considered to be the Final Report if there are no suggested changes within thirty (30) days of the delivery of the Draft Report.

6. Facilitate an on-site mid-project briefing with city and county stakeholders.

Upon completion of the review of the first Draft Report, a discussion will be had around the initial findings of the audit and will identify the need for additional data collection to ensure sufficient information is provided for all report topics.

7. Measurements/Metrics

CityGate will provide multiple deliverables to the County throughout this project that will allow the County & Cities to assess the effectiveness of CityGate's services.

- a. Initially, they will provide a draft project schedule and Work Plan for County & City review, to ensure that it meets their needs.
- b. Mid-way through the project, they will provide a mid-project briefing to describe preliminary conclusions and tentative recommendations of the audit. This will also be

an opportunity for the County & Cities to perform fact-checks and make any mid-course corrections before additional work occurs.

- c. They will also provide two Draft reports. Report versions to allow the County & Cities the chance to identify whether any additional review or data collection is necessary to address all scope of work areas.
- d. The County & Cities will also receive a Final Report and presentation that highlights the key takeaways and recommendations from the audit. Additionally, each month CityGate will provide the County & Cities with a status report describing work performed, work upcoming, and any study issues, which will allow the County & Cities to continually assess CityGate's performance and progress throughout the engagement.
- e. Finally, they will send the County an End-of-Project Survey and have a follow-up phone call to discuss overall client satisfaction

8. Conduct final meetings with County and City Stakeholders

Present report and findings to stakeholders in person and participate in a discussion of any stakeholder issues.

The Contractor will use the following timeline as the project schedule:

CityGate is prepared to start this engagement upon receipt of an executed contract, with delivery of the first Draft Report by October 10, 2018, the second Draft Report by December 19, 2018, and the Final Report and Presentations to be completed on or before March 28, 2019.

Any delays to this schedule or other modifications to the work and deliverables must be requested in writing and agreed to in advance by the county.

From: [Douglas Kim - Mayor](#)
To: [REDACTED]
Subject: Sign on to the Bay Area Air District's Diesel Free by '33 Statement of Purpose
Date: Thursday, August 16, 2018 8:28:22 AM
Attachments: [Diesel Free State Purpose final 6-26-18_press.pdf](#)

Good Morning SMCO Clerks,

Please forward the information below and attachment to your City Council members.

This September, the Bay Area will be ground-zero for climate protection as Governor Brown convenes the Global Climate Action Summit in San Francisco, Sept. 12 – 14. During this week, hundreds of events will occur throughout the Bay Area that will draw attention to the climate crisis and offer opportunities to take collective action.

One highlight will culminate that week– the Bay Area Air Quality Management District's United Against GHG's - Diesel Free by '33 initiative. The Air District is calling on elected officials and business leaders to affirm their commitment to reducing diesel emissions in their communities. I've included the Diesel Free by '33 Statement of Purpose, a commitment in principle which I encourage you to sign via the initiative's website: <http://dieselfree33.baaqmd.gov/statement-of-purpose>. To date, we have more than 40 mayors, city councilpersons, NGOs, and county supervisors who have signed on to this initiative. The Belmont City Council endorsed this on August 14th. I encourage you to bring this non-binding statement for approval by your City or Town Council.

I hope you will join me and many elected officials from the Bay Area and beyond in working towards ridding our cities of diesel pollution. By working together, we will both protect the climate and improve the health of our communities.

Best regards,

Doug Kim
Belmont Vice Mayor
BAAQMD Board Member



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