



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, September 12, 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 22, 2018 (3)
2. **Approval of Warrant List** – September 12, 2018 (10)
3. **Recommendation by Town Attorney** – Second Reading and Adoption of Ordinance Amending Chapter 8.26 (25) of Portola Valley Municipal Code to Prohibit Sale of Flavored Tobacco Products and Prohibiting Pharmacies from Selling Tobacco Products
 - (a) Second Reading, Waive Further Reading and Adopt an Ordinance Amending Chapter 8.26 [Tobacco Retailer Permit] of Title 8 [Health and Safety] of the Portola Valley Municipal Code (Ordinance No. __)
4. **Recommendation by Town Manager** - Support for California Clean Air Day (30)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley in Support of California Clean Air Day (Resolution No. __)

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

5. **Update to Town Council** – Microgrid Proposal (32)
6. **Recommendation by Assistant to the Town Manager** – Adoption of Resolution Authorizing Website (33) Development Services for the Town
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and Vision Technology Solutions, LLC (Resolution No. __)
7. **Council Consideration** – “Diesel Free by ‘33” Support (52)
8. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (62)
 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** (63)

WRITTEN COMMUNICATIONS

10. **Town Council Digest** – August 23, 2018 (64)
11. **Town Council Digest** – August 30, 2018 (80)
12. **Town Council Digest** – September 6, 2018 (86)

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. 973, AUGUST 22, 2018

CALL TO ORDER AND ROLL CALL

Vice Mayor Wengert 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, and Vice Mayor Ann Wengert.

Absent: Mayor John Richards

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

ORAL COMMUNICATIONS

None

CONSENT AGENDA

- (1) Approval of Minutes – Town Council Regular Meeting of August 8, 2018. *[Removed from Consent Agenda.]*
- (2) Approval of Warrant List – August 22, 2018, in the amount of \$214,159.52
- (3) Recommendation by Town Manager – Letter of Support for Save the Bay

Councilmember Hughes moved to approve Items 2 and 3 of 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 August 8, 2018.

Councilmember Hughes moved to approve Item 1 of the Consent Agenda. Seconded by Councilmember Derwin the motion carried 3-0-1, by roll call vote, with Vice Mayor Wengert abstaining.

REGULAR AGENDA

Town Manager Dennis requested to move Agenda Item #6 ahead of Item #4.

STAFF REPORTS AND RECOMMENDATIONS

- (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 (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. __)

Vice Mayor Wengert introduced Craig Wingate, Francesca Lomotan, and Bob Gordon of San Mateo County.

Ms. Lomotan from the County of San Mateo County Health System Tobacco Prevention Program offered to answer any questions about the proposed ordinance and amendments to the Town's current tobacco retailer license. She introduced Bob Gordon, with the San Mateo County Tobacco Education Coalition.

Town Attorney Silver described the background of the tobacco retailer permit and the collaboration with the County of San Mateo, as detailed in the staff report.

Vice Mayor Wengert invited questions from the Council.

Councilmember Hughes asked regarding automatically incorporating any future amendments to the ordinance without review. He asked if the Town had ever previously allowed another body to automatically change the Town's Municipal Code. Town Attorney Silver said Portola Valley's Code does incorporate by reference a series of County regulations. She said the Council could choose to exclude that specific provision. She pointed out that previously when the County made changes the Town was unable to implement them because the language did not incorporate future changes.

Councilmember Hughes asked if the ban applied to flavored tobacco products of any kind, such as chewing tobacco. Town Attorney Silver said the ban applies to any flavored tobacco product, including e-cigarettes.

Councilmember Aalfs asked how the County enforced the ordinance. Town Attorney Silver said the County has already discussed the matter with Roberts Market and the store plans to voluntarily comply. Ms. Lomotan later clarified that their office has not yet reached out to Roberts Market regarding the potential change in legislation, but they are prepared to send a letter if the Town desires.

Councilmember Hughes asked why a new ordinance is being implemented instead of just changing the County's permitting policy. Town Attorney Silver said Roberts Market already has a tobacco permit. In response to Councilmember Hughes' question, Ms. Lomotan said the permits are supposed to be renewed annually.

Vice Mayor Wengert asked if the definition of tobacco has been expanded to include the vaping and e-cigarettes and if this ban will also restrict the sale of these types of products. Mr. Gordon said most of the e-cigarettes use flavored tobacco e-juice or e-liquid, which is included in the Tobacco Retail Licensing (TRL). He said the majority of the e-juices also include nicotine. He said the FDA is currently looking at how to incorporate e-cigarettes into the same level of restrictions that apply to current cigarettes. Vice Mayor Wengert asked if there were types of e-cigarettes without tobacco. Mr. Gordon said the majority of the e-cigarettes use flavored tobacco.

Mr. Wingate added that the industry uses the word "vapor" as if it is just clear water vapor like from a teakettle, which is inaccurate. He cited studies that have shown that the aerosolized fine particles lodge deep within the lungs and are also hazardous secondhand. He said the nicotine in these devices is not synthetic which is why it is regulated as a tobacco product.

Councilmember Hughes asked regarding the consequences of violation of the ordinance. Mr. Gordon said violators would be subject to a fine and license suspension.

Councilmember Aalfs asked if there was research showing the impact of these kinds of bans and ordinances to smoking rates. Mr. Gordon said that, due to the many ordinances limiting where smoking is allowed, there has been a decrease in combustible cigarette usage. They are predicting the same results will occur with the increase in ordinances regarding the e-cigarettes.

In response to Vice Mayor Wengert's question, Ms. Lomotan said their office visited Robert's Market recently and they did not have any e-cigarettes for sale and the only flavored tobacco they sold was menthol cigarettes.

With no additional questions from the Council, Vice Mayor Wengert invited comment by the County representatives. Hearing none, Vice Mayor Wengert brought the item back to the Council for discussion.

Councilmember Hughes said he was not concerned about incorporating modifications to the two existing sections, but not comfortable with more broadly allowing the County to incorporate changes to the Town's Municipal Code without the Town having the opportunity to review. He suggested changing "any future amendment" to "any amendment thereto" so it only referred to Chapter 4.98 and 4.99.

The Council agreed with Councilmember Hughes' suggestion.

Councilmember Aalfs moved to Waive Further Reading and Introduce an Ordinance Amending Chapter 8.26 of Title 8 of the Portola Valley Municipal Code. Seconded by Councilmember Hughes; the motion carried 4-0.

A Second Reading is scheduled for September 12 Council Agenda.

STUDY SESSION

(4) Report by Town Manager – A Study Session of the Funding of Town Road Resurfacing Work

Town Manager Dennis presented "The Future of the Annual Road Resurfacing Program – Study Session." The discussions were around why this conversation is needed today, how the Town pays for the roads, how the Town decides how to spend funding on the roads, and what other cities do related to funding. Staff requested feedback on the last two slurry seals and provided a staff analysis of the funding for roads. Staff asked for feedback from the Council regarding their goals for the condition of the roads, how funding fit into the road conditions, and what additional information the Council needed to make road condition decisions. He provided a chart showing historical funding sources for roads.

In response to Vice Mayor Wengert's question, Town Attorney Silver said there is a specific state statute that prohibits the taxing of anyone for the privilege of using streets, which was affirmed by a court case. In 2010 a lawsuit was filed against Atherton and there was concern that the legal firm would begin suing other Peninsula cities. At that time several cities dropped their fees. She said the statute allows cities to continue charging the fee if the fee was enacted prior to 1989. Portola Valley's fee was not enacted until 2001 and was not grandfathered in. Town Manager Dennis said Woodside continues to have a road impact fee, as do several Counties.

Public Works Director Young provided an overview of the Roads Pavement Condition Index (PCI) and Pavement Management System (PMS). He shared a chart showing that the Town maintains 71 lane miles (36 miles of roads) and the breakdown in functional class (arterial, collector, residential/local). He explained the annual road resurfacing project is performed to maintain all of the roads to a certain safe and functional standard or PCI. Public Works Director Young explained the Town maintains a PCI of 80 percent, which equates to a certain yearly dollar amount to achieve. He said staff uses the PMS program as a guideline only. He said, for example, when the program comes up with a list of recommendations for maintenance of streets, staff visually evaluates each of the streets to verify whether or not any maintenance is needed for that street and updates the PMS accordingly. Public Works Director Young then described each of the road treatments and their expected lifespan.

Vice Mayor Wengert said she understood there was asphalt overlay on the two arterials for many years and asked when they switched to slurry seal. Public Works Director Young said in 2002 the Council indicated that Portola and Alpine Roads had a lot of alligator cracking and potholes and they wanted to raise the PCI. In looking at the lifespan of the road, the majority of them were overlaid in 2002 and 2007. After 2007 they began using a preventative maintenance slurry seal period, as recommended by the MTC. He said as long as they keep repeating that, it should last for many, many years. Town Manager Dennis said the decision-making is related to the PMS system per the PCI and the cost. He said a

treatment may be applied to a road that is still in good condition, per the system and MTC recommendations.

Vice Mayor Wengert said another factor is construction that has occurred and the need to redo sections, which has majorly impacted both of the arterial roads. Vice Mayor Wengert stated, considering that it is the PCI that drives which treatment to choose for the roads and also considering the financial considerations that are not necessarily moving in the Town's favor, the Council should prioritize and help Public Works manage what is being done and how the money is being spent. She said some of the sections of Alpine and Portola that weren't impacted with slurry seals would now be approaching 16 years based on the numbers. Public Works Director Young said probably the oldest section would be near Alpine and Los Trancos but the section toward Ford Field is a fairly new overlay. He said cities that do not do the preventative maintenance with slurry seals end up having to do the much more expensive asphalt overlays. Because of the much higher expense, fewer streets are repaired, while other streets continue to degrade.

In response to Vice Mayor Wengert, Public Works Director Young said the lowest rated street was Prado Court, which was at a 40 PCI, and it had to be completely reconstructed.

In response to Councilmember Aalfs' question, if the PMS was set to 70 PCI, there may be a smaller scope of work recommended each year; however, at some time in the future there would likely be several overlays required due to less preventive maintenance work performed. Town Manager Dennis said they looked at a scenario setting the PCI at 75 instead of 80. He said that in the first 10 years, there was not much difference, but after the 10 years, there is theoretically a rapid decline in PCI and it then becomes much more expensive.

Vice Mayor Wengert expressed concern about drawing down on the reserves given the Town will not have the road impact fees.

In response to Councilmember Aalfs' question, Town Manager Dennis said that at 75 PCI the Town would budget for \$400,000 road reconstruction project plus some design contingency, for a savings of approximately \$100,000 per year, or a total of \$1 million in 10 years. The Council discussed projections related to taxes received and increased costs.

Vice Mayor Wengert said the Council needs to understand the financial projections if the current PCI is maintained and then prioritizing the arterials, the feeders, the local neighborhood roads. She said it is important to understand the current condition of the roads to make informed decisions regarding the best way to take this forward without seriously eroding the General Fund.

Councilmember Hughes would like to see a 20-year forecast of road conditions and expenses at a PCI of 80 and a PCI of 70. He said there is then also a question of funding sources.

Town Manager Dennis thanked Public Works Director Young and Finance Director Radtke for their work on this report. He asked the Council for comments, questions, suggestions, and direction.

Councilmember Hughes said it is part of the General Plan that Portola Valley is a resource for the region for recreational activities such as bicycling. He said it is important that the arterial roads are safe, smooth, and comfortable for residents and visitors. He said in general he thinks the residents are quite satisfied with the road conditions in town. He said the decision of whether or not to reduce the PCI from 80 to 70 is more of a financial consideration than road quality. Councilmember Hughes said he would like to see 20-year modeling of costs at different PCI levels.

Councilmember Derwin agreed that it is important that Alpine Road and Portola Road are in good shape. She also agreed that cost projections will be necessary for decision making.

Councilmember Aalfs said that he was not attached to a specific PCI number and did not want to be trying to save money now that would result in a very large expense in the future. He agreed that a cost projection will be important to decision making.

Vice Mayor Wengert agreed with the above comments. She suggested the arterial roads always be placed at a higher priority with regular and consistent reviews of their condition and functionality.

Town Manager Dennis said staff will return with a 20-year modeling with projected revenue and expenditures with arterial roads being a priority with project review.

STAFF REPORTS AND RECOMMENDATIONS

- (5) Recommendation by Town Manager – Review and Authorize 2018-19 Budget Amendment to Appropriate/Re-Appropriate Funds

Town Manager Dennis presented proposed budget amendments to the Garbage Franchise Agreement Negotiation, the Town Picnic, and the OpenGov software, as detailed in the staff report.

Vice Mayor Wengert invited questions from the Council.

Councilmember Hughes asked for more details regarding the Town Picnic budget and asked if the event would be more elaborate than in years past. Town Manager Dennis said he does not have the full list, but said it would include a number of children's activities and interactive experience walls. He said he did not anticipate the full \$21,000 would be needed.

With no additional questions or comments, Vice Mayor Wengert brought the item back to the Council for discussion.

Councilmember Hughes moved to authorize the 2018-19 Budget Amendments to Appropriate/Re-Appropriate Funds. Seconded by Councilmember Aalfs; the motion carried 4-0.

(Agenda Item #6 moved to earlier in the agenda.)

- (7) Report by Town Clerk – Consideration of Options for the November 2018 Election
- (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. 2782-2018)

Town Clerk Hanlon said that at the close of the candidate filing period (August 10, 2018) incumbents Maryann Derwin, Craig Hughes, and John Richards qualified for the three open seats on the Town Council to be filled at the November 6, 2018, election. She explained that the Council now has the option to cancel the election and appoint the three candidates or to continue the election, allowing for the possibility of a write-in candidate. Staff requested the Town Council consider the options regarding the November 6, 2018, election, as detailed in the staff report.

Town Attorney Silver said because there is no financial interest in the Council seat it is not considered a conflict of interest and all Councilmembers may participate. The Council discussed the cost savings of not holding an election, possibly allocating that money toward more events such as Coffee with the Mayor and Vice Mayor.

Councilmember Aalfs moved to appoint Maryann Derwin and John Richards to the Town Council for 2018. Seconded by Vice Mayor Wengert; the motion carried 4-0.

Councilmember Aalfs moved to appoint Craig Hughes to the Town Council for 2018. Seconded by Vice Mayor Wengert; the motion carried 3-0-1, with Councilmember Hughes abstaining.

(8) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Councilmember Hughes – Attended the August 13 ASCC meeting and a site meeting for a new project on Santa Maria.

Councilmember Derwin – Councilmember Derwin was invited to join the board of “The Foundation for San Mateo County Libraries,” a newly-created entity to help libraries in the system who do not have the bandwidth to fundraise. She attended their first meeting but it was cancelled for lack of a quorum. She attended the opening of the new library in Half Moon Bay. She was invited to the “RHNA Credit Sharing Work Group.” Their goal is to pilot a program to create a regional fund, get RHNA credits, and build housing. She also attended a San Mateo Countywide Water Coordination Committee meeting where they got an update from the Staff Advisory Team (SAT). She attended, with Town staff, a Cal Water meeting to make a case for piloting a smart water meter program. She attended the August 20 Sustainability & Environmental Resources Committee (SERC) meeting where Assistant to the Town Manager de Garmeaux provided an update about the Cal Water meeting, the microgrid project, and leaf blower flyers. They will be touring the GreenWaste facility on Zanker, the ZWED facility, and the Silicon Water Purification Plant. She also attended the August 22 C/CAG Finance Committee meeting, where they reviewed the quarterly reports.

Councilmember Aalfs – Attended the August 21 Trails & Paths Committee meeting. He said the Ranch is putting signs on the Coal Mine Ridge Trails indicating that the trail easements are on private property. Residents of the Ranch are concerned with people that walk onto private lands that connect to the different trails and the multimodal use that occurs that is not allowed. Town Manager Dennis said the scope of the problem is not yet known and there will be ongoing discussion with the Ranch regarding this issue. In response to Councilmember Hughes’ question, Town Attorney Silver said a fee owner may not impair use of a trail easement. Councilmember Aalfs said the Town Hike will be held on November 3. Councilmember Aalfs said the PCI met with Moody’s, pursuing a credit rating. He said they also discussed a possible PCE rate change, rebates, etc.

Vice Mayor Wengert – None to report.

(9) Town Manager Report – Town Manager Dennis reported that because of the three burglaries that took place over the weekend, additional patrol is being provided by the Sheriff’s Office and an additional ALPR camera system will be placed on Westridge. He reported that the Portola Valley School District, Woodside Priory, and the Town will share the cost of a crossing guard in two locations – at Portola and Brookside in the afternoon and Portola and Alpine in the morning. The Finance Committee is scheduling an upcoming meeting to discuss a few items, including looking into banking options. There will be an all-committee meeting in October. Town Hall will be closed Wednesday, August 29, for a staff development day, focusing on communications. Town Manager Dennis will be scheduling a meet and greet with the community for the new Planning Director and Finance Director. He is talking with the Fire District to better coordinate development issues – such as the Fire District requiring removal of vegetation that was Town-approved for screening. Due to lack of a quorum, the ADU study session with the Planning Commission scheduled for September 19 will be rescheduled to a special meeting within the same timeframe.

WRITTEN COMMUNICATIONS

(10) Town Council Digest – August 9, 2018

None.

(11) Town Council Digest – August 16, 2018

#4 – Bay Area Air Quality Management District with Request for Support for “Diesel Free by ‘33” Campaign. Town Manager Dennis noted this item will come before the Council at its September 13 meeting.

ADJOURNMENT [9:38 p.m.]

Vice Mayor Wengert adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/12/18

Date: 09/06/2018

Time: 2:19 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

ALLIED LANDSCAPE	Field Maintenance/Insecticide	20157	09/12/2018	
			09/12/2018	
5542 MONTEREY ROAD SUITE 277	0695		09/12/2018	0.00
SAN JOSE	BOA	53021	09/12/2018	0.00
CA 95138	21045			782.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	782.00	0.00

Check No.	53021	Total:	782.00
Total for	ALLIED LANDSCAPE		782.00

ANIMAL DAMAGE MGMT INC	July/August Pest Control	20187	09/12/2018	
			09/12/2018	
16170 VINEYARD BLVD. #150	804		09/12/2018	0.00
MORGAN HILL	BOA	53022	09/12/2018	0.00
CA 95037	64294, 67767, 65604, 69282			775.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	75.00	0.00
05-66-4342	Landscape Supplies & Services	700.00	0.00

Check No.	53022	Total:	775.00
Total for	ANIMAL DAMAGE MGMT INC		775.00

ARC	Permit Plan Copies	20132	09/12/2018	
			09/12/2018	
P.O. BOX 192224	0112		09/12/2018	0.00
SAN FRANCISCO	BOA	53023	09/12/2018	0.00
CA 94119-2224	1983716			113.76

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	113.76	0.00

Check No.	53023	Total:	113.76
Total for	ARC		113.76

BAY AREA CUSTOM HOMES	Refund Deposit, 15 Franciscan	20133	09/12/2018	
			09/12/2018	
611 INDUSTRIAL ROAD #1	0820		09/12/2018	0.00
SAN CARLOS	BOA	53024	09/12/2018	0.00
CA 94070				1,000.00

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

Check No.	53024	Total:	1,000.00
Total for	BAY AREA CUSTOM HOMES		1,000.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/12/18

Date: 09/06/2018

Time: 2:19 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

CALIFORNIA WATER SERVICE CO	Water Service 7/11/18-8/9/18	20183	09/12/2018	
			09/12/2018	
3525 ALAMEDA DE LAS PULGAS	0011		09/12/2018	0.00
MENLO PARK	BOA	53026	09/12/2018	0.00
CA 94025844				14,825.80

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	14,825.80	0.00

Check No.	53026	Total:	14,825.80
Total for	CALIFORNIA WATER SERVICE CC		14,825.80

CALPERS	July Retirement - PEPPRA	20185	09/12/2018	
FISCAL SERVICES DIVISION			09/12/2018	
ATTN: RETIREMENT PROG ACCTG	0107		09/12/2018	0.00
SACRAMENTO	BOA	53027	09/12/2018	0.00
CA 94229-2703	100000015320253			3,380.62

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	1,613.88	0.00
05-50-4080	Retirement - PERS	1,766.74	0.00

Check No.	53027	Total:	3,380.62
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CALPERS	GASB 68 Reports & Schedules	20178	09/12/2018	
FISCAL SERVICES DIVISION			09/12/2018	
ATTN: RETIREMENT PROG ACCTG	0107		09/12/2018	0.00
SACRAMENTO	BOA	53028	09/12/2018	0.00
CA 94229-2703	100000015403690			700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	700.00	0.00

Check No.	53028	Total:	700.00
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CALPERS	July Retirement - Classic	20184	09/12/2018	
FISCAL SERVICES DIVISION			09/12/2018	
ATTN: RETIREMENT PROG ACCTG	0107		09/12/2018	0.00
SACRAMENTO	BOA	53029	09/12/2018	0.00
CA 94229-2703	1000000015320234			15,111.26

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	15,003.88	0.00

Check No.	53029	Total:	15,111.26
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Total for	CALPERS		19,191.88
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CAL-RECYCLE	Return Unspent Funds,	20174	09/12/2018	
	BevRecycle Program FY 15-16		09/12/2018	
ACCOUNTING OFFICE	0826		09/12/2018	0.00
SACRAMENTO	BOA	53025	09/12/2018	0.00
CA 95812				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
08-56-4222	BevRcycleComServ	5,000.00	0.00

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09/12/18

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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

Check No.	53025	Total:	5,000.00
Total for	CAL-RECYCLE		5,000.00

CAPTUREPOINT.COM	Recreation Software, Annual Subscription & Instructor Site	20134	09/12/2018	
			09/12/2018	
PO BOX 628	0611		09/12/2018	0.00
RIDGEWOOD	BOA	53030	09/12/2018	0.00
NJ 07451	SI-05467			3,248.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	3,248.00	0.00

Check No.	53030	Total:	3,248.00
Total for	CAPTUREPOINT.COM		3,248.00

CARLA WRAY PIANO SERVICE	Piano Tuning, Community Hall	20173	09/12/2018	
			09/12/2018	
263 MARGARITA AVENUE	0368		09/12/2018	0.00
PALO ALTO	BOA	53031	09/12/2018	0.00
CA 94306	4406			110.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	110.00	0.00

Check No.	53031	Total:	110.00
Total for	CARLA WRAY PIANO SERVICE		110.00

CITY OF PACIFICA	Dinner/Mtg. Derwin	20135	09/12/2018	
			09/12/2018	
ATTN: KATHY O'CONNELL	764		09/12/2018	0.00
PACIFICA	BOA	53032	09/12/2018	0.00
CA 94044				55.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	55.00	0.00

Check No.	53032	Total:	55.00
Total for	CITY OF PACIFICA		55.00

COMCAST	WiFi, 8/21/18 -9/20/18	20136	09/12/2018	
			09/12/2018	
P.O. BOX 34744	0045		09/12/2018	0.00
SEATTLE	BOA	53033	09/12/2018	0.00
WA 98124-1227				126.16

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

Check No.	53033	Total:	126.16
Total for	COMCAST		126.16

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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

COSMOS ROOFING	Refund Deposit, 3 Hillbrook Dr	20137	09/12/2018	
			09/12/2018	
1901 MIDDLEFIELD WAY STE. 4	826		09/12/2018	0.00
MOUNTAIN VIEW	BOA	53034	09/12/2018	0.00
CA 94043				866.67

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

Check No.	53034	Total:	866.67
Total for	COSMOS ROOFING		866.67

CROWN CASTLE	Refund Deposit, 302 Portola	20138	09/12/2018	
			09/12/2018	
2000	0817		09/12/2018	0.00
CANONSBURG	BOA	53035	09/12/2018	0.00
PA 15317				7,500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	7,500.00	0.00

Check No.	53035	Total:	7,500.00
Total for	CROWN CASTLE		7,500.00

ERGOVERA	Ergonomic Evaluations, Report/ Research	20176	09/12/2018	
		00006576	09/12/2018	
P.O. BOX 1000	0454		09/12/2018	0.00
FELTON	BOA	53036	09/12/2018	0.00
CA 95018	2909			937.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	937.50	937.50

Check No.	53036	Total:	937.50
Total for	ERGOVERA		937.50

EXCEL LD	August Telephone LD Service	20139	09/12/2018	
			09/12/2018	
PO BOX 660343	0806		09/12/2018	0.00
DALLAS	BOA	53037	09/12/2018	0.00
TX 75266	1174291327			16.74

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	16.74	0.00

Check No.	53037	Total:	16.74
Total for	EXCEL LD		16.74

FEDEX	Shipping Charges, Admin/ Applicant Charges	20140	09/12/2018	
			09/12/2018	
P.O. BOX 7221	0066		09/12/2018	0.00
PASADENA	BOA	53038	09/12/2018	0.00
CA 91109-7321	6-278-59674			55.39

GL Number	Description	Invoice Amount	Amount Relieved
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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

05-64-4308	Office Supplies	16.57	0.00	
96-54-4207	Deposit Refunds, Other Charges	38.82	0.00	

Check No.	53038	Total:	55.39
Total for	FEDEX		55.39

GIRL SCOUT TROOP #62216	Refund Deposit, Troop Meeting	20181	09/12/2018	
			09/12/2018	
	0827		09/12/2018	0.00
PORTOLA VALLEY	BOA	53039	09/12/2018	0.00
CA 94028				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	250.00	0.00

Check No.	53039	Total:	250.00
Total for	GIRL SCOUT TROOP #62216		250.00

KYLIE HARRIS	Refund Deposit, Event 8/26/18	20175	09/12/2018	
			09/12/2018	
291 GEORGIA LANE	0821		09/12/2018	0.00
PORTOLA VALLEY	BOA	53040	09/12/2018	0.00
CA 94028				100.00

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

Check No.	53040	Total:	100.00
Total for	KYLIE HARRIS		100.00

HAYWARD LUMBER CO	Lumber for ROW Repair	20177	09/12/2018	
			09/12/2018	
429 FRONT STREET	1237		09/12/2018	0.00
SALINAS	BOA	53041	09/12/2018	0.00
CA 93901-3609	37164950-00			97.93

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	97.93	0.00

Check No.	53041	Total:	97.93
Total for	HAYWARD LUMBER CO		97.93

SIMONE HEDINGER	Refund Deposit, Event 8/20/18	20141	09/12/2018	
			09/12/2018	
725 PORTOLA ROAD	0410		09/12/2018	0.00
PORTOLA VALLEY	BOA	53042	09/12/2018	0.00
CA 94028				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	250.00	0.00

Check No.	53042	Total:	250.00
Total for	SIMONE HEDINGER		250.00

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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

HILLYARD, INC	Janitorial Supplies	20179	09/12/2018	
			09/12/2018	
P.O. BOX 843025	531		09/12/2018	0.00
KANSAS CITY	BOA	53043	09/12/2018	0.00
MO 64184-3025	603131511 & 512, 603122824			946.85

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	344.88	0.00
05-66-4341	Community Hall	300.98	0.00
25-66-4340	Building Maint Equip & Supp	300.99	0.00

Check No.	53043	Total:	946.85
Total for	HILLYARD, INC		946.85

HORIZON	Replacement Parts, Irrigation System	20162	09/12/2018	
			09/12/2018	
P.O. BOX 52758	0289		09/12/2018	0.00
PHOENIX	BOA	53044	09/12/2018	0.00
AZ 85072-2758	1N354509			244.43

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	244.43	0.00

Check No.	53044	Total:	244.43
Total for	HORIZON		244.43

ICMA	August Def Comp	20188	09/12/2018	
VANTAGE POINT TFER AGTS-304617			09/12/2018	
C/O M&T BANK	0084		09/12/2018	0.00
BALTIMORE	BOA	53045	09/12/2018	0.00
MD 21264-4553				3,949.50

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	3,949.50	0.00

Check No.	53045	Total:	3,949.50
Total for	ICMA		3,949.50

IZMIRIAN ROOFING	Refund Deposit, 27 Valley Oak	20142	09/12/2018	
			09/12/2018	
229 S. RAILROAD AVE	768		09/12/2018	0.00
SAN MATEO	BOA	53046	09/12/2018	0.00
CA 94401				1,000.00

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

Check No.	53046	Total:	1,000.00
Total for	IZMIRIAN ROOFING		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

J.W. ENTERPRISES	Portable Lavs, 8/30/18-9/26/18	20155	09/12/2018	
			09/12/2018	
1689 MORSE AVE	829		09/12/2018	0.00
VENTURA	BOA	53047	09/12/2018	0.00
CA 93003	210537			483.96

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	483.96	0.00

Check No.	53047	Total:	483.96
Total for	J.W. ENTERPRISES		483.96

DAVID R. JOHNSON	Refund Deposit, Event 08/18/18	20166	09/12/2018	
			09/12/2018	
PO BOX 966	0825		09/12/2018	0.00
MENLO PARK	BOA	53048	09/12/2018	0.00
CA 94026				100.00

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

Check No.	53048	Total:	100.00
Total for	DAVID R. JOHNSON		100.00

ZAKIYA KHALFANI	Mastering the Communication Process-Staff Training	20143	09/12/2018	
			09/12/2018	
10270 EAST TARON DRIVE #252	0822		09/12/2018	0.00
ELK GROVE	BOA	53049	09/12/2018	0.00
CA 95757	PV082918			632.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	632.50	0.00

Check No.	53049	Total:	632.50
Total for	ZAKIYA KHALFANI		632.50

ADAM LAUTNER	Refund Deposit, Event 9/2/18	20182	09/12/2018	
			09/12/2018	
30 POSSUM LANE	1461		09/12/2018	0.00
PORTOLA VALLEY	BOA	53050	09/12/2018	0.00
CA 94028				100.00

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

Check No.	53050	Total:	100.00
Total for	ADAM LAUTNER		100.00

MUNICIPAL CODE CORPORATION	Supplement Copies, Code of Ordinances	20144	09/12/2018	
			09/12/2018	
P.O. BOX 2235	788		09/12/2018	0.00
TALLAHASSEE	BOA	53051	09/12/2018	0.00
FL 32316	00315157			138.45

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

05-64-4300	Codification	138.45	0.00	
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Check No.	53051	Total:	138.45
Total for	MUNICIPAL CODE CORPORATION		138.45

NOLTE ASSOCIATES, INC. NV5	Pub Wrks Support, Pedestrian Plan	20158	09/12/2018	
P.O. BOX 74008680	0104		09/12/2018	0.00
CHICAGO	BOA	53052	09/12/2018	0.00
IL 89193-3243	97922			1,121.83

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	1,121.83	0.00

NOLTE ASSOCIATES, INC. NV5	2017-18 Resurface Project #2018-PW01	20159	09/12/2018	
P.O. BOX 74008680	0104		09/12/2018	0.00
CHICAGO	BOA	53052	09/12/2018	0.00
IL 89193-3243	97909			1,110.53

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4585	CIPStreetTestingInsp	1,110.53	0.00

NOLTE ASSOCIATES, INC. NV5	Public Works Support	20190	09/12/2018	
P.O. BOX 74008680	0104		09/12/2018	0.00
CHICAGO	BOA	53052	09/12/2018	0.00
IL 89193-3243	89722			697.53

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	493.55	0.00
20-54-4192	Engineer Services	203.98	0.00

Check No.	53052	Total:	2,929.89
Total for	NOLTE ASSOCIATES, INC. NV5		2,929.89

O. NELSON & SON, INC.	Willow Tree Removal-Portola Rd	20160	09/12/2018	
3345 TRIPP ROAD	634		09/12/2018	0.00
WOODSIDE	BOA	53053	09/12/2018	0.00
CA 94062	212			2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	2,000.00	0.00

Check No.	53053	Total:	2,000.00
Total for	O. NELSON & SON, INC.		2,000.00

PENINSULA SCREEN SHOP	Window Screen Repair/Maint Town Hall	20161	09/12/2018	
2127 MIDDLEFIELD RD.	0823		09/12/2018	0.00
REDWOOD CITY	BOA	53054	09/12/2018	0.00
CA 94063	881			2,877.38

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	2,877.38	0.00

Check No.	53054	Total:	2,877.38
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State/Province	Zip/Postal	Invoice Number		Check Amount

Total for PENINSULA SCREEN SHOP 2,877.38

PERS HEALTH	September Health	20180	09/12/2018	
			09/12/2018	
VIA EFT	0108		09/12/2018	0.00
	BOA	53055	09/12/2018	0.00
				15,752.73

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	15,752.73	0.00

Check No. 53055 Total: 15,752.73
Total for PERS HEALTH 15,752.73

PITNEY BOWES INC.	Meter Rental, 5/30/18-8/29/18	20145	09/12/2018	
			09/12/2018	
PO BOX 371896	0754		09/12/2018	0.00
PITTSBURGH	BOA	53056	09/12/2018	0.00
PA 15250-7896	1008919676			169.65

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	169.65	0.00

Check No. 53056 Total: 169.65
Total for PITNEY BOWES INC. 169.65

PLATINUM FACILITY SERVICES	August Janitorial	20156	09/12/2018	
			09/12/2018	
1530 OAKLAND RD., #150	402		09/12/2018	0.00
SAN JOSE	BOA	53057	09/12/2018	0.00
CA 95112	32772			4,903.13

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

Check No. 53057 Total: 4,903.13
Total for PLATINUM FACILITY SERVICES 4,903.13

PORTOLA VALLEY HARDWARE	July Statement	20186	09/12/2018	
			09/12/2018	
112 PORTOLA VALLEY ROAD	0114		09/12/2018	0.00
PORTOLA VALLEY	BOA	53058	09/12/2018	0.00
CA 94028				1,010.28

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	77.45	0.00
05-60-4267	Tools & Equipment	883.08	0.00
05-66-4340	Building Maint Equip & Supp	49.75	0.00

Check No. 53058 Total: 1,010.28
Total for PORTOLA VALLEY HARDWARE 1,010.28

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

CYNTHIA RICHARDSON	July Planning Consultant Svcs.	20147	09/12/2018	
dba Richardson Consulting			09/12/2018	
24 CAMPBELL LANE	1250		09/12/2018	0.00
MENLO PARK	BOA	53059	09/12/2018	0.00
CA 94025				11,550.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	1,023.75	0.00
96-54-4198	Planner - Charges to Appls	10,526.25	0.00

Check No.	53059	Total:	11,550.00
Total for	CYNTHIA RICHARDSON		11,550.00

RJ DAILEY	Refund Deposit, 330 Golden Hills	20146	09/12/2018	
401 FIRST STREET	0714		09/12/2018	0.00
LOS ALTOS	BOA	53060	09/12/2018	0.00
CA 94022				1,000.00

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

Check No.	53060	Total:	1,000.00
Total for	RJ DAILEY		1,000.00

ROMERO CONSTRUCTION	Refund Deposit, 90 Iroquois Tr	20148	09/12/2018	
2995 WOODSIDE ROAD, SUITE 400	0721		09/12/2018	0.00
WOODSIDE	BOA	53061	09/12/2018	0.00
CA 94062				4,200.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	4,200.00	0.00

Check No.	53061	Total:	4,200.00
Total for	ROMERO CONSTRUCTION		4,200.00

RON RAMIES AUTOMOTIVE, INC.	July Fuel Statement	20163	09/12/2018	
115 PORTOLA ROAD	422		09/12/2018	0.00
PORTOLA VALLEY	BOA	53062	09/12/2018	0.00
CA 94028				545.88

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	545.88	0.00

Check No.	53062	Total:	545.88
Total for	RON RAMIES AUTOMOTIVE, INC.		545.88

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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

RR DONNELLEY	Stationery Supplies/Business	20149	09/12/2018	
	Cards, L. Russell		09/12/2018	
PO BOX 932721	582		09/12/2018	0.00
CLEVELAND	BOA	53063	09/12/2018	0.00
OH 44193	187467680, 027074506			348.41

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	348.41	0.00

Check No.	53063	Total:	348.41
Total for	RR DONNELLEY		348.41

SAN MATEO LAWNMOWER	Mower Parts	20165	09/12/2018	
			09/12/2018	
760 S. AMPHLETT BLVD	0412		09/12/2018	0.00
SAN MATEO	BOA	53064	09/12/2018	0.00
CA 94402	183952			33.78

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	33.78	0.00

Check No.	53064	Total:	33.78
Total for	SAN MATEO LAWNMOWER		33.78

SATELLITEPHONESTORE.COM	Annual Service Plan, Satellite	20150	09/12/2018	
	Phone	00006573	09/12/2018	
2830 SHELTER ISLAND DRIVE	0708		09/12/2018	0.00
SAN DIEGO	BOA	53065	09/12/2018	0.00
CA 92106	100938			719.97

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensinq	719.97	759.92

Check No.	53065	Total:	719.97
Total for	SATELLITEPHONESTORE.COM		719.97

SCHWAAB INC	Stamp/Stamp Pads	20151	09/12/2018	
			09/12/2018	
PO BOX 3128	0120		09/12/2018	0.00
MILWAUKEE	BOA	53066	09/12/2018	0.00
WI 53201-3128				98.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	98.68	0.00

Check No.	53066	Total:	98.68
Total for	SCHWAAB INC		98.68

SHARP BUSINESS SYSTEMS	July Copies	20152	09/12/2018	
			09/12/2018	
DEPT. LA 21510	0199		09/12/2018	0.00
PASADENA	BOA	53067	09/12/2018	0.00
CA 91185-1510	9001327791			230.69

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

05-64-4308	Office Supplies	230.69	0.00	
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Check No.	53067	Total:	230.69
Total for	SHARP BUSINESS SYSTEMS		230.69

SIEGEL & STRAIN ARCHITECTS	PVTC Master Plan Consultant	20153	09/12/2018	
	Services		09/12/2018	
1295 - 59TH STREET	813		09/12/2018	0.00
EMERYVILLE	BOA	53068	09/12/2018	0.00
CA 94608	1807028			1,800.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4214	Miscellaneous Consultants	1,800.00	0.00	

Check No.	53068	Total:	1,800.00
Total for	SIEGEL & STRAIN ARCHITECTS		1,800.00

SMALL BUSINESS BENEFIT PLAN TR	Dental/Vision, Sept 2018	20154	09/12/2018	
			09/12/2018	
	0132		09/12/2018	0.00
BELMONT	BOA	53069	09/12/2018	0.00
CA 94002-0156				2,483.00

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

Check No.	53069	Total:	2,483.00
Total for	SMALL BUSINESS BENEFIT PLAN		2,483.00

SMITH'S GOPHER TRAPPING SVC	Field Inspection/Trapping	20164	09/12/2018	
	Pest Control		09/12/2018	
PO BOX 112104	0824		09/12/2018	0.00
CAMPBELL	BOA	53070	09/12/2018	0.00
CA 95011	47112			487.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	243.75	0.00	
05-66-4342	Landscape Supplies & Services	243.75	0.00	

Check No.	53070	Total:	487.50
Total for	SMITH'S GOPHER TRAPPING SVC		487.50

SPRING RIDGE LLC	Refund Deposit, 555 Portola	20189	09/12/2018	
			09/12/2018	
555 PORTOLA ROAD	0152		09/12/2018	0.00
PORTOLA VALLEY	BOA	53071	09/12/2018	0.00
CA 94028				435.10

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	435.10	0.00	

Check No.	53071	Total:	435.10
Total for	SPRING RIDGE LLC		435.10

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/12/18

Date: 09/06/2018

Time: 2:19 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

STANDARD INSURANCE CO.	Ltd/Life Premium	20167	09/12/2018	
			09/12/2018	
PO BOX 5676	0469		09/12/2018	0.00
PORTLAND	BOA	53072	09/12/2018	0.00
OR 97228				603.28

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

Check No.	53072	Total:	603.28
Total for	STANDARD INSURANCE CO.		603.28

STAPLES CREDIT PLAN	Office Supplies	20168	09/12/2018	
			09/12/2018	
DEPT. 31 - 0000306219	430		09/12/2018	0.00
PHOENIX	BOA	53073	09/12/2018	0.00
AZ 85062-8004				96.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	96.00	0.00	

Check No.	53073	Total:	96.00
Total for	STAPLES CREDIT PLAN		96.00

STATE COMP INSURANCE FUND	August Premium	20169	09/12/2018	
			09/12/2018	
PO BOX 748170	0122		09/12/2018	0.00
LOS ANGELES	BOA	53074	09/12/2018	0.00
CA 90074-8170				2,689.25

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4094	Worker's Compensation	2,689.25	0.00	

Check No.	53074	Total:	2,689.25
Total for	STATE COMP INSURANCE FUND		2,689.25

TOTLCOM, INC.	Annual Svc Contract, 10/1/18-	20170	09/12/2018	
	09/30/2019		09/12/2018	
65 HANGAR WAY	349		09/12/2018	0.00
WATSONVILLE	BOA	53075	09/12/2018	0.00
CA 95076	273988			862.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4314	Equipment Services Contracts	862.00	0.00	

Check No.	53075	Total:	862.00
Total for	TOTLCOM, INC.		862.00

TYLER TECHNOLOGIES INC	EnerGov, Software Support &	20171	09/12/2018	
	Maintenance 10/1/18-9/30/19		09/12/2018	
P.O. BOX 203556	0240		09/12/2018	0.00
DALLAS	BOA	53076	09/12/2018	0.00
TX 75247-8142	025-232401			5,995.19

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/12/18

Date: 09/06/2018

Time: 2:19 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
05-64-4311	Software & Licensinq	5,995.19	0.00

Check No.	53076	Total:	5,995.19
Total for	TYLER TECHNOLOGIES INC		5,995.19

VERIZON WIRELESS	August Cellular/ALPR Sim Cards	20172	09/12/2018	
	Equip Purchase, L. Russell		09/12/2018	
P.O. BOX 660108	0131		09/12/2018	0.00
DALLAS	BOA	53077	09/12/2018	0.00
TX 75266-0108	9813472958			736.17

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	736.17	0.00

Check No.	53077	Total:	736.17
Total for	VERIZON WIRELESS		736.17

Total Invoices:	59	Grand Total:	127,455.48
		Less Credit Memos:	0.00
		Net Total:	127,455.48
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	127,455.48

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
September 12, 2018

Claims totaling \$127,455.48 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

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

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



TOWN OF PORTOLA VALLEY

TOWN ATTORNEY REPORT

TO: Mayor and Members of the Town Council

FROM: Cara Silver, Town Attorney

DATE: September 12, 2018

RE: Second Reading and Adoption of Ordinance Amending 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 full reading and adopt 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 (Attachment A); and
2. Find this action exempt under the California Environmental Quality Act.

BACKGROUND

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.

Following the County's adoption of the flavored tobacco ordinance, County staff approached the Town and offered to provide enforcement services should the Town Council elect to incorporate the County's flavored tobacco ban. On August 22, 2018, the Town Council introduced an ordinance incorporating by reference the County's flavored tobacco ban and authorizing County enforcement of such ban.

DISCUSSION

At the August 22 hearing, the Town Council directed one modification to the ordinance: removal of a provision that would automatically incorporate by reference all County amendments to Title 4 of the County Code. The Council reasoned that it would be helpful for community outreach and engagement to have local hearings before implementing additional future changes to tobacco regulation. The attached ordinance incorporates this procedural change. Since the change does not impact the substance of the regulation a re-introduction is not required.

Following the Town's adoption of the ordinance, the County has offered to perform outreach to the affected retailer.

The effective date of the proposed ordinance amendments is January 1, 2019, to align with the effective date of the County Ordinance and to permit pre-implementation outreach.

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

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 amendment 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 amendments thereto, 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



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: September 12, 2018

RE: Support for California Clean Air Day

RECOMMENDATION

Staff recommends that the Town Council adopt a resolution in support of California Clean Air Day.

BACKGROUND

The Coalition for Clean Air is California non-profit that “protects public health, improves air quality, and prevents climate change”. Its Board is made up of a variety of business leaders, former elect officials, environmental organizations and others. The Coalition supports a number of climate change and clean energy endeavors, local “clean air” initiatives”, and public education programming.

DISCUSSION

Among the activities the Coalition sponsors is the annual “California Clean Air Day”, who’s sponsors include health care, transit, transportation, energy and affiliated sectors. Mayor Richards was contacted by a representative of the “California Clean Air Day” efforts (scheduled for October 3rd) to inquire to the Town’s desire to signal support.

Staff has drafted a resolution of support for “California Clean Air Day” (Attachment 1). Support for the “Day’ aligns with the Town’s consistent support for sustainable/environmental endeavors to reduce greenhouse gas emissions and safeguard the natural environment.

FISCAL IMPACT

None.

ATTACHMENT

1. Draft Resolution, California Clean Air Day

Approved by: Jeremy Dennis, Town Manager

RESOLUTION NO. ____-2018

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY IN SUPPORT OF CALIFORNIA CLEAN AIR DAY

WHEREAS, air pollution contributes to higher rates of cancer and heart and lung diseases, which adversely affect health; and

WHEREAS, California has some of the most polluted regions in the United States; and

WHEREAS, it is vital that we protect the health and well-being of our residents, visitors, and workforce; and

WHEREAS, emissions from vehicles, industry, and even household sources significantly affects the natural environment, air quality and well-being of residents, employees, and visitors of the Town of Portola Valley; and

WHEREAS, individual actions such as not idling vehicles, walking or biking to work and school, carpooling, and conserving energy can directly improve air quality in our region; and

WHEREAS, everyone can play a role; and

WHEREAS, education about air quality can raise community awareness, encourage our community to develop better habits, and improve our community health; and

WHEREAS, Californians will be joining together across the state to clear the air on October 3, 2018; and

WHEREAS, the Town of Portola Valley is committed to the health of our residents, workforce, visitors, and community at large; and

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Portola Valley that October 3, 2018 be declared "Clean Air Day" in the City, and we encourage all residents, businesses, employees, and community members to participate in Clean Air Day and help clear the air for all Californians.

PASSED AND ADOPTED this 12th day of September, 2018

By: _____
John Richards, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

There are no written materials for Microgrid presentation



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Assistant to the Town Manager

DATE: September 12, 2018

RE: Adoption of a Resolution Authorizing Website Development Services for the Town

RECOMMENDATION

Staff recommends that the Town Council approve the attached Resolution (Attachment 1) authorizing execution of the Master Services Agreement (Agreement - Attachment 2) between the Town of Portola Valley and Vision Technology Solutions, LLC (Vision) for website development services.

BACKGROUND

The Town has contracted with Vision Technology Solutions, LLC (Vision) to provide website development services since July 2008, including the initial design and development of the current website. In September 2013, the Agreement was amended to move the Town onto the visionLive Content Management System (CMS), which provided advanced tools and features for greater flexibility, and added a provision for website redesign services at the conclusion of year four of an uninterrupted service agreement.

Staff has worked directly with Vision since 2008 to utilize their CMS to provide information and services to town residents. During that time the model for website design and updating has changed dramatically. As reflected in the current Agreement, the previous model was to complete major website redesigns after several years; whereas, the new model is to update website design dynamically to meet the present needs and demands.

Over the past ten years, Staff has maintained a productive working relationship with Vision and has been pleased with their service and responsiveness. There have been very few issues or downtime with the website and Vision has communicated and resolved those issues effectively and in a timely manner. In addition, Staff regularly utilizes their Tech Support line to get immediate resolution to any issues or questions within the CMS (including after-hours support).

At its ten-year birthday, the website is due for a design refresh, as well as work on the backend to make the site easier for the average CMS user to update. In addition, Federal laws regarding website accessibility (e.g., visually impaired users) are beginning to filter

down to local government and the Town needs to demonstrate effort in meeting these requirements. The current Agreement with Vision expires on September 23, 2018. Staff has been researching and analyzing the options and services available from Vision, and weighing them against the options available within the new Website Accessibility software, to address these diverse needs and propose the most comprehensive and cost-efficient package for the Town.

DISCUSSION

The attached "Master Services Agreement" (Attachment 2) includes the following elements:

- Website Redesign/Refresh
- Subscription to the visionLive Plus Edition
- One-time 8-hour CMS and Website Accessibility Training
- Sitemap Consultation to create new website sitemap and navigational structure

Staff is recommending the purchase the visionLive Plus Edition, which is \$2,100 more annually than the visionLive Standard Edition (comparison in Attachment 2, Addendum B). The visionLive Plus Edition includes additional features that will improve the versatility and functionality of the website. Two examples of this are the semi-annual Health Check (see list below) and the unlimited Subsite Builder, which would allow sites that have traditionally been hosted outside of the Town's website to exist within it (e.g., Flight Night). In addition, the visionLive Plus Edition includes an additional ten hours of Site Development Credits that can be used as needed to make dynamic changes to the website or banked for future use.

Website Redesign/Refresh

The new Agreement includes website design/refresh, which will result in a cleaner, more user-friendly website, but will also inherently address some of the website accessibility requirements around color and design. In addition, the use of the new Accela engagement App requires direct links to our website, and the cleaner look of the redesign will result in a better user experience.

Health Check Includes:

- Site Linking (Google broken links report with URLs)
- Search Terms (most commonly searched terms)
- Menu Performance (screen shots and click percentages for how often people are looking at individual pages from the menu)
- Heatmapping (where people click and hover on the homepage)
- Homepage Recommendations

Sitemap Consultation

The Sitemap Consultation in the first year of the Agreement includes a re-design of the main Navigation Bar on the homepage, including converting the Navigation Bar to text (rather than images) so that Staff can make internal changes to respond to present needs (e.g. creating a Public Works Tab, which is not currently possible without enlisting Vision).

The Consultation also includes simplifying the navigational structure on the backend, which will make posting by the average CMS user more straightforward.

The upgrade to the visionLive Plus Edition also includes features that were duplicative in the budgeted for Website Accessibility Software package, which will now be purchased for \$3,200, rather than the budgeted for \$6,500, by removing those duplicative features.

SUMMARY

The Agreement has been reviewed by the Town Attorney and the Town's insurance provider. With their input, the Agreement was modified to include clarity of cost and services, as well as add additional protections for Cyber Security. In addition, the Town's IT Consultant reviewed the contract to ensure adequate provisions for browser updates and storage, and compared it against the City of Redwood City's Agreement with Vision (Redwood City has already migrated to the upgraded platform).

Vision has a long-standing expertise in government websites and citizen engagement, as well as an established and demonstrated working relationship with the Town. To maintain this continuity of service and improve the Town's community engagement through upgrades to the website and services provided with visionLive Plus Edition, Staff recommends that the Council approve the attached Resolution and Agreement.

FISCAL IMPACT

As mentioned above, Staff is proposing that the Town purchase the Plus Edition of visionLive, which is \$9,200 for the first year and then increases 3.5% per year over the five-year Agreement (Staff negotiated the annual increase down from 5% per year).

The approved Fiscal Year 2018-19 budget included \$6,800 for website development services and \$6,500 for new Website Accessibility software. Eliminating the redundant features from the Website Accessibility software reduces its cost to \$3,200, and the \$3,300 difference will be used to cover the additional \$2,400 for the upgrade to the visionLive Plus Edition.

ATTACHMENTS

1. Resolution of the Town of Portola Valley Approving and Authorizing Execution of an Agreement between the Town of Portola Valley and Vision Technology Solutions, LLC
2. Master Services Agreement for Website Development Services

Approved by: Jeremy Dennis, Town Manager



RESOLUTION NO. _____-2018

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING
EXECUTION OF AN AGREEMENT BETWEEN THE
TOWN OF PORTOLA VALLEY AND VISION TECHNOLOGY SOLUTIONS, LLC**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Master Services Agreement ("Agreement") between the Town and Vision Technology Solutions, LLC;

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

1. Public interest and convenience require the Town of Portola Valley to enter into the Agreement described above.
2. The Town of Portola Valley hereby approves the Agreement and the Mayor is hereby authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and Vision Technology Solutions, LLC.

PASSED AND ADOPTED this 12th day of September 2018.

By: _____
John Richards, Mayor

ATTEST:

Sharon Hanlon, Town Clerk



master services agreement

for Portola Valley

This Master Services Agreement ("**Agreement**") is made and entered into effective as of the date of the last signature below (the "**Effective Date**") by and between Vision Technology Solutions, LLC dba VISION ("**Contractor**"), and the customer which is a signatory hereto ("**Client**"). Client and Contractor are sometimes individually referred to as a "**Party**" and collectively as the "**Parties**."

1. **Services.** This Agreement (which includes and incorporates the Addendum(s) attached hereto and Contractor's acceptable use policy ("**AUP**") posted at www.visioninternet.com/about/legal) sets forth the entire terms and conditions by which Contractor will deliver and Client will receive any and all of the services provided by Contractor, including one or more of the following: website development, visionLive™ subscription services, and/or other extra work and services (collectively, the "**Services**"). This Agreement is intended to cover any and all Services ordered by Client and provided by Contractor. Contractor will provide Services to Client as requested by Client and as set forth in the applicable Addendum(s) in exchange for payment of related fees specified in such Addendum(s), and compliance with the terms and conditions of this Agreement, and compliance with Contractor's AUP as such policy may change from time to time.

1.1. **Website Development Services.** Contractor agrees to provide website development services, as more particularly described in Addendum A, in exchange for payment of fees and compliance with the terms and conditions of this Agreement.

1.1.1. Client understands and agrees that Contractor will develop website frontend to be compatible with Internet Explorer 11, Microsoft Edge, and the latest released versions of Chrome, Firefox, and Safari at the time of Completion. Website backend will be compatible with Internet Explorer 11, Microsoft Edge and the latest released version of Chrome and Firefox at the time of Completion. Website may not be compatible with previous or future versions. Website backend will be optimized for 1024 x 768 pixels resolution or above. Client understands and agrees that the website will be developed with Hypertext Markup Language ("**HTML**"), CSS, JavaScript, and Microsoft ASP.NET ("**MS-ASP**") interfaced with a database created in Microsoft SQL Server ("**MS-SQL**"). Client understands and agrees that the website is developed to run on a Microsoft Windows Server 2012 ("**MS-Server**"), or later. Responsive Website Design with visionMobile Designer™ mobile browsers will be compatible with the latest released version at the time of Completion of iOS Safari, Android Browser, Google Chrome, and Internet Explorer, but may not be compatible with previous or future versions. Client is responsible for the costs of all software licensing. All of the web browsers listed in this section, and any others added by Contractor at its discretion are herein referred to collectively as the "**Supported Web Browsers**".

1.1.2. Contractor will design the website frontend navigation and graphic design to be generally compliant with WCAG 2.0 A. Client further understands and agrees that content, website backend, and third-party tools may not be compliant with Section 508 or WCAG 2.0.

1.2. **visionLive™ Subscription Services.** Contractor agrees to provide VCMS Licensing Services, Support Services, and Hosting Services (collectively "**Subscription Services**") to the Client as outlined for visionLive™ Plus Edition in Addendum B in exchange for payment of fees and compliance with the terms and conditions of this Agreement. As used throughout this Agreement, "**VCMS**" shall mean Vision Content Management System™, also known as the Vision Internet Content Management System, VCMT, VCMS and the Vision Content Management Tool.

1.2.1. **Subscription.** Contractor will provide Client a subscription to access and use the VCMS.

VCMS Licensing Services include:

- (a) Functional enhancements to VCMS components.
- (b) New VCMS Interactive Components that may be released from time to time by Contractor.
- (c) Bug fixes to the VCMS code.



- (d) Updates to provide compatibility to future versions of Supported Web Browsers within three months of their release. Compatibility with previous versions of Supported Web Browsers is not guaranteed.

VCMS Licensing Services do not include:

- (a) Optional Interactive Components.
- (b) Modules, Programs, or Software Applications.
- (c) Conversion to new platforms.
- (d) Modification of third-party products.
- (e) Compatibility with Client's third-party products.
- (f) Website design services.
- (g) New Products. Contractor may from time to time release new software with capabilities substantially different from or greater than the VCMS and which therefore do not constitute System Updates or New VCMS Interactive Components.
- (h) All other services not expressly provided for in this Agreement and its applicable Addendum(s).

1.2.2. Support Services. Support Services is defined as technical support, account management, and education and training for the VCMS; provided, however, Client does not (1)(a) modify the VCMS or (1)(b) use the VCMS in combination with any third-party system not authorized by Contractor, and (2) maintains a visionLive™ Subscription in accordance with this Agreement. Contractor will provide Support Services as outlined for visionLive™ Plus Edition in Addendum B to a designated Client account manager, system administrator or webmaster. Technical support is generally available by email and telephone from 6:00 AM to 6:00 PM Pacific Time, Monday through Friday excluding holidays ("**Business Hours**"), with emergency support available 24 hours a day, 7 days a week. An emergency is defined as Client's website being down for more than ten (10) minutes. Support Services also include:

- (a) Shared Account Manager
- (b) Account Management*
 - Account reviews (Health Checks)¹
 - Site analytics report²
 - Graphics site audit³
 - Site improvement credits
- (c) Education and Training
 - Training and best practices webinars
 - Access to On-Demand Training Library
 - On-going new feature training (via remote meeting service)
 - Monthly office hours (via remote meeting service)

Site improvement credits⁴ will be available beginning the first year of the Agreement and every year thereafter within the Initial Term. Any unused hours in a given year may be carried over to the following year within the Initial Term. Site improvement credits expire at the end of the Initial Term and will not carry over beyond the Initial Term.

1.2.3. Hosting Services. Contractor will provide shared website hosting on a Microsoft Windows Server and shared database hosting on a Microsoft SQL Server for one (1) unique VCMS website. The shared server hosting service includes:

- (a) SOC-certified datacenter
- (b) Full hardware redundancy

¹ Included with each Advanced Subsite as applicable.

² Included with each Advanced Subsite as applicable.

³ Included with each Advanced Subsite as applicable.

⁴ visionLive Plus subscribers have 20 site improvement credits.



- (c) Redundant generator backup
- (d) Daily data backups
- (e) Intrusion protection
- (f) 24/7 monitoring
- (g) 99.9% uptime
- (h) DDoS mitigation service
- (i) Website content storage⁵
- (j) Standard disaster recovery service with 90-minute failover

1.2.4. Unless Client has retained other Services from Contractor under the applicable Addendum, Client is solely and exclusively responsible for all services not expressly provided for in this Agreement. Any changes, alterations or modification requested by the Client to its website and/or intranet may be subject to a fee to be quoted by a Contractor representative at the time of the request. Client may, at any time, upgrade from its current edition to either a Standard or Plus Edition, as applicable. Client may not, during the Initial Term (defined below) or any renewal term, downgrade from its current edition to either a Standard or Basic Edition, as applicable. Client acknowledges that the Subscription Services may be modified or improved because of the dynamic nature of technology. Contractor may, from time to time, make minor modifications to the Subscription Services, as a whole or any part thereof. Such minor modifications may be implemented at any time and without notice to Client. Continued use of the Subscription Services following any modification shall constitute binding acceptance of the modification.

2. Subsequent Extra Work/Other Services. Additional services not initially covered in this Agreement (including the Addendum referenced above) and extra hours will be presented to Client for approval prior to commencement of work ("**Extra Work**"). Extra Work will be set forth in an amendment to this Agreement signed by the Parties and designated as Addendum C-1, C-2, etc., as applicable, and such Addendum shall become part of this Agreement when executed by both parties. Such addendum will be billed at Contractor's then prevailing hourly rates, which are currently as follows: Content Migration, \$85/hr; Graphic Production, \$95/hr; Quality Assurance, Testing, Debugging, Technical Support, Webmaster Services, HTML Programming, \$105/hr; Consulting, Project Management, Database Design, Dynamic Programming, \$135/hr; Graphic Design, Training, \$125/hr; Straight flatbed scanning will be billed at \$10 per scan. Touch up work to images will be billed at the Graphic Design hourly rate. Client shall be responsible for any or all additional fees including, without limitation: photography, stock images, illustration, fonts, scanning, software, applications, online promotion, marketing, copy writing, redesign, change orders, mailings, and fees to any third party vendors if applicable. Calls outside of Business Hours for support services unrelated to the website being down for more than ten (10) minutes will be subject to a minimum fee of \$135.

3. Ownership; Limited Licensing of Intellectual Property.

3.1. Designs. Upon payment in full of the website development fees provided under Addendum A, Contractor grants a non-exclusive, non-transferrable, and perpetual license for Client to reproduce, modify or create derivative works for its own use, public display, and use any and all of Contractor's copyrights in the homepage layout wireframe, sitemap, draft homepage design concept(s) interior page layouts (collectively, the "**Contractor Designs**") embodied in Client's website, which are prepared or caused to be prepared by Contractor under this Agreement. The Contractor Designs provided under this Agreement is licensed and not sold. Client understands and agrees that the Contractor Designs as a whole is an original work of authorship by Contractor and that Contractor shall retain all rights, title, and interests therein. Contractor retains its right to use any web pages developed for the Client in any of its own promotional materials as examples of its work.

3.2. Vision Content Management System™. Contractor also grants Client a limited, non-exclusive, and non-transferrable subscription to access and use one instance of the VCMS and Dynamic and Interactive Components of the VCMS to the extent necessary for the Client's use and operation of its website; provided, Client does not (1)(a) modify the VCMS or (1)(b) use the VCMS in combination with any third-party system not authorized by Contractor, and (2) maintains a visionLive™ Subscription in accordance with this Agreement. The VCMS provided under this Agreement is not for sale, and Client understands and agrees that Contractor shall retain all rights, title, and interests in the VCMS, Dynamic and Interactive Components, and any other Contractor intellectual property not provided for in this Section.

⁵ For the main website visionLive Plus subscribers have up to 250GB of storage. Each Advanced subsite has up to 10GB of storage, regardless of visionLive edition. Each Basic subsite has up to 5GB of storage, regardless of visionLive edition.



3.3. Rights Regarding Content. Each Party warrants that it holds all rights and/or licenses necessary to display all of the images, data, information or other items supplied by such Party and being displayed on the Client's web pages during the effective period of this Agreement. Contractor agrees that Client will retain ownership of all information and content (including Client provided logos and images) owned exclusively by Client and provided by Client for use on its website. Client shall supply all necessary information to Contractor in a timely manner in digital format including without limitation copy, text, audio files, video files, pdf files, photographs, artwork, and preexisting graphics. Contractor is not responsible for content migrated by Client or any third party. Client expressly authorizes Contractor to display and/or modify any Client supplied images, data, information and other items in connection with the services provided herein.

4. Limited Warranty. Contractor warrants that website development and/or custom programming deliverables will be conveyed to Client upon transfer of the website to the production server with a public Internet Protocol address ("**Completion**"). All VCMS programming code developed by Contractor is warranted to be free of any material errors or bugs that prevent the code from performing as originally intended ("**Warranted Problem**"); provided, however, Client does not (1)(a) modify the VCMS or (1)(b) use the VCMS in combination with any third-party system not authorized by Contractor, and (2) maintains a visionLive™ Subscription in accordance with this Agreement. In the event of breach of the limited warranty in this Section, Client's sole remedy and Contractor's entire liability shall be limited to Contractor's correction of the Warranted Problem. Except as expressly set forth above, CONTRACTOR MAKES NO GUARANTEE OR WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING OF MERCHANTABILITY OR FITNESS OF THE SERVICES FOR A PARTICULAR PURPOSE WHATSOEVER, AND USE OF THE SERVICES OR ANY INFORMATION THAT MAY BE OBTAINED THERE FROM IS AT CLIENT'S OWN RISK AS THE SERVICES ARE PROVIDED TO CLIENT ON AN "AS IS" BASIS. Contractor does not warrant any connection to, transmission over, nor results of use of, any network connection or facilities provided, nor any third-party applications and software obtained by, for, or on behalf of Client. Contractor assumes no responsibility for any damages suffered by the Client, including, but not limited to, server down time, loss of data, loss of business, misdeliveries, delays, non-deliveries, access speed, or service interruptions of any kind. Client acknowledges that the information available through the interconnecting networks may not be accurate. Contractor has no ability or authority over the material. In addition, Contractor has no liability for the quality, accuracy, or validity of the data/information gathered from the Internet. Use of information gathered through the use of Contractor services is at the risk of the Client.

5. Invoices. Contractor will submit itemized invoices to Client for the payments required by the applicable Service(s), and all invoices will be due and payable within 30 days. Payments not received by Contractor 30 days after the date of the invoice will be considered delinquent. Returned checks are subject to a charge of \$25.00. Client agrees to be liable for all costs of collection of any delinquent invoices including, but not limited to, collection agency fees, reasonable attorneys' fees, and court costs.

5.1. Website Development

5.1.1. Price. Client agrees to pay and Contractor agrees to perform Website Development services for \$1,535.00.

5.1.2. Payment. Contractor will submit itemized invoices to Client for the payments required by this Section, and all invoices will be due and payable within 30 days:

- (a) An initial payment equal to 40% of the total cost;
- (b) A payment equal to 20% of the total cost upon Contractor's delivery of the draft homepage design concept(s) to the Client;
- (c) A payment equal to 20% of the total cost upon implementation of the main website into the VCMS on a Contractor-hosted development server; and
- (d) A payment equal to 20% of the total cost upon Completion; provided, however that Client has completed training. If Client has not completed training, then Contractor shall invoice Client at the earlier of: (i) completion of training, or (ii) 21 days after Completion.

5.2. Non-Contractor Hosting. If Contractor is not providing hosting services then, at Client's request, Contractor will assist Client with setting up the website on Client's server. A flat rate of \$475 for up to four hours of Technical Support will be charged for assistance in setting up the website according to Contractor's Standard Hosting Procedure. Any



additional work will be billed at the Technical Support hourly rate.

5.3. Subscription Fees. Contractor shall invoice Client on an annual basis per the Final cost and scope of work under Addendum A; per beginning at contract execution. Contractor shall invoice Client annually every year thereafter, including any renewal term. All invoices are due and payable by Client within 30 days. Websites and/or Contractor-hosted intranets exceeding their storage allowance shall be subject to an additional monthly fee of \$50 per 5GB increment. Each Advanced Subsite exceeding 10 GB of storage shall be subject to an additional monthly fee of \$50 per 5GB increment. Each Basic Subsite exceeding 5 GB of storage shall be subject to an additional monthly fee of \$50 per 5GB increment.

6. Contractor's Mark. Client agrees that Contractor may place in the website footer an unobtrusive text link reading "Created by Vision" or the equivalent. Contractor's footer text credit shall always be linked to a Contractor web page.

7. Indemnity.

7.1. Indemnification of Contractor. Client will defend, hold harmless, and indemnify Contractor, its officers, directors, shareholders, employees, and agents from and against all Costs resulting from any claim of injury to person, damages to property, or monetary damages arising out of Client's negligence or intentional misconduct or failure to perform obligations under this Agreement.

7.2. Indemnity of Client. Contractor will defend, hold harmless and indemnify Client against any third-party action, suit, or proceeding ("**Claims**") arising out of the Contractor's performance of its obligations under this agreement, including infringement or alleged infringement of any United States' letters patent, trademark, or copyright ("**Intellectual Property**") contained in Contractor's VCMS provided under this Agreement. Notwithstanding the foregoing, Contractor shall have no defense or indemnity obligations for Intellectual Property modified by a party other than Contractor, for Intellectual Property modified in accordance with Client's specifications or instructions, or Claims of infringement based on Client's other products or other third-party products.

8. Timing. Estimated times are included for convenience. Actual times will vary depending on Client interaction and participation. However, the Parties agree to reasonably cooperate with one another in all respects including, if applicable, in the construction and design of the website in a timely manner.

9. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the United States of America, and the State of California, excluding choice of law provisions thereof. Any cause of action of Client with respect to the services provided hereunder must be instituted within one year after the claim or cause of action has arisen or be forever barred. The Uniform Computer Information Transactions Act or any version thereof, adopted by any state in any form ("**UCITA**"), shall not apply to this Agreement and, to the extent that UCITA is applicable, the parties agree to opt-out of its applicability pursuant to its provisions. In the event a judicial proceeding is necessary, except for permitted equitable relief, the sole forum for resolving disputes arising under or relating to this Agreement are the State and/or federal district courts located in the State of California, and all related appellate courts, and the parties hereby consent to the jurisdiction of such courts, and that venue shall be in the State of California. Each party hereto waives any right to challenge or move the foregoing designated jurisdictions and venue on grounds of inconvenient forum. Service of process may be made in any manner provided for by applicable law.

10. Modification and Waiver.

10.1. Modification. Any modification of this Agreement is valid only if the modification is in writing and signed by both Parties.

10.2. Waiver. The waiver by one Party of any term or condition of this Agreement, or any breach thereof, shall be in writing and shall not be construed to be a general waiver by said Party or as a waiver of any other term or breach.

10.3. Conduct. Neither the course of conduct between the Parties nor any trade practice shall act to modify the provisions of this Agreement, except as expressly stated herein.



11. **Confidentiality.** To the extent permitted by law, Contractor's Confidential Information shall be treated as confidential and shall not be disclosed to parties other than representatives of Contractor and the authorized representatives of Client, and shall be used only in furtherance of the Services provided under this Agreement. As used in this Agreement, the term "**Confidential Information**" means (a) proprietary information of Contractor, (b) information marked or designated by Contractor as confidential, (c) information, whether or not in written form and whether or not designated as confidential, that is known to the Client as being treated by Contractor as confidential, or (d) information provided to Contractor by third parties that Contractor is obligated to keep confidential. Confidential Information includes, but is not limited to, all files, writings and documents, recordings, including without limitation all information contained therein, all extractions, notes, compilations and summaries prepared or derived therefrom, copyrights, trademarks, service marks, patents, trade secrets, programs, source code, object code, demos, demonstrations (whether in written, oral, graphic, encoded, encrypted, tangible, or intangible forms, in any media whatsoever) including without limitation demonstrations, know-how, techniques, designs, specifications, drawings, compilations, diagrams, models, samples, flow charts, computer programs, and codes.

12. **Entire Agreement.** The MSA, including any Exhibits, Attachments and any Statements of Work constitutes the entire agreement of the Parties with respect to its subject matter, supersedes any and all prior or contemporaneous proposals, agreements and understandings of the Parties, whether written or oral.

13. **Interpretation.** It is understood and agreed that if any interpretation is to be made of this Agreement, the same shall not be construed for or against any of the Parties. In the event of conflict between an attachment and the terms and conditions of this Agreement, then the following hierarchy of interpretation shall govern:

- 13.1. Terms and conditions of this Agreement;
- 13.2. Final cost and scope of work under Addendum A;
- 13.3. visionLive™ Editions under Addendum B;
- 13.4. Contractor's response to Client's request for RFP, RFQ or RFI;
- 13.5. Client's RFP, RFQ, or RFI.

14. **Counsel.** The Parties have each been advised to seek independent legal counsel in entering into this Agreement and the transactions described herein. In the event a Party chooses not to seek independent legal counsel, that Party does so freely and knowingly and waives any such rights to counsel. As a result, the Parties do not believe that any presumption relating to the interpretation of contracts against the drafter of any particular clause should be applied in this case and therefore the Parties knowingly and freely waive its effects. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party.

15. **Prevailing Party.** Should a dispute, including but not limited to any litigation or arbitration be commenced (including any proceedings in a bankruptcy court) between the Parties hereto or their representatives concerning any provision of this Agreement, or the rights and duties of any person or entity hereunder, the Party prevailing shall be entitled to reasonable attorney's fees and court and expert costs incurred by reason of such action.

16. **Independent Contractor Relationship.** The relationship of Contractor, including, without limitation, its employees and subcontractors) with Client is that of an independent contractor and nothing in this Agreement and/or any Addendum shall be construed to create a partnership, joint venture, or employer-employee relationship. Contractor acknowledges and agrees that neither it, nor any of its employees or subcontractors, is or shall be an agent of Client and none of the foregoing is or shall be authorized to make any representation, contract, or commitment on behalf of Client.

17. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original and all of which together shall constitute one and the same Agreement. This Agreement becomes effective upon Contractor's receipt of an executed copy of this Agreement.

18. **Force Majeure.** Any delay in the performance by either Party hereto of its obligations hereunder shall be excused when such delay in performance is due to any cause or event of any nature whatsoever beyond the reasonable control of such Party, including, without limitation, any act of God; any fire, flood, or weather condition; any computer virus, worm, denial of service attack; any earthquake; any act of a public enemy, war, insurrection, riot, explosion or strike; provided, that written notice thereof must be given by such Party to the other Party within twenty (20) days after occurrence of such cause or



event.

19. Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

20. Headings. The titles and headings of the paragraphs of this Agreement have been inserted for convenience of reference only and are not intended to summarize or otherwise describe the subject matter of such paragraphs and shall not be given any consideration in the construction of this Agreement.

21. Survival. The terms and conditions of Sections 4 (Limited Warranty), 9 (Governing Law & Venue), 11 (Confidentiality), 15 (Prevailing Party), 21 (Survival), 24 (No Hire), and 26.3 (Obligations upon Termination) shall survive any termination or expiration of this Agreement.

22. Cooperative Programs. Contractor shall agree to offer the prices and terms and conditions offered herein to other state, local, county, education, and municipal government agencies in the United States who wish to participate in a cooperative purchase program with Contractor.

23. No Third-Party Beneficiaries. This Agreement shall not confer any rights or remedies upon any person or entity other than the Parties and their respective successors and permitted assigns.

24. No Hire. During the period Contractor provides any Services to Client and for one (1) year thereafter, Client shall not, directly or indirectly, solicit or offer to hire, hire, or retain as an employee or contractor persons employed or retained then or within the preceding six (6) months by Contractor (or any of its affiliates), without Contractor's prior written consent in each instance; provided, nothing contained herein shall prevent employment of any person who responds to a general media advertisement or non-directed search inquiry, or who makes an unsolicited contact for employment.

25. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the Parties named herein and their respective successors and permitted assigns. No Party may assign either this Agreement or any of its rights, interests or obligations hereunder without the prior written approval of the other Party hereto, except that Contractor may assign this Agreement without Client's consent to an "**Affiliate**" of Contractor or in connection with an acquisition of Contractor, merger (whether Contractor is the surviving or disappearing entity) or consolidation of Contractor with another entity, or in connection with the sale, assignment, or majority transfer of any stock, membership or other ownership interest in Contractor. "**Affiliate**" shall mean (a) a domestic entity formed, existing and governed pursuant to the laws of one of the fifty (50) states of the United States of America (or the District of Columbia) controlling, controlled by, or under common control with Contractor.

26. Term. This Agreement will remain in effect for 5 years from the Effective Date ("**Initial Term**"). Thereafter, it will renew for successive 1 year periods, unless either Party refuses such renewal by written notice 30 or more days before the end of the current term.

26.1. Termination for Cause. This Agreement may also be terminated by the non-breaching party for cause in the event of a material breach of this Agreement or failure to substantially perform obligations; provided, however, that the non-breaching party has given notice to the defaulting party, which fails to cure the default within 30 days after such notice.

26.2. Non-Appropriation of Funds. In the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable in any fiscal year for payments due under this Agreement, then Client, upon written notice to Contractor of such occurrence, shall have the unqualified right to terminate this Agreement without any penalty or expense to the Client, except the Client shall pay to the Contractor a sum of money equal to the work completed.

26.3 Obligations upon Termination. Client shall permanently delete all copies of the VCMS upon termination of this Agreement. Client shall have thirty (30) days after termination of this Agreement to export Client content to its server or systems. At Client's request, Contractor will assist Client with exporting Client content to Client's server or system, which shall be treated as Extra Work.

27. Notices. All notices under this Agreement shall be in writing and effective on the date of delivery if delivered by personal service, Federal Express, or facsimile; or effective three (3) days after deposit in first class U.S. mail, postage



prepaid, to each Party as follows:

Client

Name: _____
Address: _____
Phone: _____
Email: _____
Fax: _____

Contractor

Name: Contract Manager
Address: 222 N. Sepulveda Blvd., Suite 1500, El Segundo, CA 90245
Phone: (310) 656-3100
Email: contracts@visioninternet.com
Fax: (310) 656-3103

28. Insurance. Contractor shall maintain the following insurance policies during the Term of this Agreement:

General Liability

Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. Contractor's general liability policies shall be primary and shall not seek contribution from the Town's coverage, and be endorsed using Insurance Services Office form CG 20 10 to provide that Town and its officers, officials, employees, and agents shall be additional insureds under such policies.

Workers' Compensation

Contractor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Contractor shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

Cyber Liability Insurance

Contractor must carry Cyber Liability Insurance with limits not less than \$1,000,000 per claim. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties, as well as credit monitoring expenses with limits sufficient to respond to these obligations. The policy shall provide that the City and its officers, officials, employees, and agents shall be additional insureds, and the policy shall be primary and non-contributory.

29. Authority. With the intent to be legally bound, each of the undersigned hereby covenants and acknowledges that he or she (a) has read each of the terms set forth herein, (b) has the authority to execute this Agreement and each initialed Addendum for such person or entity, and (c) expressly consents and agrees that the entity upon behalf of which the undersigned is acting shall be bound by all terms and conditions contained herein.



IN WITNESS WHEREOF, the Parties have caused this Master Services Agreement to be signed by their duly authorized representatives and given effect as of the "Effective Date" below.

"Client"

PORTOLA VALLEY

Signature: _____

Name: _____

Title: _____

Date: _____

"Contractor"

VISION TECHNOLOGY SOLUTIONS, LLC, DBA VISION
INTERNET PROVIDERS

Signature:  _____

Name: David M. Nachman

Title: General Manager

Date: 9/6/18 _____

Addendums:

- A Final Scope of Work and Cost
- B visionLive™ Editions



Addendum A

FINAL SCOPE OF WORK & COST

<u>Graphic Design</u>		
<u>SERVICE</u>	<u>QTY</u>	<u>COST</u>
BASIC REDESIGN CREDIT Client understands and agrees that completion of website design services provided herein fulfills contractor's obligation to deliver a basic graphic redesign of the website pursuant to the visionLive Subscription Services Terms and Conditions.	1	(\$8,000.00)
GRAPHIC REDESIGN - SINGLE DESIGN CONCEPT Includes a basic redesign of your website: <ul style="list-style-type: none"> • Select a new wireframe (layout) based on Vision's best practice library • Graphic design with one preliminary concept and two rounds of revisions • No changes to your top-level navigation or sitemap are included 	1	\$8,000.00

<u>Development & Training</u>		
<u>SERVICE</u>	<u>QTY</u>	<u>COST</u>
WEB-BASED TRAINING - ADDITIONAL DAY <ul style="list-style-type: none"> • Includes an additional day of web-based CMS User Training 	1	\$1,000.00

<u>Software</u>		
<u>vLive Edition</u>	<u>QTY</u>	<u>COST</u>
vLIVE PLUS EDITION	1	See 5 Year Total Cost Summary for details



<u>Selected vLive Components</u>		
	<u>QTY</u>	<u>COST</u>
SITEMAP CONSULTATION • Creation of new sitemap • New Navigational Structure	1	\$535.00
<u>Total Project Fees</u>		<u>\$1,535.00</u>



5 Year Total Cost Summary	
Year 1 (2018 to 2019)	
Included Professional Services	\$1,535.00
1 st Year of: vLive Plus Edition to commence upon contract execution	\$9,200.00
Year 2 (2019 to 2020)	
2 nd Year of: vLive Plus Edition	\$9,522.00
Year 3 (2020 to 2021)	
3 rd Year of: vLive Plus Edition	\$9,855.00
Year 4 (2021 to 2022)	
4 th Year of: vLive Plus Edition	\$10,200.00
Year 5 (2022 to 2023)	
5 th Year of: vLive Plus Edition	\$10,557.00
5 Year Total	\$50,870.00



Addendum B

visionLive ^{cloud} editions	Standard Edition	Plus Edition
Annual Price	\$7,100	\$9,200
visionLive™ Functionality		
Site Administration & Security		
Advanced WYSIWYG Editor	✓	✓
In-page Editing	✓	✓
User Management & Security	✓	✓
Navigation Management	✓	✓
Accessibility Features	✓	✓
visionMobile Designer	✓	✓
Approval Cycle *	✓	✓
Mega Menu Designer		✓
PDF Converter		✓
Extranet (Password Protected External Content)	✓	✓
User Experience & Interactivity		
Calendar	✓	✓
FAQs	✓	✓
Facility Directory	✓	✓
Staff Directory	✓	✓
Service Directory	✓	✓
Google Translation	✓	✓
Online Form Builder	✓	✓
News Postings	✓	✓
Job Posts	✓	✓
Facilities/Events Registration	✓	✓

* Requires an implementation fee



visionLive editions	Standard Edition	Plus Edition
Online Polling	✓	✓
Citizen Request Management Tool	✓	✓
Business Directory	✓	✓
RFP Posts	✓	✓
Online Payments	✓	✓
visionSearch	✓	✓
Job Application Manager		✓
Unlimited Subsite Builder		✓
Outreach, Media & Social Networking		
eNotification Tool	✓	✓
Emergency Alerts	✓	✓
RSS Feeds	✓	✓
Facebook & Twitter Feed Readers	✓	✓
Audio & Video Embedding	✓	✓
Photo Gallery & Slide Show	✓	✓
visionSocial	✓	✓
Streaming Video Center	✓	✓
Developer Features		
Import/Export	✓	✓
APIs	✓	✓
Sandbox Test Environment		✓



visionLive editions		Standard Edition	Plus Edition
Hosting			
	State of the Art 3rd Party Datacenter (SSAE 16 Type 2 Certified)	✓	✓
	Full Hardware Redundancy	✓	✓
	Redundant Generator Backup	✓	✓
	Daily Data Backups	✓	✓
	Intrusion Protection	✓	✓
	24/7 Monitoring	✓	✓
	99.9% Uptime Guarantee	✓	✓
	State of the Art 3rd Party DDoS Mitigation Service	✓	✓
	Disaster Recovery Facility with On-going Data Replication	✓	✓
	Storage	50 GB	250 GB
Support and On-going Services			
	Site Improvement Credits (annual)	Up to 10 Hours	Up to 20 Hours
	Dedicated Account Manager	✓	✓
	Health Checks (Account Review)	Annual	Semi-Annual
	Site Analytics Report	Annual	Semi-Annual
	Graphics Site Audit	Annual	Semi-Annual
	Training & Best Practice Webinars	✓	✓
	Access to On-Demand Training Library	✓	✓
	On-going New User Training (Via WebEx)	✓	✓
	Monthly Office Hours (Via WebEx)	✓	✓

* Unused Site Improvement Credits can be rolled over from year to year during the initial term of your customer agreement.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: September 12th, 2018

RE: “Diesel Free by ‘33” support

RECOMMENDATION

Staff requests that the Town Council review support of the “Diesel Free by ‘33” effort.

BACKGROUND

“Diesel Free by ‘33” is an effort launched by the Bay Area Air Quality Management District (BAAQMD) established to “reduce diesel emissions in local communities throughout California and beyond”. This effort is part of the larger set of objectives laid out in Plan Bay Area 2040 and complements that document on initiatives related to climate protection and healthy and safe communities.

The “Diesel Free by ‘33” effort is a result of the BAAQMD responding to the Governor Brown’s Climate Summit by proposing an affiliated event at the Summit on this topic on September 12th.

DISCUSSION

The Air District is currently seeking commitments to sign on to the Diesel Free by ‘33 Statement of Purpose which joins signers together on a path to reduce and eliminate diesel emissions by ‘33 and embark on a collaborative process to share solutions and ideas. The Air District is developing a website where interested parties can review the Statement of Purpose, get additional information, and sign electronically.

The Statement of Purpose would be expressing their intent to:

1. Collaborate and coordinate on ordinances, policies, and procurement practices that will reduce diesel emissions to zero within their jurisdictions, communities or companies;
2. Share and promote effective financing mechanisms domestically and internationally to the extent feasible that allow for the purchase of zero emissions equipment;
3. Share information and assessments regarding zero emissions technology;
4. Build capacity for action and technology adaptation through technology transfer and sharing expertise;
5. Use policies and incentives that assist the private sector as it moves to diesel-free fleets and buildings; and

6. Periodic reporting to all signers of progress towards the zero-diesel emissions goal.

Staff is seeking input from the Council on whether to sign the Statement of Purpose.

FISCAL IMPACT

None at this time.

ATTACHMENT

1. Signatories to the Statement of Purpose

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "JDennis", is positioned to the right of the "Approved by" text.

Signatories



Signees

The following community leaders have already signed the pledge.

Name	Title	Jurisdiction / Industry	Signature Status
Kevin Anderson	ECO2school Program Coordinator	Center for Climate Protection	Signature Status (PD)
David Rubenstein	President / CEO	California Ethanol & Power, LLC	Signature Status (PD)

Peggy McQuaid	Mayor	City of Albany	Sign State (PD)
Doug Kim	Mayor	City of Belmont	Sign State (PD)
Irene Borba	Director of Plannign & Building	City of Belvedere	Sign State (PD)
Elizabeth Patterson	Mayor	City of Benicia	Sign State (PD)
Jesse Arreguin	Mayor	City of Berkeley	Sign State (PD)
Karen Rarey	City Council Member	City of Brentwood	Sign State (PD)
Darcy Paul	Mayor	City of Cupertino	Sign State (PD)
Rod Sinks	Vice Mayor	City of Cupertino	Sign State (PD)
Savita Vaidhyanathan	Councilmember	City of Cupertino	Sign State (PD)
Darcy Paul, Rod G. Sinks, Savita Vaidhyanathan, Barry Chang, and Steven Scharf	City Council	City of Cupertino	Sign State (PD)

Gabriel Quinto	Mayor	City of El Cerrito	Sign State (PD)
Paul Fadelli	City Councilmember	City of El Cerrito	Sign State (PD)
John Bauters	Mayor	City of Emeryville	Sign State (PD)
Sam Hindi	Mayor	City of Foster City	Sign State (PD)
Jeff Moneda	City Manager	City of Foster City	Sign State (PD)
Lily Mei	Mayor	City of Fremont	Sign State (PD)
Steve Tate	Mayor	City of Morgan Hill	Sign State (PD)
Michael Fossati	Senior Planner	City of Milpitas	Sign State (PD)
Larry Carr	Council Member	City of Morgan Hill	Sign State (PD)
Lenny Siegel	Mayor	City of Mountain View	Sign State (PD)

Alan Nagy	Mayor	City of Newark	Sign State (PD)
Russ Thompson	Public Works Director	City of Novato	Sign State (PD)
Libby Schaaf	Mayor	City of Oakland	Sign State (PD)
David Glass	Mayor	City of Petaluma	Sign State (PD)
Teresa Barrett	Councilmember	City of Petaluma	Sign State (PD)
Tom Butt	Mayor	City of Richmond	Sign State (PD)
Alan Galbraith	Mayor	City of Saint Helena	Sign State (PD)
Sam Liccardo	Mayor	City of San Jose	Sign State (PD)
Pauline Cutter	Mayor	City of San Leandro	Sign State (PD)
Bill Clarkson	Mayor	City of San Ramon	Sign State (PD)

Philip O'Loane	Vice Mayor	City of San Ramon	Sign State (PD)
David Hudson	City Council Member and Chair of the BAAQMD Board of Directors	City of San Ramon	Sign State (PD)
Scott Perkins	City Council Member	City of San Ramon	Sign State (PD)
Harry Sachs	City Council Member	City of San Ramon	Sign State (PD)
Aparna Madireddi	City Council Candidate, 2018	City of San Ramon	Sign State (PD)
Lisa Gillmor	Mayor	City of Santa Clara	Sign State (PD)
Pam O'Connor	Councilmember	City of Santa Monica	Sign State (PD)
Mike Futrell	City Manager	City of South San Francisco	Sign State (PD)
Liza Normandy, Karyl Matsumoto, Mark Addiego, Rich Garbarino, and Pradeep Gupta	City Council	City of South San Francisco	Sign State (PD)
Pete Sanchez	Mayor	City of Suisun City	Sign State (PD)

Glenn Hendricks	Mayor	City of Sunnyvale	Sign State (PD)
Carol Dutra-Vernaci	Mayor	City of Union City	Sign State (PD)
Candace Andersen	Supervisor	Contra Costa County	Sign State (PD)
Diane Burgis	Supervisor	Contra Costa County	Sign State (PD)
John Gioia	Supervisor	Contra Costa County	Sign State (PD)
Federal Glover	Supervisor	Contra Costa County	Sign State (PD)
Karen Mitchoff	Supervisor	Contra Costa County	Sign State (PD)
Karen Mitchoff, John Gioia, Diane Burgis, Candace Andersen, and Federal Glover	Board of Supervisors	Contra Costa County	Sign State (PD)
David Pine, Carole Groom, Don Horsley, Warren Slocum, and David J. Canepa	Board of Supervisors	County of San Mateo	Sign State (PD)
Ann Marie Johnson	Board of Directors	Dublin San Ramon Services District	Sign State (PD)

Name: Susan Gorin, David Rabbitt, Shirlee Zane, Lynda Hopkins, and James Gore	Board of Supervisors	County of Sonoma	Sign State <small>(PD)</small>
Jake Mackenzie	Chair	Metropolitan Transportation Commission	Sign State <small>(PD)</small>
Eli Lipmen	Director of Programming	Move LA	Sign State <small>(PD)</small>
Mike Harrigan	Program Manager	Prospect Silicon Valley	Sign State <small>(PD)</small>
Mike Mielke	Senior Vice President	Silicon Valley / SVLG	Sign State <small>(PD)</small>
Jim Cunneen	Former State Assemblyman	State of California representing Santa Clara County	Sign State <small>(PD)</small>
Peter Lacques	Mayor	Town of Fairfax	Sign State <small>(PD)</small>
John Richards	Mayor	Town of Portola Valley	Sign State <small>(PD)</small>
Sabina Zafar	Senior Director	General Electric	Sign State <small>(PD)</small>
Bruce Okrepkie, Dominic Foppoli, Debora Fudge, Mark Millan, and Sam Salmon	Town Council	Town of Windsor	Sign State <small>(PD)</small>



Bay Area Air Quality Management District

375 Beale Street, Suite 600

San Francisco, CA 94105

415.749.4900

www.baaqmd.gov



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#8

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

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Thursday – August 23, 2018

1. Agenda (Action) – Town Council – Wednesday, August 22, 2018
2. Agenda – Cable & Utilities Undergrounding Committee – Friday, August 24, 2018
3. Agenda – Architectural & Site Control Commission – Monday, August 27, 2018
4. Agenda – Conservation Committee – Tuesday, August 28, 2018
5. Notice of Town Hall Closure – Wednesday, August 29, 2018 for a Staff Development Day
6. Peninsula Division 2018-19 Executive Committee Officers Ballot

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

1. Invitation from Guardians of Nature – 2018 Benefit for the Loma Prieta Chapter – Friday, October 5, 2018 – Honoring Supervisor Joe Simitian



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

ACTION AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

Mayor Richards absent

ORAL COMMUNICATIONS

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

None

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

Approved 3-0-1 Vice Mayor Wengert abstained

2. **Approval of Warrant List** – August 22, 2018
3. **Recommendation by Town Manager** – Letter of Support for Save the Bay

Items 2 & 3 Approved 4-0

REGULAR AGENDA

STUDY SESSION

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

Council requested staff return with a twenty-year modeling with projected revenue & expenditures. Arterial roads to be a priority with project review.

STAFF REPORTS AND RECOMMENDATIONS

5. **Recommendation by Town Manager** - Review and Authorize 2018-19 Budget Amendment to Appropriate/ Re-Appropriate Funds

Approved 4-0

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
 - (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. _)

Approved as Amended 4-0. Second Reading scheduled for the September 12 Council Agenda

7. **Report by Town Clerk** – Consideration of Options for the November 2018 Election
 - (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. 2782-2018)

Approved – Councilmembers Derwin and Richards 4-0 / Councilmember Hughes 3-0-1 Hughes abstained

8. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

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

Councilmember Hughes -

Attended the August 13 ASCC meeting, preliminary review of a new project on Santa Maria.

Councilmember Derwin -

Attended a new entity being created – “The Foundation for San Mateo County Libraries” to help libraries in the system who do not have the bandwidth to fundraise. She was invited to the “RHNA Credit Sharing Work Group.” Attended a San Mateo Countywide Water Coordination Committee meeting. Staff and Councilmember Derwin attended a Cal Water meeting to make a case for piloting a smart water meter program. Attended the opening of the new library in Half Moon Bay. Attended the August 20 Sustainability & Environmental Resources Committee meeting and the August 22nd C/CAG Finance Committee meeting.

Councilmember Aalfs -

Attended the August 21 Trails & Paths Committee meeting and discussed a possible PCE rate change.

Vice Mayor Wengert -

None to report as she was out of town.

9. TOWN MANAGER REPORT

Town Manager Dennis reported on the three burglaries that took place over the weekend and the additional patrol being provided by the Sheriff’s Office. The Portola Valley School District, Woodside Priory, and the Town will share the cost of a crossing guard in two locations; Portola and Brookside in the AM and Portola and Alpine in the PM. The Finance Committee is scheduling an upcoming meeting to discuss a few items including looking into banking options for the town. There will be an all committee meeting in October. Town Hall will be closed Wednesday, February 29 for a staff development day, focusing on communications. He is soon to schedule a meet and greet with the community for new Planning Director and Finance Director. He is talking with the Fire District to better coordinate development issues. Due to lack of a quorum, the ADU study session with the Planning Commission scheduled for September 19 will be rescheduled to a special meeting within the same timeframe.

WRITTEN COMMUNICATIONS

10. Town Council Digest – August 9, 2018 - *None*

11. Town Council Digest – August 16, 2018 - *#4 Town Manager noted this item will come before Council at its September 12 meeting*

ADJOURNMENT: 9:40 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
Cable & Undergrounding Committee
Friday, August 24, 2018 – 8:30 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Communications from Members of the Public
3. Minutes: Approval of February 2018 minutes
4. Old Business
 - Status of Rule 20A project.dispute with PG&E
5. New Business
 - Next level fiber internet discussion
6. Adjournment:

The Committee meets on an as-needed basis. Therefore, there is no scheduled next meeting.



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)
 Monday, August 27, 2018
 7:00 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

SPECIAL ASCC FIELD MEETING

3:30 PM 385 Westridge Drive – Preliminary Architectural Review and Site Development Permit for a New Two-Story Residence, Detached Garage, Gym, Pool, Garden Shed, Removal of Significant Trees, Landscaping and associated improvements

4:15 PM 425 Cervantes Road – Preliminary Architectural Review and Site Development Permit for a New Two-Story Residence with Attached Garage, a Pool and Pool Pavilion, a Pool Bathroom, an Accessory Dwelling Unit, removal of Significant Trees and New Landscaping

5:00 PM 160 Fawn – Preliminary Architectural and Site Development Review 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.

NEW BUSINESS

1. Preliminary Architectural Review and Site Development Permit for a New Two-Story Residence, Detached Garage, Gym, Pool, Garden Shed, Removal of Significant Trees, Landscaping and associated improvements, 385 Westridge Road, Tom Linebarger and Michele Janin Residence, File # PLN_ARCH 14-2018 (C. Richardson)
2. Preliminary Architectural Review and Site Development Permit for a New Two-Story Residence with Attached Garage, a Pool and Pool Pavilion, a Pool Bathroom, an Accessory Dwelling Unit, removal of Significant Trees and New Landscaping, 425 Cervantes, Holmstrom Residence, File # PLN_ARCH 09-2018 (C. Richardson)
3. Architectural Review for an Addition and Remodel, 267 Corte Madera Road, Miller Residence, File # PLN_ARCH 12-2018 (A. Cassidy)
4. Preliminary Architectural and Site Development Review for a New Residence, Removal of Significant Trees, and Landscaping, 160 Fawn Lane, Holliday Residence, File # PLN_ARCH 4-2018 (A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

5. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

6. ASCC Meeting of August 13, 2018

ADJOURNMENT

AVAILABILITY OF INFORMATION

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

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

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

PUBLIC HEARINGS

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



**TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, August 28, 2018 –7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

REGULAR MEETING AGENDA

1. Call Meeting to Order
2. Introduction of new Planning Director – Laura Russell
3. Oral Communications
4. Approval of July 24, 2018, minutes
5. Current Site Visits:
6. Tree Permits:
7. Old Business
 - A. Oversight of Significant Town Owned Open Space properties – updates.
Clarification – Guiding Principles vs Oversight Reports with Management Plans
 1. Springdown Preserve
 1. Comprehensive care calendar
 - a. Photo documentation - Plunder
 2. Management Plan/Request for Funds
 - a. Current status of funding
 3. Monarch butterfly habitat
 2. Frog Pond – last report April '18
 1. Ad-Hoc Committee on Guiding Principles
 3. Ford Field – revised
 1. Open Space comments pending
 4. Town Center – last report April '18
 5. Rossotti's Field and ROW revised
 1. Open Space comments pending
 6. Triangle Park
 - B. Intermediate Properties analysis and recommendations. Assign – Appendix A
 - C. Tip of the Month - Magill
 - D. What's blooming now – Plunder
 - E. Kudos of the Month - Murphy
 - F. BYH – De Staebler
 1. Walden
 - G. Committee/Town cooperation
 1. Public Works - Murphy
 2. Sustainability and Environmental Resources Committee - Murphy
 3. Trails - Bourne
 4. Open Space - Chiariello
 - H. Rodenticide
 1. Turn in Day October 13
 1. Table
 2. Collect nasty stuff – SM County

3. PR
4. Greenwaste participation

- I. Town Picnic/Celebration of 10th Anniversary Town Center
 1. Organize Poppy planting
 2. Tour of Town Center plantings
 3. Table minimal focused on Town Center
8. New Business
9. Adjournment
10. Next meeting 9/25/18, 7:30 pm, Old Schoolhouse

Appendix A

INTERMEDIATE PARCELS:

The remaining parcels on the list warrant more than benign neglect, but do not need as much attention as Most Important group.

Because they are so different one from another, each will need an individualized oversight and maintenance plan. Thereafter, these should have a review every few years and suggestions for remediation or maintenance made as needed.

We anticipate having action plans for these parcels in time for 2019 – 20 FY.

- Triangle Park (has no number),
- #26 Blue Oaks/Los Trancos Neighborhood pond.
- #32 Dengler.
- #33 Shady Trail parklet.
- Roadside strips
 - #12, 24 and 29) long Alpine Road strip along ROW
 - #27 long strip along Los Trancos Road along ROW
 - #30 740 sq ft on Cima Way along ROW

The roadside strips should be treated as ROW and maintained as such with appropriate mowing and perhaps wildflower seeding.



PORTOLA VALLEY TOWN HALL

Will Be Closed:
Wednesday, August 29th, 2018

For:
STAFF DEVELOPMENT

Town Hall will be re-open on
Thursday, August 30th, 2018

In Case of Emergency: Call 9-1-1



August 22, 2018

**PENINSULA DIVISION
MEMBER CITIES**

AHERTON
 BELMONT
 BRISBANE
 BURLINGAME
 CAMPBELL
 COLMA
 CUPERTINO
 DALY CITY
 EAST PALO ALTO
 FOSTER CITY
 GILROY
 HALF MOON BAY
 HILLSBOROUGH
 LOS ALTOS
 LOS ALTOS HILLS
 LOS GATOS
 MENLO PARK
 MILLBRAE
 MILPITAS
 MONTE SERENO
 MORGAN HILL
 MOUNTAIN VIEW
 PACIFICA
 PALO ALTO
 PORTOLA VALLEY
 REDWOOD CITY
 SAN BRUNO
 SAN CARLOS
 SAN FRANCISCO
 SAN JOSE
 SAN MATEO
 SANTA CLARA
 SARATOGA
 SOUTH SAN FRANCISCO
 SUNNYVALE
 WOODSIDE

DIVISION OFFICERS

PRESIDENT
 EMILY LO, SARATOGA

VICE PRESIDENT
 LARRY MOODY
 EAST PALO ALTO

TREASURER
 CHARLES STONE
 BELMONT

SECRETARY
 SHELLY MASUR
 REDWOOD CITY

DIRECTOR
 LIZ KNISS
 PALO ALTO

AT LARGE
 EMILY BEACH
 BURLINGAME

MARICO SAYOC
 LOS GATOS

**LEGISLATIVE ACTION
COMMITTEE**
 CORY WOLBACH
 PALO ALTO

STAFF LIAISON
 SETH MILLER
 REGIONAL MANAGER
 EMAIL: SMILLER@CACITIES

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

The Peninsula Division Nominating Committee – Emily Lo, Division President and Councilmember from Saratoga and Alicia Aguirre, Division Past President and Councilmember from Redwood City – submit the enclosed the 2018-19 Peninsula Division Executive Committee Officers Ballot for you to complete. **Each city is entitled to one vote for each office on the ballot.**

As the enclosed ballot reveals, the Officer positions for year's election are all uncontested, but your vote matters so please submit your completed form right away. The formal swearing-in of the Executive Committee of the Peninsula Division of the League of California Cities will take place on Friday, September 14th, 2018 at the Division's Annual Election Breakfast during the League of California Cities' Annual Conference in Long Beach and you are welcome to attend!

Ballots should be mailed back to Seth Miller in the enclosed envelope by Friday, September 7th or can be delivered in person at the Annual Peninsula Division Breakfast on Thursday, September 14th. All ballots will be opened and tabulated at the Annual Election Breakfast meeting in Long Beach and the new officers will be introduced on September 14, 2018.

If you have any questions regarding the election, I can be reached by email at SMiller@cacities.org or by phone at (415) 595-8629. Thank you for your consideration and participation.

Sincerely,

Seth Miller
 Public Affairs Manger
 Peninsula Division, League of California Cities

Larry Moody, Councilmember, East Palo Alto**Statement of Intent to Serve**

It is my privilege to serve the thirty-six cities that make-up the Peninsula Division of the League of California Cities. My wife Lisa and our four sons have benefited greatly from the vibrant diversity of our community. As President, I welcome member cities from throughout the Division to join me in working together to improve the quality of life for all residents. Thank you for your support!

Bio

Larry Moody was appointed by the City of East Palo Alto to the Board of Directors of the Bay Area Water Supply and Conservation Agency in April of 2016. Mr. Moody was elected to the City Council in 2012 and was appointed as Vice-Mayor in 2015. He serves on the Council Ad Hoc Committees for Education, Housing, and Infrastructure, and is actively involved with the League of California Cities where he serves on the Community Services Policy Committee, and was a member of the Housing Community and Economic Development. Mr. Moody is currently serving on the Peninsula League Executive Committee, and the San Mateo County Task Force on Jobs and Housing. Mr. Moody was a member of the Ravenswood City School Board from 2006 - 2010. Mr. Moody is married with four adult sons. He is a Veteran of the United States Air Force.

**Cory Wolbach, Councilmember, Palo Alto****Statement of Intent to Serve**

I would be honored to serve as Vice-President of the League of CA Cities Peninsula Division. Over the past year, I have served as chair of the Peninsula Division Legislative Action Committee (LAC) and testified on behalf of the League and the Peninsula Division in Sacramento on housing legislation and lead District Meetings with legislators from San Francisco, San Mateo and San Jose. For the past two years, I have also served on the League's Public Safety Committee. I helped establish the Peninsula Division LAC and hope we can become an increasingly effective mechanism for promoting Peninsula values and protecting Peninsula interests moving forward.

Bio

Cory was elected to the Palo Alto City Council in 2014 and has introduced legislative initiatives regarding neighborhood engagement & town halls; secondary dwelling units; surveillance technology transparency; minimum wage; support for Youth Community Services; protecting an inclusive and diverse community; updating zoning to encourage affordable and transit-oriented housing; and renter protections. As a consultant, he has worked with the San Mateo County Transit District on community outreach efforts. As a former staff member for State Senator Jerry Hill, Cory worked with Peninsula cities, school districts, and community groups. He earned a B.A. in Political Science/International Relations from University of California San Diego. Cory grew up in Palo Alto and has also lived in Menlo Park, Mountain View and San Jose.



Application for the Position of: **TREASURER****Shelly Masur, Councilmember, Redwood City****Statement of Intent to Serve**

I have served on the Executive Board of the Peninsula Division of the League of California Cities for the past two years, first San Mateo County At-Large and the past year as Secretary. I also serve on several regional boards and on two League policy committees. I look forward to the opportunity to continue to serve the Peninsula Division of the League in the coming year as its treasurer.

**Bio**

Shelly Masur is a Redwood City Councilmember first elected in 2015. She is a former school board member in the Redwood City School District in San Mateo County where she served for 10 years. Shelly serves on the council's communications committee, the finance and audit committee and on Redwood City 2020. She is on the Executive Board of the Peninsula Division of the CA League of Cities and serves on the California League of Cities Community Services Committee as well as the Governance, Transparency and Labor Relations Policy Committee. Regionally Shelly is on the Congestion Management Environmental Quality, Airport Land Use and Legislative Committees of the City County Association of Governments.

Shelly is the CEO of Californians Dedicated to Education Foundation. She is a recognized leader in the education community having been named in 2013 one of the "100 Women of Influence" by the Silicon Valley Business Journal for her work in education. Shelly holds a Master's Degree on Public Health and lives in Redwood City with her husband, two high school-aged sons and three dogs. She texts regularly with her college-aged daughter.

Application for the Position of: **SECRETARY****Marico Sayoc, Councilmember, Los Gatos****Statement of Intent to Serve**

This past year, I have enjoyed working with the Peninsula Division of the League of California Cities as the Santa Clara County Representative. I appreciate the coordination we have built at a local level and value the partnerships we have built on a regional level. The issues facing the Bay Area, such as housing, traffic and sustainability, require regional solutions that the League can foster and implement. It is my hope to continue serving the League of Cities, Peninsula Division as the Secretary for the upcoming year.

**Bio**

Marico Sayoc is a Los Gatos Councilmember first elected in 2014. As Mayor, Marico helped to enact a public forward thinking, fiscally responsible, environmentally sustainable public policies. While serving on the Planning Commission she worked to optimize governmental processes and negotiate solutions to conflicting land use objectives. She currently is the Director of Development, Impact and Strategic Initiatives for *The Unity Care Group* in San Jose. Previously, she worked for the *Natural Resources Defense Council* and the *U. S. Environmental Protection Agency*. She holds a Masters Degree in Environmental Management from Duke University and a BA from UC Berkeley.

Emily Beach, Councilmember, Burlingame**Statement of Intent to Serve**

Thank you for the opportunity to serve this past year as the San Mateo At-Large Board Member of the Peninsula Division Executive Committee. I admire and appreciate the League's advocacy work and I recognize how important it is for Councilmembers to participate in Sacramento's legislative process by advocating collectively through the League of California Cities. I've found my time on the Executive Board both meaningful and educational. With your support, I hope to continue my service on the Peninsula Division's Executive Board in 2019.

**Bio**

Emily Beach was elected to Burlingame City Council in 2015. She believes local government must be effective, responsive, and sensible – and its representatives must consider every decision's long-term impact. Her top priorities include quality city services, transparency, community engagement, and fiscal responsibility.

Emily's professional experience spans nonprofit, public, and private sectors. After graduating from the University of Notre Dame on a ROTC scholarship, she served as a U.S. Army officer in Saudi Arabia, South Korea, and Texas. Emily has also worked as a business executive in Silicon Valley before re-inventing herself as a stay-at-home mom and active community volunteer. Emily lives in Burlingame with her husband and two children, both of whom attend Burlingame public schools. The Beach Family enjoys biking together, camping, hiking, visiting national parks, and following college football. Emily is an accomplished musician and enjoys playing guitar, performing, and songwriting in her free time.

Charles "Chappie" Jones, Councilmember, San Jose**Statement of Intent to Serve****Bio**

Councilmember Jones (a.k.a. Chappie) was elected to the San José City Council in November of 2014. He represents City Council District 1, the region of West San José (west of Hwy. 17 & 880) that borders the cities of Campbell, Cupertino, Santa Clara and Saratoga. Prior to his election, Chappie worked in the private sector where he held sales management positions with Apple, AT&T and Cornerstone Consulting and Technology. Chappie has a Bachelor's Degree in Economics from UC Davis and a MBA from the Haas School of Business. Chappie has been married for over 20 years to Kelli Jones, a high tech sales and marketing consultant. Together they have two grown children and live in the Murdock neighborhood of District 1.



Nancy Smith, Councilmember, Sunnyvale

Statement of Intent to Serve

I have served on both the League’s Housing, Community and Economic Development and as a member of the Women’s Caucus Board. Applying for a position as a Peninsula Division Board member is a natural next step to help the League fulfill its goals. I was recently appointed to both the Silicon Valley Clean Energy Legislative Action Committee and Executive Committee. I also am a proud Sponsor for BUILD 25, an effort launched by the California Native Garden Society to build 25 regenerative, organic agricultural gardens in Santa Clara County by 2025. It recently was selected as one of top projects in the Sunnyvale Open IDEO climate action process. For many years, I’ve served on non-profit boards in various roles (except treasurer). It would be honored if selected to serve on the leadership of the League’s Peninsula Division.



Bio

Nancy Smith works as a program manager where she oversees IT budgets at NVIDIA Corp, the world leader in visual computing technologies. She has served on nonprofit boards and eventually shifted her focus to serving the community on boards and commissions. During her term as chair of the Santa Clara County Water District Environmental and Water Resources Committee, she set up an innovative system of independent working groups to enable commissioners to explore policy issues and community concerns.

Charles Stone, Councilmember, Belmont

Statement of Intent to Serve

It has been a pleasure to serve as a member of the Peninsula Division’s Executive Board for the past two years. I have enjoyed meeting with the Bay Area legislative delegation in Sacramento and forming the Legislative Action Committee to better represent the values and policy priorities of our region. It would be an honor to serve as the San Mateo Legislative Action Committee representative in 2018-19.



Bio

Charles Stone grew up in San Mateo County and attended UC San Diego ('97) and Santa Clara University School of Law ('02.) He began his career as a litigator with the Roger, Scott & Helmer. After moving his family from San Mateo to Belmont in 2004, Charles became active as a volunteer in the public school community and youth sports. In 2013, Charles was elected to the Belmont City Council. He was appointed to the San Mateo County Transit District Board of Directors in December, 2013 and currently serves as the Board’s Finance Committee Chair. In addition, Charles serves as a Governing Member of the San Mateo County Library JPA, a Board Member on the South Bay Waste Management Agency (“ReThink Waste,”), a member of the Congestion Management and Environmental Quality sub-committee of C/CAG, and as Belmont's representative for the San Mateo County Jobs/Housing Imbalance Task Force. He currently serves on the Peninsula Clean Energy ("PCE") JPA Board.

Alicia Aguirre, Councilmember, Redwood City**Statement of Intent to Serve**

I have served on the Redwood City Council since January 2005. Since then I have been involved and participated with the League in various capacities. I have attended Lobby Days with my colleagues from the Peninsula. I attend the League's Annual Conference every year. I am also the past President of the Latino Caucus of the League. The Peninsula Division is a very important and influential organization that brings together Mayors and Council Members together to address the issues and concerns of particular importance to this region. I would be honored to serve as the Director of the Board of the Peninsula Division of the League.

**Bio**

Alicia is a former Mayor of the City of Redwood City and a serving member of the City Council. She is the first Latina/o Mayor in the history of Redwood City. She was first appointed in January, 2005 and was elected in November, 2005, 2007, 2011, and 2015. She also served as a Trustee and the President of the Redwood City Elementary School Board. As an active community member, she has served on numerous community boards in San Mateo County and the State of California.

Emily Lo, Mayor, Saratoga**Statement of Intent to Serve**

I have had the honor to serve as the President of the Peninsula Division of League of Cities for the past year. I will continue to support the League (and its members) in legislative advocacy through education, outreach, collaboration and civic engagement as Past President throughout the duration of my term on the Saratoga City Council.

Bio

I have served as Chair of Santa Clara County Library JPA, Board Member of Santa Clara County Cities Association, Santa Clara County Water District Commissioner, as well as member of the League's Community Services Policy Committee. On the local level, I serve on the Board of Trustee of Hakone Foundation, and was President of Saratoga Chamber of Commerce prior to serving on the City Council.





**PENINSULA DIVISION
MEMBER CITIES**

- ATHERTON
- BELMONT
- BRISBANE
- BURLINGAME
- CAMPBELL
- COLMA
- CUPERTINO
- DALY CITY
- EAST PALO ALTO
- FOSTER CITY
- GILROY
- HALF MOON BAY
- HILLSBOROUGH
- LOS ALTOS
- LOS ALTOS HILLS
- LOS GATOS
- MENLO PARK
- MILLBRAE
- MILPITAS
- MONTE SERENO
- MORGAN HILL
- MOUNTAIN VIEW
- PACIFICA
- PALO ALTO
- PORTOLA VALLEY
- REDWOOD CITY
- SAN BRUNO
- SAN CARLOS
- SAN FRANCISCO
- SAN JOSE
- SAN MATEO
- SANTA CLARA
- SARATOGA
- SOUTH SAN FRANCISCO
- SUNNYVALE
- WOODSIDE

DIVISION OFFICERS

PRESIDENT
EMILY LO, SARATOGA

VICE PRESIDENT
LARRY MOODY
EAST PALO ALTO

SECRETARY
CHARLES STONE
BELMONT

TREASURER
SHELLY MASUR
REDWOOD CITY

DIRECTOR
LIZ KNISS
PALO ALTO

AT LARGE
EMILY BEACH
BURLINGAME

MARICO SAYOC
LOS GATOS

**LEGISLATIVE ACTION
COMMITTEE**
CORY WOLBACH
PALO ALTO

STAFF LIAISON
SETH MILLER
REGIONAL MANAGER
EMAIL: SMILLER@CACITIES

**Peninsula Division 2018-19 Executive Committee
Officers Ballot**

City of Portola Valley:

Please return to the Peninsula Division c/o Seth Miller, 450 Taraval Street, PMB #236, San Francisco, CA 94116 by September 8 or deliver in person at the Annual Election Breakfast on September 14th at the League Annual Conference in Long Beach.

President

Larry Moody, Councilmember, East Palo Alto Yes___

Vice President

Cory Wolbach, Councilmember, Palo Alto Yes___

Treasurer

Shelly Masur, Councilmember, Redwood City Yes___

Secretary

Marico Sayoc, Councilmember, Los Gatos Yes___

Board Director (Two Year Term)

Alicia Aguirre, Councilmember, Redwood City Yes___

San Mateo County Representative

Emily Beach, Councilmember, Burlingame Yes___

Santa Clara County Representative

Charles "Chappie" Jones, Councilmember, San Jose Yes___

Legislative Action Committee, Santa Clara

Nancy Smith, Councilmember, Sunnyvale Yes___

Legislative Action Committee, San Mateo

Charles Stone, Councilmember, Belmont Yes___

Past President

Emily Lo, Councilmember, Saratoga Yes___

TOWN COUNCIL WEEKLY DIGEST

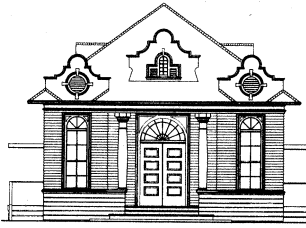
Thursday – August 30, 2018

1. Agenda (Cancellation) – Parks & Recreation Committee – Monday, September 3, 2018
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, September 5, 2018
3. Agenda – Planning Commission – Wednesday, September 5, 2018
4. Notice of Town Hall Closure – In observance of Labor Day – Monday, September 3, 2018
5. [Newsletter – San Mateo County “Home for All” – August Update](#)
6. Invitation to Climate Event on United Against GHGs: Diesel Free by '33 – Wednesday, September 12, 2018

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. None



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, September 3, 2018 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

PARKS & RECREATION COMMITTEE
MEETING CANCELLATION NOTICE

The regular meeting of the
Parks & Recreation Committee scheduled for
Monday, September 3, 2018 has been canceled

The next regularly scheduled meeting is
Monday, October 1, 2018



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, September 5, 2018 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Roll Call
 - Welcome new Committee member – Kenny Cheung!
2. Oral Communications
3. Approve Minutes of the August 1st Meeting
4. Sheriff's Report:
 - a. Accidents and Citations
 - b. Updated requests for Law enforcement presence, as required
5. Public Works Report:
 - a. Traffic & Pedestrian study – Choice of consultant, planning observation phase
6. Ongoing Committee Business for 2018
 - a. Windy Hill Parking
7. 2018 Outreach
 - a. Town Picnic – Saturday, September 8, 2018
 - b. Bike Rodeo – Saturday, September 15, 2018
8. Matters Arising
9. Time and Date for October 2018 meeting:
 - a. Scheduled meeting Wednesday, October 3, 2018, 8:15 am
10. Adjournment.



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission
 Wednesday, September 5, 2018
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

SPECIAL PLANNING COMMISSION FIELD MEETING

5:00 PM 844 Portola Road – Conditional Use Permit modification and Variance.

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

PUBLIC HEARING

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

NEW BUSINESS

2. Preliminary review of a Conditional Use Permit modification and Variance, Request to:
 - Exceed the maximum allowable floor area to construct 2,910 sf where 1,715 sf is allowed,
 - Allow a 7 foot 9 inch side setback where 20 feet is required, and
 - Allow a 16 foot rear setback where 20 feet is required.
 For Pacific States Capital/John Hansen (Hallett Store) 844 Portola Road. File #1-2018 and X7D-178. (Staff: C. Richardson)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

4. Planning Commission Meeting of July 18, 2018
5. Planning Commission Meeting of August 1, 2018

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN HALL



WILL BE CLOSED

**Monday,
September 3, 2018**

In observance of Labor Day

In Case of Emergency: Sheriff's Office: 911

From: [Emiko Hashisaki](#)
To: [Craig Hughes](#); [Jeff Aalfs](#); [AnnWengert-DG](#); [MaryannMoise-DG](#)
Cc: [Sharon Hanlon](#)
Subject: Invitation for Portola Valley City Council Members to attend Climate Event on Sept 12 - Steve Kerr morning keynote
Date: Thursday, August 30, 2018 4:31:09 PM

Dear Portola Valley City Council Members,

Working on behalf of the Bay Area Air District, I am following up with you to make sure you received the invitation we sent a couple weeks ago. You all have been invited to attend **United Against GHGs: Diesel Free by '33** on September 12, 2018, hosted by the Bay Area Air District in San Francisco, CA. As Bay Area leaders, you will be discussing funding, technology and policies to phase out diesel, reduce climate pollutants and prevent greenhouse gas emissions for the health and well-being of our communities and planet.

Morning conversation on “Leadership Beyond the Court” with **Steve Kerr**, Head Coach of the 2018 NBA Champion Golden State Warriors

Afternoon keynote conversation with **Tanya Muller Garcia**, Mexico City Secretary of the Environment

Registration for the event is by invitation only. Seating is extremely limited, so please RSVP now to reserve your space.

[Register Here.](#)

Please feel free to email or call if you have questions.

Regards,
Emiko

Emiko Hashisaki
On behalf of the Bay Area Air District
p. 415-543-5937

TOWN COUNCIL WEEKLY DIGEST

Thursday – September 6, 2018

1. Agenda (Cancellation) – Architectural & Site Control Commission – Monday, September 10, 2018
2. Agenda – Emergency Preparedness Committee – Thursday, September 13, 2018
3. Agenda – Cultural Arts Committee – Thursday, September 13, 2018
4. Monthly Meeting Schedule – September 2018
5. [Western City Magazine – September 2018](#)

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

1. None

**TOWN OF PORTOLA VALLEY****7:00 PM – Regular Meeting of the Architectural and Site Control Commission (ASCC)****Monday, September 10, 2018****Historic Schoolhouse****765 Portola Road, Portola Valley, CA 94028**

NOTICE OF MEETING CANCELLATION**ARCHITECTURAL AND SITE CONTROL COMMISSION
MEETING REGULARLY SCHEDULED FOR****Monday, September 10, 2018**

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meeting regularly scheduled for September 10, 2018 has been cancelled.

The next regular meeting of the Portola Valley Architectural and Site Control Commission is scheduled for Monday, September 24, 2018 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, September 13, 2018 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

1. 8:00 Call to order
 - o Members: Mark Bercow, Dave Howes, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp
 - o Potential Guests: Jeremy Dennis/Town Manager, Brandi de Garneau, Assistant to Town Manager, John Richards/Town Council, Dan Ghorso and Selena Brown/ WFPD, Christina Corpus/Sheriff's Office, Gary Neilsen/Police Commissioner, Chuck Nile/Red Cross, Stuart Young/former EPC member, Mark Dahlen, Doug Keyston/Woodside Emergency Preparedness Committee, Wil Patterson /PV Public Works Committee, Jerry Shefren/resident, Lori Duvall/resident
2. 8:01 Oral Communications
3. 8:05 Approve minutes for August 9, 2018 meeting
4. 8:10 CERPP/WFPD Report (Brown/Ghorso)
5. 8:15 Town Report (de Garneau)
6. 8:20 Committee Reports
 - a) Medical Subcommittee Report
 - August 22nd seminar (Shefren, Taylor)
 - b) Communications Subcommittee Report (Rothrock)
 - Reimbursement for equipment to make the amateur radio channel with OES operational in PV
7. 8:35 Goals review
8. 8:55 Next meeting is October 11, 2018
 - a) Quorum check
9. 9:00 Adjourn.



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, September 13, 2018 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – June 14, 2018
4. Old Business:
 - Summer Concerts debrief
 - Fall event planning
5. Adjournment

Town of Portola Valley

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

SEPTEMBER 2018 MEETING SCHEDULE

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

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

Wednesday, September 12, 2018

Wednesday, September 26, 2018

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

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

Wednesday, September 5, 2018

Wednesday, September 19, 2018

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

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

Monday, September 10, 2018 - **CANCELED**

Monday, September 24, 2018

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

Council Liaison – Craig Hughes

Wednesday, September 5, 2018

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

Council Liaison – Craig Hughes

As announced

CONSERVATION COMMITTEE – 7:30 PM (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, September 25, 2018

CULTURAL ARTS COMMITTEE – (Meets 2nd Thursday of every month)

Council Liaison – John Richards

Thursday, September 13, 2018

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

in the EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, September 13, 2018

FINANCE COMMITTEE

Council Liaison – Ann Wengert

As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

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

Council Liaison – Jeff Aalfs

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes

Thursday, September 27, 2018

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

Council Liaison – Ann Wengert

Monday, September 3, 2018 – **CANCELED**

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs

As announced

SUSTAINABILITY & ENVIRONMENTAL RESOURCES COMMITTEE – 10:30 AM (Meets 3rd

Monday of every month) in the EOC/Conference Room at Town Hall

Council Liaison – Ann Wengert

Monday, September 17, 2018

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

Council Liaison – Jeff Aalfs

Tuesday, September 18, 2018