



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, September 26, 2018
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

1. **PRESENTATION** – Valley Presbyterian Church Celebrates its 60th Anniversary (3)

CONSENT AGENDA

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

2. **Approval of Minutes** – September 12, 2018 (4)
3. **Approval of Warrant List** – September 26, 2018 (9)

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

4. **Update from Affiliated Housing Partners** (22)
5. **Recommendation by Assistant to Town Manager** – Adoption of a Resolution Approving and Authorizing Execution of Farmers' Market License Agreement (23)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a License Agreement between the Town of Portola Valley and Nile Estep, dba Good Roots for a six-month trial period (Resolution No. __)
6. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (36)
 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.*
7. **TOWN MANAGER REPORT** (37)

WRITTEN COMMUNICATIONS

8. **Town Council Digest** – September 13, 2018 (38)
9. **Town Council Digest** – September 21, 2018 (44)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

#1

There are no written materials for item #1 – Presentation:
“Valley Presbyterian Church Celebrates its 60th Anniversary”

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 974, SEPTEMBER 12, 2018

CALL TO ORDER AND ROLL CALL

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

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

Absent: None

Others: Jeremy Dennis, Town Manager
Brandi de Garmeaux, Assistant to the Town Manager
Cara Silver, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None

CONSENT AGENDA

- (1) Approval of Minutes – Town Council Regular Meeting of August 22, 2018. *[Removed from Consent Agenda.]*
- (2) Approval of Warrant List – September 12, 2018, in the amount of \$127,455.48.
- (3) Recommendation by Town Attorney – Second Reading and Adoption of Ordinance Amending Chapter 8.26 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. 2018-425).
- (4) Recommendation by Town Manager – Support for Clean Air Day
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley in Support of California Clean Air Day (Resolution No. 2783-2018).

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

- (1) Approval of Minutes – Town Council Regular Meeting of August 22, 2018.

Councilmember Aalfs moved to approve Item 1 of the Consent Agenda as amended. Seconded by Councilmember Derwin, the motion carried 4-0-1, by roll call vote, with Mayor Richards abstaining.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (5) Update to Town Council – Microgrid Proposal

Update pulled from the agenda, to be brought back to the Council at a near future meeting.

- (6) Recommendation by Assistant to the Town Manager – Adoption of Resolution Authorizing Website 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. 2784-2018).

Assistant to the Town Manager de Garmeaux explained that the Town's current agreement with Vision Technology Solutions expires on September 23, 2018. A new agreement is required and will include a website redesign/refresh, a subscription to the visionLive Plus Edition, a one-time 8-hour Contact Management System (CMS) and Website Accessibility Training, and sitemap consultation to create a new website sitemap and navigational structure. Staff recommended approval of a Resolution authorizing execution of the Master Services Agreement between the Town of Portola Valley and Vision Technology Solutions, LLC (Vision) for website development services, as detailed in the staff report.

Mayor Richards invited questions from the Council.

Mayor Richards asked why website design services is listed as one of the services not included. Assistant to the Town Manager de Garmeaux said the contract is to perform a website redesign based on a set of templates and the Town is choosing one template. It is her understanding that the company is stating they are not doing the whole redesign as they did when it was initially developed.

Councilmember Derwin asked if the website will look very different. Assistant to the Town Manager de Garmeaux said Vice Mayor Wengert assisted with the design elements. Vice Mayor Wengert described the various templates.

Councilmember Hughes asked if staff would use the extra Education and Training hours for the people who typically use the program or if it would be expanded to more people. Assistant to the Town Manager de Garmeaux said she would engage everyone who is making changes to the website, such as those who are actively working on the back of the CMS and uploading documents.

Councilmember Hughes asked if the subsites would be created by the new communications person. Assistant to the Town Manager de Garmeaux said they would and that would occur after the refresh/redesign is done.

Councilmember Hughes said the Committees will likely be excited about the new site. He asked if they would be trained or if they would have to go through staff. Assistant to the Town Manager de Garmeaux said the committees will be able to do editing on their own with certain permissions for review by staff.

Town Manager Dennis said the next couple of months will be focused on Accela, then the website, and then seeing how committees and others want to use it.

Mayor Richards invited comments/discussion from the Council.

Vice Mayor Wengert thanked Assistant to the Town Manager de Garmeaux for all of the work devoted to this project. She said this powerful tool and much needed refresh will be a terrific improvement. She suggested perhaps a group be put together to provide input regarding the graphics and design, maintaining the look and feel.

Councilmember Hughes moved to approve the Adoption of Resolution Authorizing Website Development Services for the Town. Seconded by Vice Mayor Wengert, the motion carried 5-0.

- (7) Council Consideration – “Diesel Free by ‘33” Support

Town Manager Dennis described the “Diesel Free by ‘33” effort launched by the Bay Area Air Quality Management District (BAAQMD) established to reduce diesel emissions in local communities throughout California and beyond. Staff recommended support of the effort and signing the Statement of Purpose, as detailed in the staff report.

Mayor Richards said he signed it himself but thought it would be more effective for the entire Council to be involved.

Councilmember Hughes asked why diesel was specifically called out as opposed to all burned hydrocarbons. He asked what impact this would have on diesel generators in Town. Town Manager Dennis said this is an effort the group felt was achievable, considering diesel compared to all of the other fossil fuels. He said he did not ask about generators.

Councilmember Hughes said he had never heard of diesel-free or diesel-reduction efforts before this. He said there are a lot of reasons diesel fuel is used instead of gasoline and wondered why there was this specific effort about diesel. Vice Mayor Wengert said it also seemed inconsistent to her to unbundle diesel and wondered if there was scientific evidence that suggested it was appropriate.

Mayor Richards said he thought it was just a matter of making a statement and taking a smaller bite out of the issue instead of doing it all at once.

In response to Vice Mayor Wengert’s question, Town Manager Dennis confirmed that the group was asking for support from City and Town bodies.

The Council discussed the difficulties to businesses that are reliant upon trucking, which typically use diesel fuel. Councilmember Aalfs said that this is a start to phase out of diesel and taking a step to discourage introducing new diesel into businesses.

Assistant to the Town Manager de Garmaux said that because the Town already has a diesel generator, if the Town moves to a microgrid, the generator would be integrated into the system; however, if the Town did not already have a diesel generator, they would not install a new one. She said if there was a situation where the Town lost power and it was cloudy, the generator would be used to charge the batteries as a backup.

Vice Mayor Wengert said she is uncomfortable with the timing and said it is overly aggressive. She said they would be better served by including it with the 2050 plan. Councilmember Hughes agreed but also thought that, aspirationally, starting somewhere is reasonable. Mayor Richards said big statements are necessary. Vice Mayor Wengert said she supported California’s leadership in addressing climate science.

Councilmember Aalfs moved to support and approve the signing of the Statement of Purpose. Seconded by Councilmember Derwin, the motion carried 5-0.

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

Councilmember Hughes – Attended the August 27 ASCC meeting that held preliminary hearings on three projects and an architectural review for an addition and remodel. He also attended the September 5 Bicycle, Pedestrian & Traffic Safety Committee meeting where they discussed plans for the Town Picnic and the Pedestrian Traffic Safety Study. He pointed out that traffic enforcement has been greatly increased around the start of the school year, information that should be shared with residents. Town Manager Dennis said 145 moving citations were issued in August compared to about 30 normally.

Councilmember Derwin – Attended a C/CAG Administration meeting to plan for the September meeting. She said Town Manager Dennis has been asked to facilitate the directors’ review. She participated in a conference call to discuss the US 101 Managed Lanes Project. She said there has been some pushback regarding choosing the alternative that includes the carpool toll lane and there will be an equity study

session. She said C/CAG must decide who will own and operate it – MTC or VTA. She was interviewed to provide feedback for the Home for All program. She met with Town Manager and Assistant to Town Manager to discuss the new resignation of the current Farmers' Market manager. She attended a meeting in an effort to form a new water agency in San Mateo County. She attended the August Council of Cities Dinner Meeting held in Pacifica where Jim Sullivan made a presentation regarding the Ohlone Portola Heritage Trail. Next year will be the 250-year commemoration of the Portola Expedition and a committee is working on the project. Town Manager Dennis said the Town was asked to participate in the celebration and Nancy Lund attended a couple of meetings.

Councilmember Aalfs -- Reported that Peninsula Clean Energy has had a surge of activity around legislation and the CPUC. He said SB-100 was passed which commits to 100 percent renewable and GHG-free power by 2045. He said that, although PCE lobbied heavily against it, SB-237 also passed, which raises the limit on direct access customers so that for-profit companies can pick specific customers and sell them electricity for very low prices. He said the CPUC wants to ratify a decision on the Power Charge Indifference Adjustment (PCIA), the exit fee paid to PG&E. He said a proposed decision came down from the Administrative Law Judge that was favorable for CCAs, followed by an alternative proposed decision that was very favorable for PG&E. He said the PCE is trying to get some sort of compromise between the two decisions.

Vice Mayor Wengert – Met with Town Manager and Vic Schachter to discuss any new happenings with the FAA. She said the South Bay group is forming and moving forward. She was interviewed to provide feedback for the Home for All program. On August 30, she attended a multi-jurisdictional meeting with Mayor Richards and Town Manager Dennis relative to Stanford, chaired by Supervisor Joe Simitian, where they got the first look at the Supplemental Development Study. They discussed the history of the previous agreements. She said it is likely there will be a lot of focus on the open space lands to the west of Foothill Expressway. She attended the annual luncheon at the Sequoias. She said NCPHS is being renamed Sequoia Living. She attended a meeting with the Mayor, Town Manager, Planning Director, staff and Chairs of the Planning and ASCC Commissions to discuss communication among the various bodies.

Mayor Richards – Attended a Conservation Committee meeting where they discussed the desire to hold a joint meeting with the ASCC to improve communications between the two bodies. He met with Ed Jelich to discuss possible workforce housing on the Jelich property near Robert's Grocery Store, but there did not seem to be much interest.

(9) Town Manager Report – Town Manager Dennis reported on the success of the Town Picnic. He expressed appreciation to the staff for their help. He will deliver to Council a template of a memo to allow one or a minority number of Council members to bring an issue to the Council for discussion. The Ad Hoc Housing on Town-Owned Property Committee is scheduled to meet again on October 1. The Planning Commission will be looking at ADUs in October. On October 23, there will be tours of residences with ADUs on their property. Affiliated housing will be discussed at the October 26 Council meeting. Staff is working on office hours for the Sheriff to visit Town Hall and be available to speak with residents. He said he attended the Library Operations Committee meeting on September 12 at the new Half Moon Bay Library, which is beautiful. The Planning Department will be at the September 13 Farmers' Market to answer questions regarding ADUs.

WRITTEN COMMUNICATIONS

(10) Town Council Digest – August 23, 2018

None.

(11) Town Council Digest – August 30, 2018

None.

(12) Town Council Digest – September 6, 2018

None.

ADJOURNMENT [8:17 p.m.]

Mayor Richards adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/26/2018

Date: 09/20/2018

Time: 5:30 pm

Page: 1

TOWN OF PORTOLA VALLEY

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

ALLIANT INSURANCE SERVICES	Special Event Ins.-Town Picnic	20191	09/26/2018	
			09/26/2018	
SPECIAL EVENTS	475		09/26/2018	0.00
NEWPORT BEACH	BOA	53078	09/26/2018	0.00
CA 92658	916162			907.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	907.00	0.00

Check No.	53078	Total:	907.00
Total for	ALLIANT INSURANCE SERVICES		907.00

ALMANAC	August Advertising	20192	09/26/2018	
			09/26/2018	
450 CAMBRIDGE AVE	0048		09/26/2018	0.00
PALO ALTO	BOA	53079	09/26/2018	0.00
CA 94306	60156			624.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	624.00	0.00

Check No.	53079	Total:	624.00
Total for	ALMANAC		624.00

ARRANGED4COMFORT	Ergo Office Chair Order	20197	09/26/2018	
		00006570	09/26/2018	
790 LAUREL STREET #10	0502		09/26/2018	0.00
SAN CARLOS	BOA	53080	09/26/2018	0.00
CA 94070	18-5513-SH			756.33

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	756.33	756.33

Check No.	53080	Total:	756.33
Total for	ARRANGED4COMFORT		756.33

AT&T	August Statements	20194	09/26/2018	
			09/26/2018	
P.O. BOX 9011	441		09/26/2018	0.00
CAROL STREAM	BOA	53081	09/26/2018	0.00
IL 60197-9011				261.28

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	261.28	0.00

Check No.	53081	Total:	261.28
Total for	AT&T		261.28

BANK OF AMERICA	August Statement	20225	09/26/2018	
Bank Card Center			09/26/2018	
P.O. BOX 53155	0022		09/26/2018	0.00
PHOENIX	BOA	53082	09/26/2018	0.00
AZ 85072-3155				1,587.65

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/26/2018

Date: 09/20/2018

Time: 5:30 pm

Page: 2

TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4154	Historic Resources Committee	42.38	0.00	
05-52-4158	Parks & Recreation Committee	581.93	0.00	
05-58-4240	Parks & Fields Maintenance	405.76	0.00	
05-64-4308	Office Supplies	99.04	0.00	
05-64-4311	Software & Licensing	266.98	0.00	
05-64-4312	Office Equipment	278.54	0.00	
05-64-4320	Advertising	40.74	0.00	
05-64-4326	Education & Training	30.00	0.00	
05-64-4326	Education & Training	-747.00	0.00	
05-64-4336	Miscellaneous	433.62	0.00	
05-64-4337	Bank Fees	7.64	0.00	
05-66-4341	Community Hall	148.02	0.00	

BANK OF AMERICA	iPad Wi-Fi & Cellular Apple	20226	09/26/2018	
Bank Card Center	Sim 128GB	00006575	09/26/2018	
P.O. BOX 53155	0022		09/26/2018	0.00
PHOENIX	BOA	53082	09/26/2018	0.00
AZ 85072-3155				580.29

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4312	Office Equipment	580.29	600.00	

Check No.	53082	Total:	2,167.94
Total for	BANK OF AMERICA		2,167.94

ILJA BEDNER	Refund Dep, 229 Corte Madera	20195	09/26/2018	
			09/26/2018	
229 CORTE MADERA	0477		09/26/2018	0.00
PORTOLA VALLEY	BOA	53083	09/26/2018	0.00
CA 94028				11,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	11,000.00	0.00	

Check No.	53083	Total:	11,000.00
Total for	ILJA BEDNER		11,000.00

BEST BEVERAGE CATERING	No-Host Bar for Town Picnic/10	20196	09/26/2018	
	yr. Anniversary	00006565	09/26/2018	
485A VALLEY DRIVE	0520		09/26/2018	0.00
BRISBANE	BOA	53084	09/26/2018	0.00
CA 94005	E21145			585.57

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4158	Parks & Recreation Committee	538.46	1,000.00	
05-52-4158	Parks & Recreation Committee	47.11	87.50	

Check No.	53084	Total:	585.57
Total for	BEST BEVERAGE CATERING		585.57

THOMAS BOCHNOWSKI	Refund Deposit, 185 Meadowood	20198	09/26/2018	
			09/26/2018	
28 CAMINO POR LOS ARBOLES	0829		09/26/2018	0.00
ATHERTON	BOA	53085	09/26/2018	0.00
CA 94027				5,000.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/26/2018

Date: 09/20/2018

Time: 5:30 pm

Page: 3

TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	53085	Total:	5,000.00
<u>Total for</u>	THOMAS BOCHNOWSKI		5,000.00

CALPERS	August Unfunded Liability	20227	09/26/2018	
FISCAL SERVICES DIVISION			09/26/2018	
ATTN: RETIREMENT PROG ACCTG	0107		09/26/2018	0.00
SACRAMENTO	BOA	53086	09/26/2018	0.00
CA 94229-2703				2,313.51

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	2,313.51	0.00

Check No.	53086	Total:	2,313.51
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CALPERS	September Unfunded Liability	20245	09/26/2018	
FISCAL SERVICES DIVISION			09/26/2018	
ATTN: RETIREMENT PROG ACCTG	0107		09/26/2018	0.00
SACRAMENTO	BOA	53087	09/26/2018	0.00
CA 94229-2703				2,310.49

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

Check No.	53087	Total:	2,310.49
<u>Total for</u>	CALPERS		4,624.00

ARLY CASSIDY	Reimbursement-Variou Training	20199	09/26/2018	
	Conference Expenses		09/26/2018	
	0638		09/26/2018	0.00
	BOA	53088	09/26/2018	0.00
				871.98

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	871.98	0.00

Check No.	53088	Total:	871.98
<u>Total for</u>	ARLY CASSIDY		871.98

CITY OF REDWOOD CITY (IT)	IT Support, August 2018	20200	09/26/2018	
			09/26/2018	
P.O. BOX 3629	586		09/26/2018	0.00
REDWOOD CITY	BOA	53089	09/26/2018	0.00
CA 94064	BR49642			2,317.90

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

Check No.	53089	Total:	2,317.90
<u>Total for</u>	CITY OF REDWOOD CITY (IT)		2,317.90

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/26/2018

Date: 09/20/2018

Time: 5:30 pm

Page: 4

TOWN OF PORTOLA VALLEY

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
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State/Province Zip/Postal	Invoice Number			Check Amount

CLARK'S PEST CONTROL	Field Spray, Pest Single Svc	20234	09/26/2018	
			09/26/2018	
P.O. BOX 1480	607		09/26/2018	0.00
LODI	BOA	53090	09/26/2018	0.00
CA 95241-1480	22800443			2,445.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	2,445.00	0.00

Check No.	53090	Total:	2,445.00
Total for	CLARK'S PEST CONTROL		2,445.00

CLEANSTREET	August Litter/Street Clean	20235	09/26/2018	
			09/26/2018	
1937 W. 169TH STREET	0034		09/26/2018	0.00
GARDENA	BOA	53091	09/26/2018	0.00
CA 90247-5254	91446			1,751.72

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	78.44	0.00
20-60-4262	Street Sweeping	721.46	0.00
22-60-4266	Litter Clean Up Program	951.82	0.00

Check No.	53091	Total:	1,751.72
Total for	CLEANSTREET		1,751.72

COTTON SHIRES & ASSOC. INC.	August Applicant Charges '18	20201	09/26/2018	
			09/26/2018	
330 VILLAGE LANE	0047		09/26/2018	0.00
LOS GATOS	BOA	53092	09/26/2018	0.00
CA 95030-7218				5,526.21

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geoloqist - Charges to Appls	5,526.21	0.00

Check No.	53092	Total:	5,526.21
Total for	COTTON SHIRES & ASSOC. INC.		5,526.21

COUNTY OF SAN MATEO	TPV Statewide Primary Election	20202	09/26/2018	
OFFICE OF THE ASSESSOR	06/05/2018		09/26/2018	
555 COUNTY CENTER, 3RD FLOOR	389		09/26/2018	0.00
REDWOOD CITY	BOA	53093	09/26/2018	0.00
CA 94063	1819005			9,453.27

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4302	Elections	9,453.27	0.00

Check No.	53093	Total:	9,453.27
Total for	COUNTY OF SAN MATEO		9,453.27

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Page: 5

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CSG CONSULTANTS INC	Bldg Inspection Svcs - 4/28/18 - 5/25/18	20221	09/26/2018	
			09/26/2018	
550 PILGRIM DRIVE	622		09/26/2018	0.00
FOSTER CITY	BOA	53094	09/26/2018	0.00
CA 94404	18818			3,136.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	3,136.00	0.00

CSG CONSULTANTS INC	Business Stormwater Consultant C-4 Inspection Program FY17-18	20239	09/26/2018	
			09/26/2018	
550 PILGRIM DRIVE	622		09/26/2018	0.00
FOSTER CITY	BOA	53094	09/26/2018	0.00
CA 94404	19908			3,607.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	3,607.50	0.00

CSG CONSULTANTS INC	Bldg Inspection Services 05/26/18-6/30/18	20240	09/26/2018	
			09/26/2018	
550 PILGRIM DRIVE	622		09/26/2018	0.00
FOSTER CITY	BOA	53094	09/26/2018	0.00
CA 94404	19203			2,352.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	2,352.00	0.00

Check No.	53094	Total:	9,095.50
Total for	CSG CONSULTANTS INC		9,095.50

DIV OF THE STATE ARCHITECT	Qrtly DSA Report, 10/1/17- 12/31/17	20242	09/26/2018	
			09/26/2018	
ATTN: FISCAL SERVICES	1085		09/26/2018	0.00
SACRAMENTO	BOA	53095	09/26/2018	0.00
CA 95811				35.40

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	35.40	0.00

DIV OF THE STATE ARCHITECT	Qrtly DSA Report, 01/01/18 - 03/30/18	20243	09/26/2018	
			09/26/2018	
ATTN: FISCAL SERVICES	1085		09/26/2018	0.00
SACRAMENTO	BOA	53095	09/26/2018	0.00
CA 95811				37.20

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	37.20	0.00

DIV OF THE STATE ARCHITECT	Qrtly DSA Report, 04/1/18 - 06/30/18	20244	09/26/2018	
			09/26/2018	
ATTN: FISCAL SERVICES	1085		09/26/2018	0.00
SACRAMENTO	BOA	53095	09/26/2018	0.00
CA 95811				86.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	86.00	0.00

Check No.	53095	Total:	158.60
Total for	DIV OF THE STATE ARCHITECT		158.60

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/26/2018

Date: 09/20/2018

Time: 5:30 pm

Page: 6

TOWN OF PORTOLA VALLEY

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

SARAH DORAHY	Refund Deposit, 468 Westridge	20203	09/26/2018	
			09/26/2018	
468 WESTRIDGE DRIVE	1377		09/26/2018	0.00
PORTOLA VALLEY	BOA	53096	09/26/2018	0.00
CA 94028				3,609.96

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	3,609.96	0.00

Check No.	53096	Total:	3,609.96
Total for	SARAH DORAHY		3,609.96

MICHAEL DOUGLAS	Refund Deposit, 888 Portola Rd	20246	09/26/2018	
			09/26/2018	
490 MOORE	0044		09/26/2018	0.00
WOODSIDE	BOA	53097	09/26/2018	0.00
CA 94062				2,790.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,790.50	0.00

Check No.	53097	Total:	2,790.50
Total for	MICHAEL DOUGLAS		2,790.50

GR8WORK BUILDERS	Refund Deposit, 137 Solana	20204	09/26/2018	
			09/26/2018	
745 WARRINGTON AVENUE	0830		09/26/2018	0.00
REDWOOD CITY	BOA	53098	09/26/2018	0.00
CA 94063				1,000.00

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

Check No.	53098	Total:	1,000.00
Total for	GR8WORK BUILDERS		1,000.00

GREEN HALO SYSTEMS	Hosting/Access, Sept 2018	20205	09/26/2018	
			09/26/2018	
2431 ZANKER ROAD	0654		09/26/2018	0.00
SAN JOSE	BOA	53099	09/26/2018	0.00
CA 95131	1819			114.00

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

Check No.	53099	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

HORIZON	Fungicide for Town Fileds	20236	09/26/2018	
		00006583	09/26/2018	
P.O. BOX 52758	0289		09/26/2018	0.00
PHOENIX	BOA	53100	09/26/2018	0.00
AZ 85072-2758	1N357229			1,283.38

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

09/26/2018

Date: 09/20/2018

Time: 5:30 pm

Page: 7

TOWN OF PORTOLA VALLEY

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

05-58-4240	Parks & Fields Maintenance	1,283.38	1,283.38	
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Check No.	53100	Total:	1,283.38
Total for	HORIZON		1,283.38

ICMA	Sept Def Comp	20241	09/26/2018	
VANTAGE POINT TFER AGTS-304617			09/26/2018	
C/O M&T BANK	0084		09/26/2018	0.00
BALTIMORE	BOA	53101	09/26/2018	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.	53101	Total:	3,949.50
Total for	ICMA		3,949.50

JORGENSON SIEGEL MCCLURE & FLEGEL	August Statement	20222	09/26/2018	
1100 ALMA STREET	0089		09/26/2018	0.00
MENLO PARK	BOA	53102	09/26/2018	0.00
CA 94025				8,137.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	8,037.50	0.00
96-54-4186	Attorney - Charges to Appls	100.00	0.00

Check No.	53102	Total:	8,137.50
Total for	JORGENSON SIEGEL MCCLURE &		8,137.50

ROBERT KASTELEIN	Refund Deposit, 116 Brookside	20206	09/26/2018	
116 BROOKSIDE DRIVE	0831		09/26/2018	0.00
PORTOLA VALLEY	BOA	53103	09/26/2018	0.00
CA 94028				972.64

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	972.64	0.00

Check No.	53103	Total:	972.64
Total for	ROBERT KASTELEIN		972.64

MATT KING	Back Flow Testing	20231	09/26/2018	
80 REDWOOD TERRACE	0828		09/26/2018	0.00
WOODSIDE	BOA	53104	09/26/2018	0.00
CA 94062	460			330.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	330.00	0.00

Check No.	53104	Total:	330.00
Total for	MATT KING		330.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/26/2018

Date: 09/20/2018

Time: 5:30 pm

Page: 8

TOWN OF PORTOLA VALLEY

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

KUTZMANN & ASSOCIATES	August Plan Check	20207	09/26/2018	
			09/26/2018	
39355 CALIFORNIA STREET	0090		09/26/2018	0.00
FREMONT	BOA	53105	09/26/2018	0.00
CA 94538				4,489.72

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	4,489.72	0.00

Check No.	53105	Total:	4,489.72
Total for	KUTZMANN & ASSOCIATES		4,489.72

LYNX TECHNOLOGIES, INC	GIS Hosting Fee, Aug '18/ Assessor Download & Update	20224	09/26/2018	
			09/26/2018	
1350 41ST AVENUE	0294		09/26/2018	0.00
CAPITOLA	BOA	53106	09/26/2018	0.00
CA 95010	8534			550.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	550.00	0.00

Check No.	53106	Total:	550.00
Total for	LYNX TECHNOLOGIES, INC		550.00

NAVIA BENEFIT SOLUTIONS	Annual Plan Year Fee 2018	20208	09/26/2018	
			09/26/2018	
PO BOX 35193	0379		09/26/2018	0.00
SEATTLE	BOA	53107	09/26/2018	0.00
WA 98124	10118881			1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4097	Cafeteria Plan Mgmt	1,000.00	0.00

Check No.	53107	Total:	1,000.00
Total for	NAVIA BENEFIT SOLUTIONS		1,000.00

NCE	Pavement Mgmt Update Project	20238	09/26/2018	
Nichols Consulting Engineers	2018		09/26/2018	
1885 S. ARLINGTON AVE	0183		09/26/2018	0.00
RENO	BOA	53108	09/26/2018	0.00
NV 89509	424225501			800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4553	Pavement Management Update	800.00	0.00

Check No.	53108	Total:	800.00
Total for	NCE		800.00

NOLTE ASSOCIATES, INC. NV5	Applicant Charges 7/1/18-7/28	20209	09/26/2018	
			09/26/2018	
P.O. BOX 74008680	0104		09/26/2018	0.00
CHICAGO	BOA	53109	09/26/2018	0.00
IL 89193-3243				14,662.28

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/26/2018

Date: 09/20/2018

Time: 5:30 pm

Page: 9

TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	14,662.28	0.00

Check No.	53109	Total:	14,662.28
Total for	NOLTE ASSOCIATES, INC. NV5		14,662.28

PENINSULA SCREEN SHOP	Window Screen Repair, Town Hal	20232	09/26/2018	
			09/26/2018	
2127 MIDDLEFIELD RD.	0823		09/26/2018	0.00
REDWOOD CITY	BOA	53110	09/26/2018	0.00
CA 94063	882			495.90

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	495.90	0.00

Check No.	53110	Total:	495.90
Total for	PENINSULA SCREEN SHOP		495.90

PG&E	September Statements	20210	09/26/2018	
			09/26/2018	
BOX 997300	0109		09/26/2018	0.00
SACRAMENTO	BOA	53111	09/26/2018	0.00
CA 95899-7300				843.28

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	843.28	0.00

Check No.	53111	Total:	843.28
Total for	PG&E		843.28

PORTOLA VALLEY HARDWARE	August Statement	20228	09/26/2018	
			09/26/2018	
112 PORTOLA VALLEY ROAD	0114		09/26/2018	0.00
PORTOLA VALLEY	BOA	53112	09/26/2018	0.00
CA 94028				83.88

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	16.88	0.00
05-60-4267	Tools & Equipment	67.00	0.00

Check No.	53112	Total:	83.88
Total for	PORTOLA VALLEY HARDWARE		83.88

RAMONA'S SECRETARIAL SERVICES	July/August Transcription Svs	20211	09/26/2018	
			09/26/2018	
18403 WATTERS DRIVE	1370		09/26/2018	0.00
CASTRO VALLEY	BOA	53113	09/26/2018	0.00
CA 94546				2,400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	2,400.00	0.00

Check No.	53113	Total:	2,400.00
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/26/2018

Date: 09/20/2018

Time: 5:30 pm

Page: 10

TOWN OF PORTOLA VALLEY

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

Total for RAMONA'S SECRETARIAL SERVIC 2,400.00

ROBERTS MARKET	Town Hall/Kitchen Supplies	20212	09/26/2018	
			09/26/2018	
3015 WOODSIDE ROAD	1236		09/26/2018	0.00
WOODSIDE	BOA	53114	09/26/2018	0.00
CA 94062	36114334			23.35

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	23.35	0.00

Check No. 53114 Total: 23.35

Total for ROBERTS MARKET 23.35

SABER ROOFING INC	Refund Deposit, 185 Portola Rd	20213	09/26/2018	
			09/26/2018	
2995 WOODSIDE ROAD	577		09/26/2018	0.00
WOODSIDE	BOA	53115	09/26/2018	0.00
CA 94062				1,000.00

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

Check No. 53115 Total: 1,000.00

Total for SABER ROOFING INC 1,000.00

SAN MATEO SHERIFF	Hazmat Services, FY 18-19	20223	09/26/2018	
OFFICE OF EMERGENCY SERVICES			09/26/2018	
400 COUNTY CENTER	0119		09/26/2018	0.00
REDWOOD CITY	BOA	53116	09/26/2018	0.00
CA 94063-0978	3504			15,525.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4286	Emergency Services Council JPA	15,525.00	0.00

Check No. 53116 Total: 15,525.00

Total for SAN MATEO SHERIFF 15,525.00

SHELTON ROOFING	Refund Deposit, 2 Bayberry	20214	09/26/2018	
	Permit #BLDR0132-2018		09/26/2018	
1988 LEGHORN ST., #C	0309		09/26/2018	0.00
MOUNTAIN VIEW	BOA	53117	09/26/2018	0.00
CA 94043				1,000.00

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

SHELTON ROOFING	Refund Deposit, 2 Coalmine	20215	09/26/2018	
			09/26/2018	
1988 LEGHORN ST., #C	0309		09/26/2018	0.00
MOUNTAIN VIEW	BOA	53117	09/26/2018	0.00
CA 94043				1,000.00

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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/26/2018

Date: 09/20/2018

Time: 5:30 pm

Page: 11

TOWN OF PORTOLA VALLEY

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

Check No.	53117	Total:	2,000.00
Total for	SHELTON ROOFING		2,000.00

SMALL BUSINESS BENEFIT PLAN TR	Dental/Vision, October 2018	20216	09/26/2018	
			09/26/2018	
	0132		09/26/2018	0.00
BELMONT	BOA	53118	09/26/2018	0.00
CA 94002-0156				2,207.60

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,207.60	0.00

Check No.	53118	Total:	2,207.60
Total for	SMALL BUSINESS BENEFIT PLAN		2,207.60

SPARTAN ENGINEERING	Security System Monitoring	20229	09/26/2018	
	Annual Service Fee		09/26/2018	
510 PARROTT STREET, #6	0095		09/26/2018	0.00
SAN JOSE	BOA	53119	09/26/2018	0.00
CA 95112	9427M			420.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	420.00	0.00

SPARTAN ENGINEERING	Fire Alarm Monitoring	20230	09/26/2018	
	Annual Service		09/26/2018	
510 PARROTT STREET, #6	0095		09/26/2018	0.00
SAN JOSE	BOA	53119	09/26/2018	0.00
CA 95112	9428M			480.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	480.00	0.00

SPARTAN ENGINEERING	Repair Fire Panel	20233	09/26/2018	
			09/26/2018	
510 PARROTT STREET, #6	0095		09/26/2018	0.00
SAN JOSE	BOA	53119	09/26/2018	0.00
CA 95112	23886			487.50

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	487.50	0.00

Check No.	53119	Total:	1,387.50
Total for	SPARTAN ENGINEERING		1,387.50

STAPLES CREDIT PLAN	August Statement	20237	09/26/2018	
			09/26/2018	
DEPT. 31 - 0000306219	430		09/26/2018	0.00
PHOENIX	BOA	53120	09/26/2018	0.00
AZ 85062-8004				2,140.98

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	2,140.98	0.00

Check No.	53120	Total:	2,140.98
Total for	STAPLES CREDIT PLAN		2,140.98

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09/26/2018

Date: 09/20/2018

Time: 5:30 pm

Page: 12

TOWN OF PORTOLA VALLEY

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

STATE COMP INSURANCE FUND	September Premium	20217	09/26/2018	
			09/26/2018	
PO BOX 748170	0122		09/26/2018	0.00
LOS ANGELES	BOA	53121	09/26/2018	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.	53121	Total:	2,689.25
Total for	STATE COMP INSURANCE FUND		2,689.25

STUART RENTAL COMPANY	PV Town Picnic/10 Yr Event	20218	09/26/2018	
	Equipment Rental		09/26/2018	
454 S. ABBOTT AVE	0205		09/26/2018	0.00
MILPITAS	BOA	53122	09/26/2018	0.00
CA 95035	176333			5,419.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	5,419.50	0.00

Check No.	53122	Total:	5,419.50
Total for	STUART RENTAL COMPANY		5,419.50

VANCE BROWN INC.	Refund Deposit, 4139 Alpine	20219	09/26/2018	
			09/26/2018	
3197 PARK BLVD.	0832		09/26/2018	0.00
PALO ALTO	BOA	53123	09/26/2018	0.00
CA 94306				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	53123	Total:	5,000.00
Total for	VANCE BROWN INC.		5,000.00

WOODSIDE PATROL	Traffic Control-Town Picnic	20220	09/26/2018	
	Special Event		09/26/2018	
884 PORTOLA ROAD	0452		09/26/2018	0.00
PORTOLA VALLEY	BOA	53124	09/26/2018	0.00
CA 94028	1801153			620.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	620.00	0.00

Check No.	53124	Total:	620.00
Total for	WOODSIDE PATROL		620.00

Total Invoices:	55	Grand Total:	143,072.02
		Less Credit Memos:	0.00
		Net Total:	143,072.02
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	143,072.02

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
September 26, 2018

Claims totaling \$143,072.02 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

#4

There are no written materials for item #4 – Update from
Affiliated Housing Partners



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 26, 2018

RE: Adoption of Resolution Approving and Authorizing Execution of Farmers' Market License Agreement

RECOMMENDATION

Staff recommends that the Town Council adopt the attached Resolution (Attachment 1) authorizing the Mayor to execute the attached Farmers' Market License Agreement (Attachment 2) between the Town and Nile Estep, dba Good Roots, a Sole Proprietorship ("Good Roots") for a trial period of six months.

BACKGROUND/DISCUSSION

On September 11, 2018, Maggie Foard gave official notice to the Town that she would be retiring from managing the Portola Valley Farmers' Market, with her last day being Thursday, October 25, 2018. Ms. Foard started the Portola Valley Farmers' Market in June of 2013 and has been successfully growing, managing and operating the market since that time.

Staff's primary short-term goal in transitioning the market to a permanent manager is to ensure that the Farmers' Market continues to operate at the high service level as today, and to preserve and maintain the wonderful community-building atmosphere that Maggie has developed over the last five years.

With Ms. Foard's recommendation and assistance, the Town has identified Nile Estep of Good Roots as a qualified vendor who is amenable to taking over the contract under essentially the same terms (see Attachment 3, email from Maggie Foard). Mr. Estep has been trained by Ms. Foard and has experience running successful farmers' markets in the area, including the farmers' market at Visa that Ms. Foard gifted him. Mr. Estep falls under the category of "certified producer," as did Ms. Foard, and operates his markets under the Sole Proprietorship, Good Roots. In addition, Mr. Estep has contacts with food trucks and prepared food vendors that will help bring diverse cuisine to Town events that Staff has not been able to leverage (see Attachment 4, email and project list from Nile Estep).

Staff has updated the Farmers' Market License Agreement (Agreement), with the assistance of the Town Attorney, to include a six-month trial period with Mr. Estep. At month five of the trial period, Staff will work with Mr. Estep to bring a report to the Council to evaluate the farmers' market. At that time, the Council may consider continuing the farmers' market, setting an additional limited time frame for operation of the farmers' market, applying additional conditions or provisions, or terminating the farmers' market at the end of the trial period.

The Agreement has also been updated to include the following provisions:

- Clarifies Farmers' Market License Area on Site Plan (Exhibit A), adds flexibility for modifying Site Plan, and adds provision for approval of traffic control plan
- Clarifies location and use of Town's space on Historic School House steps
- Clarifies use of market booths by entities other than permitted vendors
- Extends termination clause from one week to one month
- Adds requirement for market to maintain current Business License with the Town
- Increases liability requirement to \$2,000,000 aggregate to comply with current standards

Mr. Estep has expressed that "If given the opportunity to manage the Portola Valley Farmers Market, I'd find it very important very important to keep the same energy and style Maggie has built." Staff has met with and communicated with Mr. Estep extensively and feels confident, especially with Ms. Foard's recommendation, that he will continue the wonderful market that she created and our residents have come to love. Staff recommends that the Town Council approve the Resolution authorizing the Mayor to execute Agreement for Mr. Estep to manage the farmers' market for a trial period of six months.

FISCAL IMPACT

None.

ATTACHMENTS

1. Resolution Farmers' Market License Agreement
2. Farmers' Market License Agreement
3. Email from Maggie Foard
4. Email and Project List from Nile Estep of Good Roots

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 NILE ESTEP, dba GOOD ROOTS

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Farmers’ Market License Agreement for operation of the Farmers’ Market at the Town Center (“Agreement”) between the Town and Nile Estep, dba Good Roots, a Sole Proprietorship (“Good Roots”) for a trial period of six months; and

WHEREAS, Maggie Foard has operated the Farmers’ Market at the Town Center since June of 2013; and

WHEREAS, Ms. Foard has given notice that she plans to retire as the manager of the Farmers’ Market after October 25, 2018; and

WHEREAS, with Ms. Foard’s recommendation and assistance, the Town has identified Good Roots as a qualified vendor who is amenable to taking over the contract under existing terms; and

WHEREAS, Good Roots has been trained by Ms. Foard and has experience running successful Farmers’ Markets in the area.

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

1. Public interest and convenience require the Town of Portola Valley to enter into the Agreement as described above.
2. The Town of Portola Valley hereby approves the Agreement and the Mayor is authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and Good Roots.

PASSED AND ADOPTED at the regular meeting of the Town of Portola Valley on September 26, 2018.

By: _____
Mayor

ATTEST: _____
Town Clerk

Attachment 2

**FARMERS' MARKET
LICENSE AGREEMENT**

THIS FARMERS' MARKET LICENSE AGREEMENT ("Agreement"), dated September ____, 2018, by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and Nile Estep, dba Good Roots, a Sole Proprietorship ("Good Roots") is made with reference to the following facts:

A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").

B. The Town desires to have and Good Roots desires to operate a farmers' market at the Town Center, subject to all of the terms and conditions hereinafter set forth.

NOW, THEREFORE, it is agreed as follows:

1. **Grant of License.** Town hereby grants to Good Roots a revocable license to use and occupy a portion of the Town Center for the purpose of operating a farmers' market wherein participating merchants will be engaged in the retail sale of agricultural products and other items customarily offered at a farmers' market for sale to the general public. The license granted herein shall authorize use and occupancy of the Town Center only by Good Roots and his authorized agents and participating merchants who are engaged in operation of the farmers' market pursuant to an agreement with Good Roots ("Participating Merchants"). The agreement between Good Roots and the Participating Merchants shall require each Participating Merchant to comply with all of the applicable conditions and requirements set forth in this Agreement.

2. **License Area.** The area of the Town Center to be occupied by the farmers' market operated by Good Roots shall be a portion of the parking area adjacent to the Historic School House, as shown on Exhibit A attached hereto and made a part hereof ("License Area").

3. **Condition of License Area.** Use of the License Area is being granted to Good Roots in its present condition and the Town shall have no obligation to make any alterations or improvements to the License Area to accommodate the farmers' market. Good Roots acknowledges that the Town has made no representations or warranties concerning the condition of the License Area or its suitability for a farmers' market. It shall be the sole responsibility of Good Roots to conduct such inspections of the License Area as he deems necessary to satisfy himself that the License Area can be used for the farmers' market.

4. **Term; Trial Period.** The term of this Agreement shall be for six months from October 26, 2018 through April 25, 2019. After five months of the trial period, Staff will provide a report to the Town Council to evaluate the farmers' market. At that time, the Town Council will consider continuing the farmers' market, setting an additional limited time frame for operation of the farmers' market, applying additional conditions or provisions, or terminating the farmers' market at the end of the trial period.

5. **Permitted Use; Conditions.** The License Area shall be used and occupied by Good Roots and Participating Merchants solely for the purpose of operating a farmers' market and related activities, such as entertainment, and for no other purpose without the prior written approval of the Town.

- a. Day and Time of Operation. The farmers' market shall be limited to Thursday afternoons for a period of four hours of operation with an additional two hours before operation for set-up and one hour after operation for clean-up. Aside from the time of year, farmers' market shall always close by sunset, so that clean-up is not occurring after dark. If the Town needs to cancel any particular week of the farmers' market due to a conflict with another event at Town Center, the Town shall provide Good Roots with at least one-week advance written notice. In addition, the Town Manager may give Good Roots permission for the farmers' market to occur on an alternate date for the Thanksgiving, Christmas and/or other holiday.
- b. Site Plan and Traffic Control. The farmers' market setup and booth lay out shall conform to the Site Plan contained in Exhibit A, which is incorporated by reference. Good Roots and Town may make minor changes to the Site Plan from time to time. Any changes to the Site Plan must be approved by amendment to this Agreement, which amendment may be executed by the Town Manager. Prior to commencing, a site-specific traffic control plan will be submitted to and approved by the Public Works Department.
- c. Participating Merchants; Booths. The maximum number of Participating Merchants shall be 30 and shall not be increased without prior written approval of the Town Council. Good Roots may allow booth space at the farmers' market for non-profits with a related and/or educational mission. Good Roots shall provide the Town with a space on the Historic School House steps for use by Town committees, Town staff, government agencies with jurisdiction in Portola Valley (e.g., Woodside Fire, Library) and Town service providers (e.g., GreenWaste Recovery) for outreach purposes. Musicians may be invited to enhance the atmosphere of the farmers' market. Amplified sound shall be allowed at Good Roots' reasonable discretion, provided it does not disturb adjoining property owners.

- d. Sustainability. Good Roots will ensure the farmers' market is "zero waste." Participating Merchants shall comply with the Reusable Bag Ordinance and shall provide compostable serve-ware and produce bags. To the greatest extent feasible, subject to Good Roots' reasonable discretion, Good Roots will seek to select vendors that are sensitive to the needs of Town residents and to engage vendors that are based in close proximity to the Town.
- e. Clean Up. Upon the conclusion of each farmers' market, Good Roots and Participating Merchants shall thoroughly clean the License Area, place all trash, waste, recycling and debris into the proper receptacle (if necessary, transporting any extra waste or recycling to the Town's corporation yard and placing it in the proper receptacle), and restore the License Area to substantially the same condition as existed before the conduct of the farmers' market, including the repair of any damage to Town property resulting from the farmers' market activities.
- f. Food Demo Booth. Within the maximum number of Participating Merchants identified in subsection c. above, the Town shall permit a food demo booth. The Town shall pay the annual San Mateo County Health Department fee associated with the food demo booth. Good Roots shall obtain a permit for the food demo booth as "Portola Valley Farmer's Market Healthy Food Demo Booth" and shall be the responsible party with the food manager's certification. Good Roots will be responsible for scheduling local chefs to provide the demonstrations at the booth and the Town will provide access to the kitchen sink in the Community Hall for the individual(s) authorized by Good Roots each week to conduct the demonstration. Good Roots is responsible to ensure that the operation of the booth, including but not limited to the individuals making the demonstrations and the demonstrations comply with all applicable laws, ordinances and regulations.

6. **Termination**. Good Roots and the Town may terminate this Agreement at any time by giving at least one month advance written notice to the other party. This Agreement will automatically terminate at the end of the term, if not extended by the parties written agreement.

7. **Rent**. Good Roots shall pay to the Town as rent for the use and occupancy of the License Area the sum of One Dollar (\$1.00) per week, payable monthly in advance on the first day of each calendar month. Good Roots will also maintain a current Portola Valley Business License.

8. **Compliance with Legal Requirements**. Good Roots and Participating Merchants shall strictly comply with all applicable federal, state and local laws and regulations concerning transportation, handling, storage, and sale of food and other

products offered for sale by the Participating Merchants at the farmers' market. Good Roots shall strictly comply with all applicable laws, ordinances and regulations pertaining to the operation of a farmers' market, including, but not limited to, the prohibition of pets within the License Area.

9. **Indemnity.** Good Roots agrees to indemnify, defend, and hold the Town, and its officers, officials, boards, commissions, employees, and agents, harmless from and against any and all claims, demands, causes of action, liabilities, costs or expenses, including attorney's fees, occasioned by or in any way connected with the condition, use or misuse of the License Area or the operation of a farmers' market thereon, or occasioned by any negligent act or omission of Good Roots or Participating Merchants, or arising from any breach of this Agreement by Good Roots or any Participating Merchants. The indemnity obligations of Good Roots set forth herein shall survive and continue beyond the term of this Agreement.

10. **Liability Insurance.** During the term of this Agreement, Good Roots, at his expense, shall procure and maintain in full force and effect: (i) comprehensive general liability insurance with an aggregate limit of not less than Two Million Dollars (\$2,000,000.00); One Million Dollars (\$1,000,000.00) per occurrence, insuring against all liability of Good Roots and the Town for bodily injury and property damage arising out of or in connection with Good Root's use and occupancy of the License Area. The general liability insurance policy shall name the Town of Portola Valley, and its officers, officials, boards, commissions, employees, agents, and volunteers as insured parties thereunder, and shall be endorsed to provide that: (i) the insurance coverage thereunder shall be primary with respect to Town; and (ii) no cancellation or reduction in coverage will be made without 10 days prior written notice to the Town by the carrier.

11. **Notices.** Any notice required or permitted to be given hereunder shall be in writing and shall be mailed or personally delivered to the other party at the following address:

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

Nile Estep, Good Roots
PO Box 1527
San Carlos, CA 94070

Any notice sent by mail shall be deemed received on the third business day after deposit of the notice in the U.S. Mail with proper postage prepaid thereon.

12. **Costs of Suit.** In the event legal action between the Town and Good Roots becomes necessary in order to enforce or interpret this Agreement, or any provision contained herein, the prevailing party shall be entitled to recover all costs and expenses that may be incurred in connection therewith, including reasonable attorney's fees.

13. **No Assignment.** This Agreement is personal to Good Roots and may not be assigned or transferred to any other party without the prior written consent of the Town.

14. **Successors and Assigns.** Subject to the restrictions against assignment by Good Roots, this Agreement shall be binding upon and inure to the benefit of the respective heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month and year first written above.

TOWN OF PORTOLA VALLEY

NILE ESTEP, GOOD ROOTS

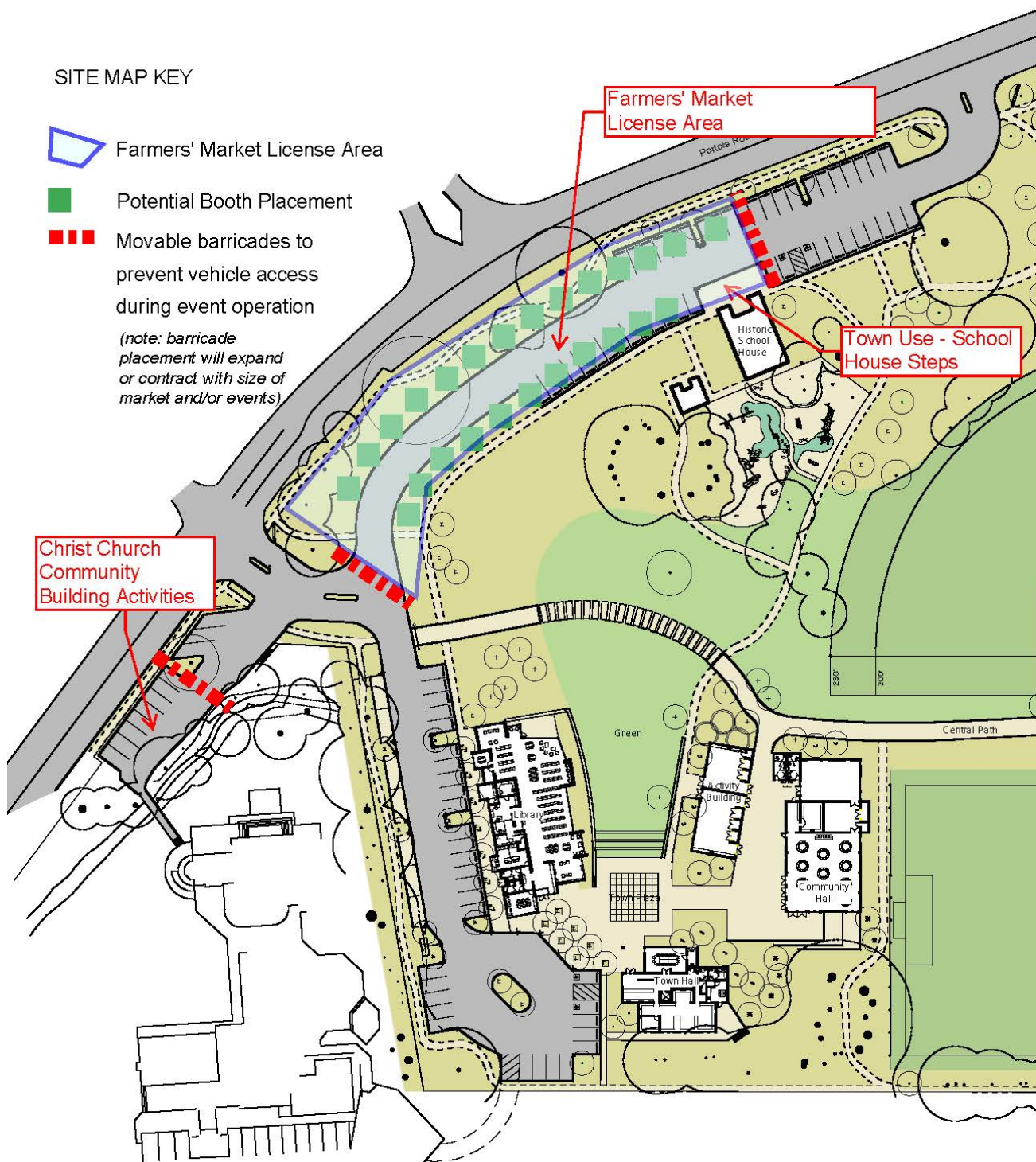
By: _____
John Richards, Mayor

By: Nile Estep
Nile Estep, Good Roots

APPROVED AS TO FORM:

Cara Silver, Town Attorney

EXHIBIT A Farmers' Market License Area & Site Plan



Brandi de Garmeaux

From: Maggie Foard
Sent: Tuesday, September 11, 2018 3:11 PM
To: Brandi de Garmeaux
Subject: new operator for the FM

Dear Brandi,

I wanted to confirm with you my plans to “retire” as the operator of the Portola Valley Farmers’ Market. Please consider this e-mail to be my official notice that my last day will be the fall fest market on October 25th.

As I mentioned before, the market is like a second child to me after 5 and half years and especially after starting the market out of the ground, from scratch. I would like to suggest a new “guardian” for the market.

Nile Estep, owner & founder of GoodRoots in my opinion would be a terrific option for you for a number of reasons. I have firsthand experience with his work and I can’t think of anybody else who loves farmers’ markets as much as I do. He began, like me, a vendor in the marketplace and is very passionate about it. His passion has taken him to whole new level in the past few years and I think that his event experience, both large and small and his natural ability to communicate with people can help enhance the PV Farmers’ Market’s main goal which was to provide an event for ALL members of the community.

Nile is a joy to work with and has a natural easy relationship with the vendors. His quick success is as a result of this ability to get along with everyone, to plan, collaborate and accomplish the goals and details for each client’s particular needs. Now that he lives nearby, he has become a frequent shopper at the market and is familiar with each and every vendor. He is also on the same good terms with both the Ag inspectors and the health dept staff.

A regular part of this job is keeping the permits and certificates current and this involves lots of personal interaction, visits, telephone calls and e-mails with staff in both of these depts. I encourage you to contact them and find out what kind of market operator he is. I think you will find that he is a good solid market operator that is well respected by all.

Now that we have an established weekly event with a stable weekly following, preserving this work that gone behind is very important. At the same time, some new energy would be great and I think that GoodRoots will be able to provide both the continuity we have built and also some "on demand" activity in the way of add’l holiday vendors and food trucks when needed and keep the market an interesting place for locals to visit each week. I know that I will personally continue to shop there each week until we actually move away next year sometime.

It was a difficult decision for me to leave the market but it wasn’t difficult at all to decide who should replace me as market operator. When Nile said that he be honored to be considered, it was a relief to me and I hope that Town of Portola Valley will decide to give Nile this opportunity. I don;t think you’ll be sorry you did!

Let me know if there is any other info you need. I will need to begin the process of closing my permits with the county and hope to do this in conjunction with Nile getting his permits in place so that there is no break in the week to week farmers’ market.

Thank you and sincerely,
maggie

Maggie Foard, operator
Portola Valley Farmers’ Market

Brandi de Garmeaux

From: Nile Estep
Sent: Tuesday, September 11, 2018 2:11 PM
To: Brandi de Garmeaux
Subject: Brief Bio and Intro to Good Roots Farmers Markets and Events
Attachments: GR Projects.pdf

Hi Brandi,

Thanks for taking time to chat with me.

Attached is a list of events my company, Good Roots Farmers Markets and Events has hosted in the Bay Area that highlight local small businesses.

Growing up in the foodie world of Carmel, and helping my mother with her catering business gave me a great appreciation for locally grown products and the vendors who source them. Not only are these products better for us, but you can taste the quality.

The relationship built between the consumer and the grower drastically increases the quality of peoples lives. We learn where our food is grown, exactly what we are putting into our bodies, and can rest assured that we're consuming the highest quality products.

I began my journey in the world of Farmers Markets working for the Gluten Free Bakery, Flour Chylde, a longtime member of Portola Valley. I worked full time with Flour Chylde for three years before meeting Maggie. Maggie gave me the opportunity of a lifetime, the chance to become a business owner. I saw the opportunity in building the connection between local vendors and the corporate employees flooding the Bay Area. I wanted to help build sales for the friends I had made over the years as a farmers market vendor.

With Maggie's encouragement and generosity she gifted me the Visa Farmers Market. After a year of managing the market I had built enough connections to host a variety of events and markets in the Bay Area.

Since moving to the peninsula I have shopped the Portola Valley market as often as I can. The quaintness and small town feelings I get from this market remind me of my hometown in Carmel. If given the opportunity to manage the Portola Valley Farmers Market I'd find it very important to keep the same energy and style Maggie has built. Portola Valley is truly one of the most unique markets in the Bay Area and I would be honored to help run it.

Please let me know if there is any more information you may need.

Thanks!

Nile Estep

Good Roots

www.goodrootsfm.com



Good Roots

Events & Farmers Markets

PO Box 1527

San Carlos, CA 94070

info@goodrootsfm.com

Good Roots Events & Farmers' Markets: Projects

2015-2018 Corporate Farmers Markets

Good Roots first project brought Farmers Markets to corporate campuses around the Bay Area. We believe that Farmers Markets promote a healthy work-life balance for employees, and provide an additional marketplace for local farmers and food entrepreneurs. Some of our clients include Facebook, Visa, Tesla, Microsoft, Symantec, Chevron, and Levi's.

2016 Facebook Farmers Market

The first season of the Facebook Farmers Market consisted of 25 themed events held at the Facebook HQ in Menlo Park, CA. Good Roots partnered with the Facebook Community Events Team to bring a new and improved Farmers Market to the Bay Area. In addition to highlighting local farmers and food entrepreneurs, the FM featured:

- Children Activities
- Farm to Cup Cocktails
- Local Breweries and Wineries
- Non-Profit Fundraising
- Live Local Music on Solar Powered Stage
- Spin to Win Produce Giveaways with recipes

Highlights

- Attendance: 50k+ guests
- 35+ Farmers
- 65+ Food Entrepreneurs
- 35+ Food Trucks
- 40+ Local Artists

2017 Facebook Festivals

[Facebook Festivals Highlights Video Link](#)

With a successful 2016 season, we continued our partnership with Facebook for 2017. Instead of hosting weekly farmers markets, we partnered with the community events team to launch a series of Facebook Festivals on a monthly basis. We felt that we would make more of an impact on local vendors and food entrepreneurs sales if we planned larger events with extended hours.

Our events jumped from 2,500 attendees to over 10,000 with sales improving for all vendors and costs being reduced. The festivals give local farmers the opportunity to connect with the community, sell their products, and grow their wholesale connections and business at the same time.

- Attendance: 85k+
- Dates: May-October
- 12pm-5pm

Vendors Featured:

- 40+Farmers
- 65+ Food Entrepreneurs
- 50 +Local Artists
- 40+ Local Food Trucks and Booths
- Approximated Revenue Generated for Small Businesses: \$85,000+ each event
- Amount Fundraised for Local Non-Profits: \$95,000

2017 GoPro Harvest Festival

In addition to Farmers Markets, our Good Roots Themed Events highlight our farmers and vendors in a new way. We partnered with GoPro to host a Harvest Festival for their employees. With our help the GoPro events team purchased berries, honey, smoked seasonings and other local goods to gift to their employees during the event at a lower cost. A live band on a solar stage was accompanied by a Bay Area favorite BBQ vendor and local brew and wine houses. We're putting a spin on company parties that benefits local vendors and the employees alike.

- Locally sourced Organic Pumpkin Patch
- Children's Activities
- Featured 20 local fall food entrepreneurs and farmers
- Farm to Cup Cocktails
- Local Brew and Cider

Live Cooking Demo

- Harvest Pizza (featuring locally source fall veggies)
- Butternut Squash Ravioli
- Pumpkin Cheesecake



#6

There are no written materials for item #6 – Council Liaison Committee and Regional Agencies Reports

#7

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Thursday – September 13, 2018

1. Agenda (Action) – Town Council – Wednesday, September 12, 2018
2. Agenda (Cancellation) – Sustainability & Environmental Resources Committee – Monday, September 17, 2018
3. Agenda – Trails & Paths Committee – Tuesday, September 18, 2018
4. Agenda – Planning Commission – Wednesday, September 19, 2018

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

1. LABOR Newsletter – September 2018



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

ACTION AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

All Present

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 22, 2018

Approved as Amended 4-0-1 Mayor Richards abstained

2. **Approval of Warrant List** – September 12, 2018
3. **Recommendation by Town Attorney** – Second Reading and Adoption of Ordinance Amending Chapter 8.26 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. 2018-425)
4. **Recommendation by Town Manager** - Support for California Clean Air Day
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley in Support of California Clean Air Day (Resolution No. 2783-2018)

Items 2, 3 & 4 Approved 5-0

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

5. **Update to Town Council** – Microgrid Proposal

Item pulled from the agenda. To be brought back to the Council at a near future meeting

6. **Recommendation by Assistant to the Town Manager** – Adoption of Resolution Authorizing Website 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. 2784-2018)

Approved 5-0

7. **Council Consideration** – “Diesel Free by ‘33” Support

Council supports and approved signing the “Statement of Purpose” 5-0

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 27 ASCC meeting that held preliminary hearings on three projects and an architectural review for an addition and remodel. Attended the September 5 Bicycle, Pedestrian & Traffic Safety Committee meeting to discuss plans for the town picnic and the pedestrian traffic safety study.

Councilmember Derwin -

Attended a C/CAG Administration meeting. Participated in a conference call to discuss the US 101 Managed Lanes Project. Had an interview with Home for All to provide feedback for the program. Met with Town Manager and Assistant to Town Manager to discuss the new resignation of the current Farmers' Market manager. Attended a meeting in an effort to form a new water agency in San Mateo County. Attended the August Council of Cities Dinner Meeting held in Pacifica.

Councilmember Aalfs -

Reported that Peninsula Clean Energy has had a surge of activity around legislation and the CPUC.

Vice Mayor Wengert -

Met with Town Manager and Vic Schachter to discuss any new happenings with the FAA. Had an interview with Home for All to provide feedback for the program. On August 30 held a multi-jurisdictional meeting with Mayor Richards and Town Manager relative to Stanford, chaired by Supervisor Joe Simitian. Attended the annual luncheon at the Sequoias. Attended a meeting with the Mayor, Town Manager, Planning Director, staff and chairs of the Planning and ASCC Commissions to discuss the process by which we are communicating across the board.

Mayor Richards -

Attended a Conservation Committee discussed the desire to hold a joint meeting with the ASCC to improve communications between the two bodies. Met with Ed Jelich to discuss possible workforce housing on the Jelich property near Robert's Grocery Store, but there did not seem to be much interest.

9. TOWN MANAGER REPORT

The Town Manager reported on the success of the Town Picnic. He will deliver to Council a template of a college's memo, to allow one or a minority of Council to bring up a topic for discussion for Council meetings. The Ad Hoc Housing on Town-Owned Property Committee is scheduled to meet again on October 1. The Planning Commission will be looking at ADUs in October; affiliated housing will be discussed at the October 26 Council meeting and October 23 for tours of residences with ADUs on their property. Working on office hours for the Sheriff to visit town hall and be available to speak with residents. The Planning Department will be at the September 13 Farmers' Market to answer questions regarding ADUs.

WRITTEN COMMUNICATIONS

- 10. **Town Council Digest** – August 23, 2018 - **None**
- 11. **Town Council Digest** – August 30, 2018 - **None**
- 12. **Town Council Digest** – September 6, 2018 - **None**

ADJOURNMENT: 8:17 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY
Sustainability & Environmental Resources
Committee Meeting
Monday, September 17, 2018 10:30AM to 12:30 PM
NOTICE OF CANCELLATION

**SUSTAINABILITY & ENVIRONMENTAL
RESOURCES COMMITTEE**

MEETING CANCELLATION NOTICE

The regular meeting of the Sustainability & Environmental Resources Committee, scheduled for Monday, September 17, 2018, has been canceled.



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, September 18, 2018 8:15 AM
Historic Schoolhouse at Town Center
765 Portola Road, Portola Valley, CA

MEETING AGENDA

- 1. Call to Order**
- 2. Oral Communications**
- 3. Approval of Minutes – August 21, 2018**
- 4. Old Business**
 - a. **Monthly Trail Conditions, Work, and Budget Update:** (Discussion)
 - b. **Trail Signage at Major Trailheads / Parking:** (Discussion)
 - c. **Community Hike Saturday, November 3, 2018:** (Discussion)
- 5. New Business**
 - a. **New Driveway Scoring Needs:** (Discussion)
 - b. **Site Development Plans:** (Discussion, as filed and applicable)
 - c. **Accolades:** (Discussion, if any applicable)
- 6. Other Business**
- 7. Adjournment**

Enclosures:

Minutes from August 21, 2018
Trail Work Map & Memo – August 2018
Financial Review – August 2018



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission
 Wednesday, September 19, 2018
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

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 Review and Site Development Permit for a New Pool Cabana and Undergrounding of an Existing Seasonal Creek, File # 40-2017,199 Mapache Drive, Mainzer Residence (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Commission Reports
3. Staff Report
4. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

5. Planning Commission Meeting of July 18, 2018
6. Planning Commission Meeting of August 1, 2018
7. Planning Commission Meeting of September 5, 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).

TOWN COUNCIL WEEKLY DIGEST

Friday – September 21, 2018

1. Agenda – Architectural Site Control Commission (ASCC) – Monday, September 24, 2018
2. Agenda – Conservation Committee – Tuesday, September 25, 2018
3. Agenda – Open Space Acquisition Advisory Committee – Thursday, September 27, 2018

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

1. Invitation to San Mateo County Association of Grand Jurors Lunch Event – Friday, October 12, 2018



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)
 Monday, September 24, 2018
 7:00 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

SPECIAL ASCC FIELD MEETING

5:00 PM 99 Hillbrook – Preliminary Architectural and Site Development Review for a New Two-Story Detached ADU/Office, New Pool and Cabana, an Addition/Remodel to the Existing House, and Landscaping

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Architectural Review for Carport Enclosure, 2 Fremontia Street, Schmidt Residence, File # PLN ARCH 16-2018 (L. Russell)
2. 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. Preliminary Architectural and Site Development Review for a New Two-Story Detached ADU/Office, New Pool and Cabana, an Addition/Remodel to the Existing House, and Landscaping, 99 Hillbrook Drive, Day Residence, File # PLN_ARCH 13-2018 (A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

4. Commission Reports
5. Staff Report
6. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

7. ASCC Meeting of August 27, 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, September 25, 2018 –7:30 PM
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA**

REGULAR MEETING AGENDA

1. Call Meeting to Order
2. Oral Communications
3. Approval of Minutes – August 28, 2018
4. Current Site Visits
5. Tree Permits
6. Old Business
 - A. Oversight of Significant Town Owned Open Space properties – updates.
 1. Springdown Preserve
 - i. Comprehensive care calendar
 - a. Photo documentation – Plunder
 - ii. Management Plan/Request for Funds
 - a. Current status of funding
 - iii. Monarch butterfly habitat
 - iv. Pond
 2. Frog Pond – last report April ‘18
 - i. Ad-Hoc Committee on Guiding Principles
 3. Ford Field – revised
 - i. Open Space comments pending
 4. Town Center – last report April ‘18
 5. Rossotti’s Field and ROW revised
 - i. 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
 - 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
 - i. Table
 - ii. Collect nasty stuff – SM County
 - iii. PR
 - I. Town Picnic/Celebration of 10th Anniversary Town Center - review

7. New Business
 - A. Beautifying significant Town medians

8. Adjournment

9. Next meeting 10/23/2018, 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.

#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.



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Thursday, September 27, 2018, 7:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – July 9, 2018
4. Old Business
 - a) Refining the use of the Open Space Fund and role of the OSAAC
 1. Review Town Manager and Public Works Director’s budget for Spring Down Improvements proposed by the Conservation Committee – Nona Chiariello and Craig Taylor
 2. Updating the Open Space charter to distinguish between capital expenses, operating expenses, one-time expenses and recurring expenses – Craig Taylor
 3. Coordinating vision statements and management priorities for Open Space properties
 4. Review of open space properties and disposition – Chip McIntosh
 - b) Monitoring reports: Lane Conservation Easement, digital copy – Craig Taylor
 - c) Building awareness and support
 1. Open space brochure: review of earlier version – Gary Nielson
 2. Fundraising and partnerships
 - d) Affordable housing proposals vis à vis open space – Craig Hughes
5. New Business
6. Next Meeting?
7. Adjournment