



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, March 14, 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** – February 28, 2018 (3)
2. **Approval of Warrant List** – March 14, 2018 (10)
3. **Recommendation from Town Manager** – Support for Future Gun Buyback Programs (21)
4. **Recommendation from Public Works Director** - Designation of Authorized Representatives for Disaster (28)
 Assistance from the Governor's Office of Emergency Services
 - (a) Adoption of a Resolution Designation of Applicant's Agent Resolution for Non-State Agencies (Resolution No. __)

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

5. **Recommendation from Assistant to the Town Manager** – Request for 2017-18 Budget Amendment for (30)
 Development of Town Center Microgrid Proposal
6. **Recommendation from Communications & Sustainability Management Analyst** – Selecting a Name for (34)
 Portola Valley's Accela Application
7. **Report by Town Manager** – Portola Valley - Community Conversation about Housing (38)
8. **Recommendation from Town Manager** – Council Priorities Study Session, FY 2018-19 (39)
9. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (44)
 Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*
10. **Town Manager Report** (45)

WRITTEN COMMUNICATIONS

11. **Town Council Digest** – March 2, 2018 (46)
12. **Town Council Digest** – March 9, 2018 (65)

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. 962, FEBRUARY 28, 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
Cara Silver, Town Attorney
Keith Weiner, Deputy Building Inspector
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None

- (1) Presentation – ALPR Software Demo – Update from Sheriff's Office

Town Manager Dennis introduced Capt. Corpus of the San Mateo Sheriff's Department. Capt. Corpus introduced Sgt. Jason Peardon, who works in the Gang Intelligence Unit and is one of their experts with the ALPR system. She also introduced Sgt. Acosta, who works in the Headquarters Patrol, and Deputies Griswald and Blanc.

Capt. Corpus said the Sheriff's Office has been working with the ACLU, trying to be very transparent with their policy. The ACLU reviewed the policies and the Sheriff accepted their recommendations, mostly about accountability, transparency, training, and audits. She said that when Portola Valley wants an audit, they can request it at any time by date, rather than the Sheriff's Office simply providing one yearly. She shared various experiences in other Towns that used the ALPR database that successfully led to arrests. She announced that the video camera system registry is set up, so residents can now fill out a form and the Sheriffs will map out all of the registered addresses, both private and commercial, that have cameras. She said this information stays within the database and is not vetted out to anyone. Town Manager Dennis said they will start letting residents know about the registry this week and will also have meetings with the Neighborhood Watch Captains.

Councilmember Hughes narrated a short video explaining what he and Town Manager Dennis learned about what the Town's cameras capture, the features, and the kind of information they can get, beyond law enforcement-related things. Sgt. Peardon described the equipment, how the camera-captured data is used, and how the different data gathering systems work with Vigilant and NCRIC.

Mayor Richards asked regarding the status of the Ladera plate cameras. Sgt. Corpus said they have all the equipment and she spoke with the owner of Odin Systems, who is the contractor for the poling, and he promised to provide a date by Friday.

CONSENT AGENDA [7:26 p.m.]

- (2) Approval of Minutes – Town Council Regular Meeting of January 24, 2018. [Removed from Consent Agenda.]
- (3) Ratification of Warrant List – February 14, 2018, in the amount of \$430,033.25.

- (4) Approval of Warrant List – February 28, 2018, in the amount of \$181,040.79.
- (5) Appointment by Mayor – Member to the Geologic Safety Committee
- (6) Appointment by Mayor – Members to the Parks & Recreation Committee
- (7) Recommendation by the Interim Finance Director – Audit and Financial Statements for FYE 06/30/17
- (8) Report by Interim Planning Director – 2017 Planning and Building Department Activities Report
[Removed from Consent Agenda.]
- (9) Recommendation by Deputy Building Official – 2017 Code Enforcement Activity Report
[Removed from Consent Agenda.]

Councilmember Aalfs moved to approve Items 1, 3, 4, 5, 6, and 7. Seconded by Councilmember Derwin the motion carried 5-0, by roll call vote.

- (2) Approval of Minutes – Town Council Regular Meeting of January 24, 2018.

Vice Mayor Wengert moved to approve Item 2 as amended. Seconded by Councilmember Aalfs, the motion carried 5-0.

- (8) Report by Interim Planning Director – 2017 Planning and Building Department Activities Report
[Removed from Consent Agenda.]

Town Manager Dennis said Interim Planning Director Cassidy has taken ill and asked him to present her report this evening. He said there has been a continued upswing in new residences and staff believes there is a correlation between the change in the number of permits and remodels, because more people seem to be doing new construction. He said the ADUs are not captured in the Planning Permits because they are typically wrapped up in a new residence and only require a building permit, so there is not a separate item listed, although on the Building side the ADU component is shown.

Town Manager Dennis said the Building side shows a significant drop in Building Permits in 2017, but this is because the new system pools some of the minor miscellaneous permits together. He said the number has not actually dropped as much as it appears. He said there are a significant number of ADU Permits on the Building side, as a result of the work the Council has done and the interest thereof. He said the total valuation is essentially on par with the last few years.

Town Manager Dennis thanked the Planning Commission for their excellent work.

In response to Mayor Richards's question, Deputy Building Official Weiner said the new software tends to bundle things together, so there may be a bedroom remodel and an ADU on the same property, which ends up as less permits but a comparable amount of work.

Vice Mayor Wengert said the bundling results in the loss of ability to compare. She said it sounded like using the system for the smaller permits that are being bundled has not really been a timesaver for the team. Deputy Building Official Weiner said there is a savings in paperwork for the technicians at the counter who are actually preparing the permits, but it is the same amount of work for him.

Councilmember Derwin presented the scenario where someone was building an addition, a pool, and solar. She asked if that would be three permits or one permit. Deputy Building Official Weiner said it could be done either way. He said if the projects were not going to be done concurrently or in a timely manner, he would recommend separate permits for each so that each permit can be finalized as needed for financing, occupancy, etc. He said for other projects, such as solar panels on a new ADU, he would

bundle them together. Councilmember Derwin said it is difficult to figure out how many solar, how many pools, how many remodels, etc., if some are only reflected under one category. Deputy Building Official Weiner said they can break it down within the permitting system.

Councilmember Hughes said the individual breakdowns are pretty much flat year to year, except for solar, which that has dropped by half, and miscellaneous, which has dropped by more than half. He asked if it was the miscellaneous permits that tended to get grouped together. Deputy Building Official Weiner said prior to the permitting system, anything that didn't fall into the category of remodel, addition, roof, or electrical was put into miscellaneous. He said now there are many more categories within the software to assign these permits so the miscellaneous total is lower because many of those permits have been recategorized.

In response to Councilmember Derwin's question, Deputy Building Official Weiner said the miscellaneous would include something like a graywater or rainwater capture system and that information could be extracted for 2017 and forward, when the software began being used.

Vice Mayor Wengert asked about the impact of the permit bundling on the residents. Deputy Building Official Weiner said it lowers their costs.

In response to Councilmember Aalfs, Deputy Building Official Weiner said he would assume that HVAC, water heater, and roof permits are categorized as miscellaneous. He said there have been few permits issued for water heaters.

- (9) Recommendation by Deputy Building Official – 2017 Code Enforcement Activity Report
[Removed from Consent Agenda.]

Deputy Building Official Weiner presented the 2017 Code Enforcement Activity Report, as detailed in the staff report.

Councilmember Hughes said there has been preliminary work done with the Accela tool, which may boost the number of complaints received. He asked if Deputy Building Official Weiner had thought about how that might impact his ability to address complaints if there is an uptick or surge. Deputy Building Official Weiner said even if the number of complaints tripled, it would still be less than most places he's worked. He said he almost always gets cooperation. Town Manager Dennis said they started their Accela discussion efforts around code enforcement. He said the internal group includes Public Works Director Young, Planning Director Pedro, Deputy Building Official Weiner, and Planning Technician CheyAnne Brown. He said the Code Enforcement page was developed, which assigned some timelines to when people should hear back from staff. He agreed with Deputy Building Official Weiner that while there is the possibility of a significant increase in the number of complaints, because the number is so low to begin with, it will not affect staff's ability to address issues in a timely manner, in a way that residents expect.

Vice Mayor Wengert asked if Deputy Building Official Weiner worked closely with the ASCC, for instance, to address issues related to projects that have been approved but conditions are not being met during revisits in the final stages. Deputy Building Official Weiner said the ASCC will usually contact Carol Borck on the Planning side. He would come in more on the enforcement side; however, he doesn't usually deal with things such as landscape plans, etc.

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

- (10) Sustainability and Environmental Resources Committee – Leaf Blowers – Education Program

Town Manager Dennis presented the background of leaf blower regulations and impacts, and described the resident education and incentive program regarding the appropriate use of leaf blowers, as detailed in the staff report.

Councilmember Hughes asked how outreach is being handled with regard to the incentive program and if the right people are being reached. Town Manager Dennis said they have discussed methods of outreach and how to build out a program. He said they have discussed some kind of rebate program. Councilmember Hughes said the outreach would not be to the usual people, such as those on PV Forum, but more an indirect thing where the gardeners may or may not get the message. Town Manager Dennis agreed it will be a challenge to reach everyone they want to reach.

Vice Mayor Wengert encouraged that, in addition to incentive and trade-in programs, the Town helps financially.

The Council approved a resident education and incentive program to be reviewed in six months.

STAFF REPORTS AND RECOMMENDATIONS

- (11) Recommendation by Town Manager – Adoption of a Resolution Calling a Special Election for June 5, 2018, to Vote on Ballot Measure to Temporarily Reduce Utility Users Tax from 5.5% to 4.5%
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Calling and Giving Notice of the Holding of a Special Election to be Held on June 5, 2018 for the Purpose of Submitting to the Voters of the Town of Portola Valley a Ballot Measure Temporarily Reducing the Utility Users Tax from 5.5% to 4.5% (Resolution No. 2753-2018)

Town Manager Dennis presented the staff's recommendation to adopt the proposed resolution, as detailed in the staff report.

Vice Mayor Wengert said it is important that people understand that if nothing is done, the UUT goes to 5.5% on July 1 in perpetuity until otherwise changed, and that it this ballot measure proposed setting the UUT at 4.5% for potentially five years and the ability to raise or lower it after that.

Councilmember Aalfs said part of the rationale was to provide the opportunity to put together a clear five-year plan for capital expenditures and have better information to determine an appropriate rate.

Councilmember Derwin asked why there needed to be a review after two years. Vice Mayor Wengert said there is no obligation for the Council to do anything at two years. The Finance Committee may advise to keep the tax the same or lower it, and the Council can approve or deny that request. She said the Finance Committee was concerned that the Council would not look at it again for four years. She said they felt that in the interest of transparency and good government, the Council should agree to look at it on a more systematic basis after a certain period of time.

Councilmember Derwin said that she felt like if she voted for this, she was agreeing that she would be willing to drop it in two years, although she has no facts before her to lead her to believe that would be a good choice. She said it seemed as though voting for this was just placating the Finance Committee, because she cannot see how she would ever decide to drop the tax. Town Manager Dennis said this could be a valuable tool for a future Council. He said they've asked the Finance Committee to start doing work on appropriate reserve levels, work that will continue through the end of the fiscal year, building off of what the Council has already done as it relates to assignments within the General Fund Reserves. He said there will also be a five-year capital plan that will be laid out. He said there is potentially a future scenario where the General Fund Reserve assignments are fully funded and the Council feels as though the Capital Reserves are at a place that supports capital expenditures over a period of time. He said this

tool could then be used to reduce the amount of revenue coming in when assignments are fully funded. He said this depends completely on subsequent work coming in. Town Attorney Silver said without this authority built into the ballot measure, even if the capital projects were fully funded and there was no need for the tax, the Council would not have the legal authority to reduce it because it's a voter initiative, so it provides some flexibility in that respect.

Councilmember Derwin said she finds the measure confusing and she thinks the voters will also find it confusing. She asked if there would be an education campaign about it. Town Attorney Silver said the Council can certainly edit the ballot measure if it is not clear. She said there is a word limit that must be succinct, and then the actual ordinance is attached for reference. The Town Attorney prepares an impartial analysis, which can be longer and go into more detail, which may be the mechanism to use to explain it to the voters. Town Manager Dennis said there is a two-year process that the rate is lowered, and then after a certain period of time the rate can be adjusted depending on circumstances.

Councilmember Derwin said it is sort of a carbon tax and she doesn't like the idea of bringing it down. Councilmember Aalfs agreed. He said if there was ever concern about not needing the money from this tax, it could be turned into a revenue neutral tax with refunds on a per household basis. Town Manager Dennis said the important piece is that even though the Council has the tool, it doesn't mean they have to implement the tool. Councilmember Hughes said there are few taxes for which the Town has control or flexibility. He said he liked that the Town can actually have flexibility with this tax, never removing the upper cap, but having the temporary ability to lower it. Councilmember Aalfs said he would also be unlikely to want to reduce it below 4.5%, but said it is fair for the Council to assume that responsibility and doesn't disagree with the principle behind it. Vice Mayor Wengert said the Finance Committee will have to do a great deal of work in capital budgeting because the Council would not consider changing anything without a compelling case put forward. Councilmember Hughes agreed and said he has been reluctant to lower any tax because this is a very small Town and a small fluctuation has an enormous impact on the budget. He said the flexibility and planning will be very important.

Councilmember Wengert moved to approve the Adoption of a Resolution of the Town Council of the Town of Portola Valley Calling and Giving Notice of the Holding of a Special Election to be Held on June 5, 2018, for the Purpose of Submitting to the Voters of the Town of Portola Valley a Ballot Measure Temporarily Reducing the Utility Users Tax from 5.5% to 4.5%. Seconded by Councilmember Aalfs; the motion carried 5-0.

(12) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Hughes – He attended an Open Space Acquisition Committee Meeting, where they nominated a new chair and discussed the Spring Down Pond project. He attended the February 7th BPTS Committee meeting. He said there was a big uptick in the number of traffic citations, because the Committee asked the Sheriff's Deputies to step up enforcement in a couple of spots. He attended a Planning Commission meeting on February 7. He said they have done a very good job working on the cannabis issue, refining the ordinance that will come to the Council next month. He attended a Cable and Undergrounding Committee meeting where they updated the members about the Rule 20A project with PG&E and the status of the discussions about the fees. Town Manager Dennis said staff will be following up on that on Monday. They also discussed San Mateo County Communications Authority (SAMCAT). The Committee decided that although Portola Valley will not be a formal member of SAMCAT, one of their members will probably attend the SAMCAT meetings as a member of the audience. He also met with the Sheriff's Office regarding ALPRs, data collection, and policies. He noted that Sgt. Peardon finds the Vigilant system more useful for queries than NCRIC for crimes such as those that occur in Portola Valley.

Councilmember Derwin – She attended a Home for All Event in Belmont with Mayor Richards. She said there were three speakers, including Kol Peterson, who wrote "The Backdoor Revolution." She said Mr. Peterson has been very successful with getting people to build financially feasible ADUs in Portland. Mayor Richards said they learned about the County's online tool to design a space and figure out costs. Town Manager Dennis said staff bought a copy of "The Backdoor Revolution" and it is at the front

counter. She attended a League of California Cities quarterly event held at MLK Center at Stanford. Councilmember Derwin and Assistant to Town Manager de Garreaux held a conference call with the California Public Utilities Commission regarding water waste. She said the Office of Ratepayer Advocates (ORA) are not supportive of the raised rates that will accompany smart meters. She attended a C/CAG Legislative Committee meeting, where they are closely watching an effort to repeal SB 1. They adopted the final 2017 Congestion Management Program and received an update about the Water Summit to be held on March 30. Councilmember Derwin is running for Legislative Committee Chair. She attended a Sustainability and Environmental Resources Committee (SERC) meeting where they discussed the leaf blowers and the smart water meters, a microgrid study, and announced that Earth Fair is on Saturday, April 28, in Portola Valley this year. She attended ASCC meetings on February 12. She attended a Library JPA meeting on February 5 where they approved the new donor funds policy, which will come back to the Council for approval. They also approved the formation of a Library Foundation that will fundraise systemwide. Councilmember Derwin and Councilmember Aalfs attended the Silicon Valley "State of the Valley" meeting. Councilmember Derwin and Councilmember Aalfs attended the memorial held for Jean Lane on February 10. Councilmember Derwin attended a C/CAG Resource Management Climate Protection Committee. She attended an ASCC meeting held on February 26 where they discussed the proposed new lighting ordinance and design guidelines. She attended a C/CAG Finance Committee meeting with Vice Mayor Wengert today.

Councilmember Aalfs – He attended the Alpine Hills Town Hall Meeting on February 27 where they updated members on the progress. Windmill is completely moved out and are operating at their new facility. He said Alpine Hills had to significantly cut back the scope due to skyrocketing construction costs. They are now required by their bank to vote on the new scope in the budget before the loan funds will be released. Councilmember Aalfs and Councilmember Hughes met with members of the Portola Valley School District. Councilmember Aalfs was asked to sit in on their facility committee meeting where they will be discussing a long-term facility plan for the buildings. He attended a Peninsula Clean Energy meeting where the Board passed a resolution supporting the idea of a revenue-neutral carbon tax. He said Chair Dave Pine stepped down and is now the Founding Chair, and Councilmember Aalfs was elected Chair.

Vice Mayor Wengert – She attended a San Francisco Airport Roundtable Arrivals Workgroup meeting where they discussed the various routes the FAA has not been able to implement as promised. She also attended a regular Roundtable meeting where they heard a plea to not accept new members and said it appears there will not be enough of a consensus to approve new members. She met with Mid-Peninsula Regional Open Space District, with Mayor Richards and Town Manager Dennis, to discuss the Hawthorns property. She attended the Finance Committee meeting held on February 12.

Mayor Richards – He attended an Emergency Preparedness Committee meeting on February 8 where they discussed the upcoming year's goals, trainings, and a staff training drill to be held on March 22. He attended a Conservation Committee meeting held on February 27, where they discussed preparing things in a timely matter to get into the budget properly, the Spring Down Preserve, and rodenticides.

(13) Town Manager Report – Town Manager Dennis reported this Saturday, March 3, 2018, is the Home for All Community Housing Meeting. All Councilmembers plan to attend. He said the Finance Committee is charged with looking at reserve levels and a five-year plan. He said a Neighborhood Watch Captain meeting is scheduled for early March. He said staff is putting together an all-committee meeting to be held in April. Town Manager Dennis had lunch with former Assembly Member Rich Gordon, who sent the Council his regards. Town Manager Dennis said that, at the suggestion of Town Clerk Hanlon, staff is looking at modifying the old principal's desk that has been kept in storage for use as the public table in the Historic Schoolhouse.

WRITTEN COMMUNICATIONS

(14) Town Council Digest – January 26, 2018

#4 – Invitation from Peninsula Volunteers, Inc. – Meals on Wheels March for Meals Community Champions Breakfast – Wednesday, March 21, 2018. Mayor Richards will attend.

(15) Town Council Digest – February 2, 2018

#8 – Invitation from Michael Gross, Joint Venture Silicon Valley – 2018 State of the Valley Conference. Councilmembers Aalfs expressed interest in the Zanker Recycling Tour.

(16) Town Council Digest – February 9, 2018

None.

(17) Town Council Digest – February 16, 2018

None.

(18) Town Council Digest – February 23, 2018

None.

ADJOURNMENT [9:31 p.m.]

Mayor Richards adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

03/14/18

Date: 03/08/2018

Time: 11:02 am

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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

GREGORY ANDERSON	Refund Dep - 200 Goya	19507	03/14/2018	
			03/14/2018	
755 PAGE MILL ROAD A200	2137		03/14/2018	0.00
PALO ALTO	BOA	52488	03/14/2018	0.00
CA 94304				500.00

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

Check No.	52488	Total:	500.00
Total for	GREGORY ANDERSON		500.00

ANIMAL DAMAGE MGMT INC	February Pest Control	19529	03/14/2018	
			03/14/2018	
16170 VINEYARD BLVD. #150	804		03/14/2018	0.00
MORGAN HILL	BOA	52489	03/14/2018	0.00
CA 95037	106017			695.00

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

Check No.	52489	Total:	695.00
Total for	ANIMAL DAMAGE MGMT INC		695.00

ANNUVIA AN ALLIED 100, LLC CO	Charge-Pak AED Battery Replace	19521	03/14/2018	
			03/14/2018	
PO BOX 511351	1429		03/14/2018	0.00
LOS ANGELES	BOA	52490	03/14/2018	0.00
CA 90051	33291			133.77

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	133.77	0.00

Check No.	52490	Total:	133.77
Total for	ANNUVIA AN ALLIED 100, LLC CO		133.77

CINDY AXE	Refund Deposit-25 Possum Lane	19532	03/14/2018	
			03/14/2018	
25 POSSUM LANE	2140		03/14/2018	0.00
PORTOLA VALLEY	BOA	52491	03/14/2018	0.00
CA 94028				1,828.16

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,828.16	0.00

Check No.	52491	Total:	1,828.16
Total for	CINDY AXE		1,828.16

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

03/14/18

Date: 03/08/2018

Time: 11:02 am

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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

JESAI BANCROFT	Earth Fair Face Painter	19548	03/14/2018	
		00006522	03/14/2018	
PO BOX 5285	0768		03/14/2018	0.00
LACEY	BOA	52492	03/14/2018	0.00
WA 98509				325.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	325.00	325.00

Check No.	52492	Total:	325.00
Total for	JESAI BANCROFT		325.00

CALIFORNIA BLDG STANDARDS COMM	Qtrly BSA Report Oct-Dec 2017	19537	03/14/2018	
			03/14/2018	
2525 NATOMAS PARK DRIVE	458		03/14/2018	0.00
SACRAMENTO	BOA	52493	03/14/2018	0.00
CA 95833				265.50

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	265.50	0.00

Check No.	52493	Total:	265.50
Total for	CALIFORNIA BLDG STANDARDS C		265.50

CDW-G	Office 2016 Lic, C. Rodas/S. H	19517	03/14/2018	
	anlon	00006519	03/14/2018	
75 REMITTANCE DRIVE	0360		03/14/2018	0.00
CHICAGO	BOA	52494	03/14/2018	0.00
IL 60675-1515				654.60

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensng	654.60	654.60

Check No.	52494	Total:	654.60
Total for	CDW-G		654.60

CHENG DESIGN & CONSTRUCTION	Refund Deposit - 30 Holden	19508	03/14/2018	
			03/14/2018	
2808 SAN PABLO AVENUE	2136		03/14/2018	0.00
BERKELEY	BOA	52495	03/14/2018	0.00
CA 94702				580.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	80.00	0.00
96-54-4207	Deposit Refunds, Other Charges	500.00	0.00

Check No.	52495	Total:	580.00
Total for	CHENG DESIGN & CONSTRUCTIO		580.00

WILLIAM CLANCY	C&D Dep Ref - 290 Golden Hills	19518	03/14/2018	
			03/14/2018	
290 GOLDEN HILLS DRIVE	2138		03/14/2018	0.00
PORTOLA VALLEY	BOA	52496	03/14/2018	0.00
CA 94028				1,000.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

03/14/18

Date: 03/08/2018

Time: 11:02 am

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	1,000.00	0.00

Check No.	52496	Total:	1,000.00
Total for	WILLIAM CLANCY		1,000.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CLEANSTREET	February Litter/Street Clean	19550	03/14/2018	
			03/14/2018	
1937 W. 169TH STREET	0034		03/14/2018	0.00
GARDENA	BOA	52497	03/14/2018	0.00
CA 90247-5254	89522			1,652.56

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	74.00	0.00
20-60-4266	Litter Clean Up Program	680.62	0.00
22-60-4266	Litter Clean Up Program	897.94	0.00

Check No.	52497	Total:	1,652.56
Total for	CLEANSTREET		1,652.56

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
COMCAST	Wi-Fi 2/21-3/20/2018	19509	03/14/2018	
			03/14/2018	
P.O. BOX 34744	0045		03/14/2018	0.00
SEATTLE	BOA	52498	03/14/2018	0.00
WA 98124-1227				46.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	46.21	0.00

Check No.	52498	Total:	46.21
Total for	COMCAST		46.21

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
DEPARTMENT OF CONSERVATION	SMISHMF Qtrly Rep Oct-Dec 2017	19536	03/14/2018	
Division of Administrative			03/14/2018	
801 K STREET MS22-15	0054		03/14/2018	0.00
SACRAMENTO	BOA	52499	03/14/2018	0.00
CA 95814-3531				909.63

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	909.63	0.00

Check No.	52499	Total:	909.63
Total for	DEPARTMENT OF CONSERVATIO		909.63

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
LORRAINE R. DUVAL	Neighbor Watch Svc-1/8-2/25/18	19530	03/14/2018	
			03/14/2018	
340 GOLDEN OAK DRIVE	0652		03/14/2018	0.00
PORTOLA VALLEY	BOA	52500	03/14/2018	0.00
CA 94028				820.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	820.00	0.00

Check No.	52500	Total:	820.00
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

Total for	LORRAINE R. DUVAL	820.00
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EXPRESS PLUMBING-EPS, INC.	Clear Sewer Line Backup	19539	03/14/2018	
			03/14/2018	
307 N. AMPHLETT BLVD.	0745		03/14/2018	0.00
SAN MATEO	BOA	52501	03/14/2018	0.00
CA 94401	22777			235.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	235.00	0.00

EXPRESS PLUMBING-EPS, INC.	Sewer Snake Out/Repair	19546	03/14/2018	
			03/14/2018	
307 N. AMPHLETT BLVD.	0745		03/14/2018	0.00
SAN MATEO	BOA	52501	03/14/2018	0.00
CA 94401	22118, 22764			470.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	470.00	0.00

Check No.	52501	Total:	705.00
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Total for	EXPRESS PLUMBING-EPS, INC.	705.00
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GARY GODFREY	Refund Deposit-Event 2/24/18	19510	03/14/2018	
			03/14/2018	
20 TYNAN WAY	2135		03/14/2018	0.00
PORTOLA VALLEY	BOA	52502	03/14/2018	0.00
CA 94028				1,000.00

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

Check No.	52502	Total:	1,000.00
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Total for	GARY GODFREY	1,000.00
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GREEN HALO SYSTEMS	Hosting Access - Feb 2018	19511	03/14/2018	
			03/14/2018	
2431 ZANKER ROAD	0654		03/14/2018	0.00
SAN JOSE	BOA	52503	03/14/2018	0.00
CA 95131	1576			114.00

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

Check No.	52503	Total:	114.00
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Total for	GREEN HALO SYSTEMS	114.00
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HINDERLITER, DE LLAMAS & ASSOC	Sales Tax Audit - 1st Quarter	19543	03/14/2018	
			03/14/2018	
1340 VALLEY VISTA DRIVE	1128		03/14/2018	0.00
DIAMOND BAR	BOA	52504	03/14/2018	0.00
CA 91765	0028555-IN			762.24

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	762.24	0.00

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

Check No.	52504	Total:	762.24
Total for	HINDERLITER, DE LLAMAS & ASS		762.24

ICMA	Dec, Jan, Feb Def Com	19519	03/14/2018	
VANTAGE POINT TFER AGTS-304617			03/14/2018	
C/O M&T BANK	0084		03/14/2018	0.00
BALTIMORE	BOA	52505	03/14/2018	0.00
MD 21264-4553				15,385.60

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	15,385.60	0.00

Check No.	52505	Total:	15,385.60
Total for	ICMA		15,385.60

PAUL KOONTZ	Refund Deposit - 5 Blue Oaks	19512	03/14/2018	
			03/14/2018	
10 LOS CHARROS LANE	2134		03/14/2018	0.00
PORTOLA VALLEY	BOA	52506	03/14/2018	0.00
CA 94028				2,731.39

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,731.39	0.00

Check No.	52506	Total:	2,731.39
Total for	PAUL KOONTZ		2,731.39

MARK MELVILLE	C&D Dep Ref-450 Golden Oak	19523	03/14/2018	
			03/14/2018	
450 GOLDEN OAK DRIVE	2139		03/14/2018	0.00
PORTOLA VALLEY	BOA	52507	03/14/2018	0.00
CA 94028				1,000.00

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

Check No.	52507	Total:	1,000.00
Total for	MARK MELVILLE		1,000.00

NBS, INC	Fee Study Update Prog-Planning	19544	03/14/2018	
			03/14/2018	
32605 TEMECULA PARKWAY	0341		03/14/2018	0.00
TEMECULA	BOA	52508	03/14/2018	0.00
CA 92592				4,820.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	4,820.00	0.00

Check No.	52508	Total:	4,820.00
Total for	NBS, INC		4,820.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
NCE	17/18 Street Resurf Proj.	19545	03/14/2018	
Nichols Consulting Engineers	Svcs Through 2/9/18		03/14/2018	
1885 S. ARLINGTON AVE	0183		03/14/2018	0.00
RENO	BOA	52509	03/14/2018	0.00
NV 89509	424215501			3,628.75

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4585	CIPStreetTestinqInsp	3,628.75	0.00

Check No.	52509	Total:	3,628.75
Total for	NCE		3,628.75

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
NOLTE ASSOCIATES, INC. NV5	Dec-Jan Engineer Services	19513	03/14/2018	
			03/14/2018	
P.O. BOX 74008680	0104		03/14/2018	0.00
CHICAGO	BOA	52510	03/14/2018	0.00
IL 89193-3243				9,236.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	1,330.89	0.00
96-54-4194	Engineer - Charges to Appls	7,905.61	0.00

Check No.	52510	Total:	9,236.50
Total for	NOLTE ASSOCIATES, INC. NV5		9,236.50

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PINNACLE BUILDING & DESIGN	Refund Deposit-501 Portola 5E & 501 Portola Rd 4F	19525	03/14/2018	
			03/14/2018	
5157 ABBEY DRIVE	1617		03/14/2018	0.00
FAIRFIELD	BOA	52511	03/14/2018	0.00
CA 94534				2,000.00

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

Check No.	52511	Total:	2,000.00
Total for	PINNACLE BUILDING & DESIGN		2,000.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PLATINUM FACILITY SERVICES	February Janitorial	19527	03/14/2018	
			03/14/2018	
1530 OAKLAND RD., #150	402		03/14/2018	0.00
SAN JOSE	BOA	52512	03/14/2018	0.00
CA 95112	30928			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.	52512	Total:	4,903.13
Total for	PLATINUM FACILITY SERVICES		4,903.13

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

RAMONA'S SECRETARIAL SERVICES	February Transcription Svcs	19528	03/14/2018	
			03/14/2018	
18403 WATTERS DRIVE	1370		03/14/2018	0.00
CASTRO VALLEY	BOA	52513	03/14/2018	0.00
CA 94546	5985			1,132.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,132.00	0.00

Check No.	52513	Total:	1,132.00
Total for	RAMONA'S SECRETARIAL SERVIC		1,132.00

CYNTHIA RICHARDSON	February Planning Consult Svcs	19531	03/14/2018	
dba Richardson Consulting			03/14/2018	
24 CAMPBELL LANE	1250		03/14/2018	0.00
MENLO PARK	BOA	52514	03/14/2018	0.00
CA 94025				8,242.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4198	Planner - Charges to Appls	8,242.50	0.00

Check No.	52514	Total:	8,242.50
Total for	CYNTHIA RICHARDSON		8,242.50

RON RAMIES AUTOMOTIVE, INC.	January Fuel Statement	19514	03/14/2018	
			03/14/2018	
115 PORTOLA ROAD	422		03/14/2018	0.00
PORTOLA VALLEY	BOA	52515	03/14/2018	0.00
CA 94028				339.19

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	339.19	0.00

Check No.	52515	Total:	339.19
Total for	RON RAMIES AUTOMOTIVE, INC.		339.19

██████████	Ref Dep - ██████████	19515	03/14/2018	
			03/14/2018	
██████ ALPINE ROAD ████████	2133		03/14/2018	0.00
PORTOLA VALLEY	BOA	52516	03/14/2018	0.00
CA 94028				202.23

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	202.23	0.00

Check No.	52516	Total:	202.23
Total for	██████████		202.23

SAN MATEO LAWNMOWER	Pole Saw/Equipment	19551	03/14/2018	
			03/14/2018	
760 S. AMPHLETT BLVD	0412		03/14/2018	0.00
SAN MATEO	BOA	52517	03/14/2018	0.00
CA 94402				71.95

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

05-60-4267	Tools & Equipment	71.95	0.00	
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Check No.	52517	Total:	71.95
Total for	SAN MATEO LAWNMOWER		71.95

SCHWAAB INC	Stamp - Jeremy Dennis	19540	03/14/2018	
PO BOX 3128	0120		03/14/2018	0.00
MILWAUKEE	BOA	52518	03/14/2018	0.00
WI 53201-3128	2622930			50.30

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	50.30	0.00

Check No.	52518	Total:	50.30
Total for	SCHWAAB INC		50.30

SPOON & SPATULA BAKERY	Home for All Community Event	19549	03/14/2018	
414 CARLOS AVE	0769		03/14/2018	0.00
REDWOOD CITY	BOA	52519	03/14/2018	0.00
CA 94061	101			575.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	575.00	0.00

Check No.	52519	Total:	575.00
Total for	SPOON & SPATULA BAKERY		575.00

SPRINT	Refund Deposit, 302 Portola	19516	03/14/2018	
	VOID Orig #51347 MIA		03/14/2018	
ATTN: SUSAN LOPEZ	0656		03/14/2018	0.00
OVERLAND PARK	BOA	52520	03/14/2018	0.00
KS 66251				6,808.10

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	6,808.10	0.00

Check No.	52520	Total:	6,808.10
Total for	SPRINT		6,808.10

STANDARD INSURANCE CO.	LTD/Life Premium	19534	03/14/2018	
PO BOX 5676	0469		03/14/2018	0.00
PORTLAND	BOA	52521	03/14/2018	0.00
OR 97228				617.98

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	617.98	0.00

Check No.	52521	Total:	617.98
Total for	STANDARD INSURANCE CO.		617.98

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

THE ALMANAC	February Legal Ads	19526	03/14/2018	
			03/14/2018	
3525 ALAMEDA DE LAS PULGAS	0418		03/14/2018	0.00
MENLO PARK	BOA	52522	03/14/2018	0.00
CA 94025				792.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	792.00	0.00

Check No.	52522	Total:	792.00
Total for	THE ALMANAC		792.00

THERMAL MECHANICAL, INC	Quarterly PM Svc Jan '18	19547	03/14/2018	
			03/14/2018	
425 ALDO AVENUE	955		03/14/2018	0.00
SANTA CLARA	BOA	52523	03/14/2018	0.00
CA 95054	PM-72029			1,539.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	513.00	0.00
05-66-4346	Mechanical Sys Maint & Repair	513.00	0.00
25-66-4346	Mechanical Sys Maint & Repair	513.00	0.00

Check No.	52523	Total:	1,539.00
Total for	THERMAL MECHANICAL, INC		1,539.00

VERIZON WIRELESS	Feb Cellular/ALPR Sim Card	19538	03/14/2018	
			03/14/2018	
P.O. BOX 660108	0131		03/14/2018	0.00
DALLAS	BOA	52524	03/14/2018	0.00
TX 75266-0108	9802367298			335.90

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	335.90	0.00

Check No.	52524	Total:	335.90
Total for	VERIZON WIRELESS		335.90

KATHY WADDELL	Instructor Fees - Winter 2018	19522	03/14/2018	
			03/14/2018	
460 CERVANTES ROAD	1354		03/14/2018	0.00
PORTOLA VALLEY	BOA	52525	03/14/2018	0.00
CA 94028				4,758.40

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	4,758.40	0.00

Check No.	52525	Total:	4,758.40
Total for	KATHY WADDELL		4,758.40

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SCOTT WEBER	Reimbursement-Work Boots-Weber	19524	03/14/2018	
			03/14/2018	
	793		03/14/2018	0.00
	BOA	52526	03/14/2018	0.00
				154.74

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	154.74	0.00

Check No.	52526	Total:	154.74
Total for	SCOTT WEBER		154.74

SARAH WERNIKOFF	Deposit Refund-145 Bear Gulch	19542	03/14/2018	
			03/14/2018	
145 BEAR GULCH	0498		03/14/2018	0.00
PORTOLA VALLEY	BOA	52527	03/14/2018	0.00
CA 94028				1,454.30

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,454.30	0.00

Check No.	52527	Total:	1,454.30
Total for	SARAH WERNIKOFF		1,454.30

Total Invoices:	41	Grand Total:	82,770.63
		Less Credit Memos:	0.00
		Net Total:	82,770.63
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	82,770.63

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
March 14, 2018

Claims totaling \$82,770.63 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

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

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: March 14, 2018

RE: Support for Future Gun Buyback Programs

RECOMMENDATION

Staff requests review of a letter to the San Mateo County Sheriff's Office supporting future gun buyback programs.

BACKGROUND

In the wake of the recent Parkland Florida shooting, the Mayor requested Staff explore ways for the Town Council to opine on gun-related issues.

The San Mateo County Sheriff's Office has supported three gun buyback programs in recent years; 2013, 2017, and 2018. Each of these programs offered payment for each returned gun. Thousands of guns were returned at the three events (Attachment 1).

DISCUSSION

The attached letter (Attachment 2) offers the support of the Town Council for future gun buyback programs.

FISCAL IMPACT

None.

ATTACHMENTS

1. News Articles on the 2013 and 2017 events
2. Letter of support for future gun buyback programs

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'JDennis', located to the right of the 'Approved by' text.



Sacramento, CA 95814 📍

Ad



Vacation Rental Problems? Host Compliance can ensure everyone play by the rules

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San Mateo County takes in 500 guns in buyback

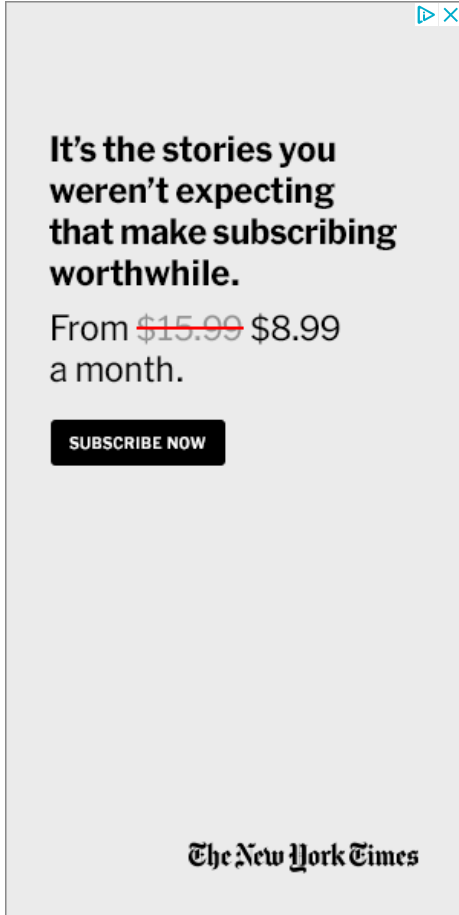
Cars in line for gun buyback program



Updated: 6:03 PM PST Jan 26, 2013

SAN MATEO, Calif. — San Mateo County authorities say so many cars were in line for a gun buyback program Saturday that they had to get started a little early.

Sheriff's Det. Rebecca Rosenblatt, a spokeswoman for the department, said late Saturday afternoon that more than 500 guns were turned in during the event.



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Authorities paid out up to \$100 in cash for a handgun, shotgun or rifle, or up to \$200 for an assault rifle during the buyback held at the San Mateo Event Center.

The buyback was scheduled to start at 10 a.m, but more than an hour before the event was scheduled to begin cars were already lined outside the center.

The San Mateo County buyback comes after hundreds of guns were turned over in exchange for cash in recent buyback programs in San Francisco, Oakland and Marin County.

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KCRA CHANNEL 3 SACRAMENTO



NEWS FIX

San Mateo County to Hold Gun Buyback Program Saturday

(Bay City News) After U.S. Rep. Jackie Speier (D-San Francisco/San Mateo) held a successful gun buyback program in San Mateo County earlier this year, she and Bay Area law enforcement leaders have planned another [gun buyback](#) for this weekend.



Trash bin full of handguns collected during an LAPD gun buyback program. (Joe Klamar/AFP/Getty Images)

San Mateo County residents can drop off weapons between 9 a.m. and noon Saturday at the buyback event in South San Francisco at the San Mateo County Superior Court's Northern Branch courthouse, located at 1050 Mission Road.

Participants will receive \$100 cash for handguns, shotguns or rifles and up to \$200 for assault weapons.

Guns will be accepted with no questions asked, but the weapons must be unloaded, organizers said.

SPONSORED BY

In January, a buyback event at the San Mateo County Event Center in San Mateo netted more than 680 firearms, including 24 assault weapons, 338 handguns and 371 rifles.

About \$63,500 was paid out to participants.

Speier will stop by Saturday's event as part of her political efforts to curb gun violence in Bay Area communities.

Following the deadly massacre at Sandy Hook Elementary School in Newtown, Conn., last December, Speier joined the congressional Gun Violence Prevention Task Force.

The Democratic group put together policy recommendations for comprehensive gun control in February, including stricter background checks, limits to ammunition and magazine purchases, and bans on assault weapons.

A modified package of gun reform laws is making its way through Congress this week.

SPONSORED BY



The congresswoman will be accompanied on Saturday by police chiefs from several San Mateo County cities. Page 26

Those seeking more information about the buyback program are asked to call (650) 829-3700.

Funding for KQED News is provided by the James Irvine Foundation, the San Francisco Foundation, the Westly Foundation, the Heising-Simons Foundation, the Craig Newmark Charitable Fund, and the members of KQED.

March 14, 2018

Captain Christina Corpus
San Mateo County Sheriff's Office
400 County Center
Redwood City, CA 94063

Captain Corpus,

I write on behalf of the Portola Valley Town Council in support of future gun buyback programs.

I understand that the Sheriff's Office sponsored such a program in 2013 at the San Mateo County Fairgrounds, and the County Board of Supervisors provided funding for a similar program in Daly City last September. Both programs netted hundreds of weapons.

If there is information you could provide regarding future buybacks, I would appreciate it.

Please add the Town to any list of support for such efforts.

Thank you,

John Richards
Mayor, Town of Portola Valley



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: March 14, 2018

RE: Designation of Authorized Representatives for Disaster Assistance from the Governor's Office of Emergency Services

RECOMMENDATION

Staff recommends that the Town Council adopt the attached template resolution designating authorized representatives for the State of California Governor's Office of Emergency Services.

BACKGROUND

Pursuant to the Governor's Office of Emergency Services (Cal OES), the Town needs to designate an "Applicant's Agent" as signatory to a number of different documents in order to be eligible to apply for and receive disaster relief funding from the State and FEMA which Cal OES administers. Cal OES has provided the required template resolution for the Town to fill out and adopt.

DISCUSSION

The Town adopted previous resolutions for this purpose in 1998 and 2006. Current requirements are that new resolutions are required every 3 years. The previous designated titles were the Town Administrator, Assistant Town Administrator, and Public Works Director. The new recommended designations will be the Town Manager, Finance Director, and Public Works Director.

FISCAL IMPACT

Allows Cal OES to process the Town's grant application for reimbursement from FEMA for debris clearance on upper Alpine from the 2017 Winter Storms. Amount of reimbursement is approximately \$25,132.

ATTACHMENTS

1. Template Resolution

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "Jeremy Dennis". The signature is fluid and cursive, written over a white background.

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: _____

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Town Council OF THE Town of Portola Valley
(Governing Body) (Name of Applicant)

THAT Town Manager, OR
(Title of Authorized Agent)

Finance Director, OR
(Title of Authorized Agent)

Public Works Director
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Town of Portola Valley, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Town of Portola Valley, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 14th day of March, 2018

John Richards, Mayor

(Name and Title of Governing Body Representative)

Ann Wengert, Vice Mayor

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Sharon Hanlon, duly appointed and Town Clerk of
(Name) (Title)

Town of Portola Valley, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Town Council of the Town of Portola Valley
(Governing Body) (Name of Applicant)

on the 14th day of March, 2018.

(Signature)

Town Clerk
(Title)



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Brandi de Garmeaux, Assistant to the Town Manager

DATE: March 14, 2018

RE: Request for 2017-18 Budget Amendment for Development of Town Center Microgrid Proposal

RECOMMENDATION

Staff recommends that the Town Council authorize a budget amendment of \$15,000 in fiscal year 2017-18 for consultant services for the development of a Town Center Microgrid proposal.

BACKGROUND

At the January 24, 2018 Council Meeting, Councilmember Jeff Aalfs conducted a Study Session on a potential Microgrid at the Town Center. Councilmember Aalfs described the benefits of a microgrid electrical system, including emergency backup power, renewables integration, peak shifting power, etc. He described what a microgrid system would look like at the Town Center and explained the value of battery storage, the duck curve, and net load.

Councilmember Aalfs introduced two entities the Town has been in contact with to explore a potential Town Center Microgrid: Clean Coalition, a non-profit organization that could act as a consultant to the Town regarding the requirements and design of a microgrid; and GridScape, a for-profit company that built a microgrid at Fremont Fire Station 11, is involved in several other microgrid projects and received one of the first California Energy Commission grants as a leader in this field. Councilmember Aalfs indicated that Clean Coalition and GridScape would be good partners for Portola Valley and he would like to work with them on a design and project proposal to bring back to the Council for review.

There Council expressed interest in creating a demonstration site that could provide benefits beyond the Town Center – including into neighborhoods. Councilmember Aalfs described the neighboring communities and local entities that have expressed interest in developing their own microgrids: Mayor of Woodside, Portola Valley School District, Woodside School District, Woodside Priory, and the Woodside Fire Protection District. He indicated that the Town Center Microgrid proposal would show leadership around this that could extend beyond the Town Center.

At the end of the Study Session, the Town Council gave direction to return at a March meeting with a proposal that would provide further analysis and cost estimates for a Microgrid Project at the Town Center.

DISCUSSION

As a result of the direction from the Town Council at the January 24, 2018 meeting, Councilmember Aalfs and Town Staff engaged Clean Coalition and GridScape to develop proposals for the Town Council to review. These initial proposals (Attachment 1 and 2) outline the work needed to prepare the formal proposal, including total costs, for a Town Center Microgrid. In this initial analysis and design phase, Clean Coalition would serve as the expert consultant to the Town in scoping and analyzing the design and economic benefits of the formal proposal produced by GridScape. Both entities are very interested in the potential Town Center Microgrid project, and as a result, are preparing the proposals at a nominal fee. GridScape is requesting a fixed project cost of \$5,000 for the formal proposal and Clean Coalition is requesting \$10,000 to act as the expert consultant.

The information obtained during the development of the formal proposal will have benefits beyond the potential Town Center Microgrid. As a result of the technical and economic analysis, the Town will gain valuable information on the Town Center's building systems and energy uses that will inform the forthcoming five-year Capital Improvement Plan (e.g., electrification of natural gas systems, potential addition of solar, future EV Charging potential).

As the opportunity hadn't arisen in the last budget cycle, Town Staff recommends that the Council authorize a budget amendment of \$15,000 to allow for the creation of a formal project proposal for a potential Town Center Microgrid. This budget amendment allows for work on the feasibility of a microgrid project to be completed later this spring, in advance of the 2018-19 budget process.

FISCAL IMPACT

For the fiscal year ending June 30, 2018, the total budget amendment requested is \$15,000 for consultant services. The \$15,000 will be allocated from General Fund Unassigned and assigned to Miscellaneous Consultants (GL Code 05-54-4214).

	General Fund Unassigned	Miscellaneous Consultants (GL Code 05-54-4214)
2017-18 Budgeted Amount	\$2,348,591	\$150,000
Allocation After Budget Amendment	\$2,333,591	\$165,000

ATTACHMENT

1. GridScape Statement of Work
2. Clean Coalition Proposal

Approved by: Jeremy Dennis, Town Manager





Statement of Work

Town of Portola Valley

Town Center - Solar Emergency Microgrid Proposal

Summary:

The Town of Portola Valley is interested in a Solar Emergency Microgrid system for the Portola Valley Town Center. The Town Council has requested Gridscape to provide a one page document to outline what would be included in a formal proposal.

Scope of work to prepare the formal proposal:

1. Perform a detailed Site Survey and Evaluation on site as follows:
 - a. Inspect existing Service Panel(s)
 - b. Inspect PG&E utility meter(s)
 - c. Inspect existing Solar PV installation, including PV inverter(s) – make and model
 - d. Inspect existing electrical circuits and “as-built” balance of the system
2. Study 12 months of PG&E Electric Bills and 12-month of 15-min (8760) energy usage of the site
3. Study existing permit drawings and Single Line Electrical Diagrams
4. Analyze and model existing and proposed system using Gridscape’s EnergyScope platform
5. Develop a technical proposal for the proposed Solar Emergency Microgrid, including system sizing and technical specifications of battery energy storage system, backup generator, existing and new Solar PV systems, inverters, Gridscape’s EnergyScope Microgrid Controller and DERMS (Distributed Energy Resource Management System) and other balance of systems
6. Develop a business proposal for the Solar Emergency Microgrid showing energy cost savings and other benefits to the Town of Portola Valley.
7. Present the proposal to the City Council as needed.

Town of Portola Valley Contacts: Jeff Aalfs, Town of Portola Valley, Town Council Member and Brandi de Garneau, Assistant to the Town Manager

Start Date: March 15, 2018

Gridscape Project Manager: Mark Aiello

Duration: 4 weeks

Project Cost: Fixed Cost, \$5,000 USD

Payment Terms: \$2,500 (50%) to start formal proposal, and \$2,500 (50%) on delivery of formal proposal

Expert Support for Portola Valley Community Microgrid

Overview

For an upfront fee of \$10,000, the Clean Coalition will provide expert support to the Town of Portola Valley by helping establish design criteria for the Portola Valley Community Microgrid at the Town Center and then review Gridscape's technical and economic deliverables at the preliminary design and recommended design stages. Key technical elements include solar, energy storage, demand response & load shedding, indefinite renewables-driven backup power for critical loads, and operations & maintenance. The existing diesel generator will be integrated into the design with the intention that the Portola Valley Community Microgrid can operate indefinitely without any use of the diesel generator; and certainly after diesel fuel reserves have been depleted.

The Clean Coalition is a nonprofit organization whose mission is to accelerate the transition to renewable energy and a modern grid through technical, policy, and project development expertise. The Clean Coalition has worked with municipalities, utilities & other load serving entities, and policymaking bodies across the country to deliver extensive renewables and grid modernization outcomes.

Stage 1: Help scope the Portola Valley Community Microgrid

The Clean Coalition will help ensure that the proper buildings and loads will be included in the Gridscape design, including critical loads that need to be configured for indefinite renewables-driven backup power.

Stage 2: Review Gridscape's preliminary designs & economic analyses

The Clean Coalition will review Gridscape's preliminary designs and economic analyses to ensure consistency with design criteria and optimized economic benefits for Portola Valley.

Stage 3: Review Gridscape's recommended design & economic analysis

The Clean Coalition will review Gridscape's recommended design and economic analysis to ensure consistency with design criteria and optimized economic benefits for Portola Valley.

Clean Coalition contact

Craig Lewis will be the primary Clean Coalition point-of-contact and his contact details are provided below. A variety of additional Clean Coalition team members will be involved in performing specific tasks.

Craig Lewis
Executive Director, Clean Coalition
16 Palm Ct
Menlo Park, CA 94025
650-796-2353 mobile
craig@clean-coalition.org



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Ali Taghavi, Communications & Sustainability Management Analyst

DATE: March 14, 2018

RE: Selecting a Name for Portola Valley's Accela Application

RECOMMENDATION

Staff recommends that the Town Council select a name for Portola Valley's portal to the Accela app.

BACKGROUND

Accela is the leading provider of civic engagement solutions for governments. It provides a robust, cloud-based platform of solutions that increase resident engagement, improve efficiency and deliver government transparency to strengthen communities.

Accela is a powerful tool that helps implement a digital communications system that provides:

- A more efficient workflow for Town staff to manage incoming requests and better communicate with residents.
- A platform for residents to report issues like potholes, trail issues, sidewalk damage and water issues either online or on their smartphones. The app also delivers information such as events and news through customizable widgets.
- A powerful tool to analyze data collected through the system. Staff can track issue resolution and spot trends in the community to solve issues more proactively.

The Town Council received a presentation on the Accela app on July 13, 2016 and was supportive of its use as a cost-effective way for Portola Valley's residents to better access the Town's services and increase resident engagement. The Accela app was purchased as part of the 2017-18 budget cycle and over the last several months, staff has been working to develop the app and update the website as needed to support its additional tools and uses.

DISCUSSION

Staff is working diligently to rollout the Accela app to town residents by May of 2018. As part of the rollout, selecting a name for the Accela app is a crucial step to help establish its brand identity with town residents and increase the likelihood of a town-wide adoption.

Staff met with the Accela project representative to determine best practices for selecting an appropriate app name specific for Portola Valley. Staff conducted a general survey of existing Accela app names from other municipalities and then held a brainstorming session to create a list of potential names. Next, all Town staff were asked to complete an anonymous survey to create a final list of potential app names. The top three choices are:

- PV Connect
- PV Now
- My PV

The top three names represent an opportunity to brand the Accela app and establish a connection with Portola Valley. The app name will be used in all marketing and promotional materials to identify the Accela app.

NEXT STEPS

Following is the projected timeline and activities for the rollout of the Accela App:

Activity	Date
Council selects Accela app name	March, 2018
Testing the app (prior to rollout)	April, 2018
Finalizing the app (for rollout)	Late April, 2018
Rollout announcement of Accela App on Town website, eNotification emails, PV Forum, and Next Door	Mid-May, 2018
Banners posted at two key locations	Mid-May, 2018
Ongoing promotion and outreach	June – December, 2018

FISCAL IMPACT

None.

ATTACHMENT

1. Accela Brochure

Approved by: Jeremy Dennis, Town Manager





TRANSFORM HOW YOUR CITY OPERATES

THE LEADER IN CITIZEN RELATIONSHIP MANAGEMENT SYSTEMS

Develop lasting, productive relationships with your residents.

EFFICIENCY

Save time and money by improving your administration's ability to communicate.

HAPPIER RESIDENTS

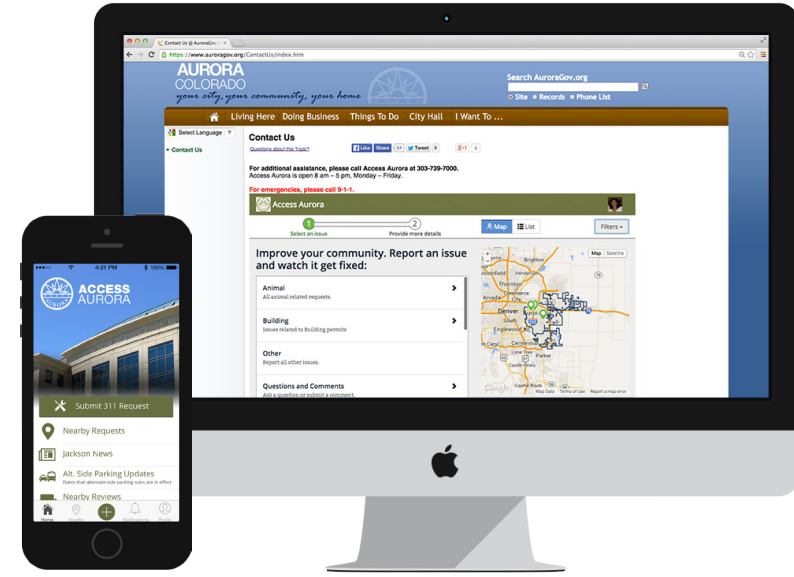
Serve residents more effectively by providing better access to City services.

TRANSPARENCY

Establish openness by granting residents access to community activity and data.



RESIDENT ENGAGEMENT



CENTRALIZED CITY SERVICES

Access City services from an online dashboard or on a mobile device.

BRANDED APPS

Customize your app to provide residents with information such as City events, animal adoptions, transit data, online bill payment tools and more.

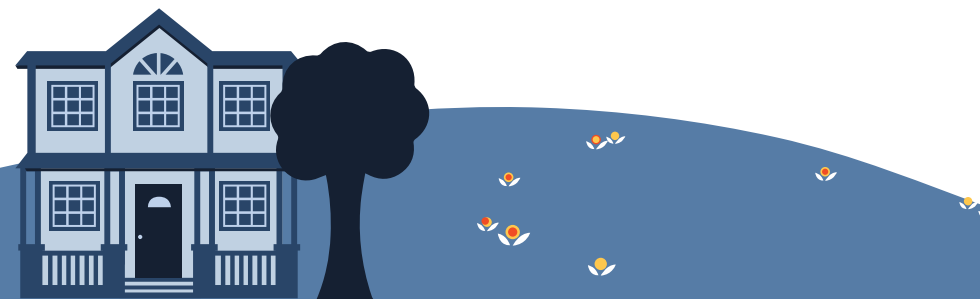


INSTANT TRANSLATIONS

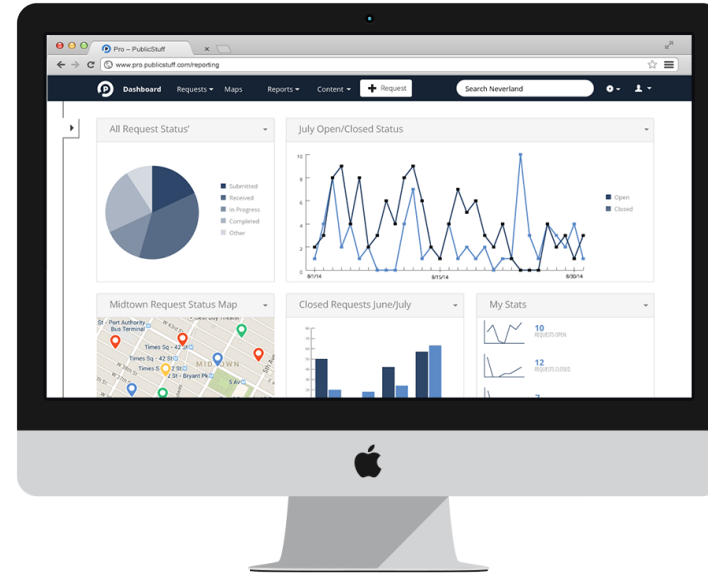
Make your app accessible to everyone by allowing residents to submit and receive information in their native language.

PUSH NOTIFICATIONS

Reach mobile users directly with important updates, even during emergencies.



STAFF TOOLS



PROCESS AUTOMATION

Automatically assign incoming requests to the appropriate staff for a more streamlined and efficient process.

KNOWLEDGE BASE

Use a proven wiki-based system to give residents a library of answers to their most common questions.



CUSTOM REPORTING

Make decisions based on the most accurate and relevant data available.

VISUAL MAPPING

View your requests spatially, and integrate with your Esri and GIS data.



SOCIAL MEDIA

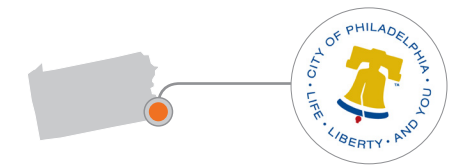
Find and respond to service requests submitted via Twitter within our dashboard.

WHAT OUR CLIENTS SAY:



“The City of Chandler has the distinction of being a very transparent municipality. Accela CRM aligns very well with our organization’s values of open access and accountability and is a great service to smartphone users.

Rich Dlugas,
City Manager of Chandler, AZ



“This app will bring City services to citizens’ fingertips and continue the transformation of government into a nimble customer service organization.”

Michael A. Nutter,
Mayor of Philadelphia, PA

TAKE THE FIRST STEP IN MOVING YOUR COMMUNITY FORWARD

**WANT TO LEARN MORE?
CONTACT US FOR A DEMO.**

(888) 722-2352
 publicstuff.sales@accela.com

There are no written materials for Portola Valley – Community
Conversation about Housing



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: March 14, 2018

RE: Council Priorities Study Session, FY 2018-19

RECOMMENDATION

It is recommended that the Town Council:

1. Accept a status update on the current Council Priorities
2. Provide staff with initial feedback on their priorities for Fiscal Year 2018-19

BACKGROUND

For the past two years, the Town Council has adopted “Council Priorities” that are used, in part, to develop the budget.

DISCUSSION

FY 2017-18 Council Priorities

The council adopted four priorities with a number of associated projects (Attachment 1):

1. Rural Character of the Town
2. Fiscal Health of the Town
3. Resident Resiliency
4. Long-Term Climate Resiliency and Adaptation.

As shown in Attachment 1, staff anticipates completed the majority of the projects associated with the four priorities in this fiscal year. The primary reason why a few items will not be completed in this fiscal year (such as department budgets or some climate action related-items) is due to loss of staff, continued priorities from the previous year, and additional new issues staff has been directed to work on. Examples include UUT work, emergency preparedness communications work, housing topics, and the cannabis ordinance.

FY 2018-19 Council Priorities

In order to construct the most useful document for next fiscal year, staff would like input and guidance from the Town Council on the topics/projects listed below. This list is neither exhaustive nor intended to recommendation as-is; rather, staff hopes it is a useful starting place for a Council conversation:

1. Does the current structure for the Council Priority process work?
 - a. Was the FY 2017-18 document useful in helping to direct workflow?
 - b. Should it be better connected to the budget process?
2. What are some areas of interest for the FY 2018-19 document? Staff has met to brainstorm on topics that should be considered for inclusion:
 - a. Continuation of Resident Resiliency
 - i. Emergency preparation outreach work
 - ii. Neighborhood watch program support continued
 - iii. Implementation of a pedestrian safety study plan with Bicycle, Pedestrian and Traffic Safety Committee
 - iv. Review needs of youth
 1. Youth Commission
 2. Activities/programs at Town Center and Town spaces
 3. Coordination of activities between Committees and Library
 - v. Continued focus on Town Committee support/recruitment
 - b. "Master Planning"
 - i. General Plan – initial review of next elements to consider updates
 - ii. Open Space – Continuation of Conservation's planning efforts for all of the Town's Open Space properties
 - iii. Open Space Acquisition – review of criteria for future purchases
 - iv. Trails – request for similar effort as Conservation's open space planning
 - v. Develop plans to implement Town Center Master Plan recommendations
 - vi. Refine 5-year Capital Improvement Plan after first year of use
 - vii. Consideration of funded maintenance and operation budgeting
 - viii. Survey of Town-used software
 - ix. Upgrade Town's servers and back-up systems
 - x. Review and recommend updates to Town Center Use Policies and Applications
 - c. Communications
 - i. Website update
 - ii. Newsletter
 - iii. Assessment & fine-tuning of Accela app

1. Provision of Engagement opportunities on the tool
- iv. Social media round 2
 1. Other apps/platforms
- v. Committee support
- d. Further Sustainability
 - i. Town Center Microgrid – Study and Implementation
 - ii. Climate Action Plan 2030 (how to integrate with update to General Plan and Sustainability Element)
 - iii. Leaf Blower – education, incentives and potential regulations
- e. Housing Strategic Plan 2
- f. Ten-Year Anniversary of Town Center (September 8th 2018)

As can be seen above, Staff is suggesting opportunities to assess the implementation of ongoing Council Priorities, as such assessments may result in additional work commitments.

After receiving input from the Council, staff will finalize the recommended FY 2018-19 Council Priorities document for adoption in April/May.

FISCAL IMPACT

There is no fiscal impact from accepting the status update report. There is potential for significant fiscal impact should the Council adopt priorities that result in major projects; however, adoption of priorities does not preclude the Council from reviewing any new costs in either the upcoming budget process or as one-off items brought to the Council for approval at a later date.

ATTACHMENT

1. FY 2017-18 Council Priorities – progress update

Approved by: Jeremy Dennis, Town Manager



Town of Portola Valley 2017-18 Council Priorities – Progress Update

Completed **Underway, To Be Completed This Fiscal Year** **Ongoing**
Underway, To Be Completed Next Fiscal Year **Delayed Until Next Fiscal Year/Not Started**

1. Rural Character of the Town

- Update to the Lighting Ordinance, updates to the Design Guidelines, and an Outdoor Lighting FAQ
- Implementation of the Planning Department's new staff report layout
- Creation of pre-application materials about conditions of approval and findings that will be part of future ASCC and PC staff reports
- Redesign and addition of new materials to the Employee Handbook to ensure staff's positive role in preserving the rural character of the Town
- Increased code enforcement/deployment of the Accela "app" to simplify reporting of code enforcement issues
- Analysis of approved houses and their floor area for 1995-2005
- Continued training for PC/ASCC

2. Fiscal Health of the Town

- Creation of department-based budgets
- Purchase of new Budget software and the creation of a new "look and feel" for the budget book
- Planning for cost recovery, including a user fee study for planning and building fees
- Development of a Capital Projects Budget
- Further re-investment of the Town's reserves into better return vehicles
- Changes to OPEB and CalPers retirement

3. Resident Resiliency

- Negotiate a new contract with the Sheriff's Office

- Build and strengthen community through events, outreach and regular meetings with Town staff
- Engaging the new communications role which will have responsibilities in communications, emergency preparedness and sustainability
- Review of pedestrian crossings and exploration of opportunities to enhance and improve safety issues
- Work with County 911 Communications to develop innovative ways for residents to share public safety concerns through the new Computer Aided Dispatch (CAD) system
- Increase awareness and recruitment for Town Committees
- Update of the Ground Movement Map
- Implementation of the neighborhood watch sign program
- Create internship program to support trail maintenance
- Working to incorporate emergency preparedness into neighborhood watch programming
- Partner with Woodside Fire Protection District to increase outreach on self-preparedness

4. Long-Term Climate Resiliency and Adaptation

- Update of the Sustainability Element, particularly in relation to climate change adaptation
- Develop a Climate Action Plan for 2030
- Further support for Peninsula Clean Energy
- Creation of fuel switching programs
- Implementation of the Green Building ordinance
- Ongoing review and adaptation to future drought issues
- Draft of a Livestock Ordinance to support local efforts
- Examination of opportunities with other communities to pool resources on sustainability issues
- Allying the Town with ongoing local, regional and state efforts to demonstrate commitment to the Paris Accords and climate change-related advocacy and effort

#9

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

#10

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Friday – March 2, 2018

1. Agenda (Action) – Town Council – Wednesday, February 28, 2018
2. Agenda – Parks & Recreation Committee – Monday, March 5, 2018
3. Agenda (Cancellation) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, March, 7, 2018
4. Agenda (Cancellation) – Planning Commission – Wednesday, March 7, 2018
5. Agenda – Emergency Preparedness Committee – Thursday, March 8, 2018
6. Agenda – Cultural Arts Committee – Thursday, March 8, 2018
7. Agenda (Special) – Bicycle, Pedestrian & Traffic Safety Committee – Thursday, March 8, 2018
8. Memo from Town Clerk regarding AB 1661 Anti-Harassment Training – Friday, March 2, 2018
9. March Monthly Meeting Schedule
10. Invitation to March Council of Cities Dinner Meeting – Daly City Hosting - Friday, March 23, 2018
11. Press Release: Peninsula Clean Energy's ECO100 Now Green-E Certified – March 1, 2018
12. Invitation from City of San Mateo – Celebration Banquet – Saturday, March 24, 2018

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. None



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, February 28, 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

1. PRESENTATION – ALPR Software Demo – Update from Sheriff's Office

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** – January 24, 2018

Approved as Amended 5-0

3. **Ratification of Warrant List** – February 14, 2018
4. **Approval of Warrant List** – February 28, 2018
5. **Appointment by Mayor** – Member to the Geologic Safety Committee
6. **Appointment by Mayor** – Members to the Parks & Recreation Committee
7. **Recommendation by Interim Finance Director** – Audit and Financial Statements for FYE 06/30/17

Items 1, 3, 4, 5, 6 and 7 approved 5-0

8. **Report by Interim Planning Director** – 2017 Planning and Building Department Activities Report

Council pulled for Discussion

9. **Recommendation by Deputy Building Official** – 2017 Code Enforcement Activity Report

Council pulled for Discussion

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

10. **Sustainability and Environmental Resources Committee** – Leaf Blowers – Education Program

Council approved a resident education and incentive program to be reviewed in six months

STAFF REPORTS AND RECOMMENDATIONS

11. **Recommendation by Town Manager** – Adoption of a Resolution Calling a Special Election for June 5, 2018, to Vote on Ballot Measure to Temporarily Reduce Utility Users Tax from 5.5% to 4.5%

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Calling and Giving Notice of the Holding of a Special Election to be Held on June 5, 2018 for the Purpose of Submitting to the Voters of the Town of Portola Valley a Ballot Measure Temporarily Reducing the Utility Users Tax from 5.5% to 4.5% (Resolution No. __)

Council approved the calling of a special election to submit to voters a ballot measure to authorize the extension of the reduced 4.5% Utility Users Tax for an additional five years – Approved 5-0

12. 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 an Open Space Committee Meeting, the February 7th BPTS Committee meeting, a Planning Commission meeting, a Cable Committee meeting and met with the Sheriff's Office regarding ALPRs.

Councilmember Derwin –

Attended a Home for All Event in Belmont with Mayor Richards. Attended a League of California Cities quarterly event held at MLK Center at Stanford. Councilmember Derwin and Assistant to Town Manager de Garmeaux held a conference call with California Public Utilities Commission regarding water waste. Attended a C/CAG Legislative Committee meeting, a Sustainability and Environmental Resources Committee meeting, and ASCC meeting on February 12th and a Library JPA meeting on February 5th. Councilmember Derwin and Councilmember Aalfs attended the Silicon Valley "State of the Valley" meeting and the memorial held for Jean Lane on February 10th. Attended a C/CAG Resource Management Climate Protection Committee meeting and an ASCC meeting held on February 26th. Attended a C/CAG Finance Committee meeting with Vice Mayor Wengert, held on February 28th.

Councilmember Aalfs -

Attended the Alpine Hills Town Hall Meeting on February 27th and met with the Portola Valley School District, with Councilmember Hughes. Attended a Peninsula Clean Energy meeting and was named Chair.

Vice Mayor Wengert -

Attended a San Francisco Airport Roundtable meeting, met with Midpeninsula Regional Open Space District, with Mayor Richards and Town Manager Dennis and a Finance Committee meeting held on February 12th.

Mayor Richards -

Attended an Emergency Preparedness Committee meeting on February 8th and a Conservation Committee meeting held on February 27th.

13. Town Manager Report

This Saturday, March 3, 2018, is the Home for All Community Housing Meeting. The Finance Committee is charged with looking at reserve levels and a five-year plan. A Neighborhood Watch Captain meeting is scheduled for early March. An all-committee meeting to be held in April. Town Manager Dennis had lunch with former Assemblymember Rich Gordon, who sends the Council his regards. Staff is looking at the possibility of modifying the old principal's desk that has been kept in storage for use as the public table in the Historic Schoolhouse.

WRITTEN COMMUNICATIONS

14. Town Council Digest – January 26, 2018 – *Item #4 - Mayor Richards will attend*

15. Town Council Digest – February 2, 2018 – *Item #8 – Councilmember Aalfs interested in Zanker Recycling Tour*

16. Town Council Digest – February 9, 2018 - *None*

17. Town Council Digest – February 16, 2018 - *None*

18. Town Council Digest – February 23, 2018 - *None*

ADJOURNMENT: 9:31 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.



**Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, March 5, 2018 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: December 4, 2017
4. Welcome New PARC Members
5. Discuss PARC Committee Duties & Assignments
 - Secretary
 - Other Committee Liaisons
6. Mission and Planning Review and Finalize to share with Town and Other Committees
7. 2018 Event Planning Recommendations & Discussion
8. Adjournment



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, March 7, 2018 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY
COMMITTEE
MEETING CANCELLATION NOTICE

The regular meeting of the Bicycle, Pedestrian and Traffic Safety Committee, scheduled for Wednesday, March 7, 2018, has been canceled.

A special meeting is scheduled for Thursday, March 8, 2018 at 7:30 PM.



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

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION
MEETING REGULARLY SCHEDULED FOR
Wednesday, March 7, 2018

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, March 7, 2018 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, March 21, 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, March 8, 2018 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

1. 8:00 Call to order
 - Members: Mark Bercow, Dave Howes, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp
 - Potential Guests: Jeremy Dennis/Town Manager, Brandi de Garmeaux, Ali Taghavi, John Richards/Town Council, Dan Ghiorso and Selena Brown WFPD, Christina Corpus/Sheriff's Office, Gary Nielsen/Police Commissioner, Chuck Nile/Red Cross, Stuart Young/former EPC member, Lorrie Duval/Neighborhood Watch, Bud Eisberg/PV Public Works Committee, Mark Dahlen, Doug Keyston/Woodside Emergency Preparedness Committee, Wil Patterson/PV Public Works Committee, Jerry Shefren/resident.
2. 8:01 Oral Communications
3. 8:03 Approve minutes
 - Motion; Approve minutes for February 8, 2018 meeting
4. 8:05 2018 Goals – see attachment with latest draft
 - Discuss a few specific 2018 goals:
 - Articulate the level of medical support we expect to provide during various emergencies
 - This will help define the medical supplies that we need
 - Integration of Neighborhood Watch and CERPP
 - Briefly look at entire list of goals. Any changes needed?
5. 8:35 CERPP/WFPD Report (Brown/Ghiorso)
6. 8:40 Town Report (de Garmeaux/Taghavi)
7. 8:45 Committee Reports
 - Medical Subcommittee Report (none)
 - Communications Subcommittee Report (Rothrock)
 - Motion, discussion and approval of \$2K to rent a 2nd AM radio transmitter
8. 8:55 Next meeting is April 12, 2018
 - Quorum check
9. 9:00 Next meeting is April 12, 2018



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, March 8, 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 – February 8, 2018
4. Old Business:
 - Update on plan for Sequoias
 - Speaker series planning: Pottery Night
 - Youth Photo Show
5. New Business:
 - Sponsorship / Collaboration
 - Summer Concerts planning
6. Adjournment



TOWN OF PORTOLA VALLEY
Special Bicycle, Pedestrian and Traffic
Safety Committee Meeting
Thursday, March 8, 2018 – 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Roll Call
2. Oral Communications
3. Approve minutes from February 7, 2018 Meeting - *(minutes were unavailable at time of packet distribution, they will be handed out at the meeting)*
4. Sheriff's Report –
 - 1) Accidents and Citations
5. Public Works Report:
6. Ongoing Committee Business for 2018
 - 1) Pedestrian safety subcommittee activity
 - 2) Proposal for "Pop-up" events
 - 3) Windy Hill parking monitoring – Winter activity on Portola Road
 - 4) Recommendation to support residents seeking permission for use of Old Spanish Trail for Cycle Journeys to school
7. Outreach possibilities for 2018:
 - 1) Earth Day, Picnic and other Town events
8. Matters Arising
9. Time & Date for April 2018 meeting:
10. Adjournment



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: March 2, 2018

RE: AB 1661 – Anti-Harassment Training

On September 29, 2016, the Governor signed AB 1661 into law.

Currently, all local public agency officials must receive training in ethics if the local agency provides any type of compensation, salary, or stipend to those officials. In addition, public agencies must provide at least two hours of education regarding sexual harassment and workplace bullying to all supervisory employees.

AB 1661 expanded the anti-harassment training requirement to elected officials and members of legislative bodies of local agencies.

Each local agency official must receive at least two hours of sexual harassment prevention training and every two years thereafter. If an official received the required training on June 5, 2018, the official would need to receive training again on or before June 4, 2020. A local official who serves more than one local agency shall satisfy the requirements once every two years without regard to the number of local agencies which he or she serves. (GC 53235.1)

An invitation for training of both Ethics Training (AB 1234) and Anti-Harassment Training (AB 1661) was emailed to all Councilmembers, Commissioners and Management Staff on Thursday, March 1, 2018. The training is scheduled for June 5, 2018, hosted by the Town of Atherton. This training will satisfy both required subjects for two years.

cc: Planning Commissioners
ASCC Commissioners
Town Manager
Town Attorney

Town of Portola Valley

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

MARCH 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, March 14, 2018

Wednesday, March 28, 2018

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

Council Liaison – Craig Hughes (for months January, February, March)

Wednesday, March 7, 2018 – **CANCELED MEETING**

Wednesday, March 21, 2018

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

Council Liaison – Maryann Derwin (for months January, February, March)

Monday, March 12, 2018

Monday, March 26, 2018

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

Council Liaison – Craig Hughes

Wednesday, March 7, 2018 – **CANCELED MEETING**

Thursday, March 8, 2018 at 7:30 PM – **SPECIAL MEETING**

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

Council Liaison – Craig Hughes

As announced

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

Council Liaison – John Richards

Tuesday, March 27, 2018

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

Council Liaison – John Richards

Thursday, March 8, 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, March 8, 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

As announced

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

Council Liaison – Ann Wengert

Monday, March 5, 2018

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, March 19, 2018

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

Council Liaison – Jeff Aalfs

Tuesday, March 20, 2018 – 8:15 AM



Dinner/Meeting Announcement Friday, March 23, 2018

Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.

Location:

Original Joe's Westlake
11 Glenwood Avenue, Daly City
 (650) 755-7400

Schedule:

6:00pm	Social Time (Cash Bar)
6:30pm	Business Meeting
6:45pm	Dinner
7:00 pm	Program
8:30 pm	Adjourn

Please contact Chair Diane Papan if you wish to bring up an item for group discussion or give a committee report.
 Telephone: (415) 377-4462 or email: dpapan@cityofsanmateo.org

Individually Plated Meal Service
\$50.00 per person

***First Course:** Ceasar Salad & French Bread*

***Second Course Options:** Chicken Piccata/Joe's Filet of Sole/Eggplant Parmigiana (veg.)*

***Family Style Side Dishes:** House Made Meat Raviolis and Sauteed Mixed Vegetables*

***Dessert:** Warm Butter Cake with Vanilla Gelato*

Registration is limited to first fifty (50) attendees
 Please rsvp by Friday, March 16, 2018, to Angie Padilla at apadilla@dalycity.org or (650) 991-8127.

Please make checks payable to:

City of Daly City
 Attn: Angie Padilla, Senior Executive Assistant, City Manager's Office
 333-90th Street, Daly City, CA 94015



Business Meeting at 6:30pm Friday, March 23, 2018

6:30pm

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

6:45 pm

- Dinner

7:00 pm

- Introduction of the Program by Mayor Juslyn Manalo, Daly City
- PROGRAM: Assemblymember Phil Ting will speak on Housing Issues; Homelessness; Regional Measure 3 Transit and Road Improvements and Clean Air Vehicles.

8:30pm

- Meeting Adjourned

MAP and DIRECTIONS to:

Original Joe's Westlake

11 Glenwood Avenue

Daly City, CA 94015

Driving Directions from the Peninsula

U.S.-101 North to I-380 and merge onto I-280 North **or** I-280 North to Exit 49A

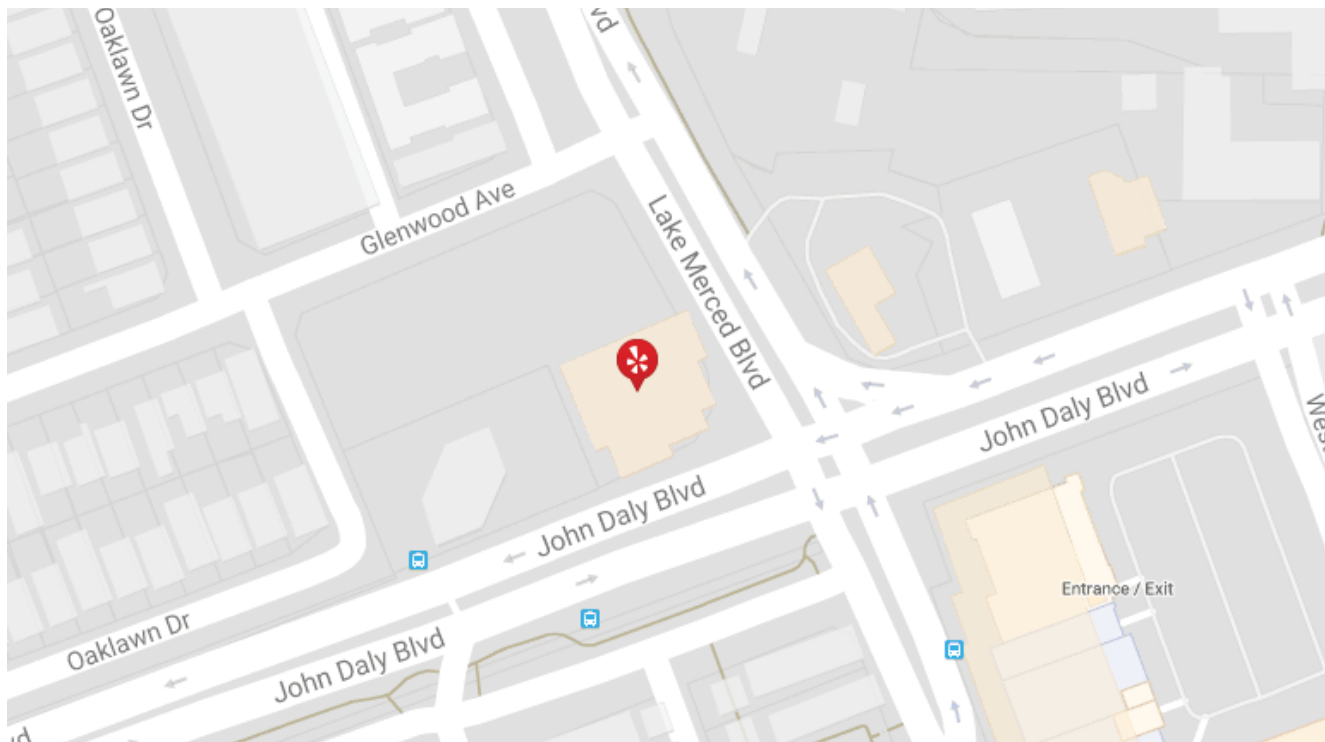
Take Exit 49A to merge onto Junipero Serra Blvd. toward John Daly Blvd.

Turn Left on John Daly Blvd. and continue to Lake Merced Blvd.

Turn Right on Lake Merced Blvd. (Original Joe's Westlake on corner)

Immediate Left on Glenwood Avenue and arrive at destination

Parking available: off-street lot and street.



Thu 3/1/2018 5:08 PM

Anne Bartoletti abartoletti@peninsulacleanenergy.com

PRESS RELEASE: PENINSULA CLEAN ENERGY'S ECO100 NOW GREEN-E CERTIFIED

Dear Honorable PCE Board of Directors, Board Alternates, and City Managers,

We are pleased to share with you the Peninsula Clean Energy press release on Green-e certification of ECO100, and celebrating the fact that the County of San Mateo, fourteen of its cities, several special districts, almost all customers in Portola Valley, and Facebook HQ are all sourcing 100% renewable energy for their operations.

As this press release speaks directly to the environmental commitment of your cities, we would like to encourage you to send this release to your local press contacts as well to ensure we are reaching our local press in the most effective way through multiple sources. We have also shared the press release on our social media, and welcome shares and re-tweets.



PENINSULA CLEAN ENERGY'S ECO100 NOW GREEN-E CERTIFIED

San Mateo County, 14 of its Cities, and Facebook

All Receiving 100% Renewable Electricity

REDWOOD CITY, CA February 28, 2018 -- As of 2018 Peninsula Clean Energy's (PCE's) ECO100 option is now certified by Green-e Energy, the leading renewable energy certification and verification program in North America administered by the nonprofit Center for Resource Solutions (CRS). Fourteen cities, the County of San Mateo, and the social media company Facebook have chosen to power their operations with PCE's 100% renewable electricity product, which is available to all San Mateo County residents and businesses.

"Green-e is the national gold standard for voluntary green power purchasing," stated County Supervisor Dave Pine, who represents San Mateo County on the board of Peninsula Clean Energy. "With Green-e certification, ECO100 purchasers now have an extra level of confidence that they are buying certified renewable energy from new generation facilities."

Peninsula Clean Energy is the official electricity provider for residential and business customers in all twenty cities and the unincorporated areas of San Mateo County. PCE was launched in 2016 by the County and its twenty cities to meet local environmental goals by offering cleaner energy at lower rates. PCE customers have a choice of two options: ECOplus and ECO100. ECOplus contains at least 50% renewable electricity, and is priced at 5% less than PG&E's generation rates. PCE's Green-e Energy certified ECO100 option is 100% renewable and 100% greenhouse gas free with energy from wind and solar.

Cities, towns, agencies, and businesses in San Mateo County that have chosen ECO100 to meet environmental goals include Atherton, Belmont, Brisbane, Burlingame, Colma, Foster City, Hillsborough, Menlo Park, Millbrae, Portola Valley, Redwood City, San Carlos, San Mateo, Woodside, SamTrans, Caltrain, the San Mateo County Harbor District, and the County of San Mateo as well as Facebook's Menlo Park corporate headquarters. In addition, the Town Council of Portola Valley voted to enroll all its residences and business automatically in ECO100. See

PCE's [ECO100 Business Directory](#) for additional participating businesses.

“By supporting clean wind and solar from California, PCE customers are helping transition us away from fossil fuels and drive new renewable generation throughout the state,” said Jennifer Martin, Executive Director of Center for Resource Solutions, which runs the Green-e Energy program. Green-e provides the highest standard of consumer protection by certifying superior renewable energy options, ensuring accuracy of environmental claims, and verifying that individuals and businesses get the correct quantity and type of renewable energy they paid for.

“By using Green-e certified renewable energy, businesses can earn LEED points, and can report zero emissions from electricity to help meet their environmental goals,” added Jan Pepper, CEO of Peninsula Clean Energy.

PRESS RELEASE

Residents and business in San Mateo County can choose ECO100 for their account at Peninsula Clean Energy's website <https://www.peninsulacleanenergy.com/opt-up>, or by calling customer service at [866-966-0110](tel:866-966-0110).

###

About Peninsula Clean Energy

Peninsula Clean Energy (PCE) is San Mateo County's official electricity provider. PCE is a public, locally controlled community choice energy program that provides all electric customers in San Mateo County the choice of having electricity supplied from clean, renewable sources at competitive rates. PCE, formed in March 2016, is a joint powers authority made up of the County of San Mateo and all 20 cities in the County. PCE serves approximately 290,000 accounts.

www.peninsulacleanenergy.com

About Green-e and Center for Resource Solutions

A program of the nonprofit Center for Resource Solutions, Green-e is the leading independent consumer protection program for the sale of renewable energy and greenhouse gas reductions in the retail market. Green-e offers certification and verification services through Green-e Energy, a renewable energy certification program; Green-e Climate, a greenhouse gas emission reduction certification program; and Green-e Marketplace, a program that provides forward-thinking organizations a simple, nationally recognized logo they can use to communicate their renewable energy and climate commitment to their customers and stakeholders. To learn more about Green-e Certified products and programs available in all 50 states and Canada, visit

www.green-e.org.

MEDIA CONTACTS

Kirsten Andrews-Schwind

Peninsula Clean Energy

[650-260-0096](tel:650-260-0096)

kandrews-schwind@peninsulacleanenergy.com

Jeff Swenerton

Center for Resource Solutions

[415-561-2119](tel:415-561-2119)

jeff.swenerton@resource-solutions.org

Celebration Banquet - March 24, 2018

From: Patrice Olds [mailto:polds@cityofsanmateo.org]
Sent: Friday, February 23, 2018 10:45 AM
To: San Mateo County City Clerks
Subject: Celebration Banquet - March 24, 2018

Dear Clerk Colleagues,

The City of San Mateo is hosting a series of events, including a banquet to celebrate the 50th anniversary of the San Mateo's adoption of a company of the 101st Airborne Division (Screaming Eagles) back in 1968 in the Vietnam War. There are eight San Mateo county cities/towns that have also adopted units of the Screaming Eagles and they are putting on the events and celebrating this anniversary with us. They are Burlingame, Hillsborough, Foster City, Millbrae, Belmont, San Carlos, San Bruno and Atherton!

The US Army is sending out 50 soldiers, representatives for each of the cities that have adopted and about 50 of our original adopted sons from Vietnam are coming out to.

I'm wondering if those cities not already involved in the events, would please share this banquet flyer with their City Councils. We would welcome any involvement from our other San Mateo county cities. It is a great opportunity to recognize and thank all of our active duty troops as well as our veterans.

For information on all the activities please check out this website: www.cityofsanmateo.org/101st

Thank you for helping get the word out.

Patrice M. Olds, MMC
City Clerk
City of San Mateo

Dine with the Screaming Eagles **CELEBRATION BANQUET**



**Share Your Table with a Veteran or one of the
Active Duty 101ST Airborne Screaming Eagles**



Saturday, March 24, 2018

San Francisco Airport Marriott Waterfront
1800 Old Bayshore Hwy, Burlingame

6:00pm Reception

7:00pm Celebration Banquet



On Sale Now

Tickets: \$150 per person

\$1,500 Table Sponsorship

Tickets available online: www.CityofSanMateo.org/101st

San Mateo City Clerk's Office: (650) 522-7040

Thank You for Supporting Our Adopted Troops!

ADOPTED UNITS 101ST AIRBORNE DIVISION (AIR ASSAULT)

San Mateo - 1968 A Company 1-327 Infantry	Burlingame - 2004 B Company 1-327 Infantry	Hillsborough - 2007 Headquarters Company 1st Brigade Combat Team	Foster City - 2012 Headquarters Company 1-327 Infantry	Millbrae - 2013 B Battery 2-32 Field Artillery	Belmont - 2016 C Company 1-327 Infantry	San Carlos - 2017 D Company 1-506 Infantry	San Bruno - 2017 A Company 1-506 Infantry	Atherton - 2017 B Company 1-506 Infantry
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TOWN COUNCIL WEEKLY DIGEST

Friday – March 9, 2018

1. Agenda – Architectural & Site Control Commission – Monday, March 12, 2018
2. Invitation from HEART of San Mateo County re: May Fundraiser – Thursday, May 24, 2018
3. League of California Cities re: Request for Council Support of SB 3 Veterans and Affordable Housing Bond
4. [Western City Magazine – March 2018](#)

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. LABOR Newsletter – March 2018
2. Letter from Comcast re: Contact Information and Services Provided



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)
 Monday, March 12, 2018
 7:00 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

OLD BUSINESS

1. Architectural Review and Site Development Permit for a New Residence, Accessory Dwelling Unit (ADU), Pool, and Landscaping, 207 Westridge Drive, Wang/Mallard Residence, File # PLN_ARCH 47-207 (Staff: C. Richardson)
2. Final Review of Updates to the Outdoor Lighting Ordinance and Lighting Design Guidelines (Staff: A. Cassidy)

NEW BUSINESS

3. Architectural Review to Legalize an Existing Non-Conforming Fence, File # 48-2018, 5 Grove Court, Lewis Residence (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

4. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

5. ASCC Meeting of February 26, 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).



March 2018 Newsletter

 A promotional banner for a May fundraiser. The background is a blue-tinted photograph of a smiling man in a light-colored shirt holding a folder, with other people in a classroom-like setting behind him. The text is overlaid on the left side of the image.

May Fundraiser

HEART OF SAN MATEO COUNTY **100** YEARS OF SERVICE

Save the date
Thursday, May 24 5:00-7:30 pm
Devils Canyon Brewery, San Carlos

Registration Now Open

Join us to celebrate our recent breakthrough achievements!

Network with an amazing array of community leaders including County Supervisors, city councilmembers, city staff, business leaders and other housing advocates.

Hosted bar with great beer, wine and hors d'oeuvres.

You won't want to miss our annual event at the brewery! **Thursday, May 24, from 5:00-7:30 pm at the Devil's Canyon Brewery in San Carlos.**

Sponsorship Opportunities Available

For information about sponsorships and promotional opportunities, contact [Paula Stinson](#) or call 650-204-5630.



First Time Homebuyer Workshop in Burlingame

Buying a home is not easy in this market, but it can be done.

Come find out how you can use the HEART loan to buy a market-rate home or condo anywhere in San Mateo County at our free workshop in March.

[click below to register](#)

[Burlingame, Thursday, March 29, 6:00-7:00 pm](#)

What is it?

HEART offers down payment loans for qualified first-time homebuyers up to \$119,278, which, together with a first 30-year, fixed rate mortgage from Meriwest Mortgage, **enables the borrower to finance their first home with 5% down and no PMI (private mortgage insurance)**

HOW do I qualify?

You must work or live in San Mateo County

Income of \$150,000 or less, credit score 680 or better

No restrictions on purchase or resale

Home price up to \$795,187 for qualified borrowers

[Get More Program Information Here](#)

What do you need to consider to buy a home here?

SAMPLE home prices in San Mateo County and estimated income needed			
Home Type	Low Sales Price Range	Estimated Monthly Cost	Estimated Required Annual Income* (assumes no debt)
Studio Condo	\$360,000.00	\$2,610.00	\$65,000.00
One Bedroom Condo	\$450,000.00	\$3,150.00	\$78,000.00
2 Br Condo	\$600,000.00	\$4,047.00	\$100,000.00
Single Family Home	\$795,000.00	\$4,810.00	\$118,000.00
*Estimated Required Annual Income is assuming no other debt and good credit			
The Estimated Monthly cost is assuming HOA dues of \$400.			
Estimated Monthly Cost includes principal, interest, property tax, HOA dues, and insurance			

Please note: HEART does not have access to below-market rate homes for purchase. You will need to review your income, debts and credit score to see how much you can borrow. You will also need to review the cost of entry level homes and condos to see what you can afford, and where you should be looking.

More questions? Contact us

Paula Stinson at pstinson@heartofsmc.org, 650-240-5630 or

John Souza at jsouza@meriwest.com, 408-849-7115

HEART of San Mateo County / 2905 S. El Camino Real /
San Mateo, CA 94403 / p: 650-204-5640 / www.heartofsmc.org

Thu 3/8/2018 9:56 AM

Seth Miller <smiller@cacities.org>

Request for City Support: Veterans and Affordable Housing Bond

Good morning Mayors, Council Members, City Managers and Staff of the Peninsula Division:

Last year the League advocated in support of SB 3 (Beall) which will place a \$4 billion Veterans and Affordable Housing Bond on the November ballot. If approved by voters in November, the bond will fund [a number of programs](#) and breathe new life into existing housing programs that have proven, over the years, to be effective. California cities are eager to access much needed affordable housing funding to jumpstart construction. This week [the League officially became part of the Affordable Housing Now coalition](#), and I write today to encourage your city to consider becoming part of the coalition as well.

How can you take action?

I have attached the following for your information and consideration.

- Sample Resolution
- Affordable Housing Now Fact Sheet
- Affordable Housing Now Endorsement Form
- Sample Press Release for Your City

Thank you,
Seth

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*Strengthening California Cities
Through Advocacy & Education*





AFFORDABLE HOUSING NOW

AFFORDABLE HOUSING NOW

WHO WE ARE

We are a broad coalition of affordable housing advocates, business leaders, labor, veterans and environmental groups working to bring affordable housing to California communities by passing the \$4 billion ***Veterans and Affordable Housing Bond Act (SB 3)*** that will go before voters in November 2018.

WHAT THE BOND DOES FOR CALIFORNIA VETERANS, STRUGGLING FAMILIES AND PEOPLE WITH DISABILITIES

- 🏠 Dedicates funding to help military veterans have a safe place to call home.
- 🏠 Provides stable housing for struggling families, people experiencing homelessness and individuals with disabilities.
- 🏠 Builds affordable homes for hardworking people like grocery clerks, nurse aides and teaching assistants. This helps people live in the communities where they work and serve, while still having money for basics like groceries, gas and child care.
- 🏠 Tackles top priorities for Californians – building homes, creating jobs and boosting the economy. It's expected to create 137,000 jobs and pump \$23.4 billion into California's economy.



WHY CALIFORNIANS NEED THIS AFFORDABLE HOUSING BOND NOW

- 🏠 The housing crisis is crushing the 1 in 3 Californians who can't afford their rents.
- 🏠 Many people are spending more than 30% of their incomes and some as much as 50% of their incomes on housing.
- 🏠 The growing gap between what Californians earn and the cost of rent has grown so wide that families are separated by excruciating commutes because they can't afford to live in the cities where they work.
- 🏠 We don't have to look far to see the human devastation of the housing crisis. Homelessness and its harsh toll is taking hold in more Californians' lives. California has the largest population of unsheltered veterans in the nation. Families pushed to the brink live in their cars or double and even triple up in overcrowded housing as they try to maintain their jobs and ensure their children go to school.



HOW YOU CAN JOIN OUR COALITION & SUPPORT THE BOND

- 🏠 Help spread the word among family, friends, neighbors and colleagues that we all can do something about the housing crisis – ***Vote YES on the Veterans and Affordable Housing Bond Act this November.***

CONTACT

David Koenig (DavidJKoenig@gmail.com) for information on how you and your organization can formally endorse the bond, participate in outreach opportunities and contribute to the campaign to build affordable housing in California.

Paid for by Affordable Housing Now, a coalition of Housing California, California Housing Consortium, State Building and Construction Trades Council of California and Silicon Valley Leadership Group. Committee ID# 1401697