



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, December 12, 2018
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

1. **PRESENTATION** – Certificate of Recognition presented to Cameron Jones for Outstanding Accomplishments (3)
 in Science and Engineering
2. **PRESENTATION** – Backyard Habitat Award by the Conservation Committee (4)
3. **REORGANIZATION OF THE TOWN COUNCIL** (5)
 - (a) Election of Mayor
 - (b) Election of Vice Mayor

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.

4. **Approval of Minutes** – November 28, 2018 (6)
5. **Approval of Warrant List** – December 12, 2018 (16)

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

6. **Recommendation by Town Attorney** – Update of Designated Positions and Disclosure Obligations in the (33)
 Town's Conflict of Interest Code
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Designating Public Officials and Employees and their Disclosure Categories for the Town's Conflict of Interest Code (Resolution No. ___)
7. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (39)
 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.*
8. **TOWN MANAGER REPORT** (40)

WRITTEN COMMUNICATIONS

9. **Town Council Digest** – November 29, 2018 (41)
10. **Town Council Digest** – December 6, 2018 (65)

ADJOURN TO CLOSED SESSION

11. **CONFERENCE WITH LABOR NEGOTIATORS**
 Pursuant to Government Code §54957.6
 Agency designated representatives: (Town Council, Town Attorney)
 Unrepresented employee: Town Manager

REPORT OUT OF CLOSED SESSION

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).



Certificate of Recognition

Presented to

Cameron Cole Jones

December 12, 2018

in recognition for outstanding accomplishments on receiving First Place in the Santa Clara County Science and Engineering Fair, and Fourth Place in the Intel International Science and Engineering Fair.

We commend you for your dedicated hard work and achievements in Science.

John Richards, Mayor

Conservation Committee's Backyard Habitat sub group Report to Town Council at their 12/12/18 Meeting

This is the 5th year of your awarding Backyard Habitat plaques to residents who work to encourage native plants which provide habitat for wild life and who discourage, by pulling out, invasive plants in their landscaping. Thank you for supporting this effort.

There are 3 recipients this year. Nona Chiariello, Paul Heiple and I visited each and will each speak of one of the awardees.

Dell Maxwell and Pat Hanrahan rebuilt their home and designed a new landscape that adjoins the Stanford Wedge off of Minoca Road.

Dell is a member of the Sustainability Committee and organized the Town's first Water Conserving and Native Plant Garden Tour in town during the spring of 2017. Around 100 residents attended the 9 sites of which 8 were Backyard Habitat recipients. We hope to offer another tour in 2019.

In their application they wrote, "We have recently redone our house and garden. We have birdhouses, brush and rock piles. We harvest rainwater, have a greywater system and use no pesticides. We're trying to conserve resources as well as provide a pleasant spot for critters and people. We encourage habitat so that we can host more wildlife and keep the property in a more natural state. We are happy to participate in a program that may encourage others in town to do the same thing. Also, I like to demonstrate that native plants can create a very beautiful year-round garden." They have fulfilled these goals and more.

Nona and Paul will speak of the other two recipients. Loren and Erika Walden and Marge DeStaebler.

There are no written materials for Town Council Reorganization

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 958, November 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 and Jeff Aalfs; Vice Mayor Ann Wengert; Mayor John Richards (Councilmember Craig Hughes arrived at 7:23 p.m.)

Absent: None

Others: Jeremy Dennis, Town Manager
Cara Silver, Town Attorney
Doug Radtke, Finance Director
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None

CONSENT AGENDA

- (1) Approval of Minutes – Town Council Regular Meeting of November 14, 2018. *[Removed from Consent Agenda.]*
- (2) Approval of Warrant List – November 28, 2018, in the amount of \$388,175.19.
- (3) Recommendation by Finance Director – Adoption of a Resolution Approving and Authorizing Disposition of Surplus Town-Owned Property
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Disposition of Surplus Town-Owned Property (Resolution No. 2786-2018)

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

- (1) Approval of Minutes – Town Council Regular Meeting of November 14, 2018.

Vice Mayor Wengert moved to approve Item 1 as amended. Seconded by Councilmember Aalfs, the motion carried 3-0-1 with Councilmember Derwin abstaining.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (4) Recommendation by Finance Director – Town Operating Banking Options
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Authorize Finance Director to Transfer Funds (Resolution No. 2787-2018)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Close Checking Account at Bank of America (Resolution No. 2788-2018)

- (c) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Open a Checking Account at Technology Credit Union (Resolution No. 2789-2018)
- (d) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Open a Checking Account at U.S. Bank (Resolution No. 2790-2018)

Town Manager Dennis described the background regarding the conversation around potentially changing the Town's banking relationships. He introduced Finance Director Doug Radtke to further explain the options under consideration.

Finance Director Radtke described the background, the solicitation inquiries, the potential impacts to LAIF, and the proposed recommended resolutions, as detailed in the staff report.

Mayor Richards invited questions from the Council.

In response to Councilmember Derwin's question, Finance Director Radtke confirmed that TechCU had several brick and mortar buildings. He added that they are a small, structurally sound credit union with \$2 billion in assets.

In response to Councilmember Aalfs' question, Finance Director Radtke said he suspected the higher interest rates and lower charges for credit unions versus banks is due to a difference in business models. Town Manager Dennis said it is new for TechCU to work with municipalities. He said staff does not think there is a risk associated with that and thinks there will be advantages of TechCU working with the Town to offer the kinds of things the Town needs.

Vice Mayor Wengert asked what Finance Director Radtke expected the average balances to be with TechCU in terms of operating budget size. Finance Director Radtke said it would be in the hundreds of thousands. He said his intention is to manage the cash flow tighter, keeping as much as possible in LAIF.

Vice Mayor Wengert asked regarding the differences between the support of FDIC and NCUA. Finance Director Radtke said NCUA is national organization of FDIC that insures and services credit unions with comparable guarantees.

Councilmember Derwin asked if Finance Director Radtke would also recommend TechCU if there was no LAIF requirement. Finance Director Radtke said if LAIF was not available, he would likely try to find another kind of investment for reserves to spread the funding around. Town Manager Dennis said staff plans to bring an alternative to LAIF, which Finance Director Radtke has been researching, in an attempt to find better solutions.

In response to Mayor Richards' question, Finance Director Radtke said TechCU is a state charter.

Mayor Richards said he has a lot of good experience with credit unions and said they are a great alternative to commercial banks. He said, however, since they are often managed by people without a lot of financial experience, they must be closely monitored. He said his understanding is that TechCU is large and very well established.

In response to Councilmember Aalfs' question, Finance Director Radtke said TechCU mostly serves technology companies.

Vice Mayor Wengert thanked Finance Director Radtke for all of the good work.

Councilmember Aalfs moved to approve Resolutions of the Town Council of Portola Valley to: a) Authorize Finance Director to Transfer Funds; b) Close Checking Account at Bank of America; c) Open a Checking Account at Technology Credit Union; and, d) Open a Checking Account at U.S. Bank. Seconded by Councilmember Derwin; the motion carried 4-0.

(5) Report by Town Manager – Housing Update

Town Manager announced that he will bring a Housing Update to Council every three months. He said the Council created six assignments of two Councilmembers each to work on a variety of housing-related issues. He reported on the groups' activities in the last few weeks.

Town Manager Dennis reported that Councilmembers Derwin and Wengert are working on issues with Stanford. He said Stanford and staff met afterwards to discuss Stanford's plans regarding affiliated housing. He anticipates additional meetings regarding the property at the Wedge.

Town Manager Dennis reported that Councilmembers Hughes and Richards have met once on the Sequoias and Priory assignment. Town Manager Dennis said he will be meeting with the parent organization president, Dave Burg, next week to hear more about The Sequoias' plans around housing. Town Manager Dennis said The Priory is also working on a proposal for housing.

Town Manager Dennis reported that the Affiliated Housing Expansion group has met once and has a second meeting scheduled.

Town Manager Dennis reported that the ADU Support group met once after the last Planning Commission meeting. He said staff provided an update on the process related to ADUs at the meeting and received great feedback on how to work through the next Planning Commission meeting, scheduled for December 5.

Town Manager Dennis reported that the Home For All group is not meeting on their own but will continue to attend Home For All meetings. Planning & Building Director Russell will be attending a meeting tomorrow morning.

Town Manager Dennis reported that the Funding Issue Group has not yet met. He said he has been working at putting together material to bring to Council related to Inclusionary Housing and the Housing Next Study. He said the Council will need to address long-term funding issues related to Housing.

Town Manager Dennis said staff will present items related to access for public safety vehicles at the upcoming Planning Commission meeting.

Town Manager Dennis said the Ad-Hoc Housing on Town Owned Property Committee will meet on December 6 to review cost estimations for what a prototype property would look like at committee-identified potential locations.

With regard to upcoming work, Town Manager Dennis said the Affiliated Housing work will continue, anticipating there will be some changes to the Affiliated Housing Program in the Housing Element. He said the Planning Commission's work on ADUs will come to Council in February. He said staff is currently looking at tiny homes as a proposal to Planning Commission and Council. He said staff anticipates a large amount of associated code work related to this.

Mayor Richards thanked Town Manager Dennis for his report.

(6) Discussion – FAA Discussion, Response to Federal Aviation Administration "PIRAT STAR" Aircraft Route.

Town Manager Dennis reported that a variety of cities had commented about the proposed PIRAT STAR aircraft route. He said Vice Mayor Wengert has been very involved in FAA-related issues over the past couple of years, including participation at the SFO Roundtable. He introduced Tina Nguyen and Vic Schachter, community members who have been very involved in FAA related issues in town.

Mr. Schachter thanked Vice Mayor Wengert, Town Manager Dennis, and the Town Council for supporting their efforts over the years in this frustrating and exasperating process in the fight for quiet skies. He urged the Town to prepare now for a fuller response to what is being proposed by this pilot approach. He said it is very important to coordinate efforts with the other cities that have already made an effort. He said the Town must be realistic, understanding the historically poor experiences with the FAA, despite the admirable tenacity Vice Mayor Wengert has shown in her participation on the Roundtable. He said Palo Alto has written an articulate piece stating its concerns about PIRAT and will oppose it aggressively. They were joined by Mountain View and Los Altos in a statement on November 13. He urged the Town Council to be prepared to issue a statement assuming the likely situation that the Town's concerns will not be satisfactorily addressed.

Mr. Schachter said the PIRAT approach assures a shift of noise from one community to another, which is directly contrary to the representations of FAA. He said the Town needs to address the critical issues reflected in the proposal to represent the Portola Valley constituency as well as support the other affected communities. He said the Town must be careful to pay attention to when notice was provided so it is not legally tricked into being unable to challenge due to missing a deadline.

Mr. Schachter said the reasons supporting the stance that the proposed FAA ruling is categorically excluded from an environmental assessment is an attempt to avoid an environmental impact study and are challengeable. He said the FAA has clearly obfuscated the issue and provided inaccurate information despite the Roundtable's tenacious efforts to get to the facts. He said that based on that past history, there is no reasonable expectation that they will provide clarity on this issue and Portola Valley will need to move forward and support the other communities.

For these reasons, Mr. Schachter urged the Town to coordinate with other towns on our position; clarify the Town's position with respect to legal issues in terms of how the Town wishes to present its position; and develop an action plan ready to go in the likely event that the FAA's "explanations" are insufficient.

Mr. Schachter introduced Tina Nguyen to present a PowerPoint presentation.

Ms. Nguyen provided information regarding the FAA document about PIRAT. She thanked Vice Mayor Wengert for alerting them to this flight path. Ms. Nguyen said a lot of the nearby towns do not have a seat on the Roundtable and they rely on Vice Mayor Wengert for her very knowledgeable and poignant voice. Ms. Nguyen also thanked Town Manager Dennis for reaching out to the City Managers and the FAA.

Ms. Nguyen said the FAA's proposals was discovered through an obscure FAA website by a Palo Alto resident, who informed the Roundtable. She described the proposed path as shown in the slide presentation.

In response to Councilmember Aalfs' question, Ms. Nguyen explained that aircraft are required to be over 8,000 feet above sea level, or approximately 5,600 feet above the homes over Skyline Boulevard. She noted that these planes are on a rapid descent, so they are over the Menlo waypoint around East Palo Alto at 4,000 feet. She said the document states that the planes will be vectored with speed brakes and turns made over the communities as they try to slow down to hit 4,000 feet over the Menlo waypoint.

Ms. Nguyen described the SFO, OAK, and SJC arrival paths and runways. She said one question to the FAA will be if they plan to all of the oceanic flights, approximately 50 to 60 per day, over the new flight path now that they have optimized descent. She said with PIRAT replacing Oceanic Arrivals, it opens the floodgates to all SFO and OAK planes from jumbo jets to turbo prop planes. She said because of the GPS guidance there will be a concentration of flights followed by vectoring over the area with turns and speed brakes, increasing noise and fuel emission.

Ms. Nguyen pointed out that FAA's response to Town Manager Dennis's email stated that PIRAT was specifically to address the Select Committee's recommendation from 2016 to revise the Woodside VOR Ocean Tailored Arrival to honor the existing noise abatement procedure to cross the Woodside VOR at

8,000 feet. However, upon further investigation, Ms. Nguyen found an FAA memorandum synopsis to the Oceanic Working Group dated September 18, 2013, that discussed the PIRAT proposal. Apparently, that proposal was scrapped due to the controversy it would cause. However, the proposal is now being presented in this different form, alleging it will help the people on Skyline Boulevard who are impacted by planes at less than 8,000 feet. She said this is another example of things raising her alarm bells and skepticism about any information the FAA provides to the Town.

Councilmember Aalfs asked if 8,000 feet is relatively noisy or if it was the vectored flights that come in lower than that causing more noise. Ms. Nguyen said it varies, depending upon the plane and atmospheric conditions.

Town Manager Dennis said he did follow up with his email asking for answers to the four questions not answered but has not heard back.

Vice Mayor Wengert thanked Ms. Nguyen and Mr. Schacter for the incredible work they and the group have done. She said it is a continuing conundrum but the team is well organized to mount whatever necessary going forward.

Vice Mayor Wengert said the Roundtable required that the FAA participate in a working subgroup committee meeting, which was much more effective than the larger Roundtable meeting, which happened just at the time all the PIRAT issue was breaking. She said an FAA representative flew out from Los Angeles and they had an opportunity to question her. She said the FAA representative's initial comments were that the portal from which this was all derived was entirely intended to be a technical portal, for use only by technical consultants and aircraft experts who would have input, and was not intended to be public in any way. She said they would not accept any comments from anyone but experts and, fortunately, the Roundtable was considered to be in the category. Vice Mayor Wengert said it became the Roundtable's focus because the deadlines were very short. She said the FAA would accept a group of five questions no later than 30 days prior to a Roundtable meeting. She shared with the Council the questions that would be addressed at the next meeting. She said it has been said that PIRAT was initially intended to deal with only a relatively limited number of oceanic flights. She said, however, the ARGGG waypoint (previously Woodside VOR) is 100 feet away so is basically the same thing. She said the heart of the question for the FAA is if they are going to be routing additional flights through it such as the flights vectored off of SERFR, Bodega West, etc. She said the town's principle noise to date is coming from the vectoring. She said, either way, the question is if additional flights, either Oakland-bound or ones not currently using the Woodside VOR/ARGGG, are going to now be using ARGGG. She said if the FAA does not answer the basic question of whether or not there will be a new concentration of flights using PIRAT and ARGGG, then the answer is likely yes and it will become a much bigger problem.

Councilmember Hughes asked if there was a required public comment period. Vice Mayor Wengert said the only time that public opinion is included is when something has some kind of an environmental review. She said if this project is found to be exempt from an environmental review, that is the first challenge to mount.

Vice Mayor Wengert recommended the Town stand ready to move forward with a response. She said she will report to the Council the FAA's responses at the next Roundtable meeting which will further inform the content of the response but the response preparation should begin as soon as possible.

Councilmember Derwin asked regarding the timeline. Vice Mayor Wengert said the deadlines are unknown and will be one of the questions to the FAA, asking them to provide details of the process.

Councilmember Aalfs asked if the Town had an alternative to propose or if the request was for more technical study to come up with alternative. Vice Mayor Wengert said she has never seen a compelling resolution to any of these questions. She said the Roundtable and other groups have a mission and the FAA says they're not going to shift noise so it is unrealistic. She said there has been an increase in noise due to the increase in traffic, which will only continue to increase over time. She said the battle is against the increase in volume of flights and the implementation of technology that is not dispersing but is

concentrating. She said just like we all drive the same way when we turn on our GPS, they are doing that now in the sky.

Ms. Nguyen said the Select Committee said that some flights used to travel along the Bodega East route, which is no longer used. Vice Mayor Wengert said the explanation she has heard regarding that is the increase in flights in Oakland caused conflict.

In response to Councilmember Aalfs' question, Vice Mayor Wengert said if there were no vectoring and all planes actually followed the prescribed routes, everyone's problem would be made better.

The Town Council authorized Vice Mayor Wengert to work with the Town Manager to develop a response letter to FAA on the proposed route should such an action be required to meet comment period deadlines. The Town Council supported continued engagement with other potentially affected cities.

(7) Recommendation by Town Attorney – Update the Town's Investment Policy to Clarify Role of Finance Committee and Review and Update of Designated Positions and Disclosure Obligations in the Town's Conflict of Interest Code

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting Amendments to the Town's Investment Policy (Resolution No. 2791-2018).

Town Attorney Silver described the proposed update to the Town's Investment Policy including the background, the Political Reform Act, disclosure categories, and discussion items. Staff recommended that the Town Council update the Town's investment policy to clarify the limited role of the Finance Committee, determine whether the Finance Committee should be included in the Town's Conflict of Interest Code, and review the Town's Conflict of Interest Code to determine whether amendments should be made to the designated positions or disclosure categories, as detailed in the staff report.

Councilmember Hughes asked if the only mechanism for local non-mandatory filers is Form 700 or subsections, or if the Town could require something less burdensome for local filers. Town Attorney Silver said that would be allowed for local filers.

Councilmember Hughes asked how Planning Commissioners fell into the definition of mandatory filers. Town Attorney Silver said in the staff report she only lists the mandatory filers as related to investments policies; however, there is additional language in the State Political Reform Act that requires Planning Commissioners to complete the entire Form 700, not just the real estate section.

In response to Councilmember Hughes' question, Town Attorney Silver said the Town Manager, Town Attorney, and Towns with separate Treasurers and Chief Administrative Officers are mandatory filers. In Portola Valley it would be herself and Town Manager Dennis. She said all of the other staff members listed in the definition would be local filers.

Vice Mayor Wengert said she struggled to see where there would be a likelihood of conflict of interest issue with, for example, a Town Engineer, Town Consultant, or Town Geologist. She asked if Town Attorney Silver had a recommendation based on her experience about which positions were less in need of a full 700 disclosure or even a limited or very limited disclosure. Town Attorney Silver said it is common that the Planning and Building Director and Public Works Director has full disclosure. She said Senior Planners and Associate Planners would be less likely to require full disclosure. She said in Portola Valley, where the Town Engineer and Town Geologist are contracted positions, it is even further removed.

Town Manager Dennis agreed that the level of decision-making authority would be a deciding factor. He said, for example, the Finance Director, Public Works Director, and Planning Director have some decision-making authority and ability to make recommendations, so there should be a certain level of disclosure.

Councilmember Aalfs asked regarding the option to modify the Investment Policy so that the Finance Committee has no jurisdiction over managing the Town's investments. He pointed out that the Finance Committee led the effort to move money out of LAIF into another investment account. In response to Councilmember Aalfs' question, Vice Mayor Wengert said the original intention was that the Finance Committee would be directing those investments and this option would change that. She said the disclosure is hugely burdensome.

Bill Urban, Finance Committee Chair, said that, from the standpoint of the Finance Committee members, their one and only request is that they not have to fill out the Form 700. He was supportive of Option #1 or Option #2. He said the Finance Committee provides guidance about things such as when to make investments in the investment fund and the different allowable asset classes. He said nothing in the Government Code or Investment Policy statement allows them to recommend the purchase of any equity. He said the only potential conflict would be if a Committee member owned stock in a financial institution that was doing direct business with the Town. He said, for example, if someone owned stock in Bank of America, they may be required to disclose that as a potential conflict of interest. Barring that, he could not think of any other business the Town would engage in that would require a disclosure. He said there would be little pushback if a Committee member simply had to raise their hand and state their conflict. He said two of the Committee's six members are involved in partnerships that deal with equity and private equities and a couple of other members have a lot of individual securities. He said the burdensome aspect of full disclosure is particularly troublesome for them.

Vice Mayor Wengert asked if there could be a problem recommending TechCU if some of the Finance Committee members were involved in early-stage companies that were among TechCU's clientele. Mr. Urban asked if the Finance Committee member could simply disclose that through a partnership they had a business relationship with TechCU. Vice Mayor Wengert said they could also potentially recuse themselves from that decision. Town Attorney Silver said a Finance Committee member banking with TechCU would not likely be a conflict. Councilmember Hughes said it would be if they were on the board of TechCU. Mayor Richards said that technically everyone who is a member of a credit union is an owner.

Councilmember Aalfs said the Finance Committee is advising the Finance Director and the Town Manager regarding asset allocation in an advisory role but without jurisdiction. Mr. Urban said the reality is that all of the Finance Committee's suggestions have been implemented. Town Attorney Silver said the State Law definition of "participate in a decision" is very broad and being an advisory body triggers the definition.

Vice Mayor Wengert noted that Option #2 included a Committee member who owned stock in a publicly traded company that owned or planned to issue commercial bonds. Councilmember Aalfs said the Town's Investment Policy does not allow the purchase of individual stocks. Town Attorney Silver said it does allow the purchase of corporate bonds but only through a mutual fund per the Town's Investment Policy.

Councilmember Aalfs asked if Town Attorney Silver's main concern with Option #2 was the conflict with State requirements. Town Attorney Silver said there was concern about that to the extent that the Town's Investment Policy does contemplate that the Finance Committee is going to be making recommendations. She said there is exposure for the Finance Committee if they don't comply with the Form 700 requirement. She said it is not something the Town would enforce and it would be a State action to enforce. She said the concern is that unless Option #1 is implemented, if the Investment Policy contemplates that the Finance Committee will have some involvement in the decision, then the requirement under State Law is triggered. She said that State Law technically requires that Option #3 be implemented if Option #1 is not selected.

Councilmember Hughes suggested adopting Option #1, perhaps making further refinements if necessary.

Mr. Urban asked Town Attorney Silver if the individual Finance Committee members were exposed to legal liability if Option #2 is adopted. Town Attorney Silver said they are if Option #1 is not implemented. Mr. Urban said no Finance Committee member will want to be exposed to any legal liability.

Mr. Urban asked if the Finance Director comes to a Finance Committee meeting to give them an update about the investment funds and tells the Committee that the Town is planning to invest an additional \$1 million in the existing investments in the same proportions as originally used, he is not asking for advice. If, however, he asks for the Finance Committee's opinion on it, would the Committee be in violation if they advised against it because interest rates are going up and they believed it would underperform the LAIF. He said those are the types of discussions that occur at the operational level. He said they know what assets classes will be used, the proportions, the investment types, but the actual implementation of timing, movement, money is something the Committee may be asked to advise on. Councilmember Hughes asked if they could get around that by having the Finance Committee merely offer a recommendation for the Finance Director to take to the Town Council for discussion. Vice Mayor Wengert said the key language is "has no jurisdiction over," meaning they could talk about, as freely as they want, their thoughts about an issue so the Finance Director can gather data before he makes a recommendation and he maintains the jurisdiction. Town Attorney Silver said it is jurisdiction and advisory participation. She said it really means that the model that was set up should not have the Finance Committee making decisions or recommendations for investments.

Town Manager Dennis suggested that the Finance Committee could provide some additional guidance on how investments should look. He said they can ask the Finance Committee for an additional level of information, narrowing it in a bit more so staff has a good sense of what the Committee thinks generally around a LAIF investment without saying anything specific about it, implementing the Form 700 issues.

Mr. Urban said with Option #1 they could occasionally schedule an education session by the Finance Committee where they are not giving specific advice but are talking about general principles, how the bond market is likely to work, the rising interest rate environment, and provide background. He said they will know what the background needs to be based on what they know about decisions staff is trying to make and staff can then figure out and translate it into things they can do under the Town Investment Policy and under the Government Code.

Mayor Richards said this is one corner of the Town that has always had the involvement of volunteers and he would hate to lose that, so he would like to find a way to keep the Committee's involvement. Mr. Urban asked the Committee members if they would remain on the Committee if they were required to file the Form 700, three of the five people present said they would not be able to continue and the sixth member, who was absent, would also not likely continue.

Town Manager Dennis said the Finance Committee has played an integral role of everything staff does with their budget and audits and they have been asked to do more relating to those items. He said what the Town does regarding the transfers from LAIF to the Schwab account is a couple of times a year. He said the core of what the Finance Committee does will remain intact and staff will continue to be able to tap their expertise.

Councilmember Hughes moved to update the Town's Investment Policy to Clarify the Role of the Finance Committee with the two recommended changes. Seconded by Vice Mayor Wengert, the motion carried 5-0.

Mayor Richards said the local requirements should be revised. He said they lost a potentially very good ASCC member because of the requirement to file the Form 700.

Councilmember Hughes suggested there should be a discussion about the level of disclosures that should be required of the ASCC, Senior Planner, Associate Planner, Town Engineer, Town Geologist, and Consultants. He recommended they be allowed to provide much less formal disclosure than the Form 700.

Town Attorney Silver will amend the Conflict of Interest Code and return to Council at its December 12 meeting.

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

Councilmember Hughes – None to report.

Councilmember Derwin – Attended a meeting with Foundation of San Mateo County Libraries where they discussed the 510c3 non-profit process. She said the JPA approved the Gift and Donation Policy. There was also a Makerspace presentation. She attended a successful study session regarding the Highway 101 Managed Lanes, a joint meeting between the Transit Authority and C/CAG. She said they will decide on VTA or MTC for owner operator on December 13. Town Manager Dennis said one of the issues is how Directors will approach if it is regional system or not. He said if the Directors find that it is a regional system, they may be more inclined to go with MTC. Councilmember Derwin also worked on the C/CAG Executive Director evaluation. She attended a C/CAG Finance Committee meeting with Vice Mayor Wengert where they discussed that LAIF is now outperforming the County Pool. They also reviewed the audits. Councilmember Derwin also attended the C/CAG Resource Management and Climate Protection (RMCP) Committee meeting where they discussed the San Mateo Energy Strategy. They also discussed the San Mateo County Transportation Program Climate Impact Report.

Councilmember Aalfs – None to report.

Vice Mayor Wengert – Vice Mayor Wengert and Mayor Richards, along with colleagues from Woodside, met with Green Waste regarding the Garbage Franchise Agreement. She said what would be offered to Green Waste for their renewal would be pretty close to break even for them because they did not have much profit built in and their trucks are very old. She also attended a San Francisco Airport Roundtable Budget meeting and the budget is balanced.

Mayor Richards – Attended the November 27 Conservation Committee meeting. They discussed underbrush needing to be cleared on Windy Hill. They elected Judith Murphy as Chair and Catherine Magill as Vice Chair.

(9) Town Manager Report – Town Manager Dennis reported that the fields are closed for winter renovations on December 3. The softball field will remain open as no renovation is needed at this time. He is working with PG&E to get information on the Enhanced Vegetation Management Program. He said they hope to schedule an Ad-Hoc Town Center Master Plan Update Committee meeting in early December to hear new information from Architect Larry Strain. Town Manager Dennis reported that the Farmers' Market is working well with the new manager. Town Manager Dennis shared photos of a foot-long lizard that was found hanging on his office wall today.

WRITTEN COMMUNICATIONS

(10) Town Council Digest – November 15, 2018

None.

ADJOURNMENT [9:23 p.m.]

Mayor Richards adjourned the meeting.

Mayor

Town Clerk

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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 |

| | | | | |
|------------------------|---------------------------|-------|------------|--------|
| A.S.A.P ROOFING | Refund Deposit, 20 Ohlone | 20424 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 2822 CLEMENT STREET #3 | 0855 | | 12/12/2018 | 0.00 |
| SAN FRANCISCO | BOA | 53287 | 12/12/2018 | 0.00 |
| CA 94121 | | | | 866.67 |

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

| | | | |
|-----------|-----------------|--------|--------|
| Check No. | 53287 | Total: | 866.67 |
| Total for | A.S.A.P ROOFING | | 866.67 |

| | | | | |
|------------------|----------------------------------|-------|------------|----------|
| ILJA BEDNER | Refund Deposit, 229 Corte Madera | 20425 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 229 CORTE MADERA | 0477 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53288 | 12/12/2018 | 0.00 |
| CA 94028 | | | | 1,388.38 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 1,388.38 | 0.00 |

| | | | |
|-----------|-------------|--------|----------|
| Check No. | 53288 | Total: | 1,388.38 |
| Total for | ILJA BEDNER | | 1,388.38 |

| | | | | |
|------------------|-----------------------------|-------|------------|--------|
| BRAGATO PAVING | Refund Dep, 250 Willowbrook | 20426 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 500 BRAGATO ROAD | 637 | | 12/12/2018 | 0.00 |
| SAN CARLOS | BOA | 53289 | 12/12/2018 | 0.00 |
| CA 94070 | | | | 500.00 |

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

| | | | |
|-----------|----------------|--------|--------|
| Check No. | 53289 | Total: | 500.00 |
| Total for | BRAGATO PAVING | | 500.00 |

| | | | | |
|-----------------------------|--------------------------------|-------|------------|----------|
| CALIFORNIA WATER SERVICE CO | Water Service,10/10/18-11/6/18 | 20427 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 3525 ALAMEDA DE LAS PULGAS | 0011 | | 12/12/2018 | 0.00 |
| MENLO PARK | BOA | 53290 | 12/12/2018 | 0.00 |
| CA 94025844 | | | | 5,452.29 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4330 | Utilities | 5,452.29 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|----------|
| Check No. | 53290 | Total: | 5,452.29 |
| Total for | CALIFORNIA WATER SERVICE CC | | 5,452.29 |

| | | | | |
|-----------------------------|-------------------------------|-------|------------|-----------|
| CALPERS | November Retirement - Classic | 20428 | 12/12/2018 | |
| | | | 12/12/2018 | |
| FISCAL SERVICES DIVISION | | | 12/12/2018 | 0.00 |
| ATTN: RETIREMENT PROG ACCTG | 0107 | | 12/12/2018 | 0.00 |
| SACRAMENTO | BOA | 53291 | 12/12/2018 | 0.00 |
| CA 94229-2703 | | | | 13,520.91 |

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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 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-00-2556 | Arrears Svc Cr | 107.38 | 0.00 |
| 05-50-4080 | Retirement - PERS | 13,413.53 | 0.00 |

Check No. 53291 Total: 13,520.91

| | | | | |
|-----------------------------|------------------------------|-------|------------|----------|
| CALPERS | November Retirement - PEPPRA | 20429 | 12/12/2018 | |
| FISCAL SERVICES DIVISION | | | 12/12/2018 | |
| ATTN: RETIREMENT PROG ACCTG | 0107 | | 12/12/2018 | 0.00 |
| SACRAMENTO | BOA | 53292 | 12/12/2018 | 0.00 |
| CA 94229-2703 | | | | 5,746.02 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-00-2522 | PERS Payroll | 2,743.10 | 0.00 |
| 05-50-4080 | Retirement - PERS | 3,002.92 | 0.00 |

Check No. 53292 Total: 5,746.02

| | | | | |
|-----------------------------|-----------------------------|-------|------------|----------|
| CALPERS | December Unfunded Liability | 20430 | 12/12/2018 | |
| FISCAL SERVICES DIVISION | | | 12/12/2018 | |
| ATTN: RETIREMENT PROG ACCTG | 0107 | | 12/12/2018 | 0.00 |
| SACRAMENTO | BOA | 53293 | 12/12/2018 | 0.00 |
| CA 94229-2703 | | | | 2,310.49 |

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

Check No. 53293 Total: 2,310.49

Total for CALPERS 21,577.42

| | | | | |
|--------------------------|------------------------------|-------|------------|--------|
| CINTAS CORPORATION #0156 | Replenish First Aid Supplies | 20431 | 12/12/2018 | |
| 48480 LAKEVIEW BLVD. | 0612 | | 12/12/2018 | 0.00 |
| FREMONT | BOA | 53294 | 12/12/2018 | 0.00 |
| CA 94538 | 5011491907 | | | 242.82 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 121.41 | 0.00 |
| 05-66-4341 | Community Hall | 121.41 | 0.00 |

Check No. 53294 Total: 242.82

Total for CINTAS CORPORATION #0156 242.82

| | | | | |
|---------------------|---------------------|-------|------------|-------|
| CITY OF FOSTER CITY | Dinner/Mtg, Wengert | 20432 | 12/12/2018 | |
| ATTN: JENNIFER PHAN | 0039 | | 12/12/2018 | 0.00 |
| FOSTER CITY | BOA | 53295 | 12/12/2018 | 0.00 |
| CA 94404 | | | | 50.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4327 | Educ/Train: Council & Commissn | 50.00 | 0.00 |

Check No. 53295 Total: 50.00

Total for CITY OF FOSTER CITY 50.00

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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 |

| | | | | |
|---------------------------|---------------------|-------|------------|----------|
| CITY OF REDWOOD CITY (IT) | IT Support, October | 20433 | 12/12/2018 | |
| | | | 12/12/2018 | |
| P.O. BOX 3629 | 586 | | 12/12/2018 | 0.00 |
| REDWOOD CITY | BOA | 53296 | 12/12/2018 | 0.00 |
| CA 94064 | | | | 2,317.90 |

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

| | | | |
|-----------|---------------------------|--------|----------|
| Check No. | 53296 | Total: | 2,317.90 |
| Total for | CITY OF REDWOOD CITY (IT) | | 2,317.90 |

| | | | | |
|----------------------|---|-------|------------|--------|
| CLEANSTREET | October 2018, Extra ROW Litter Clean-up (Bi-Weekly Maint) | 20434 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 1937 W. 169TH STREET | 0034 | | 12/12/2018 | 0.00 |
| GARDENA | BOA | 53297 | 12/12/2018 | 0.00 |
| CA 90247-5254 | 92239 | | | 475.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------|----------------|-----------------|
| 22-60-4266 | Litter Clean Up Program | 475.00 | 0.00 |

| | | | | |
|----------------------|-------------------------------|-------|------------|----------|
| CLEANSTREET | November Litter/ Street Clean | 20435 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 1937 W. 169TH STREET | 0034 | | 12/12/2018 | 0.00 |
| GARDENA | BOA | 53297 | 12/12/2018 | 0.00 |
| CA 90247-5254 | 92446 | | | 1,751.72 |

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

| | | | |
|-----------|-------------|--------|----------|
| Check No. | 53297 | Total: | 2,226.72 |
| Total for | CLEANSTREET | | 2,226.72 |

| | | | | |
|-----------------------------|--------------------------------|-------|------------|--------|
| COLMA FIREMEN'S SOCIAL CLUB | Dinner/Meeting, Councilmembers | 20436 | 12/12/2018 | |
| ATTN: CAITLIN CORLEY | Derwin/Richards/Wengert | | 12/12/2018 | |
| | 600 | | 12/12/2018 | 0.00 |
| COLMA | BOA | 53298 | 12/12/2018 | 0.00 |
| CA 94014 | | | | 150.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4327 | Educ/Train: Council & Commissn | 150.00 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|--------|
| Check No. | 53298 | Total: | 150.00 |
| Total for | COLMA FIREMEN'S SOCIAL CLUB | | 150.00 |

| | | | | |
|----------------|-------------------------|-------|------------|--------|
| COMCAST | WiFi, 11/21/18-12/20/18 | 20437 | 12/12/2018 | |
| | | | 12/12/2018 | |
| P.O. BOX 34744 | 0045 | | 12/12/2018 | 0.00 |
| SEATTLE | BOA | 53299 | 12/12/2018 | 0.00 |
| WA 98124-1227 | | | | 129.32 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4318 | Telephones | 129.32 | 0.00 |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 53299 | Total: | 129.32 |
|-----------|-------|--------|--------|

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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 COMCAST 129.32

| | | | | |
|------------------------------|-----------------------------|-------|------------|-----------|
| COUNTY OF SAN MATEO - PSC | FY 18-19 2nd Qtr, Dispatch/ | 20438 | 12/12/2018 | |
| | Communications Services | | 12/12/2018 | |
| PUBLIC SAFETY COMMUNICATIONS | 0835 | | 12/12/2018 | 0.00 |
| REDWOOD CITY | BOA | 53300 | 12/12/2018 | 0.00 |
| CA 94063 | PVPD-19-02 | | | 13,915.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-62-4281 | Public Safety Communications | 13,915.00 | 0.00 |

Check No. 53300 Total: 13,915.00

Total for COUNTY OF SAN MATEO - PSC 13,915.00

| | | | | |
|---------------------|--------------------------------|-------|------------|--------|
| CSG CONSULTANTS INC | Business Stormwater Consultant | 20439 | 12/12/2018 | |
| | C-4 Inspection Program-August | | 12/12/2018 | |
| 550 PILGRIM DRIVE | 622 | | 12/12/2018 | 0.00 |
| FOSTER CITY | BOA | 53301 | 12/12/2018 | 0.00 |
| CA 94404 | 21774 | | | 500.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 05-54-4214 | Miscellaneous Consultants | 500.00 | 0.00 |

Check No. 53301 Total: 500.00

Total for CSG CONSULTANTS INC 500.00

| | | | | |
|-------------------|-----------------------------|-------|------------|----------|
| DAVID DOUGLASS | Refund Deposit, 18 Redberry | 20440 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 18 REDBERRY RIDGE | 0710 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53302 | 12/12/2018 | 0.00 |
| CA 94028 | | | | 2,325.96 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 2,325.96 | 0.00 |

Check No. 53302 Total: 2,325.96

Total for DAVID DOUGLASS 2,325.96

| | | | | |
|--------------------|------------------------|-------|------------|----------|
| ECONO TREE SERVICE | On-call Emergency Work | 20441 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 1914 SPRING STREET | 1252 | | 12/12/2018 | 0.00 |
| REDWOOD CITY | BOA | 53303 | 12/12/2018 | 0.00 |
| CA 94063 | 340216 | | | 1,340.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 20-60-4271 | Storm Damage / Emerq Repairs | 1,340.00 | 0.00 |

| | | | | |
|--------------------|----------------------------|-------|------------|-----------|
| ECONO TREE SERVICE | Tree Work, Springdown Open | 20494 | 12/12/2018 | |
| | Space | | 12/12/2018 | |
| 1914 SPRING STREET | 1252 | | 12/12/2018 | 0.00 |
| REDWOOD CITY | BOA | 53303 | 12/12/2018 | 0.00 |
| CA 94063 | 340213 | | | 14,650.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 05-56-4220 | Contingency | 150.00 | 0.00 |
| 15-68-4414 | CIP Spring Down OpSpa Imp | 14,500.00 | 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 |

| | | | | |
|--------------------|--|-------|------------|----------|
| ECONO TREE SERVICE | Remove Dead Oaks, Willowbrook/ Alpine | 20495 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 1914 SPRING STREET | 1252 | | 12/12/2018 | 0.00 |
| REDWOOD CITY | BOA | 53303 | 12/12/2018 | 0.00 |
| CA 94063 | 340220 | | | 4,660.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 20-60-4271 | Storm Damage / Emerq Repairs | 4,660.00 | 0.00 |

| | | | | |
|--------------------|---|-------|------------|----------|
| ECONO TREE SERVICE | Emergency Removal, Dead Oak @ Alpine Rd. | 20496 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 1914 SPRING STREET | 1252 | | 12/12/2018 | 0.00 |
| REDWOOD CITY | BOA | 53303 | 12/12/2018 | 0.00 |
| CA 94063 | 340221 | | | 1,775.67 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 20-60-4271 | Storm Damage / Emerq Repairs | 1,775.67 | 0.00 |

| | | | |
|-----------|--------------------|--------|-----------|
| Check No. | 53303 | Total: | 22,425.67 |
| Total for | ECONO TREE SERVICE | | 22,425.67 |

| | | | | |
|-------------------|-----------------------------|-------|------------|----------|
| ECS IMAGING | Scanning Services, Planning | 20442 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 5905 BROCKTON AVE | 1466 | | 12/12/2018 | 0.00 |
| RIVERSIDE | BOA | 53304 | 12/12/2018 | 0.00 |
| CA 92506 | 13612 | | | 2,372.06 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-64-4309 | Scanning - Planning | 2,372.06 | 0.00 |

| | | | |
|-----------|-------------|--------|----------|
| Check No. | 53304 | Total: | 2,372.06 |
| Total for | ECS IMAGING | | 2,372.06 |

| | | | | |
|---------------|---------------------------|-------|------------|-------|
| EXCEL LD | November LD Telephone Svc | 20443 | 12/12/2018 | |
| | | | 12/12/2018 | |
| PO BOX 660343 | 0806 | | 12/12/2018 | 0.00 |
| DALLAS | BOA | 53305 | 12/12/2018 | 0.00 |
| TX 75266 | 1175584392 | | | 21.96 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-50-4091 | Long Term Disability Insurance | 21.96 | 0.00 |

| | | | |
|-----------|----------|--------|-------|
| Check No. | 53305 | Total: | 21.96 |
| Total for | EXCEL LD | | 21.96 |

| | | | | |
|---------------|----------------------------|-------|------------|-------|
| FEDEX | Shipping Charges, Planning | 20444 | 12/12/2018 | |
| | | | 12/12/2018 | |
| P.O. BOX 7221 | 0066 | | 12/12/2018 | 0.00 |
| PASADENA | BOA | 53306 | 12/12/2018 | 0.00 |
| CA 91109-7321 | 6-370-98455 | | | 31.68 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 31.68 | 0.00 |

| | | | |
|-----------|-------|--------|-------|
| Check No. | 53306 | Total: | 31.68 |
| Total for | FEDEX | | 31.68 |

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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 |

| | | | | |
|----------------|-------------------------------|-------|------------|----------|
| ANDREW FELDMAN | Refund Deposit, 50 Adair Lane | 20445 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 50 ADAIR LANE | 0658 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53307 | 12/12/2018 | 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. | 53307 | Total: | 1,000.00 |
| Total for | ANDREW FELDMAN | | 1,000.00 |

| | | | | |
|-----------------|---------------------------|-------|------------|----------|
| GO NATIVE INC | PVTC Vegetation Mgmt-Sept | 20446 | 12/12/2018 | |
| | | | 12/12/2018 | |
| P.O. BOX 370103 | 632 | | 12/12/2018 | 0.00 |
| MONTARA | BOA | 53308 | 12/12/2018 | 0.00 |
| CA 94037 | 3210 | | | 4,732.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4342 | Landscape Supplies & Services | 4,732.00 | 0.00 |

| | | | |
|-----------|---------------|--------|----------|
| Check No. | 53308 | Total: | 4,732.00 |
| Total for | GO NATIVE INC | | 4,732.00 |

| | | | | |
|--------------------|-------------------------------|-------|------------|--------|
| GREEN HALO SYSTEMS | Hosting/Access, November 2018 | 20447 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 2431 ZANKER ROAD | 0654 | | 12/12/2018 | 0.00 |
| SAN JOSE | BOA | 53309 | 12/12/2018 | 0.00 |
| CA 95131 | 1887 | | | 114.00 |

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

| | | | |
|-----------|--------------------|--------|--------|
| Check No. | 53309 | Total: | 114.00 |
| Total for | GREEN HALO SYSTEMS | | 114.00 |

| | | | | |
|---------------------------|------------------------------|-------|------------|----------|
| HEART OF SAN MATEO COUNTY | FY 18-19 Annual Contribution | 20450 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 2905 SOUTH EL CAMINO REAL | 0201 | | 12/12/2018 | 0.00 |
| SAN MATEO | BOA | 53310 | 12/12/2018 | 0.00 |
| CA 94403 | 355 | | | 1,432.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-56-4223 | HEART JPA | 1,432.00 | 0.00 |

| | | | |
|-----------|---------------------------|--------|----------|
| Check No. | 53310 | Total: | 1,432.00 |
| Total for | HEART OF SAN MATEO COUNTY | | 1,432.00 |

| | | | | |
|-----------------|---------------------|-------|------------|-------|
| HILLYARD, INC | Janitorial Supplies | 20448 | 12/12/2018 | |
| | | | 12/12/2018 | |
| P.O. BOX 843025 | 531 | | 12/12/2018 | 0.00 |
| KANSAS CITY | BOA | 53311 | 12/12/2018 | 0.00 |
| MO 64184-3025 | 603222973 | | | 66.97 |

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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 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-66-4340 | Building Maint Equip & Supp | 22.32 | 0.00 |
| 05-66-4341 | Community Hall | 22.33 | 0.00 |
| 25-66-4340 | Building Maint Equip & Supp | 22.32 | 0.00 |

| | | | |
|-----------|---------------|--------|-------|
| Check No. | 53311 | Total: | 66.97 |
| Total for | HILLYARD, INC | | 66.97 |

| | | | | |
|----------------|-------------------------|-------|------------|-------|
| HORIZON | Wattles for Town Trails | 20449 | 12/12/2018 | |
| | | | 12/12/2018 | |
| P.O. BOX 52758 | 0289 | | 12/12/2018 | 0.00 |
| PHOENIX | BOA | 53312 | 12/12/2018 | 0.00 |
| AZ 85072-2758 | 1N364335 | | | 43.98 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 20-60-4270 | Trail Surface Rehabilitation | 43.98 | 0.00 |

| | | | |
|-----------|---------|--------|-------|
| Check No. | 53312 | Total: | 43.98 |
| Total for | HORIZON | | 43.98 |

| | | | | |
|--------------------------------|--------------------|-------|------------|----------|
| ICMA | Def Comp, December | 20451 | 12/12/2018 | |
| VANTAGE POINT TFER AGTS-304617 | | | 12/12/2018 | |
| C/O M&T BANK | 0084 | | 12/12/2018 | 0.00 |
| BALTIMORE | BOA | 53313 | 12/12/2018 | 0.00 |
| MD 21264-4553 | | | | 4,928.70 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-00-2557 | Defer Comp | 4,928.70 | 0.00 |

| | | | |
|-----------|-------|--------|----------|
| Check No. | 53313 | Total: | 4,928.70 |
| Total for | ICMA | | 4,928.70 |

| | | | | |
|------------------|-------------------------------|-------|------------|--------|
| J.W. ENTERPRISES | Portable Lavs, 11/22-12/19/18 | 20452 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 1689 MORSE AVE | 829 | | 12/12/2018 | 0.00 |
| VENTURA | BOA | 53314 | 12/12/2018 | 0.00 |
| CA 93003 | 212523 | | | 402.40 |

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

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 53314 | Total: | 402.40 |
| Total for | J.W. ENTERPRISES | | 402.40 |

| | | | | |
|----------------------------|----------------------------|-------|------------|----------|
| JAMES HARTJE CONTSTRUCTION | Refund Deposit, 165 Sausal | 20453 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 3030 PRATHER LANE | 0856 | | 12/12/2018 | 0.00 |
| SANTA CRUZ | BOA | 53315 | 12/12/2018 | 0.00 |
| CA 95065 | | | | 1,000.00 |

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

| | | | |
|-----------|-------|--------|----------|
| Check No. | 53315 | Total: | 1,000.00 |
|-----------|-------|--------|----------|

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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 JAMES HARTJE CONTSTRUCTION 1,000.00

| | | | | |
|-----------------------|----------------------------|-------|------------|--------|
| LUCILLE KALMAN | Instructor Fees, Fall 2018 | 20454 | 12/12/2018 | |
| | Holiday Fusion Fitness | | 12/12/2018 | |
| 245 OLD SPANISH TRAIL | 1082 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53316 | 12/12/2018 | 0.00 |
| CA 94028 | | | | 836.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 836.00 | 0.00 |

Check No. 53316 Total: 836.00

Total for LUCILLE KALMAN 836.00

| | | | | |
|-------------------|-----------------------------|-------|------------|----------|
| KRUPKA CONSULTING | Traffic Study, September 18 | 20455 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 431 YALE DRIVE | 0857 | | 12/12/2018 | 0.00 |
| SAN MATEO | BOA | 53317 | 12/12/2018 | 0.00 |
| CA 94402 | 1199 | | | 4,350.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-68-4553 | Pavement Management Update | 4,350.00 | 0.00 |

Check No. 53317 Total: 4,350.00

Total for KRUPKA CONSULTING 4,350.00

| | | | | |
|-------------------------|---------------------|-------|------------|----------|
| KUTZMANN & ASSOCIATES | November Plan Check | 20456 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 39355 CALIFORNIA STREET | 0090 | | 12/12/2018 | 0.00 |
| FREMONT | BOA | 53318 | 12/12/2018 | 0.00 |
| CA 94538 | | | | 3,995.19 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-54-4200 | Plan Check Services | 3,995.19 | 0.00 |

Check No. 53318 Total: 3,995.19

Total for KUTZMANN & ASSOCIATES 3,995.19

| | | | | |
|------------------|--------------------------------|-------|------------|--------|
| NANCY LUND | Reimbursement-Carbonite Backup | 20457 | 12/12/2018 | |
| | Historic Resources Laptop | | 12/12/2018 | |
| 240 GOLDEN HILLS | 0241 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53319 | 12/12/2018 | 0.00 |
| CA 94028 | | | | 302.37 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-52-4154 | Historic Resources Committee | 302.37 | 0.00 |

Check No. 53319 Total: 302.37

Total for NANCY LUND 302.37

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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 |

| | | | | |
|------------------------|---|-------|------------|--------|
| LYNX TECHNOLOGIES, INC | October-GIS Hosting Fees/ Assessor Download & Update | 20458 | 12/12/2018 | |
| 1350 41ST AVENUE | 0294 | | 12/12/2018 | 0.00 |
| CAPITOLA | BOA | 53320 | 12/12/2018 | 0.00 |
| CA 95010 | 8583 | | | 325.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------|----------------|-----------------|
| 05-64-4311 | Software & Licensinq | 325.00 | 0.00 |

| | | | |
|-----------|------------------------|--------|--------|
| Check No. | 53320 | Total: | 325.00 |
| Total for | LYNX TECHNOLOGIES, INC | | 325.00 |

| | | | | |
|-------------------------|---------------------------------------|-------|------------|----------|
| M. BRIGHT PAINTING INC. | Community Hall - Interior Painting | 20459 | 12/12/2018 | |
| 2072 KINGS LANE | 530 | | 12/12/2018 | 0.00 |
| SAN MATEO | BOA | 53321 | 12/12/2018 | 0.00 |
| CA 94402 | 112118 | | | 2,450.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------|----------------|-----------------|
| 05-66-4341 | Community Hall | 2,450.00 | 0.00 |

| | | | |
|-----------|-------------------------|--------|----------|
| Check No. | 53321 | Total: | 2,450.00 |
| Total for | M. BRIGHT PAINTING INC. | | 2,450.00 |

| | | | | |
|------------------------|--------------------------------------|-------|------------|--------|
| NBS, INC | Fee Study Update Project Planning | 20460 | 12/12/2018 | |
| 32605 TEMECULA PARKWAY | 0341 | | 12/12/2018 | 0.00 |
| TEMECULA | BOA | 53322 | 12/12/2018 | 0.00 |
| CA 92592 | 11180000034 | | | 222.50 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 05-54-4214 | Miscellaneous Consultants | 222.50 | 0.00 |

| | | | |
|-----------|----------|--------|--------|
| Check No. | 53322 | Total: | 222.50 |
| Total for | NBS, INC | | 222.50 |

| | | | | |
|----------------------------|---|-------|------------|----------|
| NOLTE ASSOCIATES, INC. NV5 | Public Works Support, Various Projects | 20461 | 12/12/2018 | |
| P.O. BOX 74008680 | 0104 | | 12/12/2018 | 0.00 |
| CHICAGO | BOA | 53323 | 12/12/2018 | 0.00 |
| IL 89193-3243 | 104871 | | | 1,417.52 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 20-54-4192 | Engineer Services | 1,417.52 | 0.00 |

| | | | | |
|----------------------------|------------------------------|-------|------------|----------|
| NOLTE ASSOCIATES, INC. NV5 | Applicant Charges, 8/26-9/30 | 20462 | 12/12/2018 | |
| P.O. BOX 74008680 | 0104 | | 12/12/2018 | 0.00 |
| CHICAGO | BOA | 53323 | 12/12/2018 | 0.00 |
| IL 89193-3243 | | | | 9,083.59 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 96-54-4194 | Engineer - Charges to Appls | 9,083.59 | 0.00 |

| | | | |
|-----------|----------------------------|--------|-----------|
| Check No. | 53323 | Total: | 10,501.11 |
| Total for | NOLTE ASSOCIATES, INC. NV5 | | 10,501.11 |

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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 |

| | | | | |
|-----------------------|-----------------------|-------|------------|--------|
| O. NELSON & SON, INC. | Base Rock for Repairs | 20463 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 3345 TRIPP ROAD | 634 | | 12/12/2018 | 0.00 |
| WOODSIDE | BOA | 53324 | 12/12/2018 | 0.00 |
| CA 94062 | 211 | | | 381.27 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 20-60-4260 | Public Road Surface & Drainage | 381.27 | 0.00 |

| | | | |
|-----------|-----------------------|--------|--------|
| Check No. | 53324 | Total: | 381.27 |
| Total for | O. NELSON & SON, INC. | | 381.27 |

| | | | | |
|---------------------|-------------------------------|-------|------------|--------|
| OCCASIONS, ETC. | Award, Volunteer Appreciation | 20464 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 826 SANTA CRUZ AVE. | 0743 | | 12/12/2018 | 0.00 |
| MENLO PARK | BOA | 53325 | 12/12/2018 | 0.00 |
| CA 94025 | 33270 | | | 147.64 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------|----------------|-----------------|
| 05-52-4147 | Volunteer Appreciation | 147.64 | 0.00 |

| | | | |
|-----------|-----------------|--------|--------|
| Check No. | 53325 | Total: | 147.64 |
| Total for | OCCASIONS, ETC. | | 147.64 |

| | | | | |
|--------------------------|-------------------------|-------|------------|-------|
| OCCUSCREEN, LLC | Comprehensive Screening | 20465 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 805 BROADWAY ST, STE 215 | 0810 | | 12/12/2018 | 0.00 |
| VANCOUVER | BOA | 53326 | 12/12/2018 | 0.00 |
| WA 98660 | 126006 | | | 53.00 |

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

| | | | |
|-----------|-----------------|--------|-------|
| Check No. | 53326 | Total: | 53.00 |
| Total for | OCCUSCREEN, LLC | | 53.00 |

| | | | | |
|-------------------------|--------------------------|-------|------------|----------|
| PACIFIC PENINSULA GROUP | Refund Deposit, 40 Sioux | 20466 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 718 OAK GROVE | 0858 | | 12/12/2018 | 0.00 |
| MENLO PAK | BOA | 53327 | 12/12/2018 | 0.00 |
| CA 94025 | | | | 5,000.00 |

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

| | | | |
|-----------|-------------------------|--------|----------|
| Check No. | 53327 | Total: | 5,000.00 |
| Total for | PACIFIC PENINSULA GROUP | | 5,000.00 |

| | | | | |
|-----------------------|-----------------|-------|------------|----------|
| PAGE & TURNBULL | HRE Peer Review | 20467 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 417 MONTGOMERY STREET | 0859 | | 12/12/2018 | 0.00 |
| SAN FRANCISCO | BOA | 53328 | 12/12/2018 | 0.00 |
| CA 94104 | 18748 | | | 4,275.00 |

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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 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 05-54-4214 | Miscellaneous Consultants | 4,275.00 | 0.00 |

| | | | |
|-----------|-----------------|--------|----------|
| Check No. | 53328 | Total: | 4,275.00 |
| Total for | PAGE & TURNBULL | | 4,275.00 |

| | | | | |
|----------------------------|--------------------------------|-------|------------|----------|
| PINNACLE BUILDING & DESIGN | Refund Deposit, 501 Portola 4B | 20468 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 5157 ABBEY DRIVE | 1617 | | 12/12/2018 | 0.00 |
| FAIRFIELD | BOA | 53329 | 12/12/2018 | 0.00 |
| CA 94534 | | | | 1,000.00 |

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

| | | | |
|-----------|----------------------------|--------|----------|
| Check No. | 53329 | Total: | 1,000.00 |
| Total for | PINNACLE BUILDING & DESIGN | | 1,000.00 |

| | | | | |
|----------------------------|---------------------|-------|------------|----------|
| PLATINUM FACILITY SERVICES | November Janitorial | 20469 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 1530 OAKLAND RD., #150 | 402 | | 12/12/2018 | 0.00 |
| SAN JOSE | BOA | 53330 | 12/12/2018 | 0.00 |
| CA 95112 | 33610 | | | 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. | 53330 | Total: | 4,903.13 |
| Total for | PLATINUM FACILITY SERVICES | | 4,903.13 |

| | | | | |
|-------------------------|--------------------|-------|------------|----------|
| PORTOLA VALLEY HARDWARE | November Statement | 20497 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 112 PORTOLA VALLEY ROAD | 0114 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53331 | 12/12/2018 | 0.00 |
| CA 94028 | | | | 1,024.15 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 62.34 | 0.00 |
| 05-60-4267 | Tools & Equipment | 326.66 | 0.00 |
| 05-64-4334 | Vehicle Maintenance | 16.26 | 0.00 |
| 05-64-4336 | Miscellaneous | 151.34 | 0.00 |
| 05-66-4340 | Building Maint Equip & Supp | 313.20 | 0.00 |
| 05-66-4341 | Community Hall | 96.38 | 0.00 |
| 25-66-4340 | Building Maint Equip & Supp | 57.97 | 0.00 |

| | | | |
|-----------|-------------------------|--------|----------|
| Check No. | 53331 | Total: | 1,024.15 |
| Total for | PORTOLA VALLEY HARDWARE | | 1,024.15 |

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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 |

| | | | | |
|-----------------------|-------------------------|-------|------------|--------|
| PRINTING SYSTEMS INC. | AP Check Printing Stock | 20470 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 12005 BEECH DALY | 0216 | | 12/12/2018 | 0.00 |
| TAYLOR | BOA | 53332 | 12/12/2018 | 0.00 |
| MI 48180 | 205771 | | | 251.04 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 251.04 | 0.00 |

| | | | |
|-----------|-----------------------|--------|--------|
| Check No. | 53332 | Total: | 251.04 |
| Total for | PRINTING SYSTEMS INC. | | 251.04 |

| | | | | |
|-------------------------------|-----------------------------|-------|------------|--------|
| RAMONA'S SECRETARIAL SERVICES | Transcription Services, Nov | 20471 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 18403 WATTERS DRIVE | 1370 | | 12/12/2018 | 0.00 |
| CASTRO VALLEY | BOA | 53333 | 12/12/2018 | 0.00 |
| CA 94546 | 6017 | | | 992.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------|----------------|-----------------|
| 05-54-4188 | Transcription Services | 992.00 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|--------|
| Check No. | 53333 | Total: | 992.00 |
| Total for | RAMONA'S SECRETARIAL SERVIC | | 992.00 |

| | | | | |
|---------------------------|-------------------------------|-------|------------|----------|
| CYNTHIA RICHARDSON | Planning Consultant Services, | 20472 | 12/12/2018 | |
| dba Richardson Consulting | November | | 12/12/2018 | |
| 24 CAMPBELL LANE | 1250 | | 12/12/2018 | 0.00 |
| MENLO PARK | BOA | 53334 | 12/12/2018 | 0.00 |
| CA 94025 | | | | 8,977.50 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-54-4196 | Planner | 787.50 | 0.00 |
| 96-54-4198 | Planner - Charges to Appls | 8,190.00 | 0.00 |

| | | | |
|-----------|--------------------|--------|----------|
| Check No. | 53334 | Total: | 8,977.50 |
| Total for | CYNTHIA RICHARDSON | | 8,977.50 |

| | | | | |
|-----------------------------|--------------------------|-------|------------|--------|
| RON RAMIES AUTOMOTIVE, INC. | September Fuel Statement | 20473 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 115 PORTOLA ROAD | 422 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53335 | 12/12/2018 | 0.00 |
| CA 94028 | | | | 437.80 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-64-4334 | Vehicle Maintenance | 437.80 | 0.00 |

| | | | | |
|-----------------------------|------------------------|-------|------------|--------|
| RON RAMIES AUTOMOTIVE, INC. | October Fuel Statement | 20474 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 115 PORTOLA ROAD | 422 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53335 | 12/12/2018 | 0.00 |
| CA 94028 | | | | 524.73 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-64-4334 | Vehicle Maintenance | 524.73 | 0.00 |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 53335 | Total: | 962.53 |
|-----------|-------|--------|--------|

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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 RON RAMIES AUTOMOTIVE, INC. 962.53

| | | | | |
|----------------------|-------------------------|-------|------------|-------|
| SAN MATEO LAWNMOWER | Mower Replacement Parts | 20475 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 760 S. AMPHLETT BLVD | 0412 | | 12/12/2018 | 0.00 |
| SAN MATEO | BOA | 53336 | 12/12/2018 | 0.00 |
| CA 94402 | 186399 | | | 59.62 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 59.62 | 0.00 |

Check No. 53336 Total: 59.62

Total for SAN MATEO LAWNMOWER 59.62

| | | | | |
|---------------------|-----------------------------|-------|------------|----------|
| SBA STEEL LLC | Refund Deposit, 302 Portola | 20476 | 12/12/2018 | |
| Attn: Ashley Masuda | | | 12/12/2018 | |
| 8051 CONGRESS AVE. | 0860 | | 12/12/2018 | 0.00 |
| BOCA RATON | BOA | 53337 | 12/12/2018 | 0.00 |
| FL 33487-1307 | | | | 1,114.70 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 1,114.70 | 0.00 |

Check No. 53337 Total: 1,114.70

Total for SBA STEEL LLC 1,114.70

| | | | | |
|----------------|---------------------------------------|-------|------------|--------|
| GEORG SCHUELE | Reimbursement, Cold Patch/ Repairs | 20477 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 2 LEROY WAY | 0722 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53338 | 12/12/2018 | 0.00 |
| CA 94028 | | | | 239.21 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 90-00-4375 | General Expenses | 239.21 | 0.00 |

Check No. 53338 Total: 239.21

Total for GEORG SCHUELE 239.21

| | | | | |
|------------------------|----------------|-------|------------|--------|
| SHARP BUSINESS SYSTEMS | October Copies | 20478 | 12/12/2018 | |
| | | | 12/12/2018 | |
| DEPT. LA 21510 | 0199 | | 12/12/2018 | 0.00 |
| PASADENA | BOA | 53339 | 12/12/2018 | 0.00 |
| CA 91185-1510 | 901507567 | | | 356.76 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 356.76 | 0.00 |

| | | | | |
|------------------------|------------------|-------|------------|--------|
| SHARP BUSINESS SYSTEMS | September Copies | 20479 | 12/12/2018 | |
| | | | 12/12/2018 | |
| DEPT. LA 21510 | 0199 | | 12/12/2018 | 0.00 |
| PASADENA | BOA | 53339 | 12/12/2018 | 0.00 |
| CA 91185-1510 | 9001507544 | | | 356.75 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 356.75 | 0.00 |

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Date: 12/06/2018

Time: 4:23 pm

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TOWN OF PORTOLA VALLEY

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

| | | | |
|-----------|------------------------|--------|--------|
| Check No. | 53339 | Total: | 713.51 |
| Total for | SHARP BUSINESS SYSTEMS | | 713.51 |

| | | | | |
|--------------------------------|-------------------------------|-------|------------|----------|
| SLOAN, VAZQUEZ, MCAFEE | Garbage Franchise Negotiation | 20480 | 12/12/2018 | |
| Municipal Solid Waste Advisors | Consultant - Task 1, May 2018 | | 12/12/2018 | |
| 3002 DOW AVE. #116 | 0790 | | 12/12/2018 | 0.00 |
| TUSTIN | BOA | 53340 | 12/12/2018 | 0.00 |
| CA 92780 | PV-001 | | | 7,888.50 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 05-54-4214 | Miscellaneous Consultants | 7,888.50 | 0.00 |

| | | | | |
|--------------------------------|-------------------------------|-------|------------|----------|
| SLOAN, VAZQUEZ, MCAFEE | Garbage Franchise Negotiation | 20481 | 12/12/2018 | |
| Municipal Solid Waste Advisors | Consultant - Task 1, Aug 2018 | | 12/12/2018 | |
| 3002 DOW AVE. #116 | 0790 | | 12/12/2018 | 0.00 |
| TUSTIN | BOA | 53340 | 12/12/2018 | 0.00 |
| CA 92780 | PV-002 | | | 4,630.50 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 05-54-4214 | Miscellaneous Consultants | 4,630.50 | 0.00 |

| | | | | |
|--------------------------------|-------------------------------|-------|------------|----------|
| SLOAN, VAZQUEZ, MCAFEE | Garbage Franchise Negotiation | 20482 | 12/12/2018 | |
| Municipal Solid Waste Advisors | Consultant - Task 1, Nov 2018 | | 12/12/2018 | |
| 3002 DOW AVE. #116 | 0790 | | 12/12/2018 | 0.00 |
| TUSTIN | BOA | 53340 | 12/12/2018 | 0.00 |
| CA 92780 | PV-003 | | | 4,851.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 05-54-4214 | Miscellaneous Consultants | 4,851.00 | 0.00 |

| | | | |
|-----------|------------------------|--------|-----------|
| Check No. | 53340 | Total: | 17,370.00 |
| Total for | SLOAN, VAZQUEZ, MCAFEE | | 17,370.00 |

| | | | | |
|-----------------------------|---|-------|------------|--------|
| SMITH'S GOPHER TRAPPING SVC | November Field Inspection/ Trapping Pest Control | 20483 | 12/12/2018 | |
| PO BOX 112104 | 0824 | | 12/12/2018 | 0.00 |
| CAMPBELL | BOA | 53341 | 12/12/2018 | 0.00 |
| CA 95011 | 50784 | | | 585.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 292.50 | 0.00 |
| 05-66-4342 | Landscape Supplies & Services | 292.50 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|--------|
| Check No. | 53341 | Total: | 585.00 |
| Total for | SMITH'S GOPHER TRAPPING SVC | | 585.00 |

| | | | | |
|------------------------|------------------|-------|------------|--------|
| STANDARD INSURANCE CO. | LTD/Life Premium | 20484 | 12/12/2018 | |
| PO BOX 5676 | 0469 | | 12/12/2018 | 0.00 |
| PORTLAND | BOA | 53342 | 12/12/2018 | 0.00 |
| OR 97228 | | | | 308.99 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-50-4091 | Long Term Disability Insurance | 308.99 | 0.00 |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 53342 | Total: | 308.99 |
|-----------|-------|--------|--------|

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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 STANDARD INSURANCE CO. 308.99

| | | | | |
|-----------------------|-------------------|-------|------------|--------|
| STAPLES CREDIT PLAN | October Statement | 20485 | 12/12/2018 | |
| | | | 12/12/2018 | |
| DEPT. 31 - 0000306219 | 430 | | 12/12/2018 | 0.00 |
| PHOENIX | BOA | 53343 | 12/12/2018 | 0.00 |
| AZ 85062-8004 | | | | 609.23 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 609.23 | 0.00 |

Check No. 53343 Total: 609.23

Total for STAPLES CREDIT PLAN 609.23

| | | | | |
|---------------------------|--------------------------|-------|------------|--------|
| STATE COMP INSURANCE FUND | Deposit Premium Revision | 20486 | 12/12/2018 | |
| | | | 12/12/2018 | |
| PO BOX 748170 | 0122 | | 12/12/2018 | 0.00 |
| LOS ANGELES | BOA | 53344 | 12/12/2018 | 0.00 |
| CA 90074-8170 | | | | 531.97 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-50-4094 | Worker's Compensation | 531.97 | 0.00 |

Check No. 53344 Total: 3,538.30

Total for STATE COMP INSURANCE FUND 3,538.30

| | | | | |
|-----------------------------|--------------------------|-------|------------|----------|
| SWAN POOLS | Refund Permit Fees, 5905 | 20488 | 12/12/2018 | |
| | Alpine Rd | | 12/12/2018 | |
| 5988 SILVER CREEK VALLEY RD | 0861 | | 12/12/2018 | 0.00 |
| SAN JOSE | BOA | 53345 | 12/12/2018 | 0.00 |
| CA 95138 | | | | 1,021.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 05-14-3060 | Building Permits | 1,021.00 | 0.00 |

| | | | | |
|-----------------------------|-----------------------------|-------|------------|----------|
| SWAN POOLS | Refund Deposit, 5905 Alpine | 20489 | 12/12/2018 | |
| | | | 12/12/2018 | |
| 5988 SILVER CREEK VALLEY RD | 0861 | | 12/12/2018 | 0.00 |
| SAN JOSE | BOA | 53345 | 12/12/2018 | 0.00 |
| CA 95138 | | | | 1,173.47 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 1,173.47 | 0.00 |

Check No. 53345 Total: 2,194.47

Total for SWAN POOLS 2,194.47

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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 |
| KATHY WADDELL | Instructor Fees, Fall 2018 | 20490 | 12/12/2018 | |
| | Mondays - Yoga Sculpt | | 12/12/2018 | |
| 460 CERVANTES ROAD | 1354 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53346 | 12/12/2018 | 0.00 |
| CA 94028 | | | | 1,120.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 1,120.00 | 0.00 |

| | | | | |
|--------------------|------------------------------|-------|------------|----------|
| KATHY WADDELL | Instructor Fees, Summer 2015 | 20491 | 12/12/2018 | |
| | VOID Orig# 49948 8/26/15 | | 12/12/2018 | |
| 460 CERVANTES ROAD | 1354 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53346 | 12/12/2018 | 0.00 |
| CA 94028 | | | | 1,812.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 1,812.00 | 0.00 |

| | | | | |
|--------------------|----------------------------|-------|------------|----------|
| KATHY WADDELL | Instructor Fees, Fall 2018 | 20492 | 12/12/2018 | |
| | Yoga for Healthy Aging | | 12/12/2018 | |
| 460 CERVANTES ROAD | 1354 | | 12/12/2018 | 0.00 |
| PORTOLA VALLEY | BOA | 53346 | 12/12/2018 | 0.00 |
| CA 94028 | | | | 3,200.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 3,200.00 | 0.00 |

| | | | |
|-----------|---------------|--------|----------|
| Check No. | 53346 | Total: | 6,132.00 |
| Total for | KATHY WADDELL | | 6,132.00 |

| | | | | |
|----------------------|------------------------------|-------|------------|--------|
| CARLA WRAY | Piano Tuning, Community Hall | 20493 | 12/12/2018 | |
| PIANO SERVICE | | | 12/12/2018 | |
| 263 MARGARITA AVENUE | 1406 | | 12/12/2018 | 0.00 |
| PALO ALTO | BOA | 53347 | 12/12/2018 | 0.00 |
| CA 94306 | 4522 | | | 165.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------|----------------|-----------------|
| 05-66-4341 | Community Hall | 165.00 | 0.00 |

| | | | |
|-----------|------------|--------|--------|
| Check No. | 53347 | Total: | 165.00 |
| Total for | CARLA WRAY | | 165.00 |

| | | | |
|-----------------|----|----------------------------|------------|
| Total Invoices: | 74 | Grand Total: | 174,193.36 |
| | | Less Credit Memos: | 0.00 |
| | | Net Total: | 174,193.36 |
| | | Less Hand Check Total: | 0.00 |
| | | Outstanding Invoice Total: | 174,193.36 |

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
December 12, 2018

Claims totaling \$174,193.36 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

TO: Mayor and Members of the Town Council

FROM: Cara E. Silver, Town Attorney

DATE: December 11, 2018

RE: Update of Designated Positions and Disclosure Obligations in the Town's Conflict of Interest Code

RECOMMENDATION

Staff recommends that the Town Council:

1. Adopt Resolution amending the Town's Conflict of Interest Code (Attachment 1) to update the designated positions and disclosure categories.

BACKGROUND

The State Political Reform Act ("Act") was adopted by voter initiative in 1974. The Act has two primary components. First, it prohibits public officials from participating in governmental decisions in which they have a financial conflict of interest as defined in the Act. Second, it requires public officials that make or participate in making governmental decisions to file statements of economic interests. The Act relies on individual citizens to monitor the decision-making of their elected and appointed representatives to identify whether they have a conflict of interest on a specific decision. Requiring officials to publicly disclose their financial interests allows the general public to monitor an official's conduct. This serves as an important enforcement mechanism for the Act's disqualification requirements. Much of the enforcement of the Act's conflict of interest provisions is based on citizen complaints.

The Act establishes two different disclosure categories. The first disclosure category is mandated by the Act itself and covers: mayors, city council members, planning commissioners, city managers, city attorneys, city treasurers, and "other public officials who manage public investments."¹ This category of filers is typically referred to as "Government Code 87200 filers" or "mandatory filers." Mandatory filers must file a conflict of interest form (referred to as a Form 700) within 30 days of assuming office. They must also file an annual form every year they are in office and must file an ending statement within 30 days of leaving office.² Mandatory filers must complete all sections of the Form 700.

¹ Government Code Section 87200.

² Government Code 87202-87204.

In addition to the mandatory filers, the Act requires every town to adopt a local conflict of interest code specifying additional employees who make or participate in the making of decisions which may foreseeably have a material effect on economic interests. These employees must also file Form 700's (or other locally prescribed disclosure form), but the town may designate which particular type of financial interest must be disclosed depending on the types of government decisions made by the employee. Towns must review this Code every two years to determine if it is accurate or needs to be amended.³

The financial interests disclosed on the Form 700 include many of the interests that form the basis for a financial conflict and require disqualification under the Act.⁴ By completing the Form 700, the official is on notice of the type of financial interests he or she holds that may cause a conflict of interest. If the official has no interests that governmental decisions can financially affect, the official will not have a conflict of interest.

ANALYSIS

On November 27, 2018, the Council reviewed the Town's current local conflict of interest policy and directed the Town Attorney to make certain changes. First, the Council recommended that the policy distinguish between mandatory and local filers. The proposed policy now contains two separate headings for these two categories of filers.

Second, the Council noted that some of the disclosure categories were too broad given the officials' roles. There was concern that such requirements did not advance stated policy as the required disclosures had no relationship to the types of government decisions made by the officials and that overly broad disclosures could deter qualified candidates from serving on the Architectural & Site and Control Commission (ASCC). Accordingly, the Council directed that ASCC commissioners and senior planner, associate planner and town geologist only disclose whether they have any interest in a business operating in Portola Valley or own any real property in Portola Valley. The local policy now contains a new limited disclosure category for these officials. As for the other management team members (Assistant to Town Manager, Finance Director, Planning and Building Director, Public Works Director), the Council felt full disclosure was warranted.

³ Government Code 87300. See also FPPC Regulation 18730.

⁴ Not all of the financial interests that may cause a conflict of interest are disclosed on a Form 700. A good example is an official's home. It is common for financial effects on an official's home to trigger a conflict of interest. For personal privacy reasons, officials are not required to disclose their personal residence on the Form 700.

Lastly, the Council discussed the need for adding other Committee or Commission members to the local policy. Since the current volunteer application requires Committee and Commission applicants to disclose any potential conflict of interest⁵, the Council did not see a need to include additional officials at this time.

The attached Resolution has been updated to reflect these modifications.

ATTACHMENT

Attachment 1: Resolution Amending Local Conflict of Interest Policy

Approved by: Jeremy Dennis, Town Manager



⁵ The application reads: "Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe."

RESOLUTION NO. _____-2018

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY DESIGNATING PUBLIC
OFFICIALS AND EMPLOYEES AND THEIR DISCLOSURE
CATEGORIES FOR THE TOWN'S CONFLICT OF
INTEREST CODE**

WHEREAS, the Political Reform Act of 1974, Government Code section 87100 et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes and review those codes biennially; and

WHEREAS, the Town of Portola Valley ("Town") last updated its conflict of interest codes in January 2018; and

WHEREAS, on June 24, 2015, the Town Council adopted Ordinance 2015-406, amending Section 2.36.010 [Incorporation by reference] of Chapter 2.36 [Conflict of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code; and

WHEREAS, with the adoption of Ordinance 2015-406, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are incorporated by reference and, along with the resolution approved by the Town Council in which public officials and employees are designated and their disclosure categories identified, constitute the Conflict of Interest Code of the Town; and

WHEREAS, the Town now desires to adopt the resolution identifying the current position titles for public officials and their disclosure requirements.

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

Section 1. Resolution No. 2750-2018 is hereby repealed.

Section 2. The Conflict of Interest Code for the Town of Portola Valley is hereby amended as follows:

**DESIGNATED POSITIONS
AND DISCLOSURE OBLIGATIONS**

REQUIRED DISCLOSURES FOR DESIGNATED POSITIONS

| Designated Position | Disclosure Category |
|--|---------------------|
| Mandatory Filers under Government Code 87200 | |

| | |
|--|---|
| Member of Town Council | 1 |
| Member of the Planning Commission | 1 |
| Town Manager | 1 |
| Town Attorney | 1 |
| Other Locally Designated Officials | |
| Member of the Architectural and Site Control Committee | 2 |
| Assistant to Town Manager | 1 |
| Finance Director | 1 |
| Public Works Director/Town Engineer | 1 |
| Planning and Building Director | 1 |
| Senior Planner | 2 |
| Associate Planner | 2 |
| Town Geologist | 2 |
| Consultant | 3 |

DISCLOSURE CATEGORIES

- Disclosure Category 1:** Full Disclosure - All investments, business positions, interests in real property and sources of income, including gifts, loans and travel payments (Form 700, Schedules A-E)

- Disclosure Category 2:** Limited Disclosure - All investments and business positions in business entities operating in the Town of Portola Valley and all interests in real property located in the Town of Portola Valley (Form 700, Schedules A – C)

- Disclosure Category 3:** Limited Disclosure - The Town Manager may determine in writing that a particular consultant is required to provide Limited Disclosure. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the Town Manager is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Portola Valley held on the 12th day of December, 2018.

By: _____
Mayor

ATTEST:

Town Clerk

#7

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

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Thursday – November 29, 2018

1. Agenda (Action) – Town Council – Wednesday, November 28, 2018
2. Agenda (Cancellation) – Parks & Recreation Committee – Monday, December 3, 2018
3. Agenda – Public Works Committee – Tuesday, December 4, 2018
4. Agenda – Planning Commission – Wednesday, December 5, 2018
5. Agenda (Special) – Bicycle, Pedestrian & Traffic Safety Committee – Thursday, December 6, 2018
6. Agenda – Open Space Acquisition Advisory Committee – Thursday, December 6, 2018
7. Monthly Meeting Schedule – December 2018
8. Invitation – Council of Cities Dinner Meeting - Town of Colma – Friday, December 14, 2018
9. Notice of City Council Reorganization from Cities - Belmont, Brisbane, Colma, Daly City, Foster City Hillsborough, Menlo Park, Redwood City, San Carlos, and South San Francisco

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Request for Donation – HIP Housing Home Sharing Program
2. Invitation – HIP Housing’s Holiday Celebration – Wednesday, December 5, 2018



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, November 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 - Councilmember Hughes arrived at 7:23 pm

ORAL COMMUNICATIONS

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

None

CONSENT AGENDA

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

1. **Approval of Minutes** – November 14, 2018

Approved as Amended 3-0-1 Councilmember Derwin abstained

2. **Approval of Warrant List** – November 28, 2018
3. **Recommendation by Finance Director** – Adoption of a Resolution Approving and Authorizing Disposition of Surplus Town-Owned Property
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Disposition of Surplus Town-Owned Property (Resolution No. 2786-2018)

Items 2 & 3 Approved 4-0

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

4. **Recommendation by Finance Director** – Town Operating Banking Options
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Authorize Finance Director to Transfer Funds (Resolution No. 2787-2018)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Close Checking Account at Bank of America (Resolution No. 2788-2018)
 - (c) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Open a Checking Account at Technology Credit Union (Resolution No. 2789-2018)
 - (d) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Open a Checking Account at U.S. Bank (Resolution No. 2790-2018)

All Resolutions Approved 4-0

5. **Report by Town Manager** – Housing Update

Town Manager will bring a Housing Update to Council every three months. Update on the six assignments of two Councilmember each to work on Housing Issues.

The following have met at least once -

Councilmembers Derwin and Wengert are working on issues with Stanford. Stanford and Staff met to discuss affiliated housing at the Wedge.

Councilmembers Hughes and Richards are on the Sequoias & Priory assignment and have met once. Town Manager will work with the parent organization president to hear more about Sequoias housing. The Priory is working on a proposal for housing.

Affiliated Housing Expansion Committee has met once. Nothing to report, a second meeting is scheduled.

ADU Support Assignment met once after the last Planning Commission meeting. Staff provided an update on the process related to ADUs and received great feedback to discuss at December 5 Planning Commission meeting.

Home 4 All – No assignment required so staff will attend next meeting.

Funding Issue Group – Town Manager will bring to Council information related to long-term funding issues related to Housing.

Ad-Hoc Housing on Town Owned Property Committee will meet on December 6 to review cost estimations for what a prototype property would look like locations the committee has identified as potential locations.

Next years anticipated work -

Affiliated Housing work will continue. ADUs that the Planning Commission is working on will come to Council in February. Staff is looking at Tiny Homes. Staff anticipates a large number of associated code work.

6. **Discussion** – FAA Discussion, Response to Federal Aviation Administration “PIRAT STAR” Aircraft Route

Council authorized Vice Mayor Wengert to work with the Town Manager to develop response letter to FAA on proposed route should such an action be required to meet comment period deadlines; Council supported continued engagement with other potentially affected cities.

7. **Recommendation by Town Attorney** – Update the Town’s Investment Policy to Clarify Role of Finance Committee and Review and Update of Designated Positions and Disclosure Obligations in the Town’s Conflict of Interest Code

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting Amendments to the Town’s Investment Policy (Resolution No. ____)

Town Attorney will amend current Investment Policy and Conflict of Interest Code and return to Council at its December 12 meeting.

8. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Council reports 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 –
None to Report**

**Councilmember Derwin -
Attended a meeting with Foundation of San Mateo County Libraries. A study session re Hwy 101 managed lanes. It was a joint meeting between the Transit Authority and C/CAG. Attended a C/CAG Finance Committee meeting and a C/CAG Resource Management and Climate Protection (RMCP) Committee meeting.**

**Councilmember Aalfs -
None to Report**

**Vice Mayor Wengert –
Vice Mayor Wengert and Mayor Richards, along with colleagues from Woodside, meet with Green Waste re Garbage Franchise Agreement. Attended a San Francisco Airport Roundtable Budget meeting.**

**Mayor Richards -
Attended the November 27 Conservation Committee meeting.**

9. **TOWN MANAGER REPORT**

Reported that the fields are closed for winter renovations on December 3. The softball field will remain open, no renovation needed at this time.

Working with PG&E to get information on the advanced vegetation program. Looking to schedule an Ad-Hoc Town Center Master Plan Update Committee meeting in early December to hear new information from Architect Larry Strain. Farmers' Market is working well with the new manager. Town Manager reported on a foot-long lizard that was hanging on his office wall.

WRITTEN COMMUNICATIONS

10. **Town Council Digest** – November 15, 2018 - **None**

ADJOURNMENT: 9:23 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

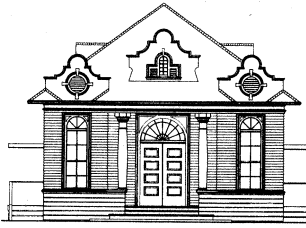
SUBMITTAL OF AGENDA ITEMS

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required.

Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

PUBLIC HEARINGS

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



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

PARKS & RECREATION COMMITTEE **MEETING CANCELLATION NOTICE**

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



TOWN OF PORTOLA VALLEY
Public Works Committee Meeting
Tuesday, December 4, 2018, 9:00 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA
Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Recognition of Service Award to Bud Eisberg
4. Review Survey Areas
5. Review Emergency Contact List
6. 2019 Committee Membership
7. Annual Town Center Site Tour and Equipment Review
8. Old Business / New business
9. Comments from Public Works Director
10. Adjourn



TOWN OF PORTOLA VALLEY

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

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

OLD BUSINESS

1. Review of Proposed Regulations for Accessory Dwelling Units (ADUs) (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Commission Reports
3. Staff Report
 - a. Alpine Inn CUP – Scheduling of One Year Report
4. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

5. Planning Commission Meeting of October 17, 2018 and November 7, 2018

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY
Special Bicycle, Pedestrian and Traffic Safety
Committee and
Community Meeting on Pedestrian & Traffic Safety
 Thursday, December 6, 2018 – 7:00 PM
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA

SPECIAL MEETING AGENDA

7:00 PM – Call to Order and Roll Call

7:05 PM – Community Meeting on Pedestrian & Traffic Safety

1. Introduction of Paul Krupka of Krupka Consulting
2. Opening Remarks - Outline of Consultation Process
3. Invitation for Public Comment on Matters of Pedestrian & Traffic Safety

8:30 PM – Adjournment of Community Meeting - Call to Order of Regular Committee Meeting

1. Approve minutes from the November 7, 2018 *(Minutes were unavailable at the time of packet distribution and will be handed out at the meeting)*
2. Sheriff's Report
3. Public Works Report
4. Ongoing Committee Business for 2018
 - a. Windy Hill Parking monitoring
 - b. 2019 Committee Membership
5. Outreach Possibilities for 2018
 - a. Earth Day, Picnic and other Town events for 2019
 - b. Bike Rodeo
6. Timing Planning for 2019 Budget Items
7. Matters Arising
8. Time and Date for January 2019 Meeting.
 - a. Wednesday January 9, 2019 (in Consideration of Holidays & Travel)
9. Adjournment



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Thursday, December 6, 2018, 7:00 PM
Town Hall Conference Room (EOC)
765 Portola Road, Portola Valley, CA 94028**

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – September 27, 2018
4. Old Business
 - a) Refining the use of the Open Space Fund and role of the OSAAC
 1. Coordinating vision statements and management priorities for Open Space properties
 2. Report on Town Council decisions for Open Space improvements and maintenance – Nona Chiariello, Craig Hughes
 3. Further updating the Open Space charter to distinguish between capital expenses and operating expenses, and between one-time expenses and recurring expenses – Craig Taylor and Gary Nielsen
 4. Outreach to neighbors of open space properties – Chip McIntosh
 - b) Building awareness and support
 1. Open space brochure: proposed revisions of earlier version – Gary Nielsen
 2. Fundraising and partnerships
 - c) Monitoring reports: Lane Conservation Easement, digital copy – Craig Taylor
 - d) Affordable housing proposals vis-à-vis open space – Craig Hughes
5. New Business
 - a) Summary of all-committee meeting held on October 15
 - b) Coordination with other committees
 - c) Annual report to Town Council
6. Next Meeting?
7. Adjournment

Town of Portola Valley

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

DECEMBER 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, December 12, 2018

Wednesday, December 26, 2018 - **CANCELED MEETING**

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

Council Liaison – Maryann Derwin (for months October, November, December)

Wednesday, December 5, 2018

Wednesday, December 19, 2018

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

Council Liaison – Ann Wengert (for months October, November, December)

Monday, December 10, 2018

Monday, December 24, 2018 – **CANCELED MEETING**

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

Council Liaison – Craig Hughes

Wednesday, December 5, 2018 – **CANCELED MEETING**

Thursday, December 6, 2018 – **SPECIAL MEETING (7:00 PM)**

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

Council Liaison – Craig Hughes

As announced

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

Council Liaison – John Richards

Tuesday, December 25, 2018 – **CANCELED MEETING**

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

Council Liaison – John Richards

Thursday, December 13, 2018 - **CANCELED**

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, December 13, 2018

FINANCE COMMITTEE

Council Liaison – Ann Wengert

As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

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

Council Liaison – Jeff Aalfs

Thursday, December 13, 2018

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes

Thursday, December 6, 2018 – 7:00 PM, Town Hall Conference Room

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

Council Liaison – Ann Wengert

Monday, December 3, 2018 – **CANCELED MEETING**PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs

Tuesday, December 4, 2018 - 9:00 AM

SUSTAINABILITY COMMITTEE – 10:30 AM (Meets 3rd Monday of every other month) in the EOC/Conference Room at Town Hall

Council Liaison – Ann Wengert

Monday, December 17, 2018

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

Council Liaison – Jeff Aalfs

Tuesday, December 18, 2018

AD-HOC HOUSING ON TOWN OWNED PROPERTY COMMITTEE

Thursday, December 6, 2018 - 3:30 PM, Historic Schoolhouse



Dinner/Meeting Announcement
 Friday, December 14, 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
 Colma Fire House
 50 Reiner Street
 Colma, CA 94014
650-755-5681
 Directions attached

Schedule
 6:00pm Social Time
 6:15 pm City Selection Committee
 6:45pm Business Meeting
 7:00pm Dinner
 9:00pm Adjourn

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

Family Style Dinner
\$50.00 per person

RSVP by noon on Monday, December 10, 2018
 Caitlin Corley - (650) 997-8311 or ccorley@colma.ca.gov

PLEASE NOTE: CHECKS MUST BE MADE PAYABLE TO COLMA FIREMEN'S SOCIAL CLUB

MAIL CHECK TO:
 Caitlin Corley, Town of Colma
 1198 El Camino Real
 Colma, CA 94014

Happy Holidays!

Once again, the Town of Colma is pleased to host the San Mateo Council of Cities December Meeting. As in previous years, the Colma Fire Protection District firefighters will prepare and serve a delicious family style meal!

During the Holiday Season, and especially this year, food pantries are seeing an increased demand from families in need.

Please help San Mateo County families by bringing a nonperishable food item or two with you to the December 14th Council of Cities dinner meeting.

For your convenience a list of most needed items has been provided by the North Peninsula Food Pantry and Dining Center of Daly City:

- **Gift Cards** from Lucky, Safeway or Trader Joe's allow families to purchase fresh fruits, vegetables, milk, etc.
- **Meals:** ready-to-eat (13-15 oz cans) includes chili, pasta entrees, soups, etc.
- **Protein:** peanut butter, canned meat, tuna, etc.
- **Beverages:** plastic containers only, 100% fruit juice is preferred

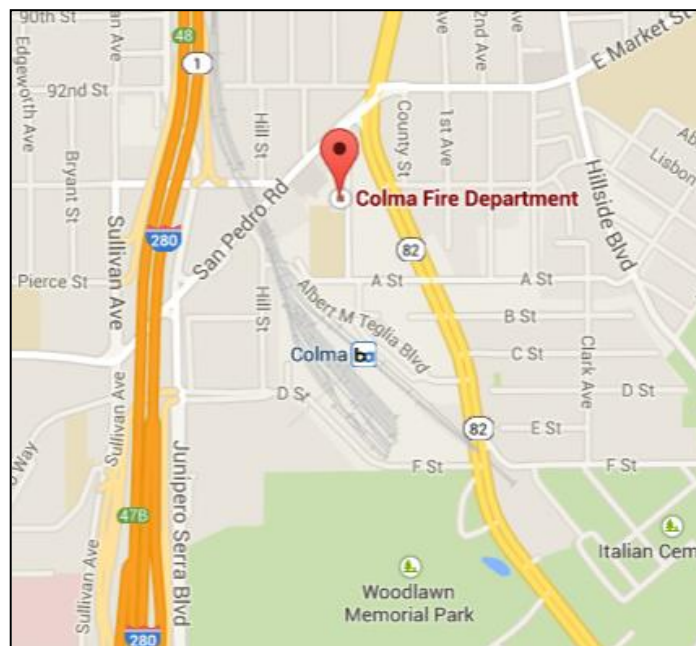


Thank you, and remember, whatever you can do to help will be deeply appreciated.

Directions

Please CARPOOL if possible and please leave yourself enough time to find parking. There will be additional parking at the school lot next door—please be on the look out for signs directing you where to go.

From I 280 heading North: Take Exit 47 toward Eastmoor Ave. Turn left onto Junipero Serra Blvd. Make a slight right onto San Pedro Road. Take the second right onto Reiner Street. Colma Fire Station will be on your right.



CITY OF BELMONT COUNCIL REORGANIZATION

Mayor Doug Kim and Vice Mayor Davina Hurt Cordially Invite you to the
Swearing in of the Newly Re-elected Councilmembers

Julia Mates, Warren Lieberman and Charles Stone

and the Selection of ***Mayor and Vice Mayor for 2019***

Tuesday, December 11, 2018

6:00 p.m.

Council Chambers, Belmont City Hall

One Twin Pines Lane

**Reception and Celebration of the Grand Opening of the City's
Permit Center to Follow**



You Are Cordially Invited to Attend

the Swearing in Ceremony of

the Newly Selected Mayor & Mayor Pro-Tem of

The City of Brisbane

At this event, we will also recognize

Outgoing Mayor—W. Clarke Conway for his service.

Thursday, December 6, 2018

Brisbane City Hall- Community Meeting Room

50 Park Place, Brisbane, CA 94005

7:30 P.M.

Refreshments to Follow

Ingrid Padilla
City Clerk, City of Brisbane
50 Park Place, Brisbane, CA 94005
[*ipadilla@ci.brisbane.ca.us*](mailto:ipadilla@ci.brisbane.ca.us)
(415) 508-2113



Colma Town Hall Grand Opening!

Please come celebrate the
Grand Opening of our
Newly Renovated Town Hall!

Tuesday, December 4th, 2018
4:00 pm to 6:00 pm

Town Hall Plaza
1198 El Camino Real
Colma, CA 94014

The Ribbon Cutting Ceremony will begin at 4:00 p.m. followed
by a reception with refreshments and appetizers.

Please RSVP by Friday, November 30, 2018 to Caitlin Corley at
650.997.8300 or ccorley@colma.ca.gov



Reorganization of the City Council of the Town of Colma

CITY COUNCIL

MAYOR RAQUEL "RAE" GONZALEZ

VICE MAYOR JOANNE F. DEL ROSARIO

COUNCIL MEMBER JOHN IRISH GOODWIN

COUNCIL MEMBER DIANA COLVIN

COUNCIL MEMBER HELEN FISICARO

Tuesday, December 4th, 2018

6:30 pm

Town Hall Council Chamber

1198 El Camino Real

Colma, CA 94014

Please stay for a cake and coffee reception
immediately following the ceremony.

Please RSVP by Friday, November 30, 2018 to Caitlin Corley at
650.997.8300 or ccorley@colma.ca.gov



We cordially invite you to be present for the installation
of newly-elected City Councilmembers
following the November 6, 2018 General Election
and for the Reorganization of the City Council at the
Special Meeting of the City Council on

MONDAY, DECEMBER 10, 2018

6:00 p.m.

City Council Chamber
Daly City Civic Center
333-90th Street

CITY COUNCIL

Juslyn C. Manalo, *Mayor*

Raymond A. Buenaventura, *Vice Mayor*

Judith A. Christensen, *Councilmember*

Michael P. Guingona, *Councilmember*

Glenn R. Sylvester, *Councilmember*

CITY TREASURER

Daneca Halvorson

CITY CLERK

K. Annette Hipona



Cake and coffee immediately following in the City Hall Rotunda

You are Cordially Invited

TO ATTEND THE REORGANIZATION OF CITY COUNCIL, INCLUDING
THE PRESENTATION TO OUTGOING CITY COUNCIL,
INDUCTION OF NEW MEMBERS, AND SELECTION OF
A NEW MAYOR AND VICE MAYOR

**MONDAY
DECEMBER 10, 2018
6:30 PM**

FOSTER CITY COUNCIL CHAMBERS
620 FOSTER CITY BLVD
FOSTER CITY

*Please join us for a reception
immediately following the meeting*



For more information, please contact the Communications/
City Clerk Department at 650.286.3250 | RSVP not necessary



The Hillsborough City Council

Mayor Marie Chuang, Vice Mayor Shawn M. Christianson
Councilmembers Jess E. Benton, Laurence M. May
and Alvin L. Royse

Cordially invite you to attend
the Reorganization of the City Council
Election of Mayor and Vice Mayor

Monday, December 10, 2018
Reorganization Meeting at 6:00 p.m.
followed by a Reception

Hillsborough Town Hall
1600 Floribunda Avenue, Hillsborough





JOIN US!


You are invited to the City of Menlo Park's [City Council](#) reorganization on Tuesday, December 11, 2018, at 7 p.m. Please join Mayor Peter Ohtaki, Mayor Pro Tempore Ray Mueller, and City Councilmembers Catherine Carlton, Rich Cline, and Kirsten Keith for the swearing in of the new City Councilmembers and selection of the next Mayor and Mayor Pro Tempore.

We hope you can join us for the [reorganization meeting](#) in the City Council Chambers, 701 Laurel St., Menlo Park, CA 94025 with a reception to follow.

No reservations are required and friends and family are welcome.

 [Share on Facebook](#)

 [Share on Twitter](#)

 [Share via Email](#)

City Council Transition

You are cordially invited to Redwood City's
City Council Transition.

Evening Details:

- Beginning at 6:15 p.m. – Reception Celebration
with Refreshments
- Beginning at 7 p.m. – Recognizing Outgoing
Council Members Jeff Gee & John Seybert
and
Swearing-In of New Council Members

*The community is welcome to stay for the
duration of the Council meeting.*



City of San Carlos Council Reorganization



You are cordially invited to the reorganization of the San Carlos City Council – recognizing outgoing Councilmembers and swearing-in new Councilmembers, and selection of its new Mayor and Vice Mayor.

Monday, December 10, 2018, 7:00 p.m.

City Hall - Council Chambers

600 Elm Street, San Carlos, CA 94070

Light refreshments will be served following the meeting.

YOU ARE CORDIALLY INVITED TO ATTEND THE

*City Council Reorganization
Ceremony
and
Installation of the
Mayor and Vice Mayor*

TUESDAY, THE ELEVENTH OF DECEMBER
TWO THOUSAND EIGHTEEN
AT SEVEN O'CLOCK IN THE EVENING

MUNICIPAL SERVICES BUILDING
33 ARROYO DRIVE
SOUTH SAN FRANCISCO, CA 94080

Light refreshments will be served following the ceremony.



TOWN COUNCIL WEEKLY DIGEST

Thursday – December 6, 2018

1. Agenda – Architectural & Site Control Commission – Monday, December 10, 2018
2. Agenda – Town Center Master Plan Update Committee – Wednesday, December 12, 2018
3. Agenda – Emergency Preparedness Committee – Thursday, December 13, 2018
4. Agenda (Canceled) – Cultural Arts Committee – Thursday, December 13, 2018
5. Agenda – Nature & Science Committee – Thursday, December 13, 2018
6. Notice – Town Hall Closure for Staff Holiday Lunch - (12 – 5 PM) Tuesday, December 11, 2018
7. Agenda Packet – San Mateo County City Selection Committee – Friday, December 14, 2018
8. Notice of City Council Reorganization from Cities – East Palo Alto, Half Moon Bay, and Millbrae
9. [Western City Magazine – December 2018](#)

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

1. None



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)
 Monday, December 10, 2018
 7:00 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

SPECIAL ASCC FIELD MEETING

4:00 PM 25 Kiowa Court – Architectural Review for a new 1,000 sq. ft. one-story Accessory Dwelling Unit (ADU) that exceeds a vertical building height of 18 feet and does not have architectural style or materials similar to the main residence

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, Removal of Significant Trees, and Landscaping, 42 Santa Maria, Byland Residence, File # PLN_ARCH 41-2017 (C. Richardson)

NEW BUSINESS

2. Architectural Review for a new 1,000 sq. ft. one-story Accessory Dwelling Unit (ADU) that exceeds a vertical building height of 18 feet and does not have architectural style or materials similar to the main residence. The project includes the removal of two significant trees, 25 Kiowa Court, Lin Residence, File # PLN_ARCH 19-2018 (C. Richardson)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

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

APPROVAL OF MINUTES

6. ASCC Meeting of November 12, 2018

ADJOURNMENT

AVAILABILITY OF INFORMATION

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

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

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY
Town Center Master Plan Update Committee
Wednesday, December 12th, 2018 – 3:30 PM
Town Hall Conference Room
765 Portola Road, Portola Valley, CA

REGULAR MEETING AGENDA

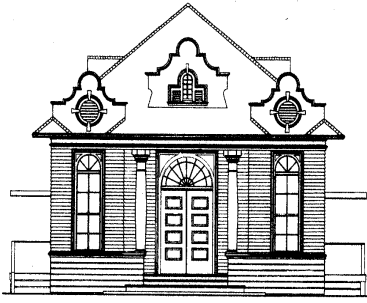
1. Call Meeting to Order
2. Oral Communications
3. Review of Final Draft Matrix from Siegel and Strain
4. Recommendation on Next Steps – Town Council acceptance of report
5. Adjournment



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

MEETING AGENDA

1. 8:00 Call to order
 - o Members: Mark Bercow, Dave Howes, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp
 - o Potential Guests: Jeremy Dennis/Town Manager, Brandi de Garneau, Assistant to Town Manager, John Richards/Town Council, Dan Ghiorso and Selena Brown/ WFPD, C. Buck/Sheriff's Office, Christina Corpus/Sheriff's Office, Gary Nielsen/Police Commissioner, Chuck Nile/Red Cross, Stuart Young/former EPC member, resident, Bud Eisberg, Mark Dahlen, Doug Keyston/Woodside Emergency Preparedness Committee, Wil Patterson /PV Public Works Committee, Jerry Shefren/resident, Lori Duvall/resident
2. 8:01 Oral Communications
3. 8:05 Approve minutes for November 8, 2018 meeting
4. 8:10 CERPP/WFPD Report (Brown/Ghiorso)
5. 8:15 Town Report (de Garneau)
6. 8:20 Committee Reports
 - a) Medical Subcommittee Report
 - b) Communications Subcommittee Report (Rothrock)
 - c) Emails to Forum and Show-and-Tell at PV Farmer's Market today, 2 pm – 5 pm (Kopf-Sill)
 - 1) 2nd topic? Date?
 - 2) Budget Motion?
7. 8:40 Intent of Members to Serve in 2019; Leadership Positions
 - a) Each Member is to take responsibility for or help with at least one goal on the annual list
8. 8:45 Conservation Committee, Nona Chiariello
 - a) Proposal for jointly-sponsored Town meeting re fire-safe landscaping
 - b) Informational, no action needed
9. 8:55 Next meeting is January 10, 2018
 - a) Quorum check
10. 9:00 Adjourn



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

NOTICE OF MEETING CANCELLATION

**CULTURAL ARTS COMMITTEE MEETING REGULARLY
SCHEDULED FOR**

Thursday, December 13, 2018

Notice is hereby given that the Portola Valley Cultural Arts Committee meeting regularly scheduled for Thursday, December 13, 2018 has been canceled.



Town of Portola Valley
Nature and Science Committee Meeting
Thursday, December 13, 2018 – 5:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

1. Call to Order
2. Roll Call: Committee members Michael Bray, Andy Browne, Bonnie Crater, Andrew Pierce, Yvonne Tryce, and Council Liaison
3. Oral Communications
4. Review and Approve the June 14, 2018 minutes (*for the record; the June minutes are unavailable*)
5. Old Business: None
6. New Business:
 - a. 2019 Committee Membership
7. Standing Events:
 - a. Flight Night – No 2018 event, will try for 2019
 - b. Star Party – October 12, 2018, debrief and approve expenses
8. Adjournment

Date & Time of Next Regular Meeting: Thursday, February 14, 2019, 5 PM



PORTOLA VALLEY TOWN HALL HOURS

Tuesday, December 11, 2018

OPEN: 8 am – 12 pm

CLOSED: 12 pm – 5 pm

(For a Staff Holiday Luncheon)

We will return to our regular business hours on
Wednesday, December 12, 2018

In Case of Emergency: Sheriff's Office: 911

Sukhmani Purewal <spurewal@smcgov.org>
City Selection Committee Meeting - December 14, 2018

Honorable Chair, Vice-Chair, and Clerks:

Please find the 12/14/18 City Selection Committee (CSC) Agenda packet attached to this email.

This is a reminder from Chair Papan that “letters of interests” submitted after the published agenda will be respectfully treated as floor nomination at the 12/14 meeting.

Note: Peninsula Corridor Joint Powers Board (CalTrain) position, recently vacated by Jeff Gee will be on the January, 2019 City Selection agenda following the swearing-in of his replacement to the Sam Trans Board (Southern Cities) position.

Please let me know if you have any questions or concerns.

Best,
Sukhmani S. Purewal
Assistant Clerk of the Board of Supervisors
Secretary to City Selection Committee



COUNTY OF SAN MATEO

400 County Center | Redwood City, CA 94063
Tel. (650) 363-1802 | spurewal@smcgov.org

SAN MATEO COUNTY

CITY SELECTION COMMITTEE

Diane Papan, Chairperson
Glenn R. Sylvester, Vice Chairperson

Sukhmani S. Purewal, Secretary
400 County Center
Redwood City, 94063
650-363-1802

TO: MAYORS OF SAN MATEO COUNTY
FROM: SUKHMANI S. PUREWAL, SECRETARY
SUBJECT: MEETING OF THE CITY SELECTION COMMITTEE
DATE: December 3, 2018

Deputy Mayor Diane Papan, Chairperson of the San Mateo County City Selection Committee called for a meeting of the Committee at **6:15 p.m.** on **Friday, December 14, 2018**, at Colma Fire House, 50 Reiner Street, Colma CA 94014.

AGENDA

- 1) Roll Call
- 2) Approval of the minutes for the meeting of May 18, 2018
- 3) Selection of one (1) Council Member to serve on the San Mateo County Transit District (SamTrans) representing **Central Cities (Eligible cities: Belmont, Burlingame, Foster City, Half Moon Bay, Hillsborough, Millbrae and San Mateo)** for a term of four (4) years beginning January 1, 2019 through December 31, 2022
 - i. *Council Member Charles Stone, City of Belmont, is seeking reappointment*
- 4) Selection of one (1) Council Member to serve on the San Mateo County Transit District (SamTrans) representing **Northern Cities (Eligible cities: Brisbane, Colma, Daly City, Pacifica, San Bruno and South San Francisco)** for a term of four (4) years beginning January 1, 2019 through December 31, 2022
- 5) Selection of one (1) Council Member to serve on the San Mateo County Transit District (SamTrans) representing **Southern Cities (Eligible cities: Atherton, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos and Woodside)** fulfilling Redwood City Council Member Jeff Gee's term through December 31, 2020
 - i. *Council Member Ronald Collins, City of San Carlos, is seeking appointment*
- 6) Selection of one (1) Council Member to serve on the San Mateo County Transportation Authority (SMCTA) representing **Central Cities (Eligible cities: Belmont, Burlingame, Foster City, Half Moon Bay, Hillsborough, Millbrae and San Mateo)** for a term of two (2) years beginning January 1, 2019 through December 31, 2020
 - i. *Council Member Maureen Freschet, City of San Mateo, is seeking reappointment*

7) Selection of one (1) Council Member to serve on the San Mateo County Transportation Authority (SMCTA) representing *Southern Cities (Eligible cities: Atherton, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos and Woodside)* for a term of two (2) years beginning January 1, 2019 through December 31, 2020

i. Council Member Carlos Romero, City of East Palo Alto, is seeking appointment

8) Election of a Chairperson to the City Selection Committee for 2019
(Note: Candidates must be a current Mayor or Council Member)

i. Council Member Glenn R. Sylvester, City of Daly City, is seeking appointment

9) Election of a Vice Chairperson to the City Selection Committee for 2019
(Note: Candidates must be a current Mayor or Council Member)

10) Oral Communications and Announcements

- i. Public Comment – Opportunity for the public to address the San Mateo County City Selection Committee.*
- ii. Any subject not on the agenda may be presented at this time by members of the City Selection Committee. These topics cannot be acted upon or discussed, but may be agendaized for a later meeting date.*

If you have any questions or require additional information, contact Sukhmani S. Purewal at (650) 363-1802.

SAN MATEO COUNTY

CITY SELECTION COMMITTEE

Diane Papan, Chairperson
Glenn R. Sylvester, Vice Chairperson

Sukhmani S. Purewal, Secretary
400 County Center
Redwood City, 94063
650-363-1802

TO: MAYORS OF SAN MATEO COUNTY
FROM: SUKHMANI S. PUREWAL, SECRETARY
SUBJECT: MEETING OF THE CITY SELECTION COMMITTEE
DATE: DECEMBER 3, 2018

DRAFT MINUTES

Deputy Mayor Diane Papan, Chairperson of the San Mateo County City Selection Committee called for a meeting of the Committee at **6:15 p.m. on Friday, May 18, 2018**, at Independence Hall, 2955 Woodside Road, Woodside, CA 94062.

- 1) Roll Call – The meeting was called to order at 6:32 p.m. The following cities/towns were present: Belmont, Brisbane, Daly City, Foster City, Millbrae, Pacifica, Portola Valley, Redwood City, San Carlos, San Mateo, and Woodside.

Absent: Atherton, Burlingame, Colma, East Palo Alto, Half Moon Bay, Hillsborough, Menlo Park, San Bruno, and South San Francisco.

- 2) Approval of the minutes for the meeting of January 26, 2018

Motion: San Mateo

Second: Millbrae

Ayes: Belmont, Brisbane, Daly City, Foster City, Millbrae, Pacifica, Portola Valley, Redwood City, San Carlos, San Mateo, and Woodside.

Noes: None

Absent: Atherton, Burlingame, Colma, East Palo Alto, Half Moon Bay, Hillsborough, Menlo Park, San Bruno, and South San Francisco.

- 3) Selection of one (1) Council Member to serve on the Local Agency Formation Commission (LAFCo) representing *Cities*, for a term of four (4) years beginning May 2018 through May 2022

i. Council Member Mike O’Neill, City of Pacifica, is seeking reappointment

Motion to appoint Council Member Mike O’Neill: Millbrae

Second: Pacifica

Ayes: Belmont, Brisbane, Daly City, Foster City, Millbrae, Pacifica, Portola Valley, Redwood City, San Carlos, San Mateo, and Woodside.

Noes: None

Absent: Atherton, Burlingame, Colma, East Palo Alto, Half Moon Bay, Hillsborough, Menlo Park, San Bruno, and South San Francisco.

4) Oral Communications

None

The meeting was adjourned at 6:34 p.m.



City of Belmont

Item No. 3
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One Twin Pines Lane, Suite 340, Belmont, CA 94002
(650) 595-7408 • Fax (650) 637-2982
www.belmont.gov

November 14, 2018

Re: San Mateo County Transit District Board of Directors Reappointment, City Selection Committee

Honorable Mayors and Councilmembers:

I write to you to ask for your support in my bid for reappointment to the San Mateo County Transit District ("SamTrans") Board of Directors. I remain grateful for the trust you displayed when you appointed me to Jerry Deal's vacant seat several years ago.

Since being appointed to the Board the District has achieved much. We have hired a new executive officer, Jim Hartnett, who has led the District through a transformative time. There has been much turnover in senior management since 2015 and Jim and his team have made some exceptionally good hires. The District organizational chart has also been changed in positive ways and employee morale has been improved.

Over the past 3 years, the Board has worked well together and with staff to move the District forward, as well. We have moved beyond the "mentality of scarcity" which, in my opinion, was holding the District back from realizing its full potential. We have authorized and implemented a full mobile app which allows for trip planning and ticket purchases. We have strengthened our commitment to young riders and implemented new routes focused on serving those riders at school start and stop times. We have worked hard with private partners to create a viable plan to reactivate the Dumbarton rail corridor and are currently beginning the long process of bring this vision to reality. We have made tough decisions about cutting under-performing routes. We have partnered with a visionary think tank at UC Davis to help make sure we can do a better job innovating and anticipating future transit needs. We have also focused on the creation of a true and comprehensive business plan. I am particularly proud of our commitment to a 100% electric fleet as soon as possible and our recent procurement of 10 electric buses from Proterra, a San Mateo County based company.

Perhaps the biggest single thing we have done as a Board is confront our financial realities by placing Measure W on the ballot. Getting this measure to a place where it was unanimously placed on the ballot by both the SamTrans Board and Board of Supervisors was a huge lift. I was pleased to play a part in the process as Chair of the SamTrans Board and as a member of the Get Us Moving Ad Hoc Committee. As I write this letter, we still do not know the final outcome of Measure W. As a Board, we openly discussed the difficulty of succeeding on a 2/3 threshold measure, but we knew our commitment to fiscal sustainability and remaining a lifeline service for many low-income, older, and disabled riders required us to give it our best effort. I am buoyed by the fact that we are very close to that 2/3 requirement right now just I am sobered by the reality that the measure might not pass.

Whether the measure passes or not, I want to be part of the team that helps map the future of public transit in our county and in our region. I believe I can add much value in a continued role on the SamTrans Board and Caltrain JBP (where I sit as an appointee of the SamTrans Board).

I respectfully and humbly request your support for reappointment.

Yours Truly,

Charles Stone

Councilmember City of Belmont

C: Belmont City Council

CITY OF SAN CARLOS
CITY COUNCIL



600 ELM STREET
SAN CARLOS, CA 94070
(650) 802-4219
CITYOFSANCARLOS.ORG

November 21, 2018

To: City Selection Committee

Re: Appointment to the San Mateo County Transit District Board

Honorable Mayors and Councilmembers:

I am writing to ask for your support for appointment to the San Mateo County Transit District Board of Directors Southern Judicial District Seat. Having served on the San Carlos City Council since 2011, I have become involved in many transportation issues regarding San Carlos, San Mateo County and the Peninsula. I have been a member of the Caltrain Modernization Local Policymaker Working Group (CalMod) since 2013. I was also recently appointed to the Airport Community Roundtable and have been the City's representative to the Grand Boulevard Task Force for the past three years.

I have a deep and continuing interest in all transportation issues regarding San Mateo County and would like to apply my experience and advocacy on the Board. I am a regular rider on Caltrain and have come to rely on it not only for trips to Giants games but for business and other personal trips to San Francisco. As a result, I have ideas I would like to pursue to see it improved, as I see it as an indispensable part of our county transportation network. I want to work to make sure it and our SamTrans bus system are preserved, enhanced and made more accessible to as many riders in San Mateo County as possible.

Over the past seven years, I have served my community and the county in a variety of roles. I believe my analytical skills, experience, ability to work well with others, and passion for modern and improved public transit would serve me well on the Board. I respectfully ask for your support.

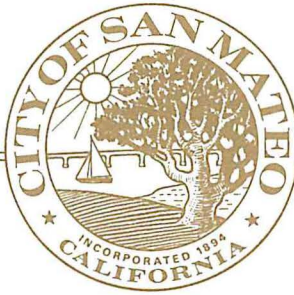
Thank you.

Sincerely,

A handwritten signature in black ink that reads "Ron Collins". The signature is written in a cursive, flowing style.

Ronald Collins
San Carlos City Council member

CC: San Carlos City Council



OFFICE OF THE CITY COUNCIL

330 West 20th Avenue
San Mateo, California 94403-1338
Telephone (650) 522-7049
FAX: (650) 522-7041
www.cityofsanmateo.org

November 28, 2018

Honorable Mayor and Members of the City Council,

Please accept this letter as my statement of intent to seek reappointment to the San Mateo County Transportation Authority.

It has been my great privilege to represent the Central Judicial cities (San Mateo, Belmont, Burlingame, Foster City, Half Moon Bay, Hillsborough, and Millbrae) on this important body since my election in 2015. I am proud of our achievements, and excited about future plans to relieve the severe strain on our transportation infrastructures, such as the US 101 Managed Lanes Project, improved ferry and shuttle services, critical grade separations, and many other projects to reduce traffic and enhance public safety.

San Mateo is at the epicenter of our county's economic and construction boom which has dramatically impacted traffic for all of our cities. This is a regional issue that requires regional solutions, and the careful prioritization of Measure A funded projects to mitigate congestion and promote transportation alternatives is a primary objective we all share.

I hope to continue my service in order to provide consistency and continuity while seeing our many current projects come to fruition. I am also strongly committed to serving as a liaison for vital proposals that require the cooperation of multiple cities to move forward for the benefit of our entire county. I have been a strong proponent of Measure W which represents the opportunity to significantly impact each our cities, and I will continue to fight for the public and private resources we need to create the transportation network we all hope for.

Thank you for your consideration and support of my reappointment to another term. Please feel free to call me if you have any questions or would like to discuss this with me.

Sincerely,

Maureen Freschet
Council Member
City of San Mateo
650-520-3070



CITY OF EAST PALO ALTO

Mayor Ruben Abrica
Vice Mayor Lisa Gauthier

Council Members
Larry Moody
Carlos Romero
Donna Rutherford

November 28, 2018

Re: San Mateo County Transportation Authority city seat- Southern Judicial Cities Appointment

Honorable Mayors and Council Members:

I write to seek your support for appointment to the San Mateo County Transportation Authority (SMCTA) Southern Judicial Cities seat. As past Mayor of East Palo Alto, former vice-chair of CCAG, current board member of Commute.org, and an active participant in Council of Cities meetings, I have grown to know and engage many of you in discussions of issues affecting our cities. I feel it is vitally important that we listen to one another and collectively arrive at decisions that affect our cities.

As a diverse county we must cooperate and arrive at reasoned, rational, and sustainable transportation decisions that address the urban and rural growth challenges we face. Given the passage of Measure W and reaffirmation of the State's fuel tax, RRRRA, the development of SMCTA's next strategic plan must comprehensively set the blueprint for developing our transit, roadways, and non-motorized forms of transportation cost effectively, efficiently and equitably.

The SMCTA will play a pivotal role in discussing, prioritizing, and leveraging our local funds to allow our cities to guarantee the flow of funds for transit, bike/ped, road and highway improvement projects that will help maintain a livable region for all of us. Among the many projects and priorities that must be balanced are the implementation of complete streets, shuttles, the Hwy 101 Managed Lanes Project, grade separations, transit operations, and TDM, to cite only a few. All of these priorities must be considered within the context of a fiscally and socially equitable distribution of these limited and precious SMCTA public funds.

I believe I can play a meaningful and effective role on the SMCTA given my present five years of service on ABAG's Regional Planning Committee and my educational background at Stanford and Harvard where I studied urban economics, urban planning, real estate finance, and transportation studies. I will be mindful of the diversity of our cities, our numerous needs, and our sometimes-divergent concerns. I will always engage in reasoned discourse, respectful of all positions, that seeks innovative, collaborative and truly effective solutions that maintain and improve our transportation options sustainably.

Please contact me should you have any questions concerning my candidacy. I may be reached at (650) 283-2852 or by e-mail: cromero_ezln@yahoo.com.

Sincerely,

Carlos Romero, Councilmember

CITY COUNCIL

RAYMOND A. BUENAVENTURA
JUDITH A. CHRISTENSEN
MICHAEL P. GUINGONA
JUSLYN C. MANALO
GLENN R. SYLVESTER



SHAWNNA MALTBIE
INTERIM CITY MANAGER

K. ANNETTE HIPONA
CITY CLERK

DANCA M. HALVORSON
CITY TREASURER

PHONE (650) 991-8008

**OFFICE OF THE CITY COUNCIL
CITY OF DALY CITY**

**333 - 90TH STREET
DALY CITY, CA 94015-1895**

11/14/18

Mr. Sukhmani Purewal,
Secretary of City Selection Committee

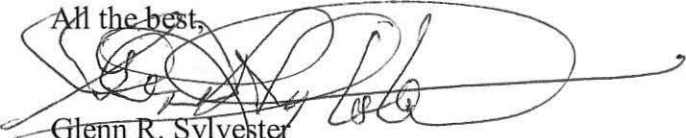
Re: Letter of Intent

Dear Esteemed Members of the Selection Committee,

Having served as your Vice-Chair this year in 2018, I would be honored with the privilege to serve as your Chair Person for 2019, if so desired. Attendance at our meetings has done so much to enrich my knowledge of the various issues throughout San Mateo County and the many cities within. I enjoy the collaboration and camaraderie of everyone.

I hope for your continued support.

All the best,


Glenn R. Sylvester
Council Member
City of Daly City



You are cordially invited to attend the Reorganization
of the City Council &
Election of Mayor and Vice Mayor

*At this Event, we will also Recognize Outgoing Council member,
Donna Rutherford, for her Service*

THURSDAY, DECEMBER 13, 2018 AT 7:30 P.M.

CITY HALL - COUNCIL CHAMBERS
2415 UNIVERSITY AVENUE
EAST PALO ALTO, CA 94303

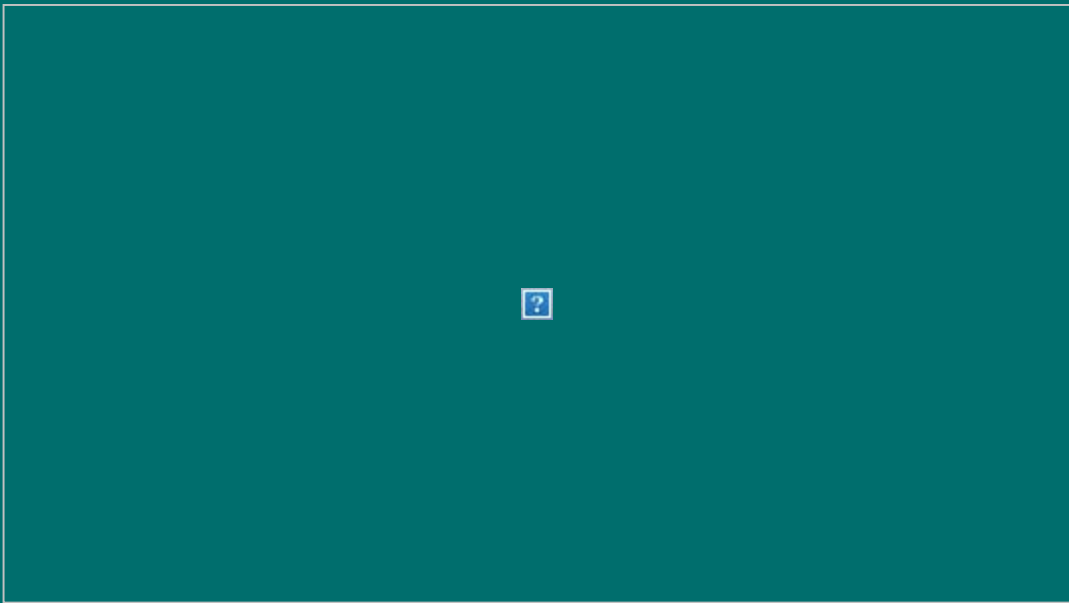
REFRESHMENTS TO FOLLOW

María Buell
City Clerk, City of East Palo Alto
(650) 853-3100 mbuell@cityofepa.org

From: [City of Half Moon Bay Community Enews](#)
To: [Sharon Hanlon](#)
Subject: You're Invited to the Half Moon Bay City Council Reorganization/Reception!
Date: Tuesday, December 4, 2018 9:02:31 AM



You're Invited!
City Council of Half Moon Bay
**REORGANIZATION
AND RECEPTION**



You are Cordially Invited to Attend the
Reorganization of the Half Moon Bay City Council,
Swearing-In of Recently-Elected Members, and
Selection of the New Mayor and Vice Mayor

Mayor Deborah Penrose

Tuesday, December 18, 2018



*City of Millbrae
Council Reorganization*

The Millbrae City Council invites you to attend the reorganization of the City Council and the administration of Oaths of Office for Mayor, Vice Mayor, and new Councilmembers.

Tuesday, December 11, 2018

7:00 p.m.

*Chetcuti Community Room
450 Poplar Avenue, Millbrae*

*Reception Following
Sixteen Mile House
448 Broadway, Millbrae*