



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, January 23, 2019
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

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** – January 9, 2019 (3)
2. **Approval of Warrant List** – January 23, 2019 (21)
3. **Appointment by Mayor** – Commissions and Committees Membership Appointments for 2019 (34)
4. **Recommendation by Town Attorney** – Leaf Blower Ordinance Amendments: Second Reading (38)
 - (a) Second Reading, Waive Further Reading and Adopt an Ordinance Adding Chapter 9.10 [Noise Control] of Title 9 [Public Peace, Health, Morals and Welfare] of the Portola Valley Municipal Code (Ordinance No. __)
 - (b) Second Reading, Waive Further Reading and Adopt an Ordinance Adding Chapter 8.32 [Leaf Blower Use] of Title 8 [Health and Safety] of the Portola Valley Municipal Code (Ordinance No. __)

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

5. **Appointment by Mayor** – Appointments to the Woodside Highlands Road Maintenance District Citizens (50) Advisory Committee

STUDY SESSION

6. **STUDY SESSION** – The PG&E Bankruptcy: Implications for Peninsula Clean Energy, CCAs, and the Electric (55) Industry in California
7. **Report by Assistant to the Town Manager** – Review of Software (56)
8. **Appointment by Mayor** – Council Liaison Appointments for 2019 (63)
9. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (65)
 Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*
10. **TOWN MANAGER REPORT** (66)

WRITTEN COMMUNICATIONS

11. **Town Council Digest** – January 11, 2019 (67)
12. **Town Council Digest** – January 17, 2019 (78)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 960, JANUARY 9, 2019

CALL TO ORDER AND ROLL CALL

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

Present: Councilmembers Maryann Moise Derwin, Craig Hughes, John Richards; Mayor Ann Wengert

Absent: Vice Mayor Jeff Aalfs

Others: Jeremy Dennis, Town Manager
Brandi de Garneau, Assistant to the Town Manager
Laura Russell, Planning & Building Director
Cara Silver, Town Attorney
Doug Radtke, Finance Director

ORAL COMMUNICATIONS

None

CONSENT AGENDA

- (1) Approval of Minutes – Town Council Regular Meeting of December 12, 2018.
- (2) Approval of Warrant List – January 9, 2019, in the amount of \$125,097.05.

Councilmember Derwin moved to approve the Consent Agenda. Seconded by Councilmember Richards, the motion carried 4-0, by roll call vote.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (3) Recommendation by Town Manager – Leaf Blower Ordinance Amendments
 - (a) First Reading, Waive Further Reading and Introduce an Ordinance Adding Chapter 9.10 [Noise Control] of title 9 [Public Peace, Health, Morals and Welfare] of the Portola Valley Municipal Code (Ordinance No. ____)
 - (b) First Reading, Waive Further Reading and Introduce an Ordinance Adding Chapter 8.32 [Leaf Blower Use] of Title 8 [Health and Safety] of the Portola Valley Municipal Code (Ordinance No. ____)

Town Manager Dennis reviewed the 2017 study session on leaf blower issues, the outreach and education efforts, and the Sustainability Committee's recommendations. He explained the proposed leaf blower ordinance amendments including a ban on gas-powered leaf blowers, changes to leaf blower use, modified noise allowance hours, educational fliers, and incentives, as detailed in the staff report and presentation.

Town Manager Dennis said staff had officially received 43 comments, which were compiled and shared. He said there were a number of varied opinions, fairly split down the middle. He said there were 17 for banning gas-powered leaf blowers and 16 against and there was one for banning all leaf blowers. He said in common in all the comments was education as a very important component to get to the goals as articulated by the Sustainability Committee.

Mayor Wengert invited questions from the Council.

Councilmember Hughes said there was mention of hardship for large landowners. He said the Town uses electric leaf blowers and is the largest lot owner. He asked if the Town only used leaf blowers in a limited way or used them Town-wide. Town Manager Dennis said leaf blowers are used Town-wide in different ways. He said for larger operations on the roads, the Town uses gas-powered leaf blowers.

Public Works Director Young said the Town has 11 acres and the two electric leaf blowers do the majority of the jobs. He said when they go off-site on the right-of-way, doing accident clean-ups, where speed and safety are an issue, they use gas-powered blowers because they are faster.

Mayor Wengert asked about the 10:00 p.m. time in the Noise Ordinance. Town Manager Dennis said that refers to the non-transportation generated noise standards, as shown on Table 9.10-1 in the staff report. A leaf blower does not fall into this category and falls into 9.10.040 – Permitted Sources of Noise, which ends at 5:30 p.m. Mayor Wengert asked if the ordinance needed to be changed to make it clear that any of the uses are prohibited past a certain hour of the day. Town Manager Dennis said that is not necessary because the non-transportation noises can go later.

Councilmember Derwin asked if she could do something noisy until 10:00 p.m. Town Manager Dennis said she could as long as it was residential use up to 50 decibels.

Mayor Wengert asked if Town Attorney Silver was comfortable that the activities of the Town, whether they be construction, leaf blowing, or chipping, could not occur beyond the 5:30 cutoff time. Town Manager Dennis said the current code for construction activities and domestic garden tools, large delivery vehicles, garbage collection, and emergency generators all have specific end times, typically 5:00 or 5:30 p.m. Town Attorney Silver said the ordinance does not specifically call out that the domestic garden tools regulation equally applies to public use. She said that could be clarified to include public use as well.

Councilmember Derwin said domestic garden tools can be used between 8:00 a.m. and 8:00 p.m. during the traditional fire season, April 15 to June 15, to encourage people to do fire management on their properties.

With no other questions from the Council, Mayor Wengert invited public comment.

Bev Lipman. Ms. Lipman said she understands the issues but is opposed to eliminating gas-powered leaf blowers because it is impractical for people with larger properties. She said it is not reasonable to ask the professional gardeners to use battery-powered leaf blowers.

Joe Coleman. Mr. Coleman expressed appreciation to the Town for the time and effort put forth on this issue. He said he thought there would be a lot more people at the meeting tonight about this important issue. He said at Friday morning at 8:30 a neighbor uses a gas leaf blower and at Saturday morning at 9:00 the neighbor on the other side uses their gas leaf blower. He said he lives in Arrowhead Meadows, where each of the six properties are one acre. He said he has horses. He uses an electric leaf blower. He said he plays the piano and he described the harmonic and non-harmonic sounds of piano key combinations. He said the gas-powered leaf blowers create a very non-harmonic irritating sound. He said other Bay Area towns have eliminated the gas-powered leaf blowers, which does not seem to have been a negative in the long run. He said he appreciates that there is a cost of \$300 to the gardeners for a nice electric leaf blower. He supported eliminating the gas-powered leaf blowers and only allowing the use of electric leaf blowers.

Belinda Brent. Ms. Brent said she wrote three letters to the Town and never received any acknowledgement of receipt. Town Manager Dennis said he was aware of the most recent email sent and thought he had responded. He apologized if he did not reply. Ms. Brent said those that live along the creek have a different issue than other residents. She said after the floods in 1983 and 1998 she was on the newly-established Creek Committee. She said they put out a creek corridor report after a one-year

study, where it was recommended that the property owners along the creek had to take full responsibility for creek flooding damage. She said they have been handling that burden religiously. She said they're out there every time it rains and the gas-powered blower is their main tool. She asked if owners on the creek can be granted a special permit due to their efforts to keep the creeks clean using many tools.

Councilmember Hughes said there is an exception for emergency use. He asked if what Ms. Brent described would qualify as an emergency use that would permit a gas-powered leaf blower. Town Manager Dennis said it could but he would want further clarification from the Council if they'd like the amendment to clarify that.

Town Manager Dennis asked Public Works Director Young to comment regarding using leaf blowers at the creek. Public Works Director Young said he has not heard of using leaf blowers in the creek. Mayor Wengert said the speaker was talking about the sides of the creek. Mayor Wengert said she was on the Planning Commission at the time of the creation of the Creek Committee, which was tasked with trying to keep the creek as clean as possible, resulting in the responsibility being placed back with the homeowners along the creek corridor. She said it is something to consider.

Kathy Feldman, 315 Grove Drive. Ms. Feldman said she is also a creekside property owner. She said it is the responsibility of the creekside homeowner to keep the creek natural and healthy, including the vegetation, reptiles, animals, etc. She said there is also somewhat of a tug-of-war with the creek, trying to protect your property, which is not always easy. She said they lost land in the last El Nino in 1997 and had to do creekside restoration. She said it could be a daily project but her gardener comes out once a week and maintains the creekside area, especially in the fall when the trees are drying, keeping all of that out of the creek, to avoid a log jam and upstream flooding. She said she protects the creek and her downstream neighbors. She said just in terms of the creek they've probably spent approximately \$200,000 since living there, but it's a beautiful thing to have and you sign up for that responsibility when you become a creekside homeowner. She said it will be horrible if her gardener can't do what he needs to do each week, not just in an emergency situation.

Arielle Doernberg. Ms. Dorenburg said gas-powered leaf blowers are very noisy and heavy polluters. She said they use battery-powered and electric leaf blowers at home as well as rakes and brooms. She said this morning, at the schoolhouse steps, there was a battery-powered leaf-blower powerful enough to blow very wet leaves. She asked the Council to ban gas-powered leaf blowers and keep Portola Valley green and quiet.

Tyler Doernberg. Mr. Dorenburg said he makes You Tube videos for a living and when he tries to record his videos he always hears the loud noise from the leaf-blowers interrupting his audio. He said he gets a lot of comments on his videos saying the viewers can't hear them and it is very disturbing when he tries to record.

Jon Silver, 355 Portola Road. Mr. Silver said he does not think log jams in the creeks are caused by leaves. He said the logs jams are caused by logs and leaf blowers will not likely clear them. He said his parents moved here in 1954 to 22 Grove Drive on the creek. He said they never used leaf blowers in the creek or in their gutters. He said he's heard comments that if the leaf blowers are not gas-powered, they are not strong enough. Mr. Silver said he cleaned his gutters with an electric leaf blower and used a tool for the stuck-on leaves. He said mankind got through life without leaf blowers until the last 10, 20, or 30 years. He wondered how many hearing impairments are due to things like leaf blowers. He said we need to listen to the young people who want to save the world.

Danna Breen. Ms. Breen said she also expected more attendees at tonight's meeting. She said her frame of reference is the current global climate emergency. She said changing the Town's policy on gas-powered leaf blowers is something that can really make a difference. She said the changes should be made effective immediately. She said she is confined to be indoors for many hours a day because of the noise, but does not see that as an urgent issue. She said as a landscape professional, she does not think that people understand that their properties are being degraded and destroyed by supposed gardeners. She said true gardeners would not use leaf blowers on the ground because it degrades the soil character.

She said leaf blowing a driveway is a different story, but dirt should not be blown. She said Teri Lyngso is singlehandedly changing how we think about soil management in the Bay Area and in California. She said her first suggestion is no leaf blowing the soil. Ms. Breen said she understands that people need to manage their properties. She said she has two friends who have had E. coli infections in their sinuses. Their doctors told them it could be related to leaf blowers but it can't be proven. She said when she sits on her property looking out over Willowbrook and hears the leaf blowers starting, she can see the 200-yard plume of pollen and fecal matter. She said there are no longer enough predators to handle the rats and ground squirrels. She said when she walks down Willowbrook with her dogs, she asks gardeners to stop blowing, waits for the cloud to subside, and then walks through, which costs that gardener 10 to 15 minutes before she is willing to walk through. She said she does not want to live in a Town where she has to wear a mask and ear plugs to get around. She said Portola Valley is late to the game here with all the other municipalities and it is time for the Town to ban gas-powered leaf blowers. She said what is done with the rest of it, going forward, is a different story. She said she has a battery-powered blower, and it still doesn't relieve the plume of toxins, but at least it takes the two-cycle engine oil out of it. She encouraged the Council to go through with the ordinance amendment.

David Beaver, 3 Creekpark Drive. Mr. Beaver said he was amused by the part in the staff report that says "July 26, 2017, a resident requested that the Town further regulate the use of leaf blowers citing noise, air quality, and other pollution issues." He said if he could get the Council to address his favorite hot button issue, he would ask to get rid of all the dogs in town. He said when he's trying to work at home, he can handle a leaf blower because it's going to be done in 10 minutes but not when he opens his windows on a nice day and hears every dog within a quarter of a mile barking and barking and barking. He said people have different hot button issues – leaf blowers, barking dogs, overhead jets. He said he doesn't disagree with the basic idea and that it's great we all try to make the world a better place, have less noise, try to save the planet and all of that. What he doesn't like is that individuals who are very passionate about an issue and know how to pull the levers of power in Town, have been on the City Council, know all of the Councilmembers, can pick an issue and force the rest of the Town to live their lives the way that person thinks they should live their lives. He said, for example, he doesn't drive an SUV and he could promote banning 20 mpg SUVs because they're hurting the planet. He said if the Forum comments are reviewed, it is clear there is not a consensus about leaf blowers. He said the list of cities that have established regulations show no consensus about the right thing to do. He said people in positions such as Councilmembers, being driven by some of the speakers in attendance, are trying to move in a certain direction. He said the head of Alpine Hills, when asked this morning how they're doing with electric blowers, said they were doing fine in some cases but sometimes they simply have to pull out a gas blower to get a big bunch of wet leaves off the parking lot. Mr. Beaver said there is not a clear consensus on the right action for the Council to take. He said there are times when community interest should trump individual interest but he does not see this as one of those times. He asked the Council to put it off for two years to see if better leaf blowers come out and if a better solution can be found.

Jon Silver. Mr. Silver said he found it highly insulting when Mr. Beaver commented that if someone knows how to push the right buttons they will get their way and force the rest of the Town to comply. He said people get power by winning elections. He said the way people who care about the Town affect government is winning elections. Mr. Silver said he spent a good chunk of his life doing that. He said it's not a matter of pushing hot buttons but is a matter of making the cases. He said he worked for many things that failed because he didn't build a majority. He said it's about looking at the public health, safety, and welfare and doing what you can best to protect it. He said it's done through the democratic process without the effect of anything other than winning the argument. He said it is insulting to imply the Town is governed by anything else.

Mark Matteucci, 135 Fawn Lane. Mr. Matteucci cited two other cities who have enacted the ban – Los Angeles in 1998 and Santa Barbara in 1997. He said Portola Valley is not pushing the envelope here by talking about getting rid of two-cycle oil smoke machines. He pointed out this was done two decades ago in Southern California.

Belinda Brent. Ms. Brent said Southern California has had fires because people have not taken care of their properties. She said she consulted with her attorney in Menlo Park, who is very aware of this issue. She said Menlo Park is not taking any action regarding leaf blowers at this time.

With no further public comment, Mayor Wengert brought the item back to the Council for discussion.

Councilmember Richards said this issue has been on his mind for a long time. He said the Town has been going through educational outreach for the last year. He said he is sympathetic to the issue of trying to maintain the creek and understands what a chore it is. He said, however, that the gardeners are mistaken in thinking the leaf blowers are the main tool for that task. He said it is the branches and logs that clog the creek. He said leaves can get caught on those and make it worse, but a leaf blower will not move a branch. He said a horticulturist at Filoli, who has been there 25 years, sent him an article called "Landscape Management." He said the article describes a series of gardeners in Southern California who have gone to only electric devices including mowers. The electric devices are more expensive up front, but in the long run the return on the investment is better and the difference is made up within a year. The article states the gardener can do five to six homes with an electric leaf blower on one battery. The gardener has solar panels on the roof of his truck with a converter inside and charges his batteries all day long. Councilmember Richards said his friend at Filoli says they have battery and gas-powered blowers and they all prefer the electric blowers. Councilmember Richards said he is not happy about the situation where a lot of gardeners think the leaf blowers are their main tool and those that don't do anything but leaf blowing. He suggested the Town provide some kind of incentive, rebates, neighborhood battery exchanges, etc. Councilmember Richards said while there is no way to enforce banning gas-powered leaf blowers, the Townspeople pretty much follow the rules despite the lack of enforcement. He said noise was one of the first reasons people give for wanting to ban the leaf blowers. He said some people are much more sensitive to noise. Councilmember Richards said he has worked at home for 35 years and hears the leaf blowers all the time. He said the gas-powered leaf blowers have an especially jarring noise. He said the greenhouse gas reduction aspect is extremely important in this environmental crisis situation and this low hanging fruit is an easy fix. He said soil damage also cannot be ignored. Councilmember Richards was supportive of banning gas-powered leaf blowers.

Councilmember Hughes said the most critical issue to him is climate change, which will impact the most people of all of the issues mentioned tonight. He agreed that the Town should take every opportunity possible to pick off low-hanging fruit, especially where there are viable alternatives. He said fuel-shifting is any easy way to do it where there are alternative fuel solutions available. Regarding cost, Councilmember Hughes agreed the electric leaf blowers are more expensive. However, he said the external cost of paying our gardeners at levels that barely allow them to live in the Bay Area and leave them with very little to invest in capital equipment, is the climate change that we have inflicted on this planet and continue to do. He said the more that external cost can be removed and reduce climate change, the more he's in favor of it. He said the emergency use clause would cover instances where additional power and speed are necessary. Councilmember Hughes was supportive of banning gas-powered leaf blowers.

Councilmember Derwin said one of her major concerns about this is the impact on the gardeners. She talked with her gardener, a young man who comes from a farming family in Michoacán, Mexico. She said he is up to date on landscaping trends. She asked him what he thought about banning gas-powered leaf blowers. He said most of his gardeners also work in Palo Alto and Los Altos, where the gas-powered leaf blowers are banned and they are used to it. He said he has three commercial electric blowers and his workers carry two batteries. He said the commercial electric blowers cost \$1,200 and the gas blowers cost \$400 to \$600. He said the electric blowers have less power but are good. He said if the ordinance is put into effect, each worker will need to carry five batteries with each battery lasting 30 minutes. He said the batteries take three hours to charge so they will be charged at night. He said the blowers can be used on a roof but rather than hopping off and on the roof to change a battery the first task would likely be the roof. He said they are not used in the rain. He said gardeners will need to increase their prices 10 to 20 percent. He said he has finally been able to do that in Los Altos and Palo Alto. He said the industry is moving in this direction and they all know it's going toward electric due to fuel shifting so it does not surprise them. Councilmember Derwin asked her gardener if it would help to have batteries at the homes or if the homeowners had the commercial blowers. He said that would not help but it would help to have a

longer lead time for the ban. He said the technology has continued to improve since he's been using them. He said when he first started using them in Los Altos, they had to use corded blowers. Councilmember Derwin said another concern is the impact on residents who already own gas-powered blowers, partly because of the expense of replacing them and also the disposal of the old gas blowers. She said she could support some sort of special dispensation for people who live by the creek and have to use their blowers. Councilmember Derwin is in favor of banning the gas blowers but having a two-year lead-in time, giving some special consideration to people who live by creeks. She said the Town also needs to think about what to do for the people who own gas blowers.

Mayor Wengert said it is a complicated issue. She said she is committed to eliminating gas-powered leaf blowers but wants to make it fair for everyone. She said the electric-powered blowers will improve and the two-year lead-in time makes sense. She said it is key to provide people living or working in Town with potentially an incentive to make the change. She said the Town does not have resources to properly enforce ordinance compliance and the dollars would be better spent on bigger issues with a clearer consensus. Mayor Wengert was in favor of phasing out the gas-powered leaf blowers, over a longer period of time, with potentially allowances for some of the creekside issues. She suggested eliminating the gas blowers but not in a punitive way – in a positive, educational, systematic way, potentially providing some help with some type of turn-in program. She said she does not want staff to have to deal with it on a regular basis, but perhaps setting up a window of time for people to exchange their gas-powered blowers for electric blowers. She said hopefully within a two-year period there would be a high level of adoption.

Councilmember Richards said he would prefer the ordinance be effective immediately but he understands the concerns. He suggested an incentive program that starts off robust and then tapers off.

Councilmember Hughes questioned whether two years makes a substantial difference over one year. He said technology will always get better. He said the lead-in period is a chance for people to do their research and purchase a new blower, not to wait for future developments. He said a trade-in program is a perfectly appropriate way to accelerate it.

Councilmember Derwin said a year goes very fast and she prefers two years.

Public Works Director Young said the Town's leaf blower cost \$1,900, including the backpack, the charger, power cables, other accessories, and the blower itself, which was only \$260. The battery pack was \$850.

Mayor Wengert asked Town Manager Dennis if staff could develop some incentive ideas in a relatively short time period. Town Manager Dennis said they could.

Councilmember Hughes suggested granting the Town Manager authority so that a creekside owner could submit an application saying why he/she should be allowed to have a gas-powered leaf blower and the Town Manager could authorize it as opposed to relying on a particular emergency incident. Councilmember Richards requested that determination be made by someone who understands what is needed in the creeks. Councilmember Hughes said the issue is beyond creeks. Mayor Wengert asked Public Works Director Young if there were other situations in which exceptions should or could be granted. Town Manager Dennis said he and Public Works Director Young talked about, for example, when something falls on someone's property during a major storm event and they believe they need access to a gas-powered leaf blower. Town Manager Dennis said it is difficult to quantify, especially as the technology changes, how much longer a task takes with an electric blower versus a gas-powered blower. Councilmember Hughes suggested thinking about it more, perhaps making it broader with more flexibility.

Town Attorney Silver suggested 9.10.070.D read: "Gas-powered devices may be used in emergency situations and/or as needed for major storm cleanup, creekside maintenance, prevention of traffic obstructions, or other health or safety reasons, as authorized by the Town Manager in writing for a

specified duration. The Town Manager has the authority to adopt regulations to implement this exception.”

Councilmember Hughes moved to add Chapter 9.10 of Title 9 of the Portola Valley Municipal Code, as amended, and amending the effective dates to be two years instead of 30 days. Seconded by Councilmember Derwin, the motion carried 4-0.

Councilmember Hughes moved to approve the First Reading, Waive Further Reading, and Introduce an Ordinance Adding Chapter 8.32 of Title 8 of the Portola Valley Municipal Code, as amended, and amending the effective date to be two years instead of 30 days. Seconded by Councilmember Richards; the motion carried 4-0.

Council also requested the creation of an incentive program to support the transition from gas-powered to electric leaf blowers.

Mayor Wengert called for a five-minute break.

STUDY SESSION

(4) Study Session – Report by Town Manager – Future of Road Work; Part 2

Public Works Director Young led this workshop, a follow-up to the August 22, 2018, study session. Public Works Director Young provided a summary of the August 22 study session and the noted follow-up actions.

Public Works Director Young said the last workshop covered the staff analysis concerning the funding of the Town roads and the future, how they would be paid for, how road fund spending is determined, and how other cities funded their paving programs.

Public Works Director Young said the Council had requested a rough 20-year model for separate projected revenue and expenditures with target Pavement Condition Indexes (PCI) of 80, 75, and 70. Public Works Director Young said he also used funding targets of \$400,000, \$500,000, and \$600,000.

Public Works Director Young said some Councilmembers expressed that residents are generally happy with the condition of the roads. A question was raised about whether or not changes needed to be made to the paving program or the mix of funding. The Council wanted to avoid spending less now if it would cost more in the future to rehab the roads. The Council said that arterial roads should be a priority due to the regional use of our roads by the bicycles and it was directed that slurry sealed shoulders on Alpine and Portola should be rolled to address smoothness for bicycles.

Public Works Director Young introduced Mr. Doug Radtke, the Town Finance Director, to provide road funding history and projections, as well as review other funding sources. Finance Director Radtke said there are four main sources for funding the roads – the gas tax coming from the State; Measure A, the 1/2-cent County sales tax; Measure M, derived from vehicle registrations; and the General Fund. He said a new source is the SB-1 funding, part of the gas tax to provide additional funding toward roads. Another potential source may be the recently passed Measure W; however, how that funding may be dispensed is unknown. He said the Town used to have a Road Impact Fee, which was suspended in 2010, and which was fully spent in 2014. Finance Director Radtke presented a historical funding chart based on an expenditure basis, representing capitalized expenses made on the road to provide a longer, useful life. He said this chart does not include road expenditures for maintenance.

Finance Director Radtke pointed out the trend where, beginning in approximately FY15/16, there is a noticeable increase in General Fund expenditures toward roads. He said that is directly correlated with the sunset of the Road Impact Fee.

Mayor Wengert asked if the Measure M and gas tax funds were not fully available for roads. Finance Director Radtke said Measure M reimbursement requires demonstration of a congestion management function to those expenses. He said design, review, or a road consulting expense may not necessarily qualify, but it would qualify for direct expenditures toward the improvement of roads. He said certain incidental costs might not fit.

Councilmember Richards asked if the dramatic change from 2010 to 2011 was due to misallocation or rule changes regarding the gas tax. Finance Director Radtke said it has more to do with the mixes of what the Town was charging, not due to a reduction in funding. He said perhaps more design review charges were made to the gas tax in comparison to other funds or perhaps gas tax had more reoccurring maintenance expenditures to the roads and not the capitalized costs.

Councilmember Hughes said the total expenditure was substantially lower in 2013-14. He asked if there was something odd going on there or if the Town just spent half as much on roads that year. Finance Director Radtke said it depends on what's occurring with the annual paving program. He said perhaps those years didn't have as much activity or there may have been accounting timing differences.

Councilmember Derwin asked if SB-1 or Measure W was providing any road money. Finance Director Radtke said they were, but he did not yet know the details of how the revenue would be distributed. Town Manager Dennis said he suspected the majority of that money would be for discreet projects and not so much for annual road maintenance efforts. Finance Director Radtke said there is a SamTrans Traffic Congestion Plan that Measure W is supposed to adhere to and there are already some discreet projects in that plan.

Town Manager Dennis said the direct correlation is that the Road Impact Fee goes away and the General Fund goes up.

Finance Director Radtke shared pie charts displaying a relative 10-year mix of where funding came from and what was spent on roads, and a 10- to 20-year forecast considering factors such as potential recession in 2021, population growth, potential recovery in 2025. He said there is a \$250,000 Measure M reserve that can be reimbursed.

Public Works Director Young introduced the forecast model assumptions and talking points. He said the models are derived from the Town's Pavement Management System (PMS) at a PCI of 70. He said the PMS selects cost-effective projects based on Target PCI and funding. He said the assumed inflation is 3% a year. He said the expense assumptions do not account for drastic changes in market conditions, bidding, labor, or materials. He said most importantly, after year 5 or 6, the value of money reduces by 30%-plus and the impact to the forecast is significant. He said staff does not recommend placing a heavy emphasis on forecast greater than 10 years. He said they are providing a 20-year forecast as requested, but after 10 years it's not likely accurate.

Public Works Director Young said the MTC distributes discretionary funds. In order to get those funds, MTC requires all the cities and agencies to have a certified pavement management system.

Councilmember Hughes asked if those discretionary funds are included in the listed revenue sources or if they were for special projects. Public Works Director Young said it is for special projects.

Public Works Director Young said the models are not replacements for the annual CIP planning and budgeting based on current details, input, and demand. He said when he puts together the CIP project, they look at the streets, consider the comments from the public, Council, and staff, and current market conditions. He said these models just run the computer software and is really just an academic exercise.

Public Works Director Young shared the Target PCIs and Target Funding models. He showed a graph showing the total non-General Fund revenue received from the previously referenced funds – Measure M, Measure A, gas tax, SB-1, etc.

Public Works Director Young shared the Target PCI (70, 75, and 80) model graph showing that the work needed to be done exceeds the available funds. He then shared slides showing the breakdown for each part of the graph. The projected trend continued to show a funding gap.

He then shared the Target Funding (\$400K, \$500K, \$600K) model graph showing that \$400K and \$500K could be covered by available funds, and \$600K would exceed available funds.

In response to Town Manager Dennis's question, Public Works Director Young said when he first started with the Town, the PCI was about 68 and he has undertaken significant overlay work.

Public Works Director Young said it is up to the Council to decide as to what to spend and whether to accept the forecasted PCI going down and then having to build it back up at some point.

Public Works Director Young explained the benefits of higher PCI – less potholes, less resources filling them, directing resources to other issues, less damage to cars and tires, better fuel economy and lower greenhouse gas emissions, and less citizen complaints. He said some time ago they spent a lot of time filling potholes. He said because they don't need to do that now, they have time to tend to other things such as the Town Center clean-up events. He said if the PCI is lowered there needs to be an allocation of resources to address the resulting road issues. He said the lower PCI results in increase in complaints and appearance of quality. He said if crack sealing is implemented, streets will have the spiderweb look.

Public Works Director Young said the current PCI is 79 and preventative maintenance can maintain that PCI, but once it starts dipping down, it will necessary to expend funds to return to the state of good repair, if that is the Council's decision. He said letting the PCI go lower will result of reactive versus proactive response.

In summary, Public Works Director Young said the revenue is constant, with a 1% or 2% forecasted increase but the roads will be more expensive because of the remaining service life. He said the bidding environment and labor shortage items also come into play.

Public Works Director Young said the projections reflect a projected revenue growth of 1% to 3% but a projected cost growth of 3% so there will always be a spread. He said the reality is that costs may go up more than 3% but the revenue growth will not. He said that spread compounded over a 10- or 20-year period will be significant. Public Works Director Young said in the decision-making process one of the considerations should be the extent the General Fund should subsidize roads. He said it is not a question of if because it must happen, which opens up a discussion of whether more revenue is necessary or if other programs will suffer in order to take care of the roads. He said certain intervals where major repairs will happen are inevitable and will cause spikes of \$1 million or more. He said those will be very difficult budgetary decisions when facing spikes like that. He suggested the Council keep in mind a strategy to try to minimize those spikes and contain the spread long-term, and to keep the focus on 10 and 20 years as best as possible, even though the model is quite academic.

Mayor Wengert thanked Public Works Director Young and Town Manager Dennis for the tremendous amount of work spent on this and the complex analyses. Mayor Wengert said the other overlay relative to the PCI Index is that in any given year to the extent the Town suddenly caps the expenditures, the top five roads on the list would get funded but the next three would get dropped to the next level and it would be a completely different list every time the model is rerun. Mayor Wengert suggested there may be a way to calculate, such as in investment planning, looking at probability of scenarios and how they would play out, which could provide a basis for making decisions on how to allocate. She agrees that after 10 years, the current model is fiction, and it would be helpful to have a slightly more robust analytical tool. She said there may be a way to layer on more relative to the actual roads that are being looked at in any 5-year or 10-year period, but in the meantime the Council needs to explore other sources of revenue.

Town Manager Dennis said the Road Impact Fee is not on the table. He said the model used by a lot of cities is an Assessment District, an overlay on the Town, a parcel tax, which can be used for all kinds of

different things, in this case streets. Town Manager Dennis said staff is not making any kind of recommendation to a funding source. He said the takeaway from this presentation is the Town will need more money at some point. He said the Town is known for their good streets. He said there is a significant difference between 80 and 75 PCI. He said the difference between 75 and 70 is less. He said in those first couple of years, it is not \$150,000, it's \$300,000, \$400,000. Town Manager Dennis said that is deficit spending or direction from the Council to cut programming elsewhere to pay for this.

Councilmember Hughes said when looking at the model for Target PCI 80, where we are today, the projected future 10 years is surprisingly spiky. Public Works Director Young explained it is a combination of factors including the inflation rate and the extent and type of work or reconstruction necessary at certain times.

Mayor Wengert said it would be difficult for the Council to set in stone that the PCI will be 80 or 75 because it could depend on any given year on other demands in the General Fund.

Councilmember Hughes said number one is to figure out another revenue source. He said number two is that in any given year, as Public Works Director Young does his budgeting, the PCI for that year may be dependent upon the projected cost. Public Works Director Young said he usually goes to the Finance Department prior to budget time for his forecasted budget.

Town Manager Dennis said there would be a more substantive conversation on budgetary items earlier in the calendar year with the Council because of the way the road maintenance schedule is timed.

Councilmember Hughes said some years have unexpected extra General Fund monies that can be funneled to roads.

(5) Recommendation by Town Attorney – Consider Adoption of an Urgency Ordinance Amending Chapter 18.41 of the Portola Valley Municipal Code Relating to Expedited Permitting of Small Wireless Facilities to Comply with Federal Law

- (a) Adoption of an Urgency Ordinance of the Town of Portola Valley Amending Chapter 18.41 [Wireless Communication Facilities] of the Portola Valley Municipal Code (Ordinance No. 2019-426)

Town Attorney Silver described the background regarding the increased demand for new wireless antennas and equipment; the Telecommunications Act of 1996; The Spectrum Act; and the FCC September 27, 2018, ruling. On November 14, 2018, the Town Council conducted a study session on how to address the FCC's new ruling. She said Council had directed staff to bring back an ordinance that would implement the new regulations. Staff recommended the Town Council find adoption of the ordinance is exempt from CEQA and adopt the proposed urgency ordinance, as detailed in the staff report.

Councilmember Hughes asked how the pre-submittal meeting interplays with the shock clock. Town Attorney Silver said that in effect gives the Town more time.

Planning & Building Director Russell presented a slide show, explaining that staff's intention is to put the baseline into the Municipal Code and write aesthetic standards that stand outside of the code that can be adjusted as the technology adjusts. She said that, based on the feedback received at the study session, she has been quite assertive in the draft aesthetic standards, as detailed in Attachment #2 to the staff report.

Councilmember Richards asked about the spacing issues. Planning & Building Director Russell said the spacing is limited to 200 feet.

Town Attorney Silver shared a letter received by staff today from Cindy Russell. She said there are some issues with RF emissions where the Town does not have jurisdiction. She said the existing FCC regulations governing RF emissions were adopted in 1997 and they updated a set of regulations that had been adopted in 1985. Town Attorney Silver said the Council could submit comments to the Federal Congressional hearings to be held on this issue. The Council agreed.

Councilmember Derwin asked if the Town can prohibit the small cells in certain areas, such as near the public schools. Town Attorney Silver said there would have to be an aesthetic reason and they could not be prohibited for health and safety reasons because the Town has no jurisdiction over the RF emissions. Councilmember Hughes said there are fire risks and other potential hazards. Town Attorney Silver said if a Town requirement resulted in an absolute prohibition of wireless services in a particular area, the Town would be subject to a challenge. Town Attorney Silver said at this point it is unknown exactly what issues will be litigated. She said she does not think the RF issue is part of that. Town Manager Dennis said this is a local control issue.

Councilmember Derwin asked if the neighbors get notified when an applicant applies for one of these poles. Town Attorney Silver said neighborhood notification has not been included because it is drafted as a ministerial action and the neighbors would not have the opportunity to provide comments. Town Attorney Silver said people can be notified as a courtesy so they know it's coming, but staff would not be able to receive comments and integrate them into the application.

Councilmember Derwin asked if any applications had been received. Planning & Building Director Russell said they have two Verizon applications that Verizon put on hold, presumably because they are going to withdraw and apply as small cells. She said they were originally coming in with 12 applications. She said the industry is still settling down around this as well, and a flood is not expected, but staff wants to be prepared.

Mayor Wengert asked if staff had considered the CUP process. Town Attorney Silver said they had, but they don't think they can get through the CUP process within the shock clock period. Councilmember Hughes said the Town would also be required to have objective standards defined ahead of time.

Councilmember Hughes asked how much discussion has been had about the possible technical issues around some of the elements in the ordinance. He said, for example, with regard to the flush-mounted antenna, an RF engineer would need the antenna to be as far away from the wooden pole as possible to absorb less signal and could consider the requirement of flush-mounting be an effective prohibition. Planning & Building Director Russell said the code says flush mounted but does not define it, so it is subject to interpretation. She said the definition of flush mounted is an active argument between planners and cell site providers. She said staff regulations define flush mounted as either 4 or 6 inches, depending on the equipment. She said the Council expresses the intent (flush mounted) in the ordinance, but the Town can't inhibit them from installing their equipment, so there will be some push and pull and at the end of the day they will install 4 or 6 inches or their engineer will provide an argument and staff will need to decide if it is a reasonable argument.

Councilmember Hughes said the purpose of requiring insurance certificates for poles in the right of way is essentially to not create a hazard. He asked if the building permit review process would require all of the usual fire safety code compliance, such as a hammerhead turnaround for fire engines, or if that was something that should be included specifically as a separate item. He asked if there were elements that would be required of any other construction that should be included. Planning & Building Director Russell said she hadn't thought as far ahead as the hammerhead turnaround. She said they have thought about the building permit review including things like the structural analysis of the pole. She said they have not yet discussed what the fire review would include and trigger. She said the basic concepts of nexus and proportionality would come into play. She said they could require things that are reasonably related to what is being installed and would not likely go as far as a hammerhead turnaround. She said if there are other similar ideas from the Council, staff can go back and check with the Fire District, the Plan Check Consultant, and the Consultant Building Official to be certain all of the possible, reasonable requirements have been captured. She said she could then integrate those into the checklist materials.

Councilmember Hughes said while this is an urgency ordinance process and this ordinance can be amended as needed on a non-urgency basis afterwards.

Planning & Building Director Russell said staff anticipates putting together very detailed submittal requirements. She said the drafted code gives the Planning Director and Public Works Director a good amount of authority to establish those procedures, checklists, and regulations so that they can be quite strict in what they put forward, as long as it's published in advance and meets the reasonable standard in the FCC ruling. In response to Councilmember Hughes' question, Planning & Building Director Russell explained that posting it on the website constitutes publishing it in advance. She said staff will be trying very hard to do that right away. She said the ordinance requires a pre-submittal meeting and the Town is requiring appointments to submit applications so they have more control over the timing. She said even if staff starts getting calls next week, they should be able to get it implemented.

Town Manager Dennis said staff is anticipating a need for power in many of the locations, via trenching or directional boring. He said they are not anticipating trenching because it's more expensive and are looking at if the Town can ask for preferences, such as directional bore, or have specific requirements if trenching will be required.

Cindy Russell thanked the Council for the ordinance and shared her letter and research with other cities and towns, such as Sonoma, Glendora, Palos Verdes, Palo Alto, etc. Ms. Russell discouraged allowing any wireless as non-conditional and said all should be under Conditional Use Permits. She said that is most important because currently there is this interim period to look at the FCC rules. She said the major legal challenge to the FCC ruling is that it is not law. She said the legislation being put forward by the Federal Government is S-3157, the accelerated deployment of small cells. She suggested reaching out to Sonoma City where the Planning Director has decades of experience. She said at this time the Town can strengthen the other aspects of the ordinance and then, if needed, it can amend it at the last minute. She said the telecoms knew that nobody was going to be able to meet the January 14 deadline and that this was forcing the cities and towns to pass a law they were not ready for. She said a 90-day reprieve has been granted, extending the deadline out to around April 14.

Ms. Russell said comments to date about the FCC lawsuit, which is in the 10th District Court, indicate the cities are correct in their stating of the grounds that apply. She said it is possible the FCC ruling will have a stay, which could mean years before this is all squared away with the FCC. This would result in the Town creating an ordinance to allow industry to come in and use the Town's wonderful and valuable and beautiful rights of way when they didn't have to because it could have been put off for years until legislation actually passed.

Ms. Russell said, for the reasons stated above, she believes the ordinance is wrong. She suggested strengthening it and requiring liability insurance and public notice. She shared examples of ordinances from other towns and cities. She said one ordinance requires a thorough RF data report as part of the submittal process, with all applications requiring RF compliance reports signed by a registered professional engineer. Ms. Russell said she has a consultant friend who can calculate projected RF levels. She said in Montgomery County (Maryland), they hired a consultant to look at some of the RF data sheet and what these towers would emit and learned the small cell towers exceeded acceptable RF radiation levels within 11 feet. She said the data sheets are important.

Ms. Russell asked if Portola Valley was allowing towers in residential areas. Town Attorney Silver said the current ordinance says cell towers shall not be constructed in residential areas with residential structures. She said there is some concern, however, about the enforceability of that. Ms. Russell said in Hempstead, Long Island, they passed a similar resolution and her understanding is that it was disallowed and they instead used a preference list, with the last thing on the list being near a school or a home or a sensitive habitat area. She said sensitive habitat areas can be defined. She said she received an email today about the 86% decline in Monarch butterflies in Monterey from last year, where there is a cell tower next to the them.

Ms. Russell said in Palos Verdes, speculative equipment is prohibited – “The City finds that the practice of preapproving wireless equipment or other improvements the applicant does not presently intend to install but may wish to install does not serve the public’s best interest. The City shall not approve any equipment in connection with a wireless telecommunications facility that is speculative.” She said this is important because the future is unknown. She said there are some channels that say the 5G is too expensive and they don’t have the cell phones because they create too much heat. There is concern about systemic signaling through the skin, concern about eyes, allergies, eczema, etc. She said it may be premature to roll out 5G until they actually have it. She said it has been stated the distance needed for 5G is 200 feet; however, an article from another gentleman said it goes 10 kilometers on a clear day in a rural area.

Ms. Russell shared Palos Verdes requirement: “No applicant seeking to install wireless antennas shall seek an encroachment permit for fiber or coaxial cable only. Applicants shall simultaneously request fiber installation or other cable installation when seeking to install antennas in the right-of-way.” She fiber optic is the safest, most secure, and least able to be hacked. She said some cities have options where they can put fiber optic in and share it with the cable company, which is not good for the wireless telecom companies. She said laws have been passed in various states, including California, that if a city puts in fiber optic, the telecommunications people can come in and confiscate it for their use. She said the only way to get around that is that municipalities lay the fiber and then allow all carriers to use it, resulting in no competition.

Ms. Russell said some towns require a community meeting with the applicant. She said noise can be an issue. She said in Palo Alto they had to install loud buzzing fans to cool the batteries and people can’t sleep. She said they called AT&T who have never responded.

Ms. Russell shared other sections of the Palos Verdes ordinance for consideration that provide additional protection to the Town.

Ms. Russell suggested strengthening the ordinance and not granting the single wireless permit at this point, but have it as a placeholder so that it can be added as an amendment.

Ms. Russell also suggested there should be some identifying signage on the poles.

Councilmember Hughes asked Town Attorney Silver if conditionality language could be added to the ordinance in the event, for example, down the road the FCC regulation is deemed illegal but the Town has already issued a 10-year permit. He asked if the permits could be tied in some way to the validity of the FCC regulation. He asked if this ordinance be deemed null and void if the court ruled the FCC regulation illegal. Town Attorney Silver said if the regulations are stricken down, the Town would rescind the ordinance. She said there would also be other legislation that would supersede those regulations. She said in her opinion, from her review of the pleadings, the strongest argument is that the regulations go above the enabling legislation. However, she said that argument has been made in other cases unsuccessfully. She said the permit life could be shortened. Councilmember Hughes asked about the minimum legal permit life. Town Attorney Silver said she does not believe there currently is a minimum under federal law. She will research that further.

Mayor Wengert asked Town Attorney Silver about her opinion of the risk to the Town if they do not adopt this ordinance by January 14. Town Attorney Silver said the risk is carriers will come in and the Town will not be able to process the applications under the Conditional Use Permit process. She said with the Planning Director’s aesthetic regulations, which have been modernized, the Town has more robust teeth in the regulations. Councilmember Hughes asked what the carrier’s next step would be if they did come in with an application and the Town had not adopted this ordinance. Town Attorney Silver said the law is unclear. She said one set of regulations states that if the city does not process the ordinance within the time period, the project is deemed granted. Another set of regulations says it is not deemed approved and the carrier must sue the City to enforce the time period. Planning & Building Director Russell said one thing that’s changed in terms of implementation under this ruling is that this ruling makes it clear that all permits are required – building permits, encroachment permits, and planning permits, which is a

fundamental change. The Town has 60 days to process all of them. She said other cities are receiving letters from carrier's attorneys saying they missed the shock clock but it is still unclear how that is playing out.

Cindy Russell asked about the legal requirement for "deemed granted." She said there is a lawsuit by a carrier against the FCC for not include a "deemed granted" ruling. She said she did read 1779 completely and the footnotes show they do not want a lot of lawsuits and don't really want to apply this. She said the carriers wanted it but everyone would be in court because it takes so much time. She said they do not want to be involved in lawsuits. Town Attorney Silver said the "deemed approved" section was in the Spectrum Act and in State law.

Councilmember Richards said that at this point the Town would pretty much be giving up aesthetic control in addition to the potential of lawsuits.

In response to Councilmember Derwin's question, Planning & Building Director Russell said staff recommended adoption of the proposed urgency ordinance. She said if the landscape changes and their recommendation changes, they will bring it back to Council and it can be revisited.

Cindy Russell said there has also been concern that if a city or town adopts the small cell ordinance, a precedent will be set and they will not be able to go back.

Planning & Building Director Russell said it is curious to her that they have not heard back from Verizon and there are no carriers at tonight's meeting. She said it might be that the carriers might be trying to go into cities and towns that do not have wireless ordinances and force the issue, and are second tiering the cities that have started regulating.

Mayor Wengert agreed Portola Valley, vis a vis density, is not likely a high priority, at least initially. Mayor Wengert said she would like a reasonable assurance that the Town can undue any missteps. Town Manager Dennis said it can be done as soon as the next Council meeting. Mayor Wengert asked Town Attorney Silver regarding adding language relative to the permit life. Town Attorney Silver said they would look at if there are any minimum legal requirements in terms of permit life. Planning & Building Director Russell said if they could change the language to read, "The minimum permit life shall be x years, unless a longer life is required by Federal or State law." Councilmember Hughes said that minimum permit life should be set at one year.

Cindy Russell said if this ordinance is passed tonight and Verizon comes in to ask for those permits, there may be a slew of batched permits ready to go, and you could rescind the ordinance all you want but now you've got the small cells. Councilmember Hughes said they would only last a year and there would be the opportunity in a year to not renew those permits. Ms. Russell said her understanding from looking at the legalities of this a long time ago is that the Town must have a good reason not to renew it. She said it is very, very difficult to remove a cell tower. She said there is a school in Ripon where children are getting cancer and they have not been able to get the cell tower removed from the school grounds.

Planning & Building Director Russell said only one time in her career has she seen a Planning Commission not approve a cell site due to not making the aesthetic findings. Town Manager Dennis said there is a possible scenario where staff gets enough of these all of their staff time will be devoted to it or they will need to hire a consultant to do it for them. He said this ordinance gives them the flexibility per what the Council wants to see in the community and it can be turned around fairly quickly.

Mayor Wengert brought the issue back to the Council for discussion.

Councilmember Derwin said she hates it but thinks it should be approved with the amendments, public notice, and the prioritized areas list.

Councilmember Hughes said his inclination is to move forward with this tonight but revisit some of the raised questions and potentially amend it as there is more visibility. He said as Planning & Building Director Russell starts working through it and coming up with regulations and getting feedback, it may be the ordinance needs to be revisited or it may be that it can be fitted with the recommended regulations that compliment it. He said the permit life should be lowered to a year so that if it turns out this was not necessary at all, the Town is only stuck with the cell sites for a year.

Mayor Wengert asked about staff resources. Town Manager Dennis said staff would come back to Council sooner, just to say, "We've started to receive these applications and this is what it looks like," which could be next month or six months from now. Town Manager Dennis said if there is a permit life of one year, and there are 10 in one year, the following year those would need to be approved plus whatever new ones come in, which is a different workload than a longer permit life. Councilmember Hughes said the renewals will be administratively simpler if the underlying regulations have not been changed. He said if the regulations have substantially changed, those renewals would then be substantially reviewed. Planning & Building Director Russell said it will be challenging to process and keep track of them. She said she also has some concerns about the Town issuing permits to physically construct something that is only allowed to be in place for one year. She said the implications of that need to be thought through because it is not customary and she has not done that before. She said the language is related to Conditional Use Permits, where it is mostly about checking in with carriers to make sure they are doing what they're supposed to do, complying with RF emissions and other conditions of approval.

Mayor Wengert said that rule might fail the reasonable test. She said amortizing the cost of putting in the equipment, the carriers could come back and say the Town is not being reasonable. Cindy Russell said these poles need to be made as high as possible. She said some say they should be 100 feet high and higher than a small wireless cell because they transmit and you will need fewer but that could be an aesthetic concern. She said that eliminates the problem with the small cells and they are really cell towers, which is what they are anyway. She stressed that it is not a good idea to pass a really important cell tower ordinance without public input. She said the leaf blower people are all gone and they should be there. She said there will be a lot of residents upset this was passed so quickly without their input. She suggested the Council look at how Palo Verdes has handled it with Conditional Use Permits. She said adopting this emergency ordinance is a mistake.

Councilmember Richards said his inclination is to take the risk and move ahead without it against the good advice and the hard work of staff. He said it is revolting to him.

Mayor Wengert said she is on the fence about it. She said she is willing to take the risk and move ahead without it. She said she likes Cindy Russell's strategy, with the wait and see about the legislation. She said she is also pairing it with all the great work that's been done and the advantages of having something in place. She said she could take the risk because Portola Valley will not likely be the initial focus. She said that could be a wrong assumption because there a lot of very influential tech titans in Town. Councilmember Hughes said Verizon, just one carrier, was thinking about putting 12 poles in Portola Valley and then suddenly went radio silent. Mayor Wengert said she is inclined to do nothing now and, if there is going to be a fight it will be a fight to keep them out as opposed to having to come back and change things later on. Town Manager Dennis said Palos Verdes is not keeping the carriers out, they just have a CUP process, and staff is proposing a ministerial process. Mayor Wengert said she misstated it from the perspective of keeping them out. She does not like the burden it places on staff and all the great work that's been done. She said she's pairing that off against the potential solution of staying with what we have, making some of the changes to the aesthetics as part of the CUP process, which would make it more in line with what would need to be adopted if another decision had to be made later on. Mayor Wengert said it is unknown what happens if the Town doesn't make the shock clock. It is unknown if the carriers will come in right away to fight. She said the assessment is where the greatest risk is to the Town and how to walk through the unknown.

Town Manager Dennis said he is not trying to be argumentative, but is more playing a devil's advocate. He said he could also see a scenario where a number of the applications come in and, if the Planning

Commission feels very strongly that none should be here, then there is a record of denials that may open up the Town to be a test on anything. Town Manager Dennis said what we have here from the ministerial approach would be provided to the Planning Commission would make it easier for them to say yes because they've been provided the guidelines to do it. He asked if that's what the Council is trying to accomplish if they don't go with the ministerial approach.

In response to Councilmember Derwin's question, Planning & Building Director Russell said a CUP has to go through the Planning Commission. She asked what happens if the Planning Commission denies it. Planning & Building Director Russell said it is then appealed to the City Council, then, if the Council denies it, the carrier sues the Town. Councilmember Hughes said that the bigger issue is that being a small town we may be quite an attractive target to sue to set a precedent, relative to some place like San Francisco who has more attorneys and more money. Mayor Wengert said if the Town knows they are going to be sued; the Council then can change its mind.

Councilmember Derwin said she does not think this is a battle that can be won. She said while it sounds wonderful to stand up against this, she questioned if there was any benefit. Mayor Wengert said if Verizon comes next week with the application for 12 towers that is not an outcome she looks forward to. Planning & Building Director Russell said the FCC ruling requires the Town to process it if they batch the application. She said her team could get 12 CUP applications, which is what they normally do in a year, that have to be processed in 60 days, including all permits, not just the CUP. Mayor Wengert said if the emergency ordinance is not in place, it would not make sense for Verizon to even submit the batch, because they'd know there was no chance the CUP applications could be processed. Planning & Building Director Russell said they would submit it because they would know the Town couldn't do it. They would hope the Town would concede and then they would be able to install whatever they wanted instead of what complied with the Town's aesthetic requirements.

Town Manager Dennis said this gets back to the goal. He asked if the goal is to limit the number of installations in Town or to create a mechanism to limit their aesthetic impact, or both. Councilmember Hughes said from his point of view it is not to limit the number of installations but to make sure the installations make sense. Mayor Wengert said if that is the goal, then the emergency ordinance should be passed. Councilmember Richards said even though the aesthetic limitations are well thought out and probably as good as they can get, they're probably close to what they would get anyway because they are industry-standard installations. Councilmember Hughes said they are not standard. He said they don't do that by default. Councilmember Hughes said he wants the towers, as do a number of people in Town who would like to see them deployed, but he wants them to be safe and not ugly and comply with all other values of Portola Valley. Mayor Wengert said if the Council feels the residents want this, that's what would sway her. Councilmember Derwin said that's impossible to measure. Councilmember Derwin said she would like to limit them but does not think that's possible so she would rather go with this ordinance. Councilmember Richards said the community would probably like to see them in general, until they find out their potential danger. Councilmember Hughes said that's why he would set a shorter permit life. Mayor Wengert agreed. She said the safety aspects are being buried and not coming to the fore in the discussion. She said the fact they don't even allow the Town to address the RF impact is insane.

Cindy Russell said unless something is added about public notice, people are going to be very upset about this. She said she heard from someone who worked in RF, who worked with the Firefighters where they put all the cell towers on the Firefighters and they did a study and found the Firefighters could not find their way home. They lost their minds because it affects mental status as well and they were suffering from depression and had altered brain scans. She said it's too quick and people should have a chance to talk about both sides. She said the people she's talked to said the cities and towns have until April to make these emergency ordinances.

With regard to the suggestion to include preferred locations, Planning & Building Director Russell said while that language is in most ordinances, it is not practical from an implementation point of view. She said the way the FCC ruling is written, the Town can make the carrier demonstrate that they must be in that location to achieve their operational requirement. She said it would at least be a more efficient way of expressing that preference.

Cindy Russell said San Mateo has a small cell wireless website providing FAQs and maps of cell tower locations. She suggested something similar for Portola Valley.

Councilmember Hughes moved to approve Adoption of an Urgency Ordinance of the Town of Portola Valley Amending Chapter 18.41 of the Portola Valley Municipal Code, reducing the permit life to one year and that the facility must also comply with all applicable staff regulations. Seconded by Councilmember Derwin; the motion carried 4-0.

Councilmember Hughes moved to direct the Planning Director to put together the staff regulations to include notification and preferred locations. Seconded by Councilmember Richards; the motion carried 4-0.

(6) Recommendation by Town Manager – Purchasing Policy Council Subcommittee

Town Manager Dennis described the background regarding staff's review of the Town's Purchasing Policy and other affiliated procedures based on state law changes, input from new staff, and a desire to simply and modernize. Staff asked Council to form a subcommittee to work with staff as the Town's Purchasing Policy and associated items are updated.

The Town Council formed the recommended subcommittee and appointed Mayor Wengert and Councilmember Hughes.

(7) Recommendation by Town Manager – Formation of Subcommittee for Committee Support

Mayor Wengert said the idea is to revisit the committee structure and decide if they all need to exist in the form they've existed or if they should be going to a subcommittee format that crosses disciplines. She said there is also the issue of how much is the roles of volunteers versus staff. She said there is a committee person coming onto staff. She said some of the committees are not functioning highly.

The Town Council formed the recommended subcommittee and appointed Mayor Wengert and Vice Mayor Aalfs.

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

Councilmember Derwin – Chaired the C/CAG meeting on managed lanes and reported on subcommittee action on the formation of a countywide water committee. She attended the Sustainability Committee meeting where they worked on the leaf blower recommendation. She reported the Garden Tour has been postponed to 2020.

Councilmember Hughes – Attended the Bicycle, Pedestrian and Traffic Safety Committee meeting. He said the traffic study is progressing well and they continue to promote the ongoing pedestrian safety study. Public Works Director Young is also conferring with the ASCC to be sure they have the opportunity to review the report for input on the priorities.

Councilmember Richards -- Attended the last Planning Commission meeting, where they continued with the ADU discussions.

Mayor Wengert – Attended the first Council's Housing Finance Subcommittee meeting.

(9) Town Manager Report – No report.

WRITTEN COMMUNICATIONS [11:30 p.m.]

(10) Town Council Digest – December 13, 2018

None.

(11) Town Council Digest – December 20, 2018

#6 – Email from Former Councilmember Ted Driscoll regarding move in January. In response to Councilman Hughes’s question, Town Manager Dennis said the Town Center Master Plan Committee’s work would be folded into the FY 2019-20 budget-planning efforts.

#7 – Email from Assistant Clerk of the San Mateo County Board of Supervisors – 2019 Council of Cities Meeting Dates and Vacancies for January 2019 City Selection Committee Meeting. Mayor Wengert said she was attending. Councilmember Derwin said she is not reupping for HEART and submitted her resignation letter.

(12) Town Council Digest – January 3, 2019

#6 – Letter from former Planning Manager Leslie Lambert re Recognition of Staff Employee Carol Borck on her 20-year Anniversary with the Town of Portola Valley. Councilman Hughes congratulated Carol Borck on her 20th anniversary of service to the Town, to which the rest of the Town Council concurred.

ADJOURNMENT [11:30 p.m.]

Mayor Wengert adjourned the meeting.

Mayor

Town Clerk

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City	Bank	Check No.	Check Date	Discount Amount
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ALLIANT INSURANCE SERVICES,	Qrtly Report, Oct - Dec 2018	20596	01/23/2019	
			01/23/2019	
INC.	0685		01/23/2019	0.00
NEWPORT BEACH	BOA	53438	01/23/2019	0.00
CA 92660				1,224.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	1,224.00	0.00

Check No.	53438	Total:	1,224.00
Total for	ALLIANT INSURANCE SERVICES,		1,224.00

ARC DOCUMENT SOLUTIONS, LLC	Plan Copies, 10 La Sandra	20564	01/23/2019	
	Paid by Applicant		01/23/2019	
9740 RESEARCH DRIVE	0112		01/23/2019	0.00
IRVINE	BOA	53439	01/23/2019	0.00
CA 92618-4327	2058572			133.76

GL Number	Description	Invoice Amount	Amount Relieved
05-20-3154	Miscellaneous Receipts	133.76	0.00

Check No.	53439	Total:	133.76
Total for	ARC DOCUMENT SOLUTIONS, LLC		133.76

AT&T	December Statements	20552	01/23/2019	
			01/23/2019	
P.O. BOX 9011	441		01/23/2019	0.00
CAROL STREAM	BOA	53440	01/23/2019	0.00
IL 60197-9011				267.06

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	267.06	0.00

Check No.	53440	Total:	267.06
Total for	AT&T		267.06

BANK OF AMERICA	Apple MacBook Air, Communicati	20594	01/23/2019	
Bank Card Center	ons Laptop	00006590	01/23/2019	
P.O. BOX 53155	0022		01/23/2019	0.00
PHOENIX	BOA	53441	01/23/2019	0.00
AZ 85072-3155				1,647.51

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,647.51	1,864.49

BANK OF AMERICA	December Statement	20595	01/23/2019	
Bank Card Center			01/23/2019	
P.O. BOX 53155	0022		01/23/2019	0.00
PHOENIX	BOA	53441	01/23/2019	0.00
AZ 85072-3155				2,739.44

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	93.59	0.00
05-64-4311	Software & Licensinq	418.04	0.00
05-64-4312	Office Equipment	18.60	0.00
05-64-4320	Advertising	330.00	0.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount
05-64-4326	Education & Training	267.83	0.00	
05-64-4336	Miscellaneous	1,468.72	0.00	
05-66-4340	Building Maint Equip & Supp	142.66	0.00	

Check No.	53441	Total:	4,386.95
Total for	BANK OF AMERICA		4,386.95

Vendor Name	Invoice Description	Ref No.	Discount Date	
CALIFORNIA WATER SERVICE CO	Water Service 11/7/18-12/7/18	20551	01/23/2019	
3525 ALAMEDA DE LAS PULGAS	0011		01/23/2019	0.00
MENLO PARK	BOA	53442	01/23/2019	0.00
CA 94025844				2,769.31
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	2,769.31	0.00	

Check No.	53442	Total:	2,769.31
Total for	CALIFORNIA WATER SERVICE CC		2,769.31

Vendor Name	Invoice Description	Ref No.	Discount Date	
CALPERS	January Unfunded Liability	20565	01/23/2019	
FISCAL SERVICES DIVISION			01/23/2019	
ATTN: RETIREMENT PROG ACCTG	0107		01/23/2019	0.00
SACRAMENTO	BOA	53443	01/23/2019	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.	53443	Total:	2,310.49
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Vendor Name	Invoice Description	Ref No.	Discount Date	
CALPERS	December Retirement - Classic	20581	01/23/2019	
FISCAL SERVICES DIVISION			01/23/2019	
ATTN: RETIREMENT PROG ACCTG	0107		01/23/2019	0.00
SACRAMENTO	BOA	53444	01/23/2019	0.00
CA 94229-2703				13,468.22
GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2556	Arrears Svc Cr	107.38	0.00	
05-50-4080	Retirement - PERS	13,360.84	0.00	

Check No.	53444	Total:	13,468.22
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Vendor Name	Invoice Description	Ref No.	Discount Date	
CALPERS	December Retirement - PEPPA	20582	01/23/2019	
FISCAL SERVICES DIVISION			01/23/2019	
ATTN: RETIREMENT PROG ACCTG	0107		01/23/2019	0.00
SACRAMENTO	BOA	53445	01/23/2019	0.00
CA 94229-2703				5,706.87
GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2522	PERS Payroll	2,724.41	0.00	
05-50-4080	Retirement - PERS	2,982.46	0.00	

Check No.	53445	Total:	5,706.87
Total for	CALPERS		21,485.58

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

CITY CLERKS ASSOC OF CA	2019 Annual Dues, S. Hanlon	20566	01/23/2019	
			01/23/2019	
700 R STREET, SUITE 200	1231		01/23/2019	0.00
SACRAMENTO	BOA	53446	01/23/2019	0.00
CA 95811	40			90.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4322	Dues	90.00	0.00	

Check No.	53446	Total:	90.00
Total for	CITY CLERKS ASSOC OF CA		90.00

CITY OF BURLINGAME	Dinner/Mtg., Derwin/Wengert	20575	01/23/2019	
			01/23/2019	
ATTN: DORIS MORTENSEN	625		01/23/2019	0.00
BURLINGAME	BOA	53447	01/23/2019	0.00
CA 94010				100.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4327	Educ/Train: Council & Commissn	100.00	0.00	

Check No.	53447	Total:	100.00
Total for	CITY OF BURLINGAME		100.00

CLEANSTREET	Qrtly & Dec Litter/Street Clean	20574	01/23/2019	
			01/23/2019	
1937 W. 169TH STREET	0034		01/23/2019	0.00
GARDENA	BOA	53448	01/23/2019	0.00
CA 90247-5254	92759			4,993.94

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4342	Landscape Supplies & Services	3,963.68	0.00	
20-60-4262	Street Sweeping	78.44	0.00	
22-60-4266	Litter Clean Up Program	951.82	0.00	

Check No.	53448	Total:	4,993.94
Total for	CLEANSTREET		4,993.94

COTTON SHIRES & ASSOC. INC.	November Applicant Charges	20553	01/23/2019	
			01/23/2019	
330 VILLAGE LANE	0047		01/23/2019	0.00
LOS GATOS	BOA	53449	01/23/2019	0.00
CA 95030-7218				17,156.62

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4190	Geologist - Charges to Appls	17,156.62	0.00	

Check No.	53449	Total:	17,156.62
Total for	COTTON SHIRES & ASSOC. INC.		17,156.62

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State/Province Zip/Postal	Invoice Number			Check Amount

COUNTY OF SAN MATEO	FY 2018-19 Animal Control Cost	20601	01/23/2019	
HEALTH SYSTEM			01/23/2019	
ATTN: PAMELA MACHADO	0049		01/23/2019	0.00
REDWOOD CITY	BOA	53450	01/23/2019	0.00
CA 94403	AC11819-Portola Valley			27,753.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4280	Animal Control	27,753.00	0.00

Check No.	53450	Total:	27,753.00
Total for	COUNTY OF SAN MATEO		27,753.00

CSG CONSULTANTS INC	Business Stormwater Consultant	20576	01/23/2019	
	C-4 Inspection Program, Nov		01/23/2019	
550 PILGRIM DRIVE	622		01/23/2019	0.00
FOSTER CITY	BOA	53451	01/23/2019	0.00
CA 94404	22253			1,470.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,470.00	0.00

Check No.	53451	Total:	1,470.00
Total for	CSG CONSULTANTS INC		1,470.00

DIVERSIFIED	Schoolhouse, Hearing Impaired	20572	01/23/2019	
	Listening Device	00006588	01/23/2019	
3275 EDWARD AVE	0840		01/23/2019	0.00
SANTA CLARA	BOA	53452	01/23/2019	0.00
CA 95054	0000048113			1,627.40

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,627.40	1,610.59

Check No.	53452	Total:	1,627.40
Total for	DIVERSIFIED		1,627.40

ESRI, INC.	GIS Renewal, 3/31/19-3/30/20	20573	01/23/2019	
		00006593	01/23/2019	
FILE #54630	0212		01/23/2019	0.00
LOS ANGELES	BOA	53453	01/23/2019	0.00
CA 90074-4630	93578336			1,700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensinq	1,700.00	1,813.75

Check No.	53453	Total:	1,700.00
Total for	ESRI, INC.		1,700.00

GREEN HALO SYSTEMS	Hosting/Access January 2019	20554	01/23/2019	
			01/23/2019	
2431 ZANKER ROAD	0654		01/23/2019	0.00
SAN JOSE	BOA	53454	01/23/2019	0.00
CA 95131	1960			114.00

GL Number	Description	Invoice Amount	Amount Relieved
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State/Province Zip/Postal	Invoice Number			Check Amount

05-64-4311	Software & Licensing	114.00	0.00	
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Check No.	53454	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

HILLYARD, INC	Janitorial Supplies	20577	01/23/2019	
			01/23/2019	
P.O. BOX 843025	531		01/23/2019	0.00
KANSAS CITY	BOA	53455	01/23/2019	0.00
MO 64184-3025	603286544			492.44

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	164.14	0.00
05-66-4341	Community Hall	164.15	0.00
25-66-4340	Building Maint Equip & Supp	164.15	0.00

Check No.	53455	Total:	492.44
Total for	HILLYARD, INC		492.44

ICMA	Def Comp, January 2019	20598	01/23/2019	
VANTAGE POINT TFER AGTS-304617			01/23/2019	
C/O M&T BANK	0084		01/23/2019	0.00
BALTIMORE	BOA	53456	01/23/2019	0.00
MD 21264-4553				4,730.18

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	4,730.18	0.00

Check No.	53456	Total:	4,730.18
Total for	ICMA		4,730.18

INT'L INSTITUTE OF MUNI CLERKS	2019 Dues, Hanlon	20578	01/23/2019	
			01/23/2019	
8331 UTICA AVENUE	635		01/23/2019	0.00
RANCHO CUCAMONGA	BOA	53457	01/23/2019	0.00
CA 91730				170.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	170.00	0.00

Check No.	53457	Total:	170.00
Total for	INT'L INSTITUTE OF MUNI CLERKS		170.00

INTREN, LLC	Refund Dep-187 Goya/Escobar/	20555	01/23/2019	
ATTN: Accounts Payable	Westridge		01/23/2019	
1045 DETROIT AVENUE	0737		01/23/2019	0.00
CONCORD	BOA	53458	01/23/2019	0.00
CA 94518				168.46

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	168.46	0.00

Check No.	53458	Total:	168.46
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for INTREN, LLC 168.46

J.W. ENTERPRISES	Portable Lavs 12/20/18-1/16/19	20556	01/23/2019	
			01/23/2019	
1689 MORSE AVE	829		01/23/2019	0.00
VENTURA	BOA	53459	01/23/2019	0.00
CA 93003	213141			402.40

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

Check No. 53459 Total: 402.40
Total for J.W. ENTERPRISES 402.40

JORGENSON SIEGEL MCCLURE & FLEGEL	December Statement	20600	01/23/2019	
			01/23/2019	
1100 ALMA STREET	0089		01/23/2019	0.00
MENLO PARK	BOA	53460	01/23/2019	0.00
CA 94025				12,050.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	11,660.00	0.00
96-54-4186	Attorney - Charges to Appls	390.00	0.00

Check No. 53460 Total: 12,050.00
Total for JORGENSON SIEGEL MCCLURE & FLEGEL 12,050.00

KRUPKA CONSULTING	Traffic Study, November 2018	20579	01/23/2019	
			01/23/2019	
431 YALE DRIVE	0857		01/23/2019	0.00
SAN MATEO	BOA	53461	01/23/2019	0.00
CA 94402	1202			3,150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4553	Pavement Management Update	3,150.00	0.00

Check No. 53461 Total: 3,150.00
Total for KRUPKA CONSULTING 3,150.00

KUTZMANN & ASSOCIATES	December 2018 Plan Check	20557	01/23/2019	
			01/23/2019	
39355 CALIFORNIA STREET	0090		01/23/2019	0.00
FREMONT	BOA	53462	01/23/2019	0.00
CA 94538				5,682.61

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	5,682.61	0.00

Check No. 53462 Total: 5,682.61
Total for KUTZMANN & ASSOCIATES 5,682.61

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

LYNX TECHNOLOGIES, INC	December GIS Hosting Fees	20567	01/23/2019	
			01/23/2019	
1350 41ST AVENUE	0294		01/23/2019	0.00
CAPITOLA	BOA	53463	01/23/2019	0.00
CA 95010	8635			250.00

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

Check No.	53463	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

PARAGON CUSTOM BUILDERS	Refund Deposit, 5 Redberry	20580	01/23/2019	
			01/23/2019	
244 KELLOGG AVENUE	0867		01/23/2019	0.00
PALO ALTO	BOA	53464	01/23/2019	0.00
CA 94301				1,000.00

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

Check No.	53464	Total:	1,000.00
Total for	PARAGON CUSTOM BUILDERS		1,000.00

PERS HEALTH	February '19 Health	20597	01/23/2019	
			01/23/2019	
VIA EFT	0108		01/23/2019	0.00
	BOA	53465	01/23/2019	0.00
				12,618.27

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	12,618.27	0.00

Check No.	53465	Total:	12,618.27
Total for	PERS HEALTH		12,618.27

PG&E	December Statements	20592	01/23/2019	
			01/23/2019	
BOX 997300	0109		01/23/2019	0.00
SACRAMENTO	BOA	53466	01/23/2019	0.00
CA 95899-7300				11,343.34

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	11,343.34	0.00

Check No.	53466	Total:	11,343.34
Total for	PG&E		11,343.34

PG&E	Refund Deposit-3330 Alpine	20558	01/23/2019	
ATTN: Andre Jones	228 Westridge/1231 Portola		01/23/2019	
77 BEALE STREET	1464		01/23/2019	0.00
SAN FRANCISCO	BOA	53467	01/23/2019	0.00
CA 94105				385.98

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

96-54-4207	Deposit Refunds, Other Charges	385.98	0.00	
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Check No.	53467	Total:	385.98
Total for	PG&E		385.98

PLATINUM FACILITY SERVICES	January Janitorial	20583	01/23/2019	
1530 OAKLAND RD., #150	402		01/23/2019	0.00
SAN JOSE	BOA	53468	01/23/2019	0.00
CA 95112	34112			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.	53468	Total:	4,903.13
Total for	PLATINUM FACILITY SERVICES		4,903.13

PORTOLA VALLEY HARDWARE	December Statement	20591	01/23/2019	
112 PORTOLA VALLEY ROAD	0114		01/23/2019	0.00
PORTOLA VALLEY	BOA	53469	01/23/2019	0.00
CA 94028				275.34

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	116.48	0.00
05-60-4267	Tools & Equipment	36.96	0.00
05-64-4308	Office Supplies	117.37	0.00
05-66-4341	Community Hall	4.53	0.00

Check No.	53469	Total:	275.34
Total for	PORTOLA VALLEY HARDWARE		275.34

DOUGLAS RADTKE	Tuition Reimbursement	20568	01/23/2019	
	0815		01/23/2019	0.00
	BOA	53470	01/23/2019	0.00
				920.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4104	Tuition Reimbursement	920.00	0.00

Check No.	53470	Total:	920.00
Total for	DOUGLAS RADTKE		920.00

RAMONA'S SECRETARIAL SERVICES	Transcription Services Dec '18	20559	01/23/2019	
18403 WATTERS DRIVE	1370		01/23/2019	0.00
CASTRO VALLEY	BOA	53471	01/23/2019	0.00
CA 94546	6020			816.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	816.00	0.00

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

Check No.	53471	Total:	816.00
Total for	RAMONA'S SECRETARIAL SERVIC		816.00

DARCI REIMUND	Refund Deposit, 155 Grove Dr.	20569	01/23/2019	
			01/23/2019	
155 GROVE DRIVE	0178		01/23/2019	0.00
PORTOLA VALLEY	BOA	53472	01/23/2019	0.00
CA 94028				1,250.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,250.00	0.00

Check No.	53472	Total:	1,250.00
Total for	DARCI REIMUND		1,250.00

ROBERTS MARKET	Council Mtg/Volunteer Party	20560	01/23/2019	
			01/23/2019	
3015 WOODSIDE ROAD	1236		01/23/2019	0.00
WOODSIDE	BOA	53473	01/23/2019	0.00
CA 94062				671.15

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Volunteer Appreciation	525.18	0.00
05-64-4336	Miscellaneous	145.97	0.00

Check No.	53473	Total:	671.15
Total for	ROBERTS MARKET		671.15

SMALL BUSINESS BENEFIT PLAN TR	Dental/Vision, Feb 2019	20570	01/23/2019	
			01/23/2019	
	0132		01/23/2019	0.00
BELMONT	BOA	53474	01/23/2019	0.00
CA 94002-0156				2,391.20

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,391.20	0.00

Check No.	53474	Total:	2,391.20
Total for	SMALL BUSINESS BENEFIT PLAN		2,391.20

SMITH'S GOPHER TRAPPING SVC	Dec Field Insp/Trapping, Pest Control	20584	01/23/2019	
			01/23/2019	
PO BOX 112104	0824		01/23/2019	0.00
CAMPBELL	BOA	53475	01/23/2019	0.00
CA 95011	51808			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.	53475	Total:	585.00
Total for	SMITH'S GOPHER TRAPPING SVC		585.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/23/19

Date: 01/16/2019

Time: 5:51 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

STATE COMP INSURANCE FUND	2017 Final Audit Statement	20602	01/23/2019	
			01/23/2019	
PO BOX 748170	0122		01/23/2019	0.00
LOS ANGELES	BOA	53476	01/23/2019	0.00
CA 90074-8170				1,341.04

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	1,341.04	0.00

Check No. 53476 Total: 1,341.04

STATE COMP INSURANCE FUND	January Premium	20562	01/23/2019	
			01/23/2019	
PO BOX 748170	0122		01/23/2019	0.00
LOS ANGELES	BOA	53477	01/23/2019	0.00
CA 90074-8170				3,006.33

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	3,006.33	0.00

Check No. 53477 Total: 3,006.33

Total for STATE COMP INSURANCE FUND 4,347.37

THE ALMANAC	December Advertising	20550	01/23/2019	
			01/23/2019	
3525 ALAMEDA DE LAS PULGAS	0418		01/23/2019	0.00
MENLO PARK	BOA	53478	01/23/2019	0.00
CA 94025				264.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	264.00	0.00

Check No. 53478 Total: 264.00

Total for THE ALMANAC 264.00

THERMAL MECHANICAL, INC	Boiler Repair, Library	20585	01/23/2019	
			01/23/2019	
425 ALDO AVENUE	955		01/23/2019	0.00
SANTA CLARA	BOA	53479	01/23/2019	0.00
CA 95054	75025			455.00

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	455.00	0.00

THERMAL MECHANICAL, INC	Heating System Repair, CH	20586	01/23/2019	
			01/23/2019	
425 ALDO AVENUE	955		01/23/2019	0.00
SANTA CLARA	BOA	53479	01/23/2019	0.00
CA 95054	75029			531.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	531.00	0.00

THERMAL MECHANICAL, INC	Improve Inside Air Quality Due to Wildfire Smoke - All Bldgs	20587	01/23/2019	
			01/23/2019	
425 ALDO AVENUE	955		01/23/2019	0.00
SANTA CLARA	BOA	53479	01/23/2019	0.00
CA 95054	75027			835.00

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TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	278.33	0.00
05-66-4346	Mechanical Sys Maint & Repair	278.33	0.00
25-66-4346	Mechanical Sys Maint & Repair	278.34	0.00

THERMAL MECHANICAL, INC	Service to Heating System, Schoolhouse Building	20588	01/23/2019	
425 ALDO AVENUE	955		01/23/2019	0.00
SANTA CLARA	BOA	53479	01/23/2019	0.00
CA 95054	75026			531.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	531.00	0.00

THERMAL MECHANICAL, INC	Quarterly PM Service, Oct '18	20589	01/23/2019	
425 ALDO AVENUE	955		01/23/2019	0.00
SANTA CLARA	BOA	53479	01/23/2019	0.00
CA 95054	74916			1,539.00

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

THERMAL MECHANICAL, INC	Library Boiler Room Inspection	20590	01/23/2019	
425 ALDO AVENUE	955		01/23/2019	0.00
SANTA CLARA	BOA	53479	01/23/2019	0.00
CA 95054	74980			424.00

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	424.00	0.00

THERMAL MECHANICAL, INC	Annual Delta Controls - Service to all Bldgs	20593	01/23/2019	
425 ALDO AVENUE	955		01/23/2019	0.00
SANTA CLARA	BOA	53479	01/23/2019	0.00
CA 95054	74651			1,555.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	518.33	0.00
05-66-4346	Mechanical Sys Maint & Repair	518.33	0.00
25-66-4346	Mechanical Sys Maint & Repair	518.34	0.00

Check No.	53479	Total:	5,870.00
Total for	THERMAL MECHANICAL, INC		5,870.00

US POSTMASTER	Annual Bulk Mail Permit Renew	20571	01/23/2019	
Business Mail Entry Unit			01/23/2019	
3875 BOHANNON DRIVE	0287		01/23/2019	0.00
MENLO PARK	BOA	53480	01/23/2019	0.00
CA 94025				225.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	225.00	0.00

Check No.	53480	Total:	225.00
Total for	US POSTMASTER		225.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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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
VERIZON WIRELESS	December Cellular	20563	01/23/2019	
			01/23/2019	
P.O. BOX 660108	0131		01/23/2019	0.00
DALLAS	BOA	53481	01/23/2019	0.00
TX 75266-0108	9821032346			364.44
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	364.44	0.00	

Check No.	53481	Total:	364.44
Total for	VERIZON WIRELESS		364.44

Total Invoices:	51	Grand Total:	160,597.93
		Less Credit Memos:	0.00
		Net Total:	160,597.93
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	160,597.93

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
January 23, 2019

Claims totaling \$160,597.93 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

Committee and Commission Memberships – January 2019

Planning Commission – 5 Members

Goulden, Jon (R)
Hasko, Judith (R)
Kopf-Sill, Anne (R)
Targ, Nicholas (R)
Craig, Taylor (R)

Architectural and Site Control Commission – 5 Members

Breen, Danna (R)
Koch, Megan (R)
Ross, David (R)
Sill, Al (R)
Wilson, Jane (R)

Bicycle, Pedestrian and Traffic Safety Committee – 11 Members Maximum

Cheung, Kenny (R)
Hanes, Gary (R)
Hey, Angela (R)
Holland, Edward (R)
McQuillan, Deirdre (R)
Pierce, Robert (R)
Welch, Kevin (R)

VACANCIES

Cable and Utilities Undergrounding Committee – 7 Members

Buja, Christopher (R)
Lavine, Kenneth (R)
Lee, Merijane (R)
Weintraut, Neil (R)

VACANCIES

Conservation Committee – 9 Members

Bourne, Jane (R)
Chiariello, Nona (R)
DeStaebler, Marge (R)
Eckstrom, Don (R)
Heiple, Paul (R)
Magill, Catherine (R)
Murphy, Judith (R)
Plunder, Marianne (R)
Walz, Dieter (R)

Cultural Arts Committee – 12 Members

Bishop, Paige (R)
Breiner, Mimi (R)
Chaput, Sue (R)
Graham, Kyle (R)
Stewart, Sally (R)
Welch, Jerrie (R)

VACANCIES

Emergency Preparedness Committee – 5-11 Members

Bercow, Mark (R)
Howes, David (R)
Kopf-Sill, Anne (R)
Pfau, Dale (R)
Raanes, Chris (R)
Rothrock, Ray (R)
Shefren, Jerry (N)
Taylor, Craig (R)
Trapp, Bud (R)

VACANCIES

Finance Committee – 7 Members Maximum

Lavine, Kenneth (R)
Neely, Lucy (R)
Pressman, Jason (R)
Savage, George (R)
Takei, Michele (R)
Urban, William (R)

VACANCY

Geologic Safety Committee – 5 Members

Breiner, Sheldon (R)
Ernst, Gary (R)
Tabor, Rowland (R)
Vedder, Jack (R)
Wrucke, Chet (R)

Historic Resources Committee – 5 Members Minimum

Bacon, Virginia (R)
Knudsen, Phyllis (R)
Lipman, Jim (R)
Lund, Nancy (R)

VACANCY

Nature and Science Committee – 5- 9 Members

Bray, Michael (R)
Browne, Andrew (R)
Crater, Bonnie (R)
Tryce, Yvonne (R)

VACANCIES

Open Space Acquisition Advisory Committee – 7 Members Maximum

Chiariello, Nona (R)
Lee, Terry (R)
McIntosh, Chip (R)
Nielsen, Gary (R)
Paine, Ward (A)
Taylor, Craig (R)

VACANCY

Parks and Recreation Committee – 13 Members

Bowen, Lindsay (R)
Diarte, Heriberto (R)
Gillett, Stephen (R)
Haldea, Shruti (R)
Hedinger, Simone (R)
Hsu, Christopher (R)
Myers, Jon (R)
VACANCIES

Public Works Committee – 5 Members Minimum

Bowen, Lindsay (R)
Boyle, Bob (R)
Doherty, Alex (R)
Hedlund, Steve (R)
Paris, Mark (R)
Patterson, Wil (R)
Skadden, John (R)
Welch, Kevin (R)

Sustainability Committee – 5 - 9 Members

Di Giovanni, Mia (R)
Flynn, Rebecca (R)
Lussier, Jim (R)
Maxwell, Delle (R)
Sill, Al (R)
Taylor, Loverine (R)
Unnasch, Stefan (R)
VACANCIES

Trails and Paths Committee – 9 Members

Coleman, Joe (R)
Doherty, Alex (R)
Eckstein, Barb (R)
Ferrari, Ellie (R)
Gold, Susan (R)
Hanning, Gary (R)
Lee, Terry (R)
Rothrock, Meredith (R)
Shefren, Joyce (R)

Ad-Hoc Housing on Town Owned Property Committee

Hasko, Judith (R)
McIntosh, Chip (R)
Derwin, Maryann (R)
Targ, Nicholas (R)
Toben, Steve (R)
Warr, Carter (R)
Wengert, Ann (R)

Ad-Hoc Town Center Master Plan Update Committee

Bowen, Lindsay (R)
Crane, Sue (R)
Gold, Susan (R)
Goulden, Jon (R)
Hughes, Craig (R)
Koch, Megan (R)
Murphy, Judith (R)
Taylor, Craig (R)
Wengert, Ann (R)

(Advisory members are not included in membership count)



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: January 23, 2019

RE: Leaf Blower Ordinance Amendments: Second Reading

RECOMMENDATION

Staff recommends that the Town Council:

1. Waive further reading and adopt changes to the Municipal Code prohibition of the use of gas-powered leaf blowers in Portola Valley, except in emergencies as allowed (Attachment 1)
2. Waive further reading and adopt changes to the Municipal code limiting the use of leaf blowers on particular surfaces (Attachment 2)

BACKGROUND

At its February 28th meeting (Attachment 1), the Town Council recommended that the Sustainability Committee finalize a recommendation for the future use of leaf blowers in Portola Valley. The Sustainability Committee met twice to discuss this matter, and finalized its recommendations at its December 17th meeting.

On January 9, 2019, the Council conducted a hearing on the two ordinances and made the following modifications:

- Expanded the emergency use exception and authorized the Town Manager to implement guidelines regarding emergency use
- Extended the phase in period from one year to two years.

DISCUSSION

The attached ordinances contain the Town Council's modifications and, if adopted this evening, will go into effect on January 23, 2021.

Town staff will also prepare materials to distribute to local landscaping equipment stores that will inform customers of changes to the Town's leaf blower regulations.

ATTACHMENTS

1. [Amended Chapter 9 Public Peace, Morals and Welfare Code](#)
2. [Amended Chapter 8 Health and Safety Code](#)

Approved by: Jeremy Dennis, Town Manager

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

ORDINANCE NO. 2019 - ____

**ORDINANCE ADDING CHAPTER 9.10 [NOISE CONTROL] OF
TITLE 9 [PUBLIC PEACE, HEALTH, MORALS AND WELFARE]
OF THE PORTOLA VALLEY MUNICIPAL CODE**

WHEREAS, at its February 28th meeting, the Town Council recommended that the Sustainability Committee finalize a recommendation for the future use of leaf blowers in Portola Valley;

WHEREAS, the Sustainability Committee met twice to discuss this matter, and finalized its recommendations at its December 17th meeting.

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

1. AMENDMENT OF CODE. Chapter 9.10 [NOISE CONTROL] of Title 9 [PUBLIC PEACE, HEALTH MORALS AND WELFARE] of the Portola Valley Municipal Code is hereby amended to read as follows:

CHAPTER 9.10 - NOISE CONTROL ^[3]

9.10.010 - Purpose.

It is the policy of the town to protect its citizens from the harmful and annoying effects of excessive noise. This chapter is established to implement the noise element of the general plan and to regulate and control disturbing, excessive and offensive noise. The town encourages efforts by residents to address noise issues amicably through direct communication with their neighbors.

(Ord. 2009-380 § 1, 2009)

9.10.020 - Definitions.

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

"Ambient noise" means the composite of noise from all sources near and far. In this context, the ambient noise level constitutes the normal or existing level of environmental noise at a given location.

"A-weighted sound level (dBA)" means the sound pressure level in decibels as measured on a sound level meter using the A-weighted network. The A-weighting filter de-emphasizes the very low and very high frequency components of the sound in a manner similar to the response of the human ear and gives a good correlation with subjective reactions to noise. Also referred to in this chapter as simply "sound level".

"Construction, grading and clearing" means construction, demolition, or repair work on any building, structure, foundation, vegetation or project, which activities include, but are not limited to: The use of any mechanically powered saw, sander, drill, grinder, pneumatic jack hammer, electric jack hammer, chain saw, steam or electric hoist, hydraulic drill or shovel, "bob-cat", backhoe, bulldozer, dump truck, or other construction device; grading; clearing of land; delivery or removal of construction materials; or movement of construction materials from place to place on a site.

"Decibel (dB)" means a unit for measuring the volume of a sound.

"Demolition" means any dismantling, intentional destruction or removal of structures, utilities, public or private right-of-way surfaces, or property.

"Domestic garden tools" means leaf blowers, weed whackers, lawn mowers, chippers, chain saws, or any other lawn or garden power tool.

"Emergency" means any occurrence or set of circumstances involving actual or imminent physical trauma or property damage which demands immediate actions.

"Equivalent A-weighted sound level (L_{eg})" means the sound level containing the same total energy as a time varying signal over a given sample period, typically one hour.

"Holidays" mean January 1st, Martin Luther King, Jr. Day, President's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and Christmas. If any holiday falls on a Sunday, the next Monday shall be considered a holiday.

"Impulsive sound" means sound of short duration, usually less than one second, with an abrupt onset and rapid decay, such as hammering.

"Maximum sound level (I_{max})" means the maximum sound level recorded during a noise event. To measure a constant sound, the "slow" sound level meter time constant setting shall be used; if the sound is impulsive, the "fast" setting shall be used.

"Noise" means any sound that annoys or disturbs a reasonable person of normal sensitivities.

"Noise sensitive land use" means locations where there are greater sensitivities to excess noise including, but not limited to, residences, hospitals, nursing homes, theaters, auditoriums, religious facilities, meeting halls, schools, libraries, museums and parks.

"Non-transportation noise source" means any source of noise that emanates from a particular fixed location. Examples include machinery, equipment, loudspeakers, truck loading areas, parking and waiting areas and places of entertainment.

"Tonal sound" means a sound that can be distinctly heard as a single pitch usually characterized by a whine, screech or hum.

"Transportation noise source" means any source of noise that emanates from vehicles in motion either associated with ground transportation (roadway) or with air traffic (airplane and helicopter).

(Ord. 2009-380 § 1, 2009)

9.10.030 - Noise Standards.

It is unlawful for any person in any location in the town from the effective date of this chapter to create or cause to be created any noise that exposes properties in the vicinity to noise levels that exceed the levels indicated in Table 9.10-1, provided that, if the noise is generated by a structure or integral part of a structure, such compliance is required within twelve months after the effective date of the ordinance, August 21, 2009. Noises permitted by Sections 9.10.040 and 9.10.070 are not subject to Table 9.10-1.

Table 9.10-1 Non-Transportation Generated Noise Standards

Land Use Receiving the Noise	Hourly Noise-Level Descriptor	Exterior Noise-Level Standard in Any Hour (dBA)		Interior Noise-Level Standard in Any Hour (dBA)	
		Daytime (8:00 a.m.—10:00 p.m.)	Nighttime (10:00 p.m.—7:00 a.m.)	Daytime (8:00 a.m.—10:00 p.m.)	Nighttime (10:00 p.m.—7:00 a.m.)
Residential	L _{eq}	50	40	40	30
	L _{max}	65	55	55	45
Medical, convalescent	L _{eq}	55	45	45	35
	L _{max}	70	60	55	45
Theater, auditorium	L _{eq}			35	35
	L _{max}			50	50
Religious facility, meeting hall	L _{eq}	55		40	40
	L _{max}			55	55
Office Building	L _{eq}			45	
School, library, museum	L _{eq}	55		40	
	L _{max}			55	
Playground, park	L _{eq}	55			

Notes:

- a) The residential standards apply to all residentially zoned properties.
- b) Each of the noise levels specified above shall be lowered by 5 dBA for tonal noises characterized by a whine, screech, or hum, noises consisting primarily of speech or music, or recurring impulsive noises.

- c) The exterior noise standards are measured at any point on the property on which sound is generated, or on a separate receiving property.
- d) The thresholds for speech interference indoors are about 45 dBA if the noise is steady and above 55 dBA if the noise is fluctuating. Outdoors, the thresholds are about 15 dBA higher. Steady noise of sufficient intensity, above 35 dBA, and fluctuating noise levels above about 45 dBA have been shown to affect sleep.

(Ord. 2009-380 § 1, 2009)

9.10.040 - Permitted Sources of Noise.

No person shall do, cause or suffer or permit to be done on any premises owned, occupied or controlled by such a person, any of the following acts except as provided below. All vehicles, equipment and machines associated with the enumerated activities shall incorporate design features in good operating order that meet current industry standards for noise muffling and noise reduction. Permitted sources of noise described in this section shall be subject to applicable conditional use permit conditions, construction program agreements, town noise reduction guidelines, and other forms of regulation.

- A. Construction activities. Commercial construction activities may take place between eight a.m. and five-thirty p.m., Monday through Friday. Any resident may personally (including with the help of immediate family members) undertake construction activities during the following hours: Monday through Friday between eight a.m. and five-thirty p.m. and Saturday and Sunday between ten a.m. and five p.m. Commercial and resident construction activities are prohibited on holidays. Exceptions to these hours may be permitted in unusual circumstances pursuant to written authorization from the director of public works. No radios or other amplified sound devices shall be audible beyond the property line of the construction site.
- B. Domestic garden tools. Domestic garden tools, including electric-powered leaf blowers, may be used by commercial companies only Monday through Friday between eight a.m. and five-thirty p.m. and Saturday between ten a.m. and five p.m.; provided that chippers and chain saws may not be used on Saturday. Any resident may personally (including with the help of immediate family members) use domestic garden tools during the following hours: Monday through Friday between eight a.m. and five-thirty p.m. and Saturday and Sunday between ten a.m. and five p.m. Domestic garden tools may be used by property owners only for the purpose of removing seasonal grasses and plant materials that pose a fire hazard on all days, except holidays, between eight a.m. and eight p.m. from April 15 to June 15; however, this provision does not allow the use of chain saws and

chippers on Sundays. The commercial and resident use of domestic garden tools is prohibited on holidays.

- C. Large vehicle delivery and loading. For other than construction activities, the loading, unloading or delivery of goods, merchandise, vehicles or supplies by large trucks, tractor-trailers, or other similar vehicles is restricted to the hours between eight a.m. and five-thirty p.m., Monday through Friday, unless otherwise authorized by a conditional use permit.
- D. Garbage collection. Collection of garbage and other refuse is restricted to the hours between eight a.m. and five p.m., Monday through Friday, unless authorized otherwise by a franchise agreement with the town.
- E. Residential emergency generators. The testing of home generators used for emergency power is permitted only on weekdays, no more frequently than once a week and for a duration not exceeding twenty minutes restricted to the hours between ten a.m. and four p.m. Home generators shall not be tested on holidays. Home generators shall not produce a sound exceeding sixty-five dBA when measured twenty-two feet from the generator, and shall have mufflers and generator enclosures in good condition and appropriate for the generator. Emergency generators shall be located as far as possible from adjoining properties.

(Ord. 2009-380 § 1, 2009)

9.10.050 - Special circumstances.

While the noise standards in this chapter are consistent with generally accepted community noise limitations, there may be circumstances where the standards do not reduce noise from non-transportation noise sources to a level appropriate for the use and the surrounding area. In such instances, and where the noise generator is controlled by a conditional use permit, the conditional use permit may establish conditions for such use to achieve noise levels that are lower than the standards in this chapter.

(Ord. 2009-380 § 1, 2009)

9.10.060 - Prohibited Sources of Noise.

Notwithstanding any other provision of this chapter, the following sources of noise are prohibited:

- A. Animals and fowl. The keeping of any animal, including but not limited to, dogs, fowl and crowing roosters, which by any persistent sound or cry disturbs a reasonable person owning, using, or occupying property in the neighborhood.
- B. Sounding horns and signal devices. The sounding of any horn or signal device on any automobile, motorcycle, bus, or other vehicle in any other manner or

circumstance or of any other purpose than required or permitted by the California Vehicle Code or other laws of the state.

- C. Racing engine. The racing of an engine of any motor vehicle, except when necessary to do so in the course of repairing, adjusting or testing but not so that a reasonable person owning, using or occupying property in the neighborhood is disturbed.
- D. Musical instruments, sound amplifiers and sounds in general. The making of any recurring and excessive sound or noise by any method so that the sound is plainly audible and a reasonable person owning, using, or occupying property in the neighborhood is disturbed. This prohibition includes, but is not limited to, the use or operation of any musical instrument or any device, machine, apparatus, or instrument for intensification or amplification of the human voice or music.
- E. Outdoor amplified sound on town property. The use of amplified sound outdoors on property owned by the town for any purpose unless authorized in writing by the town.
- F. Explosives, firearms, and similar devices. The use or firing of explosives, firearms, or similar devices which create impulsive sound so as to cause a noise disturbance across a real property boundary or on a public space or right-of-way, except when part of a government-authorized honor guard.
- G. Motor vehicle maintenance. Work on motor vehicles, at other than service facilities approved by the town, that is plainly audible and a reasonable person owning, using, or occupying property in the neighborhood is disturbed.
- H. Leaf blowers. Leaf blowers shall not produce a sound that exceeds sixty-five dBA when measured from a distance of fifty feet utilizing American National Standard Institute methodology. No person shall operate any leaf blower which does not bear an affixed manufacturer's label indicating the model number of the leaf blower and designating a noise level not in excess of sixty-five dBA. Any leaf blower that bears such a manufacturer's label shall be presumed to comply with any noise level limit of this chapter provided that it is operated with all mufflers and full extension tubes supplied by the manufacturer for that leaf blower. No person shall operate any leaf blower without attachment of all mufflers and full extension tubes supplied by the manufacturer for that leaf blower. This requirement becomes effective one year after the adoption of this revised chapter.
- I. Gas-Powered Leaf blowers. Notwithstanding the prohibition against gas-powered leaf blowers in Section 8.32, such leaf blowers will be permitted for emergency use if authorized by the Town Manager in writing for a specified duration.

(Ord. 2009-380 § 1, 2009)

9.10.070 - Exemptions.

Sound or noise emanating from the following sources and activities are exempt from the provisions of this ordinance:

- A. Emergencies involving the execution of the duties of duly authorized governmental personnel and others providing emergency response to the general public including, but not limited to, sworn peace officers, emergency personnel, utility personnel, and the operation of emergency response vehicles and equipment.
- B. Emergencies that pose a threat to property or safety of persons or animals and require action by a resident, including with the help of immediate family members or a commercial company.
- C. Safety, warning and alarm devices, including house and car alarms, and other warning devices that are designed to protect the health, safety, and welfare, provided such devices are well-maintained, and designed with automatic shutoffs or a direct connection to a security service, both of which turn off the device after a reasonable time limit.
- D. Gas-powered devices may be used in emergency situations and/or as needed for major storm cleanup, creekside maintenance, prevention of traffic obstructions and other health or safety reasons as authorized by the Town Manager in writing for a specified duration. The Town Manager has the authority to adopt regulations implementing this exception.

(Ord. 2009-380 § 1, 2009)

9.10.080 - Other Noises.

Noises not addressed in the chapter shall adhere to the most relevant provisions in the ordinance as determined by town staff or on referral to the town council.

2. **SEVERABILITY**. If any part of this ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or the applicability of this ordinance to other situations.

3. **ENVIRONMENTAL REVIEW**. This Ordinance is exempt from the California Environmental Quality Act ("CEQA") because 1) it is not a project as defined by CEQA Guidelines Section 15378 as it will not result in any direct or indirect physical change in the environment; and 2) it creates a process for authorizing a use currently allowed and is therefore statutorily exempt from CEQA pursuant to CEQA Guidelines Section 15268.

4. EFFECTIVE DATE; POSTING. This ordinance shall go into effect on January 23, 2021 and shall be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST

Town Clerk

By: _____
Mayor

APPROVED AS TO FORM

Town Attorney

ORDINANCE NO. 2019 - ____

**ORDINANCE ADDING CHAPTER 8.32 [LEAF BLOWER USE] OF
TITLE 8 [HEALTH AND SAFETY] OF THE PORTOLA VALLEY
MUNICIPAL CODE**

WHEREAS, at its February 28th meeting, the Town Council recommended that the Sustainability Committee finalize a recommendation for the future use of leaf blowers in Portola Valley;

WHEREAS, the Sustainability Committee met twice to discuss this matter, and finalized its recommendations at its December 17th meeting.

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

1. AMENDMENT OF CODE. Chapter 8.32 [LEAF BLOWER USE] of Title 8 [HEALTH AND SAFETY] of the Portola Valley Municipal Code is hereby added to read as follows:

“8.32.010 – Purpose.

The improper use of leaf blowers can contribute to respiratory ailments, increase harmful emissions into the atmosphere, and disrupt the natural mulching cycle. This section provides guidance on the appropriate use of leaf blowers, as permitted under Code Section 9.10.040

8.32.020 – Surface Use

It is unlawful to use a leaf blower on soils, mulch, dirt, or other softscapes that may contain include flowers, trees, shrubs, groundcover, or other non-hardscape surfaces.

8.32.025~~0~~ – Types of Leaf Blowers Prohibited

Gas-powered leaf blowers are prohibited, as are electric leaf blowers over 65 decibels.

8.32.030 – Leaf Blower Use Exceptions

In the case of an emergency, the Town Manager may authorize the use of a gas-powered leaf blower. Any authorized use shall be in writing with a specified duration.

8.32.040 – Enforcement

The Town may enforce this section in any manner permitted by law. The violation of this Chapter shall be and is hereby declared to be a public nuisance and shall, at the discretion of the Town, create a cause of action for injunctive relief.”

2. SEVERABILITY. If any part of this ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or the applicability of this ordinance to other situations.

3. ENVIRONMENTAL REVIEW. This Ordinance is exempt from the California Environmental Quality Act ("CEQA") because 1) it is not a project as defined by CEQA Guidelines Section 15378 as it will not result in any direct or indirect physical change in the environment; and 2) it creates a process for authorizing a use currently allowed and is therefore statutorily exempt from CEQA pursuant to CEQA Guidelines Section 15268.

4. EFFECTIVE DATE; POSTING. This ordinance shall go into effect on January 23, 2021 and shall be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST

Town Clerk

By: _____
Mayor

APPROVED AS TO FORM

Town Attorney



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: January 23rd, 2019

RE: Appointments to the Woodside Highlands Road Maintenance District Citizen Advisory Committee

RECOMMENDATION

Staff recommends that the Town Council review the applications and appoint two new members to the Woodside Highlands Road Maintenance District Citizen Advisory Committee.

BACKGROUND

Since 1972, the Woodside Highlands Road Maintenance District (“District”) has managed road work for Santa Maria Road and its tributaries. By resolution and procedure directive of the Town Council, the Road Maintenance District employs a Citizen Advisory Committee made up of Woodside Highlands residents to “provide recommendations and implement a system of voluntary labor supplied by the property owners” for the purposes of road maintenance and repair, as funded by the District’s parcel tax assessment. This Citizen Advisory Committee is appointed by the Town Council, as the Council serves as the Governing Body of the District.

The Citizen Advisory Committee also serves as the Roads Committee of the Woodside Highlands Improvement Association. Per the bylaws of the Association, the Roads Committee “shall be recommended to the Town Council to serve as the Citizen Advisory Committee for the Woodside Highlands Road Maintenance District.”

Since 1972, the Town Council has accepted the recommendations of the Association for the Citizen Advisory Committee.

DISCUSSION

As the Citizen Advisory Committee is a committee of the Governing Board, staff believes that it should be listed on the Town’s website of available committees for volunteer service; this change was made earlier this year.

Additionally, given that the Town Council, serving as the Governing Board, should review all interested parties for service on the Citizen Advisor Committee, staff recommends that all future vacancies for the committee be advertised on the Town website and that applications outside the Association's recommendations for the Roads Committee be accepted.

This year, the Association has recommended two Woodside Highland residents for service on the Citizen Advisory Committee, and one additional Woodside Highlands resident has submitted her application.

FISCAL IMPACT

None.

ATTACHMENTS

1. Letter from the Woodside Highlands Improvement Association, Recommendations for the Citizen Advisory Committee
2. Application from Annelise

Approved by: Jeremy Dennis, Town Manager



From: Jean Isaacson
Subject: Fwd: Woodside Highlands Improvement Association
Date: December 2, 2018 at 4:10:13 PM PST
To: Woodside Highlands

Sharon Hanlon
Town Clerk
Town of Portola Valley

Hello Sharon,

Below are the names of members of the Woodside Highlands Improvement Association Board of Directors and Road Committee as of December 1, 2018:

Board of Directors:

President, Jean Isaacson
Secretary, Teresa Godfrey
Treasurer, Frank Crow
Members

Pete Chargin
Bill Rehlich
Koosha Saii
Georg Schuele
Reid Senescu
Craig Taylor

Road Committee

(The Road Committee consists of the three officers, two board members and two non-board member residents. According to our Bylaws, the Road Committee "shall be recommended to the Town Council to serve as the Citizen Advisory Committee for the Woodside Highlands Road Maintenance District", thus the two different names used for the same committee.)

Jean Isaacson
Teresa Godfrey
Frank Crow
Andy Browne
Georg Schuele
Craig Taylor
Bruce Willard

For the record, though often called such, we are not a Homeowners' Association. We are a Non-profit Mutual Benefit Corporation.

Please let me know if you need more information.

Thank you,

Jean Isaacson
Coldwell Banker
[REDACTED]
Portola Valley CA 94028

From: webmaster@portolavalley.net
To: [Sharon Hanlon](#)
Subject: Portola Valley, CA: Committee Application
Date: Thursday, January 3, 2019 1:52:08 PM

A new entry to a form/survey has been submitted.

Form Name: Committee Application
Date & Time: 01/03/2019 1:52 PM
Response #: 65
Submitter ID: 3739
IP address: [REDACTED]
Time to complete: 12 min. , 27 sec.

Survey Details

Page 1

Committee applications are submitted to Portola Valley's Town Clerk, Sharon Hanlon. Please feel free to forward a letter of interest or resume with your application as well. Sharon can be reached at (650) 851-1700 ex210, or you may email her at shanlon@portolavalley.net.

Name of committee which I am interested in serving on (please note that only committees currently seeking volunteers are listed):

(o) Woodside Highlands Road Maintenance District - Citizen Advisory Committee

Applicant Information

Full Name Annelise Connell
Email Address [REDACTED]
Street Address [REDACTED]
City/Zip Portola Valley, CA 94028
Number of years in Portola Valley 20
Cell Phone [REDACTED]
Home Phone [REDACTED]
Other Phone Not answered
Emergency Preparedness Not answered

Preferred Phone Contact Number

(o) Cell

I prefer to receive Town communications via

(o) E-mail (recommended)

Please state why you have an interest in this committee, and state any background or experience you

may have that may be useful in your service to this committee.

I'm interested in making sure that the procedures set up in 1972 to provide effective project management, oversight and transparency are followed.

To collect all the historical information on the committee's work so the committee can make better informed decisions.

To make sure that all public documents, e.g. minutes, are easily available through the Town upon request.

To liaise with other road maintenance districts of the town for our mutual benefit.

Thank you.

Annelise

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.

No

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

Thank you,
Portola Valley, CA

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

#6

STUDY SESSION –

There are no written materials for the Town Council Study Session



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Assistant to the Town Manager

DATE: January 23, 2019

RE: Review of Software

BACKGROUND AND DISCUSSION

Over the last two budget cycles, the Town Council has shared their observations of the growth in both cost and number of software programs utilized by the Town. Based on those observations, this staff report is designed to provide:

- A historic perspective on software growth over the last three years
- A review of current software in use
- Staff's guiding philosophy on software purchases
- A review of recently implemented software
- A description of future software needs

Historic Perspective on Software Growth & Review of Current Software in Use

In Fiscal Year 2017-18, Staff began shifting all purchases related to software and licensing into one budget. Staff further identified and shifted software purchases during the budget process for the 2018-19 fiscal year. For the first time, this allowed Staff to obtain a comprehensive view of the Town's software expenditures. In addition to the information gleaned from the budget expenditures, all staff were queried to determine what additional software is in use, whether there is an associated cost or not.

Attachment 1 reflects an inventory of all software used over the last three years and the associated cost. In this review, you will see that there have been some shifts in software used as programs or tools have become obsolete (e.g., microwave phone line to satellite phone). In addition, some software has been purchased in response to new laws (e.g., web accessibility software) and/or to provide the Town additional legal and/or technical protections (e.g., DocuSign, ransomware blockers). The other major software purchases have been made to enhance the public experience, including:

- Increasing transparency (e.g., OpenGov)
- Increasing resident engagement and access to information (e.g., Accela)

- Increasing ease of use for residents and contractors (e.g., Community Pass, Green Halo)

Overall, expenditures on software have increased by 169% since the 2016-17 fiscal year, with some of this due to price increases on existing software.

Guiding Philosophy on Software Purchases

Staff's operating philosophy for purchasing and implementing new software includes:

- Providing a better user experience for residents, town businesses and contractors
- Providing staff members with the tools they need to efficiently and accurately perform their job duties
- Moving from desktop software to cloud-based to avoid fees for major upgrades
- Moving from one-time purchases to subscription-based
- Reducing or shifting staff time to more efficient or higher-purpose tasks

With the comprehensive inventory of all software programs in use, going forward Staff will ensure that any new software purchases talk to one another. Staff has considered this integration in the future software needs outlined below.

Review of Recently Implemented Software

Accela – PV Connect App

The PV Connect App was launched in late 2018 with the intention of increasing resident engagement in Town activities, building community and enabling residents to send service requests directly to the staff member responsible for handling them. Staff has been conducting outreach since its launch and has had over 300 downloads on Apple iOS alone. In addition to the positive response from residents, Staff is utilizing the PV Connect platform internally to send and track service requests (e.g., fallen trees). Staff will report back to the Council with a comprehensive report once more data has been compiled on its use.

CommunityPass – Recreation Software

Aside from the credit card journal entry issue outlined below, the transition of the class catalog and registration to the CommunityPass platform has streamlined the registration process and allows residents to enroll online and utilize a credit card to pay. This reduces time intensive front counter interactions and 24-7 access to residents, as well as driving trips to Town Hall merely to pay in person.

Green Halo – Construction & Demolition Management Software

The Green Halo Software was implemented with the update to the Construction & Demolition (C&D) Ordinance in February 2017. Green Halo has shifted and reduced the amount of Staff time needed to ensure compliance with the C&D Ordinance. Staff now spends a small amount of time helping new contractors get started with the program and then reviewing and approving C&D submissions. In the past, Staff spent a significant amount of time tallying disposal weight tags and calculating compliance by hand. On the contractor side, contractors are now able to create their waste management plan and

submit tags online or even using their Smart Phone. Green Halo has increased compliance with both the C&D Ordinance and CALGreen requirements, resulting in a higher diversion rate. It has also provided overall statistics and information that can be used to inform future decisions. A few screen shots of the available data are included below in Figures 1 - 3.

Figure 1

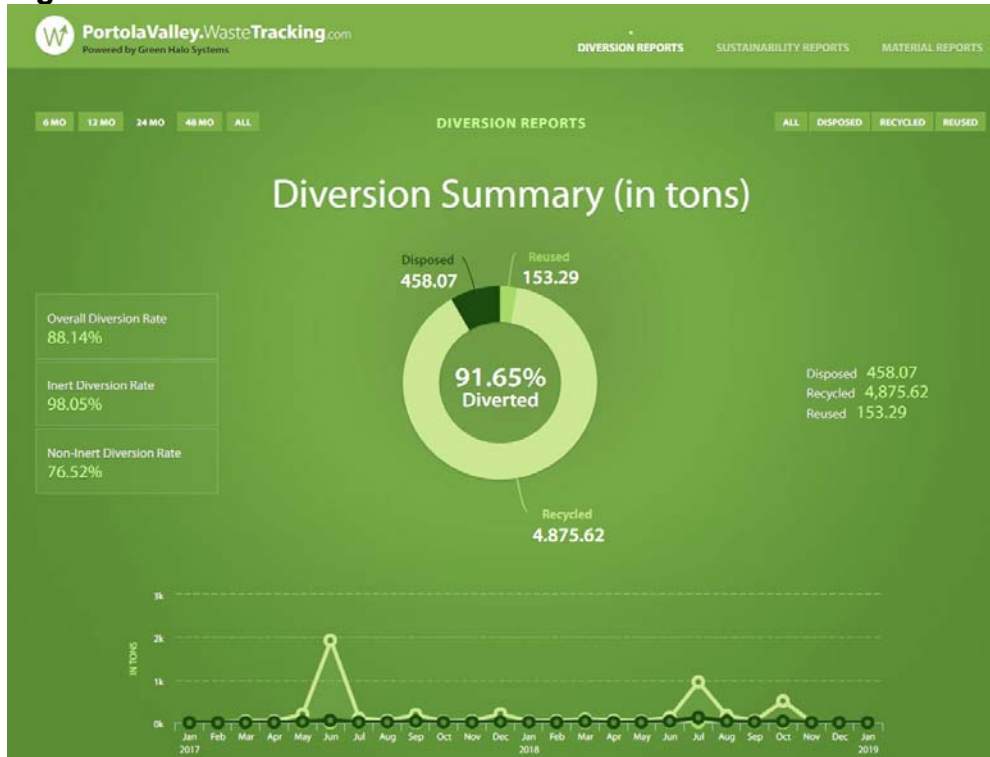


Figure 2



Figure 3



Future Software Needs

As part of the Software Review, a query was conducted of all Town Staff to understand future software needs. Outlined below is a preliminary glimpse into future needs that Staff hopes to discuss further with Council during budget discussions.

Enterprise Resource Planning (ERP)/Accounting System – Replacement

The Town currently uses the Tyler product FundBalance for its accounting system. FundBalance has nearly reached the end of its product lifecycle and will require an upgrade within three years. Staff is currently looking into several options including the Accela ERP, STW, Intacct, and the successor Tyler product, InCode. The transition to a new system will include a one-time implementation fee; however, Staff is seeking an equivalent on-going license fee that will be roughly equivalent to what the Town is currently paying.

Recreation Software – Replacement

The Town currently uses CommunityPass to manage the classes offered in the Community Hall. Many municipal-focused ERPs include instant integrations of registration, class management, payment, and accounting entries. Currently, considerable staff hours are spent duplicating work between CommunityPass, our merchant processor for credit cards, and FundBalance. For this reason, should the Council approve a replacement ERP, Staff recommends a concurrent recreation software replacement. Staff is looking for a cost-neutral change that will ultimately result in cost

savings realized from eliminating the need for a journal entry for every credit card payment.

GovInvest – New

Staff has proposed to the Finance Committee the purchase of GovInvest, a tool to properly budget and forecast pension and OPEB liabilities under different scenarios and track CalPERS/OPEB 115 trust performance with a greater degree of accuracy. In addition, GovInvest also provides actuarial studies for OPEB that would be necessary to contract out because the current product, Milliman GASBhelp, is omitting some required supplementary information for the year-end financial reporting. Staff is looking for a cost neutral change for the actuarial study and an appropriate incremental discount if the GovInvest tool is acquired in tandem.

EnerGov – Eventual Replacement

The Town implemented the Tyler product EnerGov for Permit Tracking and Business Licenses in the 2016-17. Planning Staff has indicated that EnerGov is cumbersome to use and is not serving the Town well. Planning Staff has indicated that we should consider whether there are additional modules, additional service, or other options to improve how it works for us. Staff is not ready to explore this currently, but will be looking for a solution in the next few years. Aside from the Permit Tracking software, EnerGov has made the processing of Business Licenses more cumbersome, and the functionality to pay by credit card was determined too difficult to implement. Staff will look for either native Business License processing functionality within the new ERP/Accounting System software or a complementary software product that allows for full integration with the Town's ERP/Accounting System.

Access 2016 – Upgrade or Replacement

The Town has several legacy databases created by the late Ed Davis that rely on Access 2016 and are incompatible with the current operating systems. These legacy databases continue to be invaluable tools and include the Committee/Commission Database, the Horse Permit Database and the Parcel Database. Staff has been exploring the conversion of the data to a SQL database, but the user interface would still need to be updated to be usable on the current operating systems. Because the Planning Department relies on these databases, this issue will likely need to be resolved in the next year so that the Planning Department's computers can be upgraded per the replacement schedule.

SUMMARY

As this is the first report of its kind Staff has brought to the Council, Staff is seeking the Council's input on the following:

- What additional information, if any, would you like to see in the future?

Review of Software

- Are you comfortable with what staff has been doing with relation to its process of identifying and purchasing new software (i.e., the guiding philosophy on software purchases)?
- Is the information presented in the Software Inventory (Attachment 1) useful in the current format?

Staff recommends that the Software Inventory be presented to the Council for review during the first budget discussion in June.

FISCAL IMPACT

Dependent on future needs.

ATTACHMENT

1. Software Inventory & Expenditures 2016-17 FY to 2018-19 FY

Approved by: Jeremy Dennis, Town Manager





Town of Portola Valley
SOFTWARE INVENTORY & EXPENDITURES

ITEM #	ITEM DESCRIPTION/ACTIVITY:	ACTUAL 2016-2017	ACTUAL 2017-18	2018-2019 BUDGET	Notes
1	Accela - PV Connect App		\$7,500.00	\$7,500.00	
2	Access 2016 - Legacy Databases				No Cost
3	Adobe Suite - Illustrator, InDesign, Photoshop	\$700.00	\$775.00	\$1,050.00	
4	AntiVirus and Ransomware Software			\$1,000.00	
5	ASCAP Music License		\$382.00	\$400.00	Required to play music at Town Center
6	Autocad			\$1,100.00	
7	Barracuda - Backup for Local Servers and in the Cloud		\$4,722.00	\$5,000.00	
8	BMI Music License	\$336.00	\$342.00	\$350.00	Required to play music at Town Center
9	Capture Point - Community Pass Recreation Software		\$2,749.00	\$2,750.00	
10	Capture Point - Instructor Site		\$999.00	\$550.00	\$999 initial cost; \$550 annual fee
11	DocuSign - Electronic Signature & Digital Transaction Management			\$3,000.00	
12	ECS - Scanner Maintenance – Resolution & Ordinance Scanning			\$150.00	
13	ECS - Laserfiche Imaging	\$4,004.00	\$4,004.00	\$4,100.00	
14	ESRI - GIS Software Subscription	\$1,813.75	\$1,813.75	\$1,820.00	
15	Express Scribe – Transcription				No Cost
16	FileMaker Pro – Records Management				No Cost
17	Grammarly			\$140.00	
18	Green Halo - C&D Ordinance Compliance	\$1,683.00	\$1,368.00	\$1,400.00	
19	Hightail - TC/PC/ASCC Minute Uploads	\$240.00	\$240.00	\$240.00	
20	Hootsuite - Multi-Platform Social Media Posting Tool		\$228.00	\$230.00	
21	Lynx - GIS support		\$3,500.00	\$3,500.00	
22	Microwave Phone	\$1,656.00			Obsolete - Replaced by Satellite Phone
23	MS Office Licenses (with CPU replacements - 6 in 2018/9)		\$654.00	\$2,000.00	
24	MS365 Subscription (\$5/per user-month - 14 committees)			\$840.00	
25	MS365 Subscription (\$5/per user-month - 28 currently)	\$1,680.00	\$1,680.00	\$1,680.00	
26	Municipal Code Corporation - Admin Support Fee		\$250.00	\$250.00	
27	Municipal Code Corporation - Annual Web Hosting	\$900.00	\$900.00	\$900.00	
28	Office Tracker - Facilities Calendar Management	\$475.00	\$460.00	\$500.00	
29	One Concern - Disaster Prediction Software		\$5,000.00	\$5,000.00	
30	OpenGov		\$19,624.00	\$15,624.00	
31	Rapid Notify Reverse 911	\$2,683.00	\$2,683.00		Obsolete - SMC OES added to SMCAAlert
32	Satellite Internet			\$1,700.00	
33	Satellite Phone		\$674.83	\$670.00	
34	Spam Filtering Service (2 yr subscription - exp 2019)	\$600.36		\$600.00	
35	StreetSaver - Pavement Management Software	grant funded	grant funded	grant funded	Without Grant Cost is \$1,500 per year
36	Survey Monkey	\$289.99	\$288.00	\$290.00	
37	Tyler Technologies - Energov	\$5,475.00	\$5,329.00	\$5,600.00	
38	Tyler Technologies - FundBalance - Financial GL Software	\$3,459.00	\$3,631.59	\$3,900.00	
39	Tyler Technologies - Job Tracker Software		\$2,226.72	\$400.00	\$2,227 Initial Cost, then \$400 per year
40	Vision Internet - SSL Security Certificate (2 yr subscription - exp 2019)	\$415.00	\$0.00	\$500.00	
41	Vision Internet - Website Hosting - Vision Live	\$6,365.40	\$6,556.00	\$6,800.00	Actual Cost = \$9,200
42	Website Accessibility Software			\$6,500.00	Actual Cost = \$3,200
43	Website Domain Name Renewals			\$30.00	
	TOTAL	\$32,775.50	\$78,579.89	\$88,064.00	

2019 Council Liaison Appointments

Type *Organization* *Role* *When Meets*

Maryann Derwin

Town	<u>ASCC (Jan, Feb, March)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (Oct, Nov & Dec)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Friends of the Library</u>	Liaison	alternate/odd months, last Thursday at 7:15 pm
Town	<u>Sustainability Committee</u>	Liaison	alternate months, 3 rd Monday at 10:30 am
Town	<u>Cultural Arts Committee</u>	Alt	2 nd Thursday of each month
Town	<u>Ad-Hoc Housing on Town Property Committee</u>	Rep	as announced
County	<u>San Mateo Library JPA Governing Board</u>	Rep	1 st Monday at 8:15 am, bimonthly
County	<u>City County Assoc. of Governments C/CAG</u>	Rep	2 nd Thursday, 6:30 pm
County	<u>HEART of San Mateo County Governing Board</u>	Rep	4 th Wednesday, 3 pm
County	<u>Resource Management and Climate Protection (RMCP) Committee C/CAG</u>	Rep	3 rd Wednesday, 2 pm
County	<u>San Mateo County Council of Cities</u>	Rep	4 th Friday, 6 pm

Craig Hughes

Town	<u>ASCC (July, Aug, Sept)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (Jan, Feb, March)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Ad-Hoc Town Center Master Plan Committee</u>	Liaison	as announced
Town	<u>Bicycle, Pedestrian & Traffic Safety Committee</u>	Liaison	1 st Wednesday at 8:15 am
Town	<u>Cable & Utilities Undergrounding Committee</u>	Liaison	as announced
Town	<u>Open Space Acquisition Advisory Committee</u>	Liaison	as announced
Town	<u>Trails and Paths Committee</u>	Liaison	3 rd Tuesday at 8:15 am, or as announced
Town	<u>Emergency Preparedness Committee</u>	Alt	2 nd Thursday at 8:00 am in the EOC
Town	<u>Finance Committee</u>	Alt	as announced
Town	<u>Geologic Safety Committee</u>	Alt	as announced
County	<u>FireWise Committee</u>	Rep	3 rd Thursday at 4:00 pm
County	<u>Peninsula Clean Energy</u>	Alt	once a month
Regional	<u>ABAG</u>	Rep	1 annual meeting plus as announced
Regional	<u>Airport Roundtable</u>	Alt	1 st Wed., 7 pm
Special	<u>West Bay Sanitary District</u>	Alt	as announced
Other	<u>Stanford University</u>	Alt	as announced

Jeff Aalfs (Vice Mayor)

Town	<u>ASCC (April, May, June)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (July, Aug, Sept)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Geologic Safety Committee</u>	Liaison	as announced
Town	<u>Historic Resources Committee</u>	Liaison	as announced
Town	<u>Nature and Science Committee</u>	Liaison	alternate/even months, 2 nd Thursday at 5:00 pm
Town	<u>Public Works Committee</u>	Liaison	as announced
Town	<u>Cable & Utilities Undergrounding Committee</u>	Alt	as announced
Town	<u>Conservation Committee</u>	Alt	4 th Tuesday at 7:30 pm
Town	<u>Open Space Acquisition Advisory Committee</u>	Alt	as announced
Town	<u>Parks & Recreation Committee</u>	Alt	1 st Monday at 7:30 pm
Town	<u>PV School District</u>	Liaison	as announced
Town	<u>Sustainability Committee</u>	Alt	alternate months, 3 rd Monday at 10:30 am
County	<u>Los Trancos/Vista Verde</u>	Rep	as announced
County	<u>Peninsula Clean Energy (PCE)</u>	Rep	once a month
County	<u>San Mateo County Council of Cities</u>	Alt	4 th Friday, 6 pm
County	<u>SCS/RHNA Policy Advisory Committee</u>	Liaison	as announced
Regional	<u>League of CA Cities</u>	Rep	quarterly, or as announced
Special	<u>West Bay Sanitary District</u>	Rep	as announced

Town	<u>ASCC (Oct, Nov, Dec)</u>	Liaison	2 nd and 4 th Mondays at 7:00 pm
Town	<u>Planning Commission (April, May, June)</u>	Liaison	1 st and 3 rd Wednesdays at 7:00 pm
Town	<u>Conservation Committee</u>	Liaison	4 th Tuesday at 7:30 pm
Town	<u>Cultural Arts Committee</u>	Liaison	2 nd Thursday of each month
Town	<u>Emergency Preparedness Committee</u>	Liaison	2 nd Thursday at 8:00 am in the EOC
Town	<u>Historic Resources Committee</u>	Alt	as announced
Town	<u>Nature and Science Committee</u>	Alt	alternate/even months, 2 nd Thursday at 5:00 pm
Town	<u>Public Works Committee</u>	Alt	as announced
Town	<u>Trails and Paths Committee</u>	Alt	3 rd Tuesday at 8:15 am, or as announced
Town	<u>Friends of the Library</u>	Alt	alt/odd months, last Thursday at 7:15pm
Town	<u>PV School District</u>	Alt	as announced
Town	<u>The Sequoias</u>	Liaison	as announced
County	<u>Emergency Services Council</u>	Liaison	quarterly
County	<u>HEART MAC of San Mateo County</u>	Rep	4 th Wednesday, 2 pm (twice annually)
County	<u>MROSD</u>	Liaison	as announced
County	<u>San Mateo Library JPA Governing Board</u>	Alt	1 st Monday at 8:15 am, bimonthly
Regional	<u>Woodside Fire Protection District</u>	Liaison	as announced

Ann Wengert (Mayor)

Town	<u>Ad-Hoc Town Center Master Plan Committee</u>	Liaison	as announced
Town	<u>Finance Committee</u>	Liaison	as announced
Town	<u>Parks & Recreation Committee</u>	Liaison	1 st Monday at 7:30 pm
Town	<u>Bicycle, Pedestrian & Traffic Safety Committee</u>	Alt	1 st Wednesday at 8:15 am
Town	<u>Ad-Hoc Housing on Town Property Committee</u>	Rep	as announced
County	<u>Finance Committee C/CAG</u>	Rep	4 th Thursday at 12 pm (Feb, May, Aug, Nov)
County	<u>City County Assoc. of Governments C/CAG</u>	Alt	2 nd Thursday, 6:30 pm
County	<u>Bicycle and Pedestrian Advisory Committee (BPAC) C/CAG</u>	Rep	
County	<u>FireWise Committee</u>	Alt	3 rd Thursday at 4:00 pm
County	<u>HEART MAC of San Mateo County</u>	Rep	4 th Wednesday, 2 pm (twice annually)
County	<u>MROSD</u>	Alt	as announced
County	<u>San Mateo County Council of Cities</u>	Alt	4 th Friday, 6 pm
County	<u>SCS/RHNA Policy Advisory Committee</u>	Alt	as announced
Regional	<u>ABAG</u>	Alt	1 annual meeting plus as announced
Regional	<u>Airport Roundtable</u>	Rep	1 st Wed., 7 pm
Regional	<u>League of CA Cities</u>	Alt	quarterly, or as announced
Other	<u>Stanford University</u>	Liaison	as announced

#9

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

Friday – January 11, 2019

1. Agenda (Action) – Town Council – Wednesday, January 9, 2019
2. Agenda – Architecture and Site Control Commission – Monday, January 14, 2019
3. Agenda – Trails and Paths Committee – Tuesday, January 15, 2019
4. Agenda – Finance Committee – Wednesday, January 16, 2019
5. Agenda – Planning Commission – Wednesday, January 16, 2019
6. Invitation to Council of Cities Dinner Meeting – City of Burlingame – Friday, January 25, 2019
7. Notice of Town Hall Closure – In observance of Martin Luther King Jr. Day – Monday, January 21, 2019

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Housing Leadership Council – Report: Building on Success – How San Mateo County Can Meet the Need for Affordable Homes
2. Western City Magazine – January 2019
3. Home for All – Invitation to Community Convening Engagement Event: Building Community Through Housing Conversations – Thursday, January 24, 2019
4. San Mateo County Labor Newsletter – January 2019 – Volume 81, Number 1



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, January 9, 2019
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

Vice Mayor Aalfs- Absent

ORAL COMMUNICATIONS

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

None

CONSENT AGENDA

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

1. **Approval of Minutes** – December 12, 2018
2. **Approval of Warrant List** – January 9, 2019

Items 1-2 approved 4-0

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

3. **Recommendation by Town Manager** – Leaf Blower Ordinance Amendments

- (a) First Reading, Waive Further Reading and Introduce an Ordinance Adding Chapter 9.10 [Noise Control] of Title 9 [Public Peace, Health, Morals and Welfare] of the Portola Valley Municipal Code (Ordinance No. __)

Adopted 4-0 with amendments to effective date from 30 days to 2 years, and additions to the use of gas-powered leaf blowers in emergency situations.

- (b) First Reading, Waive Further Reading and Introduce an Ordinance Adding Chapter 8.32 [Leaf Blower Use] of Title 8 [Health and Safety] of the Portola Valley Municipal Code (Ordinance No. __)

Adopted 4-0 with amendment to effective date from 30 days to 2 years.

Council also requested the creation of an incentive program to support the transition from gas-powered to electric leaf blowers.

STUDY SESSION

4. **STUDY SESSION - Report by Town Manager** – Future of Road Work; Part 2

No action.

5. **Recommendation by Town Attorney** – Consider Adoption of an Urgency Ordinance Amending Chapter 18.41 of the Portola Valley Municipal Code Relating to Expedited Permitting of Small Wireless Facilities to Comply with Federal Law

- (a) Adoption of an Urgency Ordinance of the Town of Portola Valley Amending Chapter 18.41 [Wireless Communication Facilities] of the Portola Valley Municipal Code (Ordinance No. __)

Adopted 4-0 with amendment to 18.41.070 Permit Life.

6. Recommendation by Town Manager – Purchasing Policy Council Subcommittee

Mayor Wengert and Councilman Hughes appointed to the Subcommittee.

7. Recommendation by Town Manager – Formation of Subcommittee for Committee Support

Mayor Wengert and Vice Mayor Aalfs appointed to the Subcommittee.

8. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

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

Councilwoman Derwin chaired the C/CAG meeting on managed lanes, and reported on subcommittee action on the formation of a countywide water committee.

Councilman Hughes reported on the Bicycle, Pedestrian and Traffic Safety Committee's continued action on promoting the ongoing pedestrian safety study.

Councilman Richards attended the last Planning Commission meeting, where work on accessory dwelling unit production continues.

Mayor Wengert reported that the Council's Housing Finance Subcommittee held its first meeting.

9. TOWN MANAGER REPORT

No report

WRITTEN COMMUNICATIONS

10. Town Council Digest – December 13, 2018 - ***None***

11. Town Council Digest – December 20, 2018

Councilman Hughes asked if the Town Center Master Plan Committee would meet again; Town Manager Dennis indicated that the Committee's work would be folded into the FY 2019-20 budget planning efforts

12. Town Council Digest – January 3, 2019

Councilman Hughes congratulated Carol Borck on her 20th anniversary of service to the Town, to which the rest of the Town Council concurred.

ADJOURNMENT 11:30 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

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

PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)
 Monday, January 14, 2019
 7:00 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

SPECIAL ASCC FIELD MEETING

4:00 PM 848 Portola Road – Preliminary Architectural Review and Site Development Permit for a Two-Story Residence with Attached Garage, Tree Removal and New Landscaping

4:00 PM 850 Portola Road – Preliminary Architectural Review and Site Development Permit for a Two-Story Residence with Attached Garage, Tree Removal and New Landscaping

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Preliminary Architectural Review and Site Development Permit for a Two-Story Residence with Attached Garage, Tree Removal and New Landscaping, 848 Portola Road, Portola Valley Road LLC Residence, File # PLN_ARCH 07-2018 (C. Richardson)
2. Preliminary Architectural Review and Site Development Permit for a Two-Story Residence with Attached Garage, Tree Removal and New Landscaping, 850 Portola Road, Portola Valley Road LLC Residence, File # PLN_ARCH 08-2018 (C. Richardson)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. Annual Election of ASCC Chair and Vice Chair
4. Commission Reports
5. Staff Report
6. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

7. ASCC Meeting of December 10, 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.

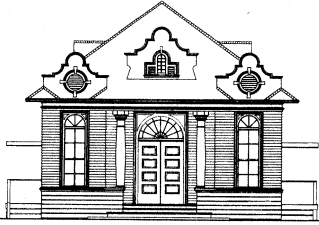
Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are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

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PUBLIC HEARINGS

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TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, January 15, 2019 8:15 AM
Historic Schoolhouse at Town Center
765 Portola Road, Portola Valley, CA

MEETING AGENDA

- 1. Call to Order**
- 2. Oral / Community Communications**
- 3. Approval of Minutes – December 18, 2018**
- 4. Old Business**
 - a. **Monthly (December) Trail Conditions, Work, and Budget Update:** (Discussion)
 - b. **Trail Head / Parking Signage and Maps and Trail Signage (Willowbrook / Alpine and Coalmine Ridge):** (Discussion)
- 5. New Business**
 - c. **Site Development Plans:** (Discussion, as filed and applicable)
 - d. **Accolades:** (Discussion, if any applicable)
- 6. Other Business**
- 7. Adjournment**

Enclosures:

Minutes from December 18, 2018
Trail Work Map & Memo – December 2018
Financial Review – December 2018



TOWN OF PORTOLA VALLEY
Finance Committee Meeting
Wednesday, January 16, 2019 – 5:30 PM
Town Hall Conference Room
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Call to Order
2. Roll Call
3. Oral Communications and Announcements
4. Approve Minutes from October 22, 2018 meeting
5. New Business
 - 1) 2019 Committee Membership and Election of New Chair
 - 2) Excess ERAF (Educational Resource Augmentation Fund) Distribution
 - 3) Review/Comment on Draft FYE 2018 Audited Financials
6. Old Business
 - 1) Core Banking Operations Update (TechCU)
 - 2) Budget Process Update
 - 3) Future ERP (Enterprise Accounting Software) Informational Update
 - 4) Treasurer's Report and Investment Portfolio Performance through Dec 2018
 - 5) Update on other pension investment options (CERBT)
7. Adjournment



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission
 Wednesday, January 16, 2019
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

PUBLIC HEARING

1. Consideration of a Resolution to Recommend Approval of a Draft Ordinance on Accessory Dwelling Units (Staff: A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Annual Election of Planning Commission Chair and Vice Chair
3. Commission Reports
4. Staff Reports
5. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

6. Planning Commission Meeting of December 19, 2018

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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PUBLIC HEARINGS

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Dinner/Meeting Announcement Friday, January 25, 2019

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

Coconut Bay Thai Restaurant

1107 Howard Avenue
Burlingame, CA 94010

Phone Number (650) 558-8268
(parking lot behind the
Restaurant)

SCHEDULE

6:00 p.m. Social Time
6:15 p.m. City Selection Committee
Meeting
6:30 p.m. Business Meeting
6:45 p.m. Dinner
7:15 p.m. Program
8:30 p.m. Adjourn

Please contact Chair Glenn R. Sylvester if you wish to bring up an item for group discussion or give a committee report.
Telephone: (415) 559-8486 or email: dalycitycouncilsylvester@gmail.com

MENU

Buffet

\$50.00 per person

Please RSVP by Friday, January 18, 2019 to Meaghan Hassel-Shearer at mhasselshearer@burlingame.org or 650-558-7203

Please make checks payable to:

City of Burlingame
Attn: Meaghan Hassel-Shearer, City Clerk
501 Primrose Road, Burlingame, CA 94010



Business Meeting at 6:30pm Friday, January 25, 2019

6:30 p.m.

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

7:15 p.m.

- Introduction of the Program by Mayor Donna Wills Colson

Gun Violence Prevention Presentation by Parkland Students and Citizens for San Mateo County Gun Buyback

January's Council of Cities Dinner is focused on the work we are doing in San Mateo County to raise awareness about gun violence prevention. We will hear from the Citizens for San Mateo County Gun Buyback on work completed in 2018. In addition to the local update, we will hear a national perspective on gun violence prevention issues from our special guests Parkland students from March for Our Lives, who will discuss their social activism around gun violence issues and youth voter engagement. For more information on March for Our Lives please visit: <https://marchforourlives.com>

8:30 p.m.

- Meeting Adjourned

**MAP and DIRECTIONS to:
Coconut Bay Thai Restaurant
1107 Howard Avenue
Burlingame, CA 94010**



Directions from (From Either Direction on El Camino Real)

- Turn onto Howard Avenue (restaurant is on your right)

Directions from Northbound 101

- Take exit 417B (Peninsula Ave)
- Turn right onto Airport Blvd
- Take the 1st right onto Peninsula Ave
- Turn right onto California Drive
- Turn left onto Howard Avenue

Directions from Southbound 101

- Take exit 419B for Broadway toward Broadway
- Turn left onto California Drive
- Turn right onto Howard Avenue

PORTOLA VALLEY TOWN HALL



WILL BE CLOSED

MONDAY,
JANUARY 21, 2019

IN OBSERVANCE OF
MARTIN LUTHER KING JR.
DAY

IN CASE OF EMERGENCY: SHERIFF'S OFFICE: 911

TOWN COUNCIL WEEKLY DIGEST

Thursday – January 17, 2019

1. Agenda (Cancellation) – Sustainability Committee – Monday, January 21, 2019
2. Agenda – Conservation Committee – Tuesday, January 22, 2019
3. Email to Town Council and Planning Commission from Resident re Changes to Zoning and Low Cost Housing

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

1. None



TOWN OF PORTOLA VALLEY
Sustainability Committee Meeting
Monday, January 21, 2019 10:30AM to 12:30 PM
Town Hall – Conference Room
NOTICE OF CANCELLATION

SUSTAINABILITY COMMITTEE

MEETING CANCELLATION NOTICE

**The regular meeting of the Sustainability Committee,
scheduled for Monday, January 21, 2019,
has been canceled.**

**A special meeting of the Sustainability Committee is
scheduled for
Monday, January 28, 2019.**



**TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, January 22, 2019 – 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

REGULAR MEETING AGENDA

1. Call Meeting to Order
2. Oral Communications
3. Approval of Minutes – November 27, 2018
4. Current Site Visits
5. Tree Permits
6. Old Business
 - A. Oversight of Significant Town Owned Open Space properties – updates.
 1. Springdown Preserve
 - i. Comprehensive care calendar
 - a. Photo documentation – Plunder
 - ii. Management Plan
 - a. What needs doing this month
 - iii. Monarch butterfly habitat
 - iv. Pond
 2. Frog Pond – last report June '18
 - i. Ad-Hoc Committee on Guiding Principles
 - ii. Survey for species of interest?
 3. Ford Field – revised
 - i. Open Space comments pending
 4. Town Center – last report April '18
 - i. Details of implementing plan given to Public Works beginning of this month
 - ii. Protecting Heritage Oak
 - iii. ASCC for screening tennis courts
 5. Rossotti's Field and ROW revised
 - i. Open Space comments pending
 6. Triangle Park
 - B. Intermediate Properties Analysis and Recommendations
 - i. #26 Blue Oaks/Los Trancos Neighborhood pond – Murphy/Walz
 - ii. #32 Dengler – Heiple/Magill
 - iii. #33 Shady Trail parklet - Bourne/Plunder
 - iv. Roadside strips – Chiariello/Eckstrom
 - C. Tip of the Month – Magill
 - D. What's blooming now – Magill
 - E. Kudos of the Month – Plunder
 - F. BYH – De Staebler
 - G. Vegetation Management
 1. MROSD
 2. Fire District
 3. Evening lecture
 4. List of high risk and lower risk plants

- H. Committee/Town cooperation
 - 1. Public Works – Murphy
 - 2. Sustainability Committee – Murphy
 - 3. Trails – Bourne
 - 4. Open Space - Chiariello
- I. Goals for 2019
- 7. New Business
 - A. Hedges vs fences
 - B. Broom Pull – March 3
- 8. Adjournment
- 9. Next meeting 2/26/2019, 7:30 pm, Old Schoolhouse

Appendix A

GOALS FOR 2019: ?

TASKS:

Mandated:

Advisory function

ASCC – landscape review site visits and ASCC meeting attendance

Tree Removals

Public Works consultations

Annual Report to Town Council

Budget

Requested:

Open Space Comprehensive Plan – Murphy, DeStaebler, Magill

Committee Initiated:

Liaison to other committees:

Trails – Bourne

Sustainability – Murphy

Parks and Rec

Broom Pull – all

Earth Day/Town Picnic Day – all

BYH – DeStaebler

Tip of the Month – Magill

What's Blooming now – Magill

Kudos of the Month – Plunder

Native Plant Garden by Schoolhouse – Murphy

Monarch Butterfly support – Murphy/Heiple

Weed seedling Information Sheet – Heiple/Plunder

Guide to Town Center plantings brochure – Chiariello

Poison Bait advisory – Chiariello/DeStaebler/Heiple

Website upgrade – Plunder/Chiariello

Wells – Bourne

Native and low water use Garden tour – Murphy/DeStaebler

Native Seed Collection and Distribution – Plunder

Open Space oversight – all

Most Important

Spring Down – Plunder/Chiariello/Bourne/Murphy

Town Center – Murphy/Chiariello/Magill

Frog Pond – Heiple/Eckstrom/Murphy

Rossotti's Field – DeStaebler

Ford Field – DeStaebler/Magill

Triangle Park – Murphy/Heiple/Eckstrom

Intermediate

Blue Oaks/Los Trancos Pond – Murphy/Walz

Dengler – Heiple/Magill

Shady Trail parklet – Plunder/Bourne with Open Space

Roadside strips – Chiariello/Eckstrom

Monday, January 14, 2019 11:48 AM

Changes to zoning and low cost housing

Dear City Council and Planning Commission.

Below please find my comments on the current proposed high density housing. You will find further comments on the PV Forum.

The Town Council needs to recognize that this proposal will fail to reach the intended goals of more affordable housing. It is too ambitious.

I lived in a 700sq foot house for 20 years and it was overly large for one - it worked fine for my husband, one baby and myself for the first year of his life. Further I had a 300 sq foot attached apartment that was always in demand by students who wanted to rent it (it was actually affordable). I would recommend we plan on 600sq ft max. No new driverways. Posted no parking on all streets. One story only. Min two extra parking spots. No visible parking from street. Environmentally friendly build (solar, grey water, composting toilets, double pain windows). And most effective, reduced planning/permit/inspection fees for perminate tiny homes. That will be more likely to solve the problem because, as others have pointed out, larger houses will be rented for larger amounts of money and will not count as low cost housing.

This plan as it stands is DOA. Why you ask? Well, the bottom line is that plans to form new Home Owners Associations are already under way because of this zoning change. Portola Green Circle has a low cost association that could be emulated. I encourage all residents of PV to consider their options. There is no way that the residents of Old PV, Los Trancos, the highlands etc are going to become the PV high density gettos. Why should we? And considering the fire access issues Westridge, Blue Oaks and The Ranch should be wondering what the Town Council is thinking? Unless we cut down the oaks on Alpine and Portola Rds we all risk burning up in a traffic jam

The current plan looks to me like another boondoggle for local builders. And of course it will raise fees for the town at our expense. It is also a cheap way to pretend to solve the problem of low cost housing, at our expense. I can see why it has some appeal, but it is not going to actually produce low cost housing. It is already dividing the community.

A little over a year ago the Town did a study and identified several town owned properties they could use for low cost housing. Where is that plan today? My guess is these were found to be too expensive compared to pushing the problem off on specific parts of PV. We should both encourage tiny houses AND build retirement, teacher and first responder town owned low cost housing.

To date bad ideas for high density housing have been thwarted at PV Ranch, Nathorst by the Priory, Blue Oaks, and the current sight of Windmill School. This will fail as spectacularly unless it is SUBSTANTIALY restructured.

So, I will show up and demand that the Council/Planning Commission do better. Or many of us will just get a lawyer, set up a low cost HMO and let you folks actually address the issue by making the whole town take responsibility for low cost housing when the whole town gets sued.

See you on Wed

Meg