



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, August 14, 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** – July 10, 2019 (3)
2. **Ratification of Warrant List** – July 24, 2019 (19)
3. **Approval of Warrant List** – August 14, 2019 (35)
4. **Recommendation by Town Manager** – Reauthorization of the Town Treasurer as the Authority for (51)
Management of the Town's Investment Programs
5. **Appointment by Mayor** – Member to the Parks & Recreation Committee (58)
6. **Report by Town Manager** – Business License Ordinance Exemption (60)
7. **Report by Planning & Building Director** – Contract Amendment with Good City Company for Contract (63)
Planning Services
8. **Report by Assistant to Town Manager** – Adoption of a Resolution Approving & Authorizing Disposition of (74)
Surplus Town-Owned Property
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Disposition of Surplus Town-Owned Property (Resolution No. __)
9. **Report by Assistant to Town Manager** – FY 2019-20 Budget Amendment to Appropriate Funds for Reach (77)
Code Support

REGULAR AGENDA

PUBLIC HEARING

10. **PUBLIC HEARING** – Adoption of a Resolution Approving a Revised Fee Schedule for the Town of Portola (79)
Valley's Administrative, Building, Public Works/Engineering and Planning Departments
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving a Revised Fee Schedule for its Administrative, Building, Public Works/Engineering and Planning Departments (Resolution No. __)
11. **Report by Public Works Director** – Pedestrian Safety Study – Next Steps (144)
12. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (167)
Oral reports arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*
13. **TOWN MANAGER REPORT** (168)

WRITTEN COMMUNICATIONS

14. **Town Council Digest** – July 11, 2019 (169)
15. **Town Council Digest** – July 19, 2019 (175)
16. **Town Council Digest** – July 25, 2019 (197)
17. **Town Council Digest** – August 2, 2019 (204)
18. **Town Council Digest** – August 8, 2019 (215)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 973, JULY 10, 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. Hanlon called the roll.

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

Absent: None

Others: Jeremy Dennis, Town Manager
 Cara Silver, Town Attorney
 Laura Russell, Planning & Building Director
 Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Ellie Ferrari, Willowbrook. Ms. Ferrari said she was at Alpine Rock Ranch recently and noticed a lot of roads cut all over the property and indications that it had been surveyed. She asked if this was being developed or if the topic was still under discussion. Town Manager Dennis said Stanford is preparing to make some sort of proposal for development on the Wedge and have been discussing this with the Town Council for a couple of years. Ms. Ferrari said she thought that property was still under discussion and not yet approved by the community. Mayor Wengert said, although this is not an item for discussion, she allowed John Donahoe, a representative from Stanford, to address the question. Mr. Donahoe said what is going on at the site now is wildfire fuel modification. He said a masticator came out and mowed as much as possible and they currently have goats on the site. He said for environmental reasons, because it is bird nesting season, they had to identify nesting trees so the mower would not get too close. They also needed to maintain a buffer around the wood rats.

John Silver, 355 Portola Road. He suggested the Town look into purchase of the land next to Roberts Market, which is currently for sale. He said there may be a possibility to raise money to help the Town build affordable housing if done in a place where it belongs. He said most of the land already owned by the Town is impossible to develop or needs to be preserved. He said the Town should look further afield, something to bring more people together on, and he hopes the opportunity with the land next to Roberts won't be lost.

CONSENT AGENDA

- (1) Approval of Minutes – Town Council Regular Meeting of June 26, 2019. *[Removed from Consent Agenda.]*
- (2) Approval of Warrant List – July 10, 2019, in the amount of \$288,693.47.

Councilmember Richards moved to approve Item 2. Seconded by Vice Mayor Aalfs, the motion carried 5-0, by roll call vote.

- (1) Approval of Minutes – Town Council Regular Meeting of June 26, 2019. Vice Mayor Aalfs moved to approve Item 1 as amended. Seconded by Councilmember Derwin, the motion carried 5-0.

REGULAR AGENDA**STAFF REPORTS AND RECOMMENDATIONS**

- (3) Study Session – Future General Plan Update

Mayor Wengert said there has been some misconception about the General Plan Update that it's tied to other initiatives on the housing front. She said the reevaluation of the General Plan is an entirely separate exercise that is required by law. She said this is not a subversive effort to change anything that is the heart of this community. She said things have been excerpted from minutes and put together out of context. She asked that those with questions read the minutes in their entirety to understand the true context.

Planning & Building Director Russell described the Town Council's study session held May 8, 2019, to consider whether the Town should undertake a comprehensive update to the General Plan. The minutes from that study session and the PowerPoint presentation were included in the staff report. She described the background information, the discussion items, and the fiscal impact as detailed in the staff report.

Planning & Building Director Russell noted that undertaking a comprehensive update to the General Plan does not mean a change in major values and policies and in fact may be an affirmation of those values and policies. She said it would include looking at the General Plan, revising language, removing things that are no longer relevant or have already been implemented, and then bringing forward some best practices to make sure the best tools are in place to reinforce those values. She said it should be consistent, clear, up-to-date, and easy to understand.

Town Manager Dennis said a General Plan is typically intended to serve a community for approximately 15 to 20 years. During that period of time regular check-ins and updates should be done, with a more comprehensive update being done at 15 or 20 years. He said the last major update to the General Plan was in 1998. At that time it was described that it was intended to be a plan carried out over the span of approximately 15 to 20 years.

Mayor Wengert explained that the subcommittee has not yet met and this is the second meeting the Council is having before beginning that work.

Mayor Wengert invited questions from the Town Council.

Councilmember Derwin asked for clarification regarding the fiscal impact of \$50,000. Town Manager Dennis explained that the \$50,000 will cover the first phase of the RFP. He said it will be brought back in September after the Council has directed the subcommittee to bring in a consultant to look at issues where the staff does not have expertise. They will then bring back a report so the Council can decide what the scope of any General Plan update will look like.

Councilmember Derwin asked what regulatory body monitors General Plan changes or comprehensive reviews and if there are penalties for not doing it. Town Manager Dennis said cities have been sued for not updating elements of their General Plan, particularly the Housing Element. He said there is not a specific penalty if you go to year 21 when it was supposed to be done in year 15 or 20. He said he does not recall all the State agencies that play a role, but HCD would be one.

Mayor Wengert invited public comment by those who filled out speaker cards.

Helen Quinn, 10 Bear Paw. Ms. Quinn agreed the General Plan needs to be updated. She requested that there be citizen participation from the beginning of the process so it is completely transparent. She suggested it would be valuable to have a few volunteers be included in the process as observers and also to bring historical memory of the town into the process. She said considering the insecurity many of the townspeople have about the way the housing process happened before they noticed it, the General Plan process should be very transparent from the very beginning. Ms. Quinn said the town was the first in the country to bring earthquake and landslide safety into the zoning regulations and it is still a high priority. She said before a consultant is hired, she would like to hear the Council affirm that there are certain principles of the town they want the consultant to take into account – the value of open space, slope density, setbacks, etc. – the necessary pieces that make this town what it is and have been part of the history. She said those items should not be on the table for a consultant to consider but should be affirmed by the Council as the principles the consultant should work to.

John Silver, 355 Portola Road. Mr. Silver agreed with Ms. Quinn. He said he has not seen the out-of-context excerpts Mayor Wengert referred to and does not share those concerns. He said he believes that the Council would only hire a consultant who valued the things Ms. Quinn mentioned, and they should make sure that any consultant they do hire understands those values. He said because they didn't think to take notes at that time, a lot of the history about why decisions were made may have been lost. He said there was a 1994-'95 petition with 1,200 signatures for a citizens committee to be appointed to do a comprehensive review of the General Plan, which had support from Spangle & Associates. He agreed it was time to do a comprehensive review and that members of the public should be included as early as possible in the process. He said it is important that notes are kept documenting the process.

Dave Strohm, 267 Mapache. Mr. Strohm has lived here since 1991. He said he previously lived next door to Helen Quinn at the PV Ranch where they had the world's best views of the Frog Pond and surrounding natural environment. He said he is co-chair of the Westridge Committee. He said he is speaking for himself but also a lot of his constituents who elect him every other year. He said he is encouraged by Mayor Wengert's comments about there being no predisposition or agenda driving the General Plan review. He said there have certainly been concerns about that and it doesn't help that this is coming in the midst of some very controversial initiatives by members of the Council with regard to housing projects that will impact the community. Mr. Strohm asked that there is complete disclosure of any policy agenda by each member of the Council involved in the process. He said this is extremely important because when the execution of the process gets turned over to paid consultants, who are hired by Town staff, who are directed by the Town Council, the consultants will do what they believe to be the objectives of the people who have hired them. He said if there is a policy initiative that is not disclosed and gets transmitted to Town staff and then a consultant, it will be reflected in how that consultant solicits, reflects, and possibly deflects public opinion. He said there are members of the community who are now extremely unhappy about the processes that have been run with regard to these housing issues because of the way the public meetings have been held and pasteurized by consultants so that there is no opportunity for dialogue between those elected by the people and the people who might wish to have their voices heard. He said he comes from an environment with a committee of five people, zero staff, with no insulation from their constituents by consultants or paid staff. He said they hear from the constituents directly on everything they think is being done right or wrong in their community and, more broadly, in town. He said this is representative of what town democracy is all about, where people who are elected ought to be directly accountable to the people that have put them in those positions. He said he is quite concerned about launching another consultant-driven process where there is a highly stylized mechanism for inviting people to sit at moderated tables with a paid consultant who decides what gets reflected or deflected or forgotten in the feedback process. He said there is an unparalleled amount of division in the town right now around certain policy issues and the General Plan is going to be front and center in the interpretation of those policy issues going forward. He said he anticipates a lot of interest in the electorate in understanding how the direction of the General Plan review is being provided. He asked that there be an agreement here that there will be complete disclosure, all State laws will be abided by, including the Brown Act, that the meetings of the subcommittee will be open to the public, that the mandate to the consultant will be completely visible to the public, how the consultant is directed as to how to interact with the populous and how to receive their feedback is also completely visible to everyone in town. He said this must not become a filter where nobody understands how it operates and therefore distrusts the outcome. Mr. Strohm said that he joined the Committee shortly after Bill Lane resigned. When Mr. Lane resigned, he funded a litigation reserve for the Westridge Committee. Westridge is the organization that in fact founded the town, and the incorporators of Westridge were instrumental in the foundation of Portola Valley and the construction of its government. Mr. Strohm said Mr. Lane was extremely sensitive to the child is the father of man. He said that last night the Westridge Committee decided to retain counsel for the first time in their history because they are unhappy about the way the ADU ordinance was processed here and the lack of transparency. He said the ADU ordinance has put Westridge in a position where the ability to continue to sustain and implement their CC&Rs is threatened and they need to have counsel in place to do that. He said every one of their residents bought their property on the premise that those CC&Rs would be fundamentally their future. He said to the extent that this process, and some of the housing initiatives currently before the town, threaten to change the character of the community, they will have counsel involved. He said in the spirit of congeniality and a good tenor in this town, he hopes that everything that is done around this process has that degree of

transparency and openness. He said in the past, going back to 1998, friends and neighbors were involved in an open citizen feedback process that was not managed by consultants.

Betsy Morgenthaler, 500 Portola Road. Ms. Morgenthaler was supportive of Mr. Strohm's comments. She said strong beginnings will set the tone of everything that is to come. She urged that this be a more inclusive process. She said she sees it as highly protective of the Council. She said she deeply respects the time and expertise they bring to this process and how painful it can be to be deep into a process and then for the first time hear an outsider's point of view that they didn't see coming. She said Planning & Building Director Russell suggested that after the initial research phase would be the time to talk about involving the right people in a future phase. She said it is very important to do that in the initial phase, in order to avoid those emotional moments that they have seen. She said Mayor Wengert said the research is very important and the scope will direct where we are headed. She said Town Manager Dennis sees it as an opportunity to see what kinds of improvement should be looked at. She said directing where we are headed is an important time to include those very right people. She said a comprehensive plan can only be comprehensive if it includes everyone.

Randy True, 4860 Alpine Road. Mr. True said the General Plan may be the key to possibly the only defense of town municipalities to protect themselves from upzoning from SB-592. He asked that that consideration begin immediately because it could pass on September 1. He said it is unfortunate that the Town must consider removing the flexibility to grant variances but that is what the State is forcing communities to do. He said if SB-592 passes, communities all across the state will be reorganizing into HOAs or immediately trying to update their General Plans and he would like to see Portola Valley get ahead of that. Mr. True said that coming from San Francisco, he anticipated a boring, small-town council meeting and the ADU issue was more controversial than he expected. He said he was extremely impressed by the presentation and reassured by the process. He was, however, extremely disappointed and felt disrespected at the June 1 meeting because of the inability to engage, which is key, and there are so many questions about the issue. He acknowledged that he is still coming up to speed and learning about the previous efforts to develop affordable housing. He said coming from San Francisco he is very familiar with dysfunctional, highly polarized community meetings. He said he attended many homeless coordinating board meetings in San Francisco. He said he was quite disappointed at the June 1 meeting to see the barriers, prevention of disengagement, and not addressing or providing a way to address key questions a lot of people had.

John Silver, 355 Portola Road. Mr. Silver said a lot of the public may be unaware that the June 1 meeting was in no way a substitute for the law, ordinance, or General Plan amending process of this Town. He said, given there was an undercurrent of controversy, he did hear people frustrated by the fact there wasn't a way to bring everyone together and discuss as a big group. He said that meeting was an overlay, an extra, and not a substitute for the basic process of interactive democracy, which California law and the ethics of the Town would always require. He said he feels bad to hear the fear from some of the speakers but understands it if people do not have experience in the process. He said whatever happened on June 1 has nothing to do with the basic process of taking a comprehensive look at the General Plan. He said whatever consultant is hired will not be George Mader, Tom Vlasic, or Bill Spangle, but will be someone new and younger, and the Town needs to be careful of that. He said the Town must be very inclusive from the start, especially with the ruffled features some in the public feel.

With no additional public comment, Mayor Wengert brought the issue back to the Council for discussion. She noted that the conversation tonight has taken a different turn from the actual agenda item. She said certainly the most difficult comment heard was that this is not an open process, particularly related to the ADU Ordinance. Mayor Wengert said that was a long and massively complicated process that spanned 12 Planning Commission meetings, multiple Town Council meetings, and endless communication with the community both through the extra convenings as well as the discussions held at the Council. She said it is very difficult for her to accept any commentary that would suggest that their process is not always open because it is simply not true. She said every meeting is noticed and every meeting is open to public participation. She said there are no meetings being held amongst her colleagues in which they are moving ahead with anything without the public's ability to participate. With regard to Mr. True's comment, Mayor Wengert said they are trying very hard to avoid what is coming from the State. She said if there are

litigation dollars being set aside, she suggested they be directed at fighting the State. She said the Town representatives have been attending meetings and talking to Assembly and Congressional representatives to advise that no one is happy with what is coming out of Sacramento. She said it is not possible for the Town to address the things that would need to be changed in the General Plan between now and September, when SB-592 is likely to be voted in. She said at that time those litigation dollars will be much better used to fight the State because the rules that will be coming that will trump the Town's existing ordinances could be very significant. She said this is the context under which the Council has been operating and they have all been working very hard to make sure they are doing the best they can to try and move things forward before the State comes in on all of us and makes decision for us. She said SB-592 was a cosmetology bill until about three weeks ago.

Mayor Wengert brought the discussion regarding agenda item back to the Council for discussion.

Councilmember Hughes said the subcommittee has not met yet and he does not yet know what goes into the RFP. He asked if the scope was purely selecting a consultant to review the General Plan within six months or if it is much more constraining with more specific detail. He said his general understanding was it is something akin to finding what consultants might be interested in working on in the Town's General Plan, a general review and laying out some broad guidelines on what type of work to do. He said his understanding is that after that there will be a whole process of selecting a consultant from the responses. He said there is a lot more process before thinking about what sections of the General Plan might be changed.

Planning & Building Director Russell said Councilmember Hughes is correct. She said it is important that in the first step, drafting the RFP, some reasonable expectations are set about the type of work that would be undertaken in the first investigation and research phase so interested consultants can bid appropriately. She said when an RFP is issued, the city or town should give broad guidelines, and the responses from the qualified consultants will provide a lot of information. She said that would then be shaped and a contract would be entered into, which would be more specific.

Town Manager Dennis said this two-prong approach is unusual and not how other communities usually handle this. He said other communities typically hire a consultant because the amount of work required is too massive to be done in-house. Town Manager Dennis said he and Planning & Building Director Russell wanted to use this two-pronged approach to provide an opportunity for someone independently to come in to examine whether the content is up to date, not whether the ethos is up to date. He said they want to make sure to dot all the I's and cross all the T's related to 20 years of State law, if there are new best practices in General Plan construction that makes sense, etc. He said this first three-month phase has nothing to do with what makes Portola Valley Portola Valley and nothing to do with making modifications or recommendations for changes. He said it is to provide a report on what a scope could potentially look like, what may be required to bring the General Plan up to a level of comprehensive update that the Council is comfortable with. He said the hope is in the first round a consultant is found that the Town can continue with, but if it doesn't work out, a new consultant can be found for the next phase. He said the goal is to find someone who has worked in communities like Portola Valley – smaller, engaged, and with particular issues related to rural character. He said they do exist. He said there are firms that the Town would never want to engage with because they do not understand a community such as Portola Valley. Town Manager Dennis said once a report is provided to the Council, the Council can at that point make a decision that we don't need to do anything, we should do something, or we should do something comprehensive. He said that is where the full-blown engagement process will occur. He said he ran the General Plan in Palo Alto. He said before important conversations occur, the Council will have study sessions with the Planning Commission to hear from the community, then a community input group such as a citizens advisory committee will meet and add input into every single element of the General Plan. He said adding the extra step was to provide some level of comfort about what may be necessary to do from a compliance and best practice standpoint before having the appropriate broad engagement process. He said it is impossible for a General Plan update to be done without an independent citizen advisory committee advising and providing feedback to the Council and the Planning Commission.

Councilmember Derwin said the initial small group that will work on the RFP and the consultant is Councilmember Richards, Councilmember Hughes, Planning & Building Director Russell, and Town Manager Dennis. Town Manager Dennis said the intention tonight is to receive further Council input into what the subcommittee should be doing. He said there will be an interim process because when they find a consultant, they will then come back to the Council to sign agreements.

Helen Quinn asked if the initial process is to look for contradictions and inconsistencies between the State rules and the Town rules, determining the areas where work is needed. Town Manager Dennis said that would be one piece of it. He said it would not be for the consultant to dictate the quality of the work, which will come at a much later time.

Mayor Wengert said the initial request for the subcommittee is almost an administrative task. She came up with four categories – correct, consolidate, update, delete. She said they will find General Plan provisions that no longer apply, things that are arcane, and will require an administrative overview by someone up-to-date on all municipal code, newest laws, green building, fire safety, seismic, etc., to determine where work is needed. She agreed that there is no way they would ever tackle the bigger issues such as values, etc., and how that translates into some of the other more relevant sections of the General Plan without massive citizen input and that has never been the intention. She said they also used consultants for this back in 1998 because it is necessary to have someone who knows all the rules and regulations and works with the code all the time.

Councilmember Richards said the Council needs to find a consultant they can work with and who understands the town and will take them forward in a pleasant manner.

Councilmember Hughes said he appreciates the public's desire to be involved in every step of the process. At the same time, he said he is mindful that there are certain technical steps to the process, such as hiring a consultant to get the process started, where he is hesitant to have the process take an incredibly long time due to having a lot of meetings where people want to already advance forward to the meetings that will occur next year once the framework is established. He said he's trying to figure out how they can provide some level of public visibility into the process without necessarily slowing down the early steps too much. He said there won't be anything controversial there and the work just needs to get done so the real process can be started and then the more involved discussions can begin. He said he could be supportive of the subcommittee meeting being held in the Town Hall meeting room where people could sit and observe. He said he doesn't want to set up a process so complex it will stop the issuance of an RFP in the next month.

Councilmember Richards said the Town is known for things taking a very long time because they always involve everyone and that will not change. He agreed with Councilmember Hughes about this part of the process, though, and agreed that perhaps a way could be worked out so that people could sit in and listen in. Councilmember Hughes said he does not even know how common it is to have a Council subcommittee be involved in issuing RFPs for consultants. He said this is already a step toward supervising what staff is doing in terms of hiring a consultant.

Vice Mayor Aalfs suggested the subcommittee be allowed to work with staff on it and bring the RFP back for a public hearing for people to comment on it as a draft product. Councilmember Hughes said that was the initial intention. Councilmember Derwin said that is how they do it at C/CAG. Mayor Wengert said it is done that way everywhere else. She said everyone will fill out the RFP based on their firm's or their individual qualifications, but it will be the fit – the understanding of this kind of environment and this kind of process. She said that's the judgment Councilmembers Richards and Hughes would bring to that part of the process. She said no one is making decisions at that point, so it is not the time for public input.

Councilmember Derwin said there are two parts – the mechanics and the poetry. She said she trusts Councilmembers Richards and Hughes, and the staff to make the right decision with regard to the mechanics. She said the poetry is where the public gets brought in.

Councilmember Hughes said with regard to public contact and communication through any processes that happen in town, this is not San Francisco. He said anyone can call, email, or have coffee with any member of the Council. He said the population just isn't that big and the demand on their time from the citizens is not that large. He said no Councilmember has ever turned down an invitation to coffee or not answered emails or phone calls from constituents. He said organized public meetings are not the public's only opportunity to talk to them. He said the Council is comprised of fellow residents and citizens. He said they are perfectly happy to talk to anyone at any time about issues going on in town. He said there are limitations under the Brown Act on how much they can act and form decisions outside of public meetings, but that does not mean they can't talk to citizens about issues they care about. He welcomed anyone to talk to him at any time about anything they want.

Councilmember Hughes said there was a question about the policy positions of the people going into this. Councilmember Hughes said his policy is he would like Portola Valley to be the best place in the world to live and for it to stay that way. He said he has no further policy beyond that.

Councilmember Hughes said in terms of the consultants directing the process, he has never seen that in Portola Valley. He said consultants have helped to manage the format of certain meetings. He said, again, it's a communication issue. If there are 100 people in a room and there is no process for managing that, the meeting will be ineffective. He said at Council meetings or any public meetings anyone is free to come up to the microphone and speak for three minutes. He said outside of those meetings anybody is free to send emails, call them on the phone, go out to coffee, etc. He said consultants do not direct the processes of the town and the town is run by the citizens.

Councilmember Derwin said she thinks she's been very clear about her views. She said when she completely lost control at a meeting, broke down in tears, and ran out, that was quite transparent. She said she has been called a lot of things, but she does not hide where she is at. She said she completely believes that adding more housing to help the housing crisis is possible while still retaining everything Portola Valley has. She said the town has plenty of room and is very creative.

Vice Mayor Aalfs said he views this process as far more of an administrative exercise than a change of any policies. He said he's lived here 13 years and plans to live the rest of his life here. He said he wants this place to stay more or less the way it is. He said his email address is on the website. He said they answer emails and phone calls. He said he has sat with dozens of citizens over the years to talk about things and will continue to do so.

Town Manager Dennis asked for feedback from the Council to the subcommittee on anything specific they'd like them to consider when looking at a consultant, knowing that this is administrative.

Mayor Wengert said they should look at time and cost and if they will have the ability to accelerate if there is a need to do that. She said, in thinking about some of the things that might be coming from the State, if there is a need or desire on the part of the community to do anything in response to things before they happen, she would be interested if they've had any of those requests from other municipalities.

Councilmember Hughes said he does not know how to reconcile that with extensive community involvement and comprehensiveness of the review. Mayor Wengert said she understands that concern. Councilmember Hughes said there might be a situation where they may want to split something off that's a noncomprehensive update in order to get something done on an urgency basis. Mayor Wengert said she does not think Portola Valley will be the only municipality asking this question.

Town Manager Dennis said he suspects that any law that comes out of the State of California will trump the General Plan and will also likely trump HOAs at some point.

Mayor Wengert said mostly it is timing, process, availability, and cost. She said it will be expensive. She said there will be extensive public outreach once they get to the issue-specific part of the General Plan, not the administrative side.

An unidentified resident from the audience said he sees a lot of nervousness among the Council and a lot of people worried about the latest thing that happened in Sacramento last Tuesday. He said the homeless crisis has been in the Bay Area through many decades. He said if the State comes through with something really quick and we have to redo it anyway, let's do our thing correctly now and deal with the State when it actually comes down, because things have changed repeatedly and might change again.

(4) Recommendation by Town Attorney – Consideration of CalWater's request to support State Legislation Immunizing Water Agencies from Inverse Condemnation Liability in Wildfire Cases

Town Attorney Silver explained the background of CalWater's request and the discussion items, as detailed in the staff report. Staff recommended that the Town Council consider CalWater's request to support state legislation immunizing water agencies from inverse condemnation liability in wildfire cases.

Mayor Wengert invited questions from the Council.

Councilmember Derwin said when she was at the Silicon Valley Energy Summit, one of the panels addressed the liability of the utilities for disasters. She said one of the panelists was Michael Wara, who is a Commissioner on the California Commission on Catastrophic Wildfire Cost and Recovery. She said Mr. Wara said their role was how to socialize cost from disasters such as wildfires and their first recommendation was to reform the inverse condemnation doctrine, but that is very unlikely to happen. In response to Councilmember Derwin's question, Town Attorney Silver said she does not know if anyone has been identified to carry the legislation. She said it is not clear to her if there could actually be legislation since it is a Constitutional principle, typically requiring a Constitutional amendment.

Councilmember Hughes asked if CalWater is a public agency or a private company. Town Attorney Silver said she believes they are subject to inverse condemnation just like PG&E. Councilmember Hughes asked in what way PG&E is a government agency that would be covered. Vice Mayor Aalfs said they are both utilities regulated by the State. Councilmember Hughes asked if there was some level of regulation at which an entity becomes liable for inverse condemnation. He said PG&E and CalWater are for profit companies at some level. He said if the expected behavior is that they should be able to put out a fire, but they fail to do so, then they did not perform the work they were supposed to perform. He asked if a fire engine caught fire and wasn't able to put out a fire, if the fire department would then be liable for not putting out the fire. He asked if the police did not prevent someone from burglarizing his house, if they would be liable for the burglary. Town Attorney Silver said under inverse condemnation theory, yes; however, there are immunities. She said case law has held that water agencies, even though they have a quasi-public status, are subject to inverse condemnation. She said they do not, however, have all of the immunities that public agencies have. She said if a fire department or Sheriff's department were to be faced with a similar lawsuit, it is likely they would assert these immunities.

Vice Mayor Aalfs said at the Silicon Valley Energy Summit there was a separate panel that specifically talked about PG&E and this question. He said Ralph Cavanaugh of the NRDC pointed out that California is the only state that does inverse condemnation to this extent. He said most states have a liability but there is also a negligence standard. He said California is the one State that does not have the negligence standard. He said Mr. Cavanaugh said it is really not so much based on the Constitution as it is on a handful of cases at State and Appellate courts where inverse condemnation was upheld. Town Attorney Silver said that is correct in that a takings claim is founded on the Constitution. She said inverse condemnation is founded on the Constitution, but the Constitutional language does not expressly authorize inverse condemnation, so the courts have interpreted it. She said the California courts have interpreted it more liberally than other States.

Mayor Wengert said one of the standards mentions damage that occurs in substantial part because the public improvement failed to function. She asked if that was intended to be so broad as to suggest that if a piece of equipment is destroyed by an earthquake, run over by a truck, burned by a fire, etc., it is still their responsibility to have an operating piece of equipment. She asked if the interpretation was broad enough that people could suggest the entity should have been able to function even if their facilities were burned. Town Attorney Silver said that is correct.

Mayor Wengert invited Dawn Smithson and Shannon McGovern from CalWater to comment.

Dawn Smithson, District Manager, Bear Gulch Water District, introduced herself. She invited anyone to contact her for any questions to do with CalWater.

Shannon McGovern, Regional Community Affairs Specialist, introduced herself. She explained that CalWater is not a public agency. She said they are a private company, an investor-owned utility that is regulated by the CPUC. She said they also receive oversight from the Department of Drinking Water and the State Water Resources Control Board. She said the CPUC decides ultimately what they can build, when they can build it, what they can charge, and what they can earn. She said there are multiple layers of oversight to ensure that projects that ratepayers are charged for are done in a timely manner, are cost effective, and are working properly.

Ms. McGovern said CalWater is part of a broad coalition of water providers, including other private companies, municipal water providers, special districts, labor unions, and other community and statewide organizations. The coalition was formed because the consequences of not correcting this inverse condemnation issue could be potentially catastrophic. She said a specific example is the wildfire damage to the Yorba Linda Water District, a municipal water provider. Some of their infrastructure that was in perfect working order was damaged in a wildfire, making them unable to provide water to one section of a neighborhood, resulting in the loss of 12 homes. That water district, under the current inverse condemnation standard, was held liable for that and a judgment was delivered against them for nearly \$70 million.

Ms. McGovern explained that that kind of potential liability puts infrastructure investment in other efforts around clean water goals, climate change action plans, very difficult. She said CalWater is seeking a very narrowly-focused carveout from the Constitutional language that makes changes to the strict liability standard. She said CalWater is proposing and supporting a fault-based liability standard. If a water provider is negligent in upkeep of their facilities and they are in any way at fault, then by all means they should be held accountable.

Ms. McGovern said their proposal is strictly for water providers and they are not proposing or advocating for immunity from any electric company. She said they have had numerous conversations with the administration and legislature who do understand the seriousness of this issue. She said even though the language is not inserted in the current bill that is going to be voted on tomorrow in the Assembly, which has already passed the Senate, it does not mean that this subject will not be included in the fire preparation response and recovery plans. She said they do not have language crafted yet and they are not asking the Town to blindly approve language that doesn't yet exist. She said they are asking that the Town agrees with the findings of the Wildfire Commission that changes need to take place to ensure that water providers are able to protect the communities they serve. She said the Commission states: "The current interpretation of inverse condemnation holding utilities strictly liable for any wildfire caused by utility equipment regardless of standard of care or negligence, imperils the viability of the state's utilities, customers' access to affordable energy and clean water, and the state's climate and clean energy goals; it also, does not equitably socialize the costs of utility-caused wildfires." Ms. McGovern asked that the Town support the Wildfire Commission's recommendations and that a legislative fix is worked on at the State level.

Mayor Wengert invited questions for CalWater.

Councilmember Hughes asked why inverse condemnation covers CalWater as a private company. Ms. McGovern said because they are a regulated utility and a provider of critical infrastructure as deemed by the Department of Homeland Security.

Councilmember Hughes said the lawsuit involving Yorba Linda Water District was a municipal water agency, which is a government entity, so he clearly understands why it would apply there. He said he also understands the intended shift in liability from a municipal agency to the homeowners who houses burned down. He said he does not fully understand it in the context of a private company.

Mayor Wengert said the distinction is not public versus private but that all water utilities are under CPUC control. Vice Mayor Aalfs said the other distinction is that they are infrastructure. Ms. Smithson said public agencies are not subject to review or regulation by the CPUC. She said the commonality between the public and private is they are all water providers, regardless of public or private. She said the governing structure that a municipality has is the 218 process, in charge of rates and upgrading infrastructure. She said the governance process that CalWater has regarding setting their rates and what they can bill customers for comes from the CPUC.

Councilmember Derwin asked if PG&E or any other energy companies are also seeking this remedy. Ms. Smithson said she had no idea. She said their request is strictly for water providers. She said they are not in discussions and none of the efforts are being done on the behalf of or coordinated with any electric provider.

Town Attorney Silver said the Governor's Commission on Wildfires did recommend that this inverse condemnation standard be changed for both electric utilities as well as water utilities. Ms. McGovern said that is correct but the letter they are asking the Town to support does not include electric companies.

Councilmember Derwin asked if other municipalities had signed on to the letter. Ms. McGovern said CalWater had this conversation with the City of San Mateo's Legislative Affairs Committee (City Manager, City Attorney, Mayor, and Vice Mayor) and their questions were answered to their satisfaction. She said it is being agendized on their Consent Calendar to approve on Monday. She said it is also under consideration by the City of Menlo Park.

Vice Mayor Aalfs asked if CalWater was asking the Town to support specifically Findings 3 and 4 that deal with inverse condemnation. He said the letter included in the Council packet seems quite vague. He asked if there was a separate letter. Ms. McGovern said the intent of this effort is to protect and ensure the continued investment in water systems which are essentially a Town's fire suppression mechanism, not to indemnify or provide immunity for anything they are at fault for. They are asking the legislation and administration to adopt a fault-based standard and not hold water providers at fault for a fire they didn't start.

In response to Mayor Wengert's question, Town Attorney Silver said the item was agendized so the Council could take action of support if desired or take the position that they don't want to take any action at this time. She said they could also ask for staff to research further and bring it back to the Council at a later time.

Town Manager Dennis said he also had difficulty understanding the legal aspects of this. He said the primary issue for him was understanding the state of the Town's facilities and how they would handle a fire situation, power shut-offs, etc., which led to a good conversation with Ms. McGovern. He said he suspects there will be much longer-term conversations with all utilities to understand how to harden their facilities.

Councilmember Hughes expressed concern that the removal of this liability might reduce the incentive of the utilities to harden their facilities. Ms. McGovern said they have a very strict governance standard by the CPUC. She said when they go through the process with them every three years to make requests for infrastructure upgrades in Portola Valley, they have to do a very extensive breakdown of what they propose to do and what they propose to charge for those upgrades or improvements or replacements. She said they thoroughly examine everything that has a dollar sign attached. She said the follow-up is also very extensive. She said if their equipment and infrastructure is not maintained to the highest standard, they run the risk of not getting future projects approved. She said they are held to a very strict standard and they take great pride in the quality, upgrades, and maintenance of their infrastructure. She said they are in the process of making sure that all of their infrastructure is prepared for a catastrophic natural event or otherwise. She said having this indemnity would in no way hinder their ability or desire to ensure that they provide water for effective fire suppression.

Ms. Smithson said even when the utility is not at fault, it is a very long, arduous, and painful journey to show that they were not negligent. She said CalWater wants to ensure there is never a hint, a sniff, or a glimmer of negligence found. She said if they are even marginally at fault, they will pay the consequence, which is why they go the extra mile to ensure the quality of their infrastructure.

Mayor Wengert invited questions from the public.

Ivy Margolis, 112 Groveland. Ms. Margolis said she does not understand the legal theory for inverse condemnation. She asked if it required any kind of taking of property on the part of CalWater. Town Attorney Silver said it requires taking or damaging the property. Vice Mayor Aalfs said because the utility failed to perform as intended and damage resulted, that property damage and the cost of it is considered a taking. The taking is a result of infrastructure not functioning the way it was supposed to function. Ms. Margolis asked if the water company was asking to eliminate liability for a pump station burning up, for example. Town Attorney Silver said that was correct. She said the utility's position is that the PUC that regulates utilities does not require that the particular pump station or infrastructure that was involved in that fire be undergrounded or secured in a way to avoid fire and only required that it pump and deliver water. Ms. Margolis said that is what the regulatory body requires the utility company to do, which is a different issue. She said the law of inverse condemnation provides a different base for the property owner to sue the utility company, which in this case contributed to the burning down from the fire. Mayor Wengert said this discussion was becoming too technical. Ms. Margolis said the technicality is important because if that is the question, and it's been proven that the utility company has contributed to the fire because of a legal threshold that they failed to satisfy, by lowering the threshold or increasing the plaintiff's burden of proof, property owners have no recourse should the utility company drag out an expensive lawsuit. She asked the Town Council to reconsider signing because there are very complicated legal issues that people in the policy realm have not even been able to come to grips with. She questioned how the Town could sign up to support on the one side of the utility company based on a single meeting.

Hearing no additional comments from the public, Mayor Wengert brought the item back to the Council for discussion.

Councilmember Richards said at first glance this seemed so simple but is clearly not. He said he would hate to see the water system disrupted. He said if our legal system puts the utilities susceptible to seemingly unreasonable lawsuits, whether public or private, then it should be addressed, because the Town relies on them for a critical resource. He said he understands the concerns.

Councilmember Hughes said he agreed with Ms. Margolis's assessment that there is clearly a legal theory. He said hundreds of hours of attorney, judge, and jury times have gone into looking at this question and legal precedents don't arise out of nowhere. He said one element or angle is being presented regarding this clearly very complex issue, clearly more complex than discussed fully here tonight. He said there are two appeals court decisions in two different districts in California that have confirmed that private utilities can be held liable for inverse condemnation under certain circumstances. He said he just can't support one side or the other without fully understanding all of the issues on both sides. He said the law would only be the way it is if there were good reason after much discussion, argument, judicial opinion, appeals, investigation, etc.

Councilmember Derwin said CalWater's request is reasonable and is backed by the California Commission on Catastrophic Wildfire Cost and Recovery. She asked who would bear the cost of the wildfire damage if this legislation is passed, because this could mean one less entity that the homeowners can go to get their money for their burned down house. She said there should be some sort of plan for socializing the cost so that homeowners will still be able to rebuild their homes. She said this is part of a solution but the other side must be looked at as well.

Vice Mayor Aalfs said the devil in the details of this is that an inverse condemnation basically says a utility is liable under certain circumstance with virtually no burden of proof. He said California is the only state that makes that extreme interpretation. He said if that liability is taken away, it must be replaced with

some kind of negligence standard, which is difficult. He said this bill talks about removing the inverse condemnation without a replacement. He said he would be more inclined to support something after having seen the legislative language.

Mayor Wengert agreed with Vice Mayor Aalfs. She said she has the highest respect for CalWater and all they do for the town, and the top priority is fire protection and prevention, but there is something missing in the Council's ability to assess this fully with a replacement standard. She said as a policy issue, it sounds like inverse condemnation is a Catch 22, particularly for a water agency, and it clearly bears reform. She said she would support a reform initiative.

Councilmember Hughes said inverse condemnation applies to private entities because they are granted a monopoly to be the sole provider for a given area. He said if this burden is transferred from these monopoly-granted, private, for profit companies to individual homeowners, the property owner still has no ability to control what water company operates in their neighborhood and have no ability to control the function of the water supply, its resiliency to fire, etc. Someone from the audience said it would be between the utility and the fire insurance company. Councilmember Hughes said those insurance rates are paid by the property owner. He said that may be why inverse condemnation makes some amount of sense.

Mayor Wengert said what is missing in the inverse condemnation is a reasonableness standard. She asked if it was reasonable in today's environment to expect any utility to have fireproof equipment when it has not been set out by anyone as a primary goal. She said the goal tonight is not to debate inverse condemnation in general. She said the Council may not have provided CalWater with what they were hoping for, but hopefully they see the Council would likely be open to hearing a more fully developed legislation with a replacement standard.

Ms. McGovern said that is exactly what the letter is asking – to advocate for legislative language to provide clarity and replace the strict liability standard with a fault-based standard so that municipalities and credit companies are not held responsible for a fire they didn't start. The letter is urging the government and legislature to provide a legislative fix, not to give immunity and not to give a blank pass to water companies. She said it is important to note that three water providers that have been sued – the Yorba Linda case, which has been settled, and two others that are ongoing – are all public municipal water companies.

Mayor Wengert asked for the Council's opinions after the clarification that the letter was not opining on inverse condemnation but was suggesting legislative change.

Councilmember Hughes said he does not support the letter because he does not know whether or not legislative change is needed.

Councilmember Richards said he supported the letter.

Councilmember Derwin said she remains concerned about what happens to the homeowner whose house burned down if all the utilities can carve out the no-fault standard. She said she wants to see something as discussed at the seminar, socializing the costs, creating risk pooling mechanism for the entire state wildfire system, a giant pool to cover losses. She said she wanted to see a broader initiative that would cover this issue as well. She said she agrees it's not fair to fault the water company if their equipment burns down in a fire they didn't cause and they can't fight the fire, but she's worried about the homeowner at the end of the road.

Councilmember Hughes said a monopoly is not a free thing to give. He said as a community we've granted a monopoly to certain utilities, which comes with responsibilities on their part. He said he has a problem with changing that agreement between the public and the company to which they've granted the monopoly. He said the courts have decided the utility needs to make sure they can put out fires and he has a problem with them not being held responsible, even if they fail to live up to that, while retaining their monopoly power to keep all those customers with no competition.

Ms. McGovern said the CalWater was in no way trying to indemnify themselves from liability or responsibility for something they are found to be at fault for. She said they are asking the legislature to provide a fix so they can ensure socialization of these costs so there is fairness to homeowners and fire victims so that one victim of a fire (a homeowner) doesn't have the ability to sue another victim of the fire (the water company) because there is no fault. She said the only thing that this letter states is that the language is flawed and needs a legislative fix to be more fair and equitable to the companies that provide water for firefighting and homeowners that need protection from these wildfires. She said the fact that they are the sole water provider in a community really doesn't make them any different from if the City were the water provider. People still don't have a choice where they get their water. She said the fact they are the sole water provider doesn't come into play here. She said because there is a very large wildfire fund being established for the electric utilities has nothing to do with the water providers. She said they are asking for the legislature and administration to act to correct a flaw in the liability standard language, not to give them a pass. She said they are asking the Council to agree and support the findings of the Wildfire Commission and the coalition made up of water providers throughout the state – public, private, special district, and the employees that work for them – which a legislative fix needs to occur.

Councilmember Richards said the letter's request is narrow and does not go far enough to make specific changes other than a request to not be held liable for a fire they didn't start. Vice Mayor Aalfs said he could envision a situation where the water utility didn't start the fire but did not maintain their station properly. Councilmember Hughes said they also could have maintained it satisfactorily, but did not design it to be fire resistant.

Mayor Wengert said the point that resonates is that the homeowners may not be protected under all scenarios. She said there cannot be a full understanding because the legislation has not yet been written. She said the letter is one of support, agreeing that the standard appears to be flawed, and calling out for reform. She said she could support the letter but would want a follow-up.

Vice Mayor Aalfs said he supports the sentiment and could support the letter understanding that it will lead to a process.

Councilmember Derwin asked if it meant the Council was committing to the legislation if they supported the letter. Mayor Wengert and CalWater said it did not. Mayor Wengert said it is supporting the first step, to look at the legislation. Town Manager Dennis suggested that clarification be expressly stated in the letter.

Councilmember Hughes also noted the paragraph that reads "... to make clear that public drinking water suppliers are not responsible for the damage from fires they and their facilities do not start." He said that would exclude fault from negligence, as well. He said the letter is very broadly supportive of the utility having no liability whatsoever and that should be defined more in the letter. Councilmember Hughes said he is not sure he is supportive of the letter anyway, but if there is a motion to write a letter of some kind, it should clearly express what the Town is advocating and not be so broad.

Mayor Wengert suggested adding a parenthetical "assuming no negligence on the part of the water provider," clarifying it to suggest they are not trying to shift the whole blame. Ms. McGovern said they would be happy to consider modifications.

In response to Councilmember Derwin, Town Manager Dennis said it should be explicitly stated that support of the letter does not commit the Town to the legislation.

Vice Mayor Aalfs moved to authorize the Mayor to execute an amended letter of support to the legislature to include the clarifications as discussed. Seconded by Councilmember Richards; the motion carried 4-1 with Councilmember Hughes opposing.

(5) Report from Town Manager – Housing Update – State, Regional and Local

Town Manager Dennis presented the staff report regarding the housing update. Staff recommended the Town Council accept the update.

Town Manager Dennis said there is a lot happening related to housing at state, regional, and local levels. He said the housing issues are affecting huge swaths of California and every jurisdiction is dealing with it differently. He said at the State level there is a desire by legislators to write legislation to create more housing opportunities in all communities in California, particularly in communities they feel have not created enough housing. Town Manager Dennis said he will do everything he can to bring up-to-date information to the Council. He said SB 592 went through the Committee on Local Government today and there was a further analysis. He said this bill applies a suite of requirements on the process. He said it includes information about attorney fees and lawsuits, which would be a concern if the community went in a different direction. He said it appears to be moving toward an objective standards model, which would be challenging. Town Manager Dennis said he is reluctant to discuss this further because the analysis in the last couple of days is so radically different from the first week. He shared opposition letters from Cupertino and Sunnyvale.

Town Manager Dennis said he would not be opposed to consider a letter of opposition to SB 592 considering it is an erosion of local control. He said he could also support making no recommendation at this time, waiting to see where the bill goes and making that decision later on. He said at the next Council meeting on August 14, there will be a better idea of where the bill is.

Town Manager Dennis asked his colleagues in other cities to provide information regarding housing production and jobs in the County. He said in the last five years, the County has in total permitted approximately 23,000 housing units. He said in the last seven years, the County has added 83,000 jobs, so that continues to be a driver of this issue.

Mayor Wengert invited questions from the Council.

Councilmember Hughes asked if SB 592 would apply in situation where no extra housing units are being produced. He said, for example, if a wealthy person bought a property in town with one housing unit and they replaced it with another, could all of the zoning requirements be bypassed where that replacement housing unit could be a huge mansion completely filling their lot with no regard to floor area or height or light spill. Town Manager Dennis said he has seen an interpretation that suggests that will happen and he's seen an interpretation where something less than that will happen. He does not know at this time. Councilmember Derwin said the C/CAG lobbyist does not think that would happen and does not think that SB 592 is as bad as it is being portrayed. Town Manager Dennis said, from a broader perspective, focusing on any one piece of legislation is not seeing the forest for the trees. He said in the last three years the State has produced myriad set of bills that are removing local control because of their interest in producing housing in communities across the state. Councilmember Derwin said this is happening because the cities are not building enough housing.

The Council further discussed the implications and inconsistencies of SB 592.

Randy True said this legislative proposal is the most major seismic proposal in years. He said Portola Valley is one of the targets being a wealthy community. He requested that the issue be elevated in the Town Council and also integrated with the controversy around the Frog Pond. Mayor Wengert said the Frog Pond issue is tabled and there is nothing going on for the Frog Pond.

Ms. Murphy asked if the parks, hills, and open space were protected from exposure to SB 592. Town Manager Dennis said he didn't see anything targeting already-designated open space or recreational facilities. Ms. Murphy said she didn't see that they were protected. She encouraged the Council to do everything in their power to oppose something as Draconian as this proposed bill.

Councilmember Hughes said his biggest concern is that this bill will have only negative impacts and provide no extra housing. He said it allows people to bypass of the zoning regulations to build bigger,

uglier houses. He said he does believe there is room to build more housing in Portola Valley, but he does not think this bill addresses it. He would support a letter arguing against SB 592.

Councilmember Richards was supportive of a letter of opposition to SB 592, but thought it might be more effective to wait until the proposal is clear so that issues can be addressed on a point-by-point basis.

Town Manager Dennis said there are certain elements of SB 592 that are clearly understood and opposition can be safely expressed. He said the Council has previously expressed a desire to retain local control and if the Town is to produce housing, it wants to do it in the way that suits the community. Town Manager Dennis said that point has been expressed in previous letters to Sacramento and also when meeting with State legislators. He said it is important to continue to repeat that theme.

Councilmember Richards agreed that if there were elements of the bill that were clearly defined and are carrying through multiple hearings, then it makes sense to go after them. Town Manager Dennis said the bill is not likely to produce a lot of new housing in Portola Valley, but will in other communities. Town Manager Dennis said there will be many more housing bills.

Councilmember Derwin said this issue is being discussed tomorrow night at the C/CAG Leg Committee meeting. She said they will also be receiving a report on the next RHNA cycle and what to expect. Councilmember Derwin said there was a hearing today but she has not heard the outcome. Councilmember Derwin suggested the Council wait to see what happened in that hearing, what C/CAG is saying, and what the lobbyist says, before writing the letter. Town Manager Dennis said the bill got through the Assembly Local Government 8-0.

Mayor Wengert said she did not necessarily agree that this bill would not have an impact on Portola Valley. She said she could see situations where people looking to make money on an income property would not be limited in their ability to do that. Councilmember Hughes said more money can be made by building a palace than an apartment building in Portola Valley and this allows people to build palaces. Mayor Wengert says it also allows people to build very funky properties without enough bathrooms to accommodate the multiple bedrooms.

Mayor Wengert suggested an initial broad-concept letter pointing out the implications of this bill for a Town such as Portola Valley. Mr. True said Portola Valley would merely be considered collateral damage. He said this is a major push by an unprecedented coalition of people.

The Council directed the Mayor to sign a letter of opposition to SB 592.

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

Councilmember Derwin – None.

Councilmember Richards – Attended Emergency Services Council meeting where they brought in PG&E to discuss the emergency shutoff program. Councilmember Richards asked PG&E if they had looked at past weather patterns to give people a general idea of what has happened in the past and how often it would have shut off power based on old weather patterns and they said they had not and could not. He said they discussed a lot of state legislation having to do with emergency response and fire. It was stated that AB 1124, which addresses air quality for outdoor workers, was prompted by their discussion at the Council meeting a few months ago. Elected officials have been invited to come watch an active shooter exercise to be held on July 29 through August 2 at a high school in Millbrae.

Councilmember Hughes – Attended Ad Hoc Wildfire Preparedness Committee meeting. He attended an ASCC meeting. Councilmember Hughes missed the Bicycle Pedestrian Traffic Safety (BPTS) Committee meeting. Town Manager Dennis said he talked to the Chair and there is a desire on some of the BPTS members to opine on the impacts related to traffic issues arising from future development, including single family ADUs. Town Manager Dennis said the Trails Committee also wanted to add the housing issue to their agenda and he asked them to remove it. Councilmember Richards said if an item comes up

in the Planning Commission that involves either of those things, they might want to consult with Trails or other groups, otherwise it does not make sense. Town Manager Dennis said he relayed that if there are projects, of course the committees would be consulted regarding mitigations. He said there is no mechanism to do traffic mitigation on a single-family residence or ADU. He said those conversations will continue.

Vice Mayor Aalfs – Attended Ad Hoc Wildfire Preparedness Committee last week. Michael Tomars was voted Chair and Dale Pfau was voted Vice Chair. They formed three subcommittees – evacuation, outreach and resident communications; defensible space and vegetation management; and home hardening infrastructure backup and insurance. Councilmember Hughes noted that Chief Enea pointed out that when PG&E did the tree clearing near power lines, in a lot of cases they cut off the half of the tree on the power line side but the other half of the tree still overhangs the road. Chief Enea said she is concerned that in a storm all of those trees will fall into the road. Vice Mayor Aalfs said several of those trees would be better off removed than cut back further. Town Manager Dennis said the Town has reached out to PG&E to ask for arborist reports to confirm those trees are stable. Vice Mayor Aalfs met with Town Manager Dennis, Mayor Wengert, and department heads to discuss committee reorganization, trying to increase participation with more focus on events.

Mayor Wengert – Mayor Wengert attended the Council of Cities, which was all about housing.

(7) Town Manager Report – Town Manager Dennis reported that Public Works Director Young attended a meeting of an Emergency Preparedness Group in Golden Hill, whose big issue right now is Shady Trail. He said there was a new Grand Jury report that came out today regarding wildfire risk and response in San Mateo County. He said Planner Cynthia Richardson is leaving for a new position in Saratoga. He said the Town is now advertising for two Planner positions. Town Manager Dennis said he met with the Superintendent today and discussed emergency preparedness issues and had a broad housing conversation.

WRITTEN COMMUNICATIONS

(8) Town Council Digest – June 27, 2019

None.

(9) Town Council Digest – July 3, 2019

None.

ADJOURNMENT [10:04 p.m.]

Mayor Wengert adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

07/24/2019

Date: 07/18/2019

Time: 4:01 pm

Page: 1

TOWN OF PORTOLA VALLEY

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

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	21145	07/24/2019	
A Robert Half Company	Week-ended 6/28/19		07/24/2019	
P.O. BOX 743295	0884		07/24/2019	0.00
LOS ANGELES	BOA	53943	07/24/2019	0.00
CA 90074-3295	53782674			1,554.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4058	Temp Clerical/Admin	1,554.00	0.00

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	21146	07/24/2019	
A Robert Half Company	Week-ended 7/5/19		07/24/2019	
P.O. BOX 743295	0884		07/24/2019	0.00
LOS ANGELES	BOA	53943	07/24/2019	0.00
CA 90074-3295	53840097			882.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4058	Temp Clerical/Admin	882.00	0.00

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	21173	07/24/2019	
A Robert Half Company	Week-ended: 7/12/19		07/24/2019	
P.O. BOX 743295	0884		07/24/2019	0.00
LOS ANGELES	BOA	53943	07/24/2019	0.00
CA 90074-3295	53860718			1,218.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4058	Temp Clerical/Admin	1,218.00	0.00

Check No.	53943	Total:	3,654.00
Total for	ACCOUNTEMPS		3,654.00

ALMANAC	Legal Advertising, June	21147	07/24/2019	
450 CAMBRIDGE AVE	0048		07/24/2019	0.00
PALO ALTO	BOA	53944	07/24/2019	0.00
CA 94306				198.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	198.00	0.00

Check No.	53944	Total:	198.00
Total for	ALMANAC		198.00

ASSOC OF BAY AREA GOVERNMENTS	Annual Dues, FY 2019/20	21174	07/24/2019	
			07/24/2019	
	0592		07/24/2019	0.00
SAN FRANCISCO	BOA	53945	07/24/2019	0.00
CA 94145-0801	AR020661			1,851.61

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	1,851.61	0.00

Check No.	53945	Total:	1,851.61
Total for	ASSOC OF BAY AREA GOVERNME		1,851.61

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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
AT&T	June Statements	21148	07/24/2019	
			07/24/2019	
P.O. BOX 9011	441		07/24/2019	0.00
CAROL STREAM	BOA	53946	07/24/2019	0.00
IL 60197-9011				266.05

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	266.05	0.00

Check No.	53946	Total:	266.05
Total for	AT&T		266.05

BANCE COMPUTER SERVICES	Schoolhouse, Audio System	21209	07/24/2019	
	Programming		07/24/2019	
PO BOX 842	0935		07/24/2019	0.00
REDWOOD CITY	BOA	53947	07/24/2019	0.00
CA 94064	01-318690			400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensng	400.00	0.00

Check No.	53947	Total:	400.00
Total for	BANCE COMPUTER SERVICES		400.00

BANK OF AMERICA	June Statement	21180	07/24/2019	
Bank Card Center			07/24/2019	
P.O. BOX 53155	0022		07/24/2019	0.00
PHOENIX	BOA	53948	07/24/2019	0.00
AZ 85072-3155				2,481.81

GL Number	Description	Invoice Amount	Amount Relieved
05-20-3154	Miscellaneous Receipts	489.38	0.00
05-58-4240	Parks & Fields Maintenance	308.54	0.00
05-64-4308	Office Supplies	104.27	0.00
05-64-4311	Software & Licensng	275.97	0.00
05-64-4320	Advertising	116.95	0.00
05-64-4327	Educ/Train: Council & Commissn	250.00	0.00
05-64-4335	Sustainability	76.67	0.00
05-64-4336	Miscellaneous	860.03	0.00

Check No.	53948	Total:	2,481.81
Total for	BANK OF AMERICA		2,481.81

BARTLETT TREE EXPERTS	On-Call Parks/Fields Tree Work	21194	07/24/2019	
			07/24/2019	
PO BOX 3067	0912		07/24/2019	0.00
STAMFORD	BOA	53949	07/24/2019	0.00
CT 06905-0067	38332848-0			2,160.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	2,160.00	0.00

BARTLETT TREE EXPERTS	Tree Maintenance (1 of 2), per	21195	07/24/2019	
	Conservation Comm. Request		07/24/2019	
PO BOX 3067	0912		07/24/2019	0.00
STAMFORD	BOA	53949	07/24/2019	0.00
CT 06905-0067	38417790-0			11,837.00

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

GL Number	Description	Invoice Amount	Amount Relieved	
15-68-4414	CIP Spring Down OpSpa Imp	11,837.00	0.00	
BARTLETT TREE EXPERTS	Tree Maintenance (2 of 2), per Conservation Comm. Request	21196	07/24/2019	
PO BOX 3067	0912		07/24/2019	0.00
STAMFORD	BOA	53949	07/24/2019	0.00
CT 06905-0067	38417791-0			3,650.00

GL Number	Description	Invoice Amount	Amount Relieved	
15-68-4414	CIP Spring Down OpSpa Imp	3,650.00	0.00	

Check No.	53949	Total:	17,647.00
Total for	BARTLETT TREE EXPERTS		17,647.00

DELIA BEREZ	Refund Deposit, 10 Cherokee	21149	07/24/2019	
			07/24/2019	
10 CHEROKEE COURT	0925		07/24/2019	0.00
PORTOLA VALLEY	BOA	53950	07/24/2019	0.00
CA 94028				5,000.00

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

Check No.	53950	Total:	5,000.00
Total for	DELIA BEREZ		5,000.00

BILL HAMILTON ROOFING	Refund Deposit, 20 Holden	21150	07/24/2019	
			07/24/2019	
230 HARRISON AVENUE	1219		07/24/2019	0.00
CAMPBELL	BOA	53951	07/24/2019	0.00
CA 95008				1,000.00

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

Check No.	53951	Total:	1,000.00
Total for	BILL HAMILTON ROOFING		1,000.00

EVAN BRAUN	Refund Deposit, 1160 Westridge	21151	07/24/2019	
			07/24/2019	
1160 WESTRIDGE DR	0926		07/24/2019	0.00
PORTOLA VALLEY	BOA	53952	07/24/2019	0.00
CA 94028				933.33

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	933.33	0.00	

Check No.	53952	Total:	933.33
Total for	EVAN BRAUN		933.33

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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

CALIFORNIA WATER SERVICE CO	Water Service, 6/12/19-7/31/19	21208	07/24/2019	
			07/24/2019	
3525 ALAMEDA DE LAS PULGAS	0011		07/24/2019	0.00
MENLO PARK	BOA	53953	07/24/2019	0.00
CA 94025844				14,074.40

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	14,074.40	0.00

Check No.	53953	Total:	14,074.40
Total for	CALIFORNIA WATER SERVICE CO		14,074.40

CALPERS	July Unfunded Liability	21210	07/24/2019	
FISCAL SERVICES DIVISION			07/24/2019	
ATTN: RETIREMENT PROG ACCTG	0107		07/24/2019	0.00
SACRAMENTO	BOA	53954	07/24/2019	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.	53954	Total:	2,310.49
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CALPERS	June Retirement - CLASSIC	21211	07/24/2019	
FISCAL SERVICES DIVISION			07/24/2019	
ATTN: RETIREMENT PROG ACCTG	0107		07/24/2019	0.00
SACRAMENTO	BOA	53955	07/24/2019	0.00
CA 94229-2703				13,927.31

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	13,819.93	0.00

Check No.	53955	Total:	13,927.31
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CALPERS	June Retirement - PEPRA	21212	07/24/2019	
FISCAL SERVICES DIVISION			07/24/2019	
ATTN: RETIREMENT PROG ACCTG	0107		07/24/2019	0.00
SACRAMENTO	BOA	53956	07/24/2019	0.00
CA 94229-2703				4,931.93

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	2,354.46	0.00
05-50-4080	Retirement - PERS	2,577.47	0.00

Check No.	53956	Total:	4,931.93
Total for	CALPERS		21,169.73

CCAG	FY 2019-20 Annual Member Dues	21152	07/24/2019	
City of San Carlos Finance			07/24/2019	
600 ELM STREET	0028		07/24/2019	0.00
SAN CARLOS	BOA	53957	07/24/2019	0.00
CA 94070-3085	14215			15,327.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	15,327.00	0.00

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

Check No.	53957	Total:	15,327.00
Total for	CCAG		15,327.00

CLAMPETT INDUSTRIES LLC	TC Facility Assessment & Maintenance Plan	21205	07/24/2019	
DBA EMG			07/24/2019	
P.O. BOX 74007289	0934		07/24/2019	0.00
CHICAGO	BOA	53958	07/24/2019	0.00
IL 60674-7289	VIS11192-005			7,380.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4551	CIP Town Center Improvements	7,380.00	0.00

Check No.	53958	Total:	7,380.00
Total for	CLAMPETT INDUSTRIES LLC		7,380.00

CLARK'S PEST CONTROL	Performance Lawn Treatment for Weeds	21188	07/24/2019	
			07/24/2019	
P.O. BOX 1480	607		07/24/2019	0.00
LODI	BOA	53959	07/24/2019	0.00
CA 95241-1480	24436496			93.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	93.00	0.00

Check No.	53959	Total:	93.00
Total for	CLARK'S PEST CONTROL		93.00

CLEANSTREET	Quarterly & June Litter / Street Clean	21197	07/24/2019	
			07/24/2019	
1937 W. 169TH STREET	0034		07/24/2019	0.00
GARDENA	BOA	53960	07/24/2019	0.00
CA 90247-5254	94612			4,993.94

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

Check No.	53960	Total:	4,993.94
Total for	CLEANSTREET		4,993.94

JAMES CONSTANTZ	Refund Deposit, 195 Crescent	21153	07/24/2019	
			07/24/2019	
195 CRESCENT AVE	0927		07/24/2019	0.00
PORTOLA VALLEY	BOA	53961	07/24/2019	0.00
CA 94028				933.33

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	933.33	0.00

Check No.	53961	Total:	933.33
Total for	JAMES CONSTANTZ		933.33

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

ESPOSTO'S CATERING INC	Catering for League of Cities	21176	07/24/2019	
	Event: 8/23/19 - 50% Deposit	00006635	07/24/2019	
360 SHAW ROAD, SUITE C	1348		07/24/2019	0.00
SAN FRANCISCO	BOA	53962	07/24/2019	0.00
CA 94080	161836			2,105.34

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	2,105.34	4,210.68

Check No.	53962	Total:	2,105.34
Total for	ESPOSTO'S CATERING INC		2,105.34

GO NATIVE INC	PVTC Vegetation Maintenance	21198	07/24/2019	
			07/24/2019	
P.O. BOX 370103	632		07/24/2019	0.00
MONTARA	BOA	53963	07/24/2019	0.00
CA 94037	3314			7,871.50

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	7,871.50	0.00

Check No.	53963	Total:	7,871.50
Total for	GO NATIVE INC		7,871.50

GOLDEN ROOFING	Refund Deposit, 20 Tynan	21177	07/24/2019	
			07/24/2019	
80 GLENNWAY STREET #116	0239		07/24/2019	0.00
SAN CARLOS	BOA	53964	07/24/2019	0.00
CA 94070				1,000.00

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

Check No.	53964	Total:	1,000.00
Total for	GOLDEN ROOFING		1,000.00

GREEN HALO SYSTEMS	Hosting / Access, July 2019	21155	07/24/2019	
			07/24/2019	
2431 ZANKER ROAD	0654		07/24/2019	0.00
SAN JOSE	BOA	53965	07/24/2019	0.00
CA 95131	2178			114.00

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

Check No.	53965	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

HAYWARD LUMBER CO	Materials for Repairs	21190	07/24/2019	
			07/24/2019	
429 FRONT STREET	1237		07/24/2019	0.00
SALINAS	BOA	53966	07/24/2019	0.00
CA 93901-3609	37194708-00			59.22

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

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4340	Building Maint Equip & Supp	59.22	0.00	

Check No.	53966	Total:	59.22
Total for	HAYWARD LUMBER CO		59.22

HILLYARD, INC	Town Hall - Trident Vacuum	21199	07/24/2019	
		00006625	07/24/2019	
P.O. BOX 843025	531		07/24/2019	0.00
KANSAS CITY	BOA	53967	07/24/2019	0.00
MO 64184-3025	603494228			913.13

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4340	Building Maint Equip & Supp	913.13	909.09	

Check No.	53967	Total:	913.13
Total for	HILLYARD, INC		913.13

INNOVATIVE HOMES LLC	Refund Deposits, 848/850	21175	07/24/2019	
	Portola Rd		07/24/2019	
ATTN: NICOLE GITTLESON	0932		07/24/2019	0.00
PALO ALTO	BOA	53968	07/24/2019	0.00
CA 94306				2,866.52

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	2,866.52	0.00	

Check No.	53968	Total:	2,866.52
Total for	INNOVATIVE HOMES LLC		2,866.52

J.W. ENTERPRISES	Portable Lavs, 7/4/19-7/31/19	21206	07/24/2019	
			07/24/2019	
1689 MORSE AVE	829		07/24/2019	0.00
VENTURA	BOA	53969	07/24/2019	0.00
CA 93003	217049			402.40

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

Check No.	53969	Total:	402.40
Total for	J.W. ENTERPRISES		402.40

JACKSON MILLS CONSTRUCTION	Refund Deposit, 1319 Westridge	21156	07/24/2019	
			07/24/2019	
P.O. BOX 495	0928		07/24/2019	0.00
REDWOOD CITY	BOA	53970	07/24/2019	0.00
CA 94064				1,000.00

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

Check No.	53970	Total:	1,000.00
Total for	JACKSON MILLS CONSTRUCTION		1,000.00

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

JORGENSON SIEGEL MCCLURE & FLEGEL	June Statement	21186	07/24/2019	
1100 ALMA STREET	0089		07/24/2019	0.00
MENLO PARK	BOA	53971	07/24/2019	0.00
CA 94025				455.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4186	Attorney - Charges to Appls	455.00	0.00

JORGENSON SIEGEL MCCLURE & FLEGEL	June Statement	21187	07/24/2019	
1100 ALMA STREET	0089		07/24/2019	0.00
MENLO PARK	BOA	53971	07/24/2019	0.00
CA 94025				9,955.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	9,955.00	0.00

Check No.	53971	Total:	10,410.00
Total for	JORGENSON SIEGEL MCCLURE &		10,410.00

LUCILLE KALMAN	Instructor Fees, Summer 2019	21181	07/24/2019	
245 OLD SPANISH TRAIL	1082		07/24/2019	0.00
PORTOLA VALLEY	BOA	53972	07/24/2019	0.00
CA 94028				4,428.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	4,428.00	0.00

Check No.	53972	Total:	4,428.00
Total for	LUCILLE KALMAN		4,428.00

BRITNEY KING	Instructor Fees, Summer 2019	21182	07/24/2019	
4068A 26TH STREET	0380		07/24/2019	0.00
SAN FRANCISCO	BOA	53973	07/24/2019	0.00
CA 94131				11,732.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	11,732.00	0.00

Check No.	53973	Total:	11,732.00
Total for	BRITNEY KING		11,732.00

JOANNE KLEBE	Deposit Refund, Event: 6/29/19	21158	07/24/2019	
121 GROVE DRIVE	0929		07/24/2019	0.00
PORTOLA VALLEY	BOA	53974	07/24/2019	0.00
CA 94028				100.00

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

Check No.	53974	Total:	100.00
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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
		<u>Total for</u>	JOANNE KLEBE	100.00

LEAGUE OF CALIFORNIA CITIES	FY 2018-19 Contribution	21159	07/24/2019	
	0093		07/24/2019	0.00
SACRAMENTO	BOA	53975	07/24/2019	0.00
CA 95814	105206			200.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4222	BevRcycleComServ	200.00	0.00	
		<u>Check No.</u>	53975	<u>Total:</u>
		<u>Total for</u>	LEAGUE OF CALIFORNIA CITIES	200.00

LYNX TECHNOLOGIES, INC	June GIS / Maintenance	21160	07/24/2019	
	0294		07/24/2019	0.00
1350 41ST AVENUE	BOA	53976	07/24/2019	0.00
CAPITOLA	8790			250.00
CA 95010				
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4311	Software & Licensing	250.00	0.00	
		<u>Check No.</u>	53976	<u>Total:</u>
		<u>Total for</u>	LYNX TECHNOLOGIES, INC	250.00

MIRANDA'S LANDSCAPE	TC Field Maintenance	21200	07/24/2019	
	0869		07/24/2019	0.00
5907 LAKE ALMANOR DRIVE	BOA	53977	07/24/2019	0.00
SAN JOSE	1109			1,236.62
CA 95123				
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	1,236.62	0.00	
		<u>Check No.</u>	53977	<u>Total:</u>
		<u>Total for</u>	MIRANDA'S LANDSCAPE	1,236.62

JUDITH MURPHY	Reimbursement for: Tree Tags (Replacement Check)	21201	07/24/2019	
	0210		07/24/2019	0.00
8 PORTOLA GREEN CIRCLE	BOA	53978	07/24/2019	0.00
PORTOLA VALLEY				65.52
CA 94028				
GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4144	Conservation Committee	65.52	0.00	
		<u>Check No.</u>	53978	<u>Total:</u>
		<u>Total for</u>	JUDITH MURPHY	65.52

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PERMIT SERVICES, INC.	Refund Deposit, 725 Portola Rd	21161	07/24/2019	
			07/24/2019	
980 HOOPER AVENUE	0846		07/24/2019	0.00
SANTA ROSA	BOA	53979	07/24/2019	0.00
CA 95403				1,000.00

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

Check No.	53979	Total:	1,000.00
Total for	PERMIT SERVICES, INC.		1,000.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PETTY CASH	Petty Cash Replenishment	21178	07/24/2019	
			07/24/2019	
765 PORTOLA ROAD	993		07/24/2019	0.00
PORTOLA VALLEY	BOA	53980	07/24/2019	0.00
CA 94028				992.24

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	96.00	0.00
05-64-4308	Office Supplies	5.79	0.00
05-64-4328	Mileage Reimbursement	275.50	0.00
05-64-4334	Vehicle Maintenance	20.00	0.00
05-64-4336	Miscellaneous	511.56	0.00
20-60-4270	Trail Surface Rehabilitation	83.39	0.00

Check No.	53980	Total:	992.24
Total for	PETTY CASH		992.24

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
PG&E	June Statements	21162	07/24/2019	
			07/24/2019	
BOX 997300	0109		07/24/2019	0.00
SACRAMENTO	BOA	53981	07/24/2019	0.00
CA 95899-7300				509.06

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	509.06	0.00

Check No.	53981	Total:	509.06
Total for	PG&E		509.06

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
PG&E	Refund Deposits:	21163	07/24/2019	
ATTN: Andre Jones	180 Golden Oak, 4185 Alpine		07/24/2019	
77 BEALE STREET	1464		07/24/2019	0.00
SAN FRANCISCO	BOA	53982	07/24/2019	0.00
CA 94105				592.97

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	592.97	0.00

Check No.	53982	Total:	592.97
Total for	PG&E		592.97

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

PORTOLA VALLEY HARDWARE	June Statement	21164	07/24/2019	
			07/24/2019	
112 PORTOLA VALLEY ROAD	0114		07/24/2019	0.00
PORTOLA VALLEY	BOA	53983	07/24/2019	0.00
CA 94028				384.30

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	190.46	0.00
05-60-4267	Tools & Equipment	187.34	0.00
25-66-4340	Building Maint Equip & Supp	6.50	0.00

Check No.	53983	Total:	384.30
Total for	PORTOLA VALLEY HARDWARE		384.30

RAMONA'S SECRETARIAL SERVICES	Transcription Svcs, June 2019	21165	07/24/2019	
			07/24/2019	
18403 WATTERS DRIVE	1370		07/24/2019	0.00
CASTRO VALLEY	BOA	53984	07/24/2019	0.00
CA 94546	6041			732.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	732.00	0.00

Check No.	53984	Total:	732.00
Total for	RAMONA'S SECRETARIAL SERVIC		732.00

ROBERTS MARKET	Refreshments for Council Mtg	21166	07/24/2019	
			07/24/2019	
3015 WOODSIDE ROAD	1236		07/24/2019	0.00
WOODSIDE	BOA	53985	07/24/2019	0.00
CA 94062				8.84

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	8.84	0.00

Check No.	53985	Total:	8.84
Total for	ROBERTS MARKET		8.84

RON RAMIES AUTOMOTIVE, INC.	'00 JD Tractor Battery	21193	07/24/2019	
			07/24/2019	
115 PORTOLA ROAD	422		07/24/2019	0.00
PORTOLA VALLEY	BOA	53986	07/24/2019	0.00
CA 94028	62206			148.93

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	148.93	0.00

RON RAMIES AUTOMOTIVE, INC.	June Fuel Statement	21202	07/24/2019	
			07/24/2019	
115 PORTOLA ROAD	422		07/24/2019	0.00
PORTOLA VALLEY	BOA	53986	07/24/2019	0.00
CA 94028				658.73

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	658.73	0.00

Check No.	53986	Total:	807.66
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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 RON RAMIES AUTOMOTIVE, INC. 807.66

LINDA ROSS	Instructor Fees, Summer 2019	21183	07/24/2019	
			07/24/2019	
190 GABARDA WAY	1233		07/24/2019	0.00
PORTOLA VALLEY	BOA	53987	07/24/2019	0.00
CA 94028				1,056.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,056.00	0.00

Check No. 53987 Total: 1,056.00
Total for LINDA ROSS 1,056.00

SAN MATEO LAWNMOWER	Chain Loop	21203	07/24/2019	
			07/24/2019	
760 S. AMPHLETT BLVD	0412		07/24/2019	0.00
SAN MATEO	BOA	53988	07/24/2019	0.00
CA 94402				29.72

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	29.72	0.00

Check No. 53988 Total: 29.72
Total for SAN MATEO LAWNMOWER 29.72

CRAIG SCHMITZ	Refund Deposits 110 Bear Gulch	21179	07/24/2019	
			07/24/2019	
110 BEAR GULCH DR	0933		07/24/2019	0.00
PORTOLA VALLEY	BOA	53989	07/24/2019	0.00
CA 94028				2,340.49

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,340.49	0.00

Check No. 53989 Total: 2,340.49
Total for CRAIG SCHMITZ 2,340.49

SEMPER SOLARIS CONSTRUCTION	Refund Deposit, 143 Crescent	21167	07/24/2019	
			07/24/2019	
INC	0930		07/24/2019	0.00
EL CAJON	BOA	53990	07/24/2019	0.00
CA 92020				1,000.00

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

Check No. 53990 Total: 1,000.00
Total for SEMPER SOLARIS CONSTRUCTIC 1,000.00

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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

SMALL BUSINESS BENEFIT PLAN TR	August Dental / Vision	21168	07/24/2019	
			07/24/2019	
	0132		07/24/2019	0.00
BELMONT	BOA	53991	07/24/2019	0.00
CA 94002-0156	August 2019			2,311.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,311.00	0.00

Check No.	53991	Total:	2,311.00
Total for	SMALL BUSINESS BENEFIT PLAN		2,311.00

SMC EMERGENCY MNGR ASSOC	Dues, FY 2019-20	21169	07/24/2019	
	Emergency Managers Association		07/24/2019	
C/O SMC OES	0610		07/24/2019	0.00
SAN MATEO	BOA	53992	07/24/2019	0.00
CA 94402-5566	1920-7			100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	100.00	0.00

Check No.	53992	Total:	100.00
Total for	SMC EMERGENCY MNGR ASSOC		100.00

SMITH'S GOPHER TRAPPING SVC	Town Fields Gopher Trapping -	21191	07/24/2019	
	June 2019		07/24/2019	
1931 OTOOLE WAY	0824		07/24/2019	0.00
SAN JOSE	BOA	53993	07/24/2019	0.00
CA 95131				975.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	492.50	0.00
05-66-4342	Landscape Supplies & Services	482.50	0.00

SMITH'S GOPHER TRAPPING SVC	Town Fields Gopher Trapping	21192	07/24/2019	
	March 2019		07/24/2019	
1931 OTOOLE WAY	0824		07/24/2019	0.00
SAN JOSE	BOA	53993	07/24/2019	0.00
CA 95131				975.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	492.50	0.00
05-66-4342	Landscape Supplies & Services	482.50	0.00

Check No.	53993	Total:	1,950.00
Total for	SMITH'S GOPHER TRAPPING SVC		1,950.00

SPOON & SPATULA BAKERY	Refreshments for SOD Blitz,	21185	07/24/2019	
	05/18/2019		07/24/2019	
2111 BREWSTER AVE	0769		07/24/2019	0.00
REDWOOD CITY	BOA	53994	07/24/2019	0.00
CA 94062	104			325.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	325.00	0.00

Check No.	53994	Total:	325.00
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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	SPOON & SPATULA BAKERY	325.00

STATE COMP INSURANCE FUND	July Premium	21207	07/24/2019	
			07/24/2019	
PO BOX 7441	0122		07/24/2019	0.00
SAN FRANCISCO	BOA	53995	07/24/2019	0.00
CA 94120-7441				1,847.17
GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4094	Worker's Compensation	1,847.17	0.00	
		Check No. 53995	Total:	1,847.17
		Total for	STATE COMP INSURANCE FUND	1,847.17

TONY STEAD	Concert Series Band on 7/18/19	21170	07/24/2019	
			07/24/2019	
707 FLORALES DR	0931		07/24/2019	0.00
PALO ALTO	BOA	53942	07/24/2019	0.00
CA 94306	Customer ID 62018PV			2,000.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4150	Cultural Arts Committee	2,000.00	0.00	
		Check No. 53942	Total:	2,000.00 H
		Total for	TONY STEAD	2,000.00

THERMAL MECHANICAL, INC	TH Boiler Troubleshooting	21204	07/24/2019	
			07/24/2019	
425 ALDO AVENUE	955		07/24/2019	0.00
SANTA CLARA	BOA	53996	07/24/2019	0.00
CA 95054	76514			318.75
GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4346	Mechanical Sys Maint & Repair	318.75	0.00	
		Check No. 53996	Total:	318.75
		Total for	THERMAL MECHANICAL, INC	318.75

VERIZON WIRELESS	June Cellular	21171	07/24/2019	
			07/24/2019	
P.O. BOX 660108	0131		07/24/2019	0.00
DALLAS	BOA	53997	07/24/2019	0.00
TX 75266-0108	9832848094			350.93
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	350.93	0.00	
		Check No. 53997	Total:	350.93
		Total for	VERIZON WIRELESS	350.93

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
KATHY WADDELL	Instructor Fees, Summer 2019	21184	07/24/2019	
			07/24/2019	
460 CERVANTES ROAD	1354		07/24/2019	0.00
PORTOLA VALLEY	BOA	53998	07/24/2019	0.00
CA 94028				2,432.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,432.00	0.00

Check No.	53998	Total:	2,432.00
Total for	KATHY WADDELL		2,432.00

WOODSIDE FIRE PROTECTION DISTR	One Concern FY 2019-20, Earthquake Software	21172	07/24/2019	
			07/24/2019	
808 PORTOLA ROAD	886		07/24/2019	0.00
PORTOLA VALLEY	BOA	53999	07/24/2019	0.00
CA 94028	ONECONCERN-19/20			5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensina	5,000.00	0.00

Check No.	53999	Total:	5,000.00
Total for	WOODSIDE FIRE PROTECTION DI		5,000.00

Total Invoices:	65	Grand Total:	168,245.58
		Less Credit Memos:	0.00
		Net Total:	168,245.58
		Less Hand Check Total:	2,000.00
		Outstanding Invoice Total:	166,245.58

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
July 24, 2019

Claims totaling \$168,245.58 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

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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

ABLE SEPTIC	Refund Deposit, 120 Bear Gulch	21215	08/14/2019	
			08/14/2019	
1020 RUFF DR	0936		08/14/2019	0.00
SAN JOSE	BOA	54057	08/14/2019	0.00
CA 95110				1,273.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,273.00	0.00

Check No.	54057	Total:	1,273.00
Total for	ABLE SEPTIC		1,273.00

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	21216	08/14/2019	
A Robert Half Company	Week-ended 7/19/19		08/14/2019	
P.O. BOX 743295	0884		08/14/2019	0.00
LOS ANGELES	BOA	54058	08/14/2019	0.00
CA 90074-3295	53909480			1,491.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4058	Temp Clerical/Admin	1,491.00	0.00

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	21217	08/14/2019	
A Robert Half Company	Week-ended 7/26/19		08/14/2019	
P.O. BOX 743295	0884		08/14/2019	0.00
LOS ANGELES	BOA	54058	08/14/2019	0.00
CA 90074-3295	53955530			1,428.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4058	Temp Clerical/Admin	1,428.00	0.00

Check No.	54058	Total:	4,347.00
Total for	ACCOUNTEMPS		4,347.00

ADOBE INC.	10 License Subscriptions,	21283	08/14/2019	
	FY 2019-20	00006633	08/14/2019	
345 PARK AVENUE	0924		08/14/2019	0.00
SAN JOSE	BOA	54059	08/14/2019	0.00
CA 95110-2704	1052410658			1,936.80

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensng	1,936.80	1,936.80

Check No.	54059	Total:	1,936.80
Total for	ADOBE INC.		1,936.80

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
AMERICAN GREEN ZONE ALLIANCE	Leaf Blower Outreach Event,	21219	08/14/2019	
	8/3/19		08/14/2019	
21209 DUMETZ ROAD	0937		08/14/2019	0.00
WOODLAND HILLS	BOA	54060	08/14/2019	0.00
CA 91364	3499			1,920.89

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,920.89	0.00

Check No.	54060	Total:	1,920.89
Total for	AMERICAN GREEN ZONE ALLIANC		1,920.89

AMERICAN PLANNING ASSOCIATION	2019/20 Dues, Russell	21220	08/14/2019	
			08/14/2019	
LOCK BOX 4291	0003		08/14/2019	0.00
CAROL STREAM	BOA	54061	08/14/2019	0.00
IL 60197-4291	215768-1977			784.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	784.00	0.00

Check No.	54061	Total:	784.00
Total for	AMERICAN PLANNING ASSOCIATI		784.00

FORREST BASKETT	Refund of Deposits, 30 Zapata	21221	08/14/2019	
			08/14/2019	
30 ZAPATA WAY	0938		08/14/2019	0.00
PORTOLA VALLEY	BOA	54062	08/14/2019	0.00
CA 94028				97,500.22

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds. Other Charges	97,500.22	0.00

Check No.	54062	Total:	97,500.22
Total for	FORREST BASKETT		97,500.22

BAY AREA GEOTECH GROUP	Field Density Testing	21222	08/14/2019	
	FYE 2018/19		08/14/2019	
138 CHARCOT AVENUE	618		08/14/2019	0.00
SAN JOSE	BOA	54063	08/14/2019	0.00
CA 95131	48464			3,820.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4585	CIPStreetTestinalnsp	3,820.00	0.00

Check No.	54063	Total:	3,820.00
Total for	BAY AREA GEOTECH GROUP		3,820.00

CDW-G	NEW SERVER LICENSES	21224	08/14/2019	
		00006629	08/14/2019	
75 REMITTANCE DRIVE	0360		08/14/2019	0.00
CHICAGO	BOA	54064	08/14/2019	0.00
IL 60675-1515	TGN5896			3,324.02

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

05-64-4312	Office Equipment	3,324.02	3,324.02	
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Check No.	54064	Total:	3,324.02
Total for	CDW-G		3,324.02

IVAN CHENG	Refund Deposit-175 Willowbrook	21284	08/14/2019	
			08/14/2019	
175 WILLOWBROOK DRIVE	0944		08/14/2019	0.00
PORTOLA VALLEY	BOA	54065	08/14/2019	0.00
CA 94028				1,636.59

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,636.59	0.00

Check No.	54065	Total:	1,636.59
Total for	IVAN CHENG		1,636.59

CITY OF PACIFICA	Dinner/Meeting - Derwin	21213	08/14/2019	
			08/14/2019	
ATTN: KATHY O'CONNELL	764		08/14/2019	0.00
PACIFICA	BOA	54066	08/14/2019	0.00
CA 94044				50.00

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

Check No.	54066	Total:	50.00
Total for	CITY OF PACIFICA		50.00

CITY OF REDWOOD CITY (IT)	June IT Support	21223	08/14/2019	
			08/14/2019	
P.O. BOX 3629	586		08/14/2019	0.00
REDWOOD CITY	BOA	54067	08/14/2019	0.00
CA 94064	BR52605			2,317.90

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

Check No.	54067	Total:	2,317.90
Total for	CITY OF REDWOOD CITY (IT)		2,317.90

CLASSIFIED SOUND	Summer Concerts, 8/15 Event	21214	08/14/2019	
			08/14/2019	
P.O. BOX 66982	0914		08/14/2019	0.00
SCOTTS VALLEY	BOA	54068	08/14/2019	0.00
CA 95067	190815A			750.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	750.00	0.00

Check No.	54068	Total:	750.00
Total for	CLASSIFIED SOUND		750.00

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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

COBALT CONSTRUCTION CO.	Refund Deposit, 501 Portola Rd #19B	21225	08/14/2019	
			08/14/2019	
105 SERRA WAY #196	0699		08/14/2019	0.00
MILPITAS	BOA	54069	08/14/2019	0.00
CA 95035				1,000.00

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

COBALT CONSTRUCTION CO.	Refund Deposit, 501 Portola Rd #21B	21226	08/14/2019	
			08/14/2019	
105 SERRA WAY #196	0699		08/14/2019	0.00
MILPITAS	BOA	54069	08/14/2019	0.00
CA 95035				1,000.00

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

Check No.	54069	Total:	2,000.00
Total for	COBALT CONSTRUCTION CO.		2,000.00

COTTON SHIRES & ASSOC. INC.	June Applicant Charges	21227	08/14/2019	
			08/14/2019	
330 VILLAGE LANE	0047		08/14/2019	0.00
LOS GATOS	BOA	54070	08/14/2019	0.00
CA 95030-7218				18,249.98

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geoloquist - Charges to Appls	18,249.98	0.00

Check No.	54070	Total:	18,249.98
Total for	COTTON SHIRES & ASSOC. INC.		18,249.98

COUNTY OF SAN MATEO	Staff Training, de Garreaux	21285	08/14/2019	
HUMAN RESOURCES DEPT			08/14/2019	
455 COUNTY CENTER, 5TH FLOOR	1241		08/14/2019	0.00
SAN MATEO	BOA	54071	08/14/2019	0.00
CA 94063	C118-023			80.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	80.00	0.00

Check No.	54071	Total:	80.00
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COUNTY OF SAN MATEO	Employee/Labor Relations Svcs, FY 2018-19	21228	08/14/2019	
HUMAN RESOURCES DEPT			08/14/2019	
455 COUNTY CENTER, 5TH FLOOR	1241		08/14/2019	0.00
SAN MATEO	BOA	54072	08/14/2019	0.00
CA 94063	PVELRFY19			1,590.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,590.00	0.00

Check No.	54072	Total:	1,590.00
Total for	COUNTY OF SAN MATEO		1,670.00

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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
RENEE COURINGTON	Facility Deposit Refund, October 2012 - March 2013	21229	08/14/2019	
3 CREEK PARK DRIVE	565		08/14/2019	0.00
PORTOLA VALLEY	BOA	54073	08/14/2019	0.00
CA 94028				250.00

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

Check No.	54073	Total:	250.00
Total for	RENEE COURINGTON		250.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CSG CONSULTANTS INC	Bus. Stormwater Consult C-4, Inspection Program June '19	21230	08/14/2019	
550 PILGRIM DRIVE	622		08/14/2019	0.00
FOSTER CITY	BOA	54074	08/14/2019	0.00
CA 94404	25736			300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	300.00	0.00

Check No.	54074	Total:	300.00
Total for	CSG CONSULTANTS INC		300.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CSI CUSTOM HOMES	Refund Deposit, 198 Paloma	21231	08/14/2019	
1755 E. BAYSHORE ROAD	573		08/14/2019	0.00
REDWOOD CITY	BOA	54075	08/14/2019	0.00
CA 94063				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds. Other Charges	1,000.00	0.00

Check No.	54075	Total:	1,000.00
Total for	CSI CUSTOM HOMES		1,000.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
DELL MARKETING L.P.	Desktop Computers (6) and Moni	21279	08/14/2019	
c/o DELL USA L.P.	tors (5)	00006632	08/14/2019	
P.O. BOX 910916	0194		08/14/2019	0.00
PASADENA	BOA	54076	08/14/2019	0.00
CA 91110-0916	10324607832			1,003.28

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,003.28	1,003.28

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
DELL MARKETING L.P.	Desktop Computers (6) and Moni	21280	08/14/2019	
c/o DELL USA L.P.	tors (5)	00006632	08/14/2019	
P.O. BOX 910916	0194		08/14/2019	0.00
PASADENA	BOA	54076	08/14/2019	0.00
CA 91110-0916	10325653480			6,906.33

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	6,906.33	6,876.17

Check No.	54076	Total:	7,909.61
Total for	DELL MARKETING L.P.		7,909.61

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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

ARTURO D. DIAZ-CASTRO	Concert Series Band on 8/15	21232	08/14/2019	
			08/14/2019	
DANIEL CASTRO	0939		08/14/2019	0.00
SAN JOSE	BOA	54077	08/14/2019	0.00
CA 95123	Customer ID: 62018PV			2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	2,000.00	0.00

Check No.	54077	Total:	2,000.00
Total for	ARTURO D. DIAZ-CASTRO		2,000.00

JOHN DONAHOE	Refund of Deposits, 177 Goya	21235	08/14/2019	
			08/14/2019	
177 GOYA RD	0906		08/14/2019	0.00
PORTOLA VALLEY	BOA	54078	08/14/2019	0.00
CA 94028				11,000.00

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

Check No.	54078	Total:	11,000.00
Total for	JOHN DONAHOE		11,000.00

BARB ECKSTEIN	Reimb. for Horse Fair Signage	21236	08/14/2019	
			08/14/2019	
1155 WESTRIDGE DRIVE	0584		08/14/2019	0.00
PORTOLA VALLEY	BOA	54079	08/14/2019	0.00
CA 94028				362.34

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	362.34	0.00

Check No.	54079	Total:	362.34
Total for	BARB ECKSTEIN		362.34

EXCEL LD	July LD Telephone Svc	21237	08/14/2019	
			08/14/2019	
PO BOX 660343	0806		08/14/2019	0.00
DALLAS	BOA	54080	08/14/2019	0.00
TX 75266	1179257826			17.37

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	17.37	0.00

Check No.	54080	Total:	17.37
Total for	EXCEL LD		17.37

FEDEX FREIGHT	Delivery Chg for Server Rack	21286	08/14/2019	
			08/14/2019	
DEPT LA	0945		08/14/2019	0.00
PASADENA	BOA	54082	08/14/2019	0.00
CA 91185-1415	Freight Bill: 5192810431			236.66

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

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	236.66	0.00

Check No.	54082	Total:	236.66
Total for	FEDEX FREIGHT		236.66

FEDEX	Shipping Charges, Planning/PW	21239	08/14/2019	
			08/14/2019	
P.O. BOX 7221	0066		08/14/2019	0.00
PASADENA	BOA	54081	08/14/2019	0.00
CA 91109-7321	6-617-97540			70.04

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	70.04	0.00

Check No.	54081	Total:	70.04
Total for	FEDEX		70.04

GEHRELS CUSTOM HOMES	Refund Deposit, 119 Brookside	21240	08/14/2019	
			08/14/2019	
110 GLENBROOK LANE	0940		08/14/2019	0.00
SAN BRUNO	BOA	54083	08/14/2019	0.00
CA 94066-4031				946.67

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	946.67	0.00

Check No.	54083	Total:	946.67
Total for	GEHRELS CUSTOM HOMES		946.67

INFINITE THREADS EMBROIDERY	PV Works Shirts & Vests	21242	08/14/2019	
		00006627	08/14/2019	
P.O. BOX 3615	1014		08/14/2019	0.00
REDWOOD CITY	BOA	54084	08/14/2019	0.00
CA 94064	1933			817.71

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	817.71	817.71

Check No.	54084	Total:	817.71
Total for	INFINITE THREADS EMBROIDERY		817.71

INT'L CODE COUNCIL, INC.	CA Code Books, 2019 Edition	21241	08/14/2019	
			08/14/2019	
ACCOUNTS RECEIVABLE	0243		08/14/2019	0.00
4051 WEST FLOSSMOOR ROAD	BOA	54085	08/14/2019	0.00
COUNTRY CLUB HILLS	Order: 100728560			1,283.91
IL 60478-5795				

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	1,283.91	0.00

Check No.	54085	Total:	1,283.91
Total for	INT'L CODE COUNCIL, INC.		1,283.91

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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

KUTZMANN & ASSOCIATES	July Plan Checks	21243	08/14/2019	
			08/14/2019	
39355 CALIFORNIA STREET	0090		08/14/2019	0.00
FREMONT	BOA	54086	08/14/2019	0.00
CA 94538	PV-190731			8,708.62

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	8,708.62	0.00

Check No.	54086	Total:	8,708.62
Total for	KUTZMANN & ASSOCIATES		8,708.62

LIEBERT CASSIDY WHITMORE	Legal Consultant, Personnel	21244	08/14/2019	
			08/14/2019	
6033 WEST CENTURY BLVD	878		08/14/2019	0.00
LOS ANGELES	BOA	54087	08/14/2019	0.00
CA 90045	1482032			189.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	189.00	0.00

Check No.	54087	Total:	189.00
Total for	LIEBERT CASSIDY WHITMORE		189.00

LOS GATOS ROOFING	Refund Deposit, 295 Cervantes	21245	08/14/2019	
			08/14/2019	
PO BOX 1726	862		08/14/2019	0.00
LOS GATOS	BOA	54088	08/14/2019	0.00
CA 95031				1,000.00

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

Check No.	54088	Total:	1,000.00
Total for	LOS GATOS ROOFING		1,000.00

MIRANDA'S LANDSCAPE	Trails Debris Maint. (FINAL)	21246	08/14/2019	
	FY 2018/19		08/14/2019	
5907 LAKE ALMANOR DRIVE	0869		08/14/2019	0.00
SAN JOSE	BOA	54089	08/14/2019	0.00
CA 95123	1108			9,546.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	9,546.00	0.00

MIRANDA'S LANDSCAPE	ROW Roadway - Progress Bill	21247	08/14/2019	
	FY 2018/19		08/14/2019	
5907 LAKE ALMANOR DRIVE	0869		08/14/2019	0.00
SAN JOSE	BOA	54089	08/14/2019	0.00
CA 95123	1110			14,086.82

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	14,086.82	0.00

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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

MIRANDA'S LANDSCAPE	ROW Roadway - Final Bill FY 2018/19	21248	08/14/2019	
5907 LAKE ALMANOR DRIVE	0869		08/14/2019	0.00
SAN JOSE	BOA	54089	08/14/2019	0.00
CA 95123	1132			9,904.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	9,904.00	0.00

MIRANDA'S LANDSCAPE	Paso Del Arroyo Renovation	21249	08/14/2019	
5907 LAKE ALMANOR DRIVE	0869		08/14/2019	0.00
SAN JOSE	BOA	54089	08/14/2019	0.00
CA 95123	1133			18,510.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4558	Paso Del Arroyo Easement Impv	18,510.00	0.00

Check No.	54089	Total:	52,046.82
Total for	MIRANDA'S LANDSCAPE		52,046.82

SCOTT MITIC	Refund Deposit, 308 Canyon	21250	08/14/2019	
308 CANYON DRIVE	0941		08/14/2019	0.00
PORTOLA VALLEY	BOA	54090	08/14/2019	0.00
CA 94028				1,132.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds. Other Charges	1,132.50	0.00

Check No.	54090	Total:	1,132.50
Total for	SCOTT MITIC		1,132.50

MUNICIPAL CODE CORPORATION	Electronic Update, 2019 Ordinances	21251	08/14/2019	
P.O. BOX 2235	788		08/14/2019	0.00
TALLAHASSEE	BOA	54091	08/14/2019	0.00
FL 32316	00331268			272.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4300	Codification	272.00	0.00

Check No.	54091	Total:	272.00
Total for	MUNICIPAL CODE CORPORATION		272.00

NCE	Str. Resurfacing Proj 2018/19	21252	08/14/2019	
Nichols Consulting Engineers			08/14/2019	
1885 S. ARLINGTON AVE	0183		08/14/2019	0.00
RENO	BOA	54092	08/14/2019	0.00
NV 89509	424235504			2,715.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesianFutureFY	2,715.00	0.00

Check No.	54092	Total:	2,715.00
Total for	NCE		2,715.00

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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

NORTHERN CALIFORNIA ROOFING &	Refund Deposit, 50 Possum	21253	08/14/2019	
			08/14/2019	
WATERPROOFING INC	0942		08/14/2019	0.00
MANTECA	BOA	54093	08/14/2019	0.00
CA 95337				1,000.00

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

Check No.	54093	Total:	1,000.00
Total for	NORTHERN CALIFORNIA ROOFING		1,000.00

PG&E	Refund Deposit, 128 Escobar	21254	08/14/2019	
ATTN: Andre Jones			08/14/2019	
77 BEALE STREET	1464		08/14/2019	0.00
SAN FRANCISCO	BOA	54094	08/14/2019	0.00
CA 94105				115.01

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	115.01	0.00

PG&E	Refund Deposit, 199 Mapache	21255	08/14/2019	
ATTN: Andre Jones			08/14/2019	
77 BEALE STREET	1464		08/14/2019	0.00
SAN FRANCISCO	BOA	54094	08/14/2019	0.00
CA 94105				38.36

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	38.36	0.00

PG&E	Refund Deposit, 900 Portola	21256	08/14/2019	
ATTN: Andre Jones			08/14/2019	
77 BEALE STREET	1464		08/14/2019	0.00
SAN FRANCISCO	BOA	54094	08/14/2019	0.00
CA 94105				15.18

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	15.18	0.00

PG&E	Refund Deposit, 1260 Westridge	21257	08/14/2019	
ATTN: Andre Jones			08/14/2019	
77 BEALE STREET	1464		08/14/2019	0.00
SAN FRANCISCO	BOA	54094	08/14/2019	0.00
CA 94105				31.49

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	31.49	0.00

Check No.	54094	Total:	200.04
Total for	PG&E		200.04

PLATINUM FACILITY SERVICES	July Janitorial	21259	08/14/2019	
			08/14/2019	
1530 OAKLAND RD., #150	402		08/14/2019	0.00
SAN JOSE	BOA	54095	08/14/2019	0.00
CA 95112	35841			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

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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

25-66-4344	Janitorial Services	1,232.14	0.00	
PLATINUM FACILITY SERVICES	Deep Cleaning TC - All Bldgs.	21260	08/14/2019	
			08/14/2019	
1530 OAKLAND RD., #150	402		08/14/2019	0.00
SAN JOSE	BOA	54095	08/14/2019	0.00
CA 95112	35971			3,040.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4341	Community Hall	506.66	0.00	
05-66-4344	Janitorial Services	2,026.68	0.00	
25-66-4344	Janitorial Services	506.66	0.00	

Check No.	54095	Total:	7,943.13
Total for	PLATINUM FACILITY SERVICES		7,943.13

PURCHASE POWER	Postage Meter Replenish	21287	08/14/2019	
Pitney Bowes Inc.			08/14/2019	
PO BOX 371874	0755		08/14/2019	0.00
PITTSBURGH	BOA	54096	08/14/2019	0.00
PA 15250-7874				460.02
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4316	Postage	460.02	0.00	

Check No.	54096	Total:	460.02
Total for	PURCHASE POWER		460.02

RAHI SYSTEMS	New Network Equipment	21261	08/14/2019	
			08/14/2019	
48303 FREMONT BLVD.	0901		08/14/2019	0.00
FREMONT	BOA	54097	08/14/2019	0.00
CA 94538	IMINV20021171			6,656.03
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4312	Office Equipment	6,656.03	0.00	

RAHI SYSTEMS	Server Rack Installation & Warranty	21281	08/14/2019	
			08/14/2019	
48303 FREMONT BLVD.	0901		08/14/2019	0.00
FREMONT	BOA	54097	08/14/2019	0.00
CA 94538	INV5064715			16,312.81
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4312	Office Equipment	16,312.81	0.00	

Check No.	54097	Total:	22,968.84
Total for	RAHI SYSTEMS		22,968.84

RAMONA'S SECRETARIAL SERVICES	Transcription Svcs, July '19	21262	08/14/2019	
			08/14/2019	
18403 WATTERS DRIVE	1370		08/14/2019	0.00
CASTRO VALLEY	BOA	54098	08/14/2019	0.00
CA 94546	6044			1,426.50
GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4188	Transcription Services	1,426.50	0.00	

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Date: 08/07/2019

Time: 6:22 pm

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TOWN OF PORTOLA VALLEY

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

Check No.	54098	Total:	1,426.50
Total for	RAMONA'S SECRETARIAL SERVIC		1,426.50

CYNTHIA RICHARDSON	Planning Consultant Svcs, July	21263	08/14/2019	
dba Richardson Consulting			08/14/2019	
24 CAMPBELL LANE	1250		08/14/2019	0.00
MENLO PARK	BOA	54099	08/14/2019	0.00
CA 94025				2,580.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	660.00	0.00
96-54-4198	Planner - Charges to Appls	1,920.00	0.00

Check No.	54099	Total:	2,580.00
Total for	CYNTHIA RICHARDSON		2,580.00

RON RAMIES AUTOMOTIVE, INC.	Battery for '00 John Deere	21264	08/14/2019	
	Tractor		08/14/2019	
115 PORTOLA ROAD	422		08/14/2019	0.00
PORTOLA VALLEY	BOA	54100	08/14/2019	0.00
CA 94028	62421			99.77

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	99.77	0.00

Check No.	54100	Total:	99.77
Total for	RON RAMIES AUTOMOTIVE, INC.		99.77

RR DONNELLEY	Stationery, Business Cards -	21265	08/14/2019	
	C. Rodas		08/14/2019	
PO BOX 932721	582		08/14/2019	0.00
CLEVELAND	BOA	54101	08/14/2019	0.00
OH 44193	095359376			93.82

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	93.82	0.00

Check No.	54101	Total:	93.82
Total for	RR DONNELLEY		93.82

SCHILLER CONSTRUCTION	Refund Deposit, 2 Sierra	21282	08/14/2019	
			08/14/2019	
2249 OLD MIDDLEFIELD WAY	0943		08/14/2019	0.00
MOUNTAIN VIEW	BOA	54102	08/14/2019	0.00
CA 94043				1,000.00

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

Check No.	54102	Total:	1,000.00
Total for	SCHILLER CONSTRUCTION		1,000.00

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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

SHARP BUSINESS SYSTEMS	May Copies	21266	08/14/2019	
			08/14/2019	
DEPT. LA 21510	0199		08/14/2019	0.00
PASADENA	BOA	54103	08/14/2019	0.00
CA 91185-1510	9001998907			278.71

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	278.71	0.00

SHARP BUSINESS SYSTEMS	June Copies	21267	08/14/2019	
			08/14/2019	
DEPT. LA 21510	0199		08/14/2019	0.00
PASADENA	BOA	54103	08/14/2019	0.00
CA 91185-1510	9002066349			433.18

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	433.18	0.00

Check No.	54103	Total:	711.89
Total for	SHARP BUSINESS SYSTEMS		711.89

SIERRA PACIFIC TURF SUPPLY INC	Fertilizer Purchase - Fields	21268	08/14/2019	
		00006634	08/14/2019	
P.O. BOX 84	842		08/14/2019	0.00
CAMPBELL	BOA	54104	08/14/2019	0.00
CA 95009	0555620-IN			1,544.41

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,544.41	1,544.41

Check No.	54104	Total:	1,544.41
Total for	SIERRA PACIFIC TURF SUPPLY IN		1,544.41

SMITH'S GOPHER TRAPPING SVC	Ford Field Trapping, July '19	21269	08/14/2019	
			08/14/2019	
1931 OTOOLE WAY	0824		08/14/2019	0.00
SAN JOSE	BOA	54105	08/14/2019	0.00
CA 95131	31091			162.50

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	162.50	0.00

SMITH'S GOPHER TRAPPING SVC	Rossotti Fid Trapping-July '19	21270	08/14/2019	
			08/14/2019	
1931 OTOOLE WAY	0824		08/14/2019	0.00
SAN JOSE	BOA	54105	08/14/2019	0.00
CA 95131	31092			167.50

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	167.50	0.00

SMITH'S GOPHER TRAPPING SVC	Triangle Pk Trapping, July '19	21271	08/14/2019	
			08/14/2019	
1931 OTOOLE WAY	0824		08/14/2019	0.00
SAN JOSE	BOA	54105	08/14/2019	0.00
CA 95131	31093			162.50

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	162.50	0.00

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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

SMITH'S GOPHER TRAPPING SVC	Town Center Pest Trapping, July '19	21272	08/14/2019	
1931 OTOOLE WAY	0824		08/14/2019	0.00
SAN JOSE	BOA	54105	08/14/2019	0.00
CA 95131	31094			482.50

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	482.50	0.00

Check No.	54105	Total:	975.00
Total for	SMITH'S GOPHER TRAPPING SVC		975.00

CONNIE STACK	Instructor Fees, Summer 2019	21275	08/14/2019	
10127 LAMPLIGHTER SQUARE	648		08/14/2019	0.00
CUPERTINO	BOA	54106	08/14/2019	0.00
CA 95014				1,203.20

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,203.20	0.00

Check No.	54106	Total:	1,203.20
Total for	CONNIE STACK		1,203.20

STANDARD INSURANCE CO.	LTD / Life Premium	21276	08/14/2019	
PO BOX 5676	0469		08/14/2019	0.00
PORTLAND	BOA	54107	08/14/2019	0.00
OR 97228				583.83

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	583.83	0.00

Check No.	54107	Total:	583.83
Total for	STANDARD INSURANCE CO.		583.83

STAPLES CREDIT PLAN	June Statement	21273	08/14/2019	
DEPT. 5 - 7820662814	430		08/14/2019	0.00
PHOENIX	BOA	54108	08/14/2019	0.00
AZ 85062-8004				600.39

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	600.39	0.00

Check No.	54108	Total:	600.39
Total for	STAPLES CREDIT PLAN		600.39

SHELLY SWEENEY	Instructor Fees, Summer 2019	21274	08/14/2019	
285 GRANDVIEW DRIVE	407		08/14/2019	0.00
WOODSIDE	BOA	54109	08/14/2019	0.00
CA 94062				1,808.00

GL Number	Description	Invoice Amount	Amount Relieved
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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

05-58-4246	Instructors & Class Refunds	1,808.00	0.00	
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Check No.	54109	Total:	1,808.00
Total for	SHELLY SWEENEY		1,808.00

TRENCHFREE, INC	Deposit Refund, 185 Meadowood	21277	08/14/2019	
			08/14/2019	
PO BOX U	0883		08/14/2019	0.00
SAN JOSE	BOA	54110	08/14/2019	0.00
CA 95151				88.61

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	88.61	0.00	

Check No.	54110	Total:	88.61
Total for	TRENCHFREE, INC		88.61

VERIZON WIRELESS	July Cellular	21278	08/14/2019	
			08/14/2019	
P.O. BOX 660108	0131		08/14/2019	0.00
DALLAS	BOA	54111	08/14/2019	0.00
TX 75266-0108	9834831841			353.26

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	353.26	0.00	

Check No.	54111	Total:	353.26
Total for	VERIZON WIRELESS		353.26

Total Invoices:	71	Grand Total:	279,479.36
		Less Credit Memos:	0.00
		Net Total:	279,479.36
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	279,479.36

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
August 14, 2019

Claims totaling \$279,479.36 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

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

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: August 14, 2019

RE: Reauthorization of the Town Treasurer as the Authority for Management of the Town's Investment Programs

RECOMMENDATION

Staff recommends that the Town Council reauthorize the Town Treasurer as the Authority for Management of the Town's Investment Programs.

BACKGROUND

Per California Government Code Section 53607 (Attachment 1), a legislative body of a municipality may delegate, for a one year period, the authority to manage investment programs to that body's treasurer.

The Town's Municipal Code, Section 2.08.020, authorizes the Town Manager to serve as the Town Treasurer (Attachment 2).

DISCUSSION

The California Government Code only authorizes such delegation of duties for a one-year period. Staff recommends reappointing, per Portola Valley Municipal Code, the Town Manager to continue to manage investment programs for the next calendar year. Per the Town's Investment Policy (Attachment 3), day-to-day operations shall be delegated to the Finance Director; the Town Manager will continue to consult with the Finance Committee on present and future investments.

FISCAL IMPACT

None.

ATTACHMENTS

1. California Government Code section 53607
2. Portola Valley Code section 2.08.020
3. Town of Portola Valley Investment Policy

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', is written over the printed name.

State of California**GOVERNMENT CODE****Section 53607**

53607. The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

(Amended by Stats. 1996, Ch. 749, Sec. 6. Effective January 1, 1997.)

2.08.020 - Town treasurer.

The town manager shall serve as the town treasurer. The town treasurer shall maintain the accounts of the town in accordance with the approved final budget and accepted municipal accounting procedures and shall perform such other duties as set forth in the general laws of the state.

(Ord. 2015-406 §§ 3, 4, 2015)



Town of Portola Valley Investment Policy

Originally Adopted: December 10, 2003

Revised: November 8, 2017

1.0 MISSION STATEMENT

It is the policy of the Town of Portola Valley to invest public funds in a manner which will provide the maximum security with best investment returns, while meeting the daily cash flow demands of the entity. The Town's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

2.0 SCOPE

This investment policy applies to all financial assets of the Town of Portola Valley. These funds are audited annually and accounted for in the Financial Statements. This policy is applicable, but not limited to all funds listed below:

- General Fund
- Special Revenue
- Restricted Funds
- Trust Funds

Any other Town Funds or funds held for the exclusive benefit of the Town of Portola Valley and under the direction of Town of Portola Valley officials.

2.1 Pooling of Funds Except for cash in certain restricted funds, the Town will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

3.0 OBJECTIVES

In order of priority, the primary objectives of the investment activities shall be:

3.1 Safety Safety of the principal is the foremost objective of the investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

3.2 Liquidity The investment portfolio will remain sufficiently liquid to enable the Town of Portola Valley to meet all operating requirements that might be reasonably anticipated.

3.3 Return or Yield The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of

secondary importance compared to the safety and liquidity objectives described above.

4.0 **STANDARDS OF CARE**

- 4.1 Prudence** Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence and discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used shall be the “prudent investor” standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

- 4.2 Delegation of Authority** Authority to manage the investment program is derived from California Government Code (CGC) 53600/1, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer. Daily management responsibility of the program may be delegated to the Finance Director, who shall establish procedures and operate the investment program consistent with this investment policy.

Procedures may include, but not be limited to, references to: safekeeping, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

- 4.3 Ethics and Conflict of Interest** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

- 4.4 **Internal Control** Separation of functions between the Treasurer, Finance Director, and Finance Committee is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

Investment decisions are made by the Treasurer and executed by the Finance Director. As necessary, consultation will be sought from the Finance Committee regarding investment decisions. All wire transfers initiated by the Finance Director must be reconfirmed by the appropriate financial institution to the Accounting Technician and approved by the Treasurer. Timely bank reconciliation is conducted to ensure proper handling of all transactions

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Finance Director and Accounting Technician on a monthly basis. Internal controls will be documented by staff.

5.0 **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Treasurer, with guidance from the Financial Committee, may select any financial institution/broker/dealer selected by credit worthiness that is authorized to provide investment services in the State of California. For broker/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission and the FINRA Financial Industry Regulatory Authority.

6.0 **AUTHORIZED INVESTMENTS**

- 6.1 **Investment Types** The Town of Portola Valley is empowered by CGC 53601 et seq. to invest in the following:
- Local Agency Investment Fund (LAIF), a special fund of the State Treasury in which local agencies are allowed to pool their funds for investment purposes up to a maximum -allowed by the State. LAIF will have its own investment policy that will differ from the Town.
 - United States Government Agency Bonds.
 - United States Treasury Bills, Notes and Bonds.
 - Mutual funds or exchange traded funds investing over 80% of assets in either:
 - 1) short to medium term corporate bonds holding an average credit rating of "A" or better not to exceed 30% of surplus funds, or
 - 2) short to medium term Federal Agency or U.S. Government sponsored enterprise obligations.
 - Pools and other investment structures incorporating investments permitted in CGC 53601 and 53635, such as Local Government Investment Pools sponsored by Counties and Joint Powers Authorities.

These entities may have their own investment policy that will differ from that of the Town.

- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations. No more than 30% of surplus funds can be invested in certificates of deposit.

Investment in derivatives of the above instruments shall require authorization by the Town Council. Any concentrated equity or bond holding (including any private note held by the Town), however obtained, must be sold and converted into approved investments as quickly as practicable, considering market liquidity and trading restrictions on such securities.

- 6.2 Collateralization** All certificates of deposit must be collateralized by U.S. Treasury obligations held by a third party with whom the Town has a current written custodial agreement. The Treasurer may waive this requirement up to the amount already insured by federal or state deposit insurance (FDIC).

7.0 APPROVAL AND REVISION

The Investment Policy shall be adopted by resolution of the Town of Portola Valley. The Policy will be reviewed as part of the annual budget process with any amendments to be approved by the Council.

From: webmaster@portolavalley.net <webmaster@portolavalley.net>
Sent: Wednesday, July 31, 2019 2:37 PM
To: Sharon Hanlon <shanlon@portolavalley.net>
Subject: Portola Valley, CA: Committee Application - Parks & Rec / Dewes

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

Form Name: Committee Application
Date & Time: 07/31/2019 2:36 PM
Response #: 78
Submitter ID: 4839

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) Parks & Recreation

Applicant Information

Full Name	Patty Dewes
Email Address	
Street Address	
City/Zip	Portola Valley
Number of years in Portola Valley	22
Cell Phone	
Home Phone	
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.

Having recently retired, my desire is to become more involved in volunteer work, particularly in local communities. Having lived in PV for almost 22 years, my husband and I have come to love this community: we built our home here, our son attended PV schools (Ormondale and CM) and I have enjoyed walking our dogs on the multitude of trails that wind through our lovely neighborhoods and wooded areas. Constantly

seeing our wildlife (deer, coyote, turkeys, etc) and enjoying the views of Windy Hill remind me that we are privileged to live here and we should all do what we can to preserve it.

My background is in Finance/Accounting in the High-Tech industry for almost 35 years. In addition, I have experience in leading complex projects that require inputs and deliverables from multiple functions and individuals in order to achieve the required results. I pride myself on being proficient in planning/organization, teamwork and collaboration.

I currently volunteer at the PV Library one day a week delivering and picking up books from the Sequoia's and home bound seniors. I am also the Treasurer for the Friends of Huddart and Wunderlich Parks Board.

I would be extremely pleased if you would consider me for your open volunteer position on the Parks and Recreation Committee.

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.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Jeremy Dennis, Town Manager
DATE: August 14, 2019
RE: Business License Ordinance Exemption

RECOMMENDATION

Staff recommends the Town Council approve exemptions to the Business License programs for vendors staffing memorial services on Town property.

BACKGROUND

Chapter 5.20 of the Town's Municipal Code outlines the business license program, which is an annual tax on all persons engaging in business in Portola Valley.

Chapter 5.24 provides exemptions to various entities and organizations, including nonprofits, disabled veterans, and youth groups.

DISCUSSION

As written, the business license program requires all non-exempt entities conducting business in Portola Valley to obtain a license.

The Town makes available its facilities, including the Community Hall, to residents for memorial services. These services are typically supported by food vendors.

Given the nature of these events, staff believes it is appropriate to exempt those vendors who are staffing memorial services in Town facilities (Attachment 1).

FISCAL IMPACT

Minor. Staff believes that there will be a slight decrease in the amount of money collected from the business license program by exempting these types of services.

ATTACHMENT

1. Chapter 5.24 Exempt Businesses and Organizations

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', is written over the printed name.

CHAPTER 5.24 - EXEMPT BUSINESSES AND ORGANIZATIONS

Sections:

5.24.010 - Businesses exempt by Constitution or statutes.

Nothing contained in this chapter shall be deemed or construed as applying to any person transacting, engaging in and/or carrying on any business exempt by virtue of the Constitution or applicable statutes of the United States or of the state of California from payment of taxes prescribed herein.

(Ord. 2000-329 § 6 (part), 2000)

5.24.020 - Nonprofit organizations.

Nothing contained in this chapter shall be deemed or construed to require the payment of any license tax by any entity or organization which is conducted, managed and/or carried on wholly for the benefit of charitable, educational, religious or public benefit and from which profit is not derived, either directly or indirectly, by any person (including, but not limited to, all entities that qualify under Internal Revenue Code 501(c)).

(Ord. 2000-329 § 6 (part), 2000)

5.24.030 - Disabled veterans.

Nothing contained in this chapter shall be deemed or construed to require the payment of any license tax by any honorably discharged or relieved veteran named in Section 16001 of the Business and Professions Code of California, as amended, who is physically unable to earn a livelihood by manual labor and who is a voter of this state, and who desires to hawk, peddle or vend goods, wares or merchandise owned by him, or to distribute circulars.

(Ord. 2000-329 § 6 (part), 2000)

5.24.040 - Public utilities.

Any public utility possessing a franchise granted by the town which makes annual payments under said franchise to the town, shall not be subject to any of the provisions of Chapters 5.04 through 5.24 and 5.48.

(Ord. 2000-329 § 6 (part), 2000)

5.24.050 - Youth.

Nothing contained in this chapter shall be deemed or construed to require the payment of any license tax by any person under the age of eighteen who desires to hawk, peddle, or vend goods, wares, merchandise, or appropriately-licensed foods.

5.24.060 – Memorials

Nothing contained in this chapter shall be deemed or construed to require the payment of any license tax by any person vending at a memorial service held by residents in town facilities.

(Ord. 2019-429, § 3, 2019)



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Laura Russell, Planning and Building Director
DATE: August 14, 2019
RE: Contract Amendment for Contract Planning Services

RECOMMENDATION

Staff recommends that the Town Council approve a contract amendment for planning services.

BACKGROUND

In June 2019, the Town Council approved a budget that included conversion of a contract planner to a full-time assistant planner. The contract planner then in the Town's employ found new employment at the same time the Town's permanent Associate Planner resigned. Staff contacted four firms that provide contract planning services; only Good City Company had planners available to work on a temporary basis. In order to continue processing applications, the Town Manager signed a contract with Good City Company for two planners for up to 60 hours/week (Attachment 1).

DISCUSSION

Staff recommends that the contract with Good City be amended to increase the total cost of the contract from \$25,000 to \$51,000. This contract increase will ensure that 60 hours/week of planning support will be available until the hiring of permanent planning staff.

FISCAL IMPACT

No new impact. Funds are currently budgeted to support the recently-resigned contract planner, and salary savings from the vacant Associate Planner position will be re-budgeted at a later date to support any additional expenditures.

ATTACHMENTS

1. Good City Company Contract for Planning Services
2. Amendment #1

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', is written over the printed name.

**AGREEMENT BETWEEN THE
TOWN OF PORTOLA VALLEY AND
GOOD CITY COMPANY**

This Agreement is made and entered into this 17 day of July, 2019 by and between the Town of Portola Valley, a municipal corporation, ("Town") and Good City Company, a California corporation, ("Consultant").

RECITALS

A. The Town desires to seek professional consulting services related to dedicated in-house planning services.

B. The Town has determined that Consultant possesses such specialized professional skill and ability, and the Town Council has approved the selection of Consultant.

THE PARTIES HEREBY AGREE AS FOLLOWS:

1. SCOPE OF SERVICES. Consultant shall perform those services specified in detail in Exhibit A.

2. TERM. The term of this Agreement shall be from July 17, 2019, through August 17, 2019 or the date this Agreement is terminated as set forth below.

3. COMPENSATION. In consideration of Consultant's performance, compensation of all professionals of Consultant shall be at the rates set forth in Exhibit B and shall not exceed the total sum of \$25,000.

4. METHOD OF PAYMENT. Consultant shall invoice the Town for work performed after each task is completed as set forth in Exhibit B. Payments to Consultant by Town shall be made within thirty (30) days after receipt by Town of Consultant's itemized invoices.

5. INDEPENDENT CONTRACTOR. Consultant, in the performance of the work and services under this Agreement, shall act as and be an independent contractor and not an agent or employee of Town or any other governmental entity. In particular, Consultant shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Consultant receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Consultant shall not be eligible for benefits and shall receive no compensation from the Town except as expressly set forth in this Agreement.

6. ASSIGNABILITY. The parties agree that the expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Consultant's obligations hereunder, without the prior written consent of the Town

Council, and any attempt by Consultant to do so shall be void and of no effect and a breach of this Agreement.

7. INDEMNIFICATION.

7.1. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors. The acceptance of such services shall not operate as a waiver of such right of indemnification.

7.2 With regard to Consultant's professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not limited to, reasonable attorneys' fees, court costs and costs of alternative dispute resolution regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of said services and duties by Town shall not operate as a waiver of such right of indemnification.

8. INSURANCE REQUIREMENTS. Consultant agrees to have and maintain the policies set forth in Exhibit C entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the Town Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Town Attorney. Consultant agrees to provide Town with a copy of said policies, certificates, and/or endorsements before work commences under this Agreement. A lapse in any required amount or type of insurance coverage during this Agreement shall be a breach of this Agreement.

9. TERMINATION.

9.1 This Agreement may be terminated by either the Town or Consultant following five (5) days written notice of intention to terminate; thereafter, the Town shall be liable to Consultant only for those fees and costs earned by Consultant to the date of termination and which shall be substantiated by an itemized, written statement submitted to Town by Consultant. The Town's right of termination shall be in addition to all other remedies available under law to the Town.

9.2 In the event of termination, Consultant shall deliver to Town copies of all reports, documents, computer disks, and other work prepared by Consultant under this Agreement, if any, and upon receipt thereof, Town shall pay Consultant for services performed by Consultant through the date of termination. If Consultant's written work is contained on a hard computer disk, in the event of termination, Consultant shall, in addition to providing a written copy of the information on the hard disk, immediately transfer all written work from the hard computer disk to a soft (or floppy) computer disk and deliver said soft (or floppy) computer disk to Town.

10. OWNERSHIP OF MATERIAL. All reports, documents, or other materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant to perform the services required hereunder shall be and remain the property of Town without restriction or limitation upon their use.

11. WAIVER. Waiver by Town of any breach or violation of any term or condition of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. The acceptance by Town of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Agreement.

12. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to Town for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.

13. NOTICES. All notices and other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To Town:

Planning and Building Director
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
Fax: 650/851-4677

To Consultant:

Aaron Aknin
Good City Company
751 Laurel Street, Suite 622
San Carlos, CA 94070
Fax: 650.654.6622

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

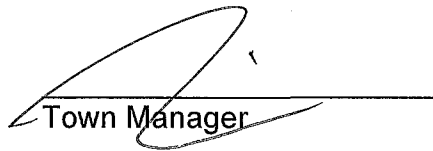
14. ATTORNEYS' FEES. In any legal action or proceeding brought for enforcement of this Agreement, the successful party shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled.

15. PRIOR AGREEMENTS AND AMENDMENTS. This Agreement, including all exhibits attached hereto, represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by a written amendment duly executed by the parties to this Agreement. Any amendment relating to compensation for Consultant shall be for only a not-to-exceed sum.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement effective as of the date written above.

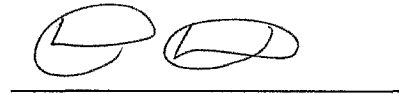
TOWN:

By:


Town Manager

CONSULTANT:

By:



Its:

Principal

EIN

94-3154294

ATTEST:


Town Clerk

EXHIBIT A

SERVICES TO BE PERFORMED

Good City Company will provide "in-house" town planning services for the Town of Portola Valley. Dedicated in-house planning services include, but are not limited to:

- Providing counter and telephone service to the general public for current planning inquiries/assistance
- Review of design and architectural drawings for zoning and Municipal Code conformance
- Conducting site inspections
- Evaluation and analysis of projects (both large and small)
- Preparation and presentation of staff reports before committees and commissions.
- Good City may also assist with policy planning efforts related to the current planning efforts described above and as requested by the Planning Director

EXHIBIT B

BILLING RATES

Good City prides itself on being a cost-effective solution for public sector agencies. Staff retains detailed timesheets and works efficiently to ensure the client is getting the best value for the services.

Director/Principal \$195-\$225/hour

Principal Planner \$175/hour

Senior Planner \$150/hour

Associate Planner \$125/hour

Assistant Planner \$100/hour

Planning Technician \$80/hour

Administrative Assistant \$60/hour

Subconsultant Contracts Direct Billing + 10% oversight fee

* Rates subject to adjustment January 1st of each year

EXHIBIT C

INSURANCE REQUIREMENTS

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. MINIMUM SCOPE OF INSURANCE. Coverage shall be at least as broad as:

1.1 Insurance Services Office Form No. CG 0001 covering General Liability and Commercial General Liability on an "occurrence" basis.

1.2 Insurance Services Office Form No. CA 0001 covering Automobile Liability, Code 1 (any auto), Code 8 (hired autos) or Code 9 (non-owned autos), if Consultant has no owned autos.

1.3 Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability Insurance.

1.4 Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Architects' and Consultants' coverage is to be endorsed to include contractual liability.

2. MINIMUM LIMITS OF INSURANCE. Consultant shall maintain limits no less than:

2.1 Comprehensive General Liability. (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) combined single limit per claim and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 Automobile Liability. One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 Workers' Compensation and Employers Liability. Workers' compensation limits as required by the Labor Code of the State of California. One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.

2.4 Errors and Omissions Liability. One Million Dollars (\$1,000,000) per occurrence.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the Town. At the option of the Town, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the Town. The Town may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The Town, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officials, employees, agents and contractors.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the Town, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the Town, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the Town, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the Town's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the Town.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provision set forth in subsection 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

4.3 Claims Made Policies. If any of the required policies provide claims-made coverage, the Town requires that coverage be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the Town with original certificates, amendatory endorsements, and actual policies of insurance effecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Town before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive consultant's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

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

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall obtain separate certificates and endorsements for each subcontractor.

AMENDMENT NO. 1 TO AGREEMENT BETWEEN THE TOWN OF PORTOLA VALLEY AND GOOD CITY COMPANY

This Amendment 1 ("Amendment") is made as of August __, 2019, with respect to the Agreement ("Agreement") by and between the Town of Portola Valley ("Town") and Good City Company ("Consultant").

RECITALS

A. The Town and Consultant entered into the Agreement for contract planning services on July 17, 2019.

B. The Town and Consultant desire to extend the term and increase the compensation set forth in the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, the Town and Consultant do hereby agree as follows:


- 1. Term. The term of the Agreement shall be extended to October 4, 2019 unless terminated earlier pursuant to the terms of the Agreement.
- 2. Compensation. Section 3 (Compensation) of the Agreement is hereby amended to increase the total compensation amount from \$25,000 to \$51,000.
- 3. Agreement. Other than the amendment set forth in Sections 1 and 2 above, no other provisions of the Agreement are amended and all other provisions of the Agreement are in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment 1 as of the date set forth above.

TOWN OF PORTOLA VALLEY:

GOOD CITY COMPANY:

Ann Wengert, Mayor



Aaron Aknin, Principal

ATTEST:

Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Assistant to the Town Manager

DATE: August 14, 2019

RE: Adoption of Resolution Approving and Authorizing Disposition of Surplus Town-Owned Property

RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution (Attachment 1) approving and authorizing the disposition of surplus property as described in Exhibit A (Attachment 2).

BACKGROUND/DISCUSSION

Periodically, Town staff reviews Town-owned property to assess whether any items have reached the end of useful life, are no longer in service, and/or are not operable. Per the Town's Purchasing & Inventory Control Policy, when a capitalized inventory item (value of more than \$500) is no longer in use, is obsolete, and/or is damaged beyond repair, and the Town wishes to donate and/or dispose of the item, it must be declared surplus property by the Town Council prior to donation or disposal.

Exhibit A lists desktop computers that have been deemed obsolete. Desktop computers are replaced per an "Equipment Replacement" schedule (or as needed) and are allocated for in the annual budget. The desktop computers listed below will be collected and recycled by GreenCitizen, a local e-waste recycler.

FISCAL IMPACT

There is no fiscal impact at this time.

ATTACHMENT

1. Resolution
2. Exhibit A – List of Surplus Inventory

Approved by: Jeremy Dennis, Town Manager

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

Attachment 1

RESOLUTION NO. _____-2019

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING
THE DISPOSITION OF SURPLUS TOWN-OWNED PROPERTY**

WHEREAS, the Town Council of the Town of Portola Valley is the owner of certain property (Exhibit A) and has determined that such property is surplus.

NOW, THEREFORE, the Town Council of the Town does RESOLVE that such property be disposed of by Town staff as deemed appropriate to the Town’s best interest.

PASSED AND ADOPTED this 14th day of August, 2019.

By: _____
Ann Wengert, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

Attachment 2

EXHIBIT A
SURPLUS INVENTORY

<u>ITEM</u>	<u>INVENTORY TAG #</u>	<u>REASON FOR SURPLUS</u>
Desktop Computer – Dell Optiplex 7020	460	Obsolete
Desktop Computer – Dell Optiplex 7010	477	Obsolete
Desktop Computer – Dell Optiplex 745	719	Obsolete
Desktop Computer – Dell Optiplex 990	722	Obsolete
Desktop Computer – Dell Optiplex 7010	733	Obsolete
Desktop Computer – Dell Optiplex 7010	746	Obsolete
Desktop Computer – Dell Optiplex 7010	750	Obsolete



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Assistant to the Town Manager

DATE: August 14, 2019

RE: FY 2019-20 Budget Amendment to Appropriate Funds for Reach Code Support

RECOMMENDATION

Staff recommends that the Town Council authorize a \$10,000 budget amendment to appropriate funds acquired in FY 2018-19 from Peninsula Clean Energy for Reach Code efforts that are not allocated in the FY 2019-20.

BACKGROUND AND DISCUSSION


At the May 22, 2019 Council Meeting, as part of the Sustainability Committee's annual report, staff shared that the Town was applying for a \$10,000 grant through Peninsula Clean Energy and the Office of Sustainability for Reach Code efforts. Staff indicated that if this grant was received, staff would return to the Council to request a budget amendment to hire an intern to assist with the Reach Code efforts and the update to the current Green Building Ordinance required in response to the 2019 Building Code that goes into effect on January 1, 2020.

On June 25, 2019, the Town received the \$10,000 grant and is now returning to the Council to request the budget amendment that would provide the funds to hire an intern. Staff is recommending that the \$10,000 funds receipted into the Grants fund at the end of the 2018-19 fiscal year be appropriated to the Interns line item in the General Fund in the current fiscal year.

FISCAL IMPACT

The requested budget amendment for the fiscal year ending June 30, 2020 is outlined in the table below. The total fiscal impact is a \$10,000 appropriation from the Grants fund to the Interns line item in the General Fund in the FY 2019-20 budget.

	Interns (GL Code 05-50-4042)
FY 2019-20 Budgeted Amount	0
Allocation After Budget Amendment	\$10,000

Approved by: Jeremy Dennis, Town Manager 



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: August 14, 2019

RE: Adoption of a Resolution Approving a Revised Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/Engineering and Planning Departments ([Link to Attachments Page](#))

RECOMMENDATION

Hold a public hearing to review proposed fee changes and adopt a resolution revising the Town's Master Fee Schedule to:

1. Adjust all fees for Consumer Price Index (CPI) increases based on Council recommendations
2. Add a provision to pass through third-party fees for credit card use
3. Modify the hourly rates for the Planning Department
4. Reflect changes already adopted by the Council

Motion: Adopt the resolution included as Attachment A, Approving a Revised Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/Engineering and Planning Departments; and direct staff to update the Master Fee Schedule to reflect the fee changes in Option #X of Attachment 3 to the staff report.

BACKGROUND

In 2014, the Town Council authorized the annual increase of the fees included in the Master Fee Schedule to be adjusted annually on July 1st by the percentage increase or decrease in the CPI. Since that time, however, the fees have not been adjusted. The Town has also begun offering credit card services to residents, and the new Planning Director has reviewed the planning hourly rate that is charged to applicants and determined that additional cost recovery could be achieved.

DISCUSSION

CPI Increase

In addition to a recommended increase in fees based on the February 2019 CPI increase of 3.5%, staff recommends that fees also be increased by the amount that should have been proposed, on an annual basis, between 2015 and 2018 (totaling, after compounding, 13%). These CPI increases allow fees to stay constant to the growth in costs associated with providing a variety of critical Town services.

Attachment 3 outlines three options staff suggests for consideration, should the Council wish to authorize this increase:

Option 1: Immediately increase all fees by 13% for 2015 to 2018, plus the current CPI for 2019 (3.5%), per action at this council meeting.

Option 2: Increase fees over two years: increase all fees by 6.5% plus the current CPI for 2019 (3.5%) per action as this council meeting; increase all fees by 6.5% plus the 2020 CPI in FY 2020-21 (estimate of 2020 CPI used in calculations).

Option 3: Increase all fees under \$1,000 by the full amount (Option 1) and increase all fees of \$1,000 or more over two years per Option 2.

Note that under state law, increases in development related fees may not go into effect for 60 days following adoption, while non-planning fees may go into effect immediately. For consistency, the Town has historically applied this 60-day implementation to all municipal fees and the resolution reflects this practice.

Attachment 3 provides calculations for FY 2020-21 fees based on a CPI estimate; these calculations and the CPI estimate are provided for comparison purposes only. Should the Council decide to go with any option, staff will bring back the Fee Schedule for review and approval in 2020, based on that option, and the current CPI in 2020 will replace the estimate in the fee calculations.

The Council may also wish to review individual fees to determine if distinct changes are necessary, or if the fees should remain unchanged (e.g., Photovoltaic System permit).

Credit Card Use

In January of 2017, the Town implemented a new Recreational Facilities Management software – Community Pass – that allowed credit cards to be used to pay for classes. With each transaction, the Town is charged transaction fees.

In addition to paying for classes, the Town would like to add options that allow users to make payments by credit card for other services, starting with Business Licenses. Staff recommends that these third-party transaction fees be included in the Fee Schedule and paid for by those utilizing credit card payment services.

Planning Department Hourly Rates

For planning applications, staff collects a set fee that covers the routine administrative costs of processing an application and a deposit to cover the portion of the project that can be variable. For the deposit-based portion, staff charges the hourly rate of the particular planner assigned to the project (salary plus benefits for full time staff and the contract rate for consultant planners.) As examples, the rate of the full-time associate planner is \$81, the Planning Director is \$150, and the hourly rate of a consultant planner is \$100-120 per hour for an assistant or associate level.

This approach to deposit charges has not changed since the time the Town was utilizing Spangle & Associates, a consulting planning firm based in Menlo Park. Their hourly rates were based on a different service delivery model, and did not take into account a Planning Department structure with the mix of planners and expenses the Town has today. The Spangle rates took into consideration their overhead associated with providing professional planning services. When those services came in-house through professional planning staff, the hourly rate was not adjusted to cover the Town's indirect costs associated with providing services.

Staff consulted with NBS, a firm that specializes in municipal fee studies, to calculate the rate appropriate for Portola Valley. As part of that work, it was decided that a blended rate was most appropriate. A blended rate takes into account the hourly rates of the different staff members and charges the same rate, no matter which planner is doing the work. Without a blended rate, some applicants may be inclined to "shop" for planners that charge a different hourly rate, a circumstance that takes place in other planning departments. This approach is also appropriate for the Town because of the work style of the Planning Department, where multiple staff with different skills work together to complete a project.

The proposed hourly rate also includes indirect expenses including items such as supplies, equipment, and the Planning Department's share of Town-wide overhead. The analysis by NBS resulted in an hourly rate of \$204 per hour, which staff recommends to achieve a higher level of cost recovery compared to the current practice. NBS also surveyed the rates of comparative agencies in the area. While it is difficult to compare directly due to significant differences in fee structure, it is worthwhile to note that the proposed hourly rate falls within the range of other communities.

In addition to the change in the Planning hourly rate, staff recommends (re)inserting the deposit amounts in the Fee Schedule and language that clarifies to applicants that a fee and deposit are required. The deposit amounts were present in past fee schedules, but were inadvertently removed in 2012. The practice of collecting deposits has not changed over the years. Including them in the Fee Schedule will increase clarity and transparency for applicants.

Additional Changes to Fee Schedule

Staff has updated the Master Fee Schedule to reflect changes already adopted by the Council and/or current practices:

- The restriction of use of the Town Center Facilities to residents only, approved by the Council in July 2013.
- Insurance charges for class instructors to be charged at the current carrier rate, rather than a fixed rate.
- Inclusion of the required litter deposit for the Special Events Permit, which was not previously captured on the Fee Schedule, but has been in practice since at least 1996.

FISCAL IMPACT

By approving the attached resolution to revise the Fee Schedule, the Town will recover appropriate funds for the services they provide. Specifically pertaining to credit card fees, the Town has incurred \$17,170 from January 2017 through July 2019. With the adoption of the revised Fee Schedule, these fees would be passed through to the user.

ATTACHMENTS

1. Resolution
2. Exhibit A – Master Fee Schedule May 2014
3. Exhibit B – Revised Fee Schedule Outlining Three Options
4. NBS Memo - Fully Burdened Hourly Rate for the Planning Division

Approved by: Jeremy Dennis, Town Manager



RESOLUTION NO. -2019

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING A REVISED FEE SCHEDULE FOR ITS ADMINISTRATIVE, BUILDING, PUBLIC WORKS/ENGINEERING AND PLANNING DEPARTMENTS

WHEREAS, Municipal Code Section 18.34.040 [Fees for applications-Collection] of Chapter 18.34 [Administration] of Title 18 [Zoning] authorizes the Town Council to establish, by resolution, the amounts of fees for applications and permits under the Zoning Ordinance and may, from time to time modify the resolution; and

WHEREAS, Resolution 2619-2014 was adopted on May 14, 2014 and provided for a revised master fee schedule based on the increase in the Consumer Price Index; and

WHEREAS, Resolution 2619-2014 provides the fees and charges set forth in Exhibit A shall be adjusted annually on July 1st of every year by the percentage increase or decrease in the Consumer Price Index - All Items Index (San Francisco-Oakland-Hayward). The calculation will be based upon the index from February of the prior year to the index for February of the current year; and

WHEREAS, the fees set forth in Exhibit A have not been adjusted annually by the percentage increase or decrease in the Consumer Price Index since 2014; and

WHEREAS, the Council considered the three options outlined in Exhibit B for bringing the fees in the Master Fee Schedule (Exhibit A) current with the changes in the Consumer Price Index from 2014 to 2019; and

WHEREAS, the Town also desires to add options that allow users to make payments by credit card and other convenient payment platforms; these platforms have third party fees that shall be paid for by those utilizing credit card payment services; and

WHEREAS, the Town also desires to implement a blended hourly rate for planning services to increase the level of cost recovery and to include language in the fee schedule to increase clarity related to implementation of this hourly rate; and

WHEREAS, Resolution 2759-2018 was adopted on May 23, 2018 amending the Town's Fee Schedule to add a new fee for the Cannabis Permit Conditional Use Permit; and

WHEREAS, the proposed fees are not a tax pursuant to State of California Proposition 26; and

WHEREAS, on July 24 and July 31, 2019, the Town Clerk published notices in a newspaper of local distribution concerning the Town Council's intention to hold a public hearing to consider adoption of a new fee schedule and all documentation supporting the proposed fee schedule was made available to the public, beginning on Friday, August 2, 2019.

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

Section 1. The fees set forth in the attached fee schedule (Exhibit B) are hereby established pursuant to the Town of Portola Valley Municipal Code and shall become part of the Master Fee Schedule. These fees shall be paid to or collected by the Town for each of the applications, permits, extensions, renewals, services or other matters enumerated therein. No application shall be deemed filed or complete until all required fees have been

paid in full to the Town.

Section 2. Resolution 2759-2018 is hereby repealed in its entirety, it being the intent of the Town Council that the fee schedule adopted by this resolution shall supersede all prior schedules pertaining to the same subject matter.

Section 3. Annual Adjustment. The fees and charges set forth in Master Fee Schedule shall be adjusted by the Town Council in July of every year by the percentage increase or decrease in the Consumer Price Index - All Items Index (San Francisco-Oakland-Hayward). The calculation will be based upon the index from February of the prior year to the index for February of the current year.

Section 4. This resolution shall become effective 60 days from adoption and shall be applicable to all fees and deposits listed on Exhibit B, which are payable to the Town from and after the effective date hereof.

PASSED AND ADOPTED this 14th of August 2019.

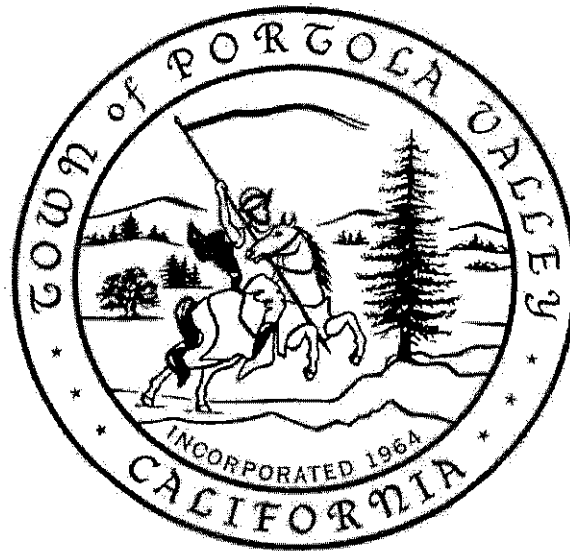
By: _____
Ann Wengert, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

TOWN OF PORTOLA VALLEY

Fee Schedule



**Adopted by the Town Council
May 14, 2014**

Town of Portola Valley Proposed Fee Schedule

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<i>i) Resident Fee.....</i>	<i>11</i>
<i>ii) Non-resident Fee.....</i>	<i>11</i>
<i>iii) Deposit.....</i>	<i>11</i>
<i>b) Community Hall – Memorial Service.....</i>	<i>11</i>
<i>i) Current/Past Resident Only.....</i>	<i>11</i>
<i>ii) Deposit.....</i>	<i>11</i>
<i>c) Community Hall – Local Non-profit within Town limits).....</i>	<i>11</i>
<i>i) No Fundraiser.....</i>	<i>11</i>
<i>ii) No Fundraiser - Deposit.....</i>	<i>11</i>
<i>iii) Fundraiser.....</i>	<i>12</i>
<i>iv) Fundraiser – Deposit.....</i>	<i>12</i>

d) Alder or Buckeye Room minimum rental = 2 hour meetings;4-hour parties..	12
i). Resident Fee	12
ii). Non-resident Fee	12
iii). Deposit.....	12
e) Kitchen (must rent with room)	12
i) Rented with Community Hall.....	12
ii) Rented with Alder or Buckeye Room -- Resident.....	12
iii) Rented with Alder or Buckeye Room – non-resident.....	12
iv) Deposit.....	12
f) Redwood Grove (Weddings only)	12
i) Resident Fee	12
ii) Non-Resident Fee.....	12
iii) Deviation.....	12
Horse Permit.....	12
b) Renewal – Residential	12
c) Renewal – Commercial	12
Sport User Fees	12
i) Town Sponsored; Schools (Town Council; Town Committees; PV School District; Woodside Priory)	12
iii) Local Organized Youth Clubs (Alpine Strikers; CYSO)	12
v) Local Organized Adult Clubs (PV Soccer Club)	12
i) Local Informal Groups	12
iii) Deposit.....	12
c) Commercial Use (clinics and classes)	12
d) Picnic Spaces (next to Little Peoples’ Park – Town Center)	12
e) Ford Field Parking Lot.....	12

PLANNING FEES & PERMITS

- Pre-Application Meeting.....13**
- Architectural Review13**
 - a) New Residence.....13*
 - b) Guest House/Addition.....13*
 - c) Amendment.....13*
- Site Development Permit.....13**
 - a) 50-100 Cubic Yards.....13*
 - b) 101-1,000 Cubic Yards.....13*
 - c) Greater than 1,000 Cubic Yards.....13*
- Conditional Use Permit.....13**
 - a) Standard13*
 - b) Planned Unit Development.....13*
 - c) Amendment.....13*
- Variance.....13**
- Lot Line Adjustment13**
- Geology Review13**
 - a) Building Permit.....13*
 - b) Map Modification13*
 - c) Deviation.....13*
- Subdivision Preliminary Map.....13**
- Subdivision - Tentative Map.....13**
- Subdivision - Final Map.....13**
- Map Time Extension13**
- Tentative Map Amendment13**
- Final Map Revision13**
- Certificate of Compliance.....13**
- Environmental - Initial Assessment13**

Environmental - Negative Declaration..... 14

General Plan Amendment 14

Zoning Ordinance Amendment..... 14

Fence Permit 14

a) Horse Fence..... 14

b) All Other Fences..... 14

Tree Removal Permit 14

Residential Data Report..... 14

Allowed Floor Area Calculation 14

Temporary Occupancy Permit..... 14

Appeal 14

Photovoltaic System..... 14

Temporary Gas or Electrical 14

Plan Review/Revisions 14

BUILDING FEES & PERMITS

Construction & Demolition Recycling	15
Commercial	15
Commercial without Interior Improvements	15
<i>a) Less than 1,000 square feet</i>	<i>15</i>
<i>b) Greater than 1,000 square feet</i>	<i>15</i>
Commercial with Interior Improvements	15
<i>a) Less than 1,000 square feet</i>	<i>15</i>
<i>b) Greater than 1,000 square feet</i>	<i>15</i>
Commercial Tenant Improvements	15
<i>a) Less than 1,000 square feet</i>	<i>15</i>
<i>b) Greater than 1,000 square feet</i>	<i>15</i>
Commercial Repair	15
<i>a) Less than 1,000 square feet</i>	<i>15</i>
<i>b) Greater than 1,000 square feet</i>	<i>16</i>
Commercial Barn/Stable	16
Residential	16
Custom Residence Without Basement	16
<i>a) 5,000 square Feet or Less</i>	<i>16</i>
<i>b) Greater than 5,000 Square Feet</i>	<i>16</i>
Custom Residence With Basement	16
<i>a) 5,000 square Feet or Less</i>	<i>16</i>
<i>b) Greater than 5,000 Square Feet</i>	<i>16</i>
Addition	16
<i>a) 500 Square Feet or Less</i>	<i>16</i>
<i>b) 501-1,000 Square Feet</i>	<i>16</i>
<i>c) Greater than 1,000 Square Feet</i>	<i>16</i>

Detached Second Unit	16
a) 750 Square Feet or Less.....	16
b) Accessory Building (e.g. Cabana).....	17
Detached Unit (Other)	17
a) Garage/Workshop - 1,000 Square Feet or Less.....	17
b) Carport.....	17
c) Barn/Stable.....	17
Bathroom Remodel	17
a) Bathroom with Structural.....	17
b) Bathroom without Structural.....	17
Kitchen Remodel	17
a) Kitchen with Structural.....	17
b) Kitchen without Structural.....	17
Minor Repair (e.g. Deck)	17
a) Without Plan Check.....	17
b) With Plan Check.....	17
Remodel with Structural	18
a) 0-500 Square Feet.....	18
b) 501-1,000 Square Feet.....	18
c) 1001-1,500 Square Feet.....	18
d) 1,501-2,000 Square Feet.....	18
e) 2,001 - 3,000 Square Feet.....	18
f) 3,001-4,000 Square Feet.....	18
Remodel without Structural	18
a) 0-500 Square Feet.....	18
b) 501-1,000 Square Feet.....	18
c) 1001-1,500 Square Feet.....	18
d) 1,501-2,000 Square Feet.....	18
e) 2,001-3,000 Square Feet.....	18

Remodel without Structural (Cont.)	19
<i>f) 3,001-4,000 Square Feet</i>	19
Mobile Home Installation	19
<i>a) With Foundation</i>	19
<i>b) Without Foundation</i>	19
Foundation Repair	19
<i>a) 35 Linear Feet or Less</i>	19
<i>b) Greater Than 35 Linear Feet</i>	19
Stucco/Siding	19
<i>a) 500 Square Feet or Less</i>	19
<i>b) 501-1,000 Square Feet</i>	19
<i>c) Greater than 1,000 Square Feet</i>	19
Re-Roofing	19
<i>a) 1,000 Square Feet or Less</i>	19
<i>b) 1,001-3,000 Square Feet</i>	19
Re-Roofing (Cont.)	20
<i>c) Greater than 3,000 Square Feet</i>	20
Doors and Windows	20
<i>a) Five or Less</i>	20
<i>b) More than Five</i>	20
Swimming Pool (In Ground)	20
Spa	20
<i>a) In Ground</i>	20
<i>b) Above Ground (Prefabricated)</i>	20
Demolition	20
Retaining Wall	20
<i>a) Four Feet High or Less</i>	20
<i>b) Greater than Four Feet High</i>	20

ELECTRICAL, MECHANICAL AND PLUMBING PERMITS	21
Permit Application Fee (applies to all permits)	21
<i>a) For Initial Permit</i>	<i>21</i>
<i>b) For Each Additional Permit.....</i>	<i>21</i>
Plumbing.....	21
Mechanical.....	21
Electrical	21
ELECTRICAL, MECHANICAL AND PLUMBING PERMITS	21
Permit Application Fee (stand-alone projects).....	21
<i>a) For Initial Permit</i>	<i>21</i>
<i>b) For Each Additional Permit.....</i>	<i>21</i>
Water Heater Permit Fee.....	21
Temporary Power Pole	21
Electrical Service	21
<i>a) 100-400 Amps.....</i>	<i>21</i>
<i>b) Greater than 400 Amps.....</i>	<i>21</i>
Subpanel.....	21
Electrical Associated with a Pool/Spa	21
Generator.....	21
Furnace.....	21
Condensor (Evaporative Cooler)	21
Boiler.....	21
Exhaust Hood (Fan)	21
(Commercial or Heat Recovery Ventilator	21
Water Service	22
Backflow Device.....	22
Water Piping.....	22

Sewer Line	22
Drain-Waste Vent (1-5 Fixtures)	22
Gas Piping (1-5 Outlets)	22
Earthquake Shut-off Valve	22
Pool/Spa Plumbing	22
ITEMS NOT LISTED IN THIS SCHEDULE	23
Fee Per Inspection Required	23
Strong Motion Instrumentation & Seismic Hazard Mapping Fee	23
<i>a) Residential</i>	23
<i>b) Commercial</i>	23
California Building Standards Commission Fee	23
<i>a) Every \$25,000 or fraction thereof</i>	23
 PUBLIC WORKS ENGINEERING & PERMIT FEES	 25

ADMINISTRATIVE FEES & PERMITS

Banner/Sign Fee	\$25
Business License	
a) Fixed place of business within Portola Valley	\$100
i) Employee Fee 30+ hours week	\$20 each/per year
ii) Employee Fee 15-30 hours week	\$10 each/per year
b) Not Fixed place of business	
i) General Contractor (3 or more subcontractors)	\$400
ii) General Contractor (less than 3 subcontractors)	\$100
iii) Subcontractor	\$100
iv) General License/Home Occupation	\$100
Classes	
a) Town registration fees	20% of fees received Non-sports instruction -- \$50 Sports instruction - \$100
b) Insurance (if supplied by the Town)	
Copying Fees	
a) Compact Disc (CD) copying	\$10/CD
b) Paper Documents	\$.25/copy
Electric Vehicle Charging Station	
a) First hour	Free
b) Each additional hour	At cost, not to exceed \$10/hr
Facility Rental Fees/Deposits	
a) Community Hall (8:00 a.m. to midnight)	
i) Resident Fee	\$2,500/day
ii) Non-resident Fee	\$2,865/day
iii) Deposit	\$1,000
b) Community Hall – Memorial Service	
i) Current/Past Resident Only	\$1,025/day
ii) Deposit	\$500
c) Community Hall – Local Non-profit within Town limits)	
i) No Fundraiser	No charge
ii) No Fundraiser - Deposit	\$1,000

iii) Fundraiser	\$920
iv) Fundraiser – Deposit	\$1,000
d) Alder or Buckeye Room minimum rental = 2 hour meetings; 4-hour parties	
i). Resident Fee	\$100/hour
ii). Non-resident Fee	\$155 per hour
iii). Deposit	\$250
e) Kitchen (must rent with room)	
i) Rented with Community Hall	No charge
ii) Rented with Alder or Buckeye Room -- Resident	\$100/event
iii) Rented with Alder or Buckeye Room – non-resident	\$130/event
iv) Deposit	\$100
f) Redwood Grove (Weddings only)	
i) Resident Fee	\$155 per event
ii) Non-Resident Fee	\$205 per event
iii) Deposit	\$100
Horse Permit	
a) New	\$50/horse/year
b) Renewal – Residential	\$15/horse/year
c) Renewal – Commercial	\$20/horse/year
Sport User Fees	
a) Town Fields	
i) Town Sponsored; Schools (Town Council; Town Committees; PV School District; Woodside Priory)	No Fees/No Deposit
ii) Local Organized Youth Leagues (Alpine/West Menlo Little League; AYSO; Kidz Love Soccer)	\$40/person/season
iii) Local Organized Youth Clubs (Alpine Strikers; CYSO)	\$60/person/season
iv) Local Organized Adult Leagues (PV Adult Soccer League; PV Softball)	\$60/person/season
v) Local Organized Adult Clubs (PV Soccer Club)	\$90/person/season
vi) Deposit for ii. through v. above	\$500
b) Private Parties, Picnics, Pick-up Games	
i) Local Informal Groups	\$3/person/use
ii) Non-Local Informal Groups	\$4.50/person/use
iii) Deposit	50 or fewer - \$100; >50 - \$500
c) Commercial Use (clinics and classes)	
	15% of gross revenue
	Deposit: \$500
d) Picnic Spaces (next to Little Peoples' Park – Town Center)	
	\$3/person/use
	Deposit: \$100
e) Ford Field Parking Lot	
	\$100
	Deposit: \$100

PLANNING FEES & PERMITS

Pre-Application Meeting	\$605
Architectural Review	
a) New Residence	\$1,165
b) Guest House/Addition	\$690
c) Amendment	\$350
Site Development Permit	
a) 50-100 Cubic Yards	\$1,095
b) 101-1,000 Cubic Yards	\$2,335
c) Greater than 1,000 Cubic Yards	\$2,960
Conditional Use Permit	
a) Standard	\$4,150
b) Planned Unit Development	\$6,230
c) Amendment	\$2,080
Variance	\$2,455
Lot Line Adjustment	\$1,680
Geology Review	
a) Building Permit	\$260
b) Map Modification	\$1,040
c) Deviation	\$910
Subdivision Preliminary Map	\$3,190
Subdivision - Tentative Map	\$4,865
Subdivision - Final Map	\$1,390
Map Time Extension	\$390
Tentative Map Amendment	\$780
Final Map Revision	\$780
Certificate of Compliance	\$1,615
Environmental - Initial Assessment	\$350

Environmental - Negative Declaration	\$1,040
General Plan Amendment	\$3,460
Zoning Ordinance Amendment	\$1,730
Fence Permit	
a) Horse Fence	\$110
b) All Other Fences	\$235
Tree Removal Permit	\$70
Residential Data Report	\$110
Allowed Floor Area Calculation	\$110
Temporary Occupancy Permit	\$1,290
Appeal	\$5,375
Photovoltaic System	\$50
Temporary Gas or Electrical	\$500 deposit
Plan Review/Revisions	Per hour as billed
Zoning Permit Fee	\$315 plus \$1,000 deposit

BUILDING FEES & PERMITS

Construction & Demolition Recycling

\$185 or \$370

Commercial**Commercial without Interior Improvements**

a) Less than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation

Deposit based on valuation

b) Greater than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation

Deposit based on valuation

Commercial with Interior Improvements

a) Less than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation

Deposit based on valuation

b) Greater than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation

Deposit based on valuation

Commercial Tenant Improvements

a) Less than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation

\$880

b) Greater than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation

\$1,510

NOTE: An initial deposit would be assessed based on valuation. If the deposit is insufficient to fully cover cost of services, an additional amount would be collected.

Commercial Repair

a) Less than 1,000 square feet

- i) Plan Check
- ii) Inspection

Deposit based on valuation

\$500

b) Greater than 1,000 square feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,010

Commercial Barn/Stable

i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,010

Residential**Custom Residence Without Basement**

a) 5,000 square Feet or Less	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$3,150

b) Greater than 5,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$3,775

Custom Residence With Basement

a) 5,000 square Feet or Less	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$4,405

b) Greater than 5,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$4,405

Addition

a) 500 Square Feet or Less	
i) Plan Check	\$380
ii) Inspection	\$1,260

b) 501-1,000 Square Feet	
i) Plan Check	\$750
ii) Inspection	\$1,760

c) Greater than 1,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$2,270

Detached Second Unit

a) 750 Square Feet or Less	
i) Plan Check	\$1,010
ii) Inspection	\$1,760

b) Accessory Building (e.g. Cabana)	
i) Plan Check	\$750
ii) Inspection	\$1,010

Detached Unit (Other)

a) Garage/Workshop - 1,000 Square Feet or Less	
i) Plan Check	\$750
ii) Inspection	\$880
b) Carport	
i) Plan Check	\$500
ii) Inspection	\$630
c) Barn/Stable	
i) Plan Check	\$750
ii) Inspection	\$630

Bathroom Remodel

a) Bathroom with Structural	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,010
b) Bathroom without Structural	
i) Plan Check	\$130
ii) Inspection	\$750

Kitchen Remodel

a) Kitchen with Structural	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,010
b) Kitchen without Structural	
i) Plan Check	\$130
ii) Inspection	\$750

Minor Repair (e.g. Deck)

a) Without Plan Check	
i) Inspection	\$250
b) With Plan Check	
i) Plan Check	\$130
ii) Inspection	\$380

Remodel with Structural

a) 0-500 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,010
b) 501-1,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,260
c) 1001-1,500 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,510
d) 1,501-2,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$2,010
e) 2,001 - 3,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$2,270
f) 3,001-4,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$2,520

Remodel without Structural

a) 0-500 Square Feet	
i) Plan Check	\$250
ii) Inspection	\$750
b) 501-1,000 Square Feet	
i) Plan Check	\$500
ii) Inspection	\$1,010
c) 1001-1,500 Square Feet	
i) Plan Check	\$750
ii) Inspection	\$1,260
d) 1,501-2,000 Square Feet	
i) Plan Check	\$880
ii) Inspection	\$1,510
e) 2,001-3,000 Square Feet	
i) Plan Check	\$1,010
ii) Inspection	\$1,760

Remodel without Structural (Cont.)

f) 3,001-4,000 Square Feet	
i) Plan Check	\$1,130
ii) Inspection	\$2,010

Mobile Home Installation

a) With Foundation	
i) Plan Check	\$380
ii) Inspection	\$380
b) Without Foundation	
i) Plan Check	\$130
ii) Inspection	\$250

Foundation Repair

a) 35 Linear Feet or Less	
i) Plan Check	\$250
ii) Inspection	\$380
b) Greater Than 35 Linear Feet	
i) Plan Check	\$500
ii) Inspection	\$630

Stucco/Siding

a) 500 Square Feet or Less	
i) Plan Check	\$130
ii) Inspection	\$250
b) 501-1,000 Square Feet	
i) Plan Check	\$130
ii) Inspection	\$380
c) Greater than 1,000 Square Feet	
i) Plan Check	\$250
ii) Inspection	\$500

Re-Roofing

a) 1,000 Square Feet or Less	
i) Plan Check	\$90
ii) Inspection	\$380
b) 1,001-3,000 Square Feet	
i) Plan Check	90
ii) Inspection	\$380

Re-Roofing (Cont.)

c) Greater than 3,000 Square Feet

i) Plan Check	\$90
ii) Inspection	\$630

Doors and Windows

a) Five or Less

i) Plan Check	\$130
ii) Inspection	\$250

b) More than Five

i) Plan Check	\$130
ii) Inspection	\$380

Swimming Pool (In Ground)

i) Plan Check	\$750
ii) Inspection	\$630

Spa

a) In Ground

i) Plan Check	\$380
ii) Inspection	\$500

b) Above Ground (Prefabricated)

i) Plan Check	\$250
ii) Inspection	\$275

Demolition

i) Plan Check	\$45
ii) Inspection	\$250

Retaining Wall

a) Four Feet High or Less

i) Plan Check	\$90
ii) Inspection	\$380

b) Greater than Four Feet High

i) Plan Check	\$185
ii) Inspection	\$630

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(ASSOCIATED WITH NEW CONSTRUCTION PERMITS)**

Permit Application Fee (applies to all permits)

a) For Initial Permit	\$65
b) For Each Additional Permit	\$30

Plumbing	\$0.45 per s.f.
Mechanical	\$0.40 per s.f.
Electrical	\$0.45 per s.f.

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(STAND-ALONE)**

Permit Application Fee (stand-alone projects)

a) For Initial Permit	\$25
b) For Each Additional Permit	\$25

Water Heater Permit Fee	\$40
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PER UNIT FEES -- ELECTRICAL

Temporary Power Pole	\$90
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Electrical Service

a) 100-400 Amps	\$185
b) Greater than 400 Amps	\$275

Subpanel	\$45
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Electrical Associated with a Pool/Spa	\$185
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Generator	\$185
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Per Unit Fees -- Mechanical

Furnace	\$45
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Condensor (Evaporative Cooler)	\$45
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Boiler	\$45
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Exhaust Hood (Fan) (Commercial or Heat Recovery Ventilator)	\$90
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PER UNIT FEES -- PLUMBING

Water Service	\$90
Backflow Device	\$45
Water Piping	\$90
Sewer Line	\$90
Drain-Waste Vent (1-5 Fixtures)	\$90
Gas Piping (1-5 Outlets)	\$90
Earthquake Shut-off Valve	\$45
Pool/Spa Plumbing	\$185

ITEMS NOT LISTED IN THIS SCHEDULE**Fee Per Inspection Required**

\$45

Strong Motion Instrumentation & Seismic Hazard Mapping Fee

a) Residential

i) Valuation over \$5,000

.0001 x valuation

ii) Valuation under \$5,000

\$0.50

b) Commercial

i) Valuation over \$2,381

.00021 x valuation

ii) Valuation under

\$0.50

California Building Standards Commission Fee

a) Every \$25,000 or fraction thereof

\$1 per \$25,000 valuation

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PUBLIC WORKS ENGINEERING & PERMIT FEES

Driveway Connection to Street

a) Application	\$235
b) Plan Review	\$75
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$500-\$1,000
Contract Inspector	initial deposit

Utilities**Regular Utility Maintenance Connect / Disconnect**

a) Application	\$235
b) Plan Review	\$75
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$500-\$1,000
Contract Inspector	initial deposit

Utility Main / Capital Project

a) Application	\$235
b) Plan Review	Actual cost with \$95-\$2,500 initial deposit
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$500-\$2,000
Contract Inspector	initial deposit

Other projects including without limitation:**Right-of-way, landscaping, fences, and investigations**

a) Application	\$30
b) Plan Review	\$75
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$95-\$1,000
Contract Inspector	initial deposit

Additional Plan Review or Inspection - Hourly

Town Staff	Actual cost
Contract Engineer	\$185
Contract Inspector	\$95

Clean up or Repair to Town Property

Actual Cost

Actual deposit amount will be determined by Town Staff on anticipated number of plan reviews / inspections required and project timeline.

Projects/Services Not Listed on Fee Schedule

For services requested of Town Staff for which no fee is listed in this Master Fee Schedule, or for projects of size and complexity not typically encountered by the Town, the Town Manager or his/her designee shall determine the appropriate fee based on the hourly rates for staff time involved in the service or activity.

Hourly rates for Town staff shall be calculated based on the employee's fully burdened cost which includes salary and all benefit costs.

Explanation of Option Calculations

Consumer Price Index (CPI) Data Resources

https://www.bls.gov/regions/west/news-release/consumerpriceindex_sanfrancisco.htm#tablea

Per Resolution, CPI based on February data

	Feb CPI	% Increase
2014	248.615	
2015	254.91	2.53%
2016	262.6	3.02%
2017	271.626	3.44%
2018	281.308	3.56%
2019	291.227	3.53%

Option 1: Immediately increase all fees by 13% for 2015 to 2018 plus current CPI

CPI Increase 2015 - 2018	1.131500513
Current CPI for 2019	0.035260284
Total Increase 2015 - 2019	1.171397542

Calculation 2019-20: Original fee plus total CPI increase 2015 - 2018 (1.13150051284114) plus current CPI (0.035260284)

Calculation 2020-21: 2019-20 updated fee plus CPI estimate for comparison (0.035)

Option 2: Increase fees over two years: immediately increase all fees by 6.5% plus current CPI; increase all fees by 6.5% plus 2020 CPI (estimate used in Calculations) in FY 2020-21

CPI Increase 2015 - 2018	1.131500513
Half Total Increase 2015 - 2018	1.063720129
Current CPI for 2019	0.035260284
CPI Estimate 2020	0.035

Calculation 2019-20: Original fee plus half total CPI increase 2015 - 2018 (1.06372012900064) plus current CPI (0.035260284)

Calculation 2020-21: Original fee plus half total CPI increase 2015 - 2018 (1.06372012900064) plus CPI estimate for comparison (0.035)

Option 3: Fee over <\$1k - defer to Option 1 ; Fee under >\$1k - defer to Option 2

Cannabis Increase Calculations

CPI Increase 2017 - 2019	1.072161722
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Calculation: Original fee plus CPI increase 2017 - 2019 (1.07216172236826)

Administrative Fees & Permits

Activity	Current Fee	Option 1		Option 2		Option 3	
		13% + 3.5% 2019-20	3.5%* 2020-21	6.5% + 3.5% 2019-20	6.5% + 3.5%* 2020-21	<\$1k 2019-20	>\$1k 2020-21
Banner/Sign Fee	\$25	\$29	\$30	\$28	\$30	\$29	\$30
Business License							
a) Fixed place of business within Portola Valley	\$100	\$117	\$121	\$110	\$121	\$117	\$121
i) Employee Fee 30+ hours week	\$20 each/per year	\$23	\$24	\$22	\$24	\$23	\$24
ii) Employee Fee 15-30 hours week	\$10	\$12	\$12	\$11	\$12	\$12	\$12
b) Not Fixed place of business							
i) General Contractor (3 or more subcontractors)	\$400	\$469	\$485	\$440	\$485	\$469	\$485
ii) General Contractor (less than 3 subcontractors)	\$100	\$117	\$121	\$110	\$121	\$117	\$121
iii) Subcontractor	\$100	\$117	\$121	\$110	\$121	\$117	\$121
iv) General License/Home Occupation	\$100	\$117	\$121	\$110	\$121	\$117	\$121
Classes							
a) Town registration fees	20% of fees received	20%	20%	20%	20%	20%	20%
b) Insurance (if supplied by the Town)							
i) Non-Sports Instruction	\$50	per carrier rate		per carrier rate		per carrier rate	
ii) Sports Instruction	\$100	per carrier rate		per carrier rate		per carrier rate	
Copying Fees							
a) Compact Disc (CD)/Flash Drive Copying	\$10 per CD	\$12	\$12	\$11	\$12	\$12	\$12
b) Paper Documents	\$0.25 per copy	\$0.29	\$0.30	\$0.28	\$0.30	\$0.29	\$0.30
Electric Vehicle Charging Station							
a) First hour	Free	Free	Free	Free	Free	Free	Free
b) Each additional hour (at cost, not to exceed)	\$10 per hour	\$12	\$12	\$11	\$12	\$12	\$12
Facility Rental Fees/Deposits							
a) Community Hall (8:00 a.m. to midnight)							
i) Resident Only Fee	\$2,500 per day	\$2,928	\$3,031	\$2,753	\$3,031	\$2,753	\$3,031

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
ii) Non-resident Fee	\$2,865 per day						
ii) Deposit	\$1,000	\$1,171	\$1,212	\$1,101	\$1,212	\$1,101	\$1,212
b) Community Hall – Memorial Service							
i) Current/Past Resident Only	\$1,025 per day	\$1,201	\$1,243	\$1,129	\$1,243	\$1,129	\$1,243
ii) Deposit	\$500	\$586	\$606	\$551	\$606	\$586	\$606
c) Community Hall – Local Non-profit within Town limits							
i) No Fundraiser	No charge						
ii) No Fundraiser – Deposit	\$1,000	\$1,171	\$1,212	\$1,101	\$1,212	\$1,101	\$1,212
iii) Fundraiser	\$920	\$1,078	\$1,115	\$1,013	\$1,115	\$1,013	\$1,115
iv) Fundraiser – Deposit	\$1,000	\$1,171	\$1,212	\$1,101	\$1,212	\$1,101	\$1,212
d) Alder or Buckeye Room minimum rental = 2 hours meetings; 4 hours parties							
i) Resident Fee	\$100 per hour	\$117	\$121	\$110	\$121	\$117	\$121
ii) Non-resident Fee	\$155 per hour						
ii) Deposit	\$250	\$293	\$303	\$275	\$303	\$293	\$303
e) Kitchen (must rent with room)							
i) Rented with Community Hall	No charge	No charge	No charge	No charge	No Charge	No charge	No charge
ii) Rented with Alder or Buckeye Room -- Resident	\$100 per event	\$117	\$121	\$110	\$121	\$117	\$121
iii) Rented with Alder or Buckeye Room -- non-resident	\$130 per event						
iii) Deposit	\$100	\$117	\$121	\$110	\$121	\$117	\$121
f) Redwood Grove (Weddings only)							
i) Resident Fee	\$155 per event	\$182	\$188	\$171	\$188	\$182	\$188
ii) Non-Resident Fee	\$205 per event						
iii) Deposit	\$100	\$117	\$121	\$110	\$121	\$117	\$121

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Horse Permit							
a) New	\$50 per horse/year	\$59	\$61	\$55	\$61	\$59	\$61
b) Renewal – Residential	\$15 per horse/year	\$18	\$18	\$17	\$18	\$18	\$18
c) Renewal – Commercial	\$20 per horse/year	\$23	\$24	\$22	\$24	\$23	\$24
Sport User Fees							
a) Town Fields							
i) Town Sponsored; Schools (Town Council; Town Committees; PV School District; Woodside Priory)	\$0 no fees/no deposit	\$0	\$0	\$0	\$0	\$0	\$0
ii) Local Organized Youth Leagues (Alpine/West Menlo Little League; AYSO; Kidz Love Soccer)	\$40 per person/season	\$47	\$48	\$44	\$48	\$47	\$48
iii) Local Organized Youth Clubs (Alpine Strikers; CYSO)	\$60 per person/season	\$70	\$73	\$66	\$73	\$70	\$73
iv) Local Organized Adult Leagues (PV Adult Soccer League; PV Softball)	\$60 per person/season	\$70	\$73	\$66	\$73	\$70	\$73
v) Local Organized Adult Clubs (PV Soccer Club)	\$90 per person/season	\$105	\$109	\$99	\$109	\$105	\$109
vi) Deposit for ii. through v. above	\$500	\$586	\$606	\$551	\$606	\$586	\$606
b) Private Parties, Picnics, Pick-up Games							
i) Local Informal Groups	\$3 per person/use	\$4	\$4	\$3	\$4	\$4	\$4
ii) Non-Local Informal Groups	4.5 per person/use						
iii) Deposit - 50 or fewer	\$100	\$117	\$121	\$110	\$121	\$117	\$121
iv) Deposit - greater than 50	\$500	\$586	\$606	\$551	\$606	\$586	\$606
c) Commercial Use (clinics and classes)							
i) Deposit	15% of gross revenue \$500	15% \$586	15% \$606	15% \$551	15% \$606	15% \$586	15% \$606
d) Picnic Spaces (next to Little Peoples' Park – Town Center)							
i) Deposit	\$3 per person/use \$100	\$4 \$117	\$4 \$121	\$3 \$110	\$4 \$121	\$4 \$117	\$4 \$121
e) Ford Field Parking Lot							
i) Deposit	\$100	\$117	\$121	\$110	\$121	\$117	\$121

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Special Events Permit							
a) Litter Deposit	\$100	\$117	\$121	\$110	\$121	\$117	\$121

Credit Card Fees

Fees paid by credit card or other payment platform may be subject to third party transaction or other fees.

The Town is adding options that allow users to make payments by credit card and other convenient payment platforms. People who elect to use these types of payment options will be responsible for paying any transaction fees or similar expenses incurred by the Town in connection with such payment.

** Note: 3.5% CPI for 2020 is an estimate for comparison purposes only; fee will be based on actual CPI.*

Planning Fees & Permits

Activity	Deposit	Current Fee	Option 1		Option 2		Option 3	
			13% + 3.5%	3.5%*	6.5% + 3.5%	6.5% + 3.5%*	<\$1k	>\$1k
			2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Pre-Application Meeting	\$500	\$605	\$709	\$733	\$666	\$733	\$709	\$733
Architectural Review								
a) New Residence	\$3,000	\$1,165	\$1,365	\$1,412	\$1,283	\$1,412	\$1,283	\$1,412
b) Guest House/Addition	\$2,000	\$690	\$808	\$837	\$760	\$837	\$808	\$837
c) Amendment	\$2,000	\$350	\$410	\$424	\$385	\$424	\$410	\$424
Site Development Permit								
a) 50-100 Cubic Yards	\$1,500	\$1,095	\$1,283	\$1,328	\$1,206	\$1,328	\$1,206	\$1,328
b) 101-1,000 Cubic Yards	\$1,500	\$2,335	\$2,735	\$2,831	\$2,571	\$2,831	\$2,571	\$2,831
c) Greater than 1,000 Cubic Yards	\$2,000	\$2,960	\$3,467	\$3,589	\$3,260	\$3,589	\$3,260	\$3,589
Conditional Use Permit								
a) Standard	\$5,000	\$4,150	\$4,861	\$5,031	\$4,570	\$5,031	\$4,570	\$5,031
b) Planned Unit Development	\$5,000	\$6,230	\$7,298	\$7,553	\$6,861	\$7,553	\$6,861	\$7,553
c) Amendment	\$5,000	\$2,080	\$2,437	\$2,522	\$2,291	\$2,522	\$2,291	\$2,522
d) Cannabis	\$5,000	\$750	\$804	\$832	n/a	n/a	n/a	n/a
Variance	\$3,000	\$2,455	\$2,876	\$2,976	\$2,704	\$2,976	\$2,704	\$2,976
Lot Line Adjustment	\$3,000	\$1,680	\$1,968	\$2,037	\$1,850	\$2,037	\$1,850	\$2,037
Geology Review								
a) Building Permit	none	\$260	\$305	\$315	\$286	\$315	\$305	\$315
b) Map Modification	\$2,000	\$1,040	\$1,218	\$1,261	\$1,145	\$1,261	\$1,145	\$1,261
c) Deviation	\$2,000	\$910	\$1,066	\$1,103	\$1,002	\$1,103	\$1,002	\$1,103
Subdivision Preliminary Map	\$5,000	\$3,190	\$3,737	\$3,868	\$3,513	\$3,868	\$3,513	\$3,868
Subdivision - Tentative Map	\$5,000	\$4,865	\$5,699	\$5,898	\$5,357	\$5,898	\$5,357	\$5,898
Subdivision - Final Map	\$2,000	\$1,390	\$1,628	\$1,685	\$1,531	\$1,685	\$1,531	\$1,685

Activity	Deposit	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Map Time Extension	\$1,000	\$390	\$457	\$473	\$429	\$473	\$457	\$473
Tentative Map Amendment	\$2,000	\$780	\$914	\$946	\$859	\$946	\$914	\$946
Final Map Revision	\$5,000	\$780	\$914	\$946	\$859	\$946	\$914	\$946
Certificate of Compliance	\$3,000	\$1,615	\$1,892	\$1,958	\$1,778	\$1,958	\$1,778	\$1,958
Environmental - Initial Assessment	\$5,000	\$350	\$410	\$424	\$385	\$424	\$410	\$424
Environmental - Negative Declaration	\$10,000	\$1,040	\$1,218	\$1,261	\$1,145	\$1,261	\$1,145	\$1,261
General Plan Amendment	\$5,000	\$3,460	\$4,053	\$4,195	\$3,810	\$4,195	\$3,810	\$4,195
Zoning Ordinance Amendment	\$5,000	\$1,730	\$2,027	\$2,097	\$1,905	\$2,097	\$1,905	\$2,097
Fence Permit								
a) Horse Fence	none	\$110	\$129	\$133	\$121	\$133	\$129	\$133
b) All Other Fences	none	\$235	\$275	\$285	\$259	\$285	\$275	\$285
Tree Removal Permit	none	\$70	\$82	\$85	\$77	\$85	\$82	\$85
Residential Data Report	none	\$110	\$129	\$133	\$121	\$133	\$129	\$133
Allowed Floor Area Calculation	none	\$110	\$129	\$133	\$121	\$133	\$129	\$133
Temporary Occupancy Permit	none	\$1,290	\$1,511	\$1,564	\$1,421	\$1,564	\$1,421	\$1,564
Appeal	\$2,000	\$5,375	\$6,296	\$6,517	\$5,919	\$6,517	\$5,919	\$6,517
Photovoltaic System	none	\$50	\$59	\$61	\$55	\$61	\$59	\$61
Temporary Gas or Electrical	\$500							

Activity	Deposit	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Plan Review/Revisions		Per hour as billed						
Zoning Permit/Fee								
a) Permit	\$1,000	\$315	\$369	\$382	\$347	\$382	\$369	\$382

In addition to the fixed administrative fees, planners' time spent on processing planning entitlements shall be billed at an hourly rate of \$204 and withdrawn from a deposit account held by the Town. In connection with a planning application, Applicant shall post an initial deposit amount as listed in this municipal fee schedule. When the account is depleted Applicant shall replenish the account in an amount reasonably determined by the Town. Planning project applications shall be subject to a Cost Recovery Reimbursement agreement in a form approved by the Town Attorney.

** Note: 3.5% CPI for 2020 is an estimate for comparison purposes only; fee will be based on actual CPI.*

Building Fees & Permits

Activity	Current Fee	Option 1		Option 2		Option 3	
		13% + 3.5%	3.5%*	6.5% + 3.5%	6.5% + 3.5%*	<\$1k	>\$1k
		2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Construction & Demolition Recycling	\$185 or \$370						
a) Demo Debris	\$185	\$217	\$224	\$204	\$224	\$217	\$224
b) Construction Debris	\$185	\$217	\$224	\$204	\$224	\$217	\$224
c) Demo & Construction Debris	\$370	\$433	\$449	\$407	\$449	\$433	\$449
Commercial							
Commercial without Interior Improvements							
a) Less than 1,000 square feet							
i) Plan Check	Deposit based on valuation						
ii) Inspection	Deposit based on valuation						
b) Greater than 1,000 square feet							
i) Plan Check	Deposit based on valuation						
ii) Inspection	Deposit based on valuation						
Commercial with Interior Improvements							
a) Less than 1,000 square feet							
i) Plan Check	Deposit based on valuation						
ii) Inspection	Deposit based on valuation						
b) Greater than 1,000 square feet							
i) Plan Check	Deposit based on valuation						
ii) Inspection	Deposit based on valuation						

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Commercial Tenant Improvements							
a) Less than 1,000 square feet							
	Deposit based on valuation						
i) Plan Check							
ii) Inspection	\$880	\$1,031	\$1,067	\$969	\$1,067	\$969	\$1,067
b) Greater than 1,000 square feet							
	Deposit based on valuation						
i) Plan Check							
ii) Inspection	\$1,510	\$1,769	\$1,831	\$1,663	\$1,831	\$1,663	\$1,831
NOTE: An initial deposit would be assessed based on valuation. If the deposit is insufficient to fully cover cost of services, an additional amount would be collected.							
Commercial Repair							
a) Less than 1,000 square feet							
	Deposit based on valuation						
i) Plan Check							
ii) Inspection	\$500	\$586	\$606	\$551	\$606	\$586	\$606
b) Greater than 1,000 square feet							
	Deposit based on valuation						
i) Plan Check							
ii) Inspection	\$1,010	\$1,183	\$1,225	\$1,112	\$1,225	\$1,112	\$1,225
Commercial Barn/Stable							
	Deposit based on valuation						
i) Plan Check							
ii) Inspection	\$1,010	\$1,183	\$1,225	\$1,112	\$1,225	\$1,112	\$1,225
Residential							
Custom Residence Without Basement							
a) 5,000 square Feet or Less							
	Deposit based on valuation						
i) Plan Check							

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
ii) Inspection	\$3,150	\$3,690	\$3,819	\$3,469	\$3,819	\$3,469	\$3,819
b) Greater than 5,000 Square Feet							
	Deposit based on valuation						
i) Plan Check							
ii) Inspection	\$3,775	\$4,422	\$4,577	\$4,157	\$4,577	\$4,157	\$4,577
Custom Residence With Basement							
a) 5,000 square Feet or Less							
	Deposit based on valuation						
i) Plan Check							
ii) Inspection	\$4,405	\$5,160	\$5,341	\$4,851	\$5,341	\$4,851	\$5,341
b) Greater than 5,000 Square Feet							
	Deposit based on valuation						
i) Plan Check							
ii) Inspection	\$4,405	\$5,160	\$5,341	\$4,851	\$5,341	\$4,851	\$5,341
Addition							
a) 500 Square Feet or Less							
i) Plan Check	\$380	\$445	\$461	\$418	\$461	\$445	\$461
ii) Inspection	\$1,260	\$1,476	\$1,528	\$1,388	\$1,528	\$1,388	\$1,528
b) 501-1,000 Square Feet							
i) Plan Check	\$750	\$879	\$909	\$826	\$909	\$879	\$909
ii) Inspection	\$1,760	\$2,062	\$2,134	\$1,938	\$2,134	\$1,938	\$2,134
c) Greater than 1,000 Square Feet							
	Deposit based on valuation						
i) Plan Check							
ii) Inspection	\$2,270	\$2,659	\$2,752	\$2,500	\$2,752	\$2,500	\$2,752
Detached Second Unit							
a) 750 Square Feet or Less							
i) Plan Check	\$1,010	\$1,183	\$1,225	\$1,112	\$1,225	\$1,112	\$1,225
ii) Inspection	\$1,760	\$2,062	\$2,134	\$1,938	\$2,134	\$1,938	\$2,134

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
b) Accessory Building (e.g. Cabana)							
i) Plan Check	\$750	\$879	\$909	\$826	\$909	\$879	\$909
ii) Inspection	\$1,010	\$1,183	\$1,225	\$1,112	\$1,225	\$1,112	\$1,225
Detached Unit (Other)							
a) Garage/Workshop - 1,000 Square Feet or Less							
i) Plan Check	\$750	\$879	\$909	\$826	\$909	\$879	\$909
ii) Inspection	\$880	\$1,031	\$1,067	\$969	\$1,067	\$1,031	\$1,067
b) Carport							
i) Plan Check	\$500	\$586	\$606	\$551	\$606	\$586	\$606
ii) Inspection	\$630	\$738	\$764	\$694	\$764	\$738	\$764
Detached Unit (Other) -- Cont.							
c) Barn/Stable							
i) Plan Check	\$750	\$879	\$909	\$826	\$909	\$879	\$909
ii) Inspection	\$630	\$738	\$764	\$694	\$764	\$738	\$764
Bathroom Remodel							
a) Bathroom with Structural							
	Deposit based on						
i) Plan Check	valuation						
ii) Inspection	\$1,010	\$1,183	\$1,225	\$1,112	\$1,225	\$1,112	\$1,225
b) Bathroom without Structural							
i) Plan Check	\$130	\$152	\$158	\$143	\$158	\$152	\$158
ii) Inspection	\$750	\$879	\$909	\$826	\$909	\$879	\$909
Kitchen Remodel							
a) Kitchen with Structural							
	Deposit based on						
i) Plan Check	valuation						
ii) Inspection	\$1,010	\$1,183	\$1,225	\$1,112	\$1,225	\$1,112	\$1,225

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
b) Kitchen without Structural							
i) Plan Check	\$130	\$152	\$158	\$143	\$158	\$152	\$158
ii) Inspection	\$750	\$879	\$909	\$826	\$909	\$879	\$909
Minor Repair (e.g. Deck)							
a) Without Plan Check							
i) Inspection	\$250	\$293	\$303	\$275	\$303	\$293	\$303
b) With Plan Check							
i) Plan Check	\$130	\$152	\$158	\$143	\$158	\$152	\$158
ii) Inspection	\$380	\$445	\$461	\$418	\$461	\$445	\$461
Remodel with Structural							
a) 0-500 Square Feet							
i) Plan Check	Deposit based on valuation						
ii) Inspection	\$1,010	\$1,183	\$1,225	\$1,112	\$1,225	\$1,112	\$1,225
b) 501-1,000 Square Feet							
i) Plan Check	Deposit based on valuation						
ii) Inspection	\$1,260	\$1,476	\$1,528	\$1,388	\$1,528	\$1,388	\$1,528
c) 1001-1,500 Square Feet							
i) Plan Check	Deposit based on valuation						
ii) Inspection	\$1,510	\$1,769	\$1,831	\$1,663	\$1,831	\$1,663	\$1,831
d) 1,501-2,000 Square Feet							
i) Plan Check	Deposit based on valuation						
ii) Inspection	\$2,010	\$2,355	\$2,437	\$2,213	\$2,437	\$2,213	\$2,437
e) 2,001 - 3,000 Square Feet							
i) Plan Check	Deposit based on valuation						

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
ii) Inspection	\$2,270	\$2,659	\$2,752	\$2,500	\$2,752	\$2,500	\$2,752
f) 3,001-4,000 Square Feet							
	Deposit based on valuation						
i) Plan Check							
ii) Inspection	\$2,520	\$2,952	\$3,055	\$2,775	\$3,055	\$2,775	\$3,055
Remodel without Structural							
a) 0-500 Square Feet							
i) Plan Check	\$250	\$293	\$303	\$275	\$303	\$293	\$303
ii) Inspection	\$750	\$879	\$909	\$826	\$909	\$879	\$909
b) 501-1,000 Square Feet							
i) Plan Check	\$500	\$586	\$606	\$551	\$606	\$586	\$606
ii) Inspection	\$1,010	\$1,183	\$1,225	\$1,112	\$1,225	\$1,112	\$1,225
c) 1001-1,500 Square Feet							
i) Plan Check	\$750	\$879	\$909	\$826	\$909	\$879	\$909
ii) Inspection	\$1,260	\$1,476	\$1,528	\$1,388	\$1,528	\$1,388	\$1,528
d) 1,501-2,000 Square Feet							
i) Plan Check	\$880	\$1,031	\$1,067	\$969	\$1,067	\$1,031	\$1,067
ii) Inspection	\$1,510	\$1,769	\$1,831	\$1,663	\$1,831	\$1,663	\$1,831
e) 2,001-3,000 Square Feet							
i) Plan Check	\$1,010	\$1,183	\$1,225	\$1,112	\$1,225	\$1,112	\$1,225
ii) Inspection	\$1,760	\$2,062	\$2,134	\$1,938	\$2,134	\$1,938	\$2,134
f) 3,001-4,000 Square Feet							
i) Plan Check	\$1,130	\$1,324	\$1,370	\$1,244	\$1,370	\$1,244	\$1,370
ii) Inspection	\$2,010	\$2,355	\$2,437	\$2,213	\$2,437	\$2,213	\$2,437
Mobile Home Installation							
a) With Foundation							
i) Plan Check	\$380	\$445	\$461	\$418	\$461	\$445	\$461
ii) Inspection	\$380	\$445	\$461	\$418	\$461	\$445	\$461

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
b) Without Foundation							
i) Plan Check	\$130	\$152	\$158	\$143	\$158	\$152	\$158
ii) Inspection	\$250	\$293	\$303	\$275	\$303	\$293	\$303
Foundation Repair							
a) 35 Linear Feet or Less							
i) Plan Check	\$250	\$293	\$303	\$275	\$303	\$293	\$303
ii) Inspection	\$380	\$445	\$461	\$418	\$461	\$445	\$461
b) Greater Than 35 Linear Feet							
i) Plan Check	\$500	\$586	\$606	\$551	\$606	\$586	\$606
ii) Inspection	\$630	\$738	\$764	\$694	\$764	\$738	\$764
Stucco/Siding							
a) 500 Square Feet or Less							
i) Plan Check	\$130	\$152	\$158	\$143	\$158	\$152	\$158
ii) Inspection	\$250	\$293	\$303	\$275	\$303	\$293	\$303
b) 501-1,000 Square Feet							
i) Plan Check	\$130	\$152	\$158	\$143	\$158	\$152	\$158
ii) Inspection	\$380	\$445	\$461	\$418	\$461	\$445	\$461
c) Greater than 1,000 Square Feet							
i) Plan Check	\$250	\$293	\$303	\$275	\$303	\$293	\$303
ii) Inspection	\$500	\$586	\$606	\$551	\$606	\$586	\$606
Re-Roofing							
a) 1,000 Squire Feet or Less							
i) Plan Check	\$90	\$105	\$109	\$99	\$109	\$105	\$109
ii) Inspection	\$380	\$445	\$461	\$418	\$461	\$445	\$461
b) 1,001-3,000 Square Feet							
i) Plan Check	\$90	\$105	\$109	\$99	\$109	\$105	\$109
ii) Inspection	\$380	\$445	\$461	\$418	\$461	\$445	\$461

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Re-Roofing (cont.)							
c) Greater than 3,000 Square Feet							
i) Plan Check	\$90	\$105	\$109	\$99	\$109	\$105	\$109
ii) Inspection	\$630	\$738	\$764	\$694	\$764	\$738	\$764
Doors and Windows							
a) Five or Less							
i) Plan Check	\$130	\$152	\$158	\$143	\$158	\$152	\$158
ii) Inspection	\$250	\$293	\$303	\$275	\$303	\$293	\$303
b) More than Five							
i) Plan Check	\$130	\$152	\$158	\$143	\$158	\$152	\$158
ii) Inspection	\$380	\$445	\$461	\$418	\$461	\$445	\$461
Swimming Pool (In Ground)							
i) Plan Check	\$750	\$879	\$909	\$826	\$909	\$879	\$909
ii) Inspection	\$630	\$738	\$764	\$694	\$764	\$738	\$764
Spa							
a) In Ground							
i) Plan Check	\$380	\$445	\$461	\$418	\$461	\$445	\$461
ii) Inspection	\$500	\$586	\$606	\$551	\$606	\$586	\$606
b) Above Ground (Prefabricated)							
i) Plan Check	\$250	\$293	\$303	\$275	\$303	\$293	\$303
ii) Inspection	\$275	\$322	\$333	\$303	\$333	\$322	\$333
Demolition							
i) Plan Check	\$45	\$53	\$55	\$50	\$55	\$53	\$55
ii) Inspection	\$250	\$293	\$303	\$275	\$303	\$293	\$303
Retaining Wall							
a) Four Feet High or Less							
i) Plan Check	\$90	\$105	\$109	\$99	\$109	\$105	\$109
ii) Inspection	\$380	\$445	\$461	\$418	\$461	\$445	\$461

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
b) Greater than Four Feet High							
i) Plan Check	\$185	\$217	\$224	\$204	\$224	\$217	\$224
ii) Inspection	\$630	\$738	\$764	\$694	\$764	\$738	\$764
ELECTRICAL, MECHANICAL AND PLUMBING PERMITS (ASSOCIATED WITH NEW CONSTRUCTION PERMITS)							
Permit Application Fee (applies to all permits)							
a) For Initial Permit	\$65	\$76	\$79	\$72	\$79	\$76	\$79
b) For Each Additional Permit	\$30	\$35	\$36	\$33	\$36	\$35	\$36
Plumbing (per s.f)	\$0.45	\$0.53	\$0.55	\$0.50	\$0.55	\$0.53	\$0.55
Mechanical (per s.f)	\$0.40	\$0.47	\$0.48	\$0.44	\$0.48	\$0.47	\$0.48
Electrical (per s.f)	\$0.45	\$0.53	\$0.55	\$0.50	\$0.55	\$0.53	\$0.55
ELECTRICAL, MECHANICAL AND PLUMBING PERMITS (STAND-ALONE)							
Permit Application Fee (stand-alone projects)							
a) For Initial Permit	\$25	\$29	\$30	\$28	\$30	\$29	\$30
b) For Each Additional Permit	\$25	\$29	\$30	\$28	\$30	\$29	\$30
Water Heater Permit Fee	\$40	\$47	\$48	\$44	\$48	\$47	\$48
PER UNIT FEES -- ELECTRICAL							
Temporary Power Pole	\$90	\$105	\$109	\$99	\$109	\$105	\$109
Electrical Service							
a) 100-400 Amps	\$185	\$217	\$224	\$204	\$224	\$217	\$224
b) Greater than 400 Amps	\$275	\$322	\$333	\$303	\$333	\$322	\$333
Subpanel	\$45	\$53	\$55	\$50	\$55	\$53	\$55
Electrical Associated with a Pool/Spa	\$185	\$217	\$224	\$204	\$224	\$217	\$224

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Generator	\$185	\$217	\$224	\$204	\$224	\$217	\$224
PER UNIT FEES -- MECHANICAL							
Furnace	\$45	\$53	\$55	\$50	\$55	\$53	\$55
Condensor (Evaporative Cooler)	\$45	\$53	\$55	\$50	\$55	\$53	\$55
Boiler	\$45	\$53	\$55	\$50	\$55	\$53	\$55
Exhaust Hood (Fan) (Commercial or Heat Recovery Ventilator)	\$90	\$105	\$109	\$99	\$109	\$105	\$109
PER UNIT FEES -- PLUMBING							
Water Service	\$90	\$105	\$109	\$99	\$109	\$105	\$109
Backflow Device	\$45	\$53	\$55	\$50	\$55	\$53	\$55
Water Piping	\$90	\$105	\$109	\$99	\$109	\$105	\$109
Sewer Line	\$90	\$105	\$109	\$99	\$109	\$105	\$109
Drain-Waste Vent (1-5 Fixtures)	\$90	\$105	\$109	\$99	\$109	\$105	\$109
Gas Piping (1-5 Outlets)	\$90	\$105	\$109	\$99	\$109	\$105	\$109
Earthquake Shut-off Valve	\$45	\$53	\$55	\$50	\$55	\$53	\$55
Pool/Spa Plumbing	\$185	\$217	\$224	\$204	\$224	\$217	\$224
ITEMS NOT LISTED IN THIS SCHEDULE							
Fee Per Inspection Required	\$45	\$53	\$55	\$50	\$55	\$53	\$55

Activity	Current Fee	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Strong Motion Instrumentation & Seismic Hazard Mapping Fee							
a) Residential							
i) Valuation over \$5,000	.0001 x valuation						
ii) Valuation under \$5,000	\$0.50	\$0.59	\$0.61	\$0.55	\$0.61	\$0.59	\$0.61
b) Commercial							
i) Valuation over \$2,381	.00021 x valuation						
ii) Valuation under	\$0.50	\$0.59	\$0.61	\$0.55	\$0.61	\$0.59	\$0.61
California Building Standards Commission Fee							
a) Every \$25,000 or fraction thereof	\$1 per \$25,000 valuation	per state	per state	per state	per state	per state	per state

In addition to the fees enumerated above, planners' time spent on processing building permit applications for projects that required ASCC review shall be billed at an hourly rate of \$204 and withdrawn from a deposit account held by the Town. In connection with a building permit application, Applicant shall post an initial deposit amount of \$1,000. When the account is depleted Applicant shall replenish the account in an amount reasonably determined by the Town. Building permit applications that were subject to ASCC approval shall be subject to a Cost Recovery Reimbursement agreement in a form approved by the Town Attorney.

** Note: 3.5% CPI for 2020 is an estimate for comparison purposes only; fee will be based on actual CPI.*

Public Works Engineering & Permit Fees

Activity	Current Fee	Option 1		Option 2		Option 3	
		13% + 3.5% 2019-20	3.5%** 2020-21	6.5% + 3.5% 2019-20	6.5% + 3.5%** 2020-21	<\$1k 2019-20	>\$1k 2020-21
Driveway Connection to Street							
a) Application	\$235	\$275	\$243	\$259	\$285	\$275	\$243
b) Plan Review	\$75	\$88	\$78	\$83	\$91	\$88	\$78
c) Inspection							
Town Staff	* Actual cost with						
Contract Engineer	\$500-\$1,000						
Contract Inspector	initial deposit						
Utilities							
Regular Utility Maintenance Connect / Disconnect							
a) Application	\$235	\$275	\$243	\$259	\$285	\$275	\$243
b) Plan Review	\$75	\$88	\$78	\$83	\$91	\$88	\$78
c) Inspection							
Town Staff	* Actual cost with						
Contract Engineer	\$500-\$1,000						
Contract Inspector	initial deposit						
Utility Main / Capital Project							
a) Application	\$235	\$275	\$243	\$259	\$285	\$275	\$243
b) Plan Review	* Actual cost with						
	\$95-\$2,500						
	initial deposit						
c) Inspection							
Town Staff	* Actual cost with						
Contract Engineer	\$500-\$2,000						
Contract Inspector	initial deposit						
Other projects including without limitation: Right-of-way, landscaping, fences, and investigations							
a) Application	\$30	\$35	\$31	\$33	\$36	\$35	\$31
b) Plan Review	\$75	\$88	\$78	\$83	\$91	\$88	\$78

Activity	Current Fee	2019-20		2020-21		2019-20		2020-21	
c) Inspection									
Town Staff	* Actual cost with								
Contract Engineer	\$95-\$1,000								
Contract Inspector	initial deposit								
Additional Plan Review or Inspection - Hourly									
Town Staff	* Actual cost								
Contract Engineer	\$185	\$217	\$191	\$204	\$224	\$217	\$191		
Contract Inspector	\$95	\$111	\$98	\$105	\$115	\$111	\$98		
Clean Up or Repair to Town Property	* Actual cost								

Actual deposit amount will be determined by Town Staff on anticipated number of plan reviews / inspections required and project timeline.

Projects/Services Not Listed on Fee Schedule

* For services requested of Town Staff for which no fee is listed in this Master Fee Schedule, or for projects of size and complexity not typically encountered by the Town, the Town Manager or his/her designee shall determine the appropriate fee based on the hourly rates for staff time involved in the service or activity.

Hourly rates for Town staff shall be calculated based on the employee’s fully burdened cost which includes salary and all benefit costs; except **the planning hourly rate shall be \$204.**

*** Note: 3.5% CPI for 2020 is an estimate for comparison purposes only; fee will be based on actual CPI.*



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MEMORANDUM

To: Laura Russell, Planning & Building Director, Town of Portola Valley

From: Nicole Kissam, Director, NBS

Date: August 7, 2019

Re: **Update to Fully-Burdened Hourly Rate for the Planning Division**

In June 2018, NBS completed a draft analysis for the Town of Portola Valley that included an update to the fully-burdened hourly rate for the Planning Division. At that time, the Town decided not to move forward with proposed changes to the fee schedule due to staff changes. The Town recently reached out to NBS and requested to move forward with the fully-burdened hourly rate.

The Town primarily charges for planning services on an hourly basis. Since the 2018 analysis was based on the Fiscal Year 2017-18 adopted budget, the rate outcome has been adjusted by applying a CPI factor to bring the rate more in line with Fiscal Year 2019-20 costs. The Town has also requested an update to the Comparative Survey to include the fully-burdened hourly rates of the five (5) agencies in the original comparison.

This memorandum contains a summarized description of the fully-burdened hourly rate calculation as well as the results of the updates requested to the rate outcome and survey.

Section 1. Methodology and Approach

To produce the fully-burdened hourly rate outcome presented in Section 3 of this report, NBS completed a cost of service analysis. A cost of service analysis is a quantitative effort, which compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those which specifically relate to the activity in question, including the real-time provision of the service. Indirect costs are those which support the provision of services but cannot be directly or easily assigned to the activity in question. An example of a direct cost is the salary and benefit expense associated with an individual or individuals performing a service. In the same example, an indirect cost would include the expenses incurred to provide an office and equipment, as well as training and supervision for that individual to perform his or her duties.

The cost of service analysis considers various types of direct and indirect costs, described as follows:

- J **Direct labor costs** – These are the salary/wage and benefits expenses for Planning Division personnel specifically involved in the provision of services and activities to the public.
- J **Indirect labor costs** – These are the salary/wage and benefits expenses for Planning Division personnel supporting the provision of services and activities. This can include line supervision and Division management, administrative support within the Division, and staff involved in technical activities supporting the direct services provided to the public.
- J **Specific direct non-labor costs** – These are discrete expenses incurred by the Town due to a specific service or activity performed, such as contractor costs, third-party charges, and very specific materials used in the service or activity. In the Town’s analysis, these costs were excluded from the cost basis for the fully burdened hourly rate, as consultant costs or costs for special studies would be charged directly against an applicant’s deposit separate from the Town’s staff time to facilitate the application process to completion.
- J **Allocated indirect non-labor costs** – These are expenses other than labor involved in the provision of services, commonly known as “operating” costs, or “services and supplies”.
- J **Allocated indirect organization-wide overhead** – These are expenses, both labor and non-labor, related to the Town’s overhead support services. Support services include: general administrative services provided internally across all Town departments and divisions such as human resources, payroll, financial management, information technology, and other similar business functions.

These cost components were expressed using annual (or annualized) figures, representing the twelve-month Fiscal Year 2017-18 cycle of budgeted expenses incurred by the Town in the provision of the services.

The Town’s Planning fees require specific actions on the part of Planning staff to provide the service or conduct the activity. Because labor is the primary underlying factor in these activities, the full cost of service was most appropriately expressed as a fully-burdened cost per available labor hour.

NBS derived a composite fully-burdened labor rate for the Town’s Planning Division. To derive the fully-burdened labor rate, two figures were required: the full costs of service and the number of hours available to perform those services. The full costs of service were quantified generally through the earlier steps described. The number of hours was derived from a complete listing of personnel employed within the Division and reflected in the labor expenses embedded in the full cost of service.

Next, each employee’s annual paid leave hours were approximated. Paid leave included holidays, vacation, and sick leave. Annual allowable paid leave hours were removed from the total number of regular paid hours to generate the total number of available labor hours for the Division. These available hours represent the amount of productive time during which services and activities can be performed.

The productive labor hours were then divided into the annual full costs of service to derive a composite fully-burdened labor rate for the Division at the current service level (FY 2018). This composite labor rate was used in this Fee Study to quantify costs at an individual fee level. The composite labor rate may also be used by the Town for other purposes when the need arises to calculate the full cost of general services.

Section 2. Fully-Burdened Hourly Rate Calculation

The following table categorizes the Planning Division's costs across both fee and non-fee related services, resulting in the fully-burdened hourly rate applicable toward recovery of costs through fees for services.

Fully-Burdened Hourly Rate – Fiscal Year 2017-18

Planning Cost of Service Categories	Allocation Percentage	Labor Costs	Non-Labor Costs	Townwide Overhead	Division Subtotal	Reallocation of Division Admin	Division Total	Percent Recoverable in Fees	Amount Recoverable in Fees	Fully-Burdened Hourly Rate
General Administration and Management	25%	\$ 65,366	\$ 576	\$ 78,320	\$144,261					
Certification and Training	3%	6,849	60	8,207	15,116					
Long-Range Planning	15%	40,577	357	48,619	89,554	33,569	123,122	0%	-	-
Code Enforcement and Compliance	5%	14,471	127	17,339	31,938	11,972	43,909	0%	-	-
Public Information and Assistance	16%	42,025	370	50,354	92,749	34,767	127,516	75%	95,637	48.56
Direct Activities and Services	36%	95,580	842	114,521	210,943	79,071	290,014	100%	290,014	147.25
Total	100%	\$ 264,869	\$ 2,333	\$ 317,359	\$ 584,561	\$ 159,377	\$ 584,561	n/a	\$ 385,651	\$ 196
Allocation Basis for the Fully-Burdened Hourly Rate: Direct Hours										1,970

As shown above, as well as in Attachment A, the total cost of the Planning Division is approximately \$585,000 with approximately \$386,000 targeted for recovery from fees. Based on NBS' analysis all subsequent cost of service calculations at the individual fee level would assume a fully-burdened hourly rate of \$196.

The cost category rows shown in the table above were adapted and summarized from Division staff interviews. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully-burdened hourly rate, the following provides summary descriptions of each cost category:

- Division Administration** – These costs reflect support costs occurring within the Planning Division, and include the General Administration and Management row as well as the Certification and Training row of the above table. General Administration and Management tasks include supervision, administrative/reception work, and staff meetings. Certification and Training tasks include continuing education and maintenance of professional credentials. Recovery of Division Administration costs are shared amongst all other categories shown in the table.
- Long-Range Planning** – Implementation, administration, and update of the Town's General Plan and related activities. NBS does not recommend recovery of these costs in user or regulatory fees for service. As such, they are excluded from the basis for the fully-burdened hourly rate. Some agencies choose to recover these costs through a separate General Plan Maintenance Surcharge on top of selected Planning and/or Building permits.
- Code Enforcement and Compliance** – Activities conducted to identify, investigate, and compel compliance from individuals/entities in violation of the Town's private development regulation code and policies. NBS does not recommend recovery of these costs in user or regulatory fees for service. As such, they are excluded from the basis for the fully-burdened hourly rate. Typically this service is funded through a combination of penalty revenue and the General Fund or grants.
- Public Information and Assistance** – Activities associated with responding to phone calls and general information requests that support the development review process. Typically, some portion of costs for provision of general public information and assistance do not apply toward recovery from fees, and are considered a basic function of governmental services to the public. Planning staff estimated that approximately 75% of these costs support land use application

review activities, while the remaining costs should be not be considered in the calculation of fees for services.

- **Direct Activities and Services** – Work performed on active planning applications for which a user or regulatory fee is charged. 100 percent of the costs of providing these services are recommended for recovery in fee related services.

Significant analytical and policy decisions influence the inclusion or exclusion of categorized activity costs in the fully-burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters offered by the California State Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount (cost) required to provide the service for which the charged.

Section 3. Consumer Price Index Adjustment

To keep pace with cost inflation the Town should consider adjusting on the hourly rate outcome and/or fee schedule on an annual basis. A comprehensive Cost of Service Analysis is not required every year, and is best done every three to five years as organizations change over time. For purposes of this update, NBS applied a Consumer Price Index (CPI) adjustment to the fully-burdened hourly rate outcome to update the full cost of service closer to Fiscal Year 2019-20 costs. The Town could continue this practice annually, if desired.

Based on data obtained through the U.S. Bureau of Labor Statistics for the San Francisco-Oakland-Hayward area, the average consumer price index increase was 3.98% from Fiscal Year 2018 through end of Fiscal Year 2019. NBS then applied the CPI adjustment rate to the fully-burdened hourly rate, as shown in Section 2 of this memo, and established that the Town's updated rate outcome would be \$204 per hour.

Section 4. Comparison Survey

Often policy makers request a comparison of their jurisdiction's fees to surrounding or similar communities. The purpose of a comparison is to provide a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments.

Attachment B presents the results of the Comparative Fee Survey for the Town of Portola Valley. NBS worked with the Town to choose five comparative agencies: Cities of Half Moon Bay and Menlo Park, and Towns of Atherton, Woodside and Los Altos Hills.

In general, NBS reasonably attempts to source each comparison agency's fee schedule from the Internet, and compile a comparison of fee categories and amounts for the most readily comparable fee items that match the client's existing fee structure.

Per the Town's request, NBS has added a comparison of the fully-burdened hourly rates of all five comparison agencies with this memo. Based on the data collected, Portola Valley's updated rate of \$204 per hour falls within the range of the other comparison agencies.

It should be noted that the use of comparative survey information can be misleading for a number of reasons. First, comparative surveys do not provide information about the cost recovery policies or procedures inherent in each comparison agency. Second, a "market based" decision to price services below the full cost of service calculation, is the same as making a decision to subsidize that service. Third, comparative agencies may or may not base their fee amounts on the estimated and reasonable cost of providing services. Lastly, comparative fee

survey efforts are often non-conclusive for many fee categories because varied terminology exists for provision of similar services.

Section 5. Conclusion

Based on the outcomes presented in this analysis, the Town can use this information as an interim step to update the Town's Planning fee program and is well within common practices seen in other agencies to continue using CPI adjustments year over year until the Town is ready for a full comprehensive Cost of Service Analysis.

Disclaimer: In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the Town's budgets, time estimate data, and workload information from Town staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

ATTACHMENT A

Fully-Burdened Hourly Rate Calculation – Planning Division

Town of Portola Valley
Planning - User Fee Study Fiscal Year 2018
Derivation of the Fully-Burdened Hourly Rate

ALLOCATION OF COSTS BY SERVICE CATEGORY AND CALCULATION OF THE FULLY-BURDENED HOURLY RATE - PLANNING

Planning	Allocation Percentage [a]	Labor Costs [a]	Non-Labor Costs [b]	Townwide Overhead [c]	Division Subtotal	Reallocation of Division Admin	Division Total	Percent Recoverable in Fees	Amount Recoverable in Fees	Fully-Burdened Hourly Rate
General Administration and Management	25%	\$ 65,366	\$ 576	\$ 78,320	\$ 144,261					
Certification and Training	3%	6,849	60	8,207	15,116					
Long-Range Planning	15%	40,577	357	48,619	89,554	33,569	123,122	0%	-	-
Code Enforcement and Compliance	5%	14,471	127	17,339	31,938	11,972	43,909	0%	-	-
Public Information and Assistance	16%	42,025	370	50,354	92,749	34,767	127,516	75%	95,637	48.56
Direct Activities and Services	36%	95,580	842	114,521	210,943	79,071	290,014	100%	290,014	147.25
Total	100%	\$264,869	\$ 2,333	\$317,359	\$ 584,561	\$ 159,377	\$ 584,561	n/a	\$ 385,651	\$ 196
Allocation Basis for the Fully-Burdened Hourly Rate: Direct Hours										1,970

[a] See worksheet labeled "Planning Annual Time" for details.

[b] See worksheet labeled "Townwide Budget Alloc" for details.

[c] See worksheet labeled "Estimated Overhead Alloc" for details. Includes Benefits and Overhead expenses

ATTACHMENT B

Comparative Survey – Planning Division

Town of Portola Valley
 Planning - User Fee Study Fiscal Year 2018
 Comparison of Charges for Fee Related Activities and Services

Attachment B

Fee No.	Fee Description	Notes	Town of Portola Valley		Comparative Agencies				
			Current Fee		Town of Atherton	City of Half Moon Bay	City of Menlo Park	Town of Woodside	Town of Los Altos Hills
			Admin Fee	Deposit					
1	Pre-Application Meeting		\$ 605	\$ 500	Pre-Application Review: \$45	\$ 1,497	\$ 400	n/a	\$ 405
2	Architectural Review								
	a) New Residence		\$ 1,165	\$ 3,000	\$ 1,400	\$645 Deposit	Architectural Control: \$2,000 Deposit	\$ 1,410	Administrative Review - Fee: \$435 Deposit: \$2,041
	b) Guest House / Addition		\$ 690	\$ 2,000	\$ 975			\$ 660	
	c) Amendment		\$ 350	\$ 2,000	n/a			n/a	
	d) Minor / Miscellaneous Small		n/a	n/a	n/a			\$ 300	
	e) Gates		n/a	n/a	\$ 160			\$ 300	
	f) Accessory Dwelling Unit (Guesthouse)		n/a	n/a	\$ 950			\$660 per structure	
3	Site Development Permit								
	a) 50-100 Cubic Yards		\$ 1,195	\$ 1,500	n/a	\$542 - \$5,371 Depending on Occupancy type and # of units.	\$10,000 Deposit	n/a	Fee: \$1,328 Deposit: \$3,264
	b) 101-1,000 Cubic Yards		\$ 2,335	\$ 1,500	n/a			n/a	
	c) Greater than 1,000 cubic Yards		\$ 2,960	\$ 2,000	n/a			n/a	
4	Conditional Use Permit								
	a) New		\$ 4,150	\$ 5,000	\$ 2,600	n/a	Consult Planning Staff for calculation. Fee waived for non-profit charitable organizations.	\$ 2,800	Fee: \$663 Deposit: \$1,349
	b) Amendment / Renewal		\$ 2,080	\$ 5,000		n/a		\$ 1,330	Fee: \$320 Deposit: \$809
	c) Planned Unit Development		\$ 6,230	\$ 5,000		n/a		n/a	n/a

Town of Portola Valley
 Planning - User Fee Study Fiscal Year 2018
 Comparison of Charges for Fee Related Activities and Services

Attachment B

Fee No.	Fee Description	Notes	Town of Portola Valley		Comparative Agencies				
			Current Fee		Town of Atherton	City of Half Moon Bay	City of Menlo Park	Town of Woodside	Town of Los Altos Hills
			Admin Fee	Deposit					
5	Variance		\$ 2,455	\$ 3,000	\$ 2,600	\$981 Deposit	\$3,000 Deposit	New Residence: \$2,970 Addition: \$2,220 Other: \$1,175 Additional variance (same project): \$660	Major Variance - Fee: \$1,584, Deposit: \$1,450 Minor Variance - Fee: \$765, Deposit: \$700
6	Geology Review								
	b) Map Modification		\$ 1,040	\$ 2,000	n/a	n/a	n/a	n/a	Consultant Fee plus 10% Admin Charge, \$1,400 Deposit
	c) Deviation		\$ 910	\$ 2,000	n/a	n/a	n/a	n/a	
7	Subdivision								
	a) Lot Line Adjustment / Merger		\$ 1,680	\$ 3,000	\$ 1,500	\$1,962 Deposit	n/a	Actual Cost - Deposit: \$2,850	Fee: \$589 Deposit: \$2,194
	b) Subdivision Preliminary Map		\$ 3,190	\$ 5,000	n/a	\$3,925 Deposit	\$6,000 Deposit	Actual Cost - Deposit: \$8,000	Fee: \$1,046 Deposit: \$4,146
	c) Subdivision - Tentative Map		\$ 4,865	n/a	\$ 2,600	\$10,846 Deposit	\$6,000 Deposit	Actual Cost - Deposit: \$10,000	Fee: \$1,584 Deposit: \$9,675
	d) Subdivision - Final Map		\$ 1,390	n/a	\$ 2,600	\$10,846 Deposit	\$6,000 Deposit	Actual Cost - Deposit: \$10,000	Fee: \$320 Deposit: \$2,853
	e) Map Time Extension		\$ 390	n/a	n/a	\$1,962 Deposit	\$ 300	\$ 375	Fee: \$1,710 Deposit: \$948
	f) Tentative Map Amendment		\$ 780	n/a	n/a	n/a	n/a	Actual Cost - Deposit: \$1,750	Fee: \$320 Deposit: \$809
	e) Final Map Revision		\$ 780	\$ 5,000	n/a	n/a	n/a	n/a	n/a

Town of Portola Valley
 Planning - User Fee Study Fiscal Year 2018
 Comparison of Charges for Fee Related Activities and Services

Attachment B

Fee No.	Fee Description	Notes	Town of Portola Valley		Comparative Agencies				
			Current Fee		Town of Atherton	City of Half Moon Bay	City of Menlo Park	Town of Woodside	Town of Los Altos Hills
			Admin Fee	Deposit					
8	Certificate of Compliance		\$ 1,616	\$ 3,000	n/a	\$1,962 Deposit	n/a	Actual Cost - Deposit: \$2,130	Fee: \$320 Deposit: \$809
9	Environmental Review								
	a) Environmental - Initial Study		\$ 350	\$ -	n/a	Negative Declaration: \$4,200 Deposit EIR: \$9,450 Deposit	\$5,000 Deposit	Actual Cost - Deposit: \$1,225	Fee: \$640 Deposit: \$2,687
	b) Environmental - Negative Declaration		\$ 1,040	\$ -	n/a			Actual Cost - Deposit: \$1,225	\$ 564
	c) EIR Consultant Costs		n/a	n/a	n/a			n/a	Fee: \$683 Deposit: \$809
10	General Plan Amendment		\$ 3,460	\$ -	\$ 5,000	0.25% of valuation of construction/ addition	\$8,000 Deposit	Actual Cost - Deposit: \$4,425	Fee \$1,201 Deposit: \$1,380
11	Zoning Ordinance Amendment		\$ 1,730	\$ -	\$ 5,000	\$15,236 Deposit	\$8,000 Deposit	Actual Cost - Deposit: \$4,425	Fee: \$330 Deposit: \$430
12	Fence Permit								
	a) Horse Fence		\$ 110	\$ -	n/a	n/a	\$ 1,100	\$ 75	\$ 440
	b) All Other Fences		\$ 235	\$ -	n/a	n/a	\$ 1,100	\$ 75	\$ 440
13	Tree Removal Permit (stand alone)		\$ 70	n/a	n/a	Staff: \$273 Deposit Planning Commission: \$490 Deposit	n/a	\$ 50	\$ 225
14	Residential Data Report		\$ 110	n/a	n/a	n/a	n/a	n/a	n/a

Town of Portola Valley
 Planning - User Fee Study Fiscal Year 2018
 Comparison of Charges for Fee Related Activities and Services

Attachment B

Fee No.	Fee Description	Notes	Town of Portola Valley		Comparative Agencies				
			Current Fee		Town of Atherton	City of Half Moon Bay	City of Menlo Park	Town of Woodside	Town of Los Altos Hills
			Admin Fee	Deposit					
15	Allowed Floor Area Calculation		\$ 110	n/a	n/a	n/a	n/a	n/a	n/a
16	Appeal		\$ 5,375	n/a	\$ 750	Half the original fee if applicable.	Appeal of staff decision: \$110 Appeal of Planning Commission decision: \$1,000 Deposit	n/a	Fee: \$952 Deposit: \$1,707
17	Zoning Permit Fee		\$ 315	\$ 1,000	n/a	\$ 216	\$ 500	\$ 95	Fee: \$330 Deposit: \$430
18	Sign Review		n/a	n/a	n/a	Staff: \$165 Planning Commission: \$981 Deposit	Staff: \$300 Planning Commission: \$1,500 Deposit	\$ 95	n/a
19	Fully-Burdened Hourly Rate		\$ 204	n/a	\$ 161	\$ 232	\$ 224	\$ 165	\$ 180

Notes

- [1] Source: "Atherton_Updated Master Fee Schedule 7-20-17.pdf"
- [2] Source: "Half Moon Bay_Master Fee Schedule(Aug 2017).pdf"
- [3] Source: "Menlo Park_Master Fee Schedule_20160906.pdf"
- [4] Source: "Woodside_schedule_of_fees_and_charges_oct_28_2014.pdf"
- [5] Source: "Los Altos Hills_Planning Fee Schedule.pdf"



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: August 14, 2019

RE: Pedestrian Safety Study - Next Steps
([Link to Attachments Page](#))

RECOMMENDATION:

Staff recommends that the Town Council:

1. Accept the Pedestrian Safety Study and provide feedback
2. Provide direction as it relates to the Town's review process with its Commissions and Committees.

BACKGROUND

Over the last several years, residents have expressed and submitted concerns of pedestrian safety to the Town and to the Town's Bicycle, Pedestrian, and Traffic Safety Committee (BPTS) by email or by attending its public meetings. Concerns were mainly from parents and children that were walking and biking to local schools and destinations. This resulted in the staff and Committee performing more outreach and coordinated field meetings with the community. The Committee and staff then formed a recommendation to the Town Council to perform minor improvements and to consider performing and funding a pedestrian safety study. The Town Council discussed and approved the recommendations at its November 8, 2017 meeting and directed staff to solicit and return with a budget for the study for Council approval (Attachment 1 – 11/8/17 meeting minutes).

The study was included in the Town's fiscal year 2018/2019 budget. A BPTS sub-Committee and staff developed a scope of work, which was then approved by the BPTS Committee at a public meeting. A traffic engineering consultant (Krupka Consulting) was retained to perform the limited study at the selected locations. The purpose of the study was to conduct a professional traffic engineering review of the school areas and major corridor streets identified with regard to pedestrian safety and provide conceptual ideas and opinion about potential improvements to address observed issues. The study included the consultant (Paul Krupka) interviewing representatives of the local schools, lead community members, BPTS members, and staff to develop an understanding of the users and communities' issues.

DISCUSSION

As part of the study, extensive public outreach to solicit additional input and comments was performed through the Town's social media and BPTS public meetings beginning October 1, 2018. The school district and engaged residents were provided individual notifications. The schools also emailed the Town's outreach announcements to encourage parent participation. In addition to its regular meetings, two special BPTS meetings were held to solicit community input: a "Community Input" meeting on December 6, 2018 with a follow up meeting on March 6, 2019. Multiple notices were sent out in advance about all the meetings. In addition, presentation exhibits were placed in the public library for additional public input through January 23, 2019. Public input in the form of comments based on BPTS meetings, posted notes on exhibits, and email comments were provided to the consultant for consideration. The draft preliminary results of the Pedestrian Safety Study (Attachment 2) was presented at a special evening BPTS meeting on April 11, 2019 by staff and the consultant, and included photos of sample installations. The BPTS committee agreed with the draft preliminary results and recommended forwarding the matter to the Town Council for further consideration. The initial draft report has been available on the Town's website, with an invitation to submit comments by email, as part of the continuing public outreach effort. Staff notes that the draft study was revised in preparation of this Council meeting to include vicinity maps and a proposed improvements chart summary.

At a study session held at the April 24, 2019 Council meeting, staff presented an update to the Pedestrian Safety Study including history and outreach, and requested an initial discussion on next steps and general process. Photos of sample conceptual installations were also presented. The minutes of the meeting are enclosed as Attachment 3. The Town Council expressed interest in:

- Focusing on locations that are easy to complete.
- Prioritizing application of Caltrans standards in design and construction, and providing guidelines limiting deviations that the authorized Town review bodies may consider during their reviews.
- Utilizing standard improvement templates for the Committee and Commissions to approve instead of reviewing individual locations.
- Reducing other road signage during this study.
- Prioritizing scopes and matching the required funding

The report by Krupka Consulting summarizes the study context, specific Issues, and improvement opportunities. Exhibit A in the report is a preliminary list of issues and improvement opportunities by school location and specific locations in the Alpine Road and Portola Road corridors. It is a long list intended for careful review by Town staff and the BPTS Committee. The tabulation has columns for rough probable costs and priorities, which were left blank to allow immediate focus on the conceptual improvements without influence by these factors. The intent is to refine Exhibit A based on feedback from Town staff, BPTS Committee, Town Council, and add costs and priorities. A factor to mention is the study's emphasis on traffic control device uniformity throughout the Town and conformity with Caltrans standards. Staff and BPTS have reviewed the report and are supportive of its preliminary findings and improvement concepts.

Staff seeks Council feedback and direction to:

1. Accept the Pedestrian Safety Study and provide feedback – accepting the report allows staff to conduct further analysis, pre-design and design work.
2. Provide feedback for conceptual prioritizing locations and schedule.
3. At the Council's April study session, staff understood that there was interest in utilizing Caltrans standards for signage and road markings, and defining committee/commission review to Town code/policy issues and not the merits of the projects themselves. Staff requests further discussion of these two issues in order to provide to committees/commissions a template for review of the study's components.
4. Caltrans uniform standards provide for consistency for the size, color, frequency and deployments of signs and road markings. This consistency allows such signage/road markings to be enforceable; it also means that signs may not be to the aesthetic/rural character expectations of the community in size and color. Staff seeks guidance on how to proceed.
5. Provide authorization to begin further analysis and design work.

Staff notes that acceptance of the efforts and findings discussed tonight is an initial step and a planning tool. The recommendations are very preliminary in nature and subject to refinement through further design development. Engineering analysis, predesign, Town review, Committee and Commission review, resident outreach, a funding plan for each stage, and further Town Council approval for each location will still need to be planned and allocated for. Following discussions, it is anticipated the Council will identify some recommendations as high or low priority and some will need further analysis. The report does not anticipate that all recommendations will be implemented but is intended to serve as a prioritization resource.

FISCAL IMPACT

There is no impact for accepting improvement concepts and finalizing the report other than budgeted consultant costs and staff time.

Further Programming into the Town's 5-year CIP budget for continued design development of improvement concepts will be considered after the final report is completed. An amount of \$285,000 was initially placed in the FY 2019/2020 CIP budget anticipating related improvements that the Council would approve.

In addition, staff indicated to Council that it would be applying for the County's Pedestrian and Bicycling TDA Article 3 2019/2020 grant. Town staff prepared the application with input from the BPTS and Krupka Consulting and submitted to C/CAG by the July 25, 2019 deadline. The application requirements include meeting Caltrans standards to be eligible for funding. The grant is competitive with further presentations and field visits to be scheduled by C/CAG. The initial schedule for results is in October 2019.

ATTACHMENTS

1. Council meeting minutes 11/8/17

2. Draft Pedestrian Safety Study 2/14/19 by Krupka Consulting – Revised 7/31/19
3. Council meeting minutes 4/24/19

Approved by: Jeremy Dennis, Town Manager

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

Cc: BPTS Committee Chair
ASCC Chair

Vice Mayor Richards said he was surprised to see a property on the northeast corner with a fairly new structure that looks like it's within the setback. Associate Planner Cassidy said non-habitable space is allowed within the setback. She said the subject house has an ADU above it, and it's right on the edge of the setback. She said the Town Engineer is aware of that and believes it's within the safety regulations.

Mayor Hughes thanked the Committee for the substantial level of outreach to the community.

Vice Mayor Richards moved to approve the Resolution Adopting the Geologic Map and Ground Movement Potential Map and Establishing Land Use Policies for Lands Shown on Maps 4-0. Seconded by Councilmember Derwin, the motion carried 4-0.

- (8) Recommendation by Town Manager and Public Works Director – Recommendations from the Bicycle, Pedestrian & Traffic Safety Committee (BPTS) to Support a Study and Improvements related to Pedestrian Safety

Town Manager Dennis described the concerns around pedestrian traffic safety issues. He described the conversations, grant request, and site visits to various areas of concern. Town Manager Dennis and Public Works Director Young presented the staff report, including BPTS's lists of recommended improvements. Town staff requested approval to move \$30,000 from reserves to support a pedestrian safety study.

Public Works Director Young said that Items 1 through 4 can be completed internally. Item 5 is already being done. Item 6 will require coordination with the school. They'd like to fold Items 7 and 8, which are big ticket items, into the study they want to do, because those items will affect the rural character of the Town and how things will look. He said the traffic study will also help them look at other possible big-picture items.

Town Manager Dennis said a couple of suggestions did not make the BPTS recommendation list. The primary one was larger signage for the 25 MPH signs located at both ends before the crosswalks and relocating them.

Town Manager Dennis said ASCC may provide valuable input for Items 1 through 4 and asked if Council wanted to take those items before the ASCC.

Mayor Hughes called for questions from the Council.

Councilmember Derwin asked if safer to school routes would be included in the study. Public Works Director Young said when they applied for the grant, the scope was very general Town-wide and it needs to be more zeroed down, and when they do put a scope together they could also incorporate safe routes to school into the study. Town Manager Dennis said they want to focus very specifically on certain intersections, not a Town-wide circulation study. Councilmember Derwin said she was thinking specifically about Corte Madera School to Alpine which has been an ongoing issue for many years. Mayor Hughes said the areas of concern include the intersections at routes to and from school, whether they're technically deemed safe or not – it's where children are crossing the street and interacting with cars.

Councilmember Derwin asked if very many kids travel on bicycle or on foot from Corte Madera to Town Center. Town Manager Dennis said they don't have that information and he could only speak anecdotally about it.

Vice Mayor Richards asked Public Works Director Young if the intent of the study would be a traffic study, counting the number of cars that go by and the routes they take, and then to come up with suggestions to control them better. Public Works Director Young said they envision a traffic engineer or consultant come in. He said they also need to look at counts to get a scope and zero it down on the cost of what the traffic

engineer wants to do. He said the idea is to look at almost all the major intersections and routes used and look at how to improve them. He said demographics and routes are changing every year. In response to Vice Mayor Richards' question, Public Works Director Young said the study would focus on all three of the intersections listed in the staff report.

Mayor Hughes said a number of parents commented at the BPTS meeting. He said many people said the Town needs to think not just about the current pedestrian routes, but the fact that currently a lot of people don't let their children walk or bike to school because they don't feel safe. If safer corridors are created where people could bike from school to the Town Center or from Alpine Hills to school, there will be more people doing it. He said this set of intersections creates a corridor all the way from Alpine Hills to the Town Center with schools forking off from that.

With no further questions from the Council, Mayor Hughes invited public comment.

Jose Iglesias. Mr. Iglesias said he lives in one of the properties pointed out. He expressed appreciation to Public Works Director Young for coming out and talking to the neighbors today. He said they fully support the suggestions that he and the Committee came forward with in terms of cleaning up the vegetation, etc. He said from his personal observation and living with the traffic, one of the biggest problems is the amount of traffic going into the Priory the beginning and end of the school day, compounded by kids going up and down to Ormondale or Corte Madera. He said a line of drivers coming south on Portola Road are trying to turn left into The Priory. He said construction vehicles and other drivers get frustrated and enter the bike lane to bypass the cars turning left, and then either speed up Corte Madera or down Portola Road. He asked if it made sense to put a speed bump where Corte Madera meets Portola Road, similar to other speed bumps on Corte Madera. He said that is where he sees cars often come close to hitting the kids or him when he's working in that area. He also asked about creating some kind of either full-time or part-time one-way traffic flow for The Priory, similar to Ormondale. He said the majority of all Priory traffic enters through one entrance. He said he liked the idea of adding gravel on the side of Portola Road and Corte Madera. He asked if the study might include the suggestions he mentioned.

Tia Miller. Ms. Miller represented a large group in the Corte Madera neighborhood as well as some of Grove and Shawnee Pass, whose children bike or walk up to Corte Madera. She said, in working with Public Works Director Young and Town Manager Dennis, they submitted a set of recommendations for short-term fixes. She said one of their suggestions was left out – the idea of taking a close look at the 25 MPH school zone sign located southbound on Portola Road before Brookside. She said they feel that is one of the most important suggestions because one of the main problems in the crosswalk is that the cars are going too fast to stop. She said the trimming shrubbery and the walkway will be fantastic, but the root of the problem is getting the cars to slow down. She said there are two signs coming from Town Center to The Priory. She said the first sign has a redwood tree directly in front of it and you cannot see the sign until you're right on it. She said it seems like either the sign was put there in error or put there before the tree grew so large. She said the suggestion is to make the sign bigger or brighter, but it definitely should be placed before the tree so drivers have time to slow down.

With no additional public comment, Mayor Hughes brought the item back to the Council for discussion.

Councilmember Derwin said parents have been complaining about this for many, many years, and she is glad to see that a concrete plan to do something about it is being developed. She was supportive of the staff recommendations.

Councilmember Aalfs was in support of the staff recommendations. He said at the bottom of Corte Madera Road there is no place to walk and clearing the brush will be good. He supported considering moving the crosswalk to the south side of the intersection so people can walk down the south side of Corte Madera Road.

Vice Mayor Richards was supportive of staff recommendations for the study. He said care must be taken working with traffic engineers to focus them in the right direction because there is a tendency to provide a lot of irrelevant data. He suggested care be taken in considering moving the crosswalk, because kids going to Ormondale would then be crossing two roads – Portola and the Priory driveway.

Mayor Hughes was supportive of the staff recommendations. He said he's been involved with this for a couple of months and he likes the approach of taking care of some of the beneficial improvements now. He agreed with Vice Mayor Richards that there are a variety of options and possible solutions for Items 7 and 8 that should be carefully considered to avoid unintentional consequences.

Town Manager Dennis asked if the Council would like staff to consider making the signs larger and moving them now or if that should be folded into the study. Mayor Hughes said if moving the sign that is currently ineffective would dramatically improve the situation, then it should be considered as soon as possible, and then have the study look at a final location and size. Councilmember Derwin asked if that is in the consultant's purview or if staff felt comfortable handling it. Town Manager Dennis said that is something the consultant could handle, but staff can put some staff time it on a short-term solution. He said he does not know what cost is associated with moving the sign. Mayor Hughes said moving the light and power will be complicated, but moving the sign only could be considered as a short-term solution. Councilmember Aalfs agreed and said the study should determine the final location.

Town Manager Dennis asked if the Council wanted some of the items to be brought before the ASCC. Vice Mayor Richards said Item 7 should go before the ASCC, but after the study is completed. Town Manager Dennis asked if that also applied to the short-term recommendations. The Council said the short-term recommendations did not need to go before the ASCC. Councilmember Derwin said anything that aesthetically affects the Scenic Corridor should have input by the ASCC. Mayor Hughes said Items 1 through 6 are very minor and don't need ASCC review. He suggested staff provide it as an informational item for the ASCC so they can provide any feedback they feel is necessary. Town Manager Dennis said staff has already spoken to the ASCC chair about it and they will provide an information item.

Town Manager Dennis said as the Committee continues to visit sites and engage other neighbors and parents, there will be other "low-hanging fruit" tasks that can be accomplished. He asked if the Council wants staff to bring those types of things back to Council or if staff could start to address some of those items, see where they are, and then fold them into the study. The Council said staff can just report back to the Council the things they have done.

Town Manager Dennis said staff will have conversations with a couple of traffic engineers and then come back to the Council for approval of a budget.

(9) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Attended a Home for All meeting held at Town Hall to discuss the need for affordable housing in Portola Valley and the changing demographics. They discussed two events – a design charette and one about people's personal stories. Mayor Hughes suggested getting personal stories from members of the community that people know. Councilmember Derwin noted there are a couple of seats available for the November 15 Silicon Valley Foundation "On the Table" event. She also announced that on Saturday, December 9, from 1:00 to 2:00 p.m., the Portola Valley Library will hold a community conversation to talk about housing. She attended a Library JPA Board meeting November 7, where they reviewed policies and discussed the East Palo Alto Library.

Councilmember Aalfs – He had no Town meetings but attended a few forums at Stanford – one on finance of energy and another on the technology behind energy. He said he, Town Manager Dennis, and Assistant to the Town Manager de Garmeaux will be talking with vendors and consultants about converting the Town Center to a microgrid and bring the results back to the Council. Town Manager

krupka.

MEMORANDUM

February 14, 2019 **REVISED July 31, 2019**

TO: Howard Young, Town of Portola Valley - by email only

FROM: Paul Krupka

RE: DRAFT Task 4 Results > Portola Valley Pedestrian Safety Planning Study

Krupka Consulting (“Consultant”) was engaged by the Town of Portola Valley (“Town”) to provide professional traffic engineering services to support the *Portola Valley Pedestrian Safety Planning Study* (“Study”). The purpose of the Study was to conduct a professional traffic engineering review of school area and major corridor streets with regard to pedestrian safety and provide conceptual ideas and opinions about potential improvements to address observed issues.

This memorandum summarizes a preliminary professional opinion about pedestrian safety issues and opportunities at or near schools, at key crosswalks on Alpine Road and Portola Road, and on key travel corridors including Alpine Road, Portola Road and Los Trancos Road near its junction with Alpine Road. It was reviewed by Town staff and refined for discussion with and review by the Bicycle, Pedestrian & Traffic Safety Committee (“BPTS Committee”). This version of the memorandum incorporates some clarifications and will be presented at an upcoming Town Council meeting.

The collective feedback on this memorandum will be incorporated into a report representing the foundation for subsequent efforts that are intended to ultimately result in discrete pedestrian improvements with rationale, dimensions, and costs constituting a Capital Improvement Program (CIP) element.

Study Context

The Town and BPTS Committee, having observed pedestrian safety issues directly and heard community opinions and concerns about them, wish to proactively and earnestly implement relevant standards set forth in the Circulation Element of the Town General Plan to address general and specific safety issues such as conflicts between users, visibility and sight lines, traffic speed, and driver behavior. The following excerpts from the Circulation Element are noteworthy.

...the "country lane" quality of roads should be fostered to the maximum extent feasible and still meet an acceptable level of safety. (3106 1)

Adequate provision should be made for pedestrian, bicycle and equestrian crossings at appropriate locations. Specific locations should be controlled to provide adequate sight distance and minimize hazard. Such crossings should be clearly distinguished by signs and lane markings. (3106 2)

KRUPKA CONSULTING

431 Yale Drive | San Mateo, CA | 94402
650.504.2299 | paul@pkrupkaconsulting.com | pkrupkaconsulting.com

The town should monitor intersections on Alpine and Portola Roads to identify any safety problems and then develop appropriate traffic engineering solutions where problems require action. (Appendix 1, Future Action 2)

The Town's rural character and "country lane" quality of roads are foundational guidelines for Consultant's efforts. Given the Study is a professional engineering effort, it follows that some of the conceptual improvements presented herein may stimulate considerable discussion and tension about potential tradeoffs between traffic control devices and Town character.

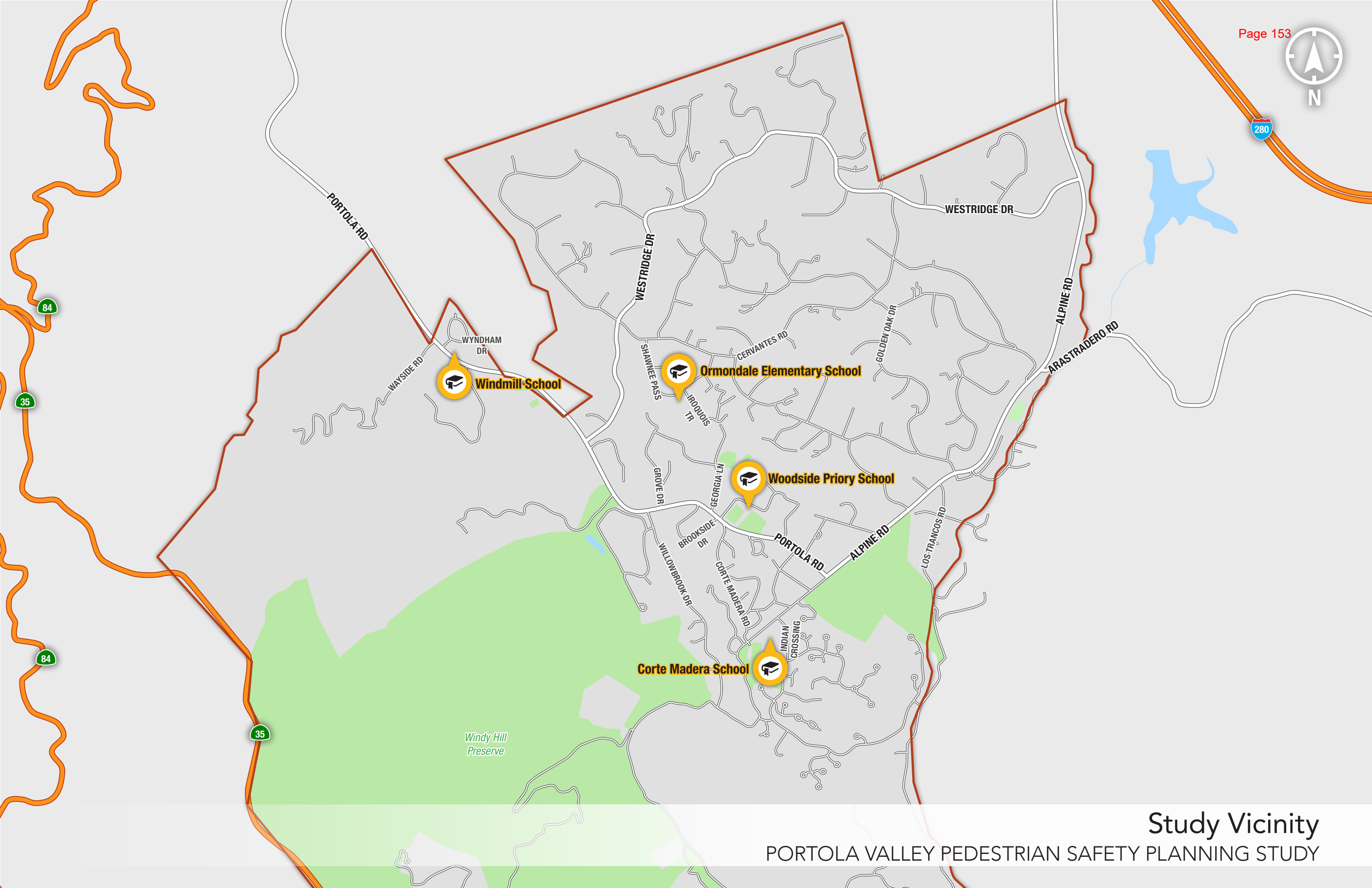
Consultant, following customary industry practice, considered and applied guidance and standards set forth in the California Manual of Uniform Traffic Control Devices (CA MUTCD) in addition to the Town General Plan. The CA MUTCD contains the basic principles that govern the design and use of traffic control devices for all streets, highways, bikeways, and private roads open to public travel regardless of type or class or the public agency, official, or owner having jurisdiction.

The **Study Vicinity** is shown on the following page.

Issues and Opportunities

General Issues - Based on numerous field observations, personal communications with Town staff, the BPTS Committee, school officials and residents, community input at a meeting in December 2018 and review of recent data and reports, several general issues exist that influence pedestrian safety and, in turn, represent opportunities for improvement. These are summarized below.

- Conflicts between motorists, pedestrians and bicyclists near schools and on key travel corridors where competing movements exist due to nearby activity centers or roadway layout or lack of separation between modes. Adult crossing guards employed by schools are present during school arrival and departure periods at Ormondale School, Corte Madera School and the Alpine Road/Portola Road intersection, which enhance student safety. The Town's extensive system of off-street paths and trails is an important resource that generally reduces these conflicts. However, there are many locations without safe pedestrian refuge areas or walking paths, or both.
- Limited advance or local visibility of existing crosswalks and traffic control devices. Two locations stand out in this regard as noted below.
 - The crosswalk at Brookside Drive on Portola Road, which is between two reversing curves on Portola Road, is in a school speed zone, and in-pavement crosswalk lights are out of service; and
 - The crosswalk at Golden Oak Drive on Alpine Road, which is between two reversing curves on Alpine Road and is subject to numerous conflicting movements at local street and driveway intersections.
- Average vehicle speeds were reviewed and found to be reasonably near posted speed limits. However, critical speeds (also known as "85th percentile speeds") have been routinely measured to be approximately five miles per hour above posted speed limits. The number of citations for speeding are relatively low, and speed is not a common cause of reported vehicle collisions. The Sheriff deploys a speed trailer on Town streets to alert motorists of current travel speeds. In sum, vehicle speed is an issue that influences pedestrian and bicycle safety in Town and is an important consideration supporting potential safety improvements.



Study Vicinity

PORTOLA VALLEY PEDESTRIAN SAFETY PLANNING STUDY

- Collisions, based on a review of State records for years 2014 through 2018, were relatively low in number, averaging 12 per year total and 9 per year on study streets, and did not indicate notable concentrations by location. The data indicated several notable issues, including one fatality, more injury collisions than property damage only collisions, primary collision factors pointing to driver behavior or errors and bicycle involvement. These facts corroborate safety concerns observed in the field and reported by community members.
- Bicycles must share Town streets and observations indicated existing striped shoulders are well used and generally respected by motorists. Observations and factual evidence indicate that motorists at times drive on shoulders, which, while legal if done safely, introduces conflict with bicyclists. No formal bikeways are designated on Town streets.
- Some motorists disobey rules of the road and cause conflicts that affect the safety of others and the environmental character of Town streets. Observed behaviors include unsafe passing on shoulders, unsafe movements into and out of local streets and driveways, speeding, tailgating, and lack of attention to roadway conditions at critical decision points.

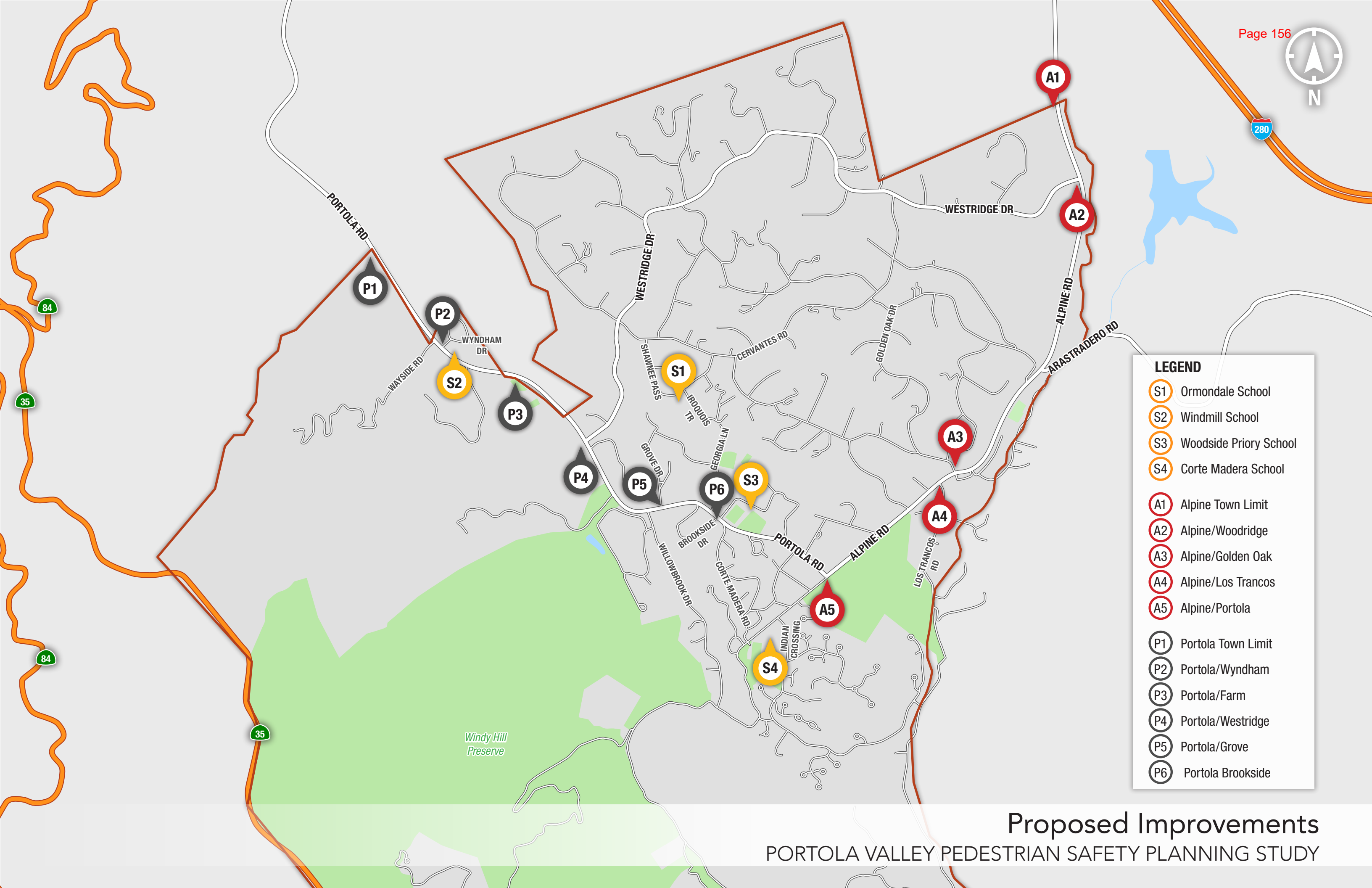
Specific Issues and Improvement Opportunities - Exhibit A (appended) is a preliminary list of issues and opportunities by school location and specific locations in the Alpine Road and Portola Road corridors. It is a long list intended for careful review by Town staff and the BPTS Committee. The tabulation has columns for rough probable costs and priorities, which were left blank to allow immediate focus on the conceptual improvements without influence by these factors.

Placement of issues on the list is for discussion purposes only and is not intended to identify or imply the existence of a legally unsafe or dangerous conditions. Rather the list identifies conditions that are not optimal for a variety of reasons and which warrant further discussion and analysis by policy makers. Following this discussion it is expected that some issues will fall off the list, some will be identified as high or low priority and some will need further analysis. It follows that policy makers may consider some or all of these issues and respective improvements for implementation.

The **Proposed Improvements** table on the following page simplifies the presentation of projects by location and includes, for each, preliminary opinion of probable cost, relative difficulty to implement and priority. The subsequent companion **Proposed Improvements** map illustrates projects by location. It is noted that the listed physical improvements will need to be complemented with suitable traffic management and enforcement activities to achieve reasonable benefits with regard to pedestrian safety.

PROPOSED IMPROVEMENTS

ID	LOCATION	DESCRIPTION	PRELIMINARY OPINION OF PROBABLE COST	RELATIVE DIFFICULTY (NOTE 1)	PROPOSED PRIORITY
S1	Ormondale School	School Signs and Markings	\$ 13,000	LOW	1
S2	Windmill School	School and Warning Signs and Markings	\$ 5,000	LOW	1
S3	Woodside Priory School	School Signs and Markings	\$ 3,000	LOW	1
S4	Corte Madera School	School Signs and Markings	\$ 7,000	LOW	1
A1	Alpine @ Town Limit	Custom Advisory Sign and Speed Feedback Assembly	\$ 19,000	MEDIUM	3
A2	Alpine/ Westridge	Crosswalk Signs and Markings	\$ 8,000	LOW	2
A3	Alpine/Golden Oak (West)	Crosswalk Signs and Markings, Rapid Flashing Beacon Assemblies	\$ 55,000	HIGH	1
A4	Alpine/Los Trancos	Advisory and Warning Signs and Lane Markings	\$ 4,000	LOW	2
A5	Alpine/Portola	Crosswalk Signs and Markings	\$ 15,000	LOW	1
P1	Portola @ Town Limit	Custom Advisory Sign and Speed Feedback Assemblies (2)	\$ 36,000	MEDIUM	3
P2	Portola/ Wyndham	Crosswalk Signs and Markings	\$ 7,000	LOW	2
P3	Portola/Farm	Crosswalk Signs and Markings	\$ 7,000	LOW	2
P4	Portola/ Westridge	Crosswalk Signs and Markings	\$ 7,000	LOW	2
P5	Portola/Grove	Crosswalk Signs and Markings	\$ 7,000	LOW	2
P6	Portola/ Brookside/ Corte Madera	Crosswalk Signs and Markings, Crosswalk Relocation, Rapid Flashing Beacon Assemblies	\$ 92,000	HIGH	1
TOTAL			\$ 285,000		
NOTE 1	This is a simple representation of time and effort required to implement.				



LEGEND

- S1 Ormondale School
- S2 Windmill School
- S3 Woodside Priory School
- S4 Corte Madera School
- A1 Alpine Town Limit
- A2 Alpine/Woodridge
- A3 Alpine/Golden Oak
- A4 Alpine/Los Trancos
- A5 Alpine/Portola
- P1 Portola Town Limit
- P2 Portola/Wyndham
- P3 Portola/Farm
- P4 Portola/Westridge
- P5 Portola/Grove
- P6 Portola Brookside

Proposed Improvements
 PORTOLA VALLEY PEDESTRIAN SAFETY PLANNING STUDY

Enclosure: Exhibit A - Issues and Improvement Concepts

Exhibit A ISSUES AND IMPROVEMENT CONCEPTS						
CATEGORY	ID #	LOCATION	ISSUE	IMPROVEMENT CONCEPT	ROUGH PROBABLE COST	PRIORITY
SCHOOL AREA						
Ormondale	1	Shawnee Pass/Iroquois Trail	Limited Warning Devices	School Crossing Sign Assemblies (all approaches) Yield Lines (all approaches) Remove/replace SLOW PED XING on Shawnee Pass Enhance school one way flow signage		
	2		Conflicts (students and parents walking in street)	Monitor and Control (adult crossing guard);		
	3	Iroquois Trail	Dead End -Conflicts (students and parents walking in street)	Monitor and Control (adult crossing guard); meter traffic in		
	4		Limited Off-Street Loading - Conflicts (students and parents walking in street)	Monitor and Control (adult crossing guard); meter traffic in		
Windmill						
	5	Portola Road	Speeding and tailgating; motorists behind parent vehicles entering school "rush" their movements, pass to left or right	School Advance Crossing Assemblies Schedule random speed enforcement		
	6		School driveway lacks STOP sign, pavement markings, and crosswalk; existing motorists creep onto pathway and shoulder; Bike platoons/groups can surprise exiting motorists	STOP sign and crosswalk or stop bar or both, located to complement pathway and exiting sight distance		
	7		Fall/winter sun aligns with Portola Road and may blinds southbound motorists and motorists exiting school driveway	Warning or advisory signs		
	8		Bike platoons/groups can surprise motorists leaving school driveway	Warning or advisory signs		
Priory						
	9	School Driveway at Portola Road	Crosswalk (on driveway) is white	Remove and replace with yellow high visibility marking ("ladder" style is common in Town)		
	10		STOP sign mounted low	Install standard height STOP sign		
	11		Some motorists exit driveway in unsafe manner	Schedule random enforcement		
		Portola Road	School speed zone	See Portola Road Corridor below		

Exhibit A ISSUES AND IMPROVEMENT CONCEPTS						
CATEGORY	ID #	LOCATION	ISSUE	IMPROVEMENT CONCEPT	ROUGH PROBABLE COST	PRIORITY
			Brookside crosswalk	See Portola Road Corridor below		
Corte Madera	12	Alpine Road at Indian Crossing	Speeding on eastbound (downhill) approach to Indian Crossing	Schedule random speed enforcement		
	13	Alpine Road at Corte Madera	No SLOW SCHOOL XING marking on westbound approach	SLOW SCHOOL XING marking		
	14		No School Crossing Sign Assemblies at crosswalk	School Crossing Sign Assemblies (both directions)		
	15		Crosswalk marking faded	Remove/replace crosswalk marking		
CORRIDOR						
Alpine Road	16	East Town Limit	Town Character and Roadway User Behavior	Consider supplemental "Town of Portola Valley" sign(s), complementary to the existing monument sign at Town limits, that state a simple "motto" or "mantra" from the Town governing documents.		
	17		Speeding	Consider Vehicle Speed Feedback Sign		
	19	Westridge Drive Intersection	Inconsistent crosswalk markings	Remove and replace crosswalk on Alpine Road with high visibility marking ("ladder" style is common in Town)		
	20		No crosswalk signs and markings at Portola Road crosswalk	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
		Golden Oak Crosswalk	Conflicts due to: limited motorist and pedestrian visibility on Alpine Road (between two reversing curves); and conflicting movements at local street and driveway intersections and Samtrans bus stops			
	21		No crosswalk signs and markings (except the crosswalk yield sign on the crosswalk at centerline)	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		

Exhibit A ISSUES AND IMPROVEMENT CONCEPTS						
CATEGORY	ID #	LOCATION	ISSUE	IMPROVEMENT CONCEPT	ROUGH PROBABLE COST	PRIORITY
	22		Motorist/pedestrian conflicts and “close calls” at crosswalk; unsafe passing on right due to left turning vehicles; buses blocking views; vehicles turning right to Alpine Hills T&S	Evaluate/install Rectangular Rapid Beacon Warning Assembly (solar power) and supportive Yield and Warning Signs and markings		
		Los Trancos Intersection	Conflicts at Los Trancos intersection: eastbound motorist right turn with pedestrians and bicyclists			
	25		Sight distance leaving Los Trancos looking west and east limited by foliage	Assess and clear foliage in public right of way; assess and clear foliage on private property		
	26		Opposing traffic leaving Portola Valley Garage	Review business concerns and operations; consider traffic control devices (STOP sign and bar, crosswalk)		
		Portola Road Intersection	Conflicts and “close calls” between motorists, pedestrians and bicyclists; notable pedestrian volumes crossing Alpine Road; less crossing Portola Road; “rolling stop” right turns Alpine to Portola; notable a.m. peak period right turns from Portola to Alpine (no right turn lane - motorists create one)			
	27		Standard crosswalks	Remove and replace crosswalks with high visibility marking (“ladder” style is common in Town)		
	28		No crosswalk signs and markings	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
	29		Predominant turning movements unknown (?)	Conduct peak period and school peak period turning movement counts; evaluate with regard to intersection lane layout		
	30		Adult Crossing Guard limited to school arrival/departure times; serves primary student crossing on east leg (south pathway to triangle/commercial center)	Evaluate whether crossing guards should be stationed for additional time periods		

Exhibit A ISSUES AND IMPROVEMENT CONCEPTS						
CATEGORY	ID #	LOCATION	ISSUE	IMPROVEMENT CONCEPT	ROUGH PROBABLE COST	PRIORITY
	31		"Rolling stops"	Schedule random enforcement		
Portola Road	32	North Town Limit	Town Character and Roadway User Behavior	Consider supplemental "Town of Portola Valley" sign(s), complementary to the existing monument sign at Town limits, that state a simple "motto" or "mantra" from the Town governing documents.		
	33		Speeding	Consider Vehicle Speed Feedback Sign		
	34		Vehicle/Bicycle Conflicts	Consider Supplemental Bike Route Signs		
	35	Wyndham Crosswalk	No crosswalk signs and markings	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
	36	Farm Road Crosswalk	No crosswalk signs and markings	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
	37		Informal pathway connection on west side	Consider constructing pathway connection to Schoolhouse parking lot (there is a east-west pathway to the north, west of Portola Road)		
	38	Westridge Drive Crosswalk	Inconsistent crosswalk markings	Remove and replace crosswalk on Portola Road with high visibility marking ("ladder" style is common in Town)		
	38		No crosswalk signs and markings	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
	39	Grove Drive Crosswalk	No crosswalk signs and markings	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
	40	Priory School Zone	School Speed Limit Assemblies: Limited visibility in both directions; flashing lights not working	Relocate southbound assembly upstream of Brookside Drive to improve visibility; make flashing lights operational "when children are present"		
	41		School zone is between two reversing curves, which limits motorist awareness and attention	School Advance Crossing Assemblies		
	42	Brookside Crosswalk	Location not optimal relative to Priory driveway, resulting left turning vehicles queue on crosswalk	Relocate crosswalk south (just north of Priory driveway); design and construct formal pathway to crosswalk from Brookside and Corte Madera		
	43		Motorist/pedestrian conflicts and "close calls" at crosswalk; unsafe passing on right shoulder due to left turning vehicles;	Continue enforcement of unsafe driving on shoulder		

Exhibit A ISSUES AND IMPROVEMENT CONCEPTS						
CATEGORY	ID #	LOCATION	ISSUE	IMPROVEMENT CONCEPT	ROUGH PROBABLE COST	PRIORITY
	44		In pavement crosswalk lights not working	Evaluate/install Rectangular Rapid Beacon Warning Assembly (solar power) and supportive Yield and Warning Signs and markings		
	45		No adult crossing guard	Employ temporary crossing guard (until above assembly is installed)		
	46		Informal and minimal pathway serving crosswalk on west side	Design and construct temporary pathway between Corte Madera and Brookside (to be incorporated into crosswalk relocation project)		
	47	Corte Madera Intersection	Narrow roadway limits area for safe walking; there is substantial pedestrian usage	Evaluate possibility for refuge area (off traveled way or pavement markings); a high-visibility crosswalk at Portola may be an appropriate aid in this regard		
	48		Unsafe motorist right turn movements to Corte Madera	Consider warning signage for southbound traffic (e.g. "watch for pedestrians"); schedule random enforcement		
	<p>NOTE: Placement of issues on the list is for discussion purposes only and is not intended to identify or imply the existence of a legally unsafe or dangerous conditions. Rather the list identifies conditions that are not optimal for a variety of reasons and which warrant further discussion and analysis by policy makers. Following this discussion it is expected that some issues will fall off the list, some will be identified as high or low priority and some will need further analysis. It follows that policy makers may consider some or all of these issues and respective improvements for implementation.</p>					

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting a Project List for Fiscal Year 2019-20 Funded by SB 1: The Road Repair and Accountability Act of 2017 (Resolution No. 2796-2019)

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

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

- (6) Report by Conservation Committee – Annual Report to the Town Council

Judith Murphy presented the 2019 Conservation Committee Annual Report. She shared the mandate, the accomplishments in 2018-19, and the proposed activities for 2019-2020, as detailed in the staff report. The Committee requested guidance regarding altering criteria for heritage tree removal to consider solar and fire. They also requested specific and substantial financial support in the Public Works budget be earmarked in order to continue the maintenance and restoration of important Town-owned properties, also as detailed in the staff report.

Mayor Wengert invited questions from the Council and audience. Hearing none, she invited comments from the Council and audience.

Councilmember Richards said the Conservation Committee is very successful. He agrees the Town needs to step up as much as possible, given the financial constraints, to keep things going the way they have been going.

Councilmember Hughes said he appreciates the efforts the Conservation Committee has made to let the Town know the work that needs to be done. He said the Town now has the five-year Capital Improvement Program and it can be figured out how to pay for it effectively over time. He appreciated the very useful prioritization the Committee provided.

Mayor Wengert said she also appreciated the priorities list. She said fire prevention has moved into a higher priority slot over the last year and a half. She thanked Ms. Murphy for the presentation and expressed the Town's appreciation for their tremendous work.

STAFF REPORTS AND RECOMMENDATIONS

- (7) Study Session – Pedestrian Safety Study Update and Initial Discussion on General Process

Public Works Director Young said Town Manager Dennis had sent out the link for the online study report and provided extra copies. He explained that tonight his presentation would include points of discussion regarding processes. He said the technical discussion will come back when the traffic consultant shares their presentation.

Public Works Director Young provided background of how this safety study came about. He said there were site meet-ups with parents to gather feedback, which resulted in a scope being approved by the Bicycle, Pedestrian & Traffic Safety Committee (BPTS) and a budget being approved by the Council to enter into a study. Krupka Consulting, a traffic engineering and planning consultant, was retained to conduct the study. Public Works Director Young said there was a lot of public outreach with very well noticed meetings. The report was posted on the Town's website, input was consistently solicited, and exhibits were posted at the Library.

He said that on April 22, 2019, the BPTS accepted the report and recommended it be forwarded to the Town Council for consideration. Staff requested input from the Council regarding next steps. Public Works Director Young asked the Council to consider if they envisioned additional public process during the study phase. He asked which Committee or Commission should be part of the process, what their roles would be, what level of involvement they should have, and how much inter-committee back-and-forth feedback there should be. If approved, he asked if subcommittees or chairs should be assigned as liaisons in order to provide timely responses throughout the process.

Public Works Director Young said installation of signs can be controversial and they want to develop a full process that everyone around town is comfortable with. He said once the work is complete, a final report will go to the Town Council. If approved, the final program may consist of a plan within priority orders, funding in Capital Improvement Program, etc.

Public Works Director Young defined some of the unfamiliar nomenclature found in the report and shared photos of the different types of signs and markings. He explained the guidance and legal protection provided by the Caltrans Standards and the Manual of Uniform Traffic Control Devices approved by the Federal Highway Administration.

Public Works Director Young said they've received a lot of positive input on the Crossing Guard Pilot Program. Town Manager Dennis asked about the usage counts. Public Works Director Young said there were about 10 to 15 children and parents at the Priory, which was low compared to Alpine and Corte Madera, which was approximately 30 children. Town Manager Dennis said they anticipate that more people may choose to walk if they know there is a crossing guard. Councilmember Hughes said the car traffic has been better behaved since the crossing guard has been there.

Public Works Director Young said when they bring back the formal presentation, they will ask Council for guidance regarding short and long-term improvements and potential funding options for improvements.

Town Manager Dennis said tonight's goal is not to get into specifics of the study but to understand the Council's general approach on how to tackle the issues. He said Councilmember Hughes, who was Mayor at the time, and BPTS Chair Ed Holland, attended all of the pop-ups around Town. Town Manager Dennis emphasized the signs are required to match the Uniform Traffic Control Devices Standards.

Mayor Wengert invited questions from the Council.

Councilmember Hughes thanked the Council for agreeing to fund this proposal. He said the approach was to look comprehensively at a lot of different areas in Town. He said there is a lot of potentially low-hanging fruit that can be gotten to at less expense.

Councilmember Richards agreed that this is a great first step. He said if there are options to the signage, it makes sense to take it to ASCC, but if there are not any options, that would not be necessary. He said, as pointed out in the report, people need to pay more attention to their driving behaviors.

Mayor Wengert agreed there are a number of short-term fixes that are relatively easy to accommodate. She said there is quite a Capital Improvement budget that will need to be worked through this year, with an ever-growing list of funding requests. She said things like meeting Caltrans standards cannot be deferred and will likely be prioritized. She said it is a very comprehensive report and will be a prioritization exercise, which will be matched with funding.

Councilmember Richards said there is nothing extremely major in the report other than moving one crosswalk, which will include the signage and lights and likely an additional study about where to move it.

Councilmember Hughes said there is some flexibility in the Uniform Traffic Control Devices Standards with some options such as size, which flashing beacon. He said there are some choices the Town will

want to standardize. He said it might be appropriate to have the ASCC approve a standard school crosswalk assembly, for instance. Mayor Wengert agreed and said in a situation where something is referred to ASCC, it will be with clear direction that there are limitations as to what they can prohibit. She said the Town has been reluctant to adapt to Caltrans standards because they are generally perceived as too urban and too visible for Portola Valley. Vice Mayor Aalfs said wherever appropriate, the discussions can consist of a Chair or a subcommittee as opposed to a full ASCC hearing process.

Town Manager Dennis said a while ago, then-Mayor Hughes indicated some interest in having an overall look at reducing the signage in Town. Town Manager Dennis said this may also be a good time to fold some of that work in.

Town Manager Dennis asked Council if the crossing guard needs to be reexamined as part of the budget discussion coming up in a month. He also asked Council for feedback related to the flashing beacons. He said that may feed into the immediate Capital Improvement Program for year one. He said he is interested in pursuing grants, but there may also be interest in doing something sooner than grants can be made available.

Mayor Wengert asked if there was ever any assistance coming from the school district for the cost of the crossing guard. Public Works Director Young said they've met with the school representatives and have decided on some cost-sharing methodology. Mayor Wengert asked if there was a willingness to continue that cost-sharing. Councilmember Hughes said historically the school district paid 100% of the crossing guard. He asked if the Woodside Patrol crossing guard costs are more or less than what they used to pay the crossing guard. Public Works Director Young said the Woodside Patrol costs more. Town Manager Dennis said the school district did make a very sincere attempt to find someone to do this and weren't able to do so. He said the risk going into the pilot program was that the Town may have to make an ongoing contribution. He said he is not aware if the other partners are willing to go into a longer-term agreement than this pilot program. Councilmember Hughes said the school district likely has some budget for a crossing guard.

Caroline Vertongen said the crossing light at Brookside should be a priority. Public Works Director Young explained that the repair required for that crossing light is very expensive and the Town was waiting for the study results so they do not go to that expense to repair it and then end up moving it. He said the study has advised moving the crosswalk or using rapid flashing beacons. He said at this point the crossing guard addresses the issue. Town Manager Dennis said the initial conversations that led to the Pedestrian Safety Study came from the community of people on Brookside and Corte Madera and their concern about that intersection and it has always been the focal point of this discussion. Councilmember Hughes added that the report has provided detailed suggestions for appropriate short- and long-term solutions.

Mayor Wengert asked if flashing beacons were required for any of the town locations. Town Manager Dennis said they were not required, but the consultant found that they were useful and a best practice. Councilmember Hughes said the report discusses that the goal is not just to be uniform with other towns and cities nationwide, so that people are familiar with the devices, but is also for uniformity throughout town. For example, if there is a school crosswalk in front of the Priory with one situation and completely different thing in Corte Madera, it may cause confusion. The strong recommendation is for uniformity. Councilmember Richards said most people hate the flashing lights, but they are very effective. He said if there are options such as varying brightness, height, speed of flashes, then those options should be reviewed before a choice is made. Public Works Director Young said that is understood and added that decisions are made looking through the lens of the rural character of the town. Councilmember Hughes pointed out that some installations may be relatively inexpensive and some may be more expensive and also involve waits for PG&E to run wire. Mayor Wengert said the driver will be the agreed upon uniform standard. Councilmember Hughes said the Town's General Plan talks about rural character but also says it should be balanced with safety.

The Council recommended that staff bring the study back to the Town Council so they can review the priorities and provide guidance.

Town Manager Dennis suggested July or August for staff to come to Council for feedback regarding uniform signage before taking it to the ASCC. Mayor Wengert suggested not focusing on the overall town at this point but limit the focus to what has been covered in this study.

Town Manager Dennis asked if flashing beacons should be brought back for part of the upcoming budget cycle. Councilmember Hughes said it would be worth assessing if, for example, at the Priory crosswalk it would be relatively simple to install them because the power is already there. He said, given the timeline, bringing something to the ASCC over the summer, there may be some simple things that could be put in place before the start of the next school year. Vice Mayor Aalfs agreed and said it is worth getting the flashing beacon item on an agenda so people have a chance to weigh in.

Town Manager Dennis asked Public Works Director Young for a rough cost estimate for flashing beacons. Public Works Director Young said it could range anywhere from \$25,000 to \$50,000 per installation.

Public Works Director Young said the study itself is a planning document. He said once staff gets into it, there will be analysis and design required. It will also have to be bid out, equipment acquired, etc. In response to Town Manager Dennis's question, Public Works Director Young said the installation of a flashing beacon assembly should take a couple of weeks. In response to Mayor Wengert's question, Public Works Director Young said the solar powered beacons are totally self-contained but the issue would be locations where the sun would work. He said the public outreach is what will take time, notifying neighbors, then design, potential relocation of the crosswalk, pole installation, electricity, grinding out old crosswalks and legends, reinstalling thermoplastic markings, etc.

Mayor Wengert asked if there should be outreach to invite the public to the next Council discussion regarding this process. Town Manager Dennis said he can discuss this with Public Works Director Young and how that will work from a timing perspective if they want to install something prior to the school year. Councilmember Hughes said he could see that coming in stages with perhaps the signs first and the flashing beacons installed but not yet wired.

Town Manager Dennis said the renegotiated contract with the Sheriff's Office includes a broad set of responsibilities, including enforcement. He said the Town has a very good relationship with Capt. Corpus and she has been very responsive when they've requested increased enforcement, which is best done in waves. He said Capt. Corpus certainly has this on a high priority and deploys it effectively. Councilmember Hughes said a Sheriff's Deputy always comes to the BPTS meetings and makes adjustments based on that feedback.

(8) Report by Town Manager – Budget Book Format

Town Manager Dennis led a PowerPoint presentation and shared the budget book for Carmel by the Sea, showing selected portions of their presentation. He discussed the challenges of the Town's current budget book, some of the proposed changes, and next steps.

Town Manager Dennis explained the chart of accounts within the budget. He went through the annual road project and planning and building department as examples.

He said staff's goal is have a true department-level presentation with useful revenue and expense summaries. He said the Town's current chart of accounts needs to be entirely recreated. He said the Carmel by the Sea budget has become a favorite of the department heads. He described highlights from their budget that are particularly impressive.

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

There are no written materials for Town Manager Report

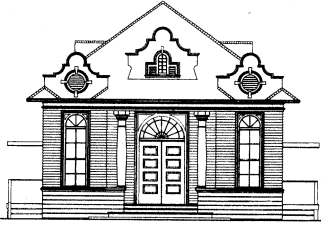
TOWN COUNCIL WEEKLY DIGEST

Thursday – July 11, 2019

1. Agenda – Sustainability Committee – Monday, July 15, 2019
2. Agenda – Trails & Paths Committee – Tuesday, July 16, 2019
3. Agenda (Canceled) – Planning Commission – Wednesday, July 17, 2019
4. Vacancy Notice for City Selection Committee – Council of Cities Dinner Meeting - August 23, 2019

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

1. LABOR Newsletter - July 2019



TOWN OF PORTOLA VALLEY
Sustainability Committee Meeting
Monday, July 15, 2019 10:30AM to 12:30 PM
Town Hall – Conference Room
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of Minutes**
- 4. Old Business:**
 - a. Updates from Maryann**
 - b. Updates from Brandi**
 - c. Updates from Sub-Committees**
- 5. New Business:**
 - a. Report back on first Ad Hoc Wildfire Preparation Committee Meeting**
 - b. Discussion on Climate Emergency Movement**
- 6. Set Date and Topics for Next Meeting**
 - a. Monday, September 16, 2019**
- 7. Announcements**
- 8. Adjournment**



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, July 16, 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** – Regular Meeting on May 21, 2019
- 4. Old Business**
 - a. **Monthly (May & June) Trail Conditions, Work, and Budget:** Los Trancos, Portola Road, Windy Hill, and Wildfire Mitigation, etc. (Discussion/Update)
 - b. **Coal Mine Ridge Trails Map:** (Discussion)
- 5. New Business**
 - a. **Horse Fair 2020:** May 9, 11:00 AM to 2:00 PM (Discussion)
 - b. **Potential Capital Projects:** (Discussion)
 - c. **Site Development Plans:** (Discussion, as filed and applicable)
 - d. **Accolades:** (Discussion, if any applicable)
- 6. Other Business**
- 7. Adjournment**

Enclosures:

Minutes from May 21, 2019 meeting
Trail Work Map & Memo – May & June, 2019
Financial Review – May & June, 2019
Proposed Trail Map – Coal Mine Ridge



TOWN OF PORTOLA VALLEY
7:00 PM – Regular Meeting of the Planning Commission
Wednesday, July 17, 2019
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION
MEETING REGULARLY SCHEDULED FOR
Wednesday, July 17, 2019

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, July 17, 2019 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, August 7, 2019 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.

From: [Sukhmani Purewal](#)
To: [Francesca Reyes](#); [Terri Cook](#); cityclerk@ci.brisbane.ca.us; [CLK-Meaghan Hassel-Shearer](#); [Caitlin Corley](#); [Annette Hipona](#); cityclerk@dalycity.org; [Maria Buell](#); [Priscilla Tam](#); [Jessica Blair](#); [Miyuki Yokoyama](#); [Herren, Judi A](#); [Elena Suazo](#); coffeys@ci.pacifica.ca.us; chadmin@pacifica.ca.us; [Sharon Hanlon](#); [CLK-Pamela Aguilar](#); [Melissa Thurman](#); yhasha@sanbruno.ca.gov; [Crystal Mui](#); [Patrice Olds](#); jdiskin@cityofsanmateo.org; rosa.acosta@ssf.net; [Jennifer Li](#); [Anthony Suber](#)
Cc: dalycitycouncilsylvester@gmail.com; [pacificasue](#)
Subject: Vacancy Notice for City Selection Committee
Date: Tuesday, July 9, 2019 1:54:22 PM
Attachments: [image001.png](#)
[Vacancy for August 23, 2019 City Selection Committee.pdf](#)
Importance: High

Good afternoon Clerks,

Please find the vacancy notice for City Selection Committee (CSC) attached. Please forward this notice to your Mayor/Councilmembers.

The August 23rd CSC meeting will be part of Council of Cities Dinner, hosted by Town of Portola Valley. More info. to come!

Best,

Sukhmani S. Purewal

Assistant Clerk of the Board of Supervisors
Secretary to City Selection Committee



COUNTY OF SAN MATEO

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

Updated as of 7/9/19

Vacant Position!

Please submit your “Letters of Interests” no later than **5p.m. on Friday, August 9, 2019** to Sukhmani Purewal, Secretary of City Selection Committee and Assitant Clerk of the Board of Supervisors via email or fax. Please email: spurewal@smcgov.org or fax: 650-363-1916.

The next City Selection Committee meeting will on August 23, 2019 in Portola Valley along with Council of Cities Dinner (more info. to come)

➤ **Association of Bay Area Governments (ABAG)**

- Regional Planning Committee
 - Selection of 1 (one) Council Member, representing San Mateo County City Selection Committee to serve on the Association of Bay Area Governments Regional Planning Committee (ABAG-RPC), for a term of two (2) years starting October 2, 2019 through October 1, 2021.

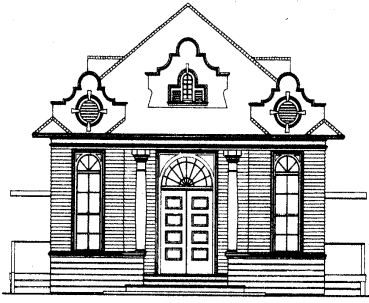
TOWN COUNCIL WEEKLY DIGEST

Friday – July 19, 2019

1. Agenda (Canceled) – Architectural & Site Control Commission – Monday, July 22, 2019
2. Agenda (Special) – Parks & Recreation Committee – Monday, July 22, 2019
3. Agenda – Conservation Committee – Tuesday, July 23, 2019
4. Email from Resident Gary Morgenthaler re Frog Pond Park's status under Portola Valley's General Plan
5. Email from Resident Caroline Vertongen re Council Summaries

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

1. Silicon Valley Community Foundation Magazine – Summer 2019

**TOWN OF PORTOLA VALLEY****7:00 PM – Regular Meeting of the Architectural and Site Control
Commission (ASCC)****Monday, July 22, 2019****Historic Schoolhouse****765 Portola Road, Portola Valley, CA 94028**

NOTICE OF MEETING CANCELLATION**ARCHITECTURAL AND SITE CONTROL COMMISSION
MEETING REGULARLY SCHEDULED FOR****Monday, July 22, 2019**

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meeting regularly scheduled for July 22, 2019 has been cancelled.

The next regular meeting of the Portola Valley Architectural and Site Control Commission is scheduled for Monday, August 12, 2019 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



**Town of Portola Valley
Special Parks & Recreation Committee Meeting
Monday, July 22, 2019 – 7:00 PM
Community Hall - Buckeye Room
765 Portola Road, Portola Valley, CA**

SPECIAL MEETING AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of the May 6 and May 16 Meeting Minutes
4. General Planning for September Picnic
5. Adjournment

Next Meeting – August, 2019



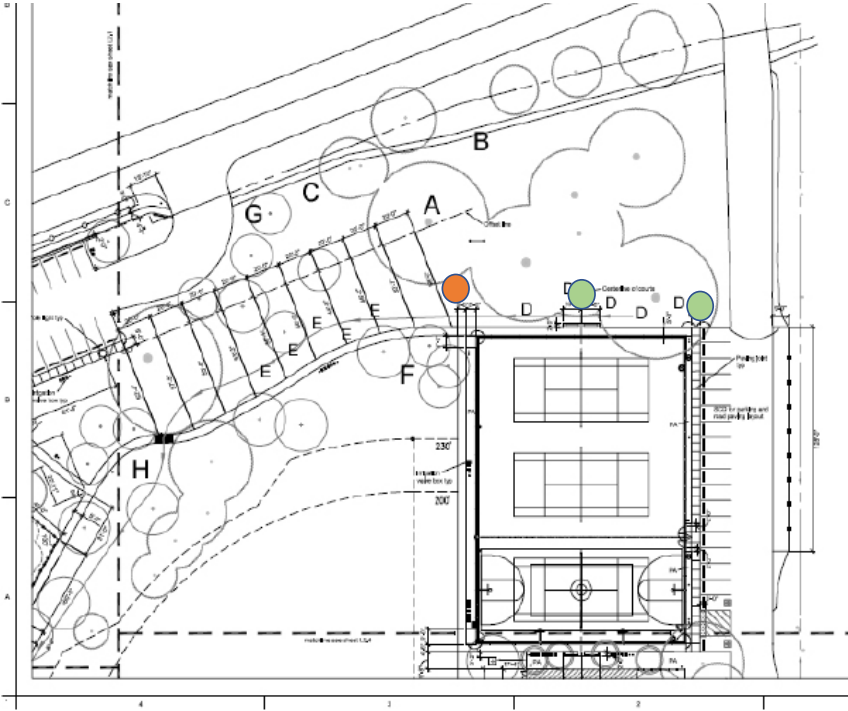
**TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, July 23, 2019 – 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

REGULAR MEETING AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – June 25, 2019
4. Current Site Visits
 - A. Subcommittee on Guidelines revision
 - B. 857 Westridge
5. Tree Permits
6. Old Business
 - A. Oversight of Significant Town Owned Open Space properties – 5 year plan for each and detailed calendar of care needed
 1. Springdown Preserve – Chiariello, Plunder, Murphy
 - i. Management Plan – details for next month
 - ii. Pond maintenance needs?
 2. Frog Pond – Eckstrom, Heiple, Murphy
 - i. “Road Remnant” evidence is Open Space/park? Request from residents to make recommendation to Council. See Appendix B
 - ii. Private \$\$ for restoration and maintenance endowment fund being raised – contingent
 - iii. Scout project sponsor
 - iv. Harding Grass Heroes sponsor
 3. Ford Field – DeStaebler, Magill, Walz
 4. Town Center – Chiariello, Magill, Murphy
 - i. Plan for screening tennis courts for ASCC – See Appendix A
 - ii. Detailed planting plan for fall – due date end of September
 5. Rossotti’s Field and ROW - DeStaebler, Magill, Walz
 6. Triangle Park – Eckstrom, Heiple, Murphy
 - i. Road remnant? Funding from road right of way and trails funds?
 - B. Tip of the Month - Magill
 - C. What’s blooming now – Magill
 - D. Kudos of the Month - Plunder
 - E. BYH – DeStaebler
 - F. Vegetation Management
 1. MROSD Plunder
 2. Ad Hoc Committee on Fire Safety - Plunder
 - G. Committee/Town Cooperation
 1. Public Works – Murphy
 - i. We should produce detailed timely work requests
 - ii. Paseo del Arroyo
 2. Sustainability Committee - Murphy
 3. Trails – Stromeyer
 4. Open Space - Chiariello

7. Changes to Criteria and website
 - A. Protect "Heritage" shrubs – Magill
 - B. Change Heritage Tree criteria for Bay trees – Walz
 - C. Golden Oaks – Magill, Walz
8. Rodenticide turn in event – Plunder, Chiariello
9. Fall evening lecture Pumas – Plunder, Chiariello
10. New Business
11. Adjournment
12. Next Meeting 8/27/19, 7:30 pm

APPENDIX A



- Toyon
- Ceanothus

APPENDIX B

June 18, 2019

Dear Madame Chair,

This letter is based on the merits of the land and does not encompass the threat of future development. I speak on behalf of many others from some of whom you will hear. In order to keep this rural, open space meadow we offer the following: We would like the Town of Portola Valley to keep this land undeveloped and to dedicate it as permanent open space. (Like its immediate neighbors the Frog Pond Park, Coal Mine Ridge and Windy Hill Open Space.)The preservation of this land is in the best interest of the town and its residents because the land is essentially unimproved and if retained in its natural state has scenic value to the public and is valuable as watershed and as a wildlife preserve. It is in the public interest that the land be preserved as open space because such lands will add amenities of living and will preserve the rural character of the area in which this land is located.

The Portola Valley General Plan (GP) Introduction and Community goals are poetic and make the GP the beloved town constitutional document that it has become. This is no ordinary document. It has guided us like the North Star, protected us with wonderful principles and inspired us since 1964. It is what we celebrated in 2014 at the year long 50th anniversary celebration and it is what invigorates us to be vigilant in our duty to protect the town and be responsible neighbors and stewards of the land. In March 1970 Martin Litton, the great environmental giant who championed saving the redwoods and the Grand Canyon and who lived on Golden Oak Dr. said the authors “ always showed extraordinary sensitivity to the natural environment and serious concern over threats to it. We are fortunate to have a planner who thinks in terms of minimum alteration of the natural scene and of maximum resistance to the undesirable effects of urbanization.”

Land Use and Open Space

The question why we would want to consider acquiring this micro scale open space with a macro scale land experience is evident in almost every line. It breathes the same air as the document. The entire GP supports this acquisition. Opening the document to any page will provide multiple reasons to lovingly embrace this parcel.The Comprehensive General Plan diagram map(see below) 3(1964) and 5 (1982) maps which show this land as neighborhood and community park designation.The 2007 map shows it as Alpine Scenic corridor. It was never designated for housing and it is a gigantic leap to move from the sanctity of an established neighborhood, community open space designation to possible dense housing or any housing.

The Recreation Element

Again in this element, this parcel fits like a glove

2325 The Trails and Paths are in and of themselves important recreation facilities. There are two very active trails on this land. The one from Alpine and Corte Madera along the

back fence of the soccer field and the smaller trail which connects the space to the crossing of 4750 Alpine which is the beginning of the privately held trail Historic element 33C the farm road which connects Alpine and Willowbrook at 200 Willowbrook. The historic remnants of the road especially on the north side are in “fairly good condition.” This trail is used daily by school children and lots of equestrians. Riders, bikers and school children cross Alpine and enter the open space which then connects them to the main trail which is contiguous to the Frog Pond, Coalmine Ridge and Windy Hill Open spaces. The main alpine trail enters the space at Corte Madera and is heavily travelled by up to 75 trips a day by bike, horse, pedestrian and is the part of the cross country course for Corte Madera students who during PE run along Indian Crossing past the frog pond to the gate at Portola Valley ranch and then back along the frog pond, under the gentle gaze of Windy Hill and return to school. For these children to be able to run along this path next to the expansive experience of the land and the view leaves a mark on these children and was surely something which colored my children’s view of the world. The Corte Madera community, part of Brookside Park of about 250 homes has used this park/ open space for decades. They have been active in its stewardship, pulling broom and planting wildflowers. Some refer to this land as Alpine Park, Corte Madera Park. I have always called it Frog Pond park, because to me it part of the whole sanctuary. Here neighbors sit, ride, visit, walk dogs since the adjacent Corte Madera neighborhood has smaller lots. Children explore the open meadow of owl’s clover, native sedges, bunch grasses, blue eyed ribbon grass and take walks by the wood rat nests and frog pond watching life happen around them. And of course when the frogs sing, it is magic. Everyone acknowledges this.

The Frog Pond

In a letter to Marion Softky in 1993 former Portola Valley Ranch resident Wally Richardson writes, “in Portola Valley, Ca. there is a unique eco-system called the Frog Pond located next to an intermediate grade school and adjacent to a large subdivision of homes. Since the development of the home sites beginning in 1977, Frog Pond was deeded over to the town of Portola Valley by the developer Joe Whelan. The pond is dry until the rainy season arrives, usually by mid November. By December through January, the nightly din of thousands of breeding frogs can be heard for almost a mile distant. It is an area of survival for frogs, at a time when frogs and other amphibians are rapidly disappearing from other areas of California. To the residents of Portola Valley Ranch, Frog Pond is a part of their environmental heritage, and as such, it is rarely traversed or trampled on. It is understood to be a little ecological jewel, not just for the residents and the students at the adjacent school, but to all the residents of the valley.” In a beautiful handwritten letter (enclosed) from Joe Whelan the developer to Marion Softky of the Almanac on 2/9/93 discusses the intent of the gift of land to the town of Portola Valley. Joe closes his letter, “we not only sold the beauty of PVR to our original home owners, we also sold other amenities including the beautiful country sound of the millions of frogs that make their home in this special ecological preserve.” There is a long, tall chain link fence which separates the school playing field from the frog pond which makes animals trying to drink, hunt, mate, nest in the frog pond navigate to come onto the open space land here to do the same. They also then travel down the farm road trail to get to Windy Hill open space. There was a family of fox born on this property last year. The pond fills with water and there is a culvert to the west end of the pond which diverts water under Alpine Rd, where there is often a waterfall on the other side of the road and

down to Corte Madera creek. It is a watershed parcel. The frogs are western tree frogs, however an endangered redlegged frog was found in a survey in Sausal pond in 1999. The frogs are amazingly sensitive to sound. They can be in full symphonic harmony and then hear a sound and they all stop singing at once and then a minute later they slowly being croaking until they are singing again in full volume. It is an amazingly sensitive habitat. Herb Dengler said that he “would like to see a firmer protection as was contemplated originally”

Conservation And Wildlife

The white tail kite, a fully protected California species, also lives here being a riparian habitat and they feed from and around the frog pond. They are non nomadic and mate for life. It is also the habitat for volumes of western bluebirds. All of this land comprises the sanctuary, not just the pond itself. The watering hole in Africa is not the water in the hole. It is the life surrounding it and with the Corte Madera fence as such an obstacles for so many of the animals the open space here becomes more critical habitat for them. During wet winter months many frogs cross the open space, Alpine Rd. and Indian Crossing. The Conservation Element of the General Plan has too many relevant objectives and principals to quote here, but since I am focusing on wildlife., the entire section Objective 4210 is relevant

1. To ensure that in the design and construction of public and private developments, the habitat of all wildlife will be protected to the maximum extent feasible..
2. To maintain and to protect creek corridors for wildlife who use this resource for food, shelter, migration and breeding.
3. To protect large and small natural systems for the purpose of supporting wildlife.

Principles 4214

2. All subdivision and site development proposals should be reviewed to ensure that they do not obstruct wildlife access to important water, food and breeding areas
4. Protect lands and habitat that support endangered or protected species wherever possible and consistent with state and federal requirements. (previously in the introduction section And to close this section on Regulation that “development projects are always considered in the context of conservation of the environment. ‘We would see this land being left unimproved other than spring mowing of Harding grass and any necessary wildfire mitigations, because of its habitat value. The cost to the town dedicating this open space would be negligible. Traditionally neighbors have tended to it.

The Housing Element.

The town has made remarkable progress with housing and has currently exceeded its own expectations. To counterbalance the building which will happen as result of the ADUs, it would be timely for the town to balance the construction and resources used to dedicate this open space parcel.

The Historic Element

This land as mentioned earlier, is adjacent to the Willowbrook farm road trail. Additionally all along Alpine are the historic walls and gates to the Herbert law estate. A visit to this land and trails is also an informative one.

The Circulation Element

This land has the ability for lots of movement for local residents in a regionally beautiful environment to connect to the western hills. The trails here are people movers not only for recreation, but to connect to Willowbrook and the school.

Scenic Roads and Highways Element The Alpine Scenic Corridor Plan

As you cross 280 and move toward the hills, the road climbs gently, past the school, signs say, “road narrows ahead.” You reach the Corte Madera stop sign and exhale. You have arrived. This is the final gateway to the open space and the wild. I urge you to please read the Alpine Corridor plan, because it would be pointless to quote the entire section here. <https://www.portolavalley.net/home/showdocument?id=5974> The views of Windy Hill over the frog pond are iconic, widely painted and photographed.

3312 The policy of the Town of PV has always been to maintain a tranquil, rural atmosphere, and to preserve a maximum of green open space. Martin Litton discusses each section of Alpine Rd. in the Alpine Parkway letter dated March 15 1970 and beyond Corte Madera Rd. He says that “development of the town mountainside back country should be prevented. No element of the town government should act to encourage ANY developments except protective ones”.

The Noise Element

When the pond is full there is the magical ability for sound to carry across it and be amplified. The land is bowl shaped. The frogs are very sensitive to noise and it is extremely important that it stay quiet. When you sit on the bench on winter nights you must whisper so as not to alert the frogs that you are there listening. This land is active at night and reminds me of nights in Africa with the wailing and crying, hooting and baying of animals. They are feeding, mating and birthing on this land.

This open space is small, unimproved, wild, dark, contiguous to thousands of acres of open space, has active, connective trails, is a neighborhood park, has one of the iconic regional views of the peninsula and we want you to dedicate it for the frogs, inarticulate invertebrates because if Herb Dengler were here, he would protect it for them and for all human generations to come. Herb said regarding the frog pond, “These are the kind of places where speciation takes place.” Speaking before the school board on June 13, 1983 Herb described the frog pond as a unique- whole ecosystem and challenged, “do we have the right to tamper with this?” Let the children of CM school look up to Windy Hill across an acre of lovingly stewarded wildflowers, a modest sit bench to enjoy the frogs and families of fox. This is who we are.

Danna Breen

From: "Gary J. Morgenthaler"
To: "Ann Wengert" <awengert@portolavalley.net>, "Jeff Aalfs" <JAalfs@portolavalley.net>, "Craig Hughes" <craig@hughes-family.org>, "JohnRichards-DG" <JRichards@portolavalley.net>, "MaryannMoise-DG" <Mderwin@portolavalley.net>
Cc: "Jeremy Dennis" <jdennis@portolavalley.net>
Subject: Frog Pond Park's status under Portola Valley's General Plan

Dear Portola Valley Town Council members:

Recently, the Ad Hoc Committee for Housing on Town Owned Lands (AHCHTOL) proposed development of 11 multi-family dwelling units (MDUs) on a parcel of land termed "Alpine Road Remnant" by the committee but known to the surrounding community as "Frog Pond Park." A careful reading of Portola Valley's General Plan makes clear that Frog Pond Park is legally designated "Neighborhood Park/Preserve" and is, therefore, unavailable for residential development. Five excerpts from the General Plan are presented in the attached letter clarifying the legal status and available uses of Frog Pond Park.

The community surrounding Frog Pond Park seeks a positive outcome for our neighborhood and for our Town. We will shortly present you with a proposal intended to create a wining outcome for everyone involved.

Respectfully,

Date: July 16, 2019

To: Mayor Ann Wengert, Vice Mayor Jeff Aalfs, Craig Hughes, John Richards, Maryann Derwin

Cc: Jeremy Dennis

From: Gary Morgenthaler

Subject: **Frog Pond Park**

Dear Portola Valley Town Council members:

Recently, the Ad Hoc Committee for Housing on Town Owned Lands (AHCHTOL) proposed development of 11 multi-family dwelling units (MDUs) on a parcel of land termed "Alpine Road Remnant" by the committee but known to the surrounding community as "Frog Pond Park." For the 55 years since Portola Valley's incorporation in 1964, Frog Pond Park has been understood by the community as an extension of Frog Pond open space and used as a neighborhood park/preserve. For the reasons enumerated below, this is an accurate depiction and correct legal understanding of Frog Pond Park's status. To clarify Frog Pond Park's present and future status, the community respectfully requests that Portola Valley's Town Council now formally designate Frog Pond Park as a permanent extension of the adjoining Frog Pond open space reserve.

Frog Pond Park's status under Portola Valley's General Plan

The majority of Portola Valley Town Council members ran for office on a platform of upholding the General Plan. The citizens of Portola Valley cast their votes believing you would do so. The General Plan is clear that Frog Pond Park is expressly unavailable for residential development. This memorandum identifies specific sections of the General Plan that confirm Frog Pond Park's status as a neighborhood park/preserve.

1. General Plan and Comprehensive Plan Diagram.

The Comprehensive Plan Diagram of the General Plan designates Frog Pond Park, the town owned parcel adjoining Frog Pond open space, as Existing Neighborhood Preserve. This is indisputable fact based on the color key designations of park/preserves versus residential areas. Dark green coloration on the Comprehensive Plan Diagram denotes neighborhood park/preserve, as well as Scenic Corridor & Greenway. Residential areas in Portola Valley are denoted in shades of yellow. The entirety of Frog Pond Park appears in two dark green color shades, as it is both neighborhood park/preserve and Alpine Road Scenic Corridor greenway. By contrast, no part of Frog Pond Park is colored yellow, allowing residential development. **Green is green**. There can be no dispute that Portola Valley's General Plan designates Frog Pond Park as park/preserve and scenic corridor. Any discussion of residential housing development on this property should end here.

2. Zoning Plan

Although the Zoning Map for the Town of Portola Valley is inconsistent with the General Plan, it disallows any development of MDUs on Frog Pond Park. In contradiction to the General Plan, the Zoning Map mis-identifies Frog Pond Park as available for single family housing development

on a minimum of two acres of land. It also mis-identifies Corte Madera School as available for residential development of single-family homes on 2 acres of land. Both are classification errors in the Zoning Plan and should be rectified at the earliest opportunity. However, in the event of Zoning Plan classification errors, the General Plan takes legal priority over the Zoning Plan.

3. Alpine Road Scenic Corridor

The General Plan defines the following policies for Alpine Road Scenic Corridor:

- a. Zone open space for sections of Alpine Road Scenic Corridor.
- b. Maintain special setback lines along major portions of Alpine Road.
- c. An open space program that does and should include open space acquisitions and regulations pertaining to the corridor.
- d. A recreation element including paths and trails in the corridor.
- e. “It is town policy that land abutting our scenic routes should be zoned to maintain the maximum possible open space and scenic quality.”

4. Housing Element

The Housing Element of the General Plan mandates that multi-family housing is allowed on only three (3) sites in Portola Valley: (1) the Sequoias, (2) Priory and (3) the Stanford Wedge. Frog Pond Park is not one of these three sites. Therefore, it is ineligible for multi-family dwellings (MDUs).

5. Inventory of Land Suitable for Residential Development

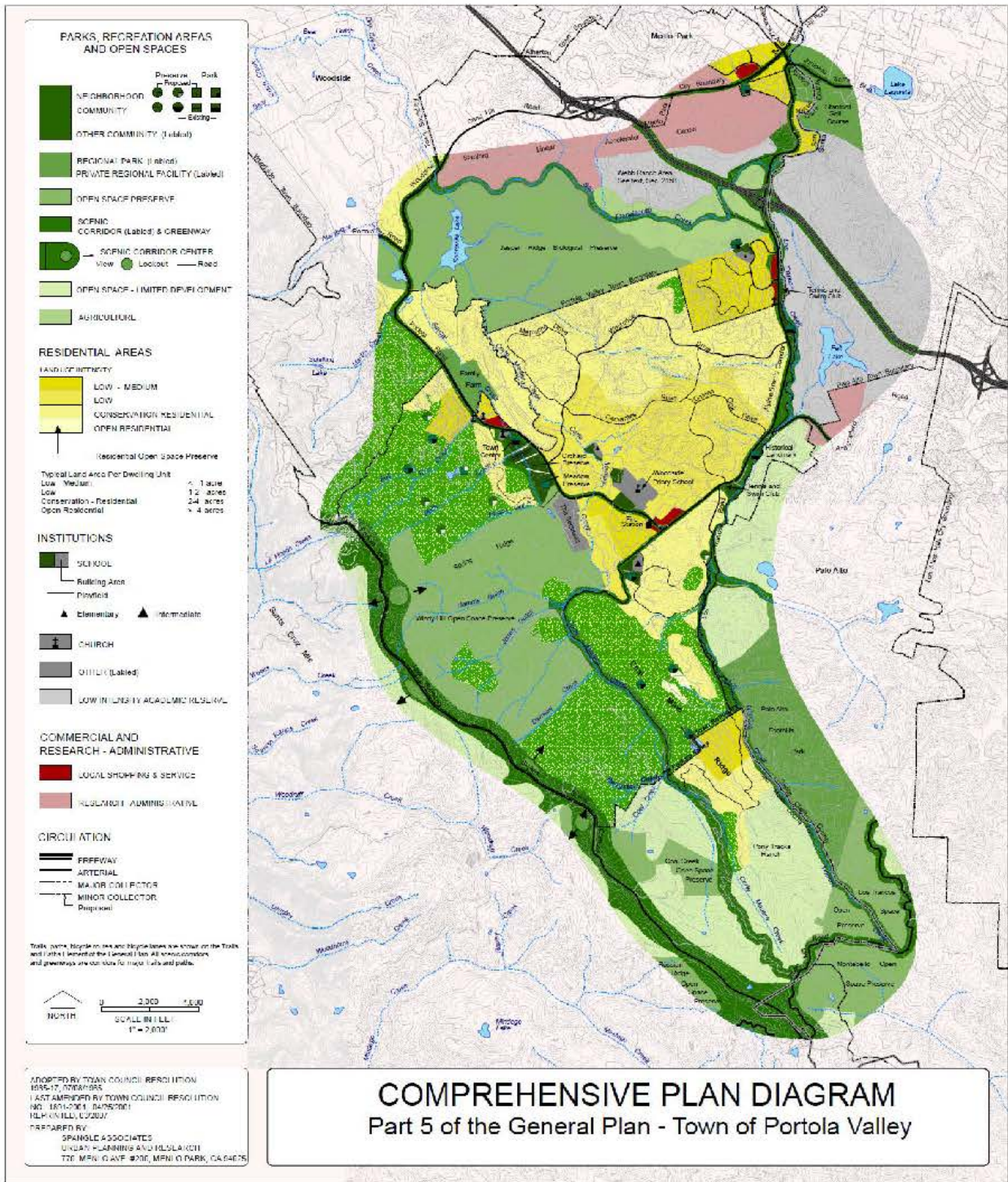
The Housing Element of the General Plan enumerates available sites within Portola Valley which are suitable for residential development. Frog Pond Park is nowhere among these sites.

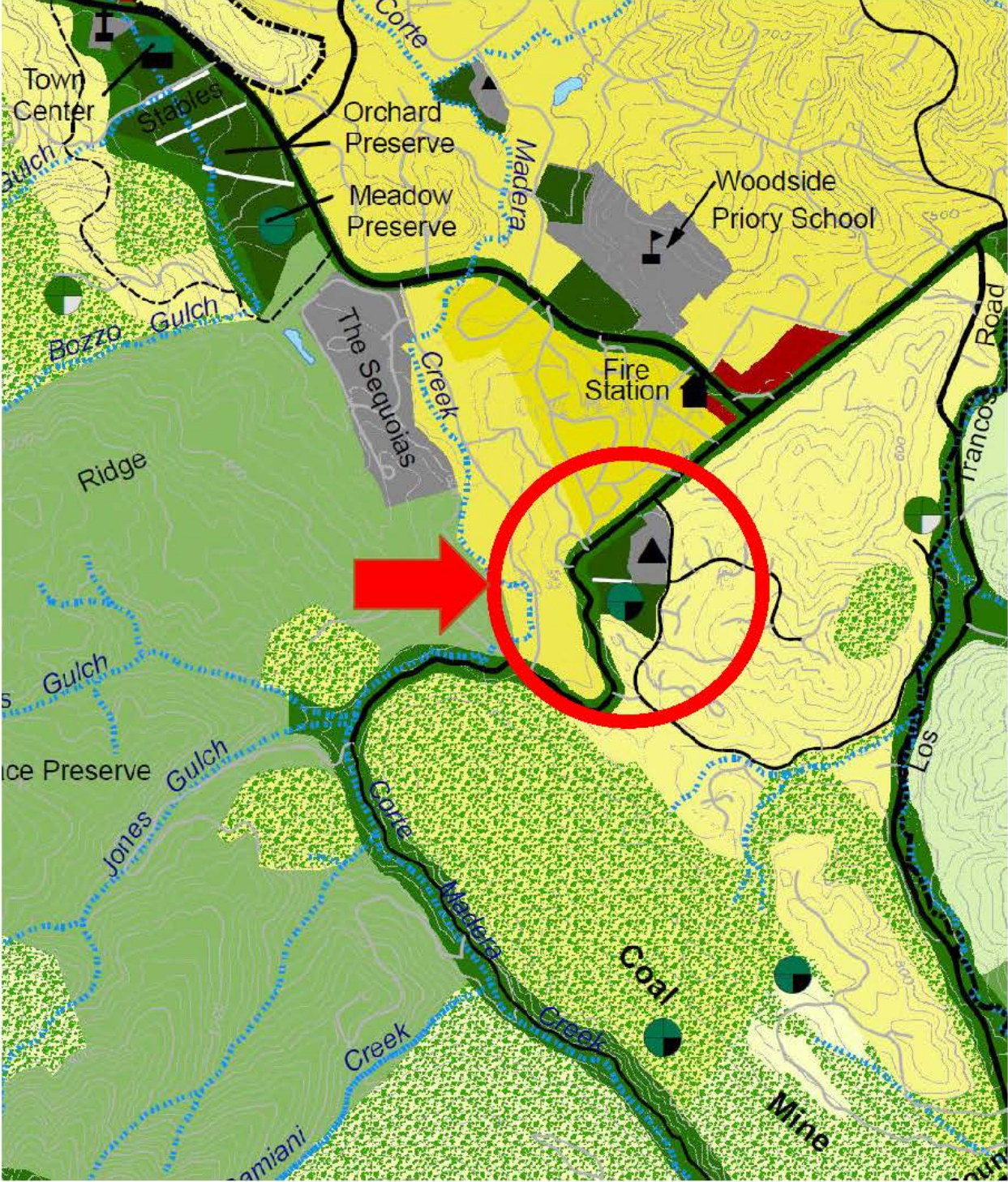
In summary, Frog Pond Park has for 55 years been used as a neighborhood park/preserve. It is expressly designated by the General Plan as a neighborhood park/preserve adjoining the Frog Pond open space preserve. Although there is an apparent zoning mis-classification, the General Plan is clear that Frog Pond Park is both neighborhood park/preserve and part of Alpine Road Scenic Corridor. Portola Valley’s Alpine Road Scenic Corridor plan advocates open space acquisition along the corridor and mandates zoning to maintain maximum possible open space and scenic quality. Portola Valley’s Housing Element precludes multi-family housing development on all sites excepting Sequoias, Priory and Stanford Wedge. Frog Pond Park is not one of those three sites. Finally, the Housing Element inventoried land suitable for residential development and concluded that Frog Pond Park is not suitable.

The Frog Pond Park community loves the Town of Portola Valley and seeks a positive outcome for our neighborhood and for our Town. We will shortly present you with a proposal intended to create a winning outcome for everyone involved.

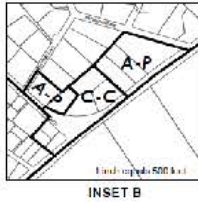
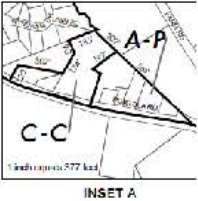
Respectfully,







ZONING MAP FOR THE TOWN OF PORTOLA VALLEY

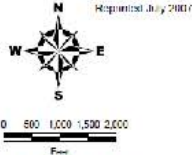


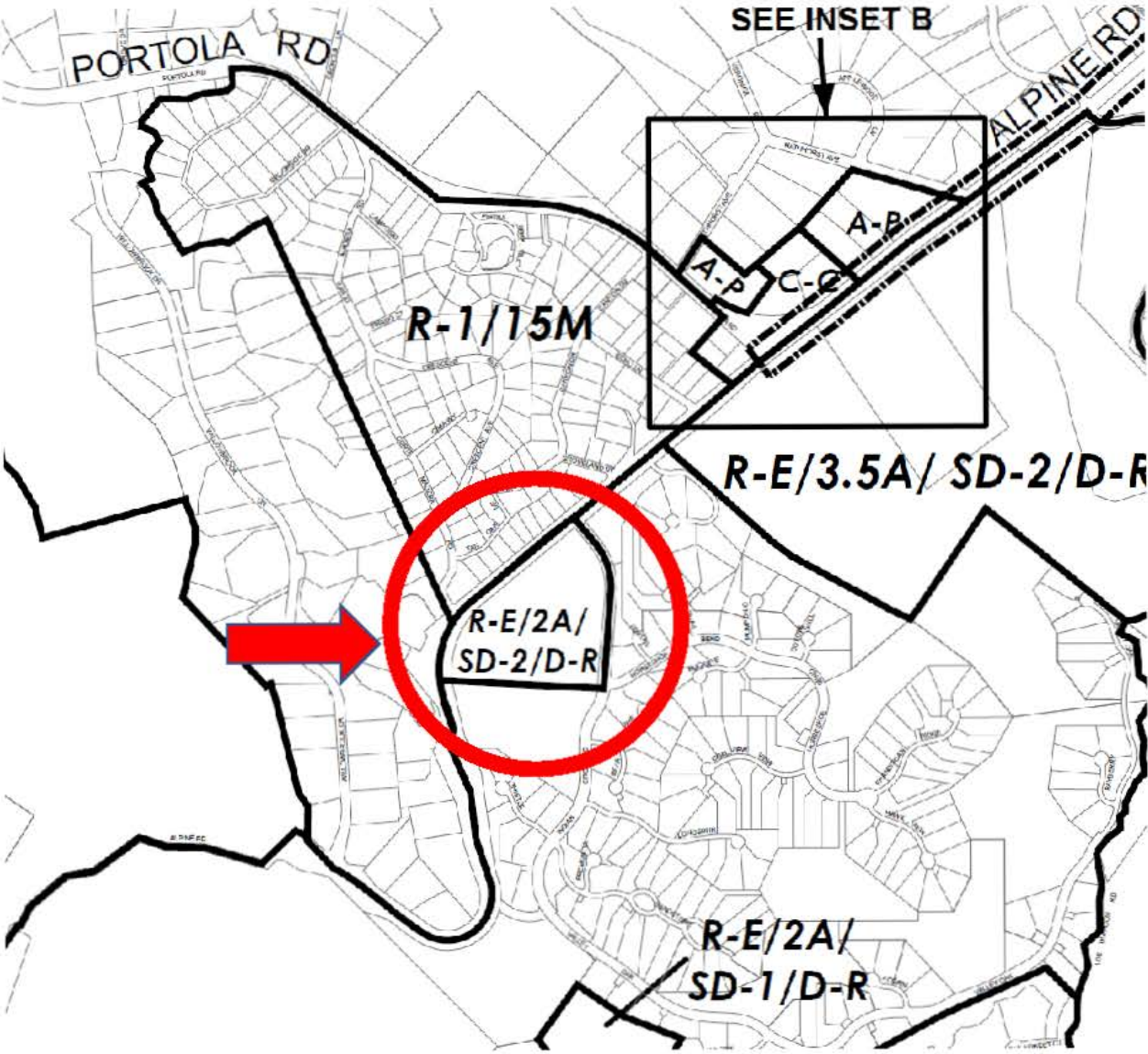
	Ordinance No.	Date	Ordinance No.	Date
Adopted:	1967-80	7/12/67		
Amended:	1960-07	9/24/69	1980-246	0/22/80
	1973-119	2/14/73	1990-251	4/11/90
	1973-126	1/8/74	1990-253	7/11/90
	1976-147	10/13/76	1995-203	4/21/95
	1979-171	4/11/79	1996-287	4/10/96
	1981-101	3/11/81	1996-305	1/14/96
	1981-182	4/8/81	2003-247	2/26/03
	1983-247	7/20/03		



Legend

- Zoning Boundary & Designation
- Special Building Setback Lines - S





Local Scenic Roads

- 3309 The two roads designated in this plan as local scenic roads are Alpine Road and Portola Road.
- 3310 Alpine Road is now a route of great natural beauty and variety. The creeks it follows through the foothills are lined with tall trees, and the countryside has kept much of its rural tranquillity. The mountain canyon is still wild and new views open up at each turn of the road. A superb scenic route already exists. It is threatened by change. The challenge is to find and pursue the ways that can protect and preserve this route through the mountains for our present enjoyment and the delight of future generations.
- 3311 The town has, since its incorporation, endeavored to protect the scenic quality of the Alpine corridor. From a policy statement adopted in July 1969:
- 3312 “The policy of the Town of Portola Valley has always been to maintain a tranquil, rural atmosphere, and to preserve a maximum of green open space. The Alpine Scenic corridor should be developed in accordance with the policy. The natural look and feeling of the land between the road and the creek should be maintained. Trees and natural growth should be preserved and increased. Recreational uses should be in keeping with a peaceful and rural atmosphere.”
- 3313 In May, 1971, the town adopted the Alpine Parkway Plan, subsequently renamed the Alpine Scenic Corridor Plan, as a part of the town general plan which includes detailed description of the road and of related design policies (see part 6). Special provisions to implement the plan and to protect the corridor include:
1. Open space zoning for sections of the corridor.
 2. Special setback lines along a major portion of Alpine Road.
 3. An open space program which does and should include recommendations for land acquisition and regulations pertaining to the corridor.
 4. The recreation element and the trails and paths element which include proposals for trails and paths in the corridor.

Scenic Roads and Highways

4

- 3316 It is town policy that land abutting our scenic routes should be zoned to maintain the maximum possible open space and scenic quality. Land to the south and west of Portola Road is under special restriction, local and state, because it is underlain by major fault traces. The regulations of the town, and the design principles for Portola Valley scenic roads, should be sufficient to preserve the natural rural beauty of this corridor.

Program 2: Multifamily Housing

- 2412 This program allows multifamily housing to be built on three sites in town: the Sequoias, the Priory School, and the Stanford Wedge. Seven housing units have been built at the Priory School through this program, and eleven more have been authorized there under the Priory's adopted master plan.
- 2412a As was set forth in the adopted 2009 housing element, the town would monitor this program, work with the Priory towards construction of their authorized housing

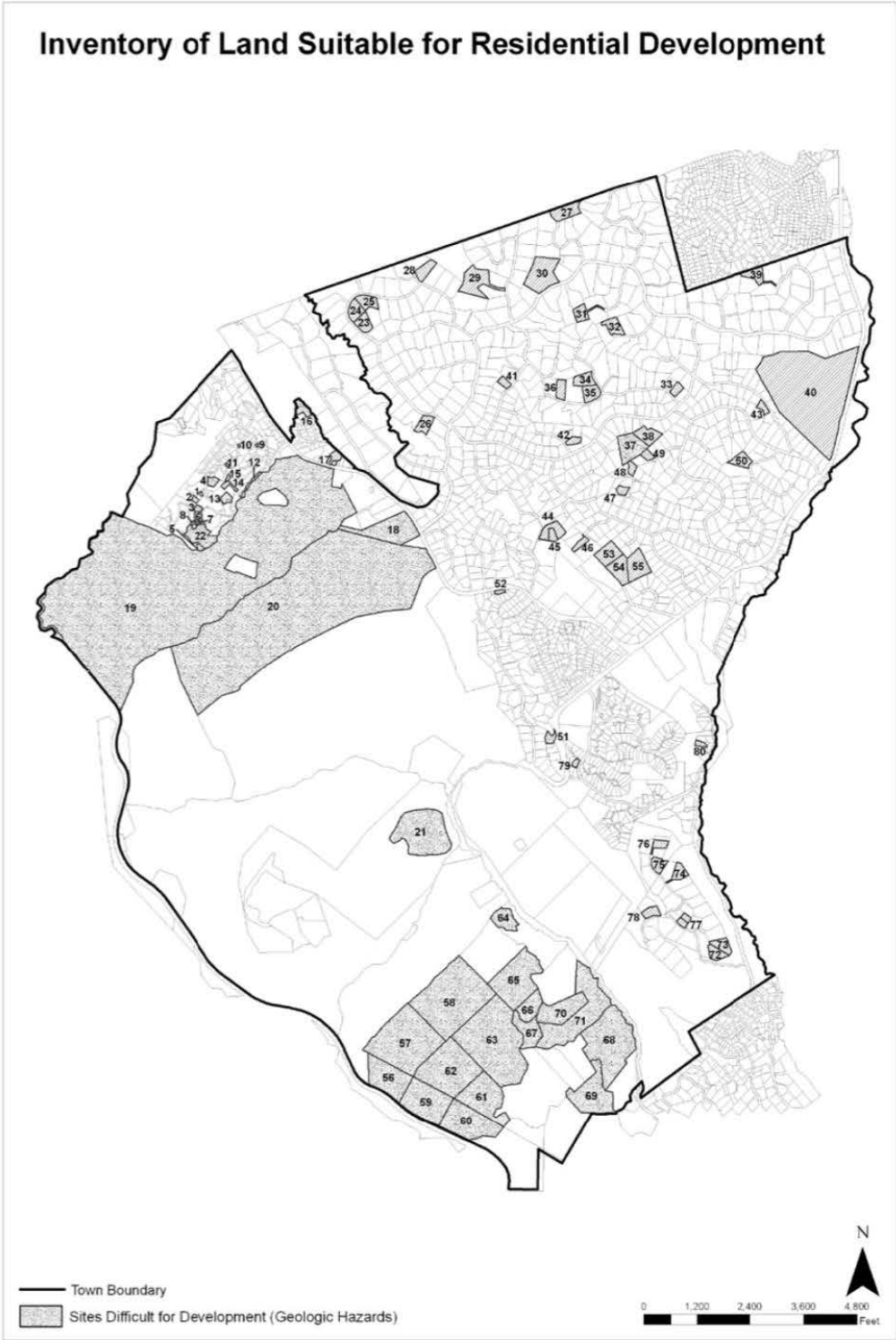
Portola Valley General Plan Housing Element, Adopted January 14, 2015

5

- 2412d Stanford University has expressed no interest in developing the Stanford Wedge parcel, and staff have been told that there are currently no plans for the parcel.
- 2412e This update of the housing element continues the multifamily housing program with no modifications.

Exhibit 6

Inventory of Land Suitable for Residential Development



Source: Town of Portola Valley General Plan, Housing Element (2009)



-----Original Message-----

From: Caroline Vertongen

Sent: Tuesday, July 16, 2019 2:06 PM

To: Jeremy Dennis <jdennis@portolavalley.net>

Cc: Sharon Hanlon <shanlon@portolavalley.net>; Cara Silver <ces@jsmf.com>; Craig Hughes <chughes@portolavalley.net>; JohnRichards-DG <JRichards@portolavalley.net>; Jeff Aalfs <JAalfs@portolavalley.net>; Ann Wengert <awengert@portolavalley.net>; MaryannMoise-DG <Mderwin@portolavalley.net>

Subject: Re: Council Summaries

Good afternoon Mr. Dennis,

Once again you did not answer my questions.

As you requested I will give you an example. The summary posted on June 27 for the council meeting on June 26 reports that the Town council approved 2 beacons. I recall that only 1 was approved and that the other one was put on hold.

We were also promised there would be no new addition to town hall staffing, but the summary indicates that a maintenance guy was appointed to fill the position of a recreation director.

If indeed you promote transparency please indicate who drafts the council summaries, who provides the facts to our local newspapers, and who is supposed to publish all our public comments sent to PV Town Hall either by email and/or certified letters. Right now our comments are not shared with other PV constituents and not made public as they ought to.

Thank you,
Caroline Vertongen

> On Jul 16, 2019, at 11:32 AM, Jeremy Dennis <jdennis@portolavalley.net> wrote:

>

> Ms. Vertongen,

>

> The latest (July 10) council summary is accurate, but does start with an earlier date as the Council direction on July 10 would not have made sense without context.

>

> Council summaries are drafted and reviewed by multiple staff. Is there a correction you wish to offer?

>

> Jeremy

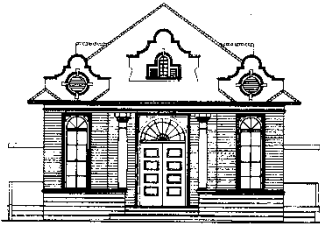
TOWN COUNCIL WEEKLY DIGEST

Thursday – July 25, 2019

1. Agenda – Open Space Acquisition Advisory Committee – Monday, July 29, 2019
2. Agenda – Emergency Preparedness Committee – Thursday, August 1, 2019
3. Monthly Meeting Schedule – August 2019
4. Reply Correspondence for Resident Caroline Vertongen re Council Summaries

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

1. None



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Monday, July 29, 2019, 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

MEETING AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – June 6, 2019
4. Old Business
 - a) Open Space properties
 1. Vision statement for Frog Pond Open Space: review draft
 2. Vision statement for Spring Down Open Space: review draft
 3. Outreach to neighbors of open space properties that are candidates for possible divestment: status of exploratory outreach: Chip McIntosh
 - b) Building awareness and support
 1. Open space brochure: review map and text
5. Next Meeting?
6. Adjournment



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, August 1st, 2019 - 8:00 AM
EOC / Town Hall
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. 8:00 Call to order
 - Members: Mark Bercow, Lorrie Duval, Dave Howes, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp
2. 8:01 Introductions: All committee members to identify themselves including a one or two word descriptor of role, followed by guests using the same format
3. 8:05 Oral Communications
4. 8:10 Approve minutes for June 6, 2019 meeting
5. 8:12 Goals for committee for 2019; discuss and approve
 - Schedule for special meeting to finalize goals if not completed
6. 8:42 CERPP/WFPD Report (Lindner/Brown)
 - General report
 - Update and discussion on CERPP Division re-organization (Brown)
 - Discussion on harmonization of CERPP, EPC, and Town procedures (All)
7. 8:47 Town Report (de Garmeaux)
8. 8:50 Committee Reports
 - Medical Subcommittee (Shefren)
 - Communications Subcommittee (Rothrock)
 - Outreach Subcommittee (Kopf-Sill)
9. 8:59 Next meeting is September 5, 2019
 - Identify any specific agenda items for next meeting
 - Quorum check
10. 9:00 Adjourn promptly at 9:00AM.

Town of Portola Valley

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

AUGUST 2019 MEETING SCHEDULE

Note: Unless stated otherwise, all meetings take place in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA

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

Wednesday, August 14, 2019

Wednesday, August 28, 2019 – **CANCELED MEETING**

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

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

Wednesday, August 7, 2019

Wednesday, August 21, 2019

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

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

Monday, August 12, 2019

Monday, August 26, 2019

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

Council Liaison – Craig Hughes

Wednesday, August 7, 2019 – **CANCELED MEETING**

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

Council Liaison – Craig Hughes

As announced

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

Council Liaison – John Richards

Tuesday, August 27, 2019

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

Council Liaison – John Richards

Thursday, August 8, 2019

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 1st Thursday of every month)
in the EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, August 1, 2019

FINANCE COMMITTEE

Council Liaison – Ann Wengert
As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs
As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs
As announced

HOUSING ON TOWN OWNED PROPERTY AD-HOC COMMITTEE

As announced

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

Council Liaison – Jeff Aalfs
Thursday, August 8, 2019

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes
As announced

PARKS & RECREATION COMMITTEE – 6:00 PM (Meets 1st Monday of every month)

Council Liaison – Ann Wengert
Monday, August 5, 2019

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs
As announced

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

Council Liaison – Ann Wengert

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

Council Liaison – Craig Hughes
Tuesday, August 20, 2019 – 8:15 AM

WILDFIRE PREPAREDNESS AD-HOC COMMITTEE

Friday, August 9, 2019 – 1:30 PM

Tue 7/23/2019 12:58 PM

Caroline Vertongen

Re: Council Summaries

To: Jeremy Dennis jdennis@portolavalley.net

Cc: Sharon Hanlon <shanlon@portolavalley.net>; Cara Silver <ces@jsmf.com>; Craig Hughes <chughes@portolavalley.net>; JohnRichards-DG <JRichards@portolavalley.net>; Jeff Aalfs <JAalfs@portolavalley.net>; Ann Wengert <awengert@portolavalley.net>; MaryannMoise-DG <Mderwin@portolavalley.net>

Thank you for the email reply,
caroline

On Jul 23, 2019, at 8:34 AM,

From: Jeremy Dennis <jdennis@portolavalley.net> wrote:

To: Ms. Vertongen - your correspondence with the Town that prompted my email is attached.

The questions you asked that I can answer were:

1. Please review the minutes and agenda attached to the Town Council meeting of July 10, 2019. You posted the minutes and agenda of May 8, 2019.

* You were incorrect in your comments that the wrong action minutes were posted; the correction ones were posted.

2. I also would like to know who is in charge for the summary after the Town Council meetings because they are not accurate

* I answered your question - I also would like to know who is in charge for the summary after the Town Council meetings because they are not accurate

I am unable to answer your question regarding attendance by reporters, as I do not have an answer for you.

You have additional questions/comments below:

3. The summary posted on June 27 for the council meeting on June 26 reports that the Town council approved 2 beacons. I recall that only 1 was approved and that the other one was put on hold.

* Your recollection is incorrect. The Council budgeted the full amount for the 2 crosswalks, and the 13 signage locations, as part of their final motion on the budget

4. We were also promised there would be no new addition to town hall staffing, but the summary indicates that a maintenance guy was appointed to fill the position of a recreation director.

* The Recreational Facilities Coordinator is not a new (additional) position; it is a promotion for an existing employee.

5. Right now our comments are not shared with other PV constituents

* Per town practice, we make every effort to include comments to all Council members in the weekly digest. This email exchange will be included in the upcoming digest.

Thank you - Jeremy

> -----Original Message-----

From: Caroline Vertongen

Sent: Tuesday, July 16, 2019 2:06 PM

To: Jeremy Dennis <jdennis@portolavalley.net>

Cc: Sharon Hanlon <shanlon@portolavalley.net>; Cara Silver <ces@jsmf.com>; Craig Hughes <chughes@portolavalley.net>; JohnRichards-DG <JRichards@portolavalley.net>; Jeff Aalfs <JAalfs@portolavalley.net>; Ann Wengert <awengert@portolavalley.net>; MaryannMoise-DG <Mderwin@portolavalley.net>

Subject: Re: Council Summaries

Good afternoon Mr. Dennis,

Once again you did not answer my questions.

As you requested I will give you an example. The summary posted on June 27 for the council meeting on June 26 reports that the Town council approved 2 beacons. I recall that only 1 was approved and that the other one was put on hold.

We were also promised there would be no new addition to town hall staffing, but the summary indicates that a maintenance guy was appointed to fill the position of a recreation director.

If indeed you promote transparency please indicate who drafts the council summaries, who provides the facts to our local newspapers, and who is supposed to publish all our public comments sent to PV Town Hall either by email and/or certified letters. Right now our comments are not shared with other PV constituents and not made public as they ought to.

Thank you,
Caroline Vertongen

On Jul 16, 2019, at 11:32 AM, Jeremy Dennis <jdennis@portolavalley.net> wrote:

Ms. Vertongen,

The latest (July 10) council summary is accurate, but does start with an earlier date as the Council direction on July 10 would not have made sense without context.

Council summaries are drafted and reviewed by multiple staff. Is there a correction you wish to offer?

Jeremy

TOWN COUNCIL WEEKLY DIGEST

Friday – August 2, 2019

1. Agenda – Parks & Recreation Committee – Monday, August 5, 2019
2. Agenda – (Canceled) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, August 7, 2019
3. Agenda – (Canceled) – Planning Commission – Wednesday, August 7, 2019
4. Agenda – (Canceled) – Cultural Arts Committee – Thursday, August 8, 2019
5. Agenda – (Canceled) – Nature & Science Committee – Thursday, August 8, 2019
6. Agenda – Ad-Hoc Wildfire Preparedness Committee – Friday, August 9, 2019
7. Notice - City Selection Committee Call for Letters of Interest – Vacant Seat on the ABAG Regional Planning Committee – Meeting on Friday, August 23, 2019
8. Invitation – Council of Cities Dinner Meeting, hosted by the Town of Portola Valley – Friday, August 23, 2019
9. [Western City Magazine – August 2019](#)

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

1. None



**Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, August 5, 2019 – 6:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

MEETING AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: July 22, 2019
4. General Check-in & Updates
 - 1) Discuss current status of 2019 Town Picnic (Vendors, Layout, Action Items)
 - 2) Discuss current status of 2019 Zots to Tots Race (Logistics, advertising, volunteers)
 - 3) Discuss potential new PARC recruit to backfill for departing member
5. Adjournment

Next Meeting – September 2, 2019 (potential change due to Labor Day holiday)



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, August 7, 2019 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

BICYCLE, PEDESTRIAN AND TRAFFIC
SAFETY COMMITTEE

MEETING CANCELLATION NOTICE

The regular meeting of the Bicycle, Pedestrian and Traffic Safety Committee, scheduled for Wednesday, August 7, 2019, has been canceled.

The next regular meeting is scheduled for Wednesday, September 4, 2019.



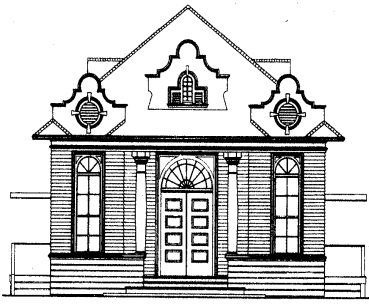
TOWN OF PORTOLA VALLEY
7:00 PM – Regular Meeting of the Planning Commission
Wednesday, August 7, 2019
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION
MEETING REGULARLY SCHEDULED FOR
Wednesday, August 7, 2019

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, August 7, 2019 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, August 21, 2019 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Notice of Meeting Cancellation
Thursday, August 8, 2019 - 1:00 PM

NOTICE OF MEETING CANCELLATION

CULTURAL ARTS COMMITTEE MEETING
Scheduled for Thursday, August 8, 2019

The Regular Meeting of the Cultural Arts Committee scheduled for Thursday, August 8, 2019, has been canceled.



Town of Portola Valley
Nature and Science Committee Meeting
Notice of Cancellation
Thursday, August 8, 2019

NOTICE OF MEETING CANCELLATION

NATURE & SCIENCE COMMITTEE MEETING

Scheduled for Thursday, August 8, 2019

The regular meeting of the Nature and Science Committee scheduled for Thursday, August 8, 2019 has been canceled.



TOWN OF PORTOLA VALLEY
Ad Hoc Wildfire Preparation Committee
Friday, August 9, 2019 1:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

1. Call to Order
2. Open Communications on Items not on the Agenda
3. Approval of Minutes: July 2, 2019
4. Updates from Subcommittees
 - a. Home Hardening/Insurance/Infrastructure Back-Up
 - b. Resident Communications and Outreach/Evacuation Routes
 - c. Vegetation Management/Defensible Space
5. Information sharing from Committee Members
6. Schedule of future meetings and reporting to Council
7. Adjourn

Updated as of 7/9/19

Vacant Position!

Please submit your “Letters of Interests” no later than **5p.m. on Friday, August 9, 2019** to Sukhmani Purewal, Secretary of City Selection Committee and Assitant Clerk of the Board of Supervisors via email or fax. Please email: spurewal@smcgov.org or fax: 650-363-1916.

The next City Selection Committee meeting will on August 23, 2019 in Portola Valley along with Council of Cities Dinner (more info. to come)

➤ **Association of Bay Area Governments (ABAG)**

- Regional Planning Committee
 - Selection of 1 (one) Council Member, representing San Mateo County City Selection Committee to serve on the Association of Bay Area Governments Regional Planning Committee (ABAG-RPC), for a term of two (2) years starting October 2, 2019 through October 1, 2021.



Dinner/Meeting Announcement

Friday, August 23, 2019 at 5:45 pm

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, and 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:

**Portola Valley Town Center
Community Hall**
765 Portola Road
Portola Valley, CA 94028
(650) 851-1700

Schedule:

5:45 pm	Social Time
6:15 pm	City Selection Committee Meeting
6:30 pm	Business Meeting
6:45 pm	Dinner
7:15 pm	Program
8:30 pm	Adjourn

Please contact Chair Glenn Sylvester if you wish to bring up an item for group discussion or give a committee report. Email: dailycitycouncilsylvester@gmail.com

Buffet Style Dinner

*Grilled Peach Salad, Vegetable Lasagna, Herb Roasted Chicken Pieces,
Grilled Salmon, Roasted Red Potatoes, and Grilled Vegetables
Special Dessert Tray, Coffee*

\$60.00 per person

*Please **rsvp by Monday, August 12, 2019** to Sharon Hanlon at
shanlon@portolavalley.net or 650.851.1700 ext.210*

Please make checks payable to:
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
Attn: Town Clerk



Council of Cities Business Meeting

Friday, August 23, 2019

6:30 pm

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

6:45 pm

- ❖ Dinner

7:15 pm

- ❖ Program

THE D.C. DOWNLOAD

A Conversation with Congresswoman Jackie Speier

Please join us for an intimate evening with our beloved Congresswoman Jackie Speier as she brings the hottest news from Washington D.C. As we well know, Jackie is a fearless fighter for women’s equality, LGBTQ rights and the disenfranchised having dedicated her life to eliminating government corruption while working to strengthen America’s national and economic security.

She was named to Newsweek’s list of 150 “Fearless Women” in the world and one of “Politico's 50” most influential people in American politics for bringing the #MeToo reckoning to Congress.

Jackie Speier proudly represents California’s 14th Congressional District, serving on the House Armed Services Committee (HASC) and as the Chairwoman of the Military Personnel Subcommittee, on the House Permanent Select Committee on Intelligence and on the House Committee on Oversight and Reform. In addition, Speier is a Co-Chair of the Democratic Women's Caucus, the Congressional Armenian Caucus, the Biomedical Research Caucus, the Childhood Cancer Caucus, and the Bipartisan Task Force to End Sexual Violence. She is also author of the recently published memoir, *Undaunted: Surviving Jonestown, Summoning Courage and Fighting Back* and co-author of the book, *This Is Not the Life I Ordered*.

8:30 pm

❖ Meeting Adjourned

TOWN COUNCIL WEEKLY DIGEST

Thursday – August 8, 2019

1. Agenda – Architectural & Site Control Commission – Monday, August 12, 2019
2. Invitation from Millbrae Mayor Wayne J. Lee - Possible Untapped Revenue from International Trade & Investment – Friday, August 16, 2019

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. LABOR Newsletter – August 2019



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)
Monday, August 12, 2019
7:00 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

Persons wishing to address the Architectural and Site Control Commission on any subject not on the agenda 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. Review of Revised Design Guidelines, Portola Valley Ranch Planned Unit Development, File #: ARCH 13-2019, 1 Indian Crossing, Portola Valley Ranch Homeowners' Association (D. Harrison)
2. Architectural Review of one new sign and modifications to the appearance of two signs at The Sequoias, 501 Portola Road, File # PLN_ARCH 16-2019. (L. Russell)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

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

APPROVAL OF MINUTES

6. ASCC Meeting of July 8, 2019

ADJOURNMENT

AVAILABILITY OF INFORMATION

For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting. Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

PUBLIC HEARINGS

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



City of Millbrae

621 Magnolia Avenue, Millbrae, CA 94030

August 2, 2019

WAYNE J. LEE
Mayor

REUBEN D. HOLOBER
Vice Mayor

ANN SCHNEIDER
Councilmember

ANNE OLIVA
Councilmember

GINA PAPAN
Councilmember

Dear Esteemed Colleagues,

As we all experience, cities of San Mateo County have a recurring need to enhance revenues to pay for critical services and improve the quality of life in our City. One possible revenue stream that can generate billions of dollars and has not been tapped by San Mateo County cities is international trade and investment. The opportunity to increase our collective city tax base by increasing the international market share of companies in San Mateo County cannot be overlooked any longer. The counties of Alameda, San Francisco, and Santa Clara have policies and/or trade offices that have successfully capitalized on foreign trade and investment locally. The City and County of San Francisco has received \$5.3 billion in international investments over the years.

A few city and county elected officials: myself, Mayor Sue Vaterlaus (City of Pacifica), Mayor Ray Mueller (City of Menlo Park), and Councilman Michael Brownrigg (City of Burlingame) and Supervisor Dave Pine, attended a meeting with Deputy Consul General Yang of the People's Republic of China San Francisco Consul to discuss steps to grow US business markets and China business markets between China and San Mateo County. The China Counsel offered the following support and advice:

1. Local and foreign businesses and countries need a single county contact or office as a point of contact to collaborate on international trade.
2. PRC General Consul offered to host a conference to introduce China based businesses to San Mateo County cities.
3. The PRC Consul General will assist US businesses, particularly the small to medium businesses in China with introductions to Chinese firms. It has been my experience that they will also provide financial incentives to businesses they would like to attract.
4. Most importantly, the PRC General Consul advised businesses and cities of SMC to attend the 2nd Shanghai World Export Conference (November 5-10, 2019). Last year's attendance comprised of more than 150,000 buyers from around the World.

We concluded that, though many of our cities have sent delegations to China to establish Friendship Cities which is an important step in creating the critical relationship of trust between two entities, there was no follow up and no increased business output. The cities of San Mateo County and San Mateo County need a single point of contact to focus on trade around the World directed by a governing body comprised of SMC cities. The direct impact could mean billions of dollars to support our cities' infrastructure and services. I propose we not let this opportunity go to our neighboring counties.

City Council/City Manager/City Clerk (650) 259-2334	Building Division/Permits (650) 259-2330	Community Development (650) 259-2341	Finance (650) 259-2350
Fire (650) 558-7600	Police (650) 259-2300	Public Works/Engineering (650) 259-2339	Recreation (650) 259-2360

To further this discussion and your city's interest in forming a body to focus and support increasing international trade and opportunities to expand the market in SMC, we request your presence on Friday, August 16, 2019 at 10 AM at the Millbrae Library, 1 Library Ave.

Sincerely,



Wayne J. Lee
Mayor

Cc: Assemblymember Kevin Mullin
San Mateo County Supervisors