



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, September 11, 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. **Reconsideration of Approved Minutes** – July 10, 2019 (3)
2. **Approval of Minutes** – August 14, 2019 (37)
3. **Ratification of Warrant List** – August 28, 2019 (49)
4. **Approval of Warrant List** – September 11, 2019 (65)
5. **Recommendation by Town Clerk** – Second Reading and Adoption of an Ordinance to Exempt the Business License program for Vendors Staffing Memorial Services on Town Property
 - (a) Second Reading, Waive Further Reading and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Section 5.24.060 [Memorials] to Chapter 5.24 [Exempt Business and Organizations] of Title 5 [Business Taxes, Licenses and Regulations] of the Portola Valley Municipal Code (Ordinance No. __) (81)

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

6. **Update from Ad-Hoc Wildfire Preparedness Committee** (84)

STAFF REPORTS & RECOMMENDATIONS

7. **2020 Census Update** (85)
8. **Study Session** – Update Reach Code and Building Code (89)
9. **Study Session** – Subcommittee Report on Committee Restructuring (90)
10. **Report by Town Manager** – Update on State/Regional/Local Housing Issues (97)
11. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** -
 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* (98)
12. **TOWN MANAGER REPORT** (99)

WRITTEN COMMUNICATIONS

- 13. **Town Council Digest** – August 15, 2019 (100)
- 14. **Town Council Digest** – August 22, 2019 (111)
- 15. **Town Council Digest** – August 29, 2019 (115)
- 16. **Town Council Digest** – September 5, 2019 (126)

ADJOURN TO CLOSED SESSION

- 17. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** (Gov. Code Section 54956.8)
Property: APN: Agency Negotiator: Jeremy Dennis, Gregory J Rubens
Negotiating Parties: Goodstein Family Partners
Under negotiation Transfer of Property to Town Ownership

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: September 11, 2019

RE: Reconsideration of Approval of July 10, 2019 Town Council Meeting Minutes

RECOMMENDATION

Reconsideration of approval of July 10, 2019, Town Council meeting minutes to include changes requested by resident Betsy Morgenthaler.

BACKGROUND & DISCUSSION

On August 14, 2019, the Town Council approved, as amended, the minutes of the July 10, 2019 meeting.

At the August 14, 2019, Council meeting, under the consent agenda, resident Betsy Morgenthaler asked for reconsideration of her statement as presented in the July 10, 2019 minutes.

Attached is a redlined version of the July 10, 2019 meeting minutes highlighting the requested changes from Ms. Morgenthaler; as well as a copy of the July 10, 2019 minutes with corrections incorporated.

ATTACHMENTS:

1. Redline version of July 10, 2019 meeting minutes with requested changes
2. Final Copy of July 10, 2019 meeting minutes with changes incorporated

Approved by: Jeremy Dennis, Town Manager

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 from the start which she thinks would be highly protective of the Council. She said she respects the time and expertise the Council brings to this process and notes how painful it can be to be deep into a process when for the first time hear an outsider's point of view you didn't see coming. She quoted Planning & Building Director Russell who said that "after the initial research phase would be the time to talk about involving the right people in a future phase." Betsy sees it more important to "include the right people" in the initial research phase itself. She said Mayor Wengert said "the research will take a while"; the scope is very important and will direct where we are headed. She quoted Town Manager Dennis who "sees it as an opportunity to see what kinds of improvements should be looked at." She said that directing where we are headed is the important time to include those "very right people." She said you talk about a comprehensive plan, and it can only be comprehensive if it includes all of us. Betsy suggested making it inclusive from the get-go, we'd all be well served.

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 on. 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 over-seeing 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 whose 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 that 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

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 from the start which she thinks would be highly protective of the Council. She said she respects the time and expertise the Council brings to this process and notes how painful it can be to be deep into a process when for the first time hear an outsider's point of view you didn't see coming. She quoted Planning & Building Director Russell who said that "after the initial research phase would be the time to talk about involving the right people in a future phase." Betsy sees it more important to "include the right people" in the initial research phase itself. She said Mayor Wengert said "the research will take a while"; the scope is very important and will direct where we are headed. She quoted Town Manager Dennis who "sees it as an opportunity to see what kinds of improvements should be looked at." She said that directing where we are headed is the important time to include those "very right people." She said you talk about a comprehensive plan, and it can only be comprehensive if it includes all of us. Betsy suggested making it inclusive from the get-go, we'd all be well served.

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 on. 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 over-seeing 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 whose 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 that 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

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 974, AUGUST 14, 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
Brandi de Garneau, Assistant to the Town Manager
Cara Silver, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

CONSENT AGENDA

- (1) Approval of Minutes – Town Council Regular Meeting of July 10, 2019. *[Removed from Consent Agenda.]*
- (2) Ratification of Warrant List – July 24, 2019, in the amount of \$268,245.58. *[Removed from Consent Agenda.]*
- (3) Approval of Warrant List – August 14, 2019, in the amount of \$279,479.36.
- (4) Recommendation by Town Manager – Reauthorization of the Town Treasure as the Authority for Management of the Town's Investment Programs.
- (5) Appointment by Mayor – Member to the Parks & Recreation Committee.
- (6) Report by Town Manager – Business License Ordinance Exemption.
- (7) Report by Planning & Building Director – Contract Amendment with Good City Company for Contract Planning Services.
- (8) Report by Assistant to Town Manager – Adoption of a Resolution Approving & Authorizing Disposition of Surplus Town-Owned Property.
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Disposition of Surplus Town-Owned Property (Resolution No. __)
- (9) Report by Assistant to Town Manager – FY 2019-20 Budget Amendment to Appropriate Funds for Reach Code Support *[Removed from Consent Agenda.]*

In response to Mayor Wengert's question regarding Items 2 and 3, Town Manager Dennis further explained the One Concern software contract, that the \$5,000 fee was the first yearly payment of the three-year contract. He said he has scheduled a meeting with One Concern to discuss the content of a recent newspaper article.

In response to Mayor Wengert's question regarding Item 9, Assistant to the Town Manager de Garneau said the \$10,000 budget amendment is for grant monies that were received sooner than anticipated. The check was deposited on June 26, just prior to the end of the fiscal year, and wasn't accounted for in either budget. This amendment is to account for it and include it in this year's budget.

Councilmember Hughes made three corrections to the minutes. Betsy Morgenthaler requested to review the recording of the minutes.

Councilmember Aalfs moved to approve the Consent Agenda, including the minutes as amended. There may be further amendments based on Ms. Morgenthaler's review of the recording. Seconded by Councilmember Hughes, the motion carried 5-0, by roll call vote.

REGULAR AGENDA

PUBLIC HEARING

(10) Public Hearing - Adoption of a Resolution Approving a Revised Fee Schedule for the Town of Portola 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.)

Town Manager Dennis, with Planning & Building Director Russell and Assistant to the Town Manager de Garneau, described the proposed fee changes and proposed resolution to revise the Town's Master Fee Schedule. Consultant Nicole Kissam participated by phone.

Town Manager Dennis introduced an overview of the staff report describing the CPI increase, credit card use, Planning Department hourly rates, and additional changes to the fee schedule. Staff recommended adoption of the resolution, approval of the revised fee schedule, and ask that staff be directed to update the Master Fee Schedule to reflect the fee changes in one of the options listed in Attachment 3 to the staff report.

Assistant to the Town Manager de Garneau described the three options to bring the Fee Schedule current:

- 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.

Mayor Wengert invited questions from the Council.

Mayor Wengert asked if sport user fees would be increased. Assistant to the Town Manager de Garneau said the proposal is to increase all of the fees globally.

In response to Mayor Wengert's question, Assistant to the Town Manager de Garneau said there had not been any outreach to the leagues about the proposed sport user fee increase.

Mayor Wengert asked regarding the Ford Field parking rental fee. Assistant to the Town Manager de Garmeaux said the fee is usually for an evening event and is rented out very rarely, somewhere between 2 and 10 times per year.

Assistant to the Town Manager de Garmeaux continued with the presentation, describing the proposal regarding credit card use fees.

Mayor Wengert invited questions from the Council regarding the credit card fees.

Councilmember Hughes asked if the intent was to distribute the processing fees across the board or to add a line item only to those who pay by credit card. He said he does not want to incentivize people to bring in checks because that costs more than the credit card processing fees. Town Manager Dennis said it is currently written as an additional fee to the credit card user. He said they could perhaps restructure it in a way that is more equitable. Town Attorney Silver said there would need to be some rational basis and formula for evenly spreading the fees among all users. She said at this point, there is not enough data indicating how many people would be using credit cards. She said going forward staff is exploring other payment platforms. Mayor Wengert said the point is to stop subsidizing that fee. Councilmember Hughes agreed but hoped there would be a simple way so that people are incentivized to pay with cash or checks. If there is not, he was supportive of passing the credit card fee onto the credit card user only. Mayor Wengert said the payment method will be evolutionary with technology (i.e., Apple Pay) and the idea is to pass on the cost of the transaction to the users so the Town does not absorb it.

Planning & Building Director Russell continued with the presentation, describing the proposal to increase Planning Department hourly rates, as detailed in the staff report. Consultant Nicole Kissam, from NBS, participated via telephone.

Councilmember Richards said he noticed a lot of refunds in the warrant list. He asked if those were generally C&D refunds or if they included the funds that were overestimated. He asked how the record was at guesstimating fees. Planning & Building Director Russell said staff looked at the deposit levels prior to 2018 and at that time it was felt the deposits were about right or could be a little higher in some cases. She said a fair number of refunds are processed for those deposits, which is to be expected, and they also ask for additional funds on a fair number of projects.

Councilmember Hughes asked about the indirect costs factored in (salaries, benefits, training). He asked if the long-term retirement liabilities, which have become an increasing component of the budget, are factored in. He asked if the additional payments made to CalPERS and OPED were factored in or were simply not being recouped, including not just the current contributions to those plans but also the yearly additional payments. Ms. Kissam said they would not typically include one-time paydowns or large adjustments because that would skew the rate. She said if there are pension costs or retiree costs in there, they are equivalent to the ongoing contributions based on the actuarial study or however those costs are determined and budgeted for the agency.

Mayor Wengert said the impact of the CPI is much smaller than going to a full blended rate approach. She asked if the municipalities listed are using blended rates or non-blended rates, meaning charging based on the level of seniority of the services divided. For example, Tom Vlastic might spend 10% on a project and others would assist at a much lower level. She said it would tend to disadvantage the projects that are straightforward and don't require a lot of field time, senior staff, or management time. Planning & Building Director Russell said the rates were a mixture of some blended and some analyzed by NBS. Ms. Kissam said she could only comment on Half Moon Bay, who uses a \$232 blended rate. She said any of the other rates north of \$180, \$225, etc., are indicative of a blended rate approach. She said she did not know the approach used by all of the agencies but said they all appeared to be in the range.

Mayor Wengert asked if all cities and towns now looking at this issue are going to a blended rate approach or if they are still doing it differently among the different jurisdictions. Ms. Kissam said it depends on how they're set up, accounting practices, preferences, etc. She said the blended rate approach is probably more common in the last five to seven years. Planning & Building Director Russell

said she was in San Carlos and they've used a blended rate for about that amount of time. She said a number of cities and towns that are using blended rate are around the \$200 range and have been doing it for two years now.

Assistant to the Town Manager de Garmeaux described the additional updates necessary to reflect the changes that were already adopted by the Council and/or current practices, as detailed in the staff report.

Mayor Wengert invited questions from the Council.

Vice Mayor Aalfs asked if the class instructor insurance was for liability. Assistant to the Town Manager de Garmeaux said because all of the instructors are independent contractors, they are required to either purchase insurance through the Town or independently. The fee schedule set it at \$50, but it was felt more appropriate to charge whatever the Town was being charged by the insurance company.

In response to Mayor Wengert's question, Assistant to the Town Manager de Garmeaux said the litter deposit is currently \$100. Town Clerk Sharon Hanlon said the fee has always been refunded and if there has been a problem she would work with the organization and residents.

Mayor Wengert invited questions and/or comments from the public. Hearing none, Mayor Wengert closed the public hearing and brought the item back to the Council for discussion.

Councilmember Richards said the comparison costs for current fees and future fees are quite staggering. He agreed that, assuming it has been carefully vetted and is meant to cover the Town's costs, it has to happen. He said if the missed increases over the last few years are to be implemented, it should be done as simply as possible instead of adding the complexity of Options 2 and 3. He suggested considering the basis for the rates of facility rental fees, particularly with resident fees for the Community Hall, memorial services, etc. He does not think it makes sense to raise those equivalent to everything else because the cost of taking care of those spaces has not likely increased to that degree. Town Manager Dennis said the costs he would associate with the fee rentals have changed a bit with regard to the amount of staff time put into it. He said staff resources are being used more to set up and break down rooms, provide IT services, and clean up. He said they discussed creating a fee associated with extra assistance that may be required under certain circumstances for events. For example, if someone is using PowerPoint and needs perhaps an hour or two of help, there might be a fee associated with that. He said it is worth considering that staff is spending more time supporting events than in the past but he cannot say there is a specific relationship between the increase in fees and what it would support. Councilmember Richards said it may be helpful to compare with other venues in the area. He said particularly in regard to the resident fee, it should be as reasonable as possible. Town Manager Dennis said Portola Valley's facilities are the finest in San Mateo County.

Councilmember Hughes said he prefers Option 1 to keep it simple. He said the biggest concern is the rate jump for the Planning Department. He said he hoped they could come up with some creative ways to continue to incentivize keeping it simple. He said the percentage increase in cost for the two different projects, whether complex or not, does not change and one is not relatively worse. He said the only difference would be that, previously, it was more expensive if you had a more senior planner involved. He said the more complex projects get a better advantage of the blending. He said this shows the Town has been under-recovering relative to the actual costs for many years so catching up is the right thing to do, but should be done in a way that is not accidentally incentivizing the wrong thing. He was supportive of Item 4, which is just a straightforward clean-up items that need to be done. He said, for future revisions, the Town should consider incentivizing the kinds of projects the Town wants applicants to bring forward.

Councilmember Derwin said it's unfortunate the Town has waited so long to do this and now requires a 13% increase. She was supportive of phasing it in over two years. She was supportive of the pass-through for credit card fees. She said if people start writing checks to avoid the 3% fee, it should be looked at again. Town Manager Dennis said he doesn't have an issue with people writing checks. He said the point is that the credit card cost was being absorbed by staff.

Councilmember Derwin said she is uncomfortable with Planning Department fee going from \$81 per hour to \$204 per hour. She said that discourages people to build small. She said it would definitely have to be phased in and she would look for creative solutions from her colleagues. She was supportive of Item 4.

Vice Mayor Aalfs said he was supportive of all four items. He said adjusting the fees is overdue. He said it would be easier to do the increases all at once and the fallout will be dealt with only once instead of two years in a row. He said people are used to the standard practice of passing through credit card fees. He is supportive of the Town trying to fully recover the costs for the Planning Department. He said it is a big increase but is less than 1% of the cost of a full project. He said there is still an incentive to make something that falls within the guidelines that would require fewer Planning Department hours, and in that regard is a bigger incentive.

In response to Mayor Wengert's question, Ms. Kissam said the blended rate was based on fiscal year 2017-18 adopted budget. She said the staffing at the time in Planning was shared between Building, Planning, and Engineering, so the study took that into account in terms of how the Director was shared between those different divisions – a Senior Planner, an Associate Planner, and an Assistant Planner/Planning Tech. From there, they asked staff how they spent their time across different types of activities in Planning – administrative, training, support, etc. – versus other types of direct service delivery activities such as long-range planning efforts, code enforcement, providing public information, and time spent on planning application and review. That ratio developed a cost allocation formula based on labor costs. From there, they used it to allocate other types of costs – both labor and non-labor.

Mayor Wengert said the variable that continues to move is staffing, because the staffing in place in 2017 is very different than today. She asked if the higher levels the Town is paying now to a third-party contractor versus internal employees was included in the update to the analysis. Planning & Building Director Russell said the analysis was based on the staffing pattern at that time but it is common that Planning Departments have variable staffing and consultant planners. She said the methodology takes that into account somewhat. Ms. Kissam said in this analysis they assumed that any consultant costs would be charged separately to a deposit and this analysis focuses only on Portola Valley and staffing costs at that point in time, which was the '17-'18 year. She said the Town has a relatively small Planning Department which would have more fluctuation and change. She said most agencies would look at this an average of every five years, but Portola Valley may want to look at this again in three years. She said these types of studies are meant to take a snapshot of time, an average of a certain point in time, and then be updated as the organization changes and evolves.

Councilmember Hughes asked if Consultant Planners are passed through at their billing rates instead of the blended rate. Planning & Building Director Russell said staff has been passing through the Consultant Planner's hourly rate.

Town Manager Dennis said he and Laura discussed the transitional period from when Spangle & Associates stopped being the Town consultants to the internal model. He said there was something of a hiccup related to the hourly rate. He said there were hourly rates for Tom and Karen and then it appeared that in 2012-2013 staff created the new rates based on salary and benefits without considering the overhead piece.

Mayor Wengert said in a complex situation that requires a more senior level of expertise, the higher rate is appropriate. She said she struggles with the other end of the spectrum in terms of looking at the parity and the amount of increase for a smaller project or remodel, which will absolutely disincentivize people from even pulling permits. She said she is not reluctant to make sure the Town is getting cost recovery, but is reluctant to agree that the best approach is a blended rate versus adjusting the rates appropriately upward.

Councilmember Richards said he is supportive of incentivizing smaller homes. He said there is a town in this region waiving all fees for ADUs. He said Portola Valley may not be able to afford to do that, but it should be looked into as a possibility. He said the rate change could be approved and then projects could be singled out to incentivize.

Councilmember Hughes said \$81 was not recovering the costs of Associate Planner Cassidy so a big part of the increase is fully recognizing her cost. The other part is the blending. He agrees that it would require more work to tease those two out. He said because the Town is so woefully under-recovering now, he would be inclined to go with this increase while that additional work is being done rather than leave it at the current low rates.

Mayor Wengert said she agrees that full cost recovery should be the goal with most of the categories of these increases, but she is not convinced that a blended rate in the Planning Department is necessarily the right way to go. She said she would be more amenable to looking at a revised schedule taking a blended average of the last three years and projecting forward estimating Good City this year and some staffing that hopefully will become more permanent. She said she doesn't want to create a lot of work but is hesitant to adopt a blended rate that potentially disadvantages renovations and smaller projects. She said she wants to make sure people will pull permits for their projects and not be alarmed at \$200 for a desk permit. Planning & Building Director Russell said there are a number of things the Planning Department does that do not require deposits and are at set fees. She said this proposal does not apply to ministerial permits, ministerial ADUs, or routine Planning and Building things they do that do not require discretionary reviews. She said the deposits are linked to discretionary reviews. She said the very small additions that do not go to ASCC and ministerial ADUs would not be impacted by this and would still pay the set Planning fee which is very affordable at about \$140.

Councilmember Hughes said it is difficult to split out the blending from the full cost recovery because so many of the costs are shared. He suggested going with the proposed model, with a slightly lower number so it's less of a shock, and then spend the next year thinking about if there's a better way to do it. If not, it can be \$204 plus CPI next year.

Mayor Wengert said much of the analysis will be reliant on how it's comparing to the current fully allocated costs. She said she does not want to hold up an increase but wants to see if it can be mitigated to some degree now to a reasonably comfortable level.

Town Manager Dennis said Atherton does not use a subjective, discretionary process. Woodside and Los Altos Hills have not updated their fee schedules since 2014. Half Moon Bay does a yearly CPI adjustment and has a blended rate at \$232. Woodside has a range of rates depending on the Planner.

Mayor Wengert said that at a minimum it should be implemented over two years. She would want to revisit in the aggregate level based on what is spent over this year. She said she is not comfortable raising the field fees. She said she would not want to institute a blanket fee increase without input from the users. She said that should be treated differently. She suggested sending it back to Parks and Rec so they can talk to the leagues about cost recovery.

Town Manager Dennis said it would be interesting to see if there was a change in permit activity between the time that they went from \$225 and \$165 to a lower rate. He said other factors are relevant but they can see if anything did change. Mayor Wengert said Public Works Director Young's team may have input regarding if the maintenance costs have been recovered. **→Couldn't hear what Young said. ←check** Town Manager Dennis said the analysis has been solely as to CPI increases. He said there are many analyses that can be done, per Council's direction, to bring back at a later date. Mayor Wengert said the fields should be carved out of this because of the high level of interest and the need for more data. In response to Town Manager Dennis's question, Councilmember Richards said he would like to keep the facilities rental fees as is, if possible.

Mayor Wengert agreed credit card fees should be cost-recovered. She said in the interest of making sure the Town is closer to full cost-recovery, at least half of the proposed increases should be implemented this year, with Option 2. She said she would be very interested in making sure that at the end of this year, knowing what has been put in place, what the numbers are vis-à-vis these permits and fees.

Councilmember Hughes said his concern with Option 2 is that a \$100 fee will go to \$110 this year and another \$10 next year and it will look like there are two 10% increases in a row. He said if it's done all at

once, it can be explained that it's a catchup, instead of looking like 10% every year. He agreed that the Planning Fee should not go straight to \$204. He said perhaps they could jump up to Woodside's level now and then \$204 next year. Mayor Wengert said she was supportive of that idea, pulling out the field and facilities fees.

Councilmember Richards asked if there was any interest in looking into specialized fees for ADUs and small homes as incentives. Mayor Wengert said it should be looked at, probably on the housing side. Councilmember Hughes agreed and said there are probably other incentives to look at as well, including any sensible housing production that should be encouraged.

Planning & Building Director Russell said there are a few permits, such as trees, that are set below full-cost recovery so increasing by CPI would help a little but are still well below cost recovery.

Town Manager Dennis said it sounds like there is collective interest in considering keeping specific fees at their current level. He said there are a few they will keep on a list, but he doesn't want the Council to walk away unfulfilled, perhaps feeling there should have been a more substantial conversation about certain fees and incentivizing. He suggested possibly a Council subcommittee or staff to put more thought into that part of it.

Mayor Wengert said the Town is five years behind in collecting CPI increases yet paying those increases in salaries and benefits and the delta is increasing. She said she feels the ones that are potentially sensitive have been pulled and she is comfortable with moving forward tonight with Option 1 for the admin and \$165 this year for Planning and \$204 next year.

Councilmember Derwin suggested the large increase be clearly explained to residents. Town Manager Dennis said one of his functions is to produce a summary of Council Meetings for subscribers, the Forum, and Next Door. He will provide this information in the summary tomorrow.

In response to Vice Mayor Aalfs' question regarding multi-year projects, Planning & Building Director Russell said the new rates will be effective 60 days from now. Starting on that day, it will be \$165 for the Planning hourly fee. When the rate goes into effect a year later, if someone is in a multi-year project, they pay the rate effective that day.

In response to Councilmember Hughes' question, Town Attorney Silver said another resolution would need to be adopted to increase the fees by CPI 60 days prior to the effective rate change. Assistant to the Town Manager de Garmaux said the intention next year is to bring it to the Council as soon as they have the CPI numbers in February.

Councilmember Hughes moved approval of the proposed revised fee schedule with the following modifications: the sports field use fees, the community hall, and other facilities use fees of the Town Center be kept at their current levels, and the proposed Planning blended rate be set to \$165 for the current year and \$204 plus CPI for the following year, under Option #1 with all fees except Planning. Seconded by Councilmember Richards; the motion carried 5-0.

(11) Report by Public Works Director – Pedestrian Safety Study – Next Steps

Public Works Director Young introduced Paul Krupka of Krupka Consulting and Angela Hey from the Bicycle, Pedestrian & Traffic Safety Committee. Public Works Director Young presented the Pedestrian Safety Study and next steps. He summarized the background of the project to date, reviewed the Council's expressed interest, and the process going forward, itemizing the feedback he needs, as detailed in the staff report.

Mr. Krupka presented the engineering review of pedestrian safety in the school areas and major corridor streets. He describing the study context, the general and specific issues and improvement opportunities, and the proposed improvements, as detailed in the staff report.

Public Works Director Young asked the Town Council accept the Pedestrian Safety Study and provide feedback and provide direction as it relates to the Town's review process with its Commissions and Committees.

Mayor Wengert invited questions from the Council.

Councilmember Derwin said the Caltrans standards apply to the grant through the C/CAG Pedestrian, Bicycle & Traffic Safety TDA. She said in order to get that grant, the Caltrans standards must be adhered to. Public Works Director Young agreed. Town Manager Dennis said the Sheriff's Office is less likely to be able to enforce signs that are not to a standard because someone could claim they didn't know what the sign meant.

Vice Mayor Aalfs asked if there were repercussions from Caltrans for not adhering to their standards. Town Attorney Silver said for the most part the Town is preempted, for example, the Town is required under State law to use a uniform red stop sign. In terms of who enforces that, she said there is no legal enforcement. She said the Town would have some immunity if something happened but the immunity may not attach if there was a lawsuit and the Town was not following the standards.

Mayor Wengert asked if Mr. Krupka had identified any signage that was not compliant with Caltrans standards, particularly around the schools and crosswalks. Mr. Krupka said generally speaking, in his review, although maybe a little outdated or faded, the signs that are on the roads in town are to Caltrans standards. He said Corte Madera recently upgraded and is in line with the standards he's talking about. He said Ormendale devised a one-way system that works very well, and they have some unique signs. He said Portola Valley's signage is relatively consistent, which underscores the point about enhancing some of them.

Councilmember Hughes asked about the range of variability in the standards for the signage. Mr. Krupka said the standards provide for required features as well as a range for the optional features, such as yield markings, shark's teeth, visibility, and styles. He said choices are made based on appropriateness and engineering judgment.

Councilmember Richards said the flashing beacon setup would be the most noticeable but the least rural of all the signs. He asked if Mr. Krupka had any alternative suggestions for those crosswalks. Mr. Krupka said the short answer is no. He said there is a large beacon installation called The Hawk – a mast arm with three yellow and red light signals that light up upon activation by a pedestrian. He said the question is the utility of adding the rectangular rapid beacons in addition to the existing signs. He said the beacons are used to emphasize the location. He said the two locations where these are proposed have reversing curves. A driver proceeding at the speed limit or even less at those critical junctions needs to have the additional notice of the beacons.

Councilmember Derwin said there is \$285,000 in the budget. She asked if that budget amount would decrease if the grant is received. Public Works Director Young said the grant includes an option for partial funding. He said it is a competitive grant that will be reviewed in October. He said he will bring a presentation when they find out in October how much they will receive. Whatever is received from the grant will replace the money budgeted and reduce the impact on the General Fund Reserves.

Mayor Wengert invited public comment.

Jose Iglesias. Mr. Iglesias said he has lived at the corner of Portola Road and Corte Madera for nearly 20 years. He said he has seen his share of near misses and accidents. He said he appreciates the way Public Works Director Young and Mr. Krupka have embraced his input, but he still sees the same inadequate proposal being brought forward. He said this proposal moves the sidewalk from a bad location to a worse location. He said Georgia Lane gets a significant amount of traffic that parents use as a parking place when picking up their children from Ormendale. He said the Priory also brings traffic twice a day and has increased significantly as the Priory increases their population and events. He said

Brookside is basically a one-lane road, so if someone is coming out of Brookside, drivers must queue up before they can make the left turn onto Brookside right where the proposed walkway is located. He said the same applies to traffic going into the Priory. He said a couple of large rocks were placed on the dirt next to the bicycle lanes. Mr. Iglesias said he has seen at least four cars drive over the rocks as they try to illegally pass the traffic queued up to make a left turn. He said he appreciates raising the walkway, he doubts that will deter those who want to speed by and avoid the left-hand traffic going into the Priory. He said the parents going to Corte Madera School take the Corte Madera shortcut. He said the proposed placement of the walkway places it right in front of the cars coming out of the Priory that want to turn right onto Portola Road, which makes it an even more complex issue for those wanting to cross Portola Road. Mr. Iglesias showed where he proposed the new walkway be located. **→Note, I think he's calling a crosswalk a walkway. ←check**

Vice Mayor Aalfs asked Mr. Krupka if they considered Mr. Iglesias' suggested alternative. Mr. Krupka said Mr. Iglesias brought drawings to the last Bicycle, Pedestrian & Traffic Safety Committee meeting. He said Mr. Iglesias' alternative is a good one and he sees no issues with it. He said the presentation tonight is a concept showing the issues that need to be addressed with professional engineering applied. Mr. Krupka said he wants to look at the functions of the intersections that feed this whole area, the turning movements in and out, and alternative locations for crosswalks.

Councilmember Hughes asked if the probable costs in the chart were for engineering plus construction. Mr. Krupka said the preliminary opinion of probably cost is based upon furnish and installation cost, plus soft costs or design, administration, construction, and those kinds of things. Town Manager Dennis said where the costs become most variable is where they involve electricity. Public Works Director Young said it is noted that these are very preliminary figures.

Angela [redacted] agreed with Mr. Iglesias. She said she had walked the loop many times and going down the hill you are blinded on the left-hand side because of the bushes. She said she has to walk over to the right where she can go straight to the Priory and jump through the bushes there onto the trail. She said the elderly people doing their therapy walks should be considered. She said it is impossible to cross on the left because if a car comes along Portola Road and swerves on the blind corner, you've had it.

Carolyn Vertongen. Ms. Vertongen said this is one of those teaching moments where the Town learns more from their constituents. She said they have persistently come up with these ideas and persistently shown what works and what does not work. She said she hopes the Council will continue to listen to their input. She asked what is going to be done in the interim now that school is starting.

Public Works Director Young said they are aware the crosswalk lights are out right now. He said in the interim the Town has provided a crossing guard in cooperation with the Priory and the School District. He said the School District has agreed to go into contract with Woodside Patrol to take over that crossing guard service, providing a crossing guard in the morning at that location in front of The Priory and in the afternoon at Alpine and Corte Madera.

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

Councilmember Richards reluctantly accepted the need to put in flashing beacon systems. He said it's a tough one to swallow. He said he has come down that road and nearly been run over himself more times than he cares to count and it needs to be addressed. He said the proposed prioritization makes sense. He supported using Caltrans standards, keeping it as low key as possible, given the reality of the situation with too many cars on too narrow roads. He is supportive of moving to the next step and developing some designs. He is very interested in the Corte Madera-Brookside-Priory corner. He said it can be made safe for pedestrians but may be very difficult for drivers.

Councilmember Hughes commended staff, the Bicycle, Pedestrian & Traffic Safety Committee, and Mr. Krupka for this entire process. He said it is greatly appreciated by all of the residents who initiated this process with their concerns. He said the work product is exactly what he had hoped for. He said the level of reflection, input, and thought that has gone into this is reflected in the quality of the work. He was

originally resistant to the flashing beacons but said is mitigated somewhat by the fact they do not flash unless someone is actively crossing. He said the Hawk is not only flashing and hideous and non-rural, but nobody understands them and they often create a worse traffic hazard than they solve. He said one of the issues with the way trees grow along the roadsides in Portola Valley, and with light and shade, is that one cannot see when someone is intending to cross. He has also thought moving the crosswalk to the other side of Corte Madera would be most appropriate but it will need more study. He said the only suggestions he is leery of, which may depend on the design of the final installation and options that Caltrans allows, are the speed warning signs. He was supportive of moving forward with design.

Councilmember Derwin accepted the Pedestrian Safety Study. She said some of these locations have been discussed for more than 10 years. She was supportive of the proposed locations. She suggested moving the crosswalk to Corte Madera as suggested by Mr. Iglesias and others. She said the flashing beacons are a necessary evil. She said the Caltrans standards must be adhered to in order to get the grant. She was supportive of moving forward.

Vice Mayor Aalfs agreed that, although not crazy about the flashing beacons, they work. He asked if the alternate option at the Prior crossing was adopted would be similar in cost to the proposal or would it be substantially different. Mr. Krupka said that, thinking conceptually, the estimate used had enough contingency in it to cover some things and is the same kind of improvement with the same basic cost. Vice Mayor Aalfs was supportive of moving forward.

Mayor Wengert thanked everyone for the work that's been done. She said there is a lot of engineering that needs to be done. She also thought that at the Brookside-Golden Oak-Alpine the crosswalk would be cut right off by someone turning off of Golden Oak coming down the hill, turning right onto Alpine. She said she's seen a lot of proposals for that crosswalk through the years and said a lot of work should be spent working on the decisions with all the data that would be needed at both locations. She said those intersections are at the top of the priority list. She supports the rapid flashing beacons. She said one of the biggest issues at the Priory intersection at Brookside has been people passing on the right.

Betsy Morgenthaler **←check** asked if the feasibility of a left turn lane at the Priory intersection could be evaluated.

Town Manager Dennis said the first time he, Councilmember Hughes, and Public Works Director Young went to that location, a resident stated that no one walks in town anymore because it feels dangerous. He said that statement was impactful and difficult to hear, especially for a Town that takes such pride in the trail system and bicyclists.

Councilmember Hughes said the early steps such as going through the Committees for templates and designs does not have to wait for the grant.

Councilmember Hughes moved to accept the Pedestrian Safety Study and directed staff to work with the Committees to put together these templates and move forward with the project. Seconded by Vice Mayor Aalfs; the motion carried 5-0.

Mayor Wengert called for a five-minute break.

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

Councilmember Richards – Attended the County Emergency Preparedness Committee meeting on August 1 where they discussed next year's various assignments for their subcommittees and tasks. They were looking for an available ATV for emergency and helicopter landing pad locations. Zonehaven is coming up with a potential evacuation template. He said the Station 8 remodel is coming up. He attended two HEART ADU Committee meetings. He said last week they interviewed five companies to present designs for preapproved units.

Councilmember Hughes – Attended Trails and Paths Committee meeting on July 16 where they sent their recommendation to staff regarding the Coal Mine Ridge Trail Map. Staff is now working with the Ranch to put it all into effect. Town Manager Dennis said the Ranch was proposing additional or alternative signage to assist with the issues they are having on Coal Mine Ridge and also proposed calling it a nature preserve. Collectively, the Committee recognized it would not opine on a naming issue. The Ranch sent him a letter saying they wanted staff to start the process of changing everything to the new name, which staff has no issue with and they will report back to the Trails Committee next week. Councilmember Hughes said the Committee is also planning a horse fair in May 2020. He said there were a couple questions raised regarding a trail running down into the top of the Wedge and along the side, whether or not it was a Town trail and if the Trails Committee had any supervisory authority over it or if it was part of the upcoming Wedge project. They wanted to put it on the Planning Director's radar to think about that trail as regards the site development that may be happening there. Town Manager Dennis described the trails, which are not Town trails. Councilmember Hughes said the Committee has two applicants for the open position and may be coming to the Council for permission to expand the Committee to add both applicants. He attended the ASCC meeting on August 12, where they discussed changes to the signage at the Sequoias. The Ranch presented their design guidelines. An application was approved for a 1,700-square-foot ADU which was reviewed by staff and the designated ASCC member. The Alpine Garden will operate for a month or two to see how things go and then likely come back with requests for some minor changes. Town Manager Dennis said he did the final walk-through with Planning & Building Director Russell. He said the issue was they had installed some lighting above the fence which they had to remove.

Councilmember Derwin – Attended C/CAG Leg Committee Meeting on July 11. She said the legislature had just gone on summer recess but they are now back and have two weeks to get all the bills on the floor by August 30. At that time the budget had been signed with \$750 million for housing. According to the lobbyist, the Governor strengthened the judicial path for cities that are not compliant with their housing elements come the next RHNA cycle. A judge will give the cities a year to catch up and if they are still not compliant, they will be fined \$10,000 to \$600,000 per month. If they do not pay, their State revenue will be cut off. They discussed SB-592 and took a wait-and-see approach. The lobbyist said this is not SB-50 part 2, but is actually an amendment to the Housing Accountability Act. She said the purpose is to tighten up procedures by cities so that if they reject a project for development, they have to provide a precise reason for why the project was denied. She said there is an idea coming up for a mega transportation measure in the nine-County area to raise millions of dollars for big ticket items like grade separations. She said a lot of transportation items were on the agenda for the board meeting including a presentation on the US 101 Mobility Action Plan, the TI Strategic Plan Update, the Advancing California Finance Authority, and the briefing on the upcoming RHNA cycle. The RHNA 6 cycle will kick off this fall for the next eight-year period, 2022 to 2030. The County must decide, through C/CAG, if they want to form a subregion, as they have in the last two cycles, and that decision must be made by February 2020. She said it's a bit different this time because RHNA is going to be much more challenging. She described the increased RHNA requirements, increased scrutiny and oversight, limited trading of RHNA, some of the new requirements such as submitting allocation methodology, penalties for noncompliance, etc. Town Manager Dennis said staff will come back to Council in the fall to discuss RHNA. They will be asking for direction regarding trading of RHNA with neighbors. Councilmember Derwin met with Vice Mayor Aalfs, Planning & Building Director Russell, and Town Manager Dennis to discuss affiliated housing. Councilmember Derwin was sworn in as a member of the Floor and Sea Level Rise Resiliency District Board (FSLRR). She attended the Council of Cities meeting where the speaker was Martha Whetstone.

Vice Mayor Aalfs – Attended the Fire Committee meeting where they formed three subcommittees – Resident Communications and Outreach/Evacuation Routes; Home Hardening/Insurance/Infrastructure Back-up; and Vegetation Management/Defensible Space.

Mayor Wengert – Attended Parks & Recreation Committee meeting on July 22 where they discussed the picnic and Zots. Mayor Wengert attended the Garbage Franchise Subcommittee meeting with Councilmember Richards, where they are into the final reporting stages to finetune the last of the provisions with GreenWaste. They are encouraging GreenWaste to get information out to the public regarding the changes and options available. She attended the San Francisco Roundtable meeting on

August 7. She said on September the airport is closing Runway 28L for 20 days which has resulted in airlines cancelling 15% of the flights. There will be delays averaging 1-1/2 to 4 hours and increased vectoring over Portola Valley. They also discussed that the FAA has passed new supersonic flight regulations in which the noise regulations have been relaxed. They are currently operating at a Level 5 standard and are rolling it back to a Level 2 standard, which was a 1974 noise standard. San Francisco Roundtable has been asked to appoint a liaison for the newly formed Santa Clara Santa Cruz Roundtable. The Roundtable approved Mayor Wengert's appointment to work with both the Santa Clara Santa Cruz Roundtable and the Oakland Roundtable.

(13) Town Manager Report – Town Manager Dennis reported that they are in the final stages of hiring Planning staff and hope to have more to announce next week. He thanked Councilmember Richards for helping in that process. He announced Zots is now open. The neighborhood cleanup was successful with 400+ people participating. The leaf blower event was not as well attended as hoped. Staff will return to the Council in mid-Fall to discuss an incentive trade-in program. Town Manager Dennis said the technology is not quite there to have a commercial leaf blower with enough batteries to make sense for the gardeners. He said the incentive trade-in program would be a resident has one in their home and lets the gardener use it. He said there should also be a limited number of commercial level blowers for gardeners who work primarily in Portola Valley. American Green Zone Alliance (AGZA) is providing a certification for cities that go all electric for these types of tools.

WRITTEN COMMUNICATIONS

(14) Town Council Digest – July 11, 2019

#4 Council of Cities Dinner Meeting. In response to Mayor Wengert's question, Town Clerk Hanlon said the count was at 47.

(15) Town Council Digest – July 19, 2019

#4 – Email from Resident Gary Morgenthaler re Frog Pond Park's status under Portola Valley's General Plan. Councilmember Richards thanked Mr. Morgenthaler for his informative letter.

(16) Town Council Digest – July 25, 2019

None.

(17) Town Council Digest – August 2, 2019

None.

(18) Town Council Digest – August 8, 2019

None.

ADJOURNMENT [10:37 p.m.] ←estimating, there was a 5-min break

Mayor Wengert adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/28/19

Date: 08/23/2019

Time: 4:10 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

A-A LOCK & ALARM INC	Substation Keys	21334	08/28/2019	
			08/28/2019	
1251 EL CAMINO REAL	0001		08/28/2019	0.00
MENLO PARK	BOA	54112	08/28/2019	0.00
CA 94025	72087			49.15

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	49.15	0.00

A-A LOCK & ALARM INC	Town Center Keys	21335	08/28/2019	
			08/28/2019	
1251 EL CAMINO REAL	0001		08/28/2019	0.00
MENLO PARK	BOA	54112	08/28/2019	0.00
CA 94025	72211			63.30

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	63.30	0.00

Check No.	54112	Total:	112.45
Total for	A-A LOCK & ALARM INC		112.45

AARONSON DICKERSON	Legal Counsel - Equestrian Ctr	21288	08/28/2019	
COHN & LANZONE			08/28/2019	
939 LAUREL STREET	884		08/28/2019	0.00
SAN CARLOS	BOA	54113	08/28/2019	0.00
CA 94070	719136-DENNIS, J			286.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	286.00	0.00

Check No.	54113	Total:	286.00
Total for	AARONSON DICKERSON		286.00

ALLIANT INSURANCE SERVICES, INC.	Quarterly Event Insurance, April - June, 2019	21336	08/28/2019	
			08/28/2019	
NEWPORT BEACH	0685		08/28/2019	0.00
CA 92660	BOA	54114	08/28/2019	0.00
				715.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	715.00	0.00

Check No.	54114	Total:	715.00
Total for	ALLIANT INSURANCE SERVICES,		715.00

AT&T	July Statements (3)	21289	08/28/2019	
			08/28/2019	
P.O. BOX 9011	441		08/28/2019	0.00
CAROL STREAM	BOA	54115	08/28/2019	0.00
IL 60197-9011				280.78

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	280.78	0.00

Check No.	54115	Total:	280.78
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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 AT&T 280.78

BANK OF AMERICA	July Statement (1 of 2)	21292	08/28/2019	
Bank Card Center			08/28/2019	
P.O. BOX 53155	0022		08/28/2019	0.00
PHOENIX	BOA	54116	08/28/2019	0.00
AZ 85072-3155				3,200.54

GL Number	Description	Invoice Amount	Amount Relieved
05-20-3154	Miscellaneous Receipts	77.55	0.00
05-52-4150	Cultural Arts Committee	400.00	0.00
05-64-4308	Office Supplies	1,298.72	0.00
05-64-4311	Software & Licensing	227.15	0.00
05-64-4320	Advertising	223.30	0.00
05-64-4326	Education & Training	457.00	0.00
05-64-4336	Miscellaneous	491.82	0.00
05-64-4337	Bank Fees	25.00	0.00

BANK OF AMERICA	Printing of Mayor's Letter 7-3	21347	08/28/2019	
Bank Card Center	1-19	00006638	08/28/2019	
P.O. BOX 53155	0022		08/28/2019	0.00
PHOENIX	BOA	54116	08/28/2019	0.00
AZ 85072-3155	149895			1,327.02

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	1,327.02	1,327.02

Check No. 54116 Total: 4,527.56

Total for BANK OF AMERICA 4,527.56

BARTLETT TREE EXPERTS	ROW Tree Removal, Alpine & Rossottis	21349	08/28/2019	
PO BOX 3067	0912		08/28/2019	0.00
STAMFORD	BOA	54117	08/28/2019	0.00
CT 06905-0067	38365389-0			2,450.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	2,450.00	0.00

BARTLETT TREE EXPERTS	ROW Tree Removal & Traffic - Alpine Rd	21350	08/28/2019	
PO BOX 3067	0912		08/28/2019	0.00
STAMFORD	BOA	54117	08/28/2019	0.00
CT 06905-0067	38479911-0			4,035.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	4,035.00	0.00

BARTLETT TREE EXPERTS	ROW Tree Maintenance	21351	08/28/2019	
PO BOX 3067	0912		08/28/2019	0.00
STAMFORD	BOA	54117	08/28/2019	0.00
CT 06905-0067	38482815-0			1,456.96

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	1,456.96	0.00

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

BARTLETT TREE EXPERTS	ROW Tree Trimming, Golden Oak	21352	08/28/2019	
			08/28/2019	
PO BOX 3067	0912		08/28/2019	0.00
STAMFORD	BOA	54117	08/28/2019	0.00
CT 06905-0067	38482816-0			600.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	600.00	0.00

BARTLETT TREE EXPERTS	ROW Tree Removal & Traffic	21353	08/28/2019	
			08/28/2019	
PO BOX 3067	0912		08/28/2019	0.00
STAMFORD	BOA	54117	08/28/2019	0.00
CT 06905-0067	38493923-0			3,306.96

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	3,306.96	0.00

Check No.	54117	Total:	11,848.92
<u>Total for</u>	BARTLETT TREE EXPERTS		11,848.92

PAIGE BISHOP	Reimb. Summer Concert	21290	08/28/2019	
	Event 8/15		08/28/2019	
131 GROVELAND STREET	712		08/28/2019	0.00
PORTOLA VALLEY	BOA	54118	08/28/2019	0.00
CA 94028				35.74

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	35.74	0.00

Check No.	54118	Total:	35.74
<u>Total for</u>	PAIGE BISHOP		35.74

CALIFORNIA WATER SERVICE CO	Water Service, 7/11/19-8/9/19	21294	08/28/2019	
			08/28/2019	
3525 ALAMEDA DE LAS PULGAS	0011		08/28/2019	0.00
MENLO PARK	BOA	54119	08/28/2019	0.00
CA 94025844				16,482.86

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	16,482.86	0.00

Check No.	54119	Total:	16,482.86
<u>Total for</u>	CALIFORNIA WATER SERVICE CC		16,482.86

CALIFORNIA WATER SVC	Refund Deposit, 900 Portola	21295	08/28/2019	
			08/28/2019	
1720 N. 1ST STREET	805		08/28/2019	0.00
SAN JOSE	BOA	54120	08/28/2019	0.00
CA 95112				1,750.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,750.00	0.00

Check No.	54120	Total:	1,750.00
<u>Total for</u>	CALIFORNIA WATER SVC		1,750.00

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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

CDW-G	SQL SERVER LICENSE 2017	21348	08/22/2019	
		00006630	08/28/2019	
75 REMITTANCE DRIVE	0360		08/22/2019	0.00
CHICAGO	BOA	54121	08/28/2019	0.00
IL 60675-1515	TPF5369			4,630.80

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	4,630.80	4,630.80

CDW-G	NEW SERVER EQUIPMENT	21296	08/28/2019	
		00006628	08/28/2019	
75 REMITTANCE DRIVE	0360		08/28/2019	0.00
CHICAGO	BOA	54121	08/28/2019	0.00
IL 60675-1515	TJW8264			1,158.40

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,158.40	1,153.10

Check No.	54121	Total:	5,789.20
Total for	CDW-G		5,789.20

IVAN CHENG	Refund Deposit-175 Willowbrook	21297	08/28/2019	
			08/28/2019	
175 WILLOWBROOK DRIVE	0944		08/28/2019	0.00
PORTOLA VALLEY	BOA	54122	08/28/2019	0.00
CA 94028				675.46

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	675.46	0.00

Check No.	54122	Total:	675.46
Total for	IVAN CHENG		675.46

CITY OF FOSTER CITY	CalOpps Job Posing - Planner Position	21298	08/28/2019	
			08/28/2019	
	0039		08/28/2019	0.00
FOSTER CITY	BOA	54123	08/28/2019	0.00
CA 94404	13217			500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	500.00	0.00

Check No.	54123	Total:	500.00
Total for	CITY OF FOSTER CITY		500.00

CITY OF REDWOOD CITY (IT)	FY 18-19 Un-billed IT Hours of Support	21299	08/28/2019	
			08/28/2019	
P.O. BOX 3629	586		08/28/2019	0.00
REDWOOD CITY	BOA	54124	08/28/2019	0.00
CA 94064	BR53455			2,549.69

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,549.69	0.00

Check No.	54124	Total:	2,549.69
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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

Total for	CITY OF REDWOOD CITY (IT)	2,549.69
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CITY OF REDWOOD CITY (RTDC)	Regional Training /Development	21300	08/28/2019	
	Membership Dues FY 19-20		08/28/2019	
P.O. BOX 3629	0874		08/28/2019	0.00
REDWOOD CITY	BOA	54125	08/28/2019	0.00
CA 94064-3629				256.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	256.00	0.00

Check No.	54125	Total:	256.00
Total for	CITY OF REDWOOD CITY (RTDC)		256.00

COBALT CONSTRUCTION CO.	Refund Deposit, 501 Portola Rd	21301	08/28/2019	
	#14E		08/28/2019	
105 SERRA WAY #196	0699		08/28/2019	0.00
MILPITAS	BOA	54126	08/28/2019	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.	54126	Total:	1,000.00
Total for	COBALT CONSTRUCTION CO.		1,000.00

CSG CONSULTANTS INC	Bldg Inspection Svcs., 7/1/19	21302	08/28/2019	
	- 7/26/19		08/28/2019	
550 PILGRIM DRIVE	622		08/28/2019	0.00
FOSTER CITY	BOA	54127	08/28/2019	0.00
CA 94404	26082			10,451.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	10,451.00	0.00

Check No.	54127	Total:	10,451.00
Total for	CSG CONSULTANTS INC		10,451.00

MARGARET DE STAEBLER	Facility Deposit Refund,	21303	08/28/2019	
	Event 11/1/19 - Cancelled		08/28/2019	
31 SANTA MARIA AVE	639		08/28/2019	0.00
PORTOLA VALLEY	BOA	54128	08/28/2019	0.00
CA 94028				3,641.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	3,641.00	0.00

Check No.	54128	Total:	3,641.00
Total for	MARGARET DE STAEBLER		3,641.00

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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

GRAHAM CONTRACTORS INC	CIP 18/19 Resurfacing	21304	08/28/2019	
	Progress Invoice		08/28/2019	
P.O. BOX 26770	1372		08/28/2019	0.00
SAN JOSE	BOA	54129	08/28/2019	0.00
CA 95159	028820			364,800.24

GL Number	Description	Invoice Amount	Amount Relieved
20-68-4550	Street Resurfacing	78,000.00	0.00
22-68-4544	CIP16/17 Street Resurface	11,800.24	0.00
60-68-4544	CIP16/17 Street Resurface	275,000.00	0.00

GRAHAM CONTRACTORS INC	CIP 18/19 Resurfacing	21305	08/28/2019	
	Progress Invoice (2nd)		08/28/2019	
P.O. BOX 26770	1372		08/28/2019	0.00
SAN JOSE	BOA	54129	08/28/2019	0.00
CA 95159	028859			77,642.93

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4544	CIP16/17 Street Resurface	22,443.17	0.00
22-68-4544	CIP16/17 Street Resurface	55,199.76	0.00

Check No.	54129	Total:	442,443.17
Total for	GRAHAM CONTRACTORS INC		442,443.17

GREEN HALO SYSTEMS	Hosting / Access, August 2019	21306	08/28/2019	
			08/28/2019	
2431 ZANKER ROAD	0654		08/28/2019	0.00
SAN JOSE	BOA	54130	08/28/2019	0.00
CA 95131	2216			114.00

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

Check No.	54130	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

HILLYARD, INC	Janitorial Supplies	21307	08/28/2019	
			08/28/2019	
P.O. BOX 843025	531		08/28/2019	0.00
KANSAS CITY	BOA	54131	08/28/2019	0.00
MO 64184-3025	603550475			277.15

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	92.38	0.00
05-66-4341	Community Hall	92.38	0.00
25-66-4340	Building Maint Equip & Supp	92.39	0.00

HILLYARD, INC	Janitorial Supplies	21337	08/28/2019	
			08/28/2019	
P.O. BOX 843025	531		08/28/2019	0.00
KANSAS CITY	BOA	54131	08/28/2019	0.00
MO 64184-3025	603501412			478.40

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	159.46	0.00
05-66-4341	Community Hall	159.47	0.00
25-66-4340	Building Maint Equip & Supp	159.47	0.00

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

HILLYARD, INC	Janitorial Supplies	21338	08/28/2019	
			08/28/2019	
P.O. BOX 843025	531		08/28/2019	0.00
KANSAS CITY	BOA	54131	08/28/2019	0.00
MO 64184-3025	603535920			249.78

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4340	Building Maint Equip & Supp	83.26	0.00	
05-66-4341	Community Hall	83.26	0.00	
25-66-4340	Building Maint Equip & Supp	83.26	0.00	

Check No.	54131	Total:	1,005.33
Total for	HILLYARD, INC		1,005.33

INTERSTATE TRAFFIC CNTRL	HI INTENSITY SIGNS	21308	08/28/2019	
		00006631	08/28/2019	
1700 INDUSTRIAL ROAD, STE B	564		08/28/2019	0.00
SAN CARLOS	BOA	54132	08/28/2019	0.00
CA 94070	233334			4,474.88

GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4268	Street Signs & Striping	4,474.88	4,454.40	

Check No.	54132	Total:	4,474.88
Total for	INTERSTATE TRAFFIC CNTRL		4,474.88

J.W. ENTERPRISES	Portable Lavs, 8/1/19-8/28/19	21309	08/28/2019	
			08/28/2019	
1689 MORSE AVE	829		08/28/2019	0.00
VENTURA	BOA	54133	08/28/2019	0.00
CA 93003	217646			402.40

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

Check No.	54133	Total:	402.40
Total for	J.W. ENTERPRISES		402.40

ZAKIYA KHALFANI	Staff Training/Development, 8/12/19	21310	08/28/2019	
			08/28/2019	
10270 EAST TARON DRIVE #252	0822		08/28/2019	0.00
ELK GROVE	BOA	54134	08/28/2019	0.00
CA 95757	08122019			1,085.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4326	Education & Training	1,085.00	0.00	

Check No.	54134	Total:	1,085.00
Total for	ZAKIYA KHALFANI		1,085.00

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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

KRUPKA CONSULTING	Ped. Safety, Traffic Consult & Farmers' Market	21339	08/28/2019	
431 YALE DRIVE	0857		08/28/2019	0.00
SAN MATEO	BOA	54135	08/28/2019	0.00
CA 94402	1224			3,350.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4555	Traffic Study/BPTS	3,350.00	0.00

Check No.	54135	Total:	3,350.00
Total for	KRUPKA CONSULTING		3,350.00

LYNCH ELECTRIC & SONS INC	Library Lighting Installation	21311	08/28/2019	
1160 INDUSTRIAL ROAD, #18	1365		08/28/2019	0.00
SAN CARLOS	BOA	54136	08/28/2019	0.00
CA 94070	2019.751			3,149.69

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	3,149.69	0.00

LYNCH ELECTRIC & SONS INC	CIP 18/19 SH Water Heater Proj	21312	08/28/2019	
1160 INDUSTRIAL ROAD, #18	1365		08/28/2019	0.00
SAN CARLOS	BOA	54136	08/28/2019	0.00
CA 94070	2019.752			1,081.35

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4556	Farmers Market Hot Water Spigo	1,081.35	0.00

Check No.	54136	Total:	4,231.04
Total for	LYNCH ELECTRIC & SONS INC		4,231.04

RICHARD MERK	Refund Deposit, 171 Brookside	21313	08/28/2019	
TOWN HALL	667		08/28/2019	0.00
PORTOLA VALLEY	BOA	54137	08/28/2019	0.00
CA 94028				1,000.00

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

Check No.	54137	Total:	1,000.00
Total for	RICHARD MERK		1,000.00

MIRANDA'S LANDSCAPE	Fields Irrigation & Erosion Control	21314	08/28/2019	
5907 LAKE ALMANOR DRIVE	0869		08/28/2019	0.00
SAN JOSE	BOA	54138	08/28/2019	0.00
CA 95123	1136			3,032.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	3,032.00	0.00

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

MIRANDA'S LANDSCAPE	Paso Del Arroyo Renovation - Additional	21315	08/28/2019	
			08/28/2019	
5907 LAKE ALMANOR DRIVE	0869		08/28/2019	0.00
SAN JOSE	BOA	54138	08/28/2019	0.00
CA 95123	1147			3,700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4558	Paso Del Arroyo Easement Impv	3,700.00	0.00

Check No.	54138	Total:	6,732.00
Total for	MIRANDA'S LANDSCAPE		6,732.00

MARYANN MOISE DERWIN	Refund Deposit, 148 Ramoso	21316	08/28/2019	
			08/28/2019	
148 RAMOSO ROAD	0324		08/28/2019	0.00
PORTOLA VALLEY	BOA	54139	08/28/2019	0.00
CA 94028				399.30

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	399.30	0.00

Check No.	54139	Total:	399.30
Total for	MARYANN MOISE DERWIN		399.30

JUDITH MURPHY	Refund Deposit-8 Portola Green Circle	21317	08/28/2019	
			08/28/2019	
8 PORTOLA GREEN CIRCLE	0210		08/28/2019	0.00
PORTOLA VALLEY	BOA	54140	08/28/2019	0.00
CA 94028				1,262.53

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,262.53	0.00

Check No.	54140	Total:	1,262.53
Total for	JUDITH MURPHY		1,262.53

NCE	FY 18-19 Str. Resurfacing Proj	21340	08/28/2019	
Nichols Consulting Engineers			08/28/2019	
1885 S. ARLINGTON AVE	0183		08/28/2019	0.00
RENO	BOA	54141	08/28/2019	0.00
NV 89509	424235505			150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	150.00	0.00

Check No.	54141	Total:	150.00
Total for	NCE		150.00

NOLTE ASSOCIATES, INC. NV5	FY 18-19 Resurfacing Project - June 2019	21354	08/28/2019	
			08/28/2019	
P.O. BOX 74008680	0104		08/28/2019	0.00
CHICAGO	BOA	54142	08/28/2019	0.00
IL 89193-3243	132060			6,217.18

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

05-68-4585	CIPStreetTestingInsp	6,217.18	0.00	
NOLTE ASSOCIATES, INC. NV5	FY 18-19 Resurfacing Project - July & Aug 2019	21355	08/28/2019	
P.O. BOX 74008680	0104		08/28/2019	0.00
CHICAGO	BOA	54142	08/28/2019	0.00
IL 89193-3243	134085			16,682.07

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4585	CIPStreetTestingInsp	16,682.07	0.00	
NOLTE ASSOCIATES, INC. NV5	Public Works/Engineering Support FY 18-19	21357	08/28/2019	
P.O. BOX 74008680	0104		08/28/2019	0.00
CHICAGO	BOA	54142	08/28/2019	0.00
IL 89193-3243	132075			9,676.71

05-54-4214	Miscellaneous Consultants	9,676.71	0.00	
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Check No.	54142	Total:	32,575.96
Total for	NOLTE ASSOCIATES, INC. NV5		32,575.96

O. NELSON & SON, INC.	Trail Maintenance	21341	08/28/2019	
3345 TRIPP ROAD	634		08/28/2019	0.00
WOODSIDE	BOA	54143	08/28/2019	0.00
CA 94062	219			4,059.20

GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4270	Trail Surface Rehabilitation	4,059.20	0.00	
O. NELSON & SON, INC.	FY 18-19 CIP Paso Del Arroyo	21342	08/28/2019	
3345 TRIPP ROAD	634		08/28/2019	0.00
WOODSIDE	BOA	54143	08/28/2019	0.00
CA 94062	220			5,017.95

05-68-4558	Paso Del Arroyo Easement Impv	5,017.95	0.00	
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Check No.	54143	Total:	9,077.15
Total for	O. NELSON & SON, INC.		9,077.15

PERFECT PITCH PLUMBING	SH New Water Heater Project (Trench)	21318	08/28/2019	
394 N MURPHY AVE	0947		08/28/2019	0.00
SUNNYVALE	BOA	54144	08/28/2019	0.00
CA 94085	1043			4,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4556	Farmers Market Hot Water Spigo	4,000.00	0.00	

PERFECT PITCH PLUMBING	SH New Water Heater Project	21319	08/28/2019	
394 N MURPHY AVE	0947		08/28/2019	0.00
SUNNYVALE	BOA	54144	08/28/2019	0.00
CA 94085	1046			4,180.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4556	Farmers Market Hot Water Spigo	4,180.00	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

Check No.	54144	Total:	8,180.00
Total for	PERFECT PITCH PLUMBING		8,180.00

PERS HEALTH	August Health Premium	21320	08/28/2019	
			08/28/2019	
VIA EFT	0108		08/28/2019	0.00
	BOA	54145	08/28/2019	0.00
				11,853.55

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	11,853.55	0.00

Check No.	54145	Total:	11,853.55
Total for	PERS HEALTH		11,853.55

PG&E	July Statements	21321	08/28/2019	
			08/28/2019	
BOX 997300	0109		08/28/2019	0.00
SACRAMENTO	BOA	54146	08/28/2019	0.00
CA 95899-7300				372.47

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	372.47	0.00

Check No.	54146	Total:	372.47
Total for	PG&E		372.47

PG&E	Refund Deposit, 846 Portola	21322	08/28/2019	
ATTN: Andre Jones			08/28/2019	
77 BEALE STREET	1464		08/28/2019	0.00
SAN FRANCISCO	BOA	54147	08/28/2019	0.00
CA 94105				115.01

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

Check No.	54147	Total:	115.01
Total for	PG&E		115.01

PLATINUM FACILITY SERVICES	August Janitorial	21323	08/28/2019	
			08/28/2019	
1530 OAKLAND RD., #150	402		08/28/2019	0.00
SAN JOSE	BOA	54148	08/28/2019	0.00
CA 95112	36142			4,903.13

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,203.35	0.00
05-66-4344	Janitorial Services	2,467.64	0.00
25-66-4344	Janitorial Services	1,232.14	0.00

Check No.	54148	Total:	4,903.13
Total for	PLATINUM FACILITY SERVICES		4,903.13

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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

PORTOLA VALLEY HARDWARE	July Statement	21324	08/28/2019	
			08/28/2019	
112 PORTOLA VALLEY ROAD	0114		08/28/2019	0.00
PORTOLA VALLEY	BOA	54149	08/28/2019	0.00
CA 94028				293.50

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	60.42	0.00
05-60-4267	Tools & Equipment	233.08	0.00

Check No.	54149	Total:	293.50
Total for	PORTOLA VALLEY HARDWARE		293.50

LINDA ROSS	Instructor Fees, Summer 2019	21325	08/28/2019	
			08/28/2019	
190 GABARDA WAY	1233		08/28/2019	0.00
PORTOLA VALLEY	BOA	54150	08/28/2019	0.00
CA 94028				1,713.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,713.00	0.00

Check No.	54150	Total:	1,713.00
Total for	LINDA ROSS		1,713.00

LAURA RUSSELL	Reimb. for Cal APA Conference	21326	08/28/2019	
			08/28/2019	
TOWN HALL	0948		08/28/2019	0.00
	BOA	54151	08/28/2019	0.00
				1,474.31

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	1,474.31	0.00

Check No.	54151	Total:	1,474.31
Total for	LAURA RUSSELL		1,474.31

SHARP BUSINESS SYSTEMS	July Copies	21327	08/28/2019	
			08/28/2019	
DEPT. LA 21510	0199		08/28/2019	0.00
PASADENA	BOA	54152	08/28/2019	0.00
CA 91185-1510	9002135508			295.84

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	295.84	0.00

Check No.	54152	Total:	295.84
Total for	SHARP BUSINESS SYSTEMS		295.84

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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

SLOAN, VAZQUEZ, MCAFEE	Garbage Franch Negotiation Con	21328	08/28/2019	
Municipal Solid Waste Advisors	sultant (Task 2) for July 2019		08/28/2019	
3002 DOW AVE. #116	0790		08/28/2019	0.00
TUSTIN	BOA	54153	08/28/2019	0.00
CA 92780	PV-008			3,883.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	3,883.50	0.00

SLOAN, VAZQUEZ, MCAFEE	Garbage Franchise Negotiation	21356	08/28/2019	
Municipal Solid Waste Advisors	Consultant		08/28/2019	
3002 DOW AVE. #116	0790		08/28/2019	0.00
TUSTIN	BOA	54153	08/28/2019	0.00
CA 92780	PV-005			3,609.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	3,609.00	0.00

Check No.	54153	Total:	7,492.50
Total for	SLOAN, VAZQUEZ, MCAFEE		7,492.50

SMALL BUSINESS BENEFIT PLAN TR	September Dental / Vision	21329	08/28/2019	
			08/28/2019	
	0132		08/28/2019	0.00
BELMONT	BOA	54154	08/28/2019	0.00
CA 94002-0156	September 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.	54154	Total:	2,311.00
Total for	SMALL BUSINESS BENEFIT PLAN		2,311.00

THERMAL MECHANICAL, INC	CH Air Handler Inspection	21343	08/28/2019	
			08/28/2019	
425 ALDO AVENUE	955		08/28/2019	0.00
SANTA CLARA	BOA	54155	08/28/2019	0.00
CA 95054	76947			400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	400.00	0.00

Check No.	54155	Total:	400.00
Total for	THERMAL MECHANICAL, INC		400.00

MERCIA TISCORNIA	Refund Deposit, 140 Campo Rd	21344	08/28/2019	
			08/28/2019	
50 DICHIERA CT.	0951		08/28/2019	0.00
SAN FRANCISCO	BOA	54156	08/28/2019	0.00
CA 94112				1,000.00

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

Check No.	54156	Total:	1,000.00
Total for	MERCIA TISCORNIA		1,000.00

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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

TURF & INDUSTRIAL EQUIPMENT CO	Flail Mower Damage Inspection	21330	08/28/2019	
			08/28/2019	
2715 LAFAYETTE STREET	513		08/28/2019	0.00
SANTA CLARA	BOA	54157	08/28/2019	0.00
CA 95050	RO25979			135.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	135.00	0.00

TURF & INDUSTRIAL EQUIPMENT CO	Tractor Repair	21345	08/28/2019	
	1 of 2	00006636	08/28/2019	
2715 LAFAYETTE STREET	513		08/28/2019	0.00
SANTA CLARA	BOA	54157	08/28/2019	0.00
CA 95050	RO25978			952.39

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	952.39	952.39

TURF & INDUSTRIAL EQUIPMENT CO	Tractor Repair	21346	08/28/2019	
	2 of 2		08/28/2019	
2715 LAFAYETTE STREET	513		08/28/2019	0.00
SANTA CLARA	BOA	54157	08/28/2019	0.00
CA 95050	RO26171			125.02

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	125.02	0.00

Check No.	54157	Total:	1,212.41
Total for	TURF & INDUSTRIAL EQUIPMENT		1,212.41

VANCE BROWN INC.	Refund Deposit, 900 Portola	21291	08/28/2019	
			08/28/2019	
3197 PARK BLVD.	0832		08/28/2019	0.00
PALO ALTO	BOA	54158	08/28/2019	0.00
CA 94306				5,375.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	5,375.00	0.00

Check No.	54158	Total:	5,375.00
Total for	VANCE BROWN INC.		5,375.00

LAURA WHITSON	Facility Deposit Refund,	21332	08/28/2019	
	8/10/19		08/28/2019	
2932 LE OTAR CIRCLE	0949		08/28/2019	0.00
SANTA CRUZ	BOA	54159	08/28/2019	0.00
CA 95062				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	500.00	0.00

Check No.	54159	Total:	500.00
Total for	LAURA WHITSON		500.00

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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
WOODSIDE & PORTOLA PRIVATE	Traffic Control, Events 7/18 &	21333	08/28/2019	
PATROL	8/3		08/28/2019	
PO BOX 620147	0452		08/28/2019	0.00
WOODSIDE	BOA	54160	08/28/2019	0.00
CA 94062	190150			260.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4214	Miscellaneous Consultants	260.00	0.00	

Check No.	54160	Total:	260.00
Total for	WOODSIDE & PORTOLA PRIVATE		260.00

Total Invoices:	68	Grand Total:	616,956.14
		Less Credit Memos:	0.00
		Net Total:	616,956.14
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	616,956.14

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
August 28, 2019

Claims totaling \$616,956.14 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 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

AARONSON DICKERSON	Legal Counsel - Equestrian Ctr	21401	09/11/2019	
COHN & LANZONE			09/11/2019	
939 LAUREL STREET	884		09/11/2019	0.00
SAN CARLOS	BOA	54166	09/11/2019	0.00
CA 94070	819161 -TOWN OF PO			817.61

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	817.61	0.00

Check No.	54166	Total:	817.61
Total for	AARONSON DICKERSON		817.61

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	21358	09/11/2019	
A Robert Half Company	Week-ended 8/16/19		09/11/2019	
P.O. BOX 743295	0884		09/11/2019	0.00
LOS ANGELES	BOA	54167	09/11/2019	0.00
CA 90074-3295	54117081			1,092.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4058	Temp Clerical/Admin	1,092.00	0.00

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	21359	09/11/2019	
A Robert Half Company	Week-ended 8/23/19		09/11/2019	
P.O. BOX 743295	0884		09/11/2019	0.00
LOS ANGELES	BOA	54167	09/11/2019	0.00
CA 90074-3295	54151174			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,	21402	09/11/2019	
A Robert Half Company	Week-ended 8/30/19		09/11/2019	
P.O. BOX 743295	0884		09/11/2019	0.00
LOS ANGELES	BOA	54167	09/11/2019	0.00
CA 90074-3295	54202590			1,428.00

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

Check No.	54167	Total:	4,074.00
Total for	ACCOUNTEMPS		4,074.00

BRANAGH INC.	Refund Deposit, 501 Portola	21360	09/11/2019	
	Permit#BLDC0022-2017		09/11/2019	
750 KEVIN COURT	0952		09/11/2019	0.00
OAKLAND	BOA	54168	09/11/2019	0.00
CA 94621				1,000.00

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

Check No.	54168	Total:	1,000.00
Total for	BRANAGH INC.		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

BW CONSTRUCTION	Retaining Wall, 12 Santa Maria	21368	09/11/2019	
			09/11/2019	
110 RUSSELL AVE	930		09/11/2019	0.00
PORTOLA VALLEY	BOA	54169	09/11/2019	0.00
CA 94028	1946			13,900.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	13,900.00	0.00

Check No.	54169	Total:	13,900.00
Total for	BW CONSTRUCTION		13,900.00

CALIFORNIA ROOFING	Refund Deposit, 555 Westridge	21361	09/11/2019	
			09/11/2019	
1595 S.10TH STREET	1212		09/11/2019	0.00
SAN JOSE	BOA	54170	09/11/2019	0.00
CA 95112				139.87

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	139.87	0.00

Check No.	54170	Total:	139.87
Total for	CALIFORNIA ROOFING		139.87

CALPERS	July - Unfunded Liability,	21366	09/11/2019	
FISCAL SERVICES DIVISION	Remaining Balance		09/11/2019	
ATTN: RETIREMENT PROG ACCTG	0107		09/11/2019	0.00
SACRAMENTO	BOA	54171	09/11/2019	0.00
CA 94229-2703	100000015712094			3,675.22

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	3,675.22	0.00

Check No.	54171	Total:	3,675.22
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CALPERS	July Retirement - PEPPRA	21364	09/11/2019	
FISCAL SERVICES DIVISION			09/11/2019	
ATTN: RETIREMENT PROG ACCTG	0107		09/11/2019	0.00
SACRAMENTO	BOA	54172	09/11/2019	0.00
CA 94229-2703	100000015735718			5,213.22

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	2,562.01	0.00
05-50-4080	Retirement - PERS	2,651.21	0.00

Check No.	54172	Total:	5,213.22
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CALPERS	July Retirement - Classic	21363	09/11/2019	
FISCAL SERVICES DIVISION			09/11/2019	
ATTN: RETIREMENT PROG ACCTG	0107		09/11/2019	0.00
SACRAMENTO	BOA	54173	09/11/2019	0.00
CA 94229-2703	100000015739277			15,025.01

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	14,917.63	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

Check No. 54173 Total: 15,025.01

CALPERS	August Unfunded Liability	21367	09/11/2019	
FISCAL SERVICES DIVISION			09/11/2019	
ATTN: RETIREMENT PROG ACCTG	0107		09/11/2019	0.00
SACRAMENTO	BOA	54174	09/11/2019	0.00
CA 94229-2703	100000015755097			5,977.90

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	5,977.90	0.00

Check No. 54174 Total: 5,977.90

CALPERS	GASB-68 Reports & Schedules	21362	09/11/2019	
FISCAL SERVICES DIVISION			09/11/2019	
ATTN: RETIREMENT PROG ACCTG	0107		09/11/2019	0.00
SACRAMENTO	BOA	54175	09/11/2019	0.00
CA 94229-2703	100000015780243			700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	700.00	0.00

Check No. 54175 Total: 700.00

Total for CALPERS 30,591.35

CAPTUREPOINT.COM	Recreation Software Annual Subscription & Instructor Site	21396	09/11/2019	
PO BOX 2487	0611		09/11/2019	0.00
COLUMBUS	BOA	54176	09/11/2019	0.00
GA 31902	SI-26573			3,248.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	3,248.00	0.00

Check No. 54176 Total: 3,248.00

Total for CAPTUREPOINT.COM 3,248.00

CITY OF REDWOOD CITY (IT)	July IT Support	21369	09/11/2019	
P.O. BOX 3629	586		09/11/2019	0.00
REDWOOD CITY	BOA	54177	09/11/2019	0.00
CA 94064	BR53479			2,410.17

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,410.17	0.00

Check No. 54177 Total: 2,410.17

Total for CITY OF REDWOOD CITY (IT) 2,410.17

COBALT CONSTRUCTION CO.	Refund Deposit 501 Portola #3J	21370	09/11/2019	
105 SERRA WAY #196	0699		09/11/2019	0.00
MILPITAS	BOA	54178	09/11/2019	0.00
CA 95035				1,000.00

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

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 #5L	21371	09/11/2019	
			09/11/2019	
105 SERRA WAY #196	0699		09/11/2019	0.00
MILPITAS	BOA	54178	09/11/2019	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 #7C	21372	09/11/2019	
			09/11/2019	
105 SERRA WAY #196	0699		09/11/2019	0.00
MILPITAS	BOA	54178	09/11/2019	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 #8D	21373	09/11/2019	
			09/11/2019	
105 SERRA WAY #196	0699		09/11/2019	0.00
MILPITAS	BOA	54178	09/11/2019	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.	54178	Total:	4,000.00
Total for	COBALT CONSTRUCTION CO.		4,000.00

COMCAST	WiFi, 8/21/19 - 9/20/19	21374	09/11/2019	
			09/11/2019	
P.O. BOX 34744	0045		09/11/2019	0.00
CITY OF INDUSTRY	BOA	54179	09/11/2019	0.00
CA 91716-0533				109.63

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	109.63	0.00

Check No.	54179	Total:	109.63
Total for	COMCAST		109.63

COTTON SHIRES & ASSOC. INC.	July/Aug Applicant Charges	21397	09/11/2019	
			09/11/2019	
330 VILLAGE LANE	0047		09/11/2019	0.00
LOS GATOS	BOA	54180	09/11/2019	0.00
CA 95030-7218				23,551.53

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	23,551.53	0.00

Check No.	54180	Total:	23,551.53
Total for	COTTON SHIRES & ASSOC. INC.		23,551.53

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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
ESPOSTO'S CATERING INC	Catering for League of Cities	21375	09/11/2019	
	Event 8/23 - Balance Remaining	00006642	09/11/2019	
360 SHAW ROAD, SUITE C	1348		09/11/2019	0.00
SAN FRANCISCO	BOA	54181	09/11/2019	0.00
CA 94080	161836			2,438.85

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	2,438.85	2,438.85

Check No.	54181	Total:	2,438.85
Total for	ESPOSTO'S CATERING INC		2,438.85

EXCEL LD	August LD Telephone Svc	21376	09/11/2019	
			09/11/2019	
PO BOX 660343	0806		09/11/2019	0.00
DALLAS	BOA	54182	09/11/2019	0.00
TX 75266	11000045041			22.37

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	22.37	0.00

Check No.	54182	Total:	22.37
Total for	EXCEL LD		22.37

FRIENDLY PONY PARTIES	Ponies & Petting Zoo for Town	21403	09/11/2019	
	Picnic Event	00006647	09/11/2019	
P. O. BOX 637	2168		09/11/2019	0.00
HALF MOON BAY	BOA	54183	09/11/2019	0.00
CA 94019				2,400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	2,400.00	2,400.00

Check No.	54183	Total:	2,400.00
Total for	FRIENDLY PONY PARTIES		2,400.00

HILLYARD, INC	Janitorial Supplies	21404	09/11/2019	
			09/11/2019	
P.O. BOX 843025	531		09/11/2019	0.00
KANSAS CITY	BOA	54184	09/11/2019	0.00
MO 64184-3025	603554094			235.96

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	78.65	0.00
05-66-4341	Community Hall	78.65	0.00
25-66-4340	Building Maint Equip & Supp	78.66	0.00

HILLYARD, INC	Janitorial Supplies	21405	09/11/2019	
			09/11/2019	
P.O. BOX 843025	531		09/11/2019	0.00
KANSAS CITY	BOA	54184	09/11/2019	0.00
MO 64184-3025	603559475			485.74

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	161.91	0.00
05-66-4341	Community Hall	161.91	0.00
25-66-4340	Building Maint Equip & Supp	161.92	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

Check No.	54184	Total:	721.70
Total for	HILLYARD, INC		721.70

HINDERLITER, DE LLAMAS & ASSOC	Sales Tax Audit, 3rd Qtr	21398	09/11/2019	
			09/11/2019	
120 S. STATE COLLEGE BLVD.	1128		09/11/2019	0.00
BREA	BOA	54185	09/11/2019	0.00
CA 92821	0031849-IN			755.24

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	755.24	0.00

Check No.	54185	Total:	755.24
Total for	HINDERLITER, DE LLAMAS & ASSOC		755.24

ICMA	Def. Comp, July 2019	21407	09/11/2019	
			09/11/2019	
VANTAGE POINT TFER AGTS-304617			09/11/2019	0.00
C/O M&T BANK	0084		09/11/2019	0.00
BALTIMORE	BOA	54186	09/11/2019	0.00
MD 21264-4553				2,978.68

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	2,978.68	0.00

Check No.	54186	Total:	2,978.68
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ICMA	Def. Comp, August 2019	21408	09/11/2019	
			09/11/2019	
VANTAGE POINT TFER AGTS-304617			09/11/2019	0.00
C/O M&T BANK	0084		09/11/2019	0.00
BALTIMORE	BOA	54187	09/11/2019	0.00
MD 21264-4553				2,478.68

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	2,478.68	0.00

Check No.	54187	Total:	2,478.68
Total for	ICMA		5,457.36

IT CONSTRUCTION	Refund Deposit, 20 Coyote Hill	21377	09/11/2019	
			09/11/2019	
731 COLLEEN DR	0954		09/11/2019	0.00
SAN JOSE	BOA	54188	09/11/2019	0.00
CA 95123				149.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	149.20	0.00

Check No.	54188	Total:	149.20
Total for	IT CONSTRUCTION		149.20

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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

J.W. ENTERPRISES	Portable Lavs, 8/29/19-9/25/19	21409	09/11/2019	
			09/11/2019	
1689 MORSE AVE	829		09/11/2019	0.00
VENTURA	BOA	54189	09/11/2019	0.00
CA 93003	218236			402.40

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

Check No.	54189	Total:	402.40
Total for	J.W. ENTERPRISES		402.40

MICHAEL JACQUES	Refund Deposit, 369 Wayside	21399	09/11/2019	
			09/11/2019	
369 WAYSIDE ROAD	0955		09/11/2019	0.00
PORTOLA VALLEY	BOA	54190	09/11/2019	0.00
CA 94028				5,661.02

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	5,661.02	0.00

Check No.	54190	Total:	5,661.02
Total for	MICHAEL JACQUES		5,661.02

ROBERT JIN	Refund Deposit, 35 Golden Oak	21410	09/11/2019	
			09/11/2019	
35 GOLDEN OAK DRIVE	0717		09/11/2019	0.00
PORTOLA VALLEY	BOA	54191	09/11/2019	0.00
CA 94028				1,000.00

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

Check No.	54191	Total:	1,000.00
Total for	ROBERT JIN		1,000.00

JORGENSON SIEGEL MCCLURE & FLEGEL	July Statement	21380	09/11/2019	
			09/11/2019	
1100 ALMA STREET	0089		09/11/2019	0.00
MENLO PARK	BOA	54192	09/11/2019	0.00
CA 94025				6,201.25

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	5,128.75	0.00
96-54-4186	Attorney - Charges to Appls	1,072.50	0.00

Check No.	54192	Total:	6,201.25
Total for	JORGENSON SIEGEL MCCLURE &		6,201.25

JON KROSNICK	Band for Town Picnic, Event: 9 /14/19	21411	09/11/2019	
		00006644	09/11/2019	
10 LA SANDRA	1366		09/11/2019	0.00
PORTOLA VALLEY	BOA	54193	09/11/2019	0.00
CA 94028				800.00

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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
05-52-4158	Parks & Recreation Committee	800.00	800.00

Check No.	54193	Total:	800.00
Total for	JON KROSNICK		800.00

KUTZMANN & ASSOCIATES	August Plan Checks	21400	09/11/2019	
			09/11/2019	
39355 CALIFORNIA STREET	0090		09/11/2019	0.00
FREMONT	BOA	54194	09/11/2019	0.00
CA 94538	PV-190831			6,365.68

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	6,365.68	0.00

Check No.	54194	Total:	6,365.68
Total for	KUTZMANN & ASSOCIATES		6,365.68

LYNX TECHNOLOGIES, INC	July GIS / Maintenance	21412	09/11/2019	
			09/11/2019	
1350 41ST AVENUE	0294		09/11/2019	0.00
CAPITOLA	BOA	54195	09/11/2019	0.00
CA 95010	8814			250.00

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

Check No.	54195	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

TOM MILLER	Balloonist for PV Town Picnic	21413	09/11/2019	
			09/11/2019	
ATTN: BRANDI DE GARMEAUX	0956		09/11/2019	0.00
	BOA	54196	09/11/2019	0.00
				400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	400.00	0.00

Check No.	54196	Total:	400.00
Total for	TOM MILLER		400.00

NBS, INC	Fee Study Update - Planning	21378	09/11/2019	
			09/11/2019	
32605 TEMECULA PARKWAY	0341		09/11/2019	0.00
TEMECULA	BOA	54197	09/11/2019	0.00
CA 92592	719000139			152.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	152.50	0.00

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

NBS, INC	Minor Updates - Building & Engineering, July '19	21379	09/11/2019	
32605 TEMECULA PARKWAY	0341		09/11/2019	0.00
TEMECULA	BOA	54197	09/11/2019	0.00
CA 92592	719000140			1,285.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,285.00	0.00

NBS, INC	Minor Updates - Building & Engineering, Aug '19	21414	09/11/2019	
32605 TEMECULA PARKWAY	0341		09/11/2019	0.00
TEMECULA	BOA	54197	09/11/2019	0.00
CA 92592	9190000018			683.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	683.75	0.00

Check No.	54197	Total:	2,121.25
Total for	NBS, INC		2,121.25

OPENGOV, INC.	PV Budget Transparency Tool Software, FY 2019-20	21381	09/11/2019	
955 CHARTER STREET	0733		09/11/2019	0.00
REDWOOD CITY	BOA	54198	09/11/2019	0.00
CA 94063	INV-001674			15,624.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	15,624.00	0.00

Check No.	54198	Total:	15,624.00
Total for	OPENGOV, INC.		15,624.00

PARTY JUMP-STARRY MOVIE NIGHTS	4 Zorbs & Track for Town Picnic Event	21415	09/11/2019	
THRILL ZONE ENTERTAINMENT		00006645	09/11/2019	
P. O. BOX 781	2170		09/11/2019	0.00
SANTA ROSA	BOA	54199	09/11/2019	0.00
CA 95402	27422			1,249.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	1,249.00	1,249.00

Check No.	54199	Total:	1,249.00
Total for	PARTY JUMP-STARRY MOVIE NIG		1,249.00

PARTY WITH 630	Playground Rentals for Town Picnic Event	21416	09/11/2019	
930 TERMINAL WAY		00006646	09/11/2019	
SAN CARLOS	2165		09/11/2019	0.00
CA 94070	BOA	54200	09/11/2019	0.00
	Order #20679			1,565.01

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	1,565.01	1,565.01

Check No.	54200	Total:	1,565.01
Total for	PARTY WITH 630		1,565.01

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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

PERS HEALTH	September Health Premium	21382	09/11/2019	
			09/11/2019	
VIA EFT	0108		09/11/2019	0.00
	BOA	54201	09/11/2019	0.00
				11,853.55

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	11,853.55	0.00

Check No.	54201	Total:	11,853.55
Total for	PERS HEALTH		11,853.55

PINNACLE BUILDING & DESIGN	Refund Deposit, 501 Portola 5J	21383	09/11/2019	
			09/11/2019	
5157 ABBEY DRIVE	1617		09/11/2019	0.00
FAIRFIELD	BOA	54202	09/11/2019	0.00
CA 94534				1,000.00

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

PINNACLE BUILDING & DESIGN	Refund Deposit-501 Portola 15H	21384	09/11/2019	
			09/11/2019	
5157 ABBEY DRIVE	1617		09/11/2019	0.00
FAIRFIELD	BOA	54202	09/11/2019	0.00
CA 94534				1,000.00

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

Check No.	54202	Total:	2,000.00
Total for	PINNACLE BUILDING & DESIGN		2,000.00

PITNEY BOWES INC.	Postage Meter Rental, 5/30/19-8/29/19	21385	09/11/2019	
			09/11/2019	
PO BOX 371896	0754		09/11/2019	0.00
PITTSBURGH	BOA	54203	09/11/2019	0.00
PA 15250-7896				170.43

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	170.43	0.00

Check No.	54203	Total:	170.43
Total for	PITNEY BOWES INC.		170.43

PURCHASE POWER	Postage Meter Replenish	21386	09/11/2019	
Pitney Bowes Inc.			09/11/2019	
PO BOX 371874	0755		09/11/2019	0.00
PITTSBURGH	BOA	54204	09/11/2019	0.00
PA 15250-7874				29.99

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	29.99	0.00

Check No.	54204	Total:	29.99
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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 PURCHASE POWER 29.99

RAMONA'S SECRETARIAL SERVICES	Transcription Svcs, Aug '19	21417	09/11/2019	
			09/11/2019	
18403 WATTERS DRIVE	1370		09/11/2019	0.00
CASTRO VALLEY	BOA	54205	09/11/2019	0.00
CA 94546	6047			225.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	225.00	0.00

Check No. 54205 Total: 225.00
 Total for RAMONA'S SECRETARIAL SERVIC 225.00

RON RAMIES AUTOMOTIVE, INC.	Oil Change on 1991 Ford Truck	21387	09/11/2019	
			09/11/2019	
115 PORTOLA ROAD	422		09/11/2019	0.00
PORTOLA VALLEY	BOA	54206	09/11/2019	0.00
CA 94028	62008			456.69

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	456.69	0.00

RON RAMIES AUTOMOTIVE, INC.	July Fuel Statement	21418	09/11/2019	
			09/11/2019	
115 PORTOLA ROAD	422		09/11/2019	0.00
PORTOLA VALLEY	BOA	54206	09/11/2019	0.00
CA 94028				532.69

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	532.69	0.00

Check No. 54206 Total: 989.38
 Total for RON RAMIES AUTOMOTIVE, INC. 989.38

SATELLITEPHONESTORE.COM	Annual Service Plan for Satell	21388	09/11/2019	
	ite Phone	00006640	09/11/2019	
2830 SHELTER ISLAND DRIVE	0708		09/11/2019	0.00
SAN DIEGO	BOA	54207	09/11/2019	0.00
CA 92106	10488			719.97

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	719.97	719.97

Check No. 54207 Total: 719.97
 Total for SATELLITEPHONESTORE.COM 719.97

SCHWAAB INC	Front Counter Stamps	21389	09/11/2019	
			09/11/2019	
PO BOX 3128	0120		09/11/2019	0.00
MILWAUKEE	BOA	54208	09/11/2019	0.00
WI 53201-3128	4070614			80.35

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	80.35	0.00

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

Check No.	54208	Total:	80.35
Total for	SCHWAAB INC		80.35

SIERRA PACIFIC TURF SUPPLY INC	Balance Due on ck#54104 - Invoiced incorrect Sales Tax	21419	09/11/2019	
P.O. BOX 84	842		09/11/2019	0.00
CAMPBELL	BOA	54209	09/11/2019	0.00
CA 95009	0556652-IN			7.01

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	7.01	0.00

Check No.	54209	Total:	7.01
Total for	SIERRA PACIFIC TURF SUPPLY IN		7.01

SPARTAN ENGINEERING	Security System Monitoring Annual Service Fee	21420	09/11/2019	
510 PARROTT STREET, #6	0095		09/11/2019	0.00
SAN JOSE	BOA	54210	09/11/2019	0.00
CA 95112	9634M			420.00

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

SPARTAN ENGINEERING	Fire Alarm Monitoring Annual Service Fee	21421	09/11/2019	
510 PARROTT STREET, #6	0095		09/11/2019	0.00
SAN JOSE	BOA	54210	09/11/2019	0.00
CA 95112	9635M			480.00

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

Check No.	54210	Total:	900.00
Total for	SPARTAN ENGINEERING		900.00

STANDARD INSURANCE CO.	LTD / Life Premium	21390	09/11/2019	
PO BOX 5676	0469		09/11/2019	0.00
PORTLAND	BOA	54211	09/11/2019	0.00
OR 97228				620.36

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	620.36	0.00

Check No.	54211	Total:	620.36
Total for	STANDARD INSURANCE CO.		620.36

STAPLES CREDIT PLAN	July Statement	21391	09/11/2019	
DEPT. 51- 7820662814	430		09/11/2019	0.00
PHOENIX	BOA	54212	09/11/2019	0.00
AZ 85062-8004				1,113.84

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

05-64-4308	Office Supplies	1,113.84	0.00	
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Check No.	54212	Total:	1,113.84
Total for	STAPLES CREDIT PLAN		1,113.84

THERMAL MECHANICAL, INC	Annual Delta Controls Service to all Buildings	21422	09/11/2019	
425 ALDO AVENUE	955		09/11/2019	0.00
SANTA CLARA	BOA	54213	09/11/2019	0.00
CA 95054	77070			1,602.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	534.00	0.00
05-66-4346	Mechanical Sys Maint & Repair	534.00	0.00
25-66-4346	Mechanical Sys Maint & Repair	534.00	0.00

THERMAL MECHANICAL, INC	Quarterly PM Service, July '19	21423	09/11/2019	
425 ALDO AVENUE	955		09/11/2019	0.00
SANTA CLARA	BOA	54213	09/11/2019	0.00
CA 95054	77124			1,600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	533.33	0.00
05-66-4346	Mechanical Sys Maint & Repair	533.34	0.00
25-66-4346	Mechanical Sys Maint & Repair	533.33	0.00

THERMAL MECHANICAL, INC	C.H. Fan Motor Replaced	21424	09/11/2019	
425 ALDO AVENUE	955		09/11/2019	0.00
SANTA CLARA	BOA	54213	09/11/2019	0.00
CA 95054	77133			1,990.52

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,990.52	0.00

Check No.	54213	Total:	5,192.52
Total for	THERMAL MECHANICAL, INC		5,192.52

THOMAS FOGARTY WINERY LLC	Beverages for League of Cities Event: 8/23/19	21393	09/11/2019	
19501 SKYLINE BOULEVARD	756		09/11/2019	0.00
WOODSIDE	BOA	54214	09/11/2019	0.00
CA 94062	Sales Order Num. SO112856			1,311.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	1,311.00	0.00

Check No.	54214	Total:	1,311.00
Total for	THOMAS FOGARTY WINERY LLC		1,311.00

LESLIE TIDWELL	Refund Deposit, 20 Holden Ct.	21392	09/11/2019	
20 HOLDEN COURT	0865		09/11/2019	0.00
PORTOLA VALLEY	BOA	54215	09/11/2019	0.00
CA 94028				594.78

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

96-54-4207	Deposit Refunds, Other Charges	594.78	0.00	
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Check No.	54215	Total:	594.78
Total for	LESLIE TIDWELL		594.78

TOTLCOM, INC.	Annual Service Contract, 10/1/2019 - 9/30/2020	21394	09/11/2019	
65 HANGAR WAY	349		09/11/2019	0.00
WATSONVILLE	BOA	54216	09/11/2019	0.00
CA 95076	289063			862.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4314	Equipment Services Contracts	862.00	0.00	

Check No.	54216	Total:	862.00
Total for	TOTLCOM, INC.		862.00

TYLER TECHNOLOGIES INC	Energov, Software Support & Maintenance 10/1/19 - 9/30/20	21395	09/11/2019	
P.O. BOX 203556	0240		09/11/2019	0.00
DALLAS	BOA	54217	09/11/2019	0.00
TX 75247-8142	025-268859			6,274.95

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4311	Software & Licensing	6,274.95	0.00	

Check No.	54217	Total:	6,274.95
Total for	TYLER TECHNOLOGIES INC		6,274.95

VERIZON WIRELESS	August Cellular	21425	09/11/2019	
P.O. BOX 660108	0131		09/11/2019	0.00
DALLAS	BOA	54218	09/11/2019	0.00
TX 75266-0108	9836825103			353.26

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

Check No.	54218	Total:	353.26
Total for	VERIZON WIRELESS		353.26

MICHELLE WINTER	Face Painter for Town Picnic	21426	09/11/2019	
ATTN: BRANDI DE GARMEAUX	0957		09/11/2019	0.00
	BOA	54219	09/11/2019	0.00
				320.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4158	Parks & Recreation Committee	320.00	0.00	

Check No.	54219	Total:	320.00
Total for	MICHELLE WINTER		320.00

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

Total Invoices: 67

Grand Total:	171,044.88
Less Credit Memos:	0.00
Net Total:	<u>171,044.88</u>
Less Hand Check Total:	0.00
Outstanding Invoice Total:	<u>171,044.88</u>

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
September 11, 2019

Claims totaling \$171,044.88 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: Sharon Hanlon, Town Clerk

DATE: September 11, 2019

RE: Adoption of Ordinance Adding Section 5.24.060 [Memorials] to Chapter 5.24 [Exempt Businesses and Organizations] to the Portola Valley Municipal Code to exempt the Business License program for vendors staffing memorial services on Town property.

RECOMMENDATION

Staff recommends that the Town Council waive further reading and adopt the attached ordinance adding Section 5.24.060 [Memorials] to Chapter 15.24 [Exempt Businesses and Organizations] to Title 5 [Business Taxes, Licenses and Regulations] of the Portola Valley Municipal Code.

BACKGROUND

At its August 14, 2019 meeting, the Town Council approved adding Section 5.24.060 [Memorials] to Chapter 5.24 [Exempt Businesses and Organizations] to Title 5 [Business Taxes, Licenses and Regulations] of the Portola Valley Municipal Code.

The Ordinance exempts the Business License program for vendors staffing memorial services on Town property.

This matter has come before the Council for second reading of the ordinance title, waiving further reading and adoption of the ordinance.

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. Ordinance

Approved by: Jeremy Dennis, Town Manager

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

ORDINANCE NO. 2019- _____

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADDING SECTION 5.24.060 [MEMORIALS] TO CHAPTER 5.24 [EXEMPT BUSINESS AND ORGANIZATIONS] OF TITLE 5 [BUSINESS TAXES, LICENSES AND REGULATIONS] OF THE PORTOLA VALLEY MUNICIPAL CODE

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

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

WHEREAS, on August 14, 2019, the Town Council approved the addition of Section 5.24.060 [Memorials] to Chapter 5.24 [Exempt Business and Organizations] of Title 5 [Business Taxes, Licenses and Regulations] of the Portola Valley Municipal Code to exempt those vendors who are staffing memorial services in Town facilities.

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

1. AMENDMENT OF CODE. Chapter 5.24 [Exempt Business and Organizations] of Title 5 [Business Taxes, Licenses and Regulations] of the Portola Valley Municipal Code is hereby amended to add the following section:

CHAPTER 5.24 – EXEMPT BUSINESSES AND ORGANIZATIONS
Section:

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.

2. ENVIRONMENTAL REVIEW. This ordinance is not a project under CEQA and is therefore not subject to environmental review.

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

4. EFFECTIVE DATE; POSTING. This ordinance shall become effective thirty (30) days from the date of its passage, and shall be posted within the Town of Portola Valley in three (3) public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By: _____
Mayor

ATTEST

Town Clerk

APPROVED AS TO FORM:

Town Attorney

#8

There are no written materials for Update from Ad-Hoc Wildfire Preparedness Committee



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Kari Chinn, Communications & Community Engagement Analyst

DATE: September 11, 2019

RE: Resolution Recognizing the Importance of the 2020 Census

RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution (Attachment 1) approving support of the 2020 Census

BACKGROUND/DISCUSSION

California has launched a statewide effort to ensure an accurate and complete count of Californians in the 2020 Census, with a mission statement to “ensure that Californians get their fair share of federal resources and Congressional representation by encouraging the full participation of all Californians in Census 2020”.

The California Complete Count – Census 2020 office is coordinating the State’s outreach and communication strategy, which focuses on the hardest-to count residents. Collaborating with local governments, Tribal Governments, community-based organizations and media, the State is funding efforts that will complement work being done nationally by the U.S. Census Bureau.

California leaders have invested \$187.2 million toward a statewide outreach and communication campaign.

Key U.S. Census Dates in 2020

- Internet Self-Response: - March 12-20: Invitations will be mailed to complete the 2020 census questionnaire online - March 16-24: Reminder letters will be mailed March 26-April 3: Reminder postcard will be mailed
- Hard-Copy Responses: - April 8-16: Another reminder and hard copy questionnaire will be mailed
- Final Reminder Before In Person Follow-Up: - April 20-27: Final postcards will be mailed before an in-person follow-up

- Conduct door to door non-response follow-up May – June

Communication Outreach

The Town of Portola Valley can create an outreach and communication strategy to educate and engage residents of Portola Valley around online census data collection methods and the importance of participation. Portola Valley has the opportunity to partner with other local governments, the State, businesses, schools, and community organizations to disseminate census information. Options include posting flyers both in English and other languages, social media campaign, post on forums, discuss at town events, or additional outreach as suggested by the Town Council.

FISCAL IMPACT

There is no fiscal impact at this time.

ATTACHMENT

1. Resolution

Approved by: Jeremy Dennis, Town Manager

WHEREAS, the U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the population every ten years; and

WHEREAS, the next enumeration will be April 1, 2020 and will be the first to rely heavily on online responses; and

WHEREAS, the primary and perpetual challenge facing the U.S. Census Bureau is the undercount of certain population groups; and

WHEREAS, that challenge is amplified in California, given the size of the state and the diversity of communities; and

WHEREAS, California has a large percentage of individuals that are considered traditionally hard to count; and

WHEREAS, these diverse communities and demographic populations are at risk of being missed in the 2020 Census; and

WHEREAS, California receives nearly \$77 billion in federal funding that relies, in part, on census data; and

WHEREAS, a complete and accurate count of California's population is essential; and

WHEREAS, the data collected by the decennial Census determines the number of seats each state has in the U.S. House of Representatives and is used to distribute billions of dollars in federal funds to state and local governments; and

WHEREAS, the data is also used in the redistricting of state legislatures, county boards of supervisors and city councils; and

WHEREAS, the decennial census is a massive undertaking that requires cross-sector collaboration and partnership in order to achieve a complete and accurate count; and

WHEREAS, California's leaders have dedicated a historic amount of funding and resources to ensure every Californian is counted once, only once and in the right place; and

WHEREAS, this includes coordination between tribal, city, county, state governments, community-based organizations, education, and many more; and

WHEREAS, U.S. Census Bureau is facing several challenges with Census 2020, including constrained fiscal environment, rapidly changing use of technology, declining response rates, increasingly diverse and mobile population, thus support from partners and stakeholders is critical; and

WHEREAS, California is kicking-off its outreach and engagement efforts in April 2019 for the 2020 Census; and

WHEREAS, The Town of Portola Valley, in partnership with other local governments, the State, businesses, schools, and community organizations, is committed to robust outreach and communication strategies, focusing on reaching the hardest-to-count individuals.

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

1. The Town of Portola Valley recognizes the importance of the 2020 U.S. Census and supports helping to ensure a complete, fair, and accurate count of all Californians.
2. This resolution shall be effective immediately.

PASSED, APPROVED, AND ADOPTED this day _____ of _____, 2019.

By: _____
Mayor

ATTEST:

Town Clerk

#10

There are no written materials for Study Session – Update Reach Code and Building Code



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Members of the Town Council

FROM: Mayor Wengert and Vice Mayor Aalfs
Members, Subcommittee on Committee Support

DATE: August 14, 2019

RE: Subcommittee on Committee Support report

RECOMMENDATION

The Subcommittee recommends the Town Council review this memo and make recommendations on next steps.

BACKGROUND

At their January 9th Town Council meeting, a subcommittee made up of the Mayor and Vice Mayor was appointed to examine the current status of the Town's committees, and to make recommendations as to their continued vitality.

As stated in the January 9th meeting minutes:

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

The subcommittee has met four times, and staff has met to provide additional feedback and support.

History of Committee Structure/Responsibility Changes

Volunteerism has served as a core resource for the provision of Town services since incorporation in 1964. In the earliest days, committees served as de facto staff, as Town government staffing was purposefully kept low.

Since the 1980s, staff levels have grown as:

- New responsibilities mandated by the state and federal government have grown, including reporting requirements
- Responsibilities assumed by the Town Council for Town government have increased
- Resident requests for service and expectation levels have grown
- Liability issues have grown more complicated

As a corollary to staff level growth, participation and responsibilities at the committee level have changed considerably, with:

- Increased difficulty in recruiting new volunteers
- The aging of current committee members changing committees from those who could physically fulfill tasks, to a structure that relies more heavily on instructing the full time staff to fulfill tasks
- Changing needs of new residents (demographic changes)
- Quorum challenges due to scheduling challenges
- More committees relying on one or two members (typically chairs) who maintain their committee and ensure it continues to function

Finally, as the Town Center has matured, its use by committees for Town-sponsored events, as well as private functions (which have increased over time, with multiple non-profits also utilizing the spaces), has drastically increased, requiring significantly more participation by staff to ensure event set-up, insurance compliance, IT needs, writing/graphic publicity support, and maintenance staff support (all of which are generating more “wear and tear” on facilities).

The combination of these three meta-factors (staff growth, committee volunteer changes, and the maturation of Town Center) has resulted in a committee structure that relies on staff to accomplish more tasks than ever, requires key committee members continue to serve, and increased staff participation in event management.

DISCUSSION

Goals of the committee are:

1. To ensure committees remain robust and a vital part of Town Government
2. To provide tools that allow committees to remain “doers” of the tasks they work on
3. To better connect committee activity with Council direction and priorities
4. To minimize future impacts on staff that result in increased committee support without first exploring options with committee chairs and examining new resource options

Solutions

1. Increased support from Communications Analyst

With the restructuring of the existing communications position to support the Town's committees, the Town Council was already reallocating staffing resources to support the committee structure. It is envisioned that the Communications Analyst will be the primary contact for committees on event/outreach-related activities, and will provide materials. Committees will still be asked to provide primary planning/insurance/scheduling services, but the addition of a staff member who will attend meetings, coordinate across committees, and provide primary engagement skills will allow committee members to focus on the "doing" aspects of their volunteer service.

2. Increased Recruitment Activity

Recruitment in a changing environment, with shifting resident expectations and increased pressure on staff to support, has proved a challenge in recent years. Traditional recruitment tools, such as advertising openings in the Almanac or on the Town's website, along with peer recruitment efforts, have not led to a large pool of new volunteer participants. Although there have been some successes, and some committees are currently fully staffed, overall committees appear to be either shrinking in size, and they often depend heavily on one member to continue to function.

As each committee is different from one another in style, duties, and physical work, staff believes that the Communications Analyst should meet with each committee to understand their unique attributes to develop recruitment materials and opportunities that will best attract the best volunteers for each need.

The Communications Analyst could be used to organize a public committee recruitment campaign.

3. Realign Committee Support with Council Priorities

Town Committees have not been aligned with the Council Priority process since its inception. In order to provide support to this process, the Subcommittee recommends:

- a. Presentation of Committee ideas for the fiscal year during the annual report to the Council

Over the last few years, committees have been invited to present their fiscal year report on their achievements and activities. Both the Council and committees have found it useful to have this engagement.

Missing from this engagement has been high-level direction from the Council on the primary issues they wish a committee to be working on. Although much of the success for committees in the past has been due to the homegrown ideas from committee members, sometimes there has been a disconnect between what the Council and committees have prioritized. This has become more pronounced in recent years, with the annual Council priority setting process, that informs the budget.

By aligning the Council's priority process with committees' annual reports, the Council has an opportunity to better coordinate Council and committee priorities. A January timeframe is envisioned for committees to engage the Council on their work plan for the coming fiscal year.

b. Council Liaisons Review and Approve Agendas

Currently, Committee agendas are reviewed by Town Staff to ensure that staff can support Committee activities, provide feedback based on Council direction, and suggest revisions in cases of discussions that go beyond the purview of the Committee's mission statement/charter.

Further review by the Council liaisons can strengthen the connection to Council priorities and ensure that Council liaisons are aware of upcoming discussions prior to the meeting.

4. Create Event Support Team

Supporting the Town's events is typically challenging, as it requires either staff support (with their reassignment from other tasks), assistance from committee members who do not have the time or ability to do, or the assistance of paid third parties.

The Subcommittee recommends the creation of an Event Support Team, made up of volunteers on a stand-by basis, that could be called upon by a committee or staff, to assist in the set-up/breakdown of event infrastructure and other support. This would not be a committee; instead, it would be a "call list" of those who wish to assist events as-needed.

5. Creation of Community Engagement Committee

Many committees' primary function is to host an event. These events have many commonalities:

- Scheduling of Town physical resource(s)
- Entertainment budgets
- Insurance requirements
- Day-off needs, such as set-up/breakdown of tables, chairs, and other hardware
- IT support in the Community Hall or Schoolhouse

These important legacy events continue the best traditions of the Town and bring residents together who may not normally see each other, and the Council continues to provide support to safeguard their continuation. However, even robust committees have struggled to continue some events, such as Blues and Barbeque and Zots-to-Tots.

6. Better Define Committee Member Expectations

As committees change over time, and the make-up of the membership changes based on those who are able to volunteer, updating and strengthening the expectations of each committee member is critical.

Such expectations include:

- Full participation in all the committee's activities
- Commitment to "doing" the work, including planning for and holding events with minimal staff support
- Ensuring understanding of policies and rules that manage volunteer participation in communities

7. Reduce Number of Committee Meetings

Many of the Town's committees meet on a monthly basis. This has resulted in recruitment challenges due to the significant time commitment from both a regularly committee meeting, but also subcommittee support.

Staff recommends that each committee set an alternative regular meetings schedule that more formally utilizes subcommittee support, and frees up regular committee meetings for substantive discussions on the issues the Council and the committee have mutually agreed upon during the annual report process. Many committees could meet 4-6 times a year and still accomplish much by focusing more on subcommittee support.

8. Enroll All Committee Members as Disaster Service Workers

After a Significant natural disaster, the Town anticipates that there will be a dearth of qualified volunteers to staff the emergency operation center and be available to assist in recovery efforts.

By enrolling all existing and new committee members as disaster service workers, a committee member can be deployed with the full protection of the Town's insurance; along with property EOC training, each committee member can be fully engaged in disaster event support.

9. Modification of the Fee Structure for Non-Town Sponsored Events in Town Facilities

The Town currently uses a generous fee structure for non-Town sponsored events:

- Private events that are charges at a flat fee with no IT or room set-up support
- Other non-Town sponsored events that do not have a fee but are provided for IT/AV support

The fees themselves do not cover the cost of managing events, but also do not accommodate for certain staff support activities (which, while not offered, are requested and are often appropriated), janitorial support, and "wear and tear" on the facilities.

Staff recommends that a new fee structure be explored that would be allocated to supporting the variety of ongoing staff-related event management in our facilities. Funds then may also be available to support Town-sponsored/committee events¹.

10. Delete and/or Modify Certain Committees

Three committees (Cable and Underground, Nature and Science, and the Public Works Committees) are worthy of review.

- a. The Cable and Underground Committee has not met in a number of years. Its function and expertise is held by a number residents who could be called on, on an ad hoc basis, should the need arise.
- b. The Nature and Science Committee has met sporadically over the last three years, and its events (Star Party, Flight Night) have not been held for some time.
- c. The Public Works Committee provides after-hours service infrastructure and certain disaster needs (putting out cones for fallen trees, etc.). There are liability risks associated with some activities previously undertaken by the committee, but the Committee is useful when no other staff are available to take on after hours and weekend work. Some modification to their charter, and review of liability issues, should be completed to determine if their duties should be modified.

Committee Chair Involvement

¹ This concept may be better served outside the scope of this committee, as any funds generated from a new structure may be better suited to non-committee event support.

The Subcommittee contacted all Committee chairs on committee functionality, areas for improvement and modification, and areas of success. Committee chairs were also provided with a draft of this document in advance of this meeting.

NEXT STEPS

The Subcommittee seeks Council guidance on these topics.

#12

There are no written materials for Report by Town Manager – Update on State/Regional/Local Housing Issues

#13

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

#14

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Friday – August 15, 2019

1. Agenda – Trails & Paths Committee – Tuesday, August 20, 2019
2. Agenda (Canceled) – Planning Commission – Wednesday, August 21, 2019
3. City Selection Committee Meeting Final Agenda Packet for August 23, 2019 Council of Cities Dinner Meeting
4. Invitation to the 15th Annual San Mateo County Disaster Preparedness Day – Saturday, September 21, 2019

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Invitation from the Housing Leadership Council of San Mateo County to the 19th Annual Housing Leadership Day – October 25, 2019



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, August 20, 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 of July 16, 2019
- 4. Old Business**
 - a. **Monthly (July) Trail Conditions, Work, and Budget:** Including seasonal wildfire mitigation and annual maintenance / signs review (Discussion / Update)
 - b. **Coal Mine Ridge Open Space / Trails:** (Update)
 - c. **Potential Capital Projects:** (Discussion)
- 5. New Business**
 - a. **Charter Amendment to Increase Committee Membership:** (Discussion)
 - b. **Site Development Plans:** (Discussion, as filed and applicable)
 - c. **Accolades:** (Discussion, if any applicable)
- 6. Other Business**
- 7. Adjournment**

Enclosures:

Minutes from July 16, 2019 meeting
Trail Work Map & Memo – July, 2019
Financial Review – July, 2019



TOWN OF PORTOLA VALLEY
7:00 PM – Regular Meeting of the Planning Commission
Wednesday, August 21, 2019
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION MEETING REGULARLY SCHEDULED FOR Wednesday, August 21, 2019

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, August 21, 2019 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, September 4, 2019 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.

SAN MATEO COUNTY

CITY SELECTION COMMITTEE

Glenn R. Sylvester, Chairperson
Sue Vaterlaus, Vice Chairperson

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

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

Vice Mayor Glenn Sylvester, Chairperson of the San Mateo County City Selection Committee called for a meeting of the Committee at **6:15 p.m.** on **Friday, August 23, 2019**, at Portola Valley Town Center - Community Hall, 765 Portola Road, Portola Valley, CA 94028.

AGENDA

- 1) Roll Call
- 2) Approval of the minutes for the meeting of June 28, 2019
- 3) Selection of one (1) 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 beginning October 2, 2019 through October 1, 2021.
 - i. *Mayor Harvey Rarback, City of Half Moon Bay, is seeking appointment*
 - ii. *Mayor Wayne Lee, City of Millbrae, is seeking appointment*
 - iii. *Council Member Rick Bonilla, City of San Mateo, is seeking appointment*
- 4) Oral Communications and Announcements
 - i. *Public Comment – Opportunity for the public to address the San Mateo County City Selection Committee.*
 - ii. *Any subject not on the agenda may be presented at this time by members of the City Selection Committee. These topics cannot be acted upon or discussed, but may be agendaized for a later meeting date.*

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

SAN MATEO COUNTY

CITY SELECTION COMMITTEE

Glenn R. Sylvester, Chairperson
Sue Vaterlaus, Vice Chairperson

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

TO: MAYORS OF SAN MATEO COUNTY
FROM: SUKHMANI S. PUREWAL, SECRETARY
SUBJECT: MINUTES OF JUNE 28, 2019 CITY SELECTION COMMITTEE MEETING

DRAFT MINUTES

Vice Mayor Glenn Sylvester, Chairperson of the San Mateo County City Selection Committee called the meeting to order at **6:17 p.m.** on **Friday, June 28, 2019**, at Domenico Winery, 1697 Industrial Road, San Carlos, CA 94070.

- 1) Roll Call – The following cities/towns were present: Belmont, Brisbane, Burlingame, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, South San Francisco, and Woodside.

Absent: Atherton, Colma, Menlo Park, and San Mateo.

- 2) Approval of the minutes for the meeting of April 26, 2019:

Motion: Millbrae

Second: East Palo Alto

Ayes: Belmont, Brisbane, Burlingame, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, South San Francisco, and Woodside

Noes: None

Absent: Atherton, Colma, Menlo Park, and San Mateo

- 3) Selection of two (2) Council Members to serve on the Association of Bay Area Governments (ABAG) representing *Cities* for a term of two (2) years beginning July 1, 2019 through June 30, 2021.

i. Mayor Wayne Lee, City of Millbrae, is seeking reappointment

ii. Vice Mayor Rich Garbarino, City of South San Francisco, is seeking reappointment

Motion to reappoint Mayor Wayne Lee and Vice Mayor Rich Garbarino: Brisbane

Second: San Bruno

Ayes: Belmont, Brisbane, Burlingame, Daly City, East Palo Alto, Foster City, Half Moon Bay,

Hillsborough, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, South San Francisco, and Woodside

Noes: None

Absent: Atherton, Colma, Menlo Park, and San Mateo

- 4) Selection of two (2) Council Members to serve on the Association of Bay Area Governments (ABAG) as *Alternate Members* representing *Cities* for a term of two (2) years beginning July 1, 2019 through June 30, 2021.

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

Nomination was accepted from the floor by Chair Sylvester for Mayor Sam Hindi, Foster City.

Motion to reappoint Council Member Carlos Romero and appoint Mayor Sam Hindi:

Millbrae

Second: Pacifica

Ayes: Belmont, Brisbane, Burlingame, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, South San Francisco, and Woodside

Noes: None

Absent: Atherton, Colma, Menlo Park, and San Mateo

- 5) Oral Communications and Announcements

None

The meeting was adjourned at 6:23 p.m.

Regional Planning Committee | Association of Bay Area Governments

The Regional Planning Committee, or RPC, provides oversight to the executive board on matters related to the preparation and implementation of regional planning activities, such as Plan Bay Area.

The RPC receives input on special plans, or reports from various task forces or regional agencies. It also advises on comprehensive planning policies and procedures, along with other matters as assigned by the ABAG Executive Board.

RPC members represent the following categories across the Bay Area:

- Business
- Economic development
- Environment
- Housing
- Labor
- Minorities
- Recreation/open space
- Public interest
- Special districts

Review the complete list of committee members and representatives in our Committees Roster.

For more information please email the ABAG Clerk of the Board:

fcastro@bayareametro.gov

**CITY OF HALF MOON BAY**

501 Main Street
Half Moon Bay, CA 94019

August 9, 2019

RE: Elected Member Vacancy on the ABAG Regional Planning Committee

Dear Members of the Board, Honorable Mayors, and City Councilmembers:

I am writing to express my interest in serving as a member of the Regional Planning Committee for the Association of Bay Area Governments (ABAG).

I was first elected to the Half Moon Bay City Council in 2016 and currently serve as Mayor. Throughout my tenure with the City and before, I have been a champion of local control and regional affairs, serving on various subcommittees and outside agency appointments. Through regional cooperation and sharing, we can all work together to enhance the quality of life and improve the communities within San Mateo County.

ABAG's Plan Bay Area 2040 will determine what our area will look like in 20 short years. We need to continue planning to address critical issues, which include:

- The jobs-housing imbalance affects us in many critical ways and is already leading to an exodus of many talented workers to more affordable areas
- Climate change and sea level rise are existential threats that will only be getting more severe
- Income inequality and gentrification are changing the character of many of our communities

As Mayor of Half Moon Bay, I have had experience dealing with these issues on a day-to-day basis. My background includes:

- A PhD in physics
- Member of the Leadership Committee of the League of Cities Coastal Cities Group
- Chairman of the Coastal Issues Group of the Sierra Club Loma Prieta chapter
- Alternate member of the San Mateo Local Agency Formation Commission
- Founding Board member of the Peninsula Clean Energy CCA

The ABAG Regional Planning Committee needs more representation from coastal cities and environmentalists. I would like to be that representative.

Thank you in advance for your consideration. Please contact me at hrarback@hmbcity.com or 650-560-0111 if you have any questions or need additional information.

Sincerely,

Harvey Rarback
Mayor, Half Moon Bay

cc: Maryann Derwin, C/CAG Chair
Half Moon Bay City Council
Bob Nisbet, Half Moon Bay City Manager



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

WAYNE J. LEE
Mayor

August 9, 2019

Dear Esteemed Colleagues, Honorable Mayors and Council Members:

I respectfully request your support of my candidacy for the open position on the Association of Bay Area Governments (ABAG) Regional Planning Committee.

Given my regional experience on State, Bay Area, and county boards, and planning background, it is my desire to ensure we as a region address the most protractive issues of balancing housing and community needs in a thoughtful way. To give those elected by the people, representation of all the people and not just a few interests.

Though there is a lot of planning for the region, it seems that there is not enough reasonable and responsible planning to address the most pressing issue of homelessness. There is not enough discussion on how to get lower wage workforce into housing or how to provide a way to get a workforce to SMC, resulting in a lot of "For hire signs".

We need a responsible and reasonable voice in the foundation of ABAG.

I ask for your support and I would be honored to have your vote on August 23, 2019. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Wayne J. Lee".

Wayne J. Lee
Mayor, City of Millbrae

OFFICE OF THE CITY COUNCIL



330 West 20th Avenue
San Mateo, California 94403-1388
Telephone (650) 522-7048
FAX: (650) 522-7041
www.cityofsanmateo.org

August 5, 2019

Re: Appointment to Association of Bay Area Governments (ABAG) - Regional Planning Committee

Dear Honorable Colleagues,

I am writing to ask for your support as I seek appointment to the ABAG-Regional Planning Committee representing Cities in San Mateo County.

I have been a member of the San Mateo City Council for over 4 years and have been very active in the City of San Mateo's local government committees and commissions since 2001. Prior to that I was a Construction Superintendent building hospital and laboratory facilities at some of the best-known establishments around the Bay Area. I was in charge of budgets, schedules and coordination for highly-specialized and detailed projects, seeing them through to successful completion on all occasions. After that I spent 13 years employed as a Field Representative by the Northern California Carpenters Regional Council working across five counties.

I believe I have the passion, skills and the experience necessary to work with the ABAG Regional Planning Committee to help local governments absorb growth and adapt to change while addressing sustainability, resilience and equity issues.

I have been working on land use in San Mateo since 2001 when I was appointed to the Bay Meadows and Transit Corridor Citizen's Advisory Committee. Following that three-year assignment, I was appointed to the Public Works Commission where I dealt with issues including environmental, water and traffic issues for six years. I am also passionate about sustainability and serve on the Peninsula Clean Energy Board and Executive Committee. Within just over 4 years of starting to plan for Peninsula Clean Energy, we have made great strides in San Mateo County by creating the new default electric energy provider, which purchases clean, renewable energy on the open market and provides it to 97.5% of the users in the county at rates lower than PG&E while providing great efficiency and resiliency programs to all ratepayers. I have also been a member of the ABAG General Assembly for 4 years.

Our San Mateo County communities deserve a strong voice on ABAG's Regional Planning Committee as the Bay Area continues to navigate the challenges of growth while balancing the diverse needs of current and future generations. I promise to represent the interests of our San Mateo County residents to the best of my abilities.

I am proud of the excellent work that ABAG has done over these many years and would be deeply honored by your appointment to serve representing the Cities of San Mateo County on the ABAG, Regional Planning Committee. Please feel free to call me at (650) 430-9171 or email me at rbonilla@cityofsanmateo.org if you would like to discuss my candidacy.

Thank you,

Rick Bonilla
San Mateo City Councilmember



15TH ANNUAL SAN MATEO COUNTY

DISASTER PREPAREDNESS DAY



SATURDAY SEPTEMBER 21, 2019
10 AM - 2 PM
SAN MATEO EVENT CENTER

A *family friendly event* where you can: **explore** fire trucks, SWAT & other emergency response vehicles, **experience** the Smoky Hall & Shake House, **meet** Bomb Squad Robots, **attend** classes on CPR, First Aid & more, **discover** school & community safety resources, & come home with essential supplies.

FOOD AND EVENT FREE, \$15 PARKING



For more information go to smcdisasterprep.org

TOWN COUNCIL WEEKLY DIGEST

Thursday – August 22, 2019

1. Agenda – Architectural & Site Control Commission – Monday, August 26, 2019
2. Agenda – Conservation Committee – Tuesday, August 27, 2019

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

1. None



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)
 Monday, August 26, 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. Town Center Tennis Court Screening, 765 Portola Road (Conservation Committee)
2. Architectural Review for a New Water Feature, 302 Portola Drive, Woodside Priory School, File # PLN_ARCH 17-2019 (D. Harrison)

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 August 12, 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).



**TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, August 27, 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 – July 23, 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. Comprehensive care calendar
 - ii. Management Plan – details for next month
 - iii. Pond
 2. Frog Pond – Eckstrom, Heiple, Murphy
 - i. Scout project sponsor
 - ii. 5 year plan; work soon plan
 - iii. Adjacent parcel “road remnant”/park report progress
 - 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
 - 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. Scott is Howard’s liaison for this
 - ii. Legally a road remnant – request officially a park?
 - B. Label trees at Town Center and Spring Down – Plunder, Walz
 - C. Intermediate properties analysis and recommendations
 1. Shady Trail
 - D. Tip of the month - Magill
 - E. What’s blooming now - Magill
 - F. Kudos of the month – Plunder
 - G. BYH DeStaebler
 - H. Vegetation management
 1. Ad-Hoc Committee on Fire Safety – Plunder to draft letter to Council to send to MROSD
 2. What to plant in new open areas after tree death?

- I. Committee/Town cooperation
 1. Public Works – Murphy we produce detailed work requests
 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. Grassroots Ecology proposal
11. New Business
12. Adjournment
13. Next Meeting is 9/24/2019, 7:30 pm

TOWN COUNCIL WEEKLY DIGEST

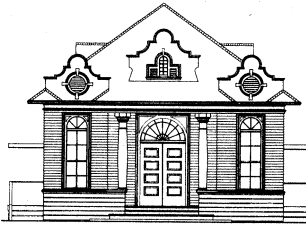
Thursday – August 29, 2019

1. Agenda (Canceled) – Parks & Recreation Committee – Monday, September 2, 2019
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, September 4, 2019
3. Agenda – Planning Commission – Wednesday, September 4, 2019
4. Agenda – Emergency Preparedness Committee – Thursday, September 5, 2019
5. Monthly Meeting Schedule for September 2019
6. Notice – Town Hall Closed in Observance of Labor Day – Monday, September 2, 2019
7. Announcement - San Mateo Deputy Mayor Maureen Freschet announces her resignation from the San Mateo City Council effective November 2019

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Invitation from Sierra Club Guardians of Nature - 2019 Loma Prieta Chapter Benefit – Friday, October 4, 2019



**Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, September 2, 2019 – 6:00 pm
MEETING CANCELLATION NOTICE
765 Portola Road, Portola Valley, CA**

**PARKS & RECREATION COMMITTEE
MEETING CANCELLATION NOTICE**

Monday, September 2, 2019

The regular meeting of the Parks & Recreation Committee scheduled for Monday, September 2, 2019 has been canceled.



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, September 4, 2019 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Roll Call
2. Review/Approval of the Minutes of the July 10, 2019 meeting
3. Resident and Committee Open Comments
 - a. Town Resident Bruce McAuley – Wishes to draw the Town’s attention to advisory signage asserting the 3 foot minimum passing law for motor traffic encountering cycles and pedestrians
4. Sheriff's Report
 - a. Accidents and Citations
 - b. Update requests for Law enforcement presence, as required
5. Public Works Report:
6. Ongoing Committee Business for 2019
 - a. Pedestrian and Traffic Safety Study next steps – Coordination with Commissions and Committees
 - b. Traffic safety regarding residential development – Subcommittee update
 - c. Windy Hill Parking monitor
7. 2019 Outreach – Request for collaboration with Parks & Recreation Committee
 - a. Zots to Tots (September) Volunteers needed
 - b. Town Picnic (Parking)
8. Matters Arising
9. Time and Date for October 2019 meeting. Default 8:15 am, October 2nd
10. Adjournment



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission
 Wednesday, September 4, 2019
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Annual Review- Woodside Priory School (L. Russell)

PUBLIC HEARING

2. Consideration of Resolution Recommending Approval of Proposed Ordinance Amending the Sign Regulations (L. Russell)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

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

APPROVAL OF MINUTES

6. Planning Commission Meeting of June 19, 2019

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, September 5, 2019 - 8:00 AM
EOC / Town Hall
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

1. 8:00 Call to order
 - o 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 August 1, 2019 meeting
5. 8:12 Goals for committee for 2019; discuss and approve
 - o Schedule for special meeting to finalize goals if not completed
6. 8:30 Wildfire Ad Hoc Committee update (Pfau)
 - o Communication proposals
 - o Budget to explore improved local AM radio coverage
7. 8:42 CERPP/WFPD Report (Lindner/Brown)
 - o General report
 - o Update and discussion on CERPP Division re-organization (Brown)
 - o Discussion on harmonization of CERPP, EPC, and Town procedures (All)
8. 8:47 Town Report (de Gameaux)
9. 8:50 Committee Reports
 - o Medical Subcommittee (Shefren)
 - o Communications Subcommittee (Rothrock)
 - o Outreach Subcommittee (Kopf-Sill)
10. 8:59 Next meeting is October 3, 2019
 - o Identify any specific agenda items for next meeting
 - o Quorum check
11. 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

SEPTEMBER 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, September 11, 2019

Wednesday, September 25, 2019

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

Council Liaison – Jeff Aalfs (for months July, August, September)

Wednesday, September 4, 2019

Wednesday, September 18, 2019

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

Council Liaison – Craig Hughes (for months July, August, September)

Monday, September 9, 2019

Monday, September 23, 2019

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

Council Liaison – Craig Hughes

Wednesday, September 4, 2019

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

Council Liaison – Craig Hughes

As announced

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

Council Liaison – John Richards

Tuesday, September 24, 2019

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

Council Liaison – John Richards

Thursday, September 12, 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, September 5, 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

Thursday, September 5, 2019 - 3:30 pm Historic Schoolhouse

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

Council Liaison – Jeff Aalfs

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes
As announced

PARKS & RECREATION COMMITTEE – 6:00 PM (Meets 1st Monday of every month)

Council Liaison – Ann Wengert
Monday, September 2, 2019 – **CANCELED MEETING**

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
Monday, September 16, 2019

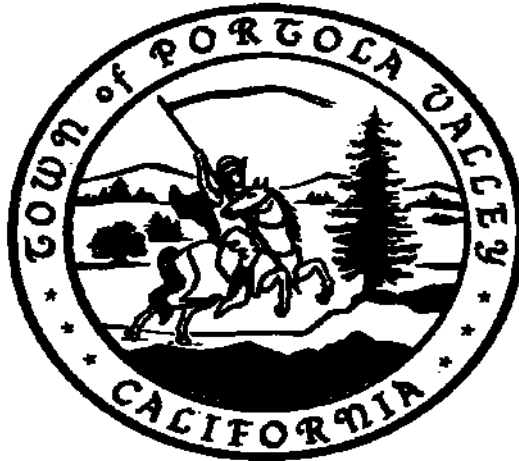
TRAILS & PATHS COMMITTEE – 8:15 AM (3RD Tuesday of every month, or as needed)

Council Liaison – Craig Hughes
Tuesday, September 17, 2019 – 8:15 AM

WILDFIRE PREPAREDNESS AD-HOC COMMITTEE

As announced

PORTOLA VALLEY TOWN HALL



WILL BE CLOSED

**Monday,
September 2, 2019**

In observance of Labor Day

In Case of Emergency: Sheriff's Office: 911

Tue 8/27/2019 10:31 AM

Sukhmani Purewal spurewal@smcgov.org

Announcement on behalf of Council of Cities

Good morning elected officials,

On behalf of Council of Cities, Chair Glenn Sylvester and Vice-Chair Sue Vaterlaus, would like to share a message from Council Member Maureen Freschet, City of San Mateo. Please see the message below, along with the attached announcement.

Message from Council Member Maureen Freschet:

“Dear Colleagues,

I wanted to let you know personally that I will not be running for reelection in 2020 and that I will be leaving San Mateo City Council at the conclusion of my four year term this November. Because our terms were legislatively extended to five years, my colleagues will determine a process to fill the resulting one year vacancy.

This is not a decision made easily, but when I ran for reelection four years ago I could not have anticipated the State legislation that added a fifth year to my term. After ten years of public service, it is time for me to focus on family obligations and serve my community in other ways. I will remain active in San Mateo in various other roles, and will continue to be a San Mateo homeowner sharing your concerns about the issues impacting the quality of life in our neighborhoods.

Representing you on City Council has been rewarding, demanding and most of all a great honor. I will always be grateful for your support throughout the years and look forward to working with you in the future”.

Thank you,

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

Deputy Mayor Will Not Run in 2020

Maureen Freschet Leaving City Council After 8 Years of Service

San Mateo, CA – San Mateo Deputy Mayor Maureen Freschet announced that she will not run for reelection in 2020 and will leave City Council this November after completing her second 4-year term. Addressing the public at Monday night’s Council meeting, Freschet said “this decision was not made easily or lightly, but after ten years of intense public service it is time for me to change roles, honor family obligations and serve the community in other ways.” Since State legislation added an unanticipated fifth year to her term, the remaining four City Council members will be tasked with filling the resulting 1-year vacancy.

Mayor Diane Papan noted that “Maureen’s departure will leave a significant leadership void on Council. Deputy Mayor Freschet has been the consummate public servant, always guided by that most important of principles ‘doing what is best for San Mateo.’ Our City is greatly enriched by her dedication and contributions. It has been an absolute honor and a privilege to have served alongside her.”

Freschet served as a member and Chair of the San Mateo Planning Commission before being elected to City Council in 2011 and reelected to a 4-year term in 2015. She served as Mayor in 2015 and would have been the presumptive Mayor again in 2020. She was elected to the San Mateo County Transportation Authority Board of Directors in 2016 and subsequently appointed to the pioneer Joint Powers Authority charged with managing the impending Highway 101 Express Lanes Project.

“Maureen has been an outstanding public leader and her ability to analyze all elements of complex issues will be missed” said County Manager Mike Callagy. “She is known for her intellect, passion, humor, integrity, class and ability to get things done. My great hope is that she will put these attributes to work for our County in some other capacity.”

A third generation native of San Mateo who attended local schools, Freschet retired in 2015 from a top government relations and development post at Notre Dame de Namur University, where she also earned her undergraduate degree in Human Services and her master’s degree in Public Administration while raising two daughters in San Mateo as a single mom. She has served on numerous local and regional Boards and Commissions and is well known for her determination to achieve fiscal stability, initiate major infrastructure and road repairs, promote business and preserve the quality of life in San Mateo neighborhoods.

Council member Eric Rodriguez pointed out that “Maureen has always been an unwavering advocate for our neighborhoods and was instrumental in driving downtown revitalization and promoting local commerce. I will sorely miss her thoughtful and passionate voice on the dais.”

Freschet has been a longtime advocate for public safety and youth services. She served on the San Mateo County Juvenile Justice Commission and is an active member of the San Mateo Police Activities League Board of Directors and a vocal proponent of public safety. Chief Susan Manheimer credited Freschet with being “a consistent champion for the needs of our Police Department and its members in

keeping our city safe. Our Deputy Mayor has been an incredibly dedicated public official who always sought to understand the issues, and we are deeply grateful for her clear focus on the importance of public safety to every person in our community. We will miss her greatly”.

Freschet reflected at Monday night’s City Council meeting that she was gratified that the goals she set when running for election in 2011 had been largely achieved and expressed confidence that the City of San Mateo was in good hands and resolved to stay active in the community. “My years on City Council have been incredibly rewarding, demanding and most of all a great honor. San Mateo is blessed with a highly informed and engaged electorate and a broad base of talented and capable individuals that I would strongly encourage to seek public office.”

When Informed of Freschet’s decision, State Senator Jerry Hill said “Maureen has long been an effective leader in the community and a pragmatic consensus builder on the City Council. Her thoughtful, compassionate approach to the issues and positive demeanor on the dais will be missed.”

Freschet was reelected to a 4-year term on the City Council in 2015. In 2017, voters approved a Charter Amendment to align with state requirements and move Council elections to even years. Current Council members’ terms were each extended one additional year with the next general election planned for 2020.

City Manager Drew Corbett explained the remaining four Council members will discuss how to fill the seat at an upcoming Council meeting. Per the City’s Charter, the Council has 30 days after Freschet officially leaves her post to appoint a replacement.

“Serving on a City Council is a big commitment and Council Member Freschet’s contributions to San Mateo have been immeasurable,” Corbett said. “I know this wasn’t an easy decision for her and I’m thankful to have had the opportunity to work with her for the benefit of the community.”

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TOWN COUNCIL WEEKLY DIGEST

Thursday – September 5, 2019

1. Agenda - Parks & Recreation Committee Meeting Monday, September 9, 2019
2. Agenda - Cultural Arts Committee, Thursday September 12, 2019
3. Notice - Town Picnic and Zots to Tots, Saturday September 14, 2019

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

1. Invitation - Chinese Business Forum Wednesday September 25, 2019
2. League of California Cities - 2019-20 Peninsula Division Executive Committee Officers Ballot
3. Western City Magazine September 2019
4. Labor September 2019 Volume 81, Number 9



**Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, September 9th – 6:00pm
Town Center Conference Room
765 Portola Road, Portola Valley, CA**

AGENDA

1. **Call to Order**
2. **Oral Communications (5 minutes)**
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. **Approval of Minutes:** July 22nd 2019
4. **General Check-in & Updates**
 - Day of Planning for Town Picnic 2019
 - Day of Planning for Zotts to Tots Race 2019
 - Welcome New Member, Patty Dewes
5. **Adjournment**

Next Meeting – October 7th 2019 (potential change due to Labor Day holiday)



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, September 12, 2019 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Call to Order
2. Oral Communications
3. New Business:
 - Review 2019 PV Summer Concert Series
 - Review 2019-20 BUDGET
 - Discuss upcoming CAC sponsored Event Options (speakers)
 - New Item: Discuss the concept for a "PV-Palooza" music fest (for 2019) that ALSO supports local music at restaurants that want to partake in a 1-day "after show" music/audience opportunity.
4. Adjournment

The Town of Portola Valley

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TOWN PICNIC

**SATURDAY
SEPTEMBER 14TH
11 AM TO 3 PM**

**FREE FAMILY
FRIENDLY
EVENT!**

-  Zots to Tots Race @10 a.m.
-  Food Trucks, BBQ & Bevs!
-  Petting Zoo & Pony Rides
-  Bouncy Fun & Zorba Balls
-  Face Painting
-  Music & More!

 www.portolavalley.net



[Facebook.com/TownofPortolaValley](https://www.facebook.com/TownofPortolaValley)



**Sept.
14th**

Zots to Tots

Family Fun Run and Bike Race

Race Start Time: 10 a.m.

Start: Rossotti's Alpine Inn

End: Town Picnic at Town Center

Register Online

www.PortolaValley.net/Zots