



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, September 25, 2019
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

CONSENT AGENDA

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

1. **Approval of Minutes** – September 11, 2019 (3)
2. **Approval of Warrant List** – September 25, 2019 (21)
3. **Recommendation by Town Manager** – Adoption of a Resolution in Support of California Clean Air Day (32)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley in Support of California Clean Air Day (Resolution No. __)
4. **Recommendation by Public Works Director** – Acceptance of the 2018/2019 Street Resurfacing Project – (34) Surface Seals #2019-PW01
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed Town of Portola Valley 2018/2019 Street Resurfacing Project – Surface Seals #2019-PW01 and Authorizing Final Payment to Graham Contractors Inc. Concerning Such Work, and Directing the Town Clerk to File a Notice of Completion (Resolution No. __)
5. **Recommendation by Town Manager** – Review and Adoption of a Resolution Designating Woodside Fire (39) Protection District as an Authorized Designee to Administer the Disaster Service Worker Volunteer Program
 - (a) Adoption of a Resolution of the Town Council of the Town Of Portola Valley Designating the Woodside Fire Protection District as the Authorized Designee to Administer the Disaster Service Worker Program (Resolution No. __)
6. **Appointment by Mayor** – Member to the Trails & Paths Committee (52)

REGULAR AGENDA

STAFF REPORTS & RECOMMENDATIONS

7. **Discussion and Council Action** – Open Space Maintenance Funding (53)
8. **STUDY SESSION** – Budget (68)
9. **STUDY SESSION** – Reach Code (81)
10. **Discussion and Council Action** – Subcommittee on Committee Support report (82)
11. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (88)

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.*
12. **TOWN MANAGER REPORT** (89)

WRITTEN COMMUNICATIONS

13. **Town Council Digest** – September 12, 2019 (90)
14. **Town Council Digest** – September 19, 2019 (96)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 975, SEPTEMBER 11, 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
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Annelise Connell, 56 Santa Maria. Ms. Connell showed the Policies and Procedures Handbook for Advisory Committees. She read a section regarding the role of a Council Liaison. She said the Woodside Highlands Road Maintenance District is not included in the list of advisory committees. She said the committee has been around for more than 45 years and oversees an account with a balance of more than \$300,000. She said there are approximately 110 properties in the district worth almost a billion dollars. She asked that a Councilmember be assigned to be a liaison to this committee. Ms. Connell said there was a committee meeting last night and the committee members indicated they were unaware of this handbook. She said last fall she applied to be on the committee but things became confusing and the rules weren't followed and the selection was put off until this year. She said currently there are three applications for consideration and the committee is required to have five members. She said the chair of the committee resigned last night. Mayor Wengert noted that a discussion regarding the Woodside Highlands Maintenance District is on an upcoming agenda.

Leslie Kriese, 1 Wintercreek. Ms. Kriese has lived in Portola Valley for approximately 17 years. She said she is concerned about the communication regarding activities around low-income housing in town. She said there are a lot of rumors and emails going around and the Town has poorly communicated about their activities. She said she attended one Town meeting where the agenda was given to them and there was no time for questions. She said those that did ask questions were shut down, some not very politely. She asked that the Town present a plan, not ad hoc little bits and pieces. She said if they had read her email today, they would have seen 15 different messages on what's required and 15 different answers. She said one of the answers was "go to the Town website and figure it out." She said it is not the resident's job to go to the Town's website and read multiple reports and figure it out. She said if the Town has a plan, it should be presented like a business plan – what it will cost the Town, details of the Town's plan, and the rationale. She said she understands that the Priory can manage their own housing and the Sequoias can manage their own, but bringing housing in that the Town has to manage creates a new staff position, creates something new for the town that the town hasn't done before, and she didn't see anywhere this issue had been addressed. She requested that the Town Council separate their emotions and beliefs about what should happen from what needs to happen. She said at the meeting she attended they got a lot of "this is the morally correct thing to do." She encouraged the Town to let each citizen make up their own mind about what is morally correct and just stick to what the law requires and what the best path forward is for this town, taking into account a diversity of opinions.

Richard Merk, 17 Brookside Drive. Mr. Merk has lived in Portola Valley for 59 years, served 32 years of volunteer service to the Town, including 13 years on the Planning Commission, and was elected to the Town Council four times. He said he has not been to a Town Council meeting in 10 years and is sorry that he feels the need to come to one now, but he is receiving phone calls from a lot of people asking him what is going on. He said he is hearing there is a lack of political transparency and a lack of openness to

communications. He said there is manipulation of the community's ability to give input, staged and controlled public meetings where unwanted feedback is stifled and controlled, a perceived undercurrent of secretive agendas, and what appears to be a total departure from the visions of the Town's founders and the years of volunteerism that have made this town what it is. He said there are 27 pictures of Councilmembers that came before any of the current Councilmembers and he said he didn't think a single one of them would approve of what's going on in this town now. He said he is embarrassed and ashamed. He said he recently heard that a member of the Town Council said the Councilmembers should be paid. Mr. Merk said he served for 32 years without pay and was glad to do it. He said the idea of the town changing over from the ideas that people like Bill Lane started in 1964 is frightening and he is very disappointed in what is going on.

Jon Silver, 355 Portola Road. Mr. Silver said he was referenced indirectly as someone whose photo is on the wall as a previous Councilmember. He said the assumption that he would disapprove of the current Council's actions is inaccurate. He said that is not his feeling at all. He said basing criticisms on what may be deeply held emotions but not real facts is a mistake. He said there will always be details of policy he will disagree on but what he has heard said tonight is not right. He said of course we should bring morality into decisions. He said in public health, safety, and welfare – we try to be decent to each other. He said morality is the basis of law. He said there are individual moral choices that are inscribed in law and we are allowed to make our own choices, but we should strive for governance out of a base of community caring and decency which is the basis of morality, and which always has a place in governance. He said it is very disturbing when criticisms are based on rumor and not grounded in fact. Mr. Silver said he has been in town since about 1954 and served many years in Town government. He said it never easy to make democracy work but he does not share the criticisms expressed tonight.

Randy True, 4860 Alpine. Mr. True said he believes there have been problems with process and open governance related to the housing issue, particularly the high-density subsidized housing on Town-owned property. He said being new to the town, and not having the pedigree of the prior two speakers, he looks at this with fresh eyes and has been disappointed with what he's seen. He said, with regard to the morality issue, one of the biggest things he was disappointed about was the June 1 meeting that ended with Councilmember Derwin calling it a humanitarian crisis. He said that is the point of morality that is being asked to be excluded because calling something a humanitarian crisis and using that to motivate seizing our parks and open spaces to build high-density subsidized housing doesn't leave room for open debate. It says you're beyond the pale if you disagree with this humanitarian crisis. He said that's the reason for the request to leave out the morale position, particularly to create a highly polarized environment around an issue. He asked the Mayor and Town Council to agendaize the issue, which would allow discussion and give citizens the chance to engage. He said every meeting will not be derailed but there were very important issues raised. He said at the last ad hoc meeting, several committee members asked for guidance from the Town Council and that should happen in an open format. He said Councilmember Derwin asked what the purpose of the ad hoc committee was. Another Councilmember said they didn't even know the property was still being considered. He said there are problems and the place to address it is openly and at the higher level with the Town Council.

Mr. True asked if Agenda Items #9 and #10 could be moved up ahead of other items on the agenda.

Mr. True said at the last ad hoc meeting a viable and legal use of the \$3.4 million in lieu fund is for rent subsidies. He said that is much more effective, fair, and appropriate use of those funds and would benefit potentially hundreds of people instead of just a small handful. He said the cost of developing subsidized low-income unit is \$800,000 per unit, which is prohibitively expensive. He said the economics of this is what has caused this problem in the first place, because it was prohibitively expensive to build where those units were originally planned, up in Blue Oaks, at half an acre for four duplexes. He said the economics is a very important factor. He requested the Town Council and Mayor agendaize that option as a higher-level issue to discuss.

Majda Jones, 8 Long Spur Street. Ms. Jones said she heard there will be a recommendation made to the Town Council that the volunteer committees will no longer have control over their own agendas. Mayor

Wengert said this topic is Item #9 on the Agenda. Ms. Jones said she can't stay for the whole meeting and asked that Agenda Item #9 be moved up.

Mayor Wengert went through the Agenda items to see what could be reasonably reorganized. Town Manager Dennis said staff recommended pulling Item #8, the Study Session regarding Update Reach Code and Building Code. Mayor Wengert kept the agenda as is, with the exception of pulling Item #8.

CONSENT AGENDA

- (1) **Reconsideration of Approved Minutes** – July 10, 2019.
- (2) **Approval of Minutes** – August 14, 2019.
- (3) **Ratification of Warrant List** – August 28, 2019, in the amount of \$616,956.14.
- (4) **Approval of Warrant List** – September 11, 2019, in the amount of \$171,044.88. *[Pulled from the Consent Agenda.]*
- (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. 2019-433)

Councilmember Derwin moved to approve Items 1, 2, 3, and 5 of the Consent Agenda. Seconded by Councilmember Richards the motion carried 5-0, by roll call vote.

Councilmember Richards asked about the charge of \$13,900 from BW Construction for the retaining wall at 12 Santa Maria. Town Manager Dennis said he needs to check it and will get back to the Council. That item was pulled from the warrant list.

- (4) **Approval of Warrant List** – September 11, 2019, in the amount of \$171,044.88.

Councilmember Richards moved to approve Item 4 with Invoice #1946 for \$13,900 from BW Construction being removed. Seconded by Vice Mayor Aalfs the motion carried 5-0, by roll call vote.

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

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

Michael Tomars, 5 Foxtail, Portola Valley Ranch, and Karen Vahtra, introduced themselves. Mr. Tomars is the Chair of the Wildfire Preparedness Committee. He said he is shepherding three subcommittees which have been very active over the past several months. He said the ideas he will describe are very preliminary, nothing has been crystallized, and there is fact gathering that needs to take place so they can make well-informed recommendations.

For the Home Hardening and Infrastructure subcommittee, the high level items being looked at are the development of a fire safety reach code for Portola Valley, including standards that would exceed those from the State of California, including roof materials, siding materials, attic, crawl space vents, decks, fences, and other structures attached to residential dwellings, windows and skylights. He said it was felt that the insurance carriers should be brought into this process to understand the factors that influence the

availability of fire insurance and the rates paid. He said they have had discussions with Marsh Insurance to identify ways to mitigate the risks they perceive in Portola Valley. He said they are also looking at revising design guidelines to be more responsive and consistent with current fire safety needs. He said this element is more of a long-term project that will require further vetting before forwarding to the Council. They are also looking at considering a funding mechanism to incentivize safety measures and how that would work. They would also like to share the information they've gathered with the residents so they can do things to improve their situation relative to this issue.

Mayor Wengert invited questions regarding the Home Hardening and Insurance subcommittee. There were none.

Mr. Tomars said the Vegetation Management/Defensible Space subcommittee is looking at the high-level issues such as preventing ignition. He said they've had multiple meetings with Woodside Fire, trying to identify high risk sources of ignition. As part of that, they feel Windy Hill should be a separate project plan for fuel reduction because it is a unique situation that requires special handling. They are also looking at addressing the right-of-way vegetation where there should be shaded fuel breaks that facilitate evacuation and enhancing evacuation routes through neighboring communities, such as Arastradero Road, which does not sit entirely within Portola Valley. He said they would like to direct a letter to MidPen from the Town Council putting them on notice that there should be augmented fuel reduction efforts in that area. He said they brainstormed on a collection of ideas, including a program similar to the Town of Woodside, to have a defensible space fund that residents can tap into for private cleanup of their particular lots. He said Woodside Fire also suggested restricting flammable plants and providing guidelines on what should and should not be grown in town. They also recommend a Zone 1 Ordinance, which would allow no ignition plants in the space between 0 and 5 feet from a residence.

Mayor Wengert asked if there is an existing ordinance about vegetation near a house. Mr. Tomars said he can't specifically say there is such an ordinance, but if there is one, no one is following it.

Mayor Wengert invited questions regarding the Vegetation Management/Defensible Space subcommittee. There were none.

Mr. Tomars said, with regard to preventing ignition, they would like this to firstly play in public land space, which is incredibly important in case of evacuation, so that the routes are clear.

Town Manager Dennis said the Council did appropriate an amount of money to utilize a member of the Woodside Fire Protection District for public right-of-way clearing opportunities.

Mr. Tomars said there are certain trees considered high risk. In discussing it with Woodside Fire, eucalyptus is at the top of the list. The list also included pine and acacia. He said they are trying to develop an appropriate, well-crafted guideline or policy to address the issue in a sensitive and caring manner.

An unidentified woman in the audience said they spoke with Chief Enea about the rows of pine trees in the public right of way, for example on Cervantes, which is an evacuation route. She said Chief Enea suggested that she and Public Works Director Young walk these key roads such as Westridge and Cervantes and identify them.

Mr. Tomars said Woodside Fire and agencies affiliated with them have adopted evacuation plans. He said Portola Valley has not yet adopted one and Communications, Outreach and Evacuation is looking at that, addressing the multiple facets that would entail. Town Manager Dennis said Woodside Fire drafted a plan a couple of years ago that was never formally adopted. He said in addition to adoption, it makes sense to refresh it. Mr. Tomars said the committee identified that there are limited exit routes from Portola Valley, which is concerning. He said their emphasis, therefore, is on fire prevention and suppression. He said locked gates are a concern and they are investigating breakaway mechanisms that will allow gates to be released. He said not all educational institutions in town have evacuation plans, a situation which

needs to be remedied. He said 55% of the residents are signed up for SMC alerts, which is great. They also looked at the reverse 911 system; however, that will only function with a traditional landline and there are issues with that if you have a cable modem or cordless phones. He said a question came up about what happens to cell towers and SMC alerts if PG&E cuts power. He said they propose there should be a minimum battery backup for cell towers of at least 36 hours. He said they hoped the Town could liaison with elected officials in Sacramento to at least voice that desire. He said they explored other options such as the Town's radio system and the idea of having emergency sirens.

Mr. Tomars said these are very preliminary and initial thoughts of people who are learning a lot about this issue quickly.

Ms. Vahtra said they just learned that a professor at University of Nevada Reno has developed a camera system for wildfires, with each camera costing \$2,600. She suggested the Town could work with MidPen and place cameras in Teague Hill, the Windy Hill power lines, and maybe one somewhere in Town, to have a way to monitor for fire.

Mayor Wengert invited questions from the Council. There were none.

Mayor Wengert said there is a lot of work. She asked if when they actually finish the work, they will assign priorities on a merged basis. Mr. Tomars said they hope to have concise short-, medium-, and long-term priorities.

Mayor Wengert asked if they will be available for follow-up committee work on these issues. Mr. Tomars said if the Council is as gracious as they are tonight, they will be available.

The Council thanked the committee and subcommittee who have done a tremendous amount of work with a tremendous amount of information.

Patricia McClung, 275 Willowbrook. She thanked the committee for their work and their communication. She said they have huge open space that belongs to the Sequoias with a lot of undergrown and fallen trees at their property line.

Chris Barresi, Skyline Area Superintendent, Midpeninsula Regional Open Space District. Mr. Barresi said he did not come with prepared remarks, only to hear the update from the ad hoc committee. He said the district has been doing a lot of work for the past year or so. He said internally the board has prioritized fire management and has created a Wildland Fire Resiliency program, multi-department within the agency, and they've been working on all these issues throughout their 63,000 acres in three counties and multiple fire jurisdictions and towns. He said they had a series of public meetings at the end of August, including Woodside, Half Moon Bay, and Los Gatos, to bring everyone up to date as to their status and to begin to gather public input.

Mayor Wengert invited further comments from the Council. There were none. Mayor Wengert thanked to the committee for all the work they've done.

STAFF REPORTS & RECOMMENDATIONS

(7) 2020 Census Update – Resolution Recognizing the Importance of the 2020 Census

Kari Chinn, Communications & Community Engagement Analyst explained that the County asked the Town to do some community outreach about the importance of the Census. She described the background, discussion items, and community outreach, as detailed in the staff report. Staff recommended the Town Council adopt the resolution approving support of the 2020 census

Mayor Wengert invited questions from the Council.

Vice Mayor Aalfs asked how the 75% response rate compared locally and nationally to past response rates. Communications & Community Engagement Analyst Chinn said 75% is the hoped-for response rate for the online portion. She said Portola Valley has a very high response rate.

Mayor Wengert asked regarding the means for responding besides online. Communications & Community Engagement Analyst Chin said the first three weeks in April they are looking for online response. They will then send out postcard reminders. In the second three weeks they will begin mailing hard copies and then reminders. Failing that, they will go door-to-door. Mayor Wengert asked if there was a certain percentage threshold that would require door-to-door efforts. Communications & Community Engagement Analyst Chin said they will go door-to-door to anyone who has not responded. Mayor Wengert said since this community is hypersensitive to not having people come onto properties and some are inaccessible, so the residents need to be aware of this.

Councilmember Hughes said two census workers came to his house this week. He said they were investigating where houses are located and where some of the little streets, such as in the Highlands, are located.

Communications & Community Engagement Analyst Chinn said the Town should be sending out notices regarding this.

Mayor Wengert invited questions from members of the public. There were none.

Town Manager Dennis said if the Council was interested in staff developing additional outreach opportunities, they are happy to go back and develop other ideas if requested. Town Manager Dennis said there is a large population of people who don't live here but work here and may speak English as a second language and possibly not getting materials.

Councilmember Hughes asked if the state or county have any guidelines, because he would not want to put out messages that are not coordinated with the State and County level messages. He also noted that there may be a message that needs to be communicated here that may not apply to the rest of the County or State.

Councilmember Richards asked if the Town could be of any assistance in counting the people that come here to work that may not be counted in other communities.

Councilmember Derwin agreed with Councilmember Richards. She said there are people who work in this community that live in cars.

Vice Mayor Aalfs asked if the Census Bureau contacted the Town directly such as the online response rate so that the Town can assist, perhaps with Forum blasts. Communications & Community Engagement Analyst Chinn said staff does not normally hear until the end regarding the response rate but she can check with the County to see if they keep track of that earlier. Vice Mayor Aalfs suggested proactively sending out notices to try to increase the response rate.

Mayor Wengert asked what happens with the absentee owners. Councilmember Hughes said people are counted on where they are on the day of the count. Communications & Community Engagement Analyst Chinn said empty houses are one of the hard-to-count groups.

Mayor Wengert agreed that it makes sense to work with the County. She said it should be a high priority that the community needs to be made aware that the census workers are out and about.

Town Manager Dennis said the group the County has hired is quite robust. Town Manager Dennis said he previously managed the census activities for the County. He said there will be a variety of different activities they start promoting outreach that the Town can link to.

Vice Mayor Aalfs moved to approve the Recognizing the Importance of the 2020 Census. Seconded by Councilmember Hughes; the motion carried 5-0.

(8) **Study Session** – Update Reach Code and Building Code – **Pulled from Agenda**

(9) **Study Session** – Subcommittee Report on Committee Restructuring

Town Manager Dennis introduced the report and described the background, as detailed in the staff report.

Vice Mayor Aalfs described the history of committee structure and responsibility changes and reviewed the discussion items and proposed solutions, as detailed in the staff report.

Mayor Wengert noted that they received the most feedback on Recommendation #3, Realign Committee Support with Council Priorities, and Recommendation #7, Reduce Number of Committee Meetings. She said some of the comments received indicate there is a feeling in the community that the Council is trying to dictate what happens and making sure that the right issues come forward from the committees. She said none of their thinking was related to that at all. She said there were a couple of specific circumstances last year where there were very last-minute items presented by a couple of committees. She said the Council did not have time to look at the budget impact of some of those requests. She said if a committee has a very clear set of identified priorities, there should be adequate time to be sure the Council can review it before the following year's budgets are prepared. She said there are frequent significant requests from the committees and there is not enough money to spread across all of them. She said this recommendation is an effort to make sure the committees' priorities and the kinds of projects they bring to the Council are aligned with the period prior to the end of the year when the Council is able to consider those items in the budget. She said it is not an attempt to suppress any of the committees' activities. She said it makes sense to have an overlay of what is going to be available at the most global level of the entire committee structure in the next budget cycle.

Mayor Wengert said, with regard to Recommendation #7, there are committees that have been basically dormant or as-needed. She said the chair of Geological Safety Committee, Sheldon Breiner, agrees that that committee will not be active unless there is a specifically related issue or question, and they have been a great resource for questions. She said Mr. Breiner acknowledged that most of that committee's members are no longer active but if there is a geologic question they will be happy to assist the Town. Mayor Wengert said Nature and Science is down to three active members and is no longer really functioning as a committee.

Mayor Wengert said the etiology of this analysis was the fact that the Town used to have four or five major events a year that were community volunteer driven, including the December Volunteer Appreciation Party, the September Back to Blues and Barbecue, the June Town Picnic, and others. She said the volunteers did all the planning, execution, and clean-up, but the Town no longer has those volunteers.

Mayor Wengert said that the upcoming Picnic and Zots to Tots is the Town's main volunteer-driven event, done by Parks & Rec. She said it was through their extraordinary efforts that is still happening. She said staff is open to any ideas on how to recruit new volunteer committee members or even new committees. She said they are struggling with making sure the newer homeowners and residents in town know they are invited and encouraged to participate in the area that most interests them.

Mayor Wengert said Open Space, Conservation, and Trails, for example, would like more meeting time, if possible. She said there is no attempt by the Council to limit how often a committee meets.

Mayor Wengert invited questions from Council.

Councilmember Derwin asked for clarification on how to achieve realignment of committee support with Council priorities. Mayor Wengert said the committees report to the Council yearly, generally in April. She

said that timing has created a problem because they come at the time when the Council is in the final stages of approving the overall Town budget. She said this year there was a significant dollar request at the last minute.

In response to Councilmember Hughes's question, Mayor Wengert said the Conservation Committee made a large request. Councilmember Hughes said he continues to dispute that that request came in at the last minute because it had been percolating for at least two years. Mayor Wengert said she agreed the committee had done the work and it was a reasonable request but it had not been formally put in the budget. Councilmember Derwin said she agrees with Councilmember Hughes and also understands the desire to get requests in early for the budget planning.

Councilmember Derwin said sometimes Council priorities are not relevant to a committee. For instance, she said she does not see how Nature and Science would align with a Council priority. She asked if there was flexibility there. Vice Mayor Aalfs said it's not so much the Council telling the committees what to do. He said what happened with Conservation was fine but the formal request should have happened in January as the budget was being prepared.

Councilmember Derwin asked if Recommendation #5, the Community Engagement Committee, is the same thing as the Community Events Committee. Councilmember Derwin said the Community Events Committee was great and they did all the events but they burned out. She said it's a great idea if we can solicit volunteers. She asked if the Event Support Team worked with the Community Engagement Committee. Vice Mayor Aalfs said they sounded like the same thing. Town Manager Dennis said he understood the difference to be that the Event Support Team are the people on-site setting up chairs, etc., whereas the Community Engagement Committee was more involved in planning.

Mayor Wengert said people didn't want to feel like they were pre-committing to something they could not follow through on. She said this week Parks & Rec was still looking for volunteers to help with Zots, the finish line, and other activities. She said it was a perfect opportunity for an Event Support Team to step in to help. Councilmember Derwin asked if it would be a deep bench of people on a list that could be called for help if available. Mayor Wengert confirmed that was the intent. She said if an event was coming up, there would be a blast to those on the list, possibly at the last minute.

Councilmember Derwin said Recommendation #6 is somewhat offensive. She said most people who sign up for a committee understand that and should not be lectured. She said that recommendation could be off-putting to someone considering joining a committee.

Councilmember Derwin said, with regard to Recommendation #7, it should be the committee's decision to decide their meeting schedule. She said she serves on the Sustainability Committee and they meet every other month. She said she has so many meetings to attend she welcomes not having to meet every month, but the tradeoff is a loss in continuity. Councilmember Derwin said she understands the burden on staff, but by getting rid of committees or reducing meetings because there is no staff support, we're losing something.

Councilmember Derwin asked if Recommendation #8, enrolling all committee members as disaster service workers, would be mandatory or optional. Mayor Wengert said that recommendation didn't show up as intended. She said it was meant to only apply to committees that provided physical assistance such as the Public Works Committee.

Councilmember Derwin agreed with deleting Cable and Underground Committee but did not want to delete Nature and Science, which she considers an iconic committee. She asked if there could be a refresh like has been done with other committees. Town Manager Dennis said Recommendation #2 (increased recruitment activity) fits in well with that. He said from a staff perspective they want to make sure committees are robust and they are happy to initiate a refresh. He said Nature and Science met seven times in 2017, four times in 2018, and one time in 2019.

Councilmember Derwin asked if there had always been liability issues for the Public Works Committee. Town Manager Dennis said there has been, but different attorneys had different interpretations. Mayor Wengert said the Public Works Committee is the eyes for the staff if there are issues on a weekend or after hours even if they cannot actually perform some of the physical activities.

Councilmember Hughes asked if the Public Works Committee members could sign liability waivers. Town Attorney Silver said they are researching this issue with the insurance company. Town Attorney Silver said one issue is concern about injuring a volunteer and another is the liability if the volunteer cuts down a tree that damages a house.

Councilmember Hughes agreed, regarding Recommendation #7 that leaving the number of meetings up to the individual committees makes sense.

Councilmember Hughes agrees with Councilmember Derwin regarding Recommendation #6, that the expectations are in the handbook already. He said requiring full participation in all the committee's activities is hard. He said there was a member in the Parks & Rec committee who could not physically participate in all of the activities, but she was a very valuable and contributing member of the committee. He said he understands the intent of Recommendation #6 but it should be rephrased so it is not so harsh and zealous.

Councilmember Hughes asked, with regard to Recommendation #3, what the suggested timing would be of when the committees submitted their annual reports so that it tied into priorities. He asked what would happen if a committee notices an important issue midyear that wasn't budgeted or if there was a process for them to come back to the Council to propose a project that would need a budget amendment or priorities adjustment.

Councilmember Hughes agreed that the Cable and Underground Committee is not necessary. He agreed with Councilmember Derwin that a reboot should be attempted for Nature and Science Committee. Town Manager Dennis said Nature and Science has primarily been associated with a couple of great events. He asked if the committee would be rebooted in relation to the events or in relation to where interested members would want to take it without the events being critical. Councilmember Hughes said they did organize those two events, but historically they did a lot of other smaller scale educational events where children would come and learn about rocks, do stream walks, working with schools, etc.

With no further questions from the Council, Mayor Wengert invited questions from the public, beginning with submitted speaker cards.

Nona Chiariello, 163 Brookside Drive. Ms. Chiariello chairs the Open Space Committee and is a member of the Conservation Committee. Ms. Chiariello previously responded to each recommendation in the draft by email to the Mayor and Vice Mayor. She thanked the subcommittee and commended them for the recommendation of cross-committee coordination, especially with respect to the scenic corridor. She said the scenic corridor is uniquely important as the psychological lifeline of the community. She said it is the only thing that every member of the community experiences on a regular basis. She said this year the Trails, Conservation, and Open Space Committees came together to resolve issues about the stretch of the scenic corridor where Spring Down has frontage on Portola Road, and it worked. She said it was quite ad hoc and made her realize that the scenic corridor can fall through the cracks between the different missions of the committees. She urged the Council to make the scenic corridor a primary focus of cross-committee coordination or create a new committee specifically about the scenic corridor. She said the Communications Analyst would be great at achieving the cross-committee coordination needed on the scenic corridor.

Ms. Chiariello said she doesn't know if Recommendation #3 is misguided or misstated but she is strongly opposed to it. She said it undermines the ability of the committees to brainstorm and respond to ideas and concerns from the community. She said she has heard a lot of feedback and concern that Recommendation #3 is an attempted power grab by the Town Council. She said by definition it can't be a power grab because the committees have no power and are only advisory but that makes their ability to

think freely and deeply all the more important and critical to making this a democratic process and good governance. She urged the Council to drop Recommendations #3 and #7.

Majda Jones, 8 Long Spur Street. Ms. Jones said an overarching suggestion would be for more analysis and less controlling language. She said there are at least two kinds of committees and they should be differentiated from each other when Council considers giving direction downward to constituents. She said the town citizens are eager to maintain democracy here. She said the town has always been very heavily dependent on committees. She said there are issues committees which have a lot of members, possibly wanting to meet more frequently or have subcommittees, such as Conservation and Trails. She said these committees have to do with town values and are critical to the nature of Portola Valley and why people move here. She said then there are events committees, which are a different type of committee that may require infusions of cash to support single events, but wouldn't have the kind of financial demands that an issues committee might have. Ms. Jones said she is a retired financial person, having spent years running financial planning groups. She said she does not know the Town's budget process, but normally when a corporation has to produce a budget, there is a prebudget that goes out with estimates, allowing plenty of time for discussion, revision, and balancing of priorities. She said timing of financial requests is critical. She said the Town Council putting out this report that sounds controlling is not a good recruitment tool to attract more volunteers. She said it does not motivate people who have ideas to come forth and get involved and share and develop their ideas. She said it doesn't sound like a creative kind of environment. She said it should be up to each committee to be self-governing as to the number of meetings, number of subcommittees, etc.

Helen Quinn, 10 Bear Paw. Ms. Quinn said she came thinking she wanted to speak to Recommendation #3. She said instead this issue has become another example of miscommunication. She said what is said and what is written are two completely different things. She said the subcommittee is saying they didn't mean they wanted to control the committees but this memo says they want to control the committees. She said they should have considered how this would be taken by the audience reading it and make sure it is saying what was meant to be said, which is that they need the budget information in time. That's obviously a condition the Town Council can place. That's part of a reasonable process. But saying volunteers don't know what they're doing and that the Town needs to set their priorities better sends the completely wrong message. She said these volunteers – and she's one of them, serving on the Trails Committee for 10 years, chairing it for about five years – are not volunteering for honor and glory but are doing it because they want to serve the Town, just like the Councilmembers. She said they are doing it because they love aspects of the community and want to contribute to it. So thinking of them as people who are causing trouble because they're asking for staff support is the wrong place to start. She said they are asking for staff support because the Council has forbidden them from doing things that they used to do as volunteers, like using chainsaws. She said the Trails Committee used to go clear the brown trees but now Public Works Director Young has to do it because they're not allowed to. She agrees there can be problems, times have changed, and it's harder to get volunteers for any group these days. She said they need to think about how to make it work with today's community instead of the community that lived here 40 years ago. She said there is a need for review and revision, but the Council needs to think more carefully about the message their sending. She said it is important that the volunteers feel they are needed and respected and that is not clear in this memo. She said the Councilmembers are representatives of the community not the bosses of the community. She said that is the feeling the Council is projecting by how they're communicating and it is causing the kind of reactions their getting. She said the Council is saying, "Oh, the rumors are flying and people are saying things that aren't true." Ms. Quinn said if people are mishearing, it's because the Council is miscommunicating. She said she does not think the motives are all that different but the messages are coming across very poorly. She said it should be rethought about what committees are needed and how to organize them and how to recruit volunteers but give the committees the control of their issues and let them be true advisory committees to the town. She said the Council should figure out the budget process so the committees can get the budget requests in on a timeline that works for the Town budget process. She said the Council must be careful to honor their volunteers just as the community honors them for volunteering.

Marianne Plunder, 35 Kiowa Court. Ms. Plunder said she was concerned about getting rid of the Public Works Committee. She said there were a number of emergency preparedness drills and the Public Works

Committee had an extremely important role with these drills. She said they were trained in assessing and communicating and being a big part of the emergency preparedness staff on the weekends and helping the Emergency Preparedness Committee. Mayor Wengert said there has been a lot of attrition in that committee and there will be discussion about which committees should be rebooted.

Betsy Morgenthaler said she strongly supports the speakers heard tonight. She said she is biased in favor of all the committees, which have been populated by highly intelligent, productive, and dedicated volunteers. She said she was alarmed that in the report and solutions the Council is actively killing the golden goose of volunteerism in this town. She said the report is overly harsh and heavy handed. She asked the Council to consider eliminating Recommendations #3, #6, and #7. She asked if the staff member being assigned to Committees would supplant the Council liaison or be an additional person. Mayor Wengert said it would be an additional person.

Jon Silver, 355 Portola Road. Mr. Silver said because he did not read the report until after hearing Vice Mayor Aalfs describe what was behind the recommendations, he was not alarmed. With regard to Recommendation #7, Mr. Silver said he understands it to mean the Town is supportive if committees with willing members want to meet often. But if a committee has difficulty getting members to meet more than perhaps four times a year, the Town is supportive of that as well. He said there is nothing to stop any Town Committee, Commission, or the Town Council itself, from holding a special meeting as long as proper notice is given to comply with Brown Act requirements for advance notice of a public meeting. He said after hearing Ms. Chiariello's comments, he more closely read Recommendation #3 regarding "suggest revisions in cases of discussions that go beyond the purview of the Committee's mission statement/charter." He said this is probably rare, but if a committee is getting into something that clearly belongs to another committee or is not within their assignment, at least that would be discussed. He said the sentence, "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," does not say an agenda must be reviewed by a Council liaison, but it should be clarified. If a Council liaison didn't want the Trails Committee to review an item about Trails because they just didn't like it, that kind of personal interference would be improper. He said that needs to be clarified. If that sentence was meant to imply that an agenda couldn't be approved without prior review by a Council liaison that would be a mistake. One of the strengths of the Town is the hands-on democracy that percolates up from the ground. He said he has been a Councilmember and a Council Liaison with many committees. He said a paid employee can be fired but a volunteer cannot. He said he has seen a lot of wonderful volunteers and a lot of volunteers that never complete their tasks. He said while serving as a liaison on certain committees, he had to try to encourage some individuals not to volunteer to do something because they were not reliable.

Nona Chiariello said the language she was particularly concerned about was the need for "high-level direction from the Council on the primary issues they wish a committee to be working on." She said that concerns her because the Council already has approval authority over the committee charters and applications to serve on the committees. She said the oversight is embodied in the committee from the outset and the charter defines what they do and what they think about. She said that to say that the committee goals need to be aligned with the Council goals is too much. She said she respects the guidance the Council provides. She said the committees she's served on have been very respectful and very responsive to the wishes of the Council. She said the Council asked them to do an overview of all the open space properties in town, which has taken years to do. She said that was put on top of other things they thought were important, such as thinking about banning rodenticides, which is not guidance received from the Council but was a grassroots, homegrown kind of agenda.

Gary Morgenthaler, 4678 Alpine Road. Mr. Morgenthaler said he shared the views of the many wonderful community members who have spoken tonight. He said the stated goals of the Subcommittee on Committees report seemed very much in contradiction with the stated goals of the Councilmembers here this evening. He said all share a view that Portola Valley's volunteer spirit of both Committee Members and Town Councilmembers is one of the great glories of democracy in this town and part of what makes the town function so well. He said having served on 40 boards of directors and well over 100 committees over the last 30 years, he can state without question that giving a committee a clear charter and then putting in place strong leadership on the committee yields a better outcome than top-down direction from

high levels of authority. He said if the goal is high functioning committees, then a clear statement of charter, what the committee's charter is, empowering the committee to achieve that charter, and then seeking out the best possible leadership to lead those committees to achieve that charter is the way to achieve that goal. To circumscribe what they can do, what they can put on the agenda, what topics they can discuss, or what suggestions they can make is antithetical to high-performance committees. He said to say you want high-performance committees and then to constrain and circumscribe what the committees can do, basically disempowering the people who serve on the committees, is fundamentally counterproductive to what the Council says it is trying to achieve. He encouraged the Council to think about their goals and to take the very goodwill of the Town's citizens, who want to be involved, who want to contribute just as the Councilmembers do, to empower them so they can make their maximum contributions to the Town.

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

Councilmember Richards said he has been fortunate to be liaison for very great efficient committees for many years. He said things have changed over the years in a variety of ways, one being that some people are getting older and less physically able to do some things they've done before. He said some of the comments he hears are that some people used to enjoy committees more than they do now, probably due to the fact that the demands of the Town have changed. He said the Town now religiously follows Brown Act rules. He said the required reporting and agendaing is cumbersome to the members who miss how things were run in the past – sitting down with a beer to talk about things. He said perhaps the Events Support Team would not have to fill out meeting notes, have an agenda, or any kind of prescheduled or agendaed items. They could just get out and move tables and set things up and have that beer. He said that particular suggestion is great. He appreciates the spontaneity of the committee system and said there is no desire to circumscribe that at all. He said many people work too many hours and sometimes not enough people can attend the committee meetings to have a quorum. He said when he read the memo he did not interpret it as constraining; however, he does see how it can be read that way. He said that perception is unfortunate because there is no desire by the Council to control how a committee functions. He said this was created out of a desire to help committees function better in today's environment. He agreed that more effort should be made to look into some of the recommendations as to how they might be implemented, such as the Events Support Team. He said that is a critical committee so that people have the opportunity to participate where they don't have to deal with all the regular committee rules. He said he understands the intent of Recommendation #3 because the Council has been working on trying to establish more clarity on the Council's priorities. He said each year they try to define them better so that people understand what's happening. He said the intent here was that the Committee should understand the priorities better so they can participate as well and better support the Council. He said there was no intent to prescribe what things the Committees have to think about or discuss.

Councilmember Hughes said he was supportive of Recommendations #1 and #2. He said his first reaction to Recommendation #3 was similar to several speakers but, following the discussion, he better understands the intent now. He said there is bidirectional communication that needs to happen. He said the Council has a set of overall priorities and sometimes specific projects they would like the committees to take on, such as asking Open Space to survey properties, where the Council is asking the advisory committees for advice. He said in the opposite direction, the committees come up with things at various times throughout the year. He said if someone on the Trails Committee notices a fire hazard and they bring it to the Council, he would never want to tell a committee that they cannot talk about it until January of the following year, after the Council has approved it. He said whatever future direction is pursued, it should be very clear that it is about aligning the budget process and having a mechanism for the Council to say, for example, over the coming year they would like the committee to work on this project in addition to whatever else is under their charter, setting a minimum expectation but not limiting them.

Councilmember Hughes said, with regard to Council Liaisons reviewing and approving agendas, reviewing and providing guidance is totally appropriate. For example, he said if a committee chair has a question about an agenda item and whether or not it fits into their charter, he has that communication channel open with them to discuss such questions. If something is on an agenda that staff questions, he

and the committee chair will discuss it. He said it doesn't need to be anything stronger than that and he certainly would not want to be required to approve an agenda. He said it should be entirely up to the committees and the chairs of the committees to set their own agendas. He said it is the purpose of the liaison to help the chair and committee as they have questions about the relationship with the general Town and Council's direction to figure out how to set their agendas and do the work they need to do, but it's not an approval or control process. He said it is an advice process with the liaison acting as an advisor to the committee to help support them with the work they want to do.

Councilmember Hughes said he was supportive of Recommendation #4. He said he is also supportive of Recommendation #5 and interested in how that committee can be better supported in its activities. Town Manager Dennis said he provided some staff feedback on Recommendation #5 and thanked the subcommittee for including it in their report. He said they notice that the amount of staff time going toward event support has increased significantly, including setting things up, ensuring things have been promoted correctly, insurance requirements, etc. He said staff is happy to do it as long as the Council understands that it takes away from other duties that staff is also asked to accomplish. He said the alternative would be financial resource, and he would not recommend that the Town hire people to do these things. He said that at some point, however, the Public Works workers are not doing their regular work and are instead setting up for events. Councilmember Hughes suggested expanding the committee handbook to include what kind of insurance is needed, how budgets are put together, what needs to be approved, etc. He said there are things that committee members could do but just don't know how. He said he understands that staff has been documenting their staff processes so that staff can cover for each other. He said if some of that could migrate into the committee handbook the committee members may be able to take on some of those duties. Town Manager Dennis said he appreciated the guidance. He said some of these suggestions have been completed and some have been held over pending Council-level conversations.

Councilmember Hughes said he understood what Recommendation #6 was trying to say but also thought it could upset committee members. He said the bullet points are already covered in the volunteer handbook and it may be that there just needs to be a refresher class to make sure committee members understand the handbook. He said it should be done in a way that is more educational and less supervisory. He said most committee members do what they think is expected of them. If they do not, it is because they don't understand the expectations.

Councilmember Hughes said, with regard to Recommendation #7, he has no problem with chairs and liaisons continuing to decide how often they need to meet, just as they do now. Councilmember Hughes said, with regard to Recommendation #8, he wasn't clear if members would be required to be disaster service workers or just invited. He suggested inviting all committee members. He was supportive of Recommendation #9, modification of the fee schedule. With regard to Recommendation #10, he said Cable and Undergrounding has run its course and it is reasonable to shut it down. He said thinking about what Nature and Science used to do, he would like to see if that can be rebooted with new volunteers, possibly coordinating with the schools. Town Manager Dennis said there could also be a natural connection at the library. Councilmember Hughes said he appreciated the point about the liabilities of the Public Works Committee, and suggested perhaps a training program so the Town could indemnify them. He said he didn't know if it would require a modification to the charter or to the requirements for membership of the committee where some sort of certification or training program is required. He suggested thinking creatively about how to overcome the liability issue instead of telling people they are prohibited to provide this valuable resource to the town. Town Attorney Silver said they will be having conversations with their insurance carriers and report back.

Councilmember Hughes said most of the committees are in pretty good shape. He said alignment with budget issues and ways to support them better makes sense, but the Council must be cautious about appearing to control what they do. He said the Committees should have the ability to set their own agendas and, as long as they are doing what is asked of them by the Council, they can take on whatever else they want to in an advisory capacity.

Councilmember Derwin thanked Mayor Wengert and Vice Mayor Aalfs for this report which demonstrated a lot of work. She understood that it was very well intended – trying to deal with fewer volunteers, reducing staff time, the transition time in town. She said she does agree with a lot of the speakers today. She said when she read it, the hair on her neck went up, and she knew that was not the intention. She said it was too much top-down. She said she agreed with Councilmember Hughes, with regard to Recommendation #3, that the committees should bring their budgets early and perhaps some minimum expectations should be set, unless it is a committee like Sustainability, where it takes its charge entirely from the Council. She said the committees should be allowed to be creative and come up with cool ideas. She said the County Resource Management Climate Protection Committee she chairs is a think tank and the seeds for PCE came out of that committee as did the seeds for the new Flood and Sea Level Rise Resiliency District. She said it is because people are allowed to think and just put it out there. She said it is a lot to ask people to volunteer and show up and follow an agenda. She said there has to be something in it for them and they have to feel like they're important and contributing and that they are valued. She said there should be less controlling in that area. She said the Council liaisons should not be required to review and approve agendas.

Councilmember Derwin was supportive of the Events Support Team and the Community Engagement Committee. She said, with regard to Recommendation #6, as stated earlier, the expectations should just be stated in the handbook and do not need to be called out. She said, with regard to Recommendation #7, the number of committee meetings should be completely up to the committees. With regard to Recommendation #8, she was supportive of inviting committee members to be disaster service workers if they want. She was supportive of Recommendation #9, the revised fee schedule. With regard to Recommendation #10, she agreed Cable and Underground could be deleted. She said Nature and Science needs a complete makeover and could be a really fun committee. She said she hopes a way can be found to keep the Public Works Committee.

Vice Mayor Aalfs thanked everyone for the feedback. He said everyone was supportive of Recommendations #1, #2, #4, #5, and #9. He said the intention of Recommendation #3 was not to quash things coming from the committees. He said the intention was communication and making sure that time being spent by volunteers was being spent productively. He said he didn't care at all about controlling committees. He said it would be good to have a communication channel, including budget communication, a little earlier, which was an issue earlier this year that prompted some of this. He said it is not about controlling the committees. He said he has no problem rewriting Recommendation #3 to make it clear that they just want communication. He agreed that Recommendation #6 is already in the handbook. He said they were just trying to say people should read the handbook because sometimes there is lack of participation by committee members. He said Recommendation #7 can be rephrased to provide flexibility for number of committee meetings. He said that was not meant to reduce all committee meetings across the board. He said some meet more than they need to and some meet less than they need to. He said Recommendation #8 can be amended to invite all community members to enroll as disaster service workers and make clear that it is not a requirement. He said, with regard to Recommendation #10, Cable and Underground will be disbanded, an attempt can be made to reboot Nature and Science, and Public Works can be better defined to see what is possible because they are a valuable committee.

Mayor Wengert said she agrees with almost everything Vice Mayor Aalfs said. She said she particularly liked Nona Chiariello's suggestion of a cross-committee coordination on the scenic corridor. She said Recommendation #3 did not come across at all the way they wanted it to. She said it was never intended to be a controlling mechanism, but was intended to align their process with the budget process and the committees. She said Council liaisons serve in an advisory role to the committees. She said there have been a number of current situations where, in her role as liaison, she has been contacted about agendas and she has never said they could not do something. She has said, "You, as the chair, have the option to set those agendas and I or the other liaisons are not going to overrule you." She said even for some difficult ones outside of their normal purview, that liaison role worked and has continued to work. She said the Recommendation can be rewritten to say the liaisons are always there to act in an advisory role to the committee chairs and will provide input if asked. She said it will interesting to see how the Event Support Team and Community Engagement Committee will work, because while they are all well-constructed

ideas, unless people step up and want to do the work, it will be challenging. Mayor Wengert agreed Recommendation #6 is unnecessary. She said Recommendation #7 can be written to state the flexibility is there, not that the committees have to have fewer meetings. She also agreed that committee members would be invited to act as disaster service members and not required to do so. She welcomed any ideas on how to reboot the Nature and Science Committee.

Gary Morgenthaler said it sounds as if the subcommittee is considering a general rewrite of the document, which he thinks is warranted because the community that read it had a different interpretation than was intended. He said part of that revision might be a statement that the intent of the subcommittee is to help the committees themselves to become even higher functioning and that this is a core function of the town, that the volunteer spirit is what has made the community such a desirable place to live, and the Town Council is trying to build upon that and to help it improve. He said it should be stated that the Council's goal and desire is to coordinate with the committee chairmen to empower them such that they're better able to achieve their missions and charters and that the Town Council is better engaged with them toward that end. He said it's about tone and tenor because it comes across as a criticism of these committees and their function and work. He said it is all volunteer and it is not very empowering to be criticizing volunteers who are not being paid for these jobs. He said building upon the success and importance of these committees would be better. Mayor Wengert agreed that could be a good introduction.

Councilmember Hughes said if the subcommittee is going to rewrite this, it would be good to have the draft in the next meeting agenda packet in some form.

Town Manager Dennis said this document was not intended to be a sweeping document about volunteers, but was intended to provide very specific suggestions related to ensuring the committees continue to remain a robust and vital part of Town Government.

Vice Mayor Aalfs and Mayor Wengert will provide the rewritten recommendations for the next Town Council agenda on September 25, 2019.

Mayor Wengert thanked everyone for their participation and input.

Mayor Wengert called for a five-minute break.

(10) **Report by Town Manager** – Update on State/Regional/Local Housing Issues.

Town Manager Dennis presented updates on state, regional, and local housing issues.

Town Attorney Silver said SB-330, the Housing Crisis Act, passed in both houses on Friday and is expected to be signed by the Governor. She said the bill has changed significantly in the last four weeks. She said the bill declares a statewide housing emergency that goes into effect January 1 and will last until January 1, 2025. She said the bill provides for streamlining and encouraging housing developments and includes procedural provisions that apply to all cities, including charter cities. She said two other provisions only apply to an "affected" city and county. She said an affected city and county has been designated by HCD as an urban cluster defined by the U.S. Census Bureau as an urban center of more than 5,000. She said she is still trying to determine if Portola Valley is an affected city. She said the large portion of Portola Valley is considered an urbanized area and there is also a rural area. Town Manager Dennis said some aspects of the bill do not appear to affect Portola Valley and other parts of the bill that are broader and do not use the term "affected cities" will affect Portola Valley. Town Attorney Silver said the Housing Accountability Act has a new section stating that any "ordinance, policy, or standard not in effect when an application is filed cannot be imposed on a new housing development project." She said this would also apply to new impact fees and new processing fees. The bill imposes a five-hearing limit, which includes every advisory committee hearing, Planning Commission, ASCC, continued hearings, etc. Town Attorney Silver said this applies only to project-level hearings and there is an exception to legislative acts attached to a project, such as a zone change, which would not be in the count. In

response to Mayor Wengert's question, Town Attorney Silver said that our CEQA requirements are usually attached. For larger cities that have separate CEQA hearings, those hearings would be in the count.

Town Attorney Silver said there is a specific section of the bill dealing with historic determinations. She said local agencies are now required to determine whether the project site or building is historic at the time the application is deemed complete. She said staff will typically look at applications and then comment to determine if a project is complete, and it needs to be communicated by the staff reviewing the project if there is a historic building involved. In that interim period, the staff member will need to hire a historic consultant, bring it to the Council and ask for some direction so that determination can be made before the application is deemed complete.

Town Attorney Silver said if an applicant files a vesting tentative map, all of the development regulations are locked in that are in effect when the application is filed. She said the new legislation creates a vesting application for all entitlements. Once an application is filed, the laws are locked in and the Town can't change any of those laws. She said that is a real game changer in development projects because the applicant has historically always been on notice that the cities can change their laws until the application is approved, which sometimes takes a couple of years. She said this only applies to housing development projects. She said they are calling it a preliminary application which is essentially the same as a vested tentative map. She said the definition of a housing project is the same as under the Housing Accountability Act. She said one definition is a project for residential developments (plural). She said a single-family home is not subject to this legislation but she questions whether a single-family home with an ADU would be subject. She said the second definition is mixed use projects that involve two-thirds of the square footage dedicated to housing. She said there won't likely be many of those in Portola Valley. The third definition is support of housing and transitional housing. Town Attorney Silver said those regulations apply to all cities.

Town Attorney Silver said the regulations that apply to affected cities include that no moratoriums or building caps can be enacted until 2025, either City Council or voter initiated. There will be no down-zonings. The baseline for the down-zonings is retroactive to January 1, 2018. She said any rent-controlled units or deed-restricted units or any rental units that had low-income households within the past five years cannot be demolished by a housing development project unless there are some protections put in place.

Town Manager Dennis said SB-13 says that if a garage or carport is demolished, it does not need to be replaced with off-street parking. Applications for ADUs under 750 square feet must be acted on in 60 days.

Town Manager Dennis said AB-68 and AB-69 forbid imposing standards on ADUS that include requirements on lot coverage or minimum lot size. A maximum ADU size cannot be set that does not allow an ADU of at least 800 square feet. AB-1483 amped up how much data the State requires from the Town. AB-670 prohibits HOAs from creating covenants to stop ADU production. It's not clear if that is for all existing covenants or future covenants.

Town Manager Dennis briefly reviewed other legislation and housing news. He said staff is continuing to analyze the new bills to understand their potential impact.

Town Manager Dennis said the Ad Hoc Housing on Town-Owned Property Committee met and discussed the three remaining properties on their to-do list: Ford Field, Town Center, and Los Trancos Road. Ford Field was not found suitable for housing. There was concern about the massing in the drawing Carter Warr prepared for the Town Center site and it will be revised and revisited. There was a key missing document related to the property across the street from Blue Oaks.

Town Manager Dennis said the RHNA process is beginning. He said the City of San Mateo has indicated they will not be voting for the creation of a sub-region. They have made it clear publicly and privately that

they will not take anyone's units. He said they anticipate there will be a 25- to 30-percent increase in the number of units that need to be planned for in the next cycle.

Town Manager Dennis said the Priory is moving forward with their six-unit housing project. He said there was a conversation on the Forum about the Ad-Hoc Housing committee meeting. He said they've received emails from citizens who have been appreciative of the initial information. A few residents today told him they simply did not understand how complicated this was and appreciated there was a lot more nuance than what was being said on the Forum.

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

Councilmember Richards – Attended Emergency Preparedness meeting but there was no quorum. Attended the Conservation Committee meeting last month where they discussed the road remnant.

Councilmember Hughes – Attended two ASCC meetings, where they discussed screening plantings at the tennis courts at Town Center; a water feature at the Priory; setting up a meeting between ASCC, Planning Commissioners, and Building Inspectors to make sure communication is flowing; and reviewed and approved the Priory staff housing. Attended Trails Committee meeting where they spoke with applicants for the open spot on the committee; heard an update on the Shady Trail fire mitigations from Public Works Director Young; update on Coal Mine Ridge Nature Preserve system and how it connects to Blue Oaks and the new map; and committee size. He attended Bicycle, Pedestrian, & Traffic Safety Committee Meeting where they discussed a resident request to incorporate signage educating people about the 3 feet allowed for cyclists; the Sheriff's Office report about erroneously underreporting citations written; preparations for Zots to Tots; fire preparedness; and new subcommittee to design the scope of work for the next phase of the traffic report.

Councilmember Derwin – Attended Resource Management Climate Protection Committee meeting where they discussed the HomeIntel Residential Energy Efficient Program; OHM Connect; Reach Code update; and San Mateo County Plain Ground Water Sub-Basin Elevation Monitoring. Attended C/CAG Finance Meeting with Mayor Wengert. Councilmember Derwin recognized Town Clerk Sharon Hanlon for the incredible job she did for the Council of Cities event. Attended the Ad Hoc Housing on Town-Owned Property with Mayor Wengert. Attended Flood and Sea Level Rise Resiliency District Meeting where there was a presentation on Resilient by Design Financing; an update on the Flood Control District; and a possible resource bond.

Vice Mayor Aalfs – Attended Planning Commission meeting where they heard the Priory annual review and a resolution to modify the sign ordinance. Attended an Ad Hoc Wildfire subcommittee meeting. He and Town Manager Dennis met with Todd Scheuer, the new president of the Alpine Little League to discuss Ford Field. Mr. Scheuer wants to pursue fund raising to build a bathroom to tie into sewers there.

Mayor Wengert – Attended the BPAC Grant Applications tour. Attended C/CAG Finance Committee meeting where they discussed the reporting and comparing the returns between LAIF and the County Funds and mortgage-backed securities. Attended Santa Clara/Santa Cruz Roundtable meeting in San Jose where they discussed putting together a regional committee with meetings based at the airport. Attended the Housing on Town-Owned Property meeting. She attended Coffee with the Mayor. Attended Park & Rec where they discussed the Town Picnic.

(12) **TOWN MANAGER REPORT**

Town Manager Dennis reported that the Coffee with the Mayor held at Roberts was well attended. Town Manager Dennis attended a meeting today held by CalPERS to learn more about their OPED trust fund program and the pension prefund program. They will bring the information to the Finance Committee in the coming weeks. Town Manager Dennis chaired his first meeting as the head of the Operations Committee for the JPA for the Library this week. Will attend Firewise Committee meeting at the Ranch tomorrow.

WRITTEN COMMUNICATIONS

- (13) **Town Council Digest** – August 15, 2019
None.
- (14) **Town Council Digest** – August 22, 2019
None.
- (15) **Town Council Digest** – August 29, 2109
None.
- (16) **Town Council Digest** – September 5, 2019
None.

ADJOURN TO CLOSED SESSION [10:48 p.m.]

- (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: 11:15 pm

Mayor Wengert adjourned the meeting.

Mayor

Town Clerk

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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

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	21448	09/25/2019	
A Robert Half Company	Week-ended 9/6/19		09/25/2019	
P.O. BOX 743295	0884		09/25/2019	0.00
LOS ANGELES	BOA	54220	09/25/2019	0.00
CA 90074-3295	54270332			1,092.00

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

Check No.	54220	Total:	1,092.00
Total for	ACCOUNTEMPS		1,092.00

ALLIANT INSURANCE SERVICES, INC.	PV Town Picnic-Event Insurance	21456	09/25/2019	
SPECIAL EVENTS	0685	00006651	09/25/2019	0.00
NEWPORT BEACH	BOA	54221	09/25/2019	0.00
CA 92660	1171605			631.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	631.00	631.00

Check No.	54221	Total:	631.00
Total for	ALLIANT INSURANCE SERVICES,		631.00

ALMANAC	Legal Advertising, August	21427	09/25/2019	
450 CAMBRIDGE AVE	0048		09/25/2019	0.00
PALO ALTO	BOA	54222	09/25/2019	0.00
CA 94306	65274			264.00

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

Check No.	54222	Total:	264.00
Total for	ALMANAC		264.00

ARC DOCUMENT SOLUTIONS, LLC	Plan Copies, 14 Hawkview	21428	09/25/2019	
9740 RESEARCH DRIVE	0112		09/25/2019	0.00
IRVINE	BOA	54223	09/25/2019	0.00
CA 92618-4327	2193040			124.12

GL Number	Description	Invoice Amount	Amount Relieved
05-20-3154	Miscellaneous Receipts	124.12	0.00

Check No.	54223	Total:	124.12
Total for	ARC DOCUMENT SOLUTIONS, LLC		124.12

ARMSTRONG INSTALLATION	Refund Deposit, 12 Valley Oak	21429	09/25/2019	
4575 SAN PABLO AVE	0958		09/25/2019	0.00
EMERYVILLE	BOA	54224	09/25/2019	0.00
CA 94609				1,000.00

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State/Province Zip/Postal	Invoice Number			Check Amount

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

Check No.	54224	Total:	1,000.00
<u>Total for</u>	<u>ARMSTRONG INSTALLATION</u>		<u>1,000.00</u>

AT&T	August Statements (3)	21430	09/25/2019	
			09/25/2019	
P.O. BOX 9011	441		09/25/2019	0.00
CAROL STREAM	BOA	54225	09/25/2019	0.00
IL 60197-9011				272.55

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	272.55	0.00

Check No.	54225	Total:	272.55
<u>Total for</u>	<u>AT&T</u>		<u>272.55</u>

BANK OF AMERICA	August Statement	21451	09/25/2019	
Bank Card Center			09/25/2019	
P.O. BOX 53155	0022		09/25/2019	0.00
PHOENIX	BOA	54226	09/25/2019	0.00
AZ 85072-3155				1,917.36

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	400.00	0.00
05-52-4158	Parks & Recreation Committee	480.06	0.00
05-64-4308	Office Supplies	74.25	0.00
05-64-4311	Software & Licensing	346.96	0.00
05-64-4320	Advertising	417.20	0.00
05-64-4336	Miscellaneous	198.89	0.00

Check No.	54226	Total:	1,917.36
<u>Total for</u>	<u>BANK OF AMERICA</u>		<u>1,917.36</u>

BARTLETT TREE EXPERTS	ROW Tree Removal	21467	09/25/2019	
			09/25/2019	
PO BOX 3067	0912		09/25/2019	0.00
STAMFORD	BOA	54227	09/25/2019	0.00
CT 06905-0067	38523054-0			2,185.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	2,185.00	0.00

Check No.	54227	Total:	2,185.00
<u>Total for</u>	<u>BARTLETT TREE EXPERTS</u>		<u>2,185.00</u>

SHANNON BASCH	Deposit Refund, Event 8/10/19	21431	09/25/2019	
			09/25/2019	
171 CORTE MADERA RD	0916		09/25/2019	0.00
PORTOLA VALLEY	BOA	54228	09/25/2019	0.00
CA 94028				500.00

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

05-00-2562	Field Deposits	500.00	0.00	
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Check No.	54228	Total:	500.00
Total for	SHANNON BASCH		500.00

BEST BEVERAGE CATERING	Beverages for PV Town Picnic, Event 9/14/19	21450	09/25/2019	
485 VALLEY DRIVE	0520	00006650	09/25/2019	0.00
BRISBANE	BOA	54229	09/25/2019	0.00
CA 94005				837.45

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	837.45	1,000.00

Check No.	54229	Total:	837.45
Total for	BEST BEVERAGE CATERING		837.45

BSN SPORTS	TC Softball Field Pole Set	21466	09/25/2019	
P.O. BOX 660176	0999		09/25/2019	0.00
DALLAS	BOA	54230	09/25/2019	0.00
TX 75266-0176	905947304			235.97

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	235.97	0.00

Check No.	54230	Total:	235.97
Total for	BSN SPORTS		235.97

CALPERS	September Unfunded Liability	21432	09/25/2019	
FISCAL SERVICES DIVISION			09/25/2019	
ATTN: RETIREMENT PROG ACCTG	0107		09/25/2019	0.00
SACRAMENTO	BOA	54231	09/25/2019	0.00
CA 94229-2703				5,977.90

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

Check No.	54231	Total:	5,977.90
Total for	CALPERS		5,977.90

CHARGEPOINT	EV Charging Station Service	21453	09/25/2019	
254 E. HACIENDA AVENUE	0648	00006652	09/25/2019	0.00
CAMPBELL	BOA	54232	09/25/2019	0.00
CA 95008	#IN59816			1,120.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	1,120.00	1,120.00

Check No.	54232	Total:	1,120.00
Total for	CHARGEPOINT		1,120.00

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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

CLEANSTREET	July Litter/Street Clean	21462	09/25/2019	
			09/25/2019	
1937 W. 169TH STREET	0034		09/25/2019	0.00
GARDENA	BOA	54233	09/25/2019	0.00
CA 90247-5254	94909			1,712.27

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	78.44	0.00
20-60-4262	Street Sweeping	704.45	0.00
22-60-4266	Litter Clean Up Program	929.38	0.00

CLEANSTREET	August Litter/Street Clean	21463	09/25/2019	
			09/25/2019	
1937 W. 169TH STREET	0034		09/25/2019	0.00
GARDENA	BOA	54233	09/25/2019	0.00
CA 90247-5254	95181			1,712.27

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	78.44	0.00
20-60-4262	Street Sweeping	704.45	0.00
22-60-4266	Litter Clean Up Program	929.38	0.00

Check No.	54233	Total:	3,424.54
Total for	CLEANSTREET		3,424.54

D. R. JOHNSON & CO.	Deposit Refund, Event 8/17/19	21434	09/25/2019	
			09/25/2019	
PO BOX 966	0959		09/25/2019	0.00
MENLO PARK	BOA	54234	09/25/2019	0.00
CA 94026				100.00

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

Check No.	54234	Total:	100.00
Total for	D. R. JOHNSON & CO.		100.00

DLT SOLUTIONS, LLC	AutoCAD, Annual Subscription	21470	09/25/2019	
		00006639	09/25/2019	
PO BOX 743359	0192		09/25/2019	0.00
ATLANTA	BOA	54235	09/25/2019	0.00
GA 30374-3359	SI448272			1,531.51

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	1,531.51	1,531.51

Check No.	54235	Total:	1,531.51
Total for	DLT SOLUTIONS, LLC		1,531.51

CAROL EBNER	Deposit Refund, Event 8/24/19	21435	09/25/2019	
			09/25/2019	
255 WYNDHAM DRIVE	0960		09/25/2019	0.00
PORTOLA VALLEY	BOA	54236	09/25/2019	0.00
CA 94028				100.00

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

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

Check No.	54236	Total:	100.00
Total for	CAROL EBNER		100.00

GREEN HALO SYSTEMS	Hosting / Access, Sept 2019	21436	09/25/2019	
			09/25/2019	
2431 ZANKER ROAD	0654		09/25/2019	0.00
SAN JOSE	BOA	54237	09/25/2019	0.00
CA 95131	2252			114.00

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

Check No.	54237	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

JENNIFER HAMMER	Refund Deposit, 25 Pomponio	21437	09/25/2019	
			09/25/2019	
25 POMPONIO	0632		09/25/2019	0.00
PORTOLA VALLEY	BOA	54238	09/25/2019	0.00
CA 94028				210.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	210.00	0.00

Check No.	54238	Total:	210.00
Total for	JENNIFER HAMMER		210.00

JORGENSON SIEGEL MCCLURE & FLEGEL	August Statement	21468	09/25/2019	
			09/25/2019	
1100 ALMA STREET	0089		09/25/2019	0.00
MENLO PARK	BOA	54239	09/25/2019	0.00
CA 94025				6,360.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	6,132.50	0.00
96-54-4186	Attorney - Charges to Appls	227.50	0.00

Check No.	54239	Total:	6,360.00
Total for	JORGENSON SIEGEL MCCLURE &		6,360.00

BRITNEY KING	Instructor Fees, Summer 2019 - 2nd Payment	21438	09/25/2019	
			09/25/2019	
4068A 26TH STREET	0380		09/25/2019	0.00
SAN FRANCISCO	BOA	54240	09/25/2019	0.00
CA 94131				4,560.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	4,560.00	0.00

Check No.	54240	Total:	4,560.00
Total for	BRITNEY KING		4,560.00

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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

LYNX TECHNOLOGIES, INC	August GIS / Maintenance	21439	09/25/2019	
			09/25/2019	
1350 41ST AVENUE	0294		09/25/2019	0.00
CAPITOLA	BOA	54241	09/25/2019	0.00
CA 95010	8840			250.00

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

Check No.	54241	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

CATHERINE MAGILL	Refund of Bldg Insp Fees, 531 Wayside	21452	09/25/2019	
			09/25/2019	
1002 SALT COURT	0962		09/25/2019	0.00
REDWOOD CITY	BOA	54242	09/25/2019	0.00
CA 94065				4,405.00

GL Number	Description	Invoice Amount	Amount Relieved
05-14-3063	Inspection Fee	4,405.00	0.00

Check No.	54242	Total:	4,405.00
Total for	CATHERINE MAGILL		4,405.00

MANDELL MUNICIPAL COUNSELING	Road Work Legal Consulting	21440	09/25/2019	
			09/25/2019	
P.O. BOX 481187	0908		09/25/2019	0.00
LOS ANGELES	BOA	54243	09/25/2019	0.00
CA 90048				116.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	116.00	0.00

Check No.	54243	Total:	116.00
Total for	MANDELL MUNICIPAL COUNSELIN		116.00

MAZE & ASSOCIATES	Audit Services, FYE 6/30/19	21471	09/25/2019	
			09/25/2019	
3478 BUSKIRK AVENUE	879		09/25/2019	0.00
PLEASANT HILL	BOA	54244	09/25/2019	0.00
CA 94523	33287			9,804.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	9,804.00	0.00

Check No.	54244	Total:	9,804.00
Total for	MAZE & ASSOCIATES		9,804.00

JON MYERS	Reimbursement, Annual Zots to Tots Race (T-Shirts/Bibs)	21469	09/25/2019	
			09/25/2019	
4540 ALPINE ROAD	900		09/25/2019	0.00
PORTOLA VALLEY	BOA	54245	09/25/2019	0.00
CA 94028				1,708.62

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

05-52-4158	Parks & Recreation Committee	1,708.62	0.00	
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Check No.	54245	Total:	1,708.62
Total for	JON MYERS		1,708.62

OLIVIA NOTTENBOHM	Deposit Refund, Event 8/18/19	21441	09/25/2019	
			09/25/2019	
415 CONIL WAY	0961		09/25/2019	0.00
PORTOLA VALLEY	BOA	54246	09/25/2019	0.00
CA 94028				100.00

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

Check No.	54246	Total:	100.00
Total for	OLIVIA NOTTENBOHM		100.00

NOLTE ASSOCIATES, INC. NV5	July Applicant Charges -	21472	09/25/2019	
	Alpine Sewer Proj, West Bay		09/25/2019	
P.O. BOX 74008680	0104		09/25/2019	0.00
CHICAGO	BOA	54247	09/25/2019	0.00
IL 89193-3243	134864			4,223.06

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	4,223.06	0.00

NOLTE ASSOCIATES, INC. NV5	June Applicant Charges -	21473	09/25/2019	
	Alpine Sewer Proj, West Bay		09/25/2019	
P.O. BOX 74008680	0104		09/25/2019	0.00
CHICAGO	BOA	54247	09/25/2019	0.00
IL 89193-3243	132023			10,606.12

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	10,606.12	0.00

Check No.	54247	Total:	14,829.18
Total for	NOLTE ASSOCIATES, INC. NV5		14,829.18

OCCUSCREEN, LLC	Comprehensive Screening	21442	09/25/2019	
			09/25/2019	
805 BROADWAY ST, STE 215	0810		09/25/2019	0.00
VANCOUVER	BOA	54248	09/25/2019	0.00
WA 98660	140299			65.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	65.00	0.00

Check No.	54248	Total:	65.00
Total for	OCCUSCREEN, LLC		65.00

PG&E	August Statements	21443	09/25/2019	
			09/25/2019	
BOX 997300	0109		09/25/2019	0.00
SACRAMENTO	BOA	54249	09/25/2019	0.00
CA 95899-7300				697.37

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State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	697.37	0.00
		Check No. 54249	Total: 697.37
		Total for PG&E	697.37

PORTOLA VALLEY HARDWARE August Statement 21457 09/25/2019

112 PORTOLA VALLEY ROAD 0114 09/25/2019 0.00

PORTOLA VALLEY BOA 54250 09/25/2019 0.00

CA 94028 190.75

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	27.30	0.00
05-60-4267	Tools & Equipment	125.23	0.00
05-66-4340	Building Maint Equip & Supp	10.91	0.00
20-60-4270	Trail Surface Rehabilitation	27.31	0.00
		Check No. 54250	Total: 190.75
		Total for PORTOLA VALLEY HARDWARE	190.75

ROBERTS MARKET Lunch for Staff Development 21444 09/25/2019

Day 8/12/19 09/25/2019

3015 WOODSIDE ROAD 1236 09/25/2019 0.00

WOODSIDE BOA 54251 09/25/2019 0.00

CA 94062 70826340 155.41

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	155.41	0.00
		Check No. 54251	Total: 155.41
		Total for ROBERTS MARKET	155.41

RON RAMIES AUTOMOTIVE, INC. Tires, '91 Ford F150 Pick-up 21464 09/25/2019

00006643 09/25/2019

115 PORTOLA ROAD 422 09/25/2019 0.00

PORTOLA VALLEY BOA 54252 09/25/2019 0.00

CA 94028 62835 754.55

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	754.55	754.55
		Check No. 54252	Total: 754.55
		Total for RON RAMIES AUTOMOTIVE, INC.	754.55

SAN MATEO LAWNMOWER Mower Replacement Battery 21465 09/25/2019

760 S. AMPHLETT BLVD 0412 09/25/2019 0.00

SAN MATEO BOA 54253 09/25/2019 0.00

CA 94402 195249 152.15

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	152.15	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09-25-2019

Date: 09/18/2019

Time: 4:29 pm

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TOWN OF PORTOLA VALLEY

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

Check No.	54253	Total:	152.15
Total for	SAN MATEO LAWNMOWER		152.15

SHARP BUSINESS SYSTEMS	August Copies	21446	09/25/2019	
			09/25/2019	
DEPT. LA 21510	0199		09/25/2019	0.00
PASADENA	BOA	54254	09/25/2019	0.00
CA 91185-1510	9002209663			344.89
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	344.89	0.00	

Check No.	54254	Total:	344.89
Total for	SHARP BUSINESS SYSTEMS		344.89

SMALL BUSINESS BENEFIT PLAN TR	October Dental / Vision	21445	09/25/2019	
			09/25/2019	
	0132		09/25/2019	0.00
BELMONT	BOA	54255	09/25/2019	0.00
CA 94002-0156	October 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.	54255	Total:	2,311.00
Total for	SMALL BUSINESS BENEFIT PLAN		2,311.00

SMITH'S GOPHER TRAPPING SVC	Ford Field Pest Trapping, Aug	21458	09/25/2019	
			09/25/2019	
1931 OTOOLE WAY	0824		09/25/2019	0.00
SAN JOSE	BOA	54256	09/25/2019	0.00
CA 95131	41317			162.50
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	162.50	0.00	

SMITH'S GOPHER TRAPPING SVC	Rossotti Field Pest Trapping	21459	09/25/2019	
	August 2019		09/25/2019	
1931 OTOOLE WAY	0824		09/25/2019	0.00
SAN JOSE	BOA	54256	09/25/2019	0.00
CA 95131	41318			167.50
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	167.50	0.00	

SMITH'S GOPHER TRAPPING SVC	Triangle Park Pest Trapping	21460	09/25/2019	
	August 2019		09/25/2019	
1931 OTOOLE WAY	0824		09/25/2019	0.00
SAN JOSE	BOA	54256	09/25/2019	0.00
CA 95131	41319			162.50
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	162.50	0.00	

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

09-25-2019

Date: 09/18/2019

Time: 4:29 pm

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TOWN OF PORTOLA VALLEY

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

SMITH'S GOPHER TRAPPING SVC	TC Pest Trapping, Aug '19	21461	09/25/2019	
			09/25/2019	
1931 OTOOLE WAY	0824		09/25/2019	0.00
SAN JOSE	BOA	54256	09/25/2019	0.00
CA 95131	41320			482.50

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

Check No.	54256	Total:	975.00
Total for	SMITH'S GOPHER TRAPPING SVC		975.00

STAPLES CREDIT PLAN	August Statement	21447	09/25/2019	
			09/25/2019	
DEPT. 51- 7820662814	430		09/25/2019	0.00
PHOENIX	BOA	54257	09/25/2019	0.00
AZ 85062-8004				960.44

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	960.44	0.00

Check No.	54257	Total:	960.44
Total for	STAPLES CREDIT PLAN		960.44

STUART RENTAL COMPANY	Equipment Rentals, PV Town	21454	09/25/2019	
	Picnic	00006648	09/25/2019	
454 S. ABBOTT AVE	0205		09/25/2019	0.00
MILPITAS	BOA	54258	09/25/2019	0.00
CA 95035	186456			8,051.75

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	8,051.75	7,952.00

Check No.	54258	Total:	8,051.75
Total for	STUART RENTAL COMPANY		8,051.75

JOHN THOMPSON	Refund of Bldg Insp Fees,	21455	09/25/2019	
	20 Sandstone		09/25/2019	
20 SANDSTONE	0963		09/25/2019	0.00
PORTOLA VALLEY	BOA	54259	09/25/2019	0.00
CA 94028				220.00

GL Number	Description	Invoice Amount	Amount Relieved
05-14-3063	Inspection Fee	220.00	0.00

Check No.	54259	Total:	220.00
Total for	JOHN THOMPSON		220.00

Total Invoices:	45	Grand Total:	78,648.51
		Less Credit Memos:	0.00
		Net Total:	78,648.51
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	78,648.51

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
September 25, 2019

Claims totaling \$78,648.51 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

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

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: September 25, 2019

RE: Support for California Clean Air Day

RECOMMENDATION

Staff recommends that the Town Council adopt a resolution in support of California Clean Air Day.

BACKGROUND

The Coalition for Clean Air is California non-profit that “protects public health, improves air quality, and prevents climate change”. Its Board is made up of a variety of business leaders, former elect officials, environmental organizations and others. The Coalition supports a number of climate change and clean energy endeavors, local “clean air” initiatives”, and public education programming.

DISCUSSION

Among the activities the Coalition sponsors is the annual “California Clean Air Day”, who’s sponsors include health care, transit, transportation, energy and affiliated sectors. Town staff was contacted by a representative of the “California Clean Air Day” efforts (scheduled for October 2nd) to inquire to the Town’s desire to signal support.

Staff has drafted a resolution of support for “California Clean Air Day” (Attachment 1). Support for the “Day’ aligns with the Town’s consistent support for sustainable/environmental endeavors to reduce greenhouse gas emissions and safeguard the natural environment.

FISCAL IMPACT

None.

ATTACHMENT

1. Draft Resolution, California Clean Air Day

Approved by: Jeremy Dennis, Town Manager

RESOLUTION NO. _____-2019

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
IN SUPPORT OF CALIFORNIA CLEAN AIR DAY**

WHEREAS, air pollution contributes to higher rates of cancer and heart and lung diseases, which adversely affect health; and

WHEREAS, California has some of the most polluted regions in the United States;; and

WHEREAS, it is vital that we protect the health and well-being of our residents, visitors, and workforce; and

WHEREAS, emissions from vehicles, industry, and even household sources significantly affects the natural environment, air quality and well-being of residents, employees, and visitors of the Town of Portola Valley; and

WHEREAS, individual actions such as not idling vehicles, walking or biking to work and school, carpooling, and conserving energy can directly improve air quality in our region; and

WHEREAS, everyone can play a role; and

WHEREAS, education about air quality can raise community awareness, encourage our community to develop better habits, and improve our community health; and

WHEREAS, Californians will be joining together across the state to clear the air on October 3, 2018; and

WHEREAS, the Town of Portola Valley is committed to the health of our residents, workforce, visitors, and community at large

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Portola Valley that October 2, 2019 be declared "Clean Air Day" in the City, and we encourage all residents, businesses, employees, and community members to participate in Clean Air Day and help clear the air for all Californians

Passed and adopted by the Town Council of the Town of Portola Valley, California, at a meeting thereof held on the 25th day of September, 2019, by the following vote of the members thereof:

Mayor

ATTEST:

Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: September 25, 2019

RE: Acceptance of the FY 2018-19 Street Resurfacing Project – Surface Seals #2019-PW01

RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution accepting as completed the Town of Portola Valley FY 2018-19 Street Resurfacing Project – Surface Seals #2019-PW01, authorizing final payment concerning such work, and directing the Town Clerk to file a Notice of Completion.

BACKGROUND

At its April 24, 2019 meeting, the Town Council approved the FY 2018-19 Street Resurfacing plans and called for sealed bids for the project. Graham Contractors, Inc. was awarded the contract for the project. The Council authorized the Town Manager to award the project to the lowest responsible bidder. The entire or sections of streets resurfaced per plans included: Acorn Road, Alamos Road, Alhambra Court, Arastradero Road, Creek Park Drive, Golden Hills Drive, Golden Oak Drive, Goya Road, Grove Court, Groveland Street, Los Trancos Road, Mapache Drive, Meadowood Drive, Naranja Way, Pine Ridge Way, Portola Green Circle, and Willowbrook Drive.

DISCUSSION

The project was substantially completed by July 31, 2019 within the allocated budget. The fiscal year 2018/2019 adopted budget allocated \$605,590 of this capital improvement project for the construction and soft costs such as design, testing, and inspection. This figure also includes SB1 funding. The estimated cost of the construction was \$501,010. The approximate total amount spent on this construction contract was \$465,729.65. The contract requires Graham Contractors, Inc. to warranty all improvements per contract documents.

The contractor and staff have performed a final inspection of the improvements. Staff recommends to the Town Council acceptance of the improvements as complete.

FISCAL IMPACT

This action will enable final payment of retention funds to the Contractor. Retention funds were included in the FY 2019-20 fiscal year budget.

ATTACHMENT

1. Resolution
2. Notice of Completion

Approved by: Jeremy Dennis, Town Manager

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

RESOLUTION NO. _____-2019

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY TO ACCEPT THE COMPLETED TOWN OF PORTOLA VALLEY 2018/2019 STREET RESURFACING PROJECT – SURFACE SEALS #2019-PW01 AND AUTHORIZING FINAL PAYMENT TO GRAHAM CONTRACTORS, INC. CONCERNING SUCH WORK, AND DIRECTING THE TOWN CLERK TO FILE A NOTICE OF COMPLETION

WHEREAS, the Public Works Director of the Town of Portola Valley has, in writing, made and filed in the Office of Town Clerk his notice certifying that the work under the contract 2018/2019 Street Surfacing Project – Surface Seals #2019-PW01 has been completed in conformance with the Plans and Specifications for said project, and has recommended that said work be accepted as complete and satisfactory,

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

1. The above-described work as mentioned in the Notice of Completion of the Public Works Director is hereby accepted as substantially complete, and the appropriate officer of the Town is authorized to make final payment concerning the above-described work.

2. The Town Clerk is hereby authorized and directed to file with the County Recorder of the County of San Mateo, the Notice of Completion of said project within ten (10) days from the date of this resolution.

PASSED AND ADOPTED this 25th day of September, 2019.

Mayor

ATTEST:

Town Clerk

This Document is Recorded
For the Benefit of the
Town of Portola Valley
And is Exempt from Fee
Per Government Code
Sections 6103 and 27383

When Recorded, Mail to:

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

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that Graham Contractors, Inc., on June 13, 2019, did enter into a contract for the 2018/2019 Street Resurfacing Project-Surface Seals #2019-PW01 situated in San Mateo County, within the Town of Portola Valley. Said improvements were completed in accordance with the Plans and Specifications adopted by the Town Council and upon the terms and conditions set forth and identified by the written contract.

On the 13th day of August 2019, the work provided to be done under contract was fully completed in accordance with the terms of the contract.

NOTICE IS FURTHER GIVEN that the public board for whom the above-described work was done is the Town Council of the Town of Portola Valley, a municipal corporation of the State of California, and that the name and address of the political subdivision for which the above-described work was done is in the Town of Portola Valley, State of California, Town Hall, 765 Portola Road, Portola Valley, California 94028.

NOTICE IS FURTHER GIVEN that the name of the contractor by whom the above-described work was done is as follows:

CONTRACTOR: Graham Contractors, Inc.

Howard Young
Public Works Director
Town of Portola Valley

DATE: _____

I hereby certify the foregoing to be a full, true and correct copy of a resolution adopted by the Council of the Town of Portola Valley, California, at a meeting thereon held on the 25th day of September 2019, by the following vote of the members thereof:

AYES, and in favor thereof, Council members:

NOES, Council members:

ABSENT, Council members:

Town Clerk of the
Town of Portola Valley
(SEAL)

APPROVED:

Mayor



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: September 25, 2019

RE: Review and Adoption of a Resolution Designating Woodside Fire Protection District as an Authorized Designee to Administer the Disaster Service Worker Volunteer Program

RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution that designates the Woodside Fire Protection District an authorized designee to administer the Disaster Service Worker Program.

BACKGROUND

The State Legislature created the California Disaster Service Worker Volunteer Program to provide worker's compensation benefits in the event a Disaster Service Worker (DSW) volunteer is injured while performing authorized disaster service duties. The Program also provides limited liability protection. A Disaster Service Worker Volunteer is any person registered with an Accredited Disaster Council or the California Emergency Management Agency, or a state agency granted authority to register disaster service worker volunteers, for the purpose of engaging in disaster service pursuant to the California Emergency Services Act without pay or other consideration. The Town of Portola Valley has been an Accredited Disaster Council since 1985 and updated its Emergency Organization and Protection Ordinance in 2017 for continued compliance per the California Office of Emergency Services. The Town's Emergency Ordinance (Attachment 2) provides that "The Town Manager, Town Clerk, Assistant Director of Emergency Services, Emergency Preparedness Committee Chair or others as designated by the Town Manager shall also be the authorized to register DSW volunteers, review and approve DSW volunteer training activities and administer DSW volunteer programs as necessary when the Disaster Council is not in session."

DISCUSSION

To allow for greater flexibility and effectiveness, staff recommends that the Town Council adopt the attached resolution designating the Woodside Fire Protection District (WFPD) as the administrator of the Town's DSW Volunteer Program. The key responsibilities in managing a DSW Volunteer Program include registration, supervision,

training, and activation. Recently, the Citizens Emergency Response and Preparedness Program (CERPP) has undergone a significant restructuring to improve the effectiveness of its efforts. Under its new structure, two programs will now train residents:

- The WPV-Ready Program which focuses on emergency preparedness at the individual and neighborhood level, and
- The WPV-CERT Program, which supports the Federal Emergency Management Agency (FEMA) based Community Emergency Response Team (CERT) training for effective response in a declared emergency.

WPV-CERT training will use the FEMA-based CERT curriculum to build an effective response team that covers the entire Fire District (including Woodside, Portola Valley, Emerald Hills, Ladera, Los Trancos, Skyline, and Vista Verde). CERT Training is the appropriate time to register and train DSW volunteers. CERT Training managed by the Fire District is also the appropriate time to establish policies and procedures for supervision and activation of DSW Volunteers.

By designating WFPD as a designee to administer the program, the Town does not lose its ability to register DSW volunteers; WFPD is merely added as an additional, authorized designee.

The Town of Woodside is also reviewing for adoption a similar resolution.

FISCAL IMPACT

None.

ATTACHMENT

1. Resolution
2. Emergency Organization and Protection Ordinance
3. Resolution No. 2715-2017 Workers' Compensation Benefits for Registered Disaster Service Worker Volunteers

Approved by: Jeremy Dennis, Town Manager

RESOLUTION NO. _____-2019

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY DESIGNATING THE WOODSIDE FIRE PROTECTION DISTRICT AS THE AUTHORIZED DESIGNEE TO ADMINISTER THE DISASTER SERVICE WORKER PROGRAM

WHEREAS, the State of California Disaster Service Worker Volunteer Program was created to provide worker’s compensation benefits in the event a Disaster Service Worker volunteer is injured while performing authorized disaster service duties; and

WHEREAS, California law requires individuals to register with an Accredited Disaster Council, the Governor’s Office of Emergency Services, or an authorized state agency in order to become a Disaster Service Worker volunteer; and

WHEREAS, the Town has been an Accredited Disaster Council since 1985; and

WHEREAS, the Town’s Emergency Ordinance (Attachment 2) provides that “The Town Manager, Town Clerk, Assistant Director of Emergency Services, Emergency Preparedness Committee Chair or others as designated by the Town Manager shall also be the authorized to register DSW volunteers, review and approve DSW volunteer training activities and administer DSW volunteer programs as necessary when the Disaster Council is not in session.”; and

WHEREAS, the Woodside Fire Protection District is within the Town’s jurisdiction and offers Community Emergency Response Team (CERT) training.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Portola Valley, California, that the Woodside Fire Protection District is hereby the authorized designee to administer the Disaster Service Worker Program on behalf of the Town of Portola Valley.

Passed and adopted by the Town Council of the Town of Portola Valley, California, at a meeting thereof held on the 25th of September, 2019, by the following vote of the members thereof:

REGULARLY PASSED AND ADOPTED this 25th day of September, 2019.

Mayor

ATTEST:

Town Clerk

ORDINANCE NO. 2017 – 416

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY AMENDING CHAPTER 2.24 [EMERGENCY
ORGANIZATION AND PROTECTION] OF TITLE 2
[ADMINISTRATION AND PERSONNEL] OF THE
PORTOLA VALLEY MUNICIPAL CODE**

WHEREAS, the Town Council of the Town of Portola Valley last updated Chapter 2.24 [Emergency Organization and Protection] on September 19, 2014, to ensure compliance with the California's Office of Emergency Services (Cal OES) model ordinance, the California Emergency Services Act, and a statement related to the inclusion of people with disabilities and others with access and functional needs per the American Disabilities Act; and

WHEREAS, the Town Council desires to amend Chapter 2.24 to bring it into compliance with best and current practices; and

WHEREAS, the amendments include modifications to the duties of the Disaster Council and the Director of Emergency Services; the addition of specific job titles to register Disaster Service Worker volunteers and approve training activities when the Disaster Council is not in session, the addition of new members to the Disaster Council for planning and coordination, and updates to succession of both the Town Manager/Director of Emergency Services and the Town Council to follow best practices; and

WHEREAS, the Cal OES reviewed and provided comments on the proposed amendments as required for continued compliance and those comments were incorporated into the amendments presented to the Town Council for review and approval; and

WHEREAS, updating Chapter 2.24 [Emergency Organization and Protection] is a necessary step in the advance planning for the Town's emergency response in the event of a disaster.

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

1. AMENDMENT OF CODE. Chapter 2.24 [Emergency Organization and Protection] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby amended in its entirety to read as follows:

Sections:

2.24.010 Purposes
2.24.020 Definitions

- 2.24.030 Inclusion
- 2.24.040 Emergency Services Organization
- 2.24.050 Disaster Council Membership
- 2.24.060 Disaster Council Powers and Duties
- 2.24.070 Emergency Operations Plan
- 2.24.080 Director and Assistant Director of Emergency Services
- 2.24.090 Powers and Duties of the Director and Assistant Director of Emergency Services
- 2.24.100 Preservation of Local Government during an Emergency—Succession
- 2.24.110 Violations—Penalty
- 2.24.120 Expenditures

2.24.010 Purposes

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons, property and environment within the Town in the event of an emergency, the direction of the emergency organization, and the coordination of the emergency functions with all other public agencies, corporations, organizations and affected private persons.

2.24.020 Definitions

A. "Disaster Council" is a public agency established by ordinance that is empowered to register and direct the activities of disaster service workers within the area of the county, or any part thereof. In this respect, the disaster council is acting as an instrument of the state in aid of carrying out general state government functions and policy with regard to disaster services. Counties, cities and counties and cities may create disaster councils by ordinance. A disaster council shall assist in developing and/or reviewing plans for meeting any condition constituting a local emergency, state of emergency or state of war emergency. Those plans shall provide for the effective mobilization of all of the resources within the political subdivision, both public and private. The disaster council shall supply a copy of any plans developed pursuant to this section to the California Office of Emergency Services (Cal OES).

B. "Emergency" as used in this chapter, means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons, property and environment within or affecting the Town caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the Governor's warning of an earthquake or volcanic prediction, or other conditions including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities, requiring the combined forces of other political subdivisions to combat.

C. "Emergency services" mean the preparation and carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to

prevent, minimize, and repair injury and damage resulting from disaster. It shall not include preparation for any conditions relating to a labor controversy.

D. "Local emergency" means the duly proclaimed, actual or threatened, existence of conditions of disaster or of extreme peril to the safety of persons, property and environment, within or affecting the territorial limits of the Town, caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the Governor's warning of an earthquake or volcanic prediction, or other conditions including conditions resulting from war or imminent threat of war, which are, or are likely to be, beyond the control of Town services, personnel, equipment and facilities and requiring the combined forces of other public agencies to combat. "Local emergency" does not include, nor does any provision of this chapter apply to, any conditions resulting from a labor controversy.

E. "State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons, property, and environment within or affecting the State caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the Governor's warning of an earthquake or volcanic prediction, or other conditions, which conditions, by reason of their magnitude, are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat. "State of emergency" does not include, nor does any provision of this chapter apply to, any conditions resulting from a labor controversy or conditions causing a "state of war emergency."

F. "State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or Nation is attacked by an enemy of the United States or upon receipt by a state of a warning from the Federal government indicating that such an enemy attack is probable or imminent.

2.24.030 Inclusion

In accordance with Title II of the Americans with Disabilities Act (ADA), an integrated approach to emergency planning shall be taken to provide people with disabilities and others with access and functional needs the same opportunities to benefit from emergency programs, information, facilities, services and activities as people without disabilities.

2.24.040 Emergency Services Organization

All officers and employees, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.24.090(E)(3) of this chapter, be charged with duties incident to

the protection of life, property and environment during such emergency, shall constitute the emergency organization of the Town of Portola Valley.

2.24.050 Disaster Council Membership

The Portola Valley Disaster Council shall consist of the following:

1. The Director of Emergency Services, who is the Town Manager, or the Acting Director if the Director is unavailable, who shall be chair.
2. The Public Works Director who shall be the vice chair.
3. The Planning Director.
4. The Mayor, or as an alternate, the Vice Mayor, who shall be the liaison.
5. The Assistant Director of Emergency Services (as appointed by Town Manager).
6. The Chair of the Emergency Preparedness Committee.
7. Such chiefs of emergency services as are provided for in a current emergency operations plan of this jurisdiction, adopted pursuant to this chapter.
8. Such representatives of volunteer, community based organizations, civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the Director with the advice and consent of the Town Council.

2.24.60 Disaster Council Powers and Duties

- A. It shall be the duty of the members of the Portola Valley Disaster Council, and they are hereby empowered, to engage in emergency response and recovery planning: to review and provide input on emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations, as are necessary to implement such plans and agreements.
- B. The Director of Emergency Services shall advise the Disaster Council with regard to the preparation and maintenance of the plan in whole or in part at times of a local emergency.
- C. The Disaster Council shall comply with the California Emergency Services Act and abide by the California Disaster and Civil Defense Master Mutual Aid Agreement.
- D. The Disaster Council, accredited by the State of California, is empowered to register and direct the activities of disaster service worker (DSW) volunteers within the sphere of influence of the Town including DSW volunteer training and planning to ensure compliance with current DSW regulations and guidelines.
 1. The Town Manager, Town Clerk, Assistant Director of Emergency Services, Emergency Preparedness Committee Chair or others as designated by the Town Manager shall also be the authorized to register DSW volunteers, review and approve DSW volunteer training activities and administer DSW volunteer programs as necessary when the Disaster Council is not in session.
- E. The Disaster Council agrees to follow established rules and regulations relating to the various classes of disaster service workers, scope of duties of each class, and manner of registration pursuant to the provisions of Government Code Section 8585.5.
- F. The Disaster Council shall meet at least once per year upon call of the chair or upon call of the vice chair (in the absence of the chair).

2.24.070 Emergency Operations Plan

- A. The Town of Portola Valley has adopted the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as the preparedness, mitigation, response and recovery framework for the Emergency Operations Plan.
- B. The Director of Emergency Services shall be responsible for the development of the Emergency Operations Plan (EOP), and annexes as identified, which shall provide for the effective mobilization of all of the resources of this jurisdiction, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services and staff of the emergency organization. The plan shall also identify the sources of outside support which that might be provided (through mutual aid and specific statutory authorities) by other jurisdictions, State and Federal agencies, and the private sector.
- C. Such plan shall take effect upon adoption by resolution of the Town Council.
- D. The plan may be activated by any of the following Town representatives:
 - 1. Those listed in 2.24.090(F) under the Director of Emergency Services Order of Succession
 - 2. Any Town Staff member, volunteer or individual with required knowledge, training and authority to do so.

2.24.080 Director and Assistant Director of Emergency Services

- A. There is hereby created the office of Director of Emergency Services. The Town Manager shall be the Director of Emergency Services.
- B. There is hereby created the office of Assistant Director of Emergency Services, who shall be appointed by the Director.

2.24.090 Powers and Duties of the Director and Assistant Director of Emergency Services

- A. The Director of Emergency Services shall, and he/she is hereby empowered to, develop and recommend for adoption by the Town Council emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
- B. The Director of Emergency Services shall develop and maintain strategic emergency planning partnerships with other local agencies.
- C. The Director of Emergency Services is hereby empowered:
 - 1. To request the Town Council to proclaim the existence or threatened existence of a "local emergency" if the governing body is in session, or to issue such proclamation if the Town Council is not in session. Whenever a local emergency is proclaimed by the Director, the Town Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.
 - 2. To request that the Governor through appropriate channels proclaim a state of emergency when, in the opinion of the Director the circumstances are beyond the Town's capacity to adequately respond to or recover from an emergency.

3. To represent or provide representation of the Town in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.
 4. To control and direct the effort of this emergency organization for the accomplishment of the purposes of this chapter.
 5. To direct cooperation between and coordination of services and staff of this emergency organization; and resolve questions of authority and responsibility that may arise between them.
- D. The Assistant Director shall, under the supervision of the Director and with the assistance of Disaster Council representatives, prepare emergency plans and manage the emergency programs of this jurisdiction; and shall have such other powers and duties as may be assigned by the Director.
- E. In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor or the Director of the California Office of Emergency Services, or the existence of a "state of war emergency," the Director is hereby empowered to:
1. Make and issue rules and regulations on matters reasonably related to the protection of life, property and environment as affected by the emergency; provided, however, that the rules and regulations must be confirmed at the earliest practicable time by the Town Council;
 2. Obtain vital supplies, equipment and other properties found lacking and needed for the protection of the life, property and environment of the people, and bind the Town for the fair value thereof and if required immediately, to commandeer the same for public use;
 3. Require emergency services of any Town officer or employee and, in the event of the proclamation of a state of war emergency or a state of emergency by the Governor in the region in which this Town is located, to command the aid of as many members of this community as are deemed necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered disaster service workers;
 4. Requisition necessary personnel or material of any Town department or agency;
 5. Execute all ordinary power as Town Manager, all of the special powers conferred by this chapter or by resolution or emergency plan adopted pursuant hereto, and all powers conferred upon the Director by any statute, agreement approved by the Town Council, or by any other lawful authority.
- F. The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform duties during an emergency. The order of succession shall be:
1. The Public Works Director.
 2. The Planning Director.
 3. The Chair of the Emergency Preparedness Committee.

2.24.100 Preservation of Local Government during an Emergency—

Succession

In order to preserve local government during an emergency, the Town Council shall meet as soon as possible, ascertain the damage incurred as a result of the emergency, and fill vacancies with standby officers of the Council, as prescribed by California Government Code Sections 8635 through 8644. Standby officers of the Council are the former members of the Council, beginning with the immediate past Council members, by seniority, and then to prior years, beginning with the most recent. Questions regarding the availability of Council members shall be decided by the remaining available members of said body.

2.24.110 Violations—Penalty

- A. Any person, firm or corporation violating any of the provisions of this chapter is guilty of a misdemeanor, and each such person, firm, or corporation is guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed, continued or permitted, and upon conviction of any such violation such person, firm, or corporation shall be punishable by a fine of not more than one thousand dollars (\$1,000.00), or by imprisonment for not more than six (6) months, or by both such fine and imprisonment.
- B. No person, firm, or corporation shall, during a period of emergency:
1. Willfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him or her by virtue of this chapter;
 2. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or imperil the lives, property or environment of inhabitants of this Town, or prevent, hinder or delay the defense or protection thereof;
 3. Wear, carry or display, without authority, any means of identification specified by any emergency agency of the State, County or Town.

2.24.120 Expenditures

Any expenditures made in connection with such emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants, property and environment within the Town of Portola Valley.

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

3. ENVIRONMENTAL REVIEW. This ordinance is not a project for the purposes of the California Environmental Quality Act.

4. EFFECTIVE DATE; POSTING. This ordinance shall become effective 30

days after the date of its adoption and shall be posted within the Town in three public places.

INTRODUCED: January 11, 2017

PASSED: January 25, 2017

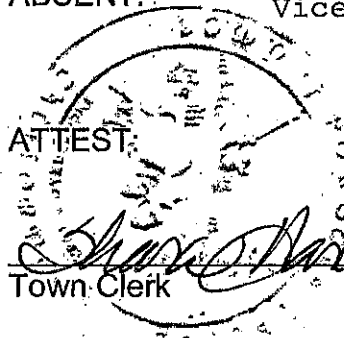
AYES: Councilmember Wengert, Aalfs, Derwin and Mayor Hughes

NOES: None

ABSTENTIONS: None

ABSENT: Vice Mayor Richards

ATTEST:



Sharon Henkle
Town Clerk

By: *[Signature]*
Mayor

APPROVED AS TO FORM:

[Signature]
Town Attorney

I hereby certify that the above is
a true copy
of Ordinance 2017-416
Date 2/7/17

Town Clerk
By *Sharon Henkle*

RESOLUTION NO. 2715-2017

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY RELATIVE TO WORKERS'
COMPENSATION BENEFITS FOR REGISTERED DISASTER
SERVICE WORKER VOLUNTEERS**

WHEREAS, Section 8585.5 of the California Government Code provides that the California Governor's Office of Emergency Services (Cal OES) shall establish by rule and regulation, various classes of disaster service worker volunteers and the scope of the duties of each class. Cal OES shall also adopt rules and regulations prescribing the manner in which disaster service worker (DSW) volunteers of each class are to be registered. All of the rules and regulations shall be designed to facilitate the payment of workers' compensation; and

WHEREAS, Cal OES adopted rules and regulations establishing classes of DSW volunteers, the scope of duties of each class, and the manner of registration; and

WHEREAS, Section 8612 of the California Government Code provides that any disaster council that both agrees to follow the rules and regulations established by Cal OES pursuant to the provisions of Government Code Section 8585.5 and substantially complies with those rules and regulations shall be certified by the office. Upon that certification, and not before, the disaster council becomes an accredited disaster council; and

WHEREAS, the Town of Portola Valley has registered and will hereafter register DSW volunteers; and

WHEREAS, the Town of Portola Valley desires to become an "accredited disaster council" organization in order that injured DSW volunteers registered with it may benefit by the provisions of Chapter 10 of Division 4 of Part 1 of the Labor Code related to worker's compensation and insurance; and

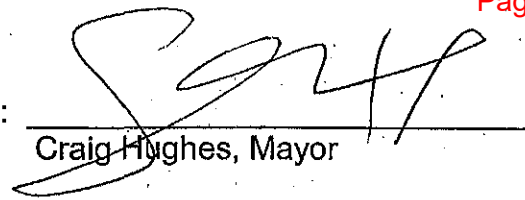
WHEREAS, once adopted, this Resolution will supersede Resolution No. 996-1982 adopted on July 28, 1982.

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

1. To follow the rules and regulations established by Cal OES pursuant to the provisions of Government Code Section 8585.5.
2. The Clerk/Recorder is hereby instructed to send a certified copy hereof to Cal OES.

PASSED AND ADOPTED this 11th day of January, 2017.

By:


Craig Hughes, Mayor

ATTEST:


Sharon Hanton, Town Clerk

I hereby certify that the above is
a true copy
of Resolution 2715-2017
Date 2/7/17

Town Clerk

By 

Mail a certified copy to:

California Governor's Office of Emergency Services
Preparedness Branch
3650 Schriever Avenue
Mather, CA 95655

Form Name: Committee Application
Date & Time: 08/08/2019 4:15 PM
Response #: 79
Submitter ID: 4840

Time to complete: 23 min. , 24 sec.

Survey Details

Page 1

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

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

Trails & Paths

Applicant Information

Full Name Frederick R Leach
Email Address
Street Address
City/Zip Portola Valley
Number of years in 2
Portola Valley
Cell Phone
Home Phone
Other Phone Not answered
Emergency Preparedness Not answered

Preferred Phone Contact Number

Cell

I prefer to receive Town communications via

E-mail (recommended)

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.

I moved to Portola Valley in large part because of the amazing network of trails in town. The network has turned out to be even better than I first realized, and I would love the opportunity to help ensure that it is preserved, improved, and expanded over time. I am an avid trail runner, and over the past couple of years have been able to cover most of the trails (still need to finish the Joan Targ/Herb Dengler/Hayforks loop!) and try to spend at least 7 hours a week trail running. I have some experience performing trail maintenance and have a good base knowledge of the other trail networks that connect to ours and the organizations that oversee them. Lastly, I'm eager to meet other people who are passionate about the trails and continue to build my connection to the town.

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

No

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



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: September 25, 2019

RE: Open Space Maintenance Funding
([Link to attachments page](#))

RECOMMENDATION

Staff recommends that the Town Council provide direction on the potential use of Utility Users Tax Open Space Funds to fund maintenance of open space facilities.

BACKGROUND

At the May 30, 2019 Finance Committee meeting, members were presented with a draft of the FY 2019-20 budget. One proposal under consideration at the time would fund a large-scale resiliency effort on number of the Town's open space properties. Once this effort was completed, regular maintenance for each property could be scheduled. Committee members asked if there were alternative funding sources that could be programmed to support these efforts, instead of General Fund reserves. The Committee ultimately requested that the Town Council review funding options.

At the June 14th and June 28th Town Council meetings, this program was approved with support from the Town's reserves. Council members discussed opportunities to fund this program, per the Finance Committee's request, and staff suggested review of the Town's 2% UUT tax.

Tax Background

Since 1997, the Town has collected a 2% utility users tax to fund open space projects (Attachment 1). That fund has generated nearly \$5 million dollars.

As seen in Attachments 1 and 2, the language adopted for the 1997 Ballot Measure does not specify the types of expenditures the tax should support:

“... the proceeds of which shall be used only for funding open space projects of the Town;...”¹

In January 2005, then-Town Attorney Sloan “confirmed that the {2% UUT} money could be used for purchasing, leasing, or maintenance of open space” in a council meeting

¹ Attachment 2 is a copy of the Official Ballot

discussion on the FY 2003-04 Audit; current Town Attorney Silver has reviewed this opinion and shares its conclusions (Attachment 3).

On September 28, 2005, the Town Council approved a “Statement Concerning Expenditure Restrictions for Revenues Collected from the Utility Users’ Tax” in response to an effort to oppose the upcoming UUT ballot measure (Attachments 4 and 5). That statement said, in part:

“Revenues received under the 2% Utility Users’ Tax will be exclusively appropriated and expended for the Open Space Acquisition Fund”, which is defined in the budget as “Used for acquisition and support of open space parcels in Town”.

In 2017, the Open Space Acquisition Advisory Committee recommended, and the Town Council adopted, guidelines for the Open Space Fund that say that the fund would not cover:

“the cost of maintaining properties after the property has completed the transition process and general use established. For example, moving, resurfacing trails, or repainting signage should come from the Town’s General Fund or other sources and not the Open Space Fund. On rare occasions, endowments could be created for maintenance” (Attachment 6).

Finally, over the last two years, the Conservation Committee has reviewed all of the Town’s open space properties, and developed a work plan to renovate properties that have challenges (such as access or invasive species), and regular maintenance to keep them from future challenges.

DISCUSSION

Given the Council’s commitment to preserving and maintaining open space properties, staff seeks input on the use of the 2% UUT for “bringing up” open space properties to a level where regular maintenance is adopted.

Questions for consideration:

1. Should the 2% UUT be used to support maintenance efforts in open space properties?
2. If so, how should maintenance efforts be defined?
3. How much money should be allocated a year? Should this be part of the annual budget process?
4. If moneys from this source are allocated, should the OSAAC update their Open Space Fund Guidelines?

Title of Agenda Item

FISCAL IMPACT

To be determined, based on the input from Council and future review by the Town Staff to cost a program.

ATTACHMENTS

1. Resolution 1595-1997 adopting a Ballot Measure for a 2% UUT for Open Space
2. 1997 Ballot Measure
3. January 26, 2005 Town Council Minutes
4. 2005 Town Council Statement Concerning Expenditure Restrictions for Revenues Collected from the Utility Users' Tax
5. September 28, 2005 Town Council Minutes
6. January 26 2017 Open Space Fund Guidelines

Approved by: Jeremy Dennis, Town Manager

RESOLUTION NO. 1595-1997

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ORDERING AND CALLING A SPECIAL MUNICIPAL ELECTION TO BE CONSOLIDATED WITH THE GENERAL ELECTION OF NOVEMBER 4, 1997, FOR THE PURPOSE OF SUBMITTING TO THE VOTERS OF THE TOWN OF PORTOLA VALLEY A BALLOT MEASURE AUTHORIZING THE IMPOSITION OF THE UTILITY USERS TAX WITHIN THE TOWN FOR FUNDING OPEN SPACE PROJECTS, ADJUSTING THE TOWN'S APPROPRIATIONS LIMIT, AND ORDERING THE ELECTION CONSOLIDATED WITH THE GENERAL MUNICIPAL ELECTION TO BE HELD ON THE SAME DATE

The Town Council of the Town of Portola Valley does RESOLVE as follows:

1. Pursuant to the provisions of Section 12001 of the Elections Code of the State of California, a special municipal election is hereby called and ordered to be hold in the Town of Portola Valley on Tuesday, the 4th day of November, 1997, for the purpose of submitting to the qualified voters of said Town the following ballot measure:

BALLOT MEASURE: B.* "If, and only if, Town of Portola Valley Proposition __*, which adjusts the Town's appropriation limit passes, shall the Town of Portola Valley impose an additional utility tax at a rate not to exceed 2.0% to amend Ordinance No. 1985-207, as amended, the proceeds of which shall be used only for funding open space projects of the Town; and shall the appropriations limit of the Town be adjusted each fiscal year commencing July 1, 1998, by the amount of money collected from the imposition of such Utility Users Tax during the time of its levy and collection, provided that the authorization to so adjust the appropriations limit shall not exceed four (4) years from the end of Fiscal Year 1997-1998?"

2. The special municipal election shall be held and conducted, the votes canvassed, the returns made, and a result

*The particular letter or number for the Ballot Measure shall be assigned by the County.

ascertained and determined as herein provided, and in all particulars not prescribed by this resolution, the election shall be held as provided by law for the holding of municipal elections in general law cities.

3. The special municipal election is hereby ordered consolidated with the general municipal election which will be held within the Town of Portola Valley on Tuesday, the 4th day of November, 1997. The special municipal election shall be held in the manner provided for the general municipal election, and the list of election precincts, polling places and officers of election shall be those proposed to be published and posted in at least three public places in the Town as required by law.

4. The elections hereby consolidated shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

5. Ballots for said election shall be provided of the form and to the number provided by law. On said ballots, in addition to any other printed matter which may be required by law, two voting spaces shall be set off to the right of the ballot measure, in the manner provided by law, one having the word "YES" printed before it and the other having the word "NO" printed before it.

6. If, at the election, it shall appear that two-thirds (2/3) of the votes cast on the measure are in favor of the measure then the measure shall be deemed to have been accepted and approved by the qualified voters of the Town.


7. Notice of Election shall be given as required by applicable provisions of the Elections Code at the State of California.

PASSED AND ADOPTED this 9th day of July, 1997, by the following vote:


AYES: Councilmembers: *Drivice, Brown, Vian and Mesh*

NOES: Councilmembers: *None*

ABSENT: Councilmembers: *Nielson*

By: 
 Mayor

ATTEST:

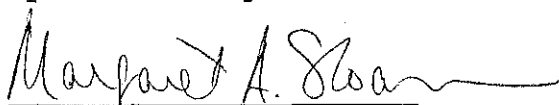

 Town Clerk

IMPARTIAL ANALYSIS OF BALLOT MEASURE B

The Council of the Town of Portola Valley has called for a municipal election to be combined with the general election to be held on November 4, 1997, for the purposes of presenting to the Town's qualified electors a ballot measure, which will authorize the imposition of a special 2% utility tax to fund open-space projects by the Town, if the measure is approved by more than two-thirds (2/3) of the voters voting on the measure and if Ballot Measure A authorizing the adjustment in the Town's appropriations limit is approved.

In addition, approval of this ballot measure will authorize an adjustment in the Town's appropriations limit each fiscal year starting July 1, 1998, by the amount of money raised from the imposition of the special 2% utility user's tax during the time of its levy and collection in each of the four consecutive fiscal years beginning with the Fiscal Year 1998-1999. Following the final fiscal year of these four fiscal years, the Town's appropriations limit will revert to the amount it would have been had the ballot measure not received a favorable vote.

If the measure receives a two-thirds (2/3) vote, and Measure A receives a favorable vote, the special utility user's tax may be levied and collected at a rate not to exceed 2.0%. Money collected from the tax levy will be placed in a special Town account to fund open-space projects selected by the Town. If the measure does not receive a two-thirds (2/3) vote and/or Measure A does not receive a favorable vote, the Town will not be allowed to impose the open-space utility tax.



Margaret A. Sloan
Town Attorney for
Town of Portola Valley

COUNTY OF SAN MATEO
TUESDAY, NOVEMBER 4, 1997

Ballot Type: 5f

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OFFICIAL BALLOT

SCHOOL BOARD AND CONSOLIDATED ELECTIONS
COUNTY OF SAN MATEO
TUESDAY, NOVEMBER 4, 1997



INSTRUCTIONS TO VOTERS: To VOTE, connect the arrow pointing to your choice, like this:
In candidate, write the person's name on the blank line provided and COMPLETE THE ARROW:
marking your ballot, just return it to the Election Officers and a replacement ballot will be issued.

DISTRICT BOARD
more than TWO

CITY

TOWN OF PORTOLA VALLEY
MEMBER, TOWN COUNCIL
Vote for no more than THREE

RICHARD T. MERK
Incumbent

BOB ADAMS
Business Owner/Volunteer

NANCY VIAN
Incumbent

TED DRISCOLL
Incumbent

(WRITE-IN, IF ANY)

(WRITE-IN, IF ANY)

(WRITE-IN, IF ANY)

MEASURES SUBMITTED TO THE VOICE OF VOTERS

CITY

TOWN OF PORTOLA VALLEY
MEASURE A
Shall the Town of Portola Valley adjust the appropriations limit of the Town each fiscal year commencing July 1, 1998, by the amount of money collected from the existing 5.5% Utility Users Tax during the time of its levy and collection, provided that the authorization to so adjust the appropriations limit shall not exceed four (4) years from the end of Fiscal Year 1997-1998?

YES

NO

TOWN OF PORTOLA VALLEY
MEASURE B
If, and only if, Town of Portola Valley Measure A, which adjusts the Town's appropriation limit passes, shall the Town of Portola Valley impose an additional utility tax at a rate not to exceed 2.0% to amend Ordinance No. 1985-207, as amended, the proceeds of which shall be used only for funding open space projects of the Town; and shall the appropriations limit of the Town be adjusted each fiscal year commencing July 1, 1998, by the amount of money collected from the imposition of such Utility Users Tax during the time of its levy and collection, provided that the authorization to so adjust the appropriations limit shall not exceed four (4) years from the end of Fiscal Year 1997-1998?

YES

NO

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indicating that the Town Center had no current zoning. Responding to Councilmember Comstock, Ms. Sloan noted that selling the buildings was not on the agenda.

Councilmember Driscoll suggested continuing the acceptance of the report to allow Mr. Hulberg to correct some of the factual errors, distortions or inaccuracies. He wanted to have an appraisal value he could point to and say that was the appraised value without having to acknowledge there were errors in the report. Mayor Davis concurred and asked Town Planner Mader and Councilmember Merk to assist with identifying corrections. Responding to Mr. Hulberg, he said inaccuracies would be documented and reviewed by staff, who would contact Mr. Hulberg.

(2) Amendment to Animal Control Agreement

Ms. Powell reviewed the staff report of 1/3/05 on the amendment to the animal control services agreement.

Responding to Councilmember Merk's question on the footnote on Attachment A, Ms. Powell said she would follow up with the County. Responding to Councilmember Comstock, Ms. Howard recalled that the budgeted amount for animal control services was \$39,940; it came from the general fund. Responding to Councilmember Comstock, Ms. Powell clarified that there was an existing contract with the County through 2006. The amendment was to extend the agreement with the County for an additional two years. The contract with PHS had a built in component of a 5% increase. The Town's actual cost was based on usage. For 2004-2005, they estimated .96% usage. The percentages were recalculated each year. Councilmember Merk said the cost was high for the amount of service.

By motion of Councilmember Driscoll, seconded by Councilmember Merk, Council approved Resolution No. 2153-2005 Approving and Authorizing Execution of First Amendment to the Agreement with the County of San Mateo for the Provision of Animal Control Services by a vote of 4-0.

(5) Review of 2003-2004 Annual Audit

Ms. Howard reviewed the staff report of 1/19/05 on the 2003-2004 audit and Ms. Nerdahl's memo of 1/20/05 on the general fund performance (FY 2003-2004) and the new GASB 34 features of the financial statements.

Councilmember Merk said he found this to be more interesting than any of the past audits. While the format was new, he found it much more accessible. Referring to page 14 of the financial statements, Net Assets, he asked if road improvements were included in capital assets. Responding, Ms. Nerdahl said GASB 34 allowed the reporting of infrastructure going forward; whatever improvements made to infrastructure would be included. Referring to page 10, Note 1, Fund Accounting, Councilmember Merk said the Town's website indicated that the Utility Users' Tax that went to the Open Space Fund was for the "acquisition and preservation" of open space. Note 1 indicated that the Open Space restricted fund could be used solely for the purchase of open space within the Town. Ms. Sloan confirmed that the money could be used for purchasing, leasing, or maintenance of open space. She suggested "...solely for open space purposes..." Referring to page IV of Management's Discussion and Analysis, Statement of Activities, Councilmember Merk said the revenues listed amounted to 82.4%. He asked what the other 17.6% revenues were. Ms. Howard said it included things like rentals, leases, etc. Referring to the statement that the Town was in an enviable position to finance any future construction projects, Councilmember Merk suggested replacing "any" with "substantial."

Councilmember Driscoll complimented staff on the audit results and making the Town compliant with GASB 34. Mayor Davis added that the Finance Committee was very impressed as well with the clarity of the report.

TOWN OF PORTOLA VALLEY

Policy Statement Concerning Expenditure Restrictions for Revenues Collected from the Utility Users' Tax

Approved by the Town Council on September 28, 2005

1.0 PURPOSE

This policy sets forth expenditure restrictions for revenues received by the Town of Portola Valley under the current and all subsequent Utility Users' Tax.

2.0 POLICY

- 2.1 This policy will become effective immediately.
- 2.2 Revenues received under the 2% Utility Users' Tax will be exclusively appropriated and expended for the Open Space Acquisition Fund.
- 2.3 Revenues received under the 5.5% Utility Users Tax* will be exclusively appropriated and expended to the General Fund and must be used exclusively for the following purposes:
 - Public Roads Surface and Drainage
 - Agreement with San Mateo County Sheriff's Office
 - Agreement with San Mateo County Sheriff's Office for Additional Patrols
 - Trails
 - Parks and Fields
 - General Liability, Property and Officials' Bonding Insurance
 - Agreement with San Mateo County for Animal Control Services
 - Town Commissions and Advisory Committees
- 2.4 The Annual Budget adopted by the Town Council will reflect revenues projected to be received under both the 2% and 5.5% Utility Users' Tax, and will document the intended approved uses for the fees collected.

** Note: UUT rate of 5.5% was reduced to 4.5% by voter approval in 2006; reduction set to expire June 30, 2014.*

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Councilmember Driscoll thought many of Councilmember Merk's design concerns would be addressed publicly when that level of detail was discussed. Whether the Town could embark upon construction of the project was unrelated to whether the EIR was certified. He thought choosing not to certify the EIR would put a big delay on everything. Councilmember Merk reiterated that the reason he couldn't certify the EIR was because it was tied to the conceptual site plan. He had issues with the conceptual site plan along with a lot of other people. He did not think it was appropriate to take this step at this time.

Mayor Davis said the EIR was linked to where the buildings were placed more than their physical appearance. Councilmember Merk said he was not concerned about the placement of the buildings. Responding to Councilmember Comstock, Mayor Davis confirmed that the EIR also addressed parking, circulation, emergency access, drainage, etc. Ms. Sloan said some things could be changed. The EIR had to be based on something. If the Council decided to make changes, those would be evaluated to determine if additional environmental review was needed. The EIR could be supplemented or a note made that the changes were minor.

Councilmember Toben said the people he talked to thought this was a gorgeous plan. These were people who were interested in investing in this project. They might have issues about the cost, which he shared. There would also be issues about siding, materials, parking spaces, etc., but he did not agree there was a surge or phalanx of people who felt the conceptual design was all wrong.

In terms of architectural design, Town Planner Mader said the conceptual site plan didn't dictate that; there was a lot of give and take on architectural design that the ASCC would be dealing with. But, the site plan itself could not change dramatically under this EIR.

Mayor Davis called for a vote, and Resolution No. 2216-2005 was approved by a vote of 4-1 (Merk).

(7) Adoption of Risk Management Policy

Ms. Howard reviewed the staff report of 9/16/05 on the Town's risk management policy. She said ABAG indicated that if towns/cities did not adopt the risk management policy, there might be some incentives to do so. The hope was that plan members would voluntarily do so.

Councilmember Toben moved approval of Resolution No. 2217-2005 Adopting a Risk Management Policy. Councilmember Comstock seconded.

Referring to Section 1.1, Councilmember Merk said he did not think it was possible to "eliminate" risk. Referring to Section 1.3, he said the budget was a planning tool—not a bank account. He preferred "Protect the Town reserves" or "Protect the Town's financial position." Under Section 2.3, he said the statement about employees notifying their supervisors of any condition that exposed someone to injury or damage was typical; but, usually the whistleblowers were the most likely to be punished, terminated or demoted. This language was often included but rarely enforced.

After discussion, Council agreed to drop "eliminate" from Section 1.1 and substitute the word "finances" for "budget" in Section 1.3. Mayor Davis called for the vote, and Resolution No. 2216-2005, as amended, passed by a vote of 5-0.

(8) Consideration of Policy Regarding the Disbursement of Utility Users' Tax to the General Fund

Councilmember Merk said Maryann Derwin suggested a policy statement be prepared to address issues raised in a letter being circulated by those opposing the UUT. The policy was, in fact, what the Town had been doing. He felt it was the best the Town could do under the circumstances to demonstrate the Town's

commitment that these funds were being used to provide services to the Town. That demonstration needed to be made as strongly as possible given the specious arguments coming from those opposing the UUT.

Councilmember Comstock said there were a number of things that were only implicit or not mentioned at all. For example, under Trails, he asked if that was restricted to maintenance only or whether it included expansion/acquisition. Responding, Mayor Davis said it included any expenditure on trails, including capital improvements. Councilmember Comstock wanted that stated. Responding to Councilmember Comstock, Mayor Davis said the Fire District was separate and should not be included. Councilmember Comstock suggested adding Public Communications (i.e., the newsletter, website, etc.) One of the lessons of the recent past was that people needed to be kept better informed. Councilmember Merk said he did not think it should be on the list. It could be construed that the Town was using that money to educate the public about how much the Town needed this tax. Additionally, he said Ms. Howard had provided rough figures on what was spent on each of the items listed, which came to about \$850,000. The revenue from the 5.5% UUT was about \$611,000. If energy prices went up as expected, the tax would increase, but so would the costs for things like roads. He felt the categories listed had been well thought out. Councilmember Comstock suggested specifying categories on which the revenue would not be spent. Councilmember Merk said that was not necessary because it said, "...used exclusively for...."

Bruce Campbell, Santa Maria, said things were changing in the energy field a great deal. Today on the natural gas futures market, natural gas closed at \$14.10 per million BTU. Last year, it was going about \$6.80 per million BTU. This was not a short-term phenomenon. People in Town could expect to see their utility bills raised by at least 100% this coming heating season. The Town would get twice the revenue that it got in previous years. The bad news was that the Schoolhouse would be full of people screaming that they couldn't pay their utility bill—not because of the tax, but because of the bill itself. Councilmember Toben said the Town had ten separate streams of general fund revenue. There was tremendous volatility in several of those streams—including this one. That was a fact the Town had to deal with. If the Town had to adjust budget expectations on the basis of one single revenue source, it would be very difficult. That was why the funding streams had been diversified. Mr. Campbell discussed the shortage of natural gas and the inability to import liquefied natural gas to the west coast. He felt residents would focus on the tax side of it more than the reality.

Responding to Councilmember Comstock, Ms. Sloan verified that the amount of the tax could be reduced. Councilmember Driscoll noted that the Town was not a profit-making enterprise or trying to accumulate huge surpluses. The Town was just trying to cover operating expenses. Responding to Councilmember Comstock, he said the amount of budget surplus was a tiny fraction of the amount contributed by this tax.

Responding to Bill Henderson, Brookside Dr., Councilmember Driscoll said the policy had been drafted because there was some misinformation about the subject. The policy stated explicitly what the Town's practice was. Responding to Mr. Henderson, Mayor Davis said the basic reason for the UUT was because the Town received a far less percentage of the taxes that it sent to the government than almost any community in California. If the Town had the same amount of money returned to it as the neighboring communities, we wouldn't need a UUT. If the \$600,000+ was lost, most of the items shown on this list would be significantly hit. There was no relationship between the UUT and the building of Town center.

Responding to Mr. Henderson, Councilmember Driscoll said he thought there was a chance that the Town would end up having to seek a two-thirds vote if the Town could not successfully raise the money from private donations for the Town Center project. The logic being pursued was that before you chose to tax someone, you asked them for the money first. The Town was asking the citizens to voluntarily assist with this project. If they said "no," the Town would either shut down the current Town Center because the insurance would expire, or seek some other alternative financing, which would require such a vote. Responding to Mr. Henderson, Mayor Davis reiterated that in public meetings for funding the Town Center, it was decided that the Town would first go out to the Town for donations. Depending on how that turned

out, the Town could consider forms of public financing. The UUT was a whole different matter. Councilmember Merk said if the UUT didn't pass, people needed to remember that not having Sheriff services was not an option. The Town wouldn't be able to maintain the roads to the level they were maintained today. The Town was also required by State law to have animal services. What was left on the list were the things that would be cancelled like additional traffic patrols; improvements to or new trails, parks and fields; and funding for the Town's commissions and committees. Those were serious items for the Town.

SallyAnn Reiss, Golden Oak, said there was an opportunity for a bond if the Town had to do that. To those people who questioned whether the Council was being transparent about the UUT, she did not think they were trying to kill the UUT. She felt they were trying to kill the Town Center project, which was unfair.

Councilmember Merk moved approval of the Policy Statement Concerning Expenditure Restrictions for Revenues Collected from the Utility Users' Tax. Councilmember Driscoll seconded, and the motion carried 5-0.

(9) Consideration of a Policy Regarding Placement of Items on the Town's Website

Mayor Davis reviewed the staff memo of 9/23/05 and the proposed website policy. Referring to Sections 2.2.1 and 2.2.2, Ms. Sloan suggested adding the phrase "...as long as the information is related to Town business." Referring to Section 2.2.1, Councilmember Merk said the Town Administrator and Asst. Town Administrator were non-political, but Councilmembers could be political. He thought it should take more than one Councilmember to approve postings. He suggested there be more than one Councilmember or one Councilmember and one administrative person. Councilmember Comstock suggested "...or two Town Councilmembers...." Councilmember Toben suggested authorizations be in writing.

Councilmember Merk moved approval of the policy regarding placement of items on the website, as amended. Councilmember Comstock seconded, and the motion carried. 5-0.

(10) Consideration of Town-wide Mailing Regarding the New Town Center Project

Ms. Howard said a redlined version of Councilmember Comstock's recommended Town-wide mailing had been distributed for Council's review. Responding to Mayor Davis, Ms. Sloan said if the letter was sent out to more than 200 people and the cost of distributing it was \$50 or more, it was considered a mass mailing. The same rules would apply that applied to the newsletter. Among other things, the rules said the item could not feature an elected official. Featuring an elected official occurred if one official's name or photograph was shown. The solutions were: 1) Councilmember Comstock could send it out with his own money; or 2) it could be sent by the whole Council with all Councilmembers listed in the masthead.

Mayor Davis said there was some urgency in getting the message out. But, he wanted to start transferring positive messages in Town mailings. This was sort of a regurgitation of the reasons the Town needed to do something. He suggested the letter be published in *The Almanac*. Councilmember Comstock said there was a substantial percentage of the Town's population that didn't read *The Almanac*. If this was an important enough subject matter, he preferred a mass mailing to ensure that it reached every household.

Mayor Davis offered to help pay for a mass mailing with Councilmember Comstock. Responding to Councilmember Comstock, Ms. Howard noted that the Town's bulk mailing would not be able to be used; the cost would be about \$800-\$900. Mayor Davis reiterated that he preferred the Town's masthead start projecting the good things about the project.

Councilmember Toben noted that the draft of the first Town Center Newsletter had been prepared and would be discussed later in the agenda. He said he was disinclined to have the Council send out

PORTOLA VALLEY OPEN SPACE FUND GUIDELINES

The Portola Valley Open Space Fund exists to acquire, preserve and enhance open space for the benefit of Portola Valley residents. The Fund is comprised of monies from a utility user tax (UUT) and individual contributions. The permanent acquisition of open space provides scenic vistas, places to experience natural surroundings and generally enriches our community. Additionally, the creation of open space helps to retain the rural qualities of the town, as called for in the General Plan, by preserving and protecting natural settings, including native plants, wildlife and landforms, and provides a counter-balance to development permitted in other parts of the town.

The Open Space Acquisition Advisory Committee recognizes that clearly defining permissible uses for the Fund are important and that acquiring properties is often just the first step in a process. In addition to acquiring new properties, it is vital to transition new purchases to a condition suitable for ongoing preservation and enjoyment. Therefore, it is consistent with the goals of the Fund to dedicate monies to this transition process. The transition process is meant to prepare the property for preservation and enjoyment; it should not cover ongoing maintenance expenses. Once a property is brought up to an agreed upon baseline, the costs for ongoing, long-term maintenance would become the general obligation of the Town and no longer supported by the Open Space Fund.

In addition to purchasing properties outright the committee strongly encourages conservation easements as a cost effective way to preserve the rural character and natural beauty of the Town. Conservation easements require legal documentation and ongoing annual monitoring. Annual monitoring is a responsibility of the committee and will be performed along with Town staff. Legal costs to acquire an easement will generally be paid for by the property owner given the beneficial tax treatment but in cases where sharing the costs is deemed necessary a predetermined dollar limit will be set by the Council.

Finally, for certain lands owned by the Town biological monitoring maybe required by law. The first choice for covering monitoring expenses would be the general fund but lacking better alternatives limited use of the fund would be acceptable.

The overall goal is to reserve the fund for the acquisition of land and funding projects that enhance the natural beauty of the Town.

In light of the foregoing, the Open Space Fund expenditures may include:

- Purchase price of fee simple properties or easements and all costs associated with the purchase.
- Initial costs of preparing a purchased property to fulfill its open space purpose, such as removal of invasive plants, landscape restoration, removal of inappropriate man-made structures and construction of limited improvements such as trails, benches and signage.

- Shared legal costs to acquire conservation easements.
- Biological monitoring as required by law.
- Preservation and enhancement of existing open space. Preservation and enhancement activities are typically “one-offs”, not general maintenance. Addressing the initial onset of sudden oak death or creating a wildlife corridor would be preservation and enhancement. Routine mowing, weed abatement and annual spraying for sudden oak death would be examples of maintenance.

The Open Space fund would not cover the following expenditures:

- The cost of maintaining properties after the property has completed the transition process and general use established. For example, mowing, resurfacing trails, or repainting signage should come from the town's General Fund or other sources and not the Open Space Fund. On rare occasions endowments could be created for maintenance (see description below).
- The cost of enhancing already-owned open space property when the enhancement simply restores attributes that the property possessed at some time during the Town's ownership. For example, removal of invasive plants from a property that was clear of invasive plants at the time of acquisition or reconstructing a bench that has fallen into disrepair.

From time to time, separate from the Open Space Fund, individual donors may wish to setup endowments for ongoing maintenance and monitoring of Open Space property. Example: The owner of a suitable property sells or donates it to the Town for open space. In addition at the time of acquisition the owner is willing to provide funds for monitoring and maintenance. Such an endowment would be used to provide monitoring and maintenance until exhausted or defined as a fixed contribution towards monitoring and maintenance drawn down at a predetermined rate over a set number of years.

Open space enhances the beauty of our Town and enriches our lives. The strong commitment from our community to acquire open space and preserve the nature beauty of the area is one of the attributes that makes Portola Valley special. Having well-defined guidelines provides donors with a clear idea for how the funds are spent. A strong, well-managed fund allows us maintain this tradition and continue to acquire, preserve and enhance open space within the Town.

*Portola Valley Open Space Committee
January 26, 2017*



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: September 25, 2019

RE: Budget Study Session

RECOMMENDATION

Staff recommends that the Town Council hold what is anticipated to be the first of several budget study sessions.

BACKGROUND

Over the last two years, the Town Council has shared a number of budget-related concerns, policies, and matters. These items have come up during the annual budget hearings, in staff report discussions at regular council meetings, and as part of the dialogue between the Finance Committee and the Council.

At the FY 2019-20 budget hearings in June, staff recommended that the Town Council hold a series of budget study sessions to vet these issues.

DISCUSSION

Broadly speaking, the budget issues mentioned above fall into the following categories:

1. Policy/Structural – fiscal policies such as the Reserves Policy, are one example
2. Revenue – potential future revenue sources and forecasting future needs are two examples
3. Expenditures – increases to expenditures and forecasting future costs are two examples

This first budget session focuses on policy-related items, listed below:

1. Reserves Policy
2. Capital Improvement Plan support

Reserves Policy

The Town does not currently have an official reserves policy – rather, discussion of reserves have taken place outside the context of the creation of such a policy, and have been in staff reports to the Town Council. The Town does have a General Fund

Minimum Fund Balance that created a minimum level of fund balance in the General Fund for a broad range of emergency situations (Attachment1).The adopted policy says 60% of the Town's annual budgeted operating expenditures should be set aside for such future use. This policy has been adhered to since adoption, with a healthy 76% of budgeted operating expenditures set aside in General Fund reserves.

In 2014 and 2015, the Town Council created (and adopted changes¹) General Fund Assignments (Attachments 2 and 3). Such assignments were created to support more specific needs than outlined within the General Fund Minimum Fund Balance Policy, including funds for emergency capital, pension/opeb support, and equipment replacement. These funds have been utilized since these assignments; in particular, pension funds were spent in 2015 and the assignment has not been funded since that expenditure.

Staff assumes that the current fund assignments are intended to be kept at the levels they were initially assigned. However, in one case, a fund was spent down without replacement funds; the pension assignment was reduced by over \$900,000 in 2015 to pay down pension obligations, and funds were not transferred to restore it.

The General Fund unassigned fund has also grown considerably since the FY 2014-15 assignment changes. It is unclear from previous Council discussions how the General Fund unassigned fund is intended to grow, or should be used to fund other assignments. The growth of unassigned General fund dollars can be misconstrued to indicate an excess of reserves that many not have been assigned to more restricted accounts.

Many California municipalities have more robust reserves policies that:

- Assign percentage levels for each assignment
- Fund assignments with specific sources
- Require regular review
- Provide general guidelines
- Require fund restorations within particular timeframes
- Connect investment policies with particular assignments

Staff seeks input on the following:

1. Does the Council wish to create an official reserves policy?
2. If yes, how would the Council wish to proceed?
 - a. Request the Finance Committee study and present recommendations?
 - b. Provide guidance to the Finance Committee first?
 - c. Continue to work on the issue at the Council level?

¹ In 2015, some outdated assignments were deleted and their funds subsumed by the General Fund.

Should the Council wish to discuss this matter further at this meeting, additional staff questions are:

1. What is the appropriate status for General Fund unassigned?
2. How often should assignments be reviewed?
3. Should assignments be reanalyzed to determine what the appropriate assignment might be?
4. Should specific funds be considered for funding particular assignments?

Capital Improvement Plan support

Historically, the Town has supported capital improvements on an annual-only basis. In 2017, the Council adopted a 5-year CIP to guide budgeting decisions in future years on capital expected to be needed.

For the annual budget program, staff typically performs the following steps when considering capital project support:

1. Completes the Operating Budget first, and determines the amount of moneys potentially available, keeping the total expenditure in surplus, to support capital projects
2. Reviews Council action over the last year, including Council Priorities, to determine any potential projects
3. Reviews the 5 Year CIP for recommended "Year 1" projects
4. Determines whether those "Year 1" projects are required, can be completed, or otherwise study their status
5. Develop a new "Year 1" program based on the above
6. Present to Finance Committee and Town Council for consideration

This method does not have a relationship to the General Fund reserves in any way; rather, it assumes that any funds that remain above surplus from the operating budget are available for capital projects.

Staff seeks input on the following:

1. Is the current method the appropriate way to program capital projects?
2. If not, staff seeks input in creating an alternative method.

FISCAL IMPACT

There is no fiscal impact associated with this study session, but subsequent decisions by the Council may have significant impacts.

ATTACHMENTS

1. General Fund Minimum Fund Balance Policy

2. January 24, 2014 Town Council “Recommended Fund Balance Assignments” staff report
3. January 28, 2015 Town Council “Adjustments to General Fund Assigned Funds” staff report

Approved by: Jeremy Dennis, Town Manager



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Officer

DATE: July 27, 2011

RE: **General Fund Minimum Fund Balance Policy**

At its July 13 meeting, the Council considered a new financial policy designed to maintain the Town's general fund unreserved balance at a minimum of six months' reserve. As originally drafted, the *General Fund Minimum Fund Balance Policy* established that the Town's minimum general fund balance should be maintained at a minimum of 50% (or six months') budgeted operating expenditures within the General Fund.

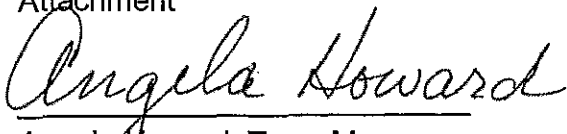
After discussion, staff was asked to amend the policy to include the stated goal of increasing the minimum unreserved fund balance to 60% within five years. Upon application of the draft policy to the Town's recently adopted 2011-12 budget, it was discovered that the Town is already at the 60% threshold for unreserved fund balance within the general fund. Therefore, the draft policy has been amended to reflect a minimum rate of 60%.

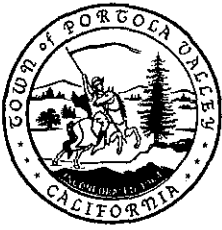
As stated in the policy, these funds would be available for emergencies and/or replacement of major Town infrastructure.

Recommendation

After reviewing the *General Fund Minimum Fund Balance Policy*, it is recommended that the Council adopt this policy for inclusion within the Town's *Financial Policies & Procedures* handbook.

Attachment


Angela Howard, Town Manager



Town of Portola Valley General Fund Minimum Fund Balance Policy

Anticipated Adoption: July 27, 2011

Purpose

The purpose of this policy is to establish a target minimum level of unreserved and spendable fund balance to be maintained in the General Fund for use by the Town Council in the event of natural disaster, severe unforeseen emergencies, economic uncertainties and/or replacement of major Town infrastructure.

Background

In order to protect the fiscal solvency of the Town, it is important to maintain a minimum unreserved and spendable fund balance within the General Fund. Although the Town has acted prudently when arriving at budgetary decisions, a written policy establishing a target minimum fund balance assists both the Council and staff in focusing on this important fiscal consideration.

The current *Best Practices* recommendations of the Government Finance Officers' Association (GFOA) are that a minimum General Fund reserve of 5% to 15% of operating revenues or one to two months of operating expenditures (8-17%) be maintained. In a 2007 survey performed by the GFOA, most of the participating cities had a minimum or target between 10% and 30%.

The GFOA also recommends that the adequacy of unreserved fund balance in the general fund should be assessed based on upon a government's own specific circumstances, and that smaller cities with a less diversified tax base are advised to hold reserve percentages at the higher end of the suggested range.

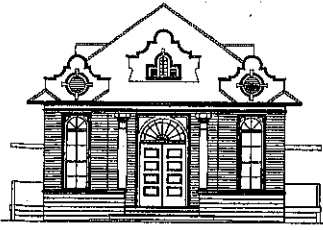
A minimum General Fund operating/emergency fund balance amount can be calculated in a variety of ways, ie. as a percentage of the operating budget, appropriations, expenditures, or projected or actual revenues. It can also be calculated as a minimum flat amount that can be increased by the CPI each year.

Recommendation

As a small town with the historical precedence and risk of local natural disasters (landslides, earthquake, wildfires) and less diversified tax base, it is fiscally prudent for Portola Valley to maintain a minimum unreserved and spendable fund balance within the general fund at a higher level. It is therefore recommended that the Town maintain a minimum of 60% of its annual budgeted operating expenditures within the General Fund's unrestricted fund balance. This amount is to be calculated annually via the adopted budget.

Example:

2011-12 Adopted Budget General Fund Expenditures	\$3,724,101
Multiplied by 60%	\$2,234,461
Current general fund unrestricted fund balance	\$2,242,966



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: January 22, 2014

RE: **Recommended Fund Balance Assignments**

RECOMMENDATION

Authorize the creation of fund balance assignments in the General Fund.

BACKGROUND

In order to protect the fiscal solvency of the Town, the Town Council adopted a policy that requires a minimum unreserved and spendable fund balance within the General Fund equal to 60% of the annual operating expenditures in the General Fund. The Town has remained compliant with this policy since its adoption through prudent budgetary decisions. For 2012-13, the minimum fund balance as required by the policy was \$2.4 million and the actual spendable fund balance (both assigned and unassigned) totaled \$3,908,879.

DISCUSSION

As of June 30, 2013, the General Fund's spendable fund balance totaled \$3.9 million and someone unfamiliar with the Town's financial obligations might conclude that the Town is nearly \$1.6 million over its minimum required fund balance. This, however, is not the case. The Town has known needs for cash in the future and staff is recommending that the Town Council take the necessary actions to clarify the true amount of fund balance that is unassigned and can be reasonably appropriated without impairing the Town's fiscal health.

With the support of the Town's Finance Committee, as approved at their meeting on January 9, 2014, it is recommended that the Town "assign" \$2,615,000 of the previously unassigned fund balance for three purposes: emergency capital replacements/repairs, unfunded pension liabilities, and equipment replacement. The recommended assignments and amounts are:

1. **\$1,400,000 for emergency capital replacement/repairs** – This amount would provide a reasonable amount of spendable fund balance in the event of major damage to the Town's infrastructure or facilities. In the 1998 El Nino disaster, it should be noted that the Town had to wait upwards of two years for significant

reimbursements from FEMA to pay for the required repairs. In that instance, the Town had to borrow \$3.5 million to provide the necessary cash flow for Town operations. Overall, the cost for the 1998 disaster was \$10.25 million and FEMA reimbursed 99.10%. While there is no right or wrong amount to reserve for emergency capital replacements/repairs, staff and the Town's Finance Committee are comfortable that \$1.4 million is a good initial step. Additions to this reserve should be evaluated annually as budget surpluses are available.

2. **\$1,015,000 for unfunded pension liability** – As of CalPERS' October 2013 actuarial report for the Town's pension benefits that are provided to employees, the Town's share of the unfunded pension liability is \$1,015,000. CalPERS staff have indicated that in light of pension reform, the risk pool model that was adopted in 2003 may not be sustainable into the future. With pension reform, new employees are put into the lower benefit risk pool which results in pension contributions to the risk pool for classic/legacy employees shrinking over time with very little corresponding reduction in liabilities.

To address this, CalPERS staff has developed a conceptual plan to consolidate pre-pension reform with post-pension reform risk pools. If the plan is approved by the CalPERS Board of Trustees, the consolidation would require all agencies to fully fund their pension liabilities as of the effective date. Agencies will then have the opportunity to amortize the liability over a yet-to-be-determined number of years and discount rate or pay all or a portion of the liability.

It is recommended that the Town fully assign the unfunded pension liability as reported by CalPERS in the fourth quarter of each calendar year. For 2013, this amount is \$1,015,000. If CalPERS combines risk pools, then it would be recommended that the Finance Committee study the benefits of paying a portion or all of the unfunded liability. This recommendation does not result in transferring town funds to CalPERS at this time.

3. **\$200,000 for equipment replacement** – This amount would provide a reserve fund to replace obsolete equipment such as vehicles and office machines rather than paying for the equipment as needed. The recommendation is to make annual additions to this reserve so that the cost of equipment replacements are amortized over a period not to exceed 20 years thereby smoothing the impact of capital equipment purchases on the annual operating budget.

It is important to note that in addition to the assignments above, the Town currently has both nonspendable fund balance and assigned fund balance. As of June 30, 2013, \$47,694 of the fund balance is classified as "nonspendable" and represents the value of the loans receivable (an asset) for the Town issued loans to Wayside II Road Maintenance District. An additional \$483,050 is classified as "assigned" to open space acquisition, children's theater, historic museum, and legal contingency. These assignments have been carried on the Town's books for many years and represent

general fund monies that the Town Council could appropriate for any purpose desired. Staff was unable to locate the records that would indicate why these amounts were assigned but additional research can be done at the request of the Town Council.

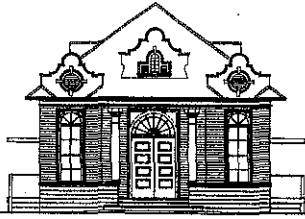
It is also important to note that assigned fund balance amounts can be increased, decreased, reallocated, or eliminated by the Town Council at any time. The purpose of the assigned amounts is not to commit the Town's funds to a specific purpose, but rather to acknowledge that future obligations are likely to demand a certain amount and should be disclosed to avoid potential misunderstanding of the Town's available resources by someone who is unfamiliar with the Town's finances.

FISCAL IMPACT

This recommendation assigns \$2,615,000 of the General Fund's unassigned fund balance as of June 30, 2014. The result would be a projected unassigned fund balance of \$710,597 that could be appropriated at the Town Council's discretion. Of this amount, \$123,000 has been earmarked as matching funds for the San Mateo County Transportation Authority Measure A grant applications. Staff intends to return to the Town Council in the next several months recommending two additional programmatic enhancements, fire prevention and code enforcement, that could further draw down on the unassigned fund balance. Finally, as stated in the body of this report, it is important to reiterate that all assigned fund balances can be modified at any time by a vote of the Town Council.

ATTACHMENTS

1. General Fund Reserves worksheet updated January 16, 2014



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Manager

DATE: January 28, 2015

RE: **Adjustments to General Fund Assigned Funds**

RECOMMENDATION

It is recommended that the Town Council authorize adjustments to assigned fund balances within the General Fund.

BACKGROUND

Town policy requires a minimum unreserved and spendable fund balance within the General Fund equal to 60% of the annual operating expenditures in the General Fund. For the fiscal year ending June 30, 2014, the minimum fund balance as required by the policy was \$2,724,230, and the actual spendable fund balance (both assigned and unassigned) totaled \$4,794,443.

The Town's General Fund currently includes seven Council-approved fund assignments. Funds are assigned at the direction and discretion of the Town Council, and may be increased, decreased, reallocated, or eliminated by the Town Council at any time.

The purpose of assigned amounts is not to commit the Town's funds to a specific purpose, but rather to acknowledge that future obligations are likely to demand a certain amount and should be disclosed to avoid potential misunderstanding of the Town's available resources by someone who is unfamiliar with the Town's finances. To cite a historical example, from August 2002 through October 2004, the Council assigned a total of \$3,725,000 in anticipation of the Town Center construction project, which was then under development.

The Town's current General Fund assignments are as follows:

Name / Description of Assignment	Assignment Balance as of 6/30/14	Established
1. Legal Fee Contingency – Fund is for legal fees that may arise due to unanticipated litigation.	\$100,000.00	1980
2. Children's Theatre Fund – Fund represents one-time donation to Town by former "Portola Valley Children's Theatre" which ceased to exist in early 1990's. Donation included request that monies be used for a future theatre group for high school age and under.	2,659.62	1991
3. Open Space Acquisition – Funds set aside by the Council prior to establishment of Open Space restricted fund (in 1997). No UUT funds or open space donations are included in this fund balance.	377,499.04	1995
4. Historic Museum Fund – Fund contains remaining donations from 1998 renovation of Historic Schoolhouse and subsequent occasional donations related to sale of Schoolhouse Primer.	2,990.95	1998
5. Unfunded Pension Liability – Fund established in response to 2013 pension reform which required agencies to fully fund unfunded pension liabilities as reported by CalPERS in fourth quarter of each calendar year.	1,015,000.00	2014
6. Equipment Replacement – Fund for replacement of obsolete equipment such as vehicles and office machines.	200,000.00	2014
7. Emergency Capital Reserve – Fund provides spendable fund balance in the event of major damage to the Town's infrastructure or facilities.	1,400,000.00	2014
TOTAL ASSIGNMENTS as of 12/31/14	\$3,098,149.61	

DISCUSSION

After reviewing the current fund assignments and with the approval of the finance committee at its January 6th meeting, staff recommends the following adjustments to the General Fund assigned funds:

1. Children's Theatre Fund - Donate the full assigned balance of the Children's Theatre Fund (\$2,659.62) to a local public school with a children's theatre program, perhaps Corte Madera School or Woodside High School.
2. Open Space Acquisition - Transfer the Open Space Acquisition assigned fund balance (\$377,499.04) to the restricted Open Space Fund. The Council initially set aside \$250,000 in August 1995 to indicate to the community that the Town was serious about open space preservation. In June 1998, the Council approved setting aside an additional \$100,000 to this assigned fund balance, which had grown with interest by then to \$277,000. No further assignments to this fund by the Council have been made since that time. This transfer will result in the Open Space Acquisition Fund having a projected fund balance of \$4,474,131 on June 30, 2015.
3. Historic Museum Fund - Funding for requested expenditures are made available to the Town's Historic Resources Committee through the annual budget process, so it is recommended that the full assigned balance of the Historic Museum Fund (\$2,990.95) be returned to the unassigned fund balance of the General Fund and used to pay for landscape improvements in front of the Schoolhouse.

4. Unfunded Pension Liability – It is recommended that this assigned fund be reduced to \$955,472 to correspond to the most recent actuarial valuation by CalPERS (06/30/13).
5. Capital Replacement - It is recommended that the Council rename the assigned fund balance set aside for “Emergency Capital Replacement/Repairs.” Renaming this assignment as “Capital Replacement/Repairs” allows these funds to be available for non-emergency capital replacement/repairs and will also streamline the Town’s ability to request FEMA assistance in the case of a disaster.
6. Retiree Medical Liability - With the recent requirement by GASB-45 to record Other Post-Employment Benefits as a liability within the Town’s financial statements, it would be fiscally responsible and appropriate to have \$308,280 (as specified in the Financial Statements for FYE 06/30/14) set aside as an assignment within the General Fund.

FISCAL IMPACT

The Town’s current General Fund assignments total \$3,098,150 as of December 31, 2014. These recommendations reduce the assigned total fund balance to \$2,963,752, with a projected unassigned fund balance of \$1,093,373 that could be appropriated at the Council’s direction.

ATTACHMENTS

1. General Fund Reserves worksheet, January 2015

APPROVED: Nick Pegueros, Town Manager *N. P.*

ATTACHMENT #1

Town of Portola Valley
Proposed General Fund Assignments
January, 2015

GENERAL FUND RESERVES

Audited Fund Balance, 6/30/14	<u>General Fund</u>
Nonspendable	55,878
Assigned	3,098,050
Unassigned	1,696,393
Total Fund Balance, 6/30/14	<u>4,850,321</u>

2014-15 Budget Surplus/(Deficit) (257,159) *Capital improvement / equipment purchases*

Projected Fund Balance - 6/30/15	4,593,162
Proposed Transfer/Expenditure	(380,159)
Adjusted 6/30/15	4,213,003

Assigned Fund Balance/Reserves	Adopted 2013-14	Proposed 2014-15 as adjusted	Comment
Legal Fee Contingency	100,000	100,000	No change
Children's Theatre Fund	2,660	-	Donate locally
Open Space Acquisition	377,499	-	Transfer to Open Space Fund
Historic Museum Fund	2,991	-	Return to unassigned GF
Unfunded Pension Liability	1,015,000	955,472	Reduce to current valuation
Equipment Replacement	200,000	200,000	No change
Emergency Capital Replace/Repairs	1,400,000	1,400,000	Rename
Other Post-Employment Benefits	-	308,280	New assignment
Assigned	3,098,150	2,963,752	
Nonspendable*	55,878	155,878	
Unassigned	1,439,134	1,093,373	
Total Fund Balance	<u>4,593,162</u>	<u>4,213,003</u>	

*Nonspendable includes total of anticipated loan payable transaction.

There are no written materials for Study Session on Reach 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: September 25, 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.

The Town Council met and reviewed the initial report on September 11, 2019. This revised report reflects changes that incorporate Town Council recommendations and public input.

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 some current committee members, changing committees from those who performed physical tasks to a structure that relies more heavily on full-time staff to fulfill tasks, creating a “directional” model different from our previous practice.
- Changing needs of new residents (demographic changes)
- Quorum challenges due to scheduling challenges
- Some 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 continue to perform their tasks with minimal staff support
3. To foster an interactive relationship between the Town Council and committees that harmonizes Council and Committee priorities, and continues to encourage creative input directly from the committees.
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 allocated additional 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. Harmonize Council and Committee Priorities and Budget Process

Staff recommends that the Town Council holds an annual Committee Priorities Workshop in early January of each year to solicit valuable input from the committees on their current and future priorities. This meeting includes representatives from each committee who will be asked to present their respective committee's priorities for the next fiscal year. This workshop is designed to solicit committee on their respective priorities for consideration by the Town Council prior to the Council beginning work on the overall Town priorities. By soliciting earlier input from the committees, the Town Council will be better positioned to include committee priorities in the Town's overall priorities that are finalized during the first quarter of each calendar year (third quarter of the fiscal year).

Following the Committee Priorities Workshop, each committee will present an annual report to the Town Council. The annual reports are currently presented in April/May, and include a review of the current fiscal year projects as well as recommended work plans and associated budget requests for the next fiscal year. By aligning Committee

and Town priorities at the outset and later considering specific work plans and budget requests, the Town Council will be better equipped to finalize the Town's budget for the next fiscal year.

In addition to coordinating committee and Town priorities and completing annual reviews, each committee is encouraged to continue to refine their own work plan for addressing issues they believe to be of importance to the Town. The Town's history of working with our committees also includes and will continue to include the flexibility for committees to address new issues and if necessary to recommend last minute unanticipated expenditures based on events or time sensitive situations that arise over the course of a year.

4. Council Liaison Support

Council liaisons can strengthen the committees' connection to Council priorities and serve as a resource to committee chairs. Liaisons do not approve or disapprove committee agenda items, but act as a resource to the committees and their chairs by providing advice and input.

5. 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.

6. 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.

7. Committee Handbook Usage and 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, particularly new members, is critical.

Historically, committees operated with no staff support and conducted their own research, activities, events, and labor. Many committees still do this, but there have been changes resulting in increased staff support, particularly with event support and, in some cases, direction to staff to perform administrative/research.

Reliance on the Committee Handbook, as utilized for many years, is recommended to:

- Ensure understanding of policies and rules that manage volunteer participation in communities
- Reinforcing the Town's longstanding volunteer ethos, to provide when possible, planning and task execution associated with committee work.

8. Allow for flexibility in Committee Meeting Schedules

In order to accommodate the needs of the Town's committee volunteers, it is recommended that each Committee maintain flexibility in setting their meeting schedules. While historically most committees schedule monthly meetings, a variety of differing circumstances exist. A number of committees struggle to achieve attendance quorums and meet less frequently than monthly. Other more active committees effectively utilize subcommittees to meet more frequently than monthly.

Staff recommends that each committee establish a regular meeting schedule that best meet their needs and more formally utilizes subcommittee support, when applicable thereby freeing up regular committee meetings for substantive discussions. Staff also recommends that each committee confirm a quorum no less than 24 hours prior to the meeting date and time. In the event a quorum does not exist, committee chairs are required to text, call or email each committee member as well as the Town Council liaison of the cancelation.

9. Enroll All Interested 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 interested 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.

10. Disband, Revitalize or Modify Designated 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 members have expertise on a wide range of issues that could prove valuable to the Town in the future. As with the Historic Resources and Geology Committee the Town Council or staff may seek their input on an as needed basis.
- 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. Following the suggestion of Councilmember Hughes, it is recommended that a two person subcommittee of the Town Council supported by the Communications Analyst, develop and spearhead a revitalizing recruitment effort for this committee, both to seek new members and to revisit the mission and charter of the Committee
- c. The Public Works Committee provides after-hours service infrastructure and certain disaster needs (putting out cones for fallen trees, etc.). While there are liability risks associated with some activities previously undertaken by the committee, the Town Council appreciates the invaluable work of these volunteers, particularly when no other staff are available to take on after hours and weekend work. Legal counsel is reviewing the attendant liability issues and will recommend appropriate modifications to their charter, with a commitment to preserving their core mission.

Committee Chair Involvement

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 the first document presented to the Town Council on September 11th.

NEXT STEPS

The Subcommittee seeks additional input on the above ideas for potential implementation. Revisions to the Committee Handbook may be necessary as a result of any adopted recommendations.

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

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Thursday – September 12, 2019

1. Agenda - Sustainability Committee - Monday, September 16, 2019
2. Agenda – Trails & Paths Committee - Tuesday, September 17, 2019
3. Agenda (Cancellation) – Planning Commission – Wednesday, September 18, 2019
4. Invitation – Council of Cities Dinner Meeting – Friday, September 27, 2019

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

1. None



TOWN OF PORTOLA VALLEY
Sustainability Committee Meeting
Monday, September 16, 2019 10:30 AM to 12:30 PM
Town Hall – Conference Room
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of Minutes**
- 4. Old Business:**
 - a. Updates from Maryann**
 - b. Updates from Brandi**
 - i Reach Code**
 - c. Updates from Sub-Committees**
- 5. New Business:**
 - a. Report back on Ad Hoc Wildfire Preparation Committee Meetings**
 - b. Discussion on Climate Emergency Movement**
- 6. Set Date and Topics for Next Meeting**
 - a. Monday, November 18, 2019 ?**
- 7. Announcements**
- 8. Adjournment**



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, September 17, 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 August 20 and July 16, 2019
- 4. Old Business**
 - a. **Monthly (August) Trail Conditions, Work, and Budget:** (Update / Discussion)
 - b. **Coal Mine Ridge Open Space Maps and Signage:** (Update / Discussion)
 - c. **Committee Applications and Potential Charter / Committee Size Amendment:** (Update / Discussion)
 - d. **Potential Capital Projects:** (Discussion)
- 5. New Business**
 - a. **Development Plans:** (Discussion, as filed and applicable)
 - b. **Accolades:** (Discussion, if any applicable)
- 6. Other Business**
- 7. Adjournment**

Enclosures:

Minutes from August 20 and July 16, 2019 meetings
Trail Work Map & Memo – August, 2019
Financial Review – August, 2019
Draft CMR Open Space Maps and Signage



TOWN OF PORTOLA VALLEY
7:00 PM – Regular Meeting of the Planning Commission
Wednesday, September 18, 2019
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION
MEETING REGULARLY SCHEDULED FOR
Wednesday, September 18, 2019

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, September 18, 2019 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, October 2, 2019 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



Dinner/Meeting Announcement Friday, September 27, 2019

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

LOCATION:

Volkswagen Group of America
(Innovation and Engineering Center California)
500 Clipper Drive
Belmont, CA 94002

SCHEDULE:

5:30 pm Social
6:00 pm Business Meeting
6:30 pm Dinner
7:00 pm Program
8:30 pm Adjourn

Please contact Chair Marie Chuang if you wish to bring up an item for group discussion or give a committee report.
Telephone: (650) 522-7522 ext 6265 or Email: dpapan@cityofsanmateo.org

Menu (Buffet Style Dinner)
\$65 per person

Appetizers
Spinach Stuffed Portobello Mushroom *(Vegetarian)*
Marinated Tri Tip Meal to Include:
Tri Tip topped with a Mushroom Marinade
Caesar Salad: Home Made Croutons, Fresh Parmesan, and Caesar Dressing
Yukon Gold Mashed Potatoes
Mini Cheesecakes

Please RSVP by Friday, September 20, 2019
To Jozi Plut: jplut@belmont.gov
650-595-7408

Please make check payable to:
City of Belmont
Attn: Jozi Plut
One Twin Pines Lane, Ste. #340
Belmont CA 94002



Business Meeting 6:00 pm Friday, September 27, 2019

6:00 pm

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

7:15 pm

**** Program ****

Presentation from Volkswagen Group with an overview of its research activities and history in Silicon Valley. A discussion around policy ideas which could support the innovation and research at VWGoA involving and benefiting Silicon Valley Cities.

8:30 pm

Meeting Adjourned

DIRECTIONS:

From 101 South

Follow US-101 N to Island Pkwy in Belmont. Take exit 412 from US-101 N
Continue on Island Pkwy to your destination
Turn left onto Concourse Pl
Turn right onto Clipper Dr

From 101 North

Follow US-101 N
Use the right 2 lanes to take exit 412 for Ralston Ave/Marine Pkwy
Continue straight onto Island Pkwy
Turn left onto Concourse Pl
Turn right onto Clipper Dr

PARKING – on site

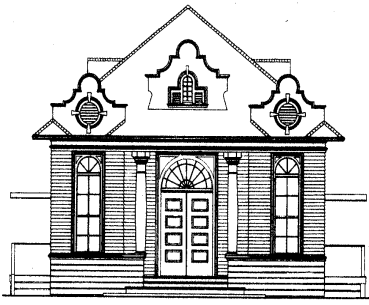
TOWN COUNCIL WEEKLY DIGEST

Thursday – September 19, 2019

1. Agenda (Canceled) – Architectural & Site Control Commission - Monday, September 23, 2019
2. Agenda (Special) – Open Space Acquisition Advisory Committee - Monday, September 23, 2019
3. Agenda – Conservation Committee – Tuesday, September 24, 2019
4. Report from Portola Valley School District - Update on Providing a Quality Education
5. Invitation for Letters of Interest for October 25 City Selection Committee meeting – One seat for each San Mateo County Transportation Authority and Bay Area Air Quality Management
6. Email from Millbrae Mayor Wayne Lee re: China Consulate on Company-to-City networking
7. Email from City of Millbrae re: Nationwide Campaign “United Against Hate”

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

1. None



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Architectural and Site Control Commission (ASCC)

Monday, September 23, 2019

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

**ARCHITECTURAL AND SITE CONTROL COMMISSION
MEETING REGULARLY SCHEDULED FOR**

Monday, September 23, 2019

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meeting regularly scheduled for September 23, 2019 has been cancelled.

The next regular meeting of the Portola Valley Architectural and Site Control Commission is scheduled for Monday, October 28, 2019 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



**Town of Portola Valley
Special Open Space Acquisition Advisory Committee
Monday, September 23, 2019, 7:30 PM
Town Hall Conference Room (EOC)
765 Portola Road, Portola Valley, CA 94028**

MEETING AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – July 29, 2019
4. New Business
 - a) Proposal to fund open space maintenance from open space portion of UUT: Town Manager Jeremy Dennis
 - b) Proposals to recommend that the Alpine Road “crescent” become Town open space
5. Old Business
 - a) Open Space properties
 1. Outreach to neighbors of open space properties that are candidates for possible divestment: status of exploratory outreach: Chip McIntosh, Jeremy Dennis
 - b) Building awareness and support
 1. Open space brochure: review revised map
6. Next meeting?
7. Adjournment



**TOWN OF PORTOLA VALLEY
 Conservation Committee Meeting
 Tuesday, September 24, 2019 – 7:30 PM
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA**

REGULAR MEETING AGENDA

1. Call to Order
2. Oral Communications
 - A. Town Council Review of Committees
3. Approval of Minutes – August 27, 2019
4. Current Site Visits
 - A. 175 Fawn
 - B. 96 Hillbrook
 - C. Subcommittee on Guidelines revision
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. See Appendix B for draft of boilerplate for this.
 1. Springdown Preserve – Chiariello, Plunder, Murphy
 - i. Comprehensive care calendar
 - a. Photo documentation - Plunder
 - 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 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
 - B. Label trees at Town Center and Spring Down – Plunder, Walz
 - C. Intermediate properties analysis and recommendations
 1. #26 Blue Oaks/Los Trancos Neighborhood pond – Murphy, Walz defer
 2. #32 Denger. Heiple, Magill – submitted
 3. #33 Shady Trail parklet. Chiariello, Plunder - submitted
 - 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. Denise Enea
 2. Ad-Hoc Committee on Fire Safety – Plunder
 1. MROSD letter

- I. Committee/Town cooperation
 1. Public Works – Murphy
 1. Staffing
 2. MROSD fence line along Portola Road
 3. Paseo del Arroyo - Walz
 2. Sustainability Committee – Murphy
 3. Trails – Stromeyer
 4. Open Space – Chiariello
 - J. Changes: Criteria and website
 1. Protect “Heritage” shrubs – Magill
 2. Change Heritage Tree criteria for Bay trees – Walz
 3. Golden Oaks – Magill, Walz
 4. Fire safe native grounds covers – Chiariello, Heiple, Walz
 - K. Rodenticide turn in event – Plunder, Chiariello
 - L. Fall Evening Lecture Pumas – Plunder, Chiariello
7. New Business
 - A. Stanford wedge housing proposal
 8. Adjournment
 9. Next Meeting 10/22/2019, 7:30 pm

APPENDIX A

The Town Council held a study session to review a council subcommittee’s work on the Town’s committees. Ideas supported by the Town Council include:

- Increased support from the Town’s Communications Analyst
- Increased recruitment for all committees, and “rebooting” those committees that have had difficulty retaining members, including the Nature and Science Committee
- Realigning the timing for committees to engage with the Council on their budgets and priority-setting, and increasing communications between the Council and committees on areas of interest that may require additional Town support
- Creation of an event support team to assist with the day-of set-up and break-down of committee events
- Creation of a Community Engagement Committee to assist in the planning and management of major town events
- Connecting committee members with the Committee Handbook on a regular basis
- Inviting committee members to serve as disaster service workers
- Deletion of the Cable and Underground Committee.

The Town Council is expected to review formal recommendations, based on the above input, at their September 25 meeting.

APPENDIX B

DRAFT 5 YEAR PLAN FOR ALL SIGNIFICANT PROPERTIES

NAME OF PROPERTY

1. ANNUAL
 - a. Basic maintenance – weed and invasive control, removal of dead/hazardous materials.
2. 2020
3. 2021
4. 2022
5. 2023
6. 2024



Portola Valley School District
4575 Alpine Road
Portola Valley, CA 94028



Prsrt. Std.
U.S. Postage
PAID
TBW

UPDATE ON PROVIDING A QUALITY EDUCATION

PORTOLA VALLEY SCHOOL DISTRICT

UPDATE ON SCHOOL FACILITY UPGRADES AND MEASURE Z

In November 2018, over 62% of local voters approved Measure Z to provide \$49.5 million to repair and replace classrooms and facilities at Ormondale and Corte Madera Schools. The District has taken steps to begin updating our schools, and the Citizens' Bond Oversight Committee and both Principals' Construction Progress Committees have been formed for each school. In addition to Measure Z funded projects, our District has also completed school facility upgrades to support safe and updated learning environments.

Completed Measure Z Projects

- Frontage landscape improvements at Ormondale
- Multi-Use Room roofing improvements at Ormondale
- Dry rot repairs at Corte Madera



Repaired Dry Rot at Corte Madera School

Other Recent School Facility Upgrades

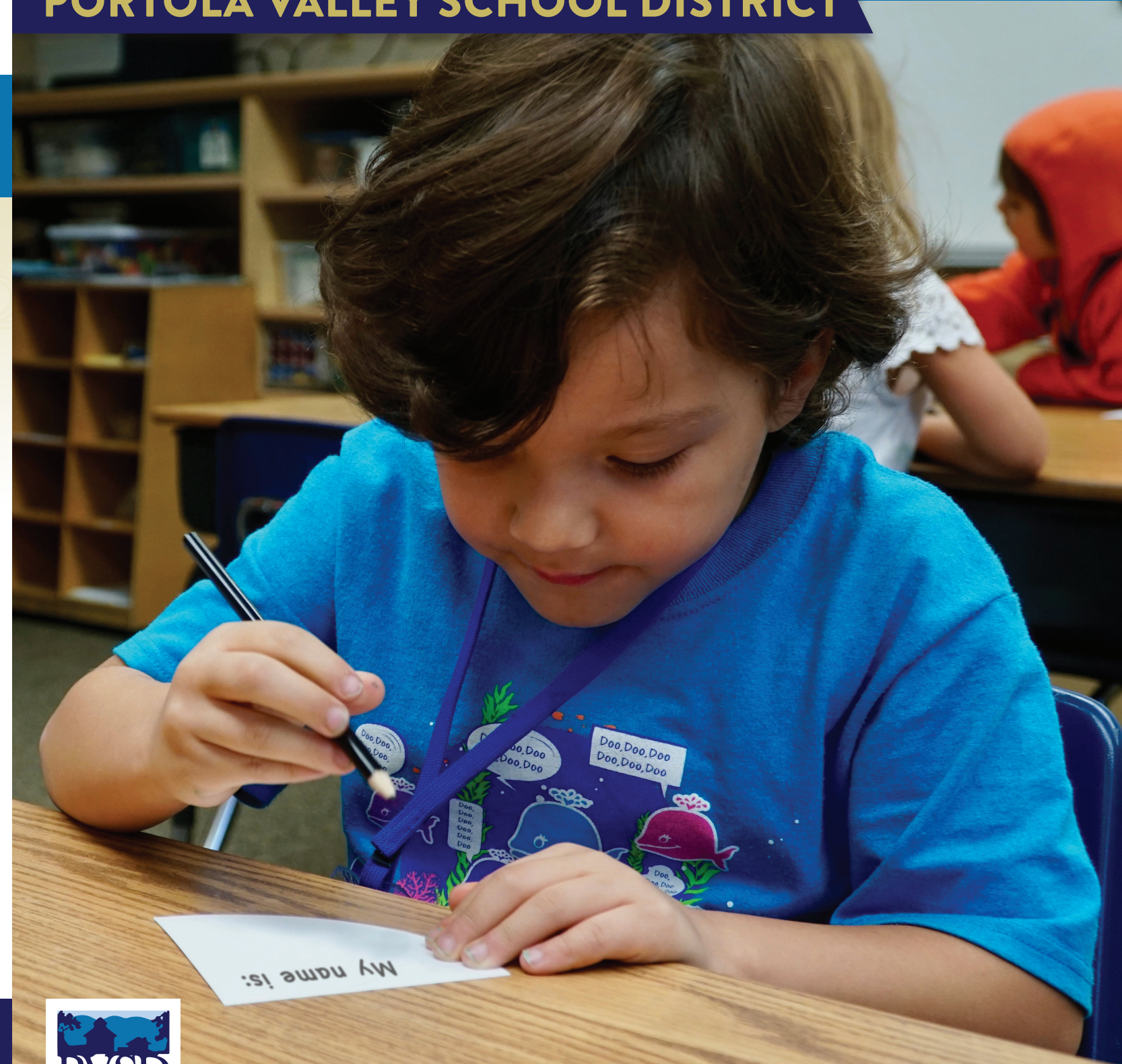
- Interior and exterior energy savings lighting upgrades
- Energy management system installation
- Districtwide asphalt and fencing repairs



Improved Roofing at Ormondale School

Planned Measure Z Projects

- New classroom buildings and courtyard renovations at Corte Madera
- New classroom buildings and courtyard renovations at Ormondale
- Classroom modernizations at Ormondale and Corte Madera
- Exterior painting at Ormondale and Corte Madera



www.pvdsd.net [/portolavalleyisd](https://www.facebook.com/portolavalleyisd) [@pvdsd](https://twitter.com/pvdsd)

If you would like to receive email updates from the Superintendent, go to www.pvdsd.net and click "Newsletter Sign-Up" at the bottom of the page.

PROVIDING A QUALITY EDUCATION

IN PORTOLA VALLEY SCHOOL DISTRICT



Dear Neighbor,

September 2019

I am honored to join the Portola Valley School District community as Superintendent. In the time that I have served as Superintendent, I have already met with many wonderful parents, dedicated teachers and hardworking staff. As a high-performing school district, it is a pleasure to work with teachers who emphasize hands-on learning and critical thinking. Our students receive an enriching education that prepares them to excel in our increasingly competitive economy. This is a community that values high-quality education and invests in its students.

As we welcome students back to another school year, we are pleased to update you on the progress at each of our schools. Many of our outstanding programs are funded through the support of our generous Portola Valley Schools Foundation and our dedicated local parcel tax funding, which has supported our schools since 1985. These funding sources help protect quality education at a time when the District has tightened its belt and already cut 7 teaching and staff positions in the last three years.

In addition, our community's support for the Measure Z bond last November helped provide funding for urgent facility upgrades at Ormondale and Corte Madera Schools. Planning for implementation of Measure Z is well underway, and we are excited to see the improvements in our schools. Please find more information about Measure Z on this mailer.

We strive to provide the highest quality education possible to our students in Portola Valley and Woodside, and we appreciate our partnership with the community. As the new Superintendent of the Portola Valley School District, I'm interested in the issues of importance to the community. As such, the Portola Valley School District is conducting research on important issues in our area. You may be receiving a link to a survey in the near future. I hope to meet with many of you over this school year and I invite you to reach out with any feedback or questions at superintendent@pvsd.net.

Sincerely,

Roberta Zarea

Roberta Zarea

Superintendent, Portola Valley School District



Update on Local Parcel Tax Funding

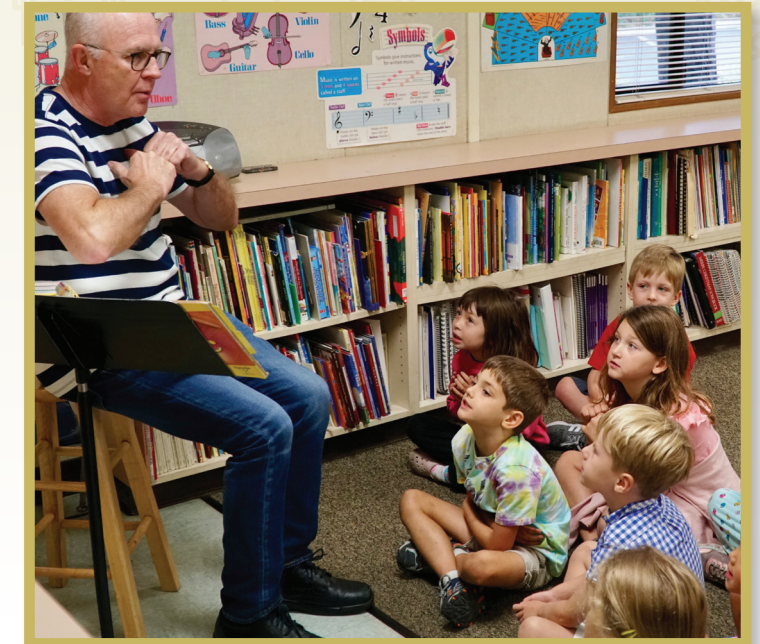
Since 1985, our community has supported and periodically renewed a local parcel tax for Portola Valley School District. Today this measure costs \$581 per parcel per year and generates \$1.2 million each year for our schools. This funding is set to expire in 2021, and if this funding expires, our schools could lose up to 12 teachers. Over the years, this measure has contributed to:

- Retaining qualified and experienced teachers
- Maintaining quality math, science, reading and writing instruction
- Maintaining programs in engineering and technology
- Supporting art and music programs
- Limiting class size increases

No funds from the local funding measure are spent on administrator salaries and no funds can be taken away by the State. Seniors age 65 and over are eligible for an exemption from the cost. An independent citizens' oversight committee and an independent auditor review the expenditures and provide reports to ensure that funds are spent as voters intended. To learn more about the existing local parcel tax, go to www.pvsd.net/parceltax.

Portola Valley Schools Foundation

The Portola Valley Schools Foundation is essential to funding our schools and maintaining our high-quality programs. Thanks to the generous support from our community, the Foundation contributes approximately \$1.2 million per year from its Annual Campaign, Endowment Grant Program and biennial "FANFare" event. The Annual Campaign contributes to smaller class sizes, dedicated reading and math specialists, drama, art, counselors and classroom aides. The Endowment program funds special projects requests from teachers and administrators benefiting students. The biennial "FANFare" raises additional funds for targeted programs and/or infrastructure. The Foundation's contributions help to fill public funding gaps and continue the outstanding programs that provide enrichment opportunities for our students.



Updated as of 9/18/19

Vacant Positions!

Please submit your “Letters of Interests” no later than **5p.m. on Friday, October 11, 2019** to Sukhmani Purewal, Secretary of City Selection Committee and Assitant Clerk of the Board of Supervisors via email or fax. Please email: spurewal@smcgov.org or fax: 650-363-1916.

The next City Selection Committee meeting will on October 25, 2019 in Foster City along with Council of Cities Dinner (more info. to come)

➤ **San Mateo County Transportation Authority (SMCTA)**

- 1 Regular Member representing Cities Central
 - Remaining term of Council Member Maureen Freschet, City of San Mateo
 - Eligible Cities: Belmont, Burlingame, Foster City, Half Moon Bay, Hillsborough, Millbrae, and San Mateo
 - Term will be from October 25, 2019 through December 31, 2020

➤ **Bay Area Air Quality Management District (BAAQMD)**

- 1 Regular Member
 - Remaining term of former Council Member Doug Kim, City of Belmont
 - Term will be from October 25, 2019 through December 31, 2019
 - All Cities eligible
 - **Note:** The remaining term is very short so another appointment will be made in December this year for a regular 2-year term (January 1, 2020 through December 31, 2021)

Email dated September 17, 2019
Opportunity to increase city investment meeting Sept 25, 3pm San Mateo City Hall

Hello, City Clerks. Mayor Wayne Lee has requested that this email be forwarded to your Mayors, City Councilmembers, City Managers and Community Development Directors. Thank you.

Elena

Elena Suazo
City Clerk
City of Millbrae

Greetings,

The China Consulate is hosting a company-to-city networking event for the purpose of spurring mutual economic growth and investment. This will take place at the City of San Mateo council chambers, Sept 25th, 3pm-5pm. The time has changed due to a conflicting event (League of Cities Senate 13 candidate forum).

Each city will be allotted 4 minutes to present (~2 minutes of presentation and ~2 minutes for Q&A). Each city should talk about what they are looking for in terms of investments and market growth. Each city should also talk about what resources (space/existing industries/regulatory incentives) are available and why their city is the likely location for companies from China to base their operations, expand their operations to, and/or partnerships. For example, SSF may talk about the BioTech industry in SSF, available land for development, a great downtown with a variety of offerings, and experienced economic development staff.

This is an excellent opportunity for companies in your city to learn and match up with international companies. For those cities with mostly family dwellings, this is a perfect opportunity to expand markets of operators of import/export and service companies who live in your city.

Electeds and staff should attend.

Global SF will also talk about how a successful trade office works.

Please RSVP and send your presentation to the Millbrae City Clerk, Elena Suazo (esuazo@ci.millbrae.ca.us) by Sept 23rd.

The list of companies will be sent shortly. They will represent industries of hotels, tourism, development, industrial, import/export, etc.

Please feel free to contact me if you have questions, 650-307-5220 or waynejlee@ci.millbrae.ca.us.

Respectfully,

Wayne



September 12, 2019

VIA E-MAIL

Dear Colleagues,

The rhetoric of divisiveness in our nation and our cities has caused outright demonstration of hate in the form of violence, desecration of properties, and blatant disregard of basic civility.

We, as Civic leaders, feel the anxiety of our residents. We, as leaders can take a proactive approach. Lead our community to a respectful place.

We, therefore, respectfully seek your support to a nationwide campaign called "United Against Hate". This is a program that was started by the City of Berkeley to address the hate rallies that occurred in Berkeley many years ago.

We propose that San Mateo County and its included cities plan events that celebrate diversity all in the same week. All this will occur on national "United Against Hate" week, November 17-23. For event ideas, please visit <https://unitedagainsthateweek.org/>. The cities can team up with other cities. It is important that "United Against Hate" week be highlighted by doing events on November 17-23.

The "United Against Hate" campaign has graphics for posters that can be changed to include your city's name. Please contact Jacquelyn McCormick (jmccormick@cityofberkeley.info) to request a graphic file to produce a poster with your city's name. The "Bay Area Stands United Against Hate" poster can be ordered - sample enclosed.

We have contacted several high schools in our county and hope you will also reach out to your local schools to participate. Please feel free to contact anyone of us if you have questions or suggestions.

Respectfully,

Donna W. Colson
Mayor, City of Burlingame
dcolson@burlingame.org

Wayne J. Lee
Mayor, City of Millbrae
waynejlee@ci.millbrae.ca.us

Rico E. Medina
Mayor, City of San Bruno
rmedina@sanbruno.ca.gov

CC: Congresswoman Jackie Speier
Senator Jerry Hill
Assemblyman Kevin Mullins
City of Burlingame – City Council
City of Millbrae – City Council
City of San Bruno – City Council

BAY AREA

STANDS

UNITED

AGAINST

HATE