



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, February 12, 2020  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

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

### ORAL COMMUNICATIONS

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

### CONSENT AGENDA

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

1. **Approval of Minutes** – January 22, 2020 (3)
2. **Approval of Warrant List** – February 12, 2020 (14)
3. **Appointments by Mayor** – Members to the Nature & Science Committee (29)
4. **Recommendation by Town Manager** – Tennis and Sports Court Rules Update (36)
5. **Recommendation by Town Manager** – Request for Budget Amendment for OpenGov Contract Agreement (38)
6. **Recommendation by Town Manager** – Woodside Fire Protection District Station 8 Planning Fee Waiver (89)

### REGULAR AGENDA

7. **Discussion and Council Action** - PV Palooza Sponsorship/Fundraising (92)
8. **STUDY SESSION** – Update to the Green Building Ordinance (103)
9. **Discussion and Council Action** – Fundraising for the Road Remnant portion of Frog Pond Open Space (136)
10. **Report by Town Manager** – State Housing Bills / RHNA Updates (138)
11. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (139)  
 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** (140)

### WRITTEN COMMUNICATIONS

13. **Town Council Digest** – January 24, 2020 (141)
14. **Town Council Digest** – January 30, 2020 (147)
15. **Town Council Digest** – February 6, 2020 (154)

### ADJOURN TO CLOSED SESSION

16. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** (Gov. Code Section 54956.8)  
 Property: 725 Portola Road / APN: 076280130  
 Agency Negotiator: Jeremy Dennis, Gregory J Rubens  
 Negotiating Parties: Goodstein Family Partners Lp  
 Under negotiation: Transfer of Property to Town Ownership

### REPORT OUT OF CLOSED SESSION

### ADJOURNMENT

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

**SUBMITTAL OF AGENDA ITEMS**

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

**PUBLIC HEARINGS**

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

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 981, JANUARY 22, 2020**

**CALL TO ORDER AND ROLL CALL**

Mayor Aalfs 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 Craig Hughes, John Richards, and Ann Wengert; Vice Mayor Maryann Derwin; Mayor Jeff Aalfs

Absent: None

Others: Jeremy Dennis, Town Manager  
Brandi de Garneau, Assistant to the Town Manager  
Cara Silver, Town Attorney  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

None

**CONSENT AGENDA**

- (1) **Approval of Minutes** – Amended December 11, 2019. *[Removed from Consent Agenda.]*
- (2) **Approval of Minutes** – January 8, 2020
- (3) **Approval of Warrant List** – January 22, 2020, in the amount of \$465,738.86.
- (4) **Appointment by Mayor** – Commissions and Committees Membership Appointments for 2020

Councilmember Hughes moved to approve Items 2, 3, and 4, of the Consent Agenda. Seconded by Councilmember Wengert; the motion carried 5-0, by roll call vote.

- (1) **Approval of Minutes** – Amended December 11, 2020. Councilmember Wengert moved to approve Item 1 as amended. Seconded by Councilmember Richards, the motion carried 5-0.

**REGULAR AGENDA**

- (5) **First Annual Council/Committee Workshop**

Mayor Aalfs thanked all of the attending Committee members for their participation in the workshop. He explained that the workshop would cover a description of the Council Priority process, discussion of Council/Committee communications, FY 2020-21 potential priorities, and next steps, as detailed in the staff report.

Town Manager Dennis explained that the Council Priority process includes two study sessions per year to adopt Council priorities, which are listed at the end of each year's budget book. He said the input from this workshop will help inform the Council's priority setting process next month and provide an opportunity to have some level of alignment between the Council and the Committees. Town Manager Dennis said the priorities are partially based on staff suggestions about issues monitored throughout the year, partially on collective Council issues, and partially on individual issues brought forward by Councilmembers. He pointed out that priorities are not necessarily completed in one year (i.e., housing, sustainability, resident resiliency, etc.).

Mayor Aalfs invited comments from the Council regarding the Council's liaison roles.

Councilmember Richards said he read an interesting article, by Yuval Levin, entitled, "How do Americans Lose Faith in Everything." The article addressed how institutions need to form individuals to act correctly. Councilmember Richards said the procedures and policies that have been put together over the last 50 years should be followed very carefully. He said there may be times those are not clarified well. He said Mr. Levin said when there is a discussion about a difficult subject, everyone needs to ask themselves how they should respond in that situation. He said if there is no guidance by the institution and procedures, it is difficult to weigh in properly. Councilmember Richards suggested that the Town's procedures and overall goals need to be thought about so that the Committees, Town Council, and public can react accordingly. He said an extreme example is a situation where someone is building something and word gets out that something will be built. He said if any of the Committees decides it needs to be discussed immediately, before there are any plans or anything that would be a complete misuse of the system. He said the steps would have to be taken to make sure the procedures are followed properly so that the institutions work and everyone knows how to respond properly.

Mayor Aalfs said the Town has done things very informally for a long time, either by design or by happenstance. He said every Councilmember probably has a different approach as to how they act as liaisons. He said he doesn't know how formal it should be and he would not want to set up a lot of prescriptions. He said he feels like part of the liaison role is to keep committees on the rails. Councilmember Richards said he agrees it doesn't need to be formalized and traditions can also work. He said the article also pointed out that we don't want people to be able to use the institutions as a megaphone but need to be able to fit into the system.

Councilmember Hughes said he does not disagree. He said the Committees have an important role and there are a lot more Committee Members than Councilmembers. He said the Committees are the arms and legs and eyes and ears and mouths of the Town. He said if not for their work, the Town Council and staff would not know about a lot of the work that needs to be done or would not hear about it in a timely manner. Councilmember Hughes said the Committees perform a certain amount of work to fully understand an issue prior to reporting to staff or the Council. He said, for example, the Bicycle, Pedestrian & Traffic Safety Committee often discuss pedestrian circulation and problem intersections, which has led to the traffic report commissioned last year which is now leading into some action. He said that originated with that Committee. Councilmember Hughes said the Committees should not be prevented from investigating issues in the absence of direction from the Council. He said the Council should not be in the business of telling the Committees not to work on issues. Councilmember Hughes said the liaison may advise the Committee that the chances of an issue going anywhere is not great, the Committee should still be able to decide if they want to work on it or not.

Mayor Aalfs agreed that Committees have brought things to the attention of the Council and staff and he doesn't want to ever discourage that, but it needs to be a back-and-forth. He said items have come to the Council that, for one reason or another, have not been acted on and he thinks the Committees get frustrated with that. He said it may help if informal goals and expectations were set.

Town Manager Dennis said the Council adopted a Revised Policies and Procedures Handbook based on some initial feedback. He said one of the recommendations was to have this workshop, to provide an opportunity for the back-and-forth communication.

Councilmember Wengert said Portola Valley has some of the best and highly-functioning Committees of anywhere, all due to the individuals present tonight. She said the Council must always remember that it is a two-way interaction from start to finish. She said at the top, most strategic level, it must be recognized what the Town's goals are for that year. Councilmember Wengert said the perfect example is fire safety, how that will affect Conservation, Trails, Emergency Preparedness, Sustainability, and other Town Committees. She said there is a big overlay that will have an impact on all of the Committee Members to make sure the Council is providing enough direction and the Committee Members can coordinate, so they are not duplicating or feeling like their stepping on each other's toes. Councilmember Wengert said there is that one-way strategic direction. She said, on the other hand, considering the issues dealt with last

year, the communications she received from the Committee Chairs was hugely helpful. She said that interplay is also critical. She said everyone on the Council needs and wants those lines open to understand what the Committees are thinking about some of the big issues. Councilmember Wengert agreed with Councilmember Richards that the Town has a lot of really good institutional procedures. She said that, from a very global level, is what the Town is looking at with Stanford right now. She said members of different Committees were brought in at the pre-application phase. She said that as it moves through the very well-defined process, all of the Committees that would have an impact, which will probably be most of them, will be weighing in and opining on that project specific. Councilmember Wengert said that is a great example of how those very-well defined procedures can work. She said it's a bottom up approach and a combination of the Town Council and staff making sure they're imparting to the Committees about their major goals. She said the Conservation Committee is a good example of that in how they handled the review of Town-owned properties. She said the integration of those kinds of project and priorities will be key going forward, make sure everyone is on the same page.

Councilmember Richards said he did not want to give the impression that discussion should be cut off. He said as long as he's been in Town discussions have been allowed to continue as long as they want. He said the institutions are set up and available and useful and they should not be allowed to fall by the wayside resulting in discussions veering off course. He said this will avoid having things become too politicized before they actually become projects that people can understand. Councilmember Richards said he agrees with the comments but would like to see the procedures followed to the point where they actually make things clearer for everyone.

Mayor Aalfs said the Councilmembers should be consistent in their liaison roles.

Vice-Mayor Derwin said when she first came on in 2005 the Council liaison attended meetings and was there to be helpful and supportive but not to interact. She said that has changed a bit. She asked for clarification of the current role of Council liaison. Councilmember Richards said that's how he was taught as well, being mostly there to answer questions of procedure and propriety, but not participation, and leaving it up to the Committees to run themselves.

Councilmember Hughes said he sometimes goes beyond that, trying to be a resource for the Committees if they need help, advice, which member of staff to talk to, etc. Councilmember Hughes said if the Committee decides they want to go in a particular direction, he will help them get there if they need something from the Town. He said he's not acting separately from the Council, but explaining to the Committee about things they can do without coming to a full Council, suggesting a staff member to talk to, suggesting agendaizing a joint meeting with another Committee, etc. Vice-Mayor Derwin said that is different from the traditional liaison role, which did not include guiding. She said she was not saying one was better than the other, but asked if the liaison role has changed and if the liaisons now should be providing more guidance. Mayor Aalfs said his role with the different Committees has varied depending on what the Committee wants. He said some have asked procedure questions as well as the Council's perspective on things.

Ed Holland, Bicycle, Pedestrian & Traffic Safety Committee. Mr. Holland said he appreciated Councilmember Hughes' approach to Council liaison and suggested the Council consider that as part of the liaison role. He said Councilmember Hughes' guidance and suggestions are very welcome and very helpful. He said that little bit of knowhow and procedure is something the Committee Member and Chairs may not always know.

Judy Murphy, Conservation Committee. Ms. Murphy said the Committees look to the liaison to be an available resource. She said having sat on different Committees, liaisons are slightly different. She said with Sustainability, for example, because Vice-Mayor Derwin attends a lot of other meetings and has a lot of information, she does a lot of talking, which brings the Committee a lot of facts they don't have. Ms. Murphy said while that is not strictly in a liaison's role, it is critical to what that Committee is doing. Ms. Murphy said in the Conservation Committee, they assume Councilmember Richards is there to answer questions. She said the liaisons providing guidance is essential. She said the liaison role should not just mean listening at the meeting, telling the Committee what the rules are, and then reporting back to the

Council on what happened at the meeting. She said it should be a true liaison so that things work well between the Committee and the Council. She said sometimes they need a lot and sometimes they need nothing. She said the idea that they can't look to the Council liaison for anything more than procedural protocol is ridiculous. She said the liaisons are needed and essential, partly to keep the Committee focused in the right direction. Ms. Murphy said her Committee, however, does not appreciate the idea that they have to be kept on the rails, checked or held in so they don't do something or talk about something the Council could not like. She said democracy gets messy and there will be times they talk about things that may seem inappropriate to the Council and maybe the Committee's goals won't be achieved, but it is a way for the people in Town to express what they're feeling. She said the people in Town don't always come to Council meetings and don't always speak up in oral communications. She said sometimes they may grouse at the Committees when it might have been more appropriate to grouse at the Council. Ms. Murphy said there is a give-and-take in it all and it needs to stay fluid.

Gary Hanes, Bicycle, Pedestrian & Traffic Safety Committee. Mr. Hanes agreed with Mr. Holland in that the Council liaisons that attend their meetings are always there in an advisory capacity but never in a directorial capacity. He said the Committee runs the show but when they stumble on questions of procedure, hierarchy, and chain of command, they rely on the liaisons for direction. Mr. Hanes said Public Works Director Young attends the meetings and can give direction regarding the regulatory side of things, Caltrans standards, etc. He thanked Councilmember Hughes for acknowledging the Committee's role in the traffic safety study. Mr. Hanes said their other big accomplishment was the overflow parking situation for Windy Hill. He said they received a lot of leeway to take on the projects, come up with ideas, review them, and then run them through the chain of command because they are only a Committee and not a Commission. Mr. Hanes said his biggest frustration is the sparsity of citizen input. He said sometimes citizens do not realize they Bicycle, Pedestrian & Traffic Safety Committee is only a Committee and does not have the power they may think they have.

Chris Raanes, Emergency Preparedness Committee. Mr. Raanes said he thinks the liaisons work very well. He said Councilmember Richards has just the right balance, letting them go and giving them feedback. He said he feels the communication works very well. He said he would be curious to hear why a change would be desired because, from his Committee's point of view, it works well just as it is.

Paige Bishop, Cultural Arts Committee. Ms. Bishop said she was here with John Badger, also on the Committee. Ms. Bishop agreed with Mr. Raanes in appreciating the support they get from their liaison, Councilmember Richards. She said the ability to bounce ideas off of him has been very helpful and if he doesn't have an immediate answer, he's the conduit to expediting answering a question they have. She wondered if there was some agenda the Committees were not aware of, but she also wondered why or if a change is desired.

Mayor Aalfs said it is not that the Council wants to change things. He said this workshop is to hear if people have comments. He said it is great to hear that things are working fine, but they also want to hear if things are not working fine. He said there is no goal to change things but rather to gather feedback. In response to Ms. Bishop's comment about possibly combining Committees, Mayor Aalfs said that idea is off the table.

Ms. Bishop said the main challenge in their group is they need more volunteers.

Nona Chiariello, Open Space Committee. Ms. Chiariello said she agreed with the comments tonight. She added that a number of Committee Members serve on multiple Committees. She said one of the great things about the liaisons is helping them balance the allegiances to the different Committees that have different priorities. She thanked Councilmember Hughes especially for that. She said the liaisons really do establish the coordination of cross-Committees a lot of times because they don't know what the other Committees are doing.

Lucy Neely, Finance Committee. Ms. Neely said the system works well. She said she is always impressed when the Council liaisons come to a Finance Committee meeting and is grateful for them as a resource. She found it interesting that Vice-Mayor Derwin's reference to historical precedent had

everyone nodding in agreement. She said there may be a good reason that the historical precedent has worked but keeping things status quo just because of historical precedence is not good and it is always good to consider evolution. She said the idea of a dialogue is more interesting to her than being a passive resource, although she agrees the Council should not be directive. She said the Council liaison is a good resource to bring relevant Town information to the Committee chairs. She suggested that at the beginning of the year, when new Council liaisons and new Committee Chairs are appointed, the new Chair and Council liaison could have a check-in to spark that open communication.

Gary Hanning, Trails and Paths Committee. Mr. Hanning said their interactions with their Council liaison, Councilmember Hughes and previously Mayor Aalfs, work very well. Mr. Hanning said they see Councilmember Hughes as an invaluable resource and an honorary member of their Committee. Mr. Hanning said Councilmember Hughes is welcome to speak up at any time on any topic. Mr. Hanning said they ask Councilmember Hughes a lot of questions and he is the only one who has the answer because most of the Committee Members do not attend Council meetings. Mr. Hanning said that they appreciate that they are free to set their own agenda and said that freedom is key and important for the Committees to function in the way that they do and he hopes that part of it never changes.

With no other comments regarding Council/Committee communications, Mayor Aalfs introduced the discussion about Council priorities. He noted that the priorities meeting will be February 26. He asked the Committee chairs to share items they would like to be considered. He said they are trying to make the priority-setting be more of a two-way street.

Councilmember Hughes said part of what the Committees do fits in with the Council priorities and requests. He said other issues come up within the Committees during the year, such as rains washing out trails, building projects out of control, etc., that may not be part of the base level task list for the Committee. Councilmember Hughes said that is where he looks to his Committees to set their own agendas, to figure out what those things are that the Council didn't think of at the beginning of the year. He said it will be interesting to discuss the balance between Town-wide priorities versus where the Committees want to go beyond that. He said there are things the Council would like the Committees to do for them, but beyond that, as long as those things are being done, they can go where they think they need to go.

Mayor Aalfs said the Council Priority discussion became part of the budget discussion and it would be nice to be in somewhat agreement about those priorities at the beginning of the budget year. He said this workshop is to get some feedback from the Committees before they set the priorities bar and the budget.

Councilmember Wengert said Parks and Recreation have the classic example of a homegrown issue that the Council didn't even think about and something that would never had shown up on priorities – the pickleball courts. She said once it came to their attention about what an important priority it was for their Committee, they moved on it fast. The large pickleball group came in with PowerPoint presentations and statistics about something many were not familiar with. She said it is the perfect example of how well the process can work, coming out of nowhere in the last quarter of last year. Councilmember Wengert said they have since received approval for the first court being marked and full-on approval for the second given the participation is huge. She said the Committees are the eyes and conduit into the community that the Council potentially has no way of seeing. She said fire safety was also a big issue last year and is now a priority. Councilmember Wengert said the Council looks to the Committees and community for all of that bottom-up push, enthusiasm, etc.

Mayor Aalfs said it is also helpful to alert the Committees that the Council is developing the priorities in the next month or so and would like to have input from the Committee Chairs, perhaps agendaizing this topic at their meetings and then issuing a short report to the Council that can be part of the discussion on the 26<sup>th</sup>. Councilmember Richards said it can certainly fit into the yearly Committee goal-setting process. Town Manager Dennis noted that the Committees didn't need to feel rushed because there is some flexibility and they don't need to know everything in a month. He said if there needs to be another meeting in between the two already scheduled, that is fine. Mayor Aalfs said the Council's priorities meeting could

be just the beginning of the discussion so he is giving a heads-up to the Committees that it may be helpful if they can provide something before the public meeting on the 26<sup>th</sup>.

Mary Hufty, Mapache Drive. Ms. Hufty suggested a community outreach about the priorities discussion. She said the Committee Members tend to be the same people over and over again and she suggested the public may provide some great input. She said she got excited when she heard the priorities at the financial meeting and became interested on how the priorities were established. She said she thinks others would also be interested. Mayor Aalfs said it will be announced on all the usual channels and he will also be hosting a two-hour coffee at the library resource room tomorrow morning.

Ms. Murphy suggested that protection of the natural environment is always a priority. She said it is so fundamental to the Town ethos that it just flies along and doesn't get specifically enumerated by itself in the way it should. She said that's fine if it's always there as a subtitle, no matter what the other priorities are. She said if getting budgeted is somehow tied to being one of the priorities, then she feels impelled to plead for her Committee that protection of the natural environment is made a priority so they can get their restoration projects into the budget. Mayor Aalfs said they want their input as part of the budget process going forward, with sooner being better than later. Town Manager Dennis said Council priorities don't always equate to dollars being budgeted. He said they often equate to staff time, which is also an important component. Town Manager Dennis said some of the priorities are a statement of the direction the Council wishes to take the Town. He said there have certainly been items in the past where there are not specific activities associated with that priority or project or budget amount, but is just saying that the Council thinks this is important and they are thinking about how to work on it more.

Nancy Lund said she hopes for an online presence so that Committees are aware of the vast resources available. She said there are a lot of digital photographs that would be useful as well as an online catalog.

Chris Raanes, Emergency Preparedness Committee. Mr. Raanes said he has always felt well supported and their Committee has always gotten attention and resources. He said the emergency preparedness of the Town is closely linked to two outside agencies besides the Sheriff's Office – Woodside and the Woodside Fire Protection District – who have essentially delegated part of that to the Citizen's Emergency Response Team (CERT). He said all of the entities have matured nicely over the last several years and now they really need to seamlessly integrate. He said the Emergency Preparedness Committee will need Council's guidance on how tightly to push that integration. He said there is a difference between the approach, the investment, and the amount of work on the Portola Valley side, such as the investing in training and the emergency operations center, than the approach being taken in Woodside. He said the resources from the Fire Department and CERT have to accommodate both. He said the Town may need to choose to stick with what they've been doing and CERT will be flexible or to integrate into the same way Woodside is doing it. He said the Committee will come up with recommendations but will need the Council's attention at some point this year. He asked that this issue to be added to the priorities agenda.

Town Manager Dennis said, as the Director of the Emergency Operations Center, information is one of the critical things he will need if there is a major disaster. He said the CERT teams can provide that information. He said they've discussed how the organizations can integrate so that they know that information will come in instead of having to send out resources to figure out what's going on in neighborhoods. Town Manager Dennis said it is great that there are active CERT teams in town that do wonderful things for their neighborhoods. He would like to see those integrated into the Town's reporting structure so that staff knows what's happening on the ground. He said CERT has been going in that direction.

Gary Hanning, Trails and Paths. Mr. Hanning said he also sits on the Golden Hills Emergency Preparation Team. He said their homeowner's association has organized an emergency response team. He said in going through they process they were amazed at how much they really didn't know about emergency preparedness. He said they have come a long way but have a much longer way to go. He said, for example, they've never done a mock evacuation drill. He said they will learn a lot from that. He said he would thread emergency preparation through almost all priorities the Council thinks of. He said



climate change has created an environment for fire risk that has never been seen before. He said the community outreach programs they do yearly are phenomenal. He said he is a parent with children in school and the concerts are wonderful. He said the Horse Fair sponsored by the Trails and Paths Committee is gaining in popularity every year. He said these kinds of things, like the Town Picnic, do wonders for the community, bringing people together talking and resolving problems, keeping issues from getting out of control. He suggested the community outreach programs be a priority for the Council.

Town Manager Dennis said staff is anticipating a deliverable through the Woodside Fire Protection District on evacuation route efforts. He said he and Assistant to the Town Manager de Garneau have been discussing what an evacuation drill would look like this year. He said once that information is received, they will be doing extensive community outreach.

Mayor Aalfs summarized that the Council's goal of this workshop was for it to be a two-way conversation with the Committees as the Council prepares to set the priorities as part of the budget process, with the understanding that unforeseen things will also come up. He said this is a good time to start that conversation regarding the recommendations such as those mentioned tonight.

Mayor Aalfs said the Council's study session is scheduled for February 26, they will receive Committee annual reports in April and May, and finalize the priority setting on April 8, to be shared with the Committees on April 9. Mayor Aalfs said these are the formal steps but it is an ongoing conversation.

Councilmember Wengert said when they decided to not consolidate some of the Committees, what they had considered was creating a pool of volunteers to help staff with community events. She said that pool of volunteers is still being considered so that as an event gets closer, people from that pool can be asked to help. She asked the Committee Chairs for their opinions.

Ms. Bishop said another entity was formed that was kind of competitive with Cultural Arts because they felt there was a lot of red tape between the Committees and the Council. She suggested forming an Event Committee and explaining to the public that it's not as daunting as they may think, but more of an interactive, cultural, fun, small, intimate experience.

Town Manager Dennis said the Council, as part of the Committee Handbook work, created two new entities; however, staff has not yet had the opportunity to promote them the way they want to, one of which is the Community Engagement Committee, which is what Councilmember Wengert referenced. The other one is a day-of support group where they can come in and help with some of the set-up, which is a huge obstacle to having a successful event.

Ms. Bishop said John Badger brought the idea of PV Palooza, an all-day locally-promoted music festival with local groups only. She said that could lead to the music groups performing at some of the local venues such as the Alpine Inn, Parkside, etc. She said they often get offers of sponsorship which they decline because their concerts are a gift from the Town to the residents and they don't need to deal with advertisers, etc. The PV Palooza, however, would provide that opportunity for local businesses to sponsor and advertise in a tasteful fashion, and the Palooza will go well beyond their budget.

Councilmember Richards responded to Ms. Bishop's comment about people not wanting to participate in all of the bureaucratic issues of Committees. He said this new committee would eliminate a lot of that.

Mr. Holland said Bicycle, Pedestrian & Traffic Safety Committee was asked to provide support for Zots to Tots. He said that although they achieved support at an adequate level, if they had a bigger pool of people and a good way to organize it, a better job could be done. He said there are the people daunted about serving on a committee, worried about the expectations, not understanding the commitments, etc., and then there are the go-getters, the people that want to solve a problem right away and change something. Mr. Holland said they lose those people when they learn about the process of first thinking about the problem, commissioning a study, talking to the Council, and then making a recommendation.

He said a question is how to make people who want to help the Town understand that the process is necessary and their help really does make a difference.

Mayor Aalfs thanked everyone for their attendance and being a part of the discussion. He said the Council values all the work the Committees do and they want to make sure the Council is interacting in a way that helps the Committees feel like they are being heard and are on the same page on these issues. He invited the Committee Chairs to contact the Council or staff with further comments. He said he looks forward to speaking with all of them moving forward.

Mr. Holland suggested that the Scouts of America could be a source of volunteers.

Mayor Aalfs called for a five-minute break.

(6) **Discussion** – PG&E Restructuring

Mayor Aalfs provided an update of the PG&E bankruptcy proceeding. He described the background, AB 1054, the current status, the letter from Governor Newsom, the conversion to electric cooperative, the advantages of a cooperative model, and the current status, as detailed in his presentation.

Loverine Taylor said she missed the point of why the PG&E bankruptcy was being discussed. She asked what it means to the Town of Portola Valley. Mayor Aalfs said he has been providing the Council with updates because San Jose Mayor Sam Liccardo's office has been asking elected officials to weigh in and endorse his solution, in case they're interested in endorsing it. He said Peninsula Clean Energy is also watching it closely so this is also part of his reporting to the Council about PCE.

Councilmember Hughes said a lot of the issues impact things that come up in town such as power outages and fire safety, all issues that are working their way through the PG&E bankruptcy process in terms of coming up with a version of PG&E coming out of bankruptcy that will do a better job dealing with those issues than previously. He said although the Town doesn't have a lot of control over that, knowing what's going on allows them, as they're thinking about the other issues, to see the bigger picture.

(7) **Appointment by Mayor** – Council Liaison Appointments for 2020

Mayor Aalfs was appointed Liaison for the following: Geologic Safety Committee; Historic Resources Committee; Nature and Science Committee; Public Works Committee; PV School District; and SCS/RHNA Policy Advisory Committee.

Mayor Aalfs was appointed Alternate Liaison for the following: Cable & Utilities Undergrounding Committee; Conservation Committee; Open Space Acquisition Advisory Committee; Parks & Recreation Committee; Sustainability Committee; and San Mateo Council of Cities.

Mayor Aalfs is the Town Representative for the following: Los Trancos/Vista Verde; Peninsula Clean Energy (PCE); League of California Cities; and West Bay Sanitary District.

Vice-Mayor Derwin was appointed Liaison for the following: ASCC (Jan, Feb, March); Planning Commission (Oct, Nov, Dec); Friends of the Library; and Sustainability Committee.

Vice-Mayor Derwin was appointed Alternate Liaison for the Cultural Arts Committee.

Vice-Mayor Derwin is the Town Representative for the following: C/CAG City County Assoc. of Governments; C/CAG Finance Committee; C/CAG Legislative Committee; C/CAG Resource Management and Climate Protection (RMCP) Committee; San Mateo County Council of Cities; San Mateo County Express Lanes JPS; San Mateo County Flood and Sea Level Rise; and San Mateo County Libraries JPA Governing Board.

Councilmember Hughes was appointed Liaison for the following: ASCC (July, Aug, Sept); Planning Commission (April, May, June); Ad-Hoc Town Center Master Plan Committee; Bicycle, Pedestrian & Traffic Safety Committee; Cable & Utilities Undergrounding Committee; Open Space Acquisition Advisory Committee; and Trails and Paths Committee.

Councilmember Hughes was appointed Alternate Liaison for the following: Emergency Preparedness Committee; Finance Committee; Geologic Safety Committee; Peninsula Clean Energy; Airport Roundtable; West Bay Sanitary District; and Stanford University.

Councilmember Hughes is the Town Representative for FireWise Committee and ABAG.

Councilmember Richards was appointed Liaison for the following: ASCC (Oct, Nov, Dec); Planning Commission (Jan, Feb, March); Conservation Committee; Cultural Arts Committee; Emergency Preparedness Committee; The Sequoias, Emergency Services Council; MROSD; and Woodside Fire Protection District.

Councilmember Richards was appointed Alternate Liaison for the following: Historic Resources Committee; Nature and Science Committee; Public Works Committee; Trails and Paths Committee; Friends of the Library; PV School District, and San Mateo Library JPA Governing Board.

Councilmember Richards is the Town Representative for HEART MAC of San Mateo County.

Councilmember Wengert was appointed Liaison for the following: ASCC (April, May, June); Planning Commission (July, Aug, Sept); Finance Committee; Parks & Recreation Committee; and Stanford University.

Councilmember Wengert was appointed Alternate Liaison for the following: Bicycle, Pedestrian & Traffic Safety Committee; C/CAG City County Assoc. of Governments; FireWise Committee; MROSD, San Mateo County Council of Cities; SCS/RHNA Policy Advisory Committee; ABAG; and League of CA Cities.

Councilmember Wengert is the Town Representative for C/CAG Finance Committee; C/CAG Bicycle and Pedestrian Advisory; and Airport Roundtable.

Councilmember Hughes moved to ratify the Mayor's 2020 Council Liaison Appointments as amended. Seconded by Vice-Mayor Derwin; the motion carried 5-0.

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

Councilmember Wengert – Councilmember Wengert, Councilmember Hughes and Town Manager Dennis worked with the team on OpenGov with meetings, discussions, and document review.

Councilmember Richards – Attended ASCC meeting on January 13. Attended the Martin Luther King Jr. Day of Service tree planting in East Palo Alto with Vice-Mayor Derwin.

Councilmember Hughes – Attended Bicycle, Pedestrian & Traffic Safety Committee meeting on January 15 where two citizens brought up concerns about traffic issues connected with the proposed Neely Winery CUP revision. They discussed next steps with the traffic study and school crossing flags at Corte Madera. He said the Sheriff's Office report now indicates what percentage of the citations are for Portola Valley residents and in the latest reporting period only 1 percent of the citations were for Portola Valley residents. He attended the Trails and Paths Committee meeting where there received updates on work completed and work needed and election of new Chair and Vice-Chair. Town Manager Dennis said he spoke with the new PV Ranch President who said some of the signs at the top of Coal Mine Ridge asking people to stay off the volunteer trails are being moved or destroyed. Councilmember Hughes said the upcoming ABAG annual meeting on February 7 will include a work session followed by an extended session on housing issues and the RHNA cycle.

Vice Mayor Derwin – Attended the Express Lanes JPA meeting where they discussed agreements with a financial legal service and advisor to negotiate a capital loan, the contract from Whipple to 380 which begins in February, vegetation removal, public outreach regarding sound wall problem in San Mateo, and the finalized scope of work regarding the equity study. She attended an RMCP meeting where they heard an update on RICAPS 2030. In response to Vice-Mayor Derwin’s question, Town Manager Dennis said Assistant to the Town Manager de Garreaux will provide a timetable at the end of this month on her plans to move that forward. Vice-Mayor Derwin said there was a presentation on the Brisbane Building and Energy Program and Ordinance. She said someone called in from the Stanford Codiga Resource Recovery Center describing the effluent sanitary treatment system. She also attended three meetings with the Flood and Sea Level Rise Resiliency District, where they interviewed CEOs, adopted the budget, discussed requesting the Army Corps of Engineers support in preparing a study of the San Mateo Bay and coastal shorelines, and appointed the Director and Alternate Director.

Mayor Aalfs– Attended Nature and Science Committee meeting where they received three new volunteers. He said the PCE’s Strategic Planning Committee met on January 14. He said the California Energy Commission currently has two grants out for microgrid projects. One of the grants is for smaller projects, which Portola Valley could fit nicely into; however, the grant deadline is February 4.

(9) **TOWN MANAGER REPORT** – Town Manager Dennis reported that the Woodside Fire Protection District’s Fire Code is coming back for ratification on February 26. Staff has still not heard back from the State regarding the PSPS grant. He thanked Councilmember Wengert and Councilmember Hughes for their help on OpenGov. The contract was signed for OpenGov this morning. Town Manager Dennis had lunch with the new Ranch President and had a great conversation. He said they feel positively about the goal to keep communication open. Town Manager Dennis reported that staff signed off on the building and planning permits for the dining room at The Priory. He noted that when Zots reopened staff received from calls from residents who were concerned about parking. He said those issues have fallen off a bit. Town Manager Dennis met last week with the School Board President and one of the new Board Members and they discussed reconstituting the liaison conversations. Town Manager Dennis, the two School Boards, Councilmember Hughes, Mayor Aalfs, and Roberta Zarea will start meeting quarterly. Town Manager Dennis said that the Stanford EIR scoping meeting will be held at the end of the month and ASCC will begin looking at the pedestrian safety study on February 10. There will be a 300-foot notice sent out for all locations. He said Public Works Director Young did a traffic count last year and noted a lot of growth for the Town Center indicating success for the campus itself as well as the library and programming. Town Manager Dennis no longer has to recuse himself from conversations with MROSD because Town Attorney Silver advised him that public agencies don’t require that level of recusals. He will attend the Open Space Committee Meeting tomorrow night to ask for some money to support surveying the new open space property.

### **WRITTEN COMMUNICATIONS**

(10) **Town Council Digest** – January 10, 2020

#6 – Invitation to Council of Cities – City of Burlingame Hosting – Friday, January 31, 2020. Vice-Mayor Derwin said she signed up.

(11) **Town Council Digest** – January 16, 2020

None.

### **ADJOURNMENT** [9:11 p.m.]

Mayor Aalfs adjourned the meeting.

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Mayor

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Town Clerk

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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

ACCUITEMPS	Temp/Clerical Acctg Support,	21870	02/12/2020	
A Robert Half Company	Week-ended 1/10/20		02/12/2020	
P.O. BOX 743295	0884		02/12/2020	0.00
LOS ANGELES	TEHC	1122	02/12/2020	0.00
CA 90074-3295	55130039			1,428.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	1,428.00	0.00

ACCUITEMPS	Temp/Clerical/Acctg Support,	21871	02/12/2020	
A Robert Half Company	Week-ended 1/17/20		02/12/2020	
P.O. BOX 743295	0884		02/12/2020	0.00
LOS ANGELES	TEHC	1122	02/12/2020	0.00
CA 90074-3295	55168467			1,428.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	1,428.00	0.00

ACCUITEMPS	Temp/Clerical/Acctg Support,	21872	02/12/2020	
A Robert Half Company	Week-ended 1/24/20		02/12/2020	
P.O. BOX 743295	0884		02/12/2020	0.00
LOS ANGELES	TEHC	1122	02/12/2020	0.00
CA 90074-3295	55221995			1,092.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	1,092.00	0.00

Check No.	1122	Total:	3,948.00
Total for	ACCUITEMPS		3,948.00

CALPERS	November Retirement - Classic	21909	02/12/2020	
FISCAL SERVICES DIVISION			02/12/2020	
ATTN: RETIREMENT PROG ACCTG	0107		02/12/2020	0.00
SACRAMENTO	TEHC	1123	02/12/2020	0.00
CA 94229-2703	100000015825630			15,191.81

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	15,084.43	0.00

Check No.	1123	Total:	15,191.81
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CALPERS	November Retirement - PEPPRA	21910	02/12/2020	
FISCAL SERVICES DIVISION			02/12/2020	
ATTN: RETIREMENT PROG ACCTG	0107		02/12/2020	0.00
SACRAMENTO	TEHC	1124	02/12/2020	0.00
CA 94229-2703	100000015825648			2,869.86

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	1,410.38	0.00
05-50-4080	Retirement - PERS	1,459.48	0.00

Check No.	1124	Total:	2,869.86
Total for	CALPERS		18,061.67

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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

CARDINAL ROOFING CO INC	Refund Deposit, 3 Oak Forest	21873	02/12/2020	
			02/12/2020	
2541 LEGHORN ST #7	1265		02/12/2020	0.00
MOUNTAIN VIEW	TECHC	1125	02/12/2020	0.00
CA 94043				1,000.00

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

Check No.	1125	Total:	1,000.00
Total for	CARDINAL ROOFING CO INC		1,000.00

CITY CLERKS ASSOC OF CA	FY 19/20 Dues-Hanlon, Jan-June	21874	02/12/2020	
	VOID #54442 (BOA) RE-ISSUE		02/12/2020	
700 R STREET, SUITE 200	1231		02/12/2020	0.00
SACRAMENTO	TECHC	1126	02/12/2020	0.00
CA 95811	4352			45.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	45.00	0.00

Check No.	1126	Total:	45.00
Total for	CITY CLERKS ASSOC OF CA		45.00

CITY OF BURLINGAME	Dinner/Mrg - Derwin	21875	02/12/2020	
			02/12/2020	
ATTN: DORIS MORTENSEN	625		02/12/2020	0.00
BURLINGAME	TECHC	1127	02/12/2020	0.00
CA 94010				65.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	65.00	0.00

Check No.	1127	Total:	65.00
Total for	CITY OF BURLINGAME		65.00

COMCAST	WiFi, 1/21/20 - 2/20/20	21876	02/12/2020	
			02/12/2020	
P.O. BOX 34744	0045		02/12/2020	0.00
CITY OF INDUSTRY	TECHC	1128	02/12/2020	0.00
CA 91716-0533				137.23

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	137.23	0.00

Check No.	1128	Total:	137.23
Total for	COMCAST		137.23

CSG CONSULTANTS INC	November Applicant Charges	21877	02/12/2020	
			02/12/2020	
550 PILGRIM DRIVE	622		02/12/2020	0.00
FOSTER CITY	TECHC	1129	02/12/2020	0.00
CA 94404				17,561.50

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

96-54-4194	Engineer - Charges to Appls	17,561.50	0.00	
CSG CONSULTANTS INC	December Applicant Charges	21878	02/12/2020	
			02/12/2020	
550 PILGRIM DRIVE	622		02/12/2020	0.00
FOSTER CITY	TECHC	1129	02/12/2020	0.00
CA 94404				9,432.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	9,432.00	0.00	
CSG CONSULTANTS INC	Bus. Stormwater Consult. C-4	21911	02/12/2020	
	Inspect. Prog. thru 12/27/2019		02/12/2020	
550 PILGRIM DRIVE	622		02/12/2020	0.00
FOSTER CITY	TECHC	1129	02/12/2020	0.00
CA 94404	28783			472.50

05-54-4214	Miscellaneous Consultants	472.50	0.00	
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Check No.	1129	Total:	27,466.00
Total for	CSG CONSULTANTS INC		27,466.00

DFM ASSOCIATES	2020 CA Elections Code	21879	02/12/2020	
			02/12/2020	
10 CHRYSLER	465		02/12/2020	0.00
IRVINE	TECHC	1130	02/12/2020	0.00
CA 92618-2008				73.20

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	73.20	0.00	

Check No.	1130	Total:	73.20
Total for	DFM ASSOCIATES		73.20

EXCEL LD	January LD Telephone Svc	21880	02/12/2020	
			02/12/2020	
PO BOX 660343	0806		02/12/2020	0.00
DALLAS	TECHC	1131	02/12/2020	0.00
TX 75266-0343	1181684822			22.01

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	22.01	0.00	

Check No.	1131	Total:	22.01
Total for	EXCEL LD		22.01

FEDEX	Planning Housing Grant Request	21881	02/12/2020	
			02/12/2020	
P.O. BOX 7221	0066		02/12/2020	0.00
PASADENA	TECHC	1132	02/12/2020	0.00
CA 91109-7321	6-900-08679			33.44

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	33.44	0.00	

Check No.	1132	Total:	33.44
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for FEDEX 33.44

FOPVL - FRIENDS OF PORTOLA VALLEY LIBRARY	Purchase of Book - Life On The San Andreas Fault	21912	02/12/2020	
765 PORTOLA ROAD	1270		02/12/2020	0.00
PORTOLA VALLEY	TECHC	1133	02/12/2020	0.00
CA 94028				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	50.00	0.00

Check No. 1133 Total: 50.00

Total for FOPVL - FRIENDS OF 50.00

GREEN HALO SYSTEMS	Hosting / Access, January 2020	21882	02/12/2020	
2431 ZANKER ROAD	0654		02/12/2020	0.00
SAN JOSE	TECHC	1134	02/12/2020	0.00
CA 95131	2413			114.00

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

Check No. 1134 Total: 114.00

Total for GREEN HALO SYSTEMS 114.00

JENNIFER HAMMER	Refund Deposit, 25 Pomponio	21883	02/12/2020	
25 POMPONIO	0632		02/12/2020	0.00
PORTOLA VALLEY	TECHC	1135	02/12/2020	0.00
CA 94028				500.00

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

Check No. 1135 Total: 500.00

Total for JENNIFER HAMMER 500.00

HILLYARD, INC	Janitorial Supplies	21913	02/12/2020	
P.O. BOX 843025	531		02/12/2020	0.00
KANSAS CITY	TECHC	1136	02/12/2020	0.00
MO 64184-3025	603729070			491.07

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	163.69	0.00
05-66-4341	Community Hall	163.69	0.00
25-66-4340	Building Maint Equip & Supp	163.69	0.00

HILLYARD, INC	Janitorial Supplies	21914	02/12/2020	
P.O. BOX 843025	531		02/12/2020	0.00
KANSAS CITY	TECHC	1136	02/12/2020	0.00
MO 64184-3025	603739860			479.83

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-66-4340	Building Maint Equip & Supp	159.94	0.00	
05-66-4341	Community Hall	159.94	0.00	
25-66-4340	Building Maint Equip & Supp	159.95	0.00	

Check No.	1136	Total:	970.90
Total for	HILLYARD, INC		970.90

J.W. ENTERPRISES	Portable Lavs, 1/16 - 2/12/20	21915	02/12/2020	
1689 MORSE AVE	829		02/12/2020	0.00
VENTURA	TECHC	1137	02/12/2020	0.00
CA 93003	221396			402.48

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	402.48	0.00

Check No.	1137	Total:	402.48
Total for	J.W. ENTERPRISES		402.48

LUCILLE KALMAN	Instructor Fees, Winter 2020	21884	02/12/2020	
245 OLD SPANISH TRAIL	1082		02/12/2020	0.00
PORTOLA VALLEY	TECHC	1138	02/12/2020	0.00
CA 94028				5,208.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	5,208.00	0.00

Check No.	1138	Total:	5,208.00
Total for	LUCILLE KALMAN		5,208.00

ANU KHATOD	Refund Deposits, 129 Escobar	21885	02/12/2020	
128 ESCOBAR ROAD	1607		02/12/2020	0.00
PORTOLA VALLEY	TECHC	1139	02/12/2020	0.00
CA 94028				10,500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	10,000.00	0.00
96-54-4207	Deposit Refunds, Other Charges	500.00	0.00

Check No.	1139	Total:	10,500.00
Total for	ANU KHATOD		10,500.00

BRITNEY KING	Instructor Fees, Winter 2020	21886	02/12/2020	
4068A 26TH STREET	0380		02/12/2020	0.00
SAN FRANCISCO	TECHC	1140	02/12/2020	0.00
CA 94131-1913				16,576.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	16,576.00	0.00

Check No.	1140	Total:	16,576.00
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for BRITNEY KING 16,576.00

KRUPKA CONSULTING	Traffic Planning, Nov-Dec 2019	21916	02/12/2020	
			02/12/2020	
431 YALE DRIVE	0857		02/12/2020	0.00
SAN MATEO	TECHC	1141	02/12/2020	0.00
CA 94402	1238			900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4553	Pavement Management Update	900.00	0.00

Check No. 1141 Total: 900.00

Total for KRUPKA CONSULTING 900.00

KUTZMANN & ASSOCIATES	January Plan Checks	21917	02/12/2020	
			02/12/2020	
39355 CALIFORNIA STREET	0090		02/12/2020	0.00
FREMONT	TECHC	1142	02/12/2020	0.00
CA 94538	PV-20131			8,119.60

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	8,119.60	0.00

Check No. 1142 Total: 8,119.60

Total for KUTZMANN & ASSOCIATES 8,119.60

LAMPHIER GREGORY	Planning Consultant Svcs, Nov 2019	21887	02/12/2020	
			02/12/2020	
1944 EMBARCADERO	1266		02/12/2020	0.00
OAKLAND	TECHC	1143	02/12/2020	0.00
CA 94606	12564			3,848.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4198	Planner - Charges to Appls	3,848.50	0.00

Check No. 1143 Total: 17,396.00

Total for LAMPHIER GREGORY 17,396.00

LAMPHIER GREGORY	Planning Consultant Svcs, Dec 2019	21888	02/12/2020	
			02/12/2020	
1944 EMBARCADERO	1266		02/12/2020	0.00
OAKLAND	TECHC	1143	02/12/2020	0.00
CA 94606	12582			13,547.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4198	Planner - Charges to Appls	13,547.50	0.00

Check No. 1143 Total: 17,396.00

Total for LAMPHIER GREGORY 17,396.00

LOS GATOS ROOFING	Refund Deposit, 223 Corte Madera	21889	02/12/2020	
			02/12/2020	
PO BOX 1726	862		02/12/2020	0.00
LOS GATOS	TECHC	1144	02/12/2020	0.00
CA 95031				1,000.00

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

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

Check No.	1144	Total:	1,000.00
Total for	LOS GATOS ROOFING		1,000.00

LYNX TECHNOLOGIES, INC	December GIS / Maintenance	21890	02/12/2020	
			02/12/2020	
1350 41ST AVENUE	0294		02/12/2020	0.00
CAPITOLA	TECHC	1145	02/12/2020	0.00
CA 95010	8943			250.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4311	Software & Licensing	250.00	0.00	

Check No.	1145	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

CATHERINE MAGILL	Refund Deposit, 531 Wayside	21891	02/12/2020	
			02/12/2020	
1002 SALT COURT	0962		02/12/2020	0.00
REDWOOD CITY	TECHC	1146	02/12/2020	0.00
CA 94065				520.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	520.00	0.00	

Check No.	1146	Total:	520.00
Total for	CATHERINE MAGILL		520.00

MIRANDA'S LANDSCAPE	Triangle Pk - Irrigation Valve	21918	02/12/2020	
	Repair		02/12/2020	
5907 LAKE ALMANOR DRIVE	0869		02/12/2020	0.00
SAN JOSE	TECHC	1147	02/12/2020	0.00
CA 95123	1259			637.58
GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4241	CIP Fields & Parks	637.58	0.00	

MIRANDA'S LANDSCAPE	2019 Turf Work on TC Fields	21919	02/12/2020	
			02/12/2020	
5907 LAKE ALMANOR DRIVE	0869		02/12/2020	0.00
SAN JOSE	TECHC	1147	02/12/2020	0.00
CA 95123	1281			22,380.19
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	22,380.19	0.00	

Check No.	1147	Total:	23,017.77
Total for	MIRANDA'S LANDSCAPE		23,017.77

NEEL MURARKA	Refund Deposit, 198 Paloma	21892	02/12/2020	
			02/12/2020	
198 PALOMA ROAD	0742		02/12/2020	0.00
PORTOLA VALLEY	TECHC	1148	02/12/2020	0.00
CA 94028				395.00
GL Number	Description	Invoice Amount	Amount Relieved	

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

96-54-4207	Deposit Refunds, Other Charges	395.00	0.00	
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Check No.	1148	Total:	395.00
Total for	NEEL MURARKA		395.00

NAVIA BENEFIT SOLUTIONS	Annual Plan Year Fee, 2020	21893	02/12/2020	
			02/12/2020	
PO BOX 35193	0379		02/12/2020	0.00
SEATTLE	TECHC	1149	02/12/2020	0.00
WA 98124-5193	10231957			1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4097	Cafeteria Plan Mgmt	1,000.00	0.00

Check No.	1149	Total:	1,000.00
Total for	NAVIA BENEFIT SOLUTIONS		1,000.00

NCE	2020 Str. Resurfacing Project,	21920	02/12/2020	
Nichols Consulting Engineers	Through December 13, 2019		02/12/2020	
1885 S. ARLINGTON AVE	0183		02/12/2020	0.00
RENO	TECHC	1150	02/12/2020	0.00
NV 89509	424245502			5,106.56

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	5,106.56	0.00

NCE	2020 Str. Resurfacing Project,	21921	02/12/2020	
Nichols Consulting Engineers	Through January 10, 2020		02/12/2020	
1885 S. ARLINGTON AVE	0183		02/12/2020	0.00
RENO	TECHC	1150	02/12/2020	0.00
NV 89509	424245503			4,577.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	4,577.50	0.00

Check No.	1150	Total:	9,684.06
Total for	NCE		9,684.06

NOLTE ASSOCIATES, INC. NV5	June Applicant Charge -	21922	02/12/2020	
	Corrected		02/12/2020	
P.O. BOX 74008680	0104		02/12/2020	0.00
CHICAGO	TECHC	1151	02/12/2020	0.00
IL 89193-3243	149598			1,081.12

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,081.12	0.00

Check No.	1151	Total:	1,081.12
Total for	NOLTE ASSOCIATES, INC. NV5		1,081.12

OLBERDING ENVIRONMENTAL, INC	C-1 Trail Riparian Monitoring,	21923	02/12/2020	
	October 2019		02/12/2020	
193 BLUE RAVINE ROAD	2025		02/12/2020	0.00
FOLSOM	TECHC	1152	02/12/2020	0.00
CA 94630	2019422			1,855.45

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

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,855.45	0.00

Check No.	1152	Total:	1,855.45
Total for	OLBERDING ENVIRONMENTAL, IN		1,855.45

JAMES D. PARKER	Reimb. A.P.A. Dues - Through December 31, 2020 (D. Parker)	21894	02/12/2020	
	1264		02/12/2020	0.00
	TECHC	1153	02/12/2020	0.00
				434.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	434.00	0.00

Check No.	1153	Total:	434.00
Total for	JAMES D. PARKER		434.00

PERS HEALTH	February Health Premium	21895	02/12/2020	
VIA EFT	0108		02/12/2020	0.00
	TECHC	1154	02/12/2020	0.00
				10,520.67

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	10,520.67	0.00

Check No.	1154	Total:	10,520.67
Total for	PERS HEALTH		10,520.67

PINNACLE BUILDING & DESIGN	Refund Deposit, 501 Portola, #18A	21896	02/12/2020	
5157 ABBEY DRIVE	1617		02/12/2020	0.00
FAIRFIELD	TECHC	1155	02/12/2020	0.00
CA 94534				1,000.00

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

PINNACLE BUILDING & DESIGN	Refund Deposit, 501 Portola, 11J	21897	02/12/2020	
5157 ABBEY DRIVE	1617		02/12/2020	0.00
FAIRFIELD	TECHC	1155	02/12/2020	0.00
CA 94534				1,000.00

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

Check No.	1155	Total:	2,000.00
Total for	PINNACLE BUILDING & DESIGN		2,000.00

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TOWN OF PORTOLA VALLEY

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

RAMONA'S SECRETARIAL SERVICES	Transcription Svcs, Jan '20	21898	02/12/2020	
			02/12/2020	
18403 WATTERS DRIVE	1370		02/12/2020	0.00
CASTRO VALLEY	TECHC	1156	02/12/2020	0.00
CA 94546	6065			1,246.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,246.50	0.00

Check No.	1156	Total:	1,246.50
Total for	RAMONA'S SECRETARIAL SERVIC		1,246.50

RENNE PUBLIC LAW GROUP	Legal Consult. Svcs, Dec '19	21899	02/12/2020	
			02/12/2020	
	0485		02/12/2020	0.00
SAN FRANCISCO	TECHC	1157	02/12/2020	0.00
CA 94104	3386			180.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	180.00	0.00

Check No.	1157	Total:	180.00
Total for	RENNE PUBLIC LAW GROUP		180.00

RON RAMIES AUTOMOTIVE, INC.	'06 Kubota Tractor Tire Leak	21925	02/12/2020	
	Check		02/12/2020	
115 PORTOLA ROAD	422		02/12/2020	0.00
PORTOLA VALLEY	TECHC	1158	02/12/2020	0.00
CA 94028	63676			64.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	64.00	0.00

RON RAMIES AUTOMOTIVE, INC.	'00 Chevy Tire Change	21926	02/12/2020	
			02/12/2020	
115 PORTOLA ROAD	422		02/12/2020	0.00
PORTOLA VALLEY	TECHC	1158	02/12/2020	0.00
CA 94028	63913			169.94

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	169.94	0.00

RON RAMIES AUTOMOTIVE, INC.	'91 Ford Transmission & Starter	21927	02/12/2020	
			02/12/2020	
115 PORTOLA ROAD	422		02/12/2020	0.00
PORTOLA VALLEY	TECHC	1158	02/12/2020	0.00
CA 94028	64081			481.84

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	481.84	0.00

RON RAMIES AUTOMOTIVE, INC.	December Fuel Statement	21928	02/12/2020	
			02/12/2020	
115 PORTOLA ROAD	422		02/12/2020	0.00
PORTOLA VALLEY	TECHC	1158	02/12/2020	0.00
CA 94028				416.65

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	416.65	0.00

Check No.	1158	Total:	1,132.43
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for RON RAMIES AUTOMOTIVE, INC. 1,132.43

LAURA RUSSELL	Reimbursement of 2019 PERS Contributions	21929	02/12/2020	
TOWN HALL	0948		02/12/2020	0.00
	TECHC	1121	02/12/2020	0.00
				2,737.36

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	2,737.36	0.00

Check No. 1121 Total: 2,737.36 H

Total for LAURA RUSSELL 2,737.36

SCHWAAB INC	Front Counter Stamp	21900	02/12/2020	
PO BOX 3128	0120		02/12/2020	0.00
MILWAUKEE	TECHC	1159	02/12/2020	0.00
WI 53201-3128	4628179			90.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	90.21	0.00

Check No. 1159 Total: 90.21

Total for SCHWAAB INC 90.21

SESAC	2020 Music License	21901	02/12/2020	
P.O. BOX 5246	1267		02/12/2020	0.00
NEW YORK	TECHC	1160	02/12/2020	0.00
NY 10008-5246	Bill to #951801			460.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	460.00	0.00

Check No. 1160 Total: 460.00

Total for SESAC 460.00

SIERRA PACIFIC TURF SUPPLY INC	Grass Seed	21930	02/12/2020	
P.O. BOX 84	842		02/12/2020	0.00
CAMPBELL	TECHC	1161	02/12/2020	0.00
CA 95009	0567161-IN			352.67

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	352.67	0.00

Check No. 1161 Total: 352.67

Total for SIERRA PACIFIC TURF SUPPLY IN 352.67



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

SIMPLY SOLAR	Refund Deposit, 12 Ohlone	21902	02/12/2020	
			02/12/2020	
1740 CORPORATE CIRCLE	1268		02/12/2020	0.00
PETALUMA	TECHC	1162	02/12/2020	0.00
CA 94954				1,000.00

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

Check No.	1162	Total:	1,000.00
Total for	SIMPLY SOLAR		1,000.00

SOUTH COUNTY GIRL SCOUTS	Deposit Refund, Event 1/11/20	21903	02/12/2020	
			02/12/2020	
36 LORELEI LN	1269		02/12/2020	0.00
MENLO PARK	TECHC	1163	02/12/2020	0.00
CA 94025				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	1,000.00	0.00

Check No.	1163	Total:	1,000.00
Total for	SOUTH COUNTY GIRL SCOUTS		1,000.00

SPARTAN ENGINEERING	Security System Maintenance	21931	02/12/2020	
			02/12/2020	
510 PARROTT STREET, #6	0095		02/12/2020	0.00
SAN JOSE	TECHC	1164	02/12/2020	0.00
CA 95112	24063			293.77

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	293.77	0.00

SPARTAN ENGINEERING	Fire Alarm Panel Check	21932	02/12/2020	
			02/12/2020	
510 PARROTT STREET, #6	0095		02/12/2020	0.00
SAN JOSE	TECHC	1164	02/12/2020	0.00
CA 95112	24064			1,596.63

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	319.33	0.00
05-66-4346	Mechanical Sys Maint & Repair	957.97	0.00
25-66-4346	Mechanical Sys Maint & Repair	319.33	0.00

SPARTAN ENGINEERING	Replace Security Keypads (2)	21933	02/12/2020	
			02/12/2020	
510 PARROTT STREET, #6	0095		02/12/2020	0.00
SAN JOSE	TECHC	1164	02/12/2020	0.00
CA 95112	24065			733.83

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	733.83	0.00

Check No.	1164	Total:	2,624.23
Total for	SPARTAN ENGINEERING		2,624.23

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

CONNIE STACK	Instructor Fees, Winter 2020	21904	02/12/2020	
			02/12/2020	
10127 LAMPLIGHTER SQUARE	648		02/12/2020	0.00
CUPERTINO	TECHC	1165	02/12/2020	0.00
CA 95014				1,161.60

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,161.60	0.00

Check No.	1165	Total:	1,161.60
Total for	CONNIE STACK		1,161.60

STANDARD INSURANCE CO.	LTD / Life Premium	21905	02/12/2020	
			02/12/2020	
PO BOX 5676	0469		02/12/2020	0.00
PORTLAND	TECHC	1166	02/12/2020	0.00
OR 97228-5676				543.46

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	543.46	0.00

Check No.	1166	Total:	543.46
Total for	STANDARD INSURANCE CO.		543.46

STAPLES CREDIT PLAN	December Statement	21906	02/12/2020	
			02/12/2020	
DEPT. 51- 7820662814	430		02/12/2020	0.00
PHOENIX	TECHC	1167	02/12/2020	0.00
AZ 85062-8004				625.12

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	625.12	0.00

Check No.	1167	Total:	625.12
Total for	STAPLES CREDIT PLAN		625.12

THERMAL MECHANICAL, INC	CH Floor Drain Valve Replaced	21934	02/12/2020	
			02/12/2020	
425 ALDO AVENUE	955		02/12/2020	0.00
SANTA CLARA	TECHC	1168	02/12/2020	0.00
CA 95054	78446			1,075.52

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,075.52	0.00

Check No.	1168	Total:	1,075.52
Total for	THERMAL MECHANICAL, INC		1,075.52

US POSTMASTER	Annual Bulk Mail Permit Renew	21907	02/12/2020	
			02/12/2020	
Business Mail Entry Unit			02/12/2020	0.00
3875 BOHANNON DRIVE	0287		02/12/2020	0.00
MENLO PARK	TECHC	1169	02/12/2020	0.00
CA 94025				240.00

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

05-64-4316	Postage	240.00	0.00	
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Check No.	1169	Total:	240.00
Total for	US POSTMASTER		240.00

VERIZON WIRELESS	January Cellular	21935	02/12/2020	
			02/12/2020	
P.O. BOX 660108	0131		02/12/2020	0.00
DALLAS	TECHC	1170	02/12/2020	0.00
TX 75266-0108	9847074276			352.05

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	352.05	0.00	

Check No.	1170	Total:	352.05
Total for	VERIZON WIRELESS		352.05

WINDMILL SCHOOL	Refund Deposit, 900 Portola	21908	02/12/2020	
			02/12/2020	
4141 ALPINE ROAD	753		02/12/2020	0.00
PORTOLA VALLEY	TECHC	1171	02/12/2020	0.00
CA 94028				5,164.56

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	5,164.56	0.00	

Check No.	1171	Total:	5,164.56
Total for	WINDMILL SCHOOL		5,164.56

Total Invoices:	65	Grand Total:	183,332.31
		Less Credit Memos:	0.00
		Net Total:	183,332.31
		Less Hand Check Total:	2,737.36
		Outstanding Invoice Total:	180,594.95

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**February 12, 2020**

Claims totaling \$183,332.31 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

Sent: Thursday, January 16, 2020 12:25 PM

To: Sharon Hanlon <[shanlon@portolavalley.net](mailto:shanlon@portolavalley.net)>

Subject: Portola Valley, CA: Committee Application

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

**Form Name:** Committee Application

**Date & Time:** 01/16/2020 12:25 PM

**Response #:** 87

**Submitter ID:** 5057

**IP address:**

**Time to complete:** 11 min. , 11 sec.

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### Survey Details

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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](mailto:shanlon@portolavalley.net).

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

(o) Nature & Science

#### Applicant Information

<b>Full Name</b>	Danna Breen
<b>Email Address</b>	
<b>Street Address</b>	
<b>City/Zip</b>	Portola Valley, CA 94028
<b>Number of years in Portola Valley</b>	45
<b>Cell Phone</b>	
<b>Home Phone</b>	
<b>Other Phone</b>	Not answered
<b>Emergency Preparedness</b>	Not answered

#### Preferred Phone Contact Number

(o) Cell

**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.**

Time in invigorate this committee. Lots of fun ideas.

**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.**

**Form Name:** Committee Application  
**Date & Time:** 01/17/2020 9:40 AM  
**Response #:** 89  
**Submitter ID:** 5059

**Time to complete:** 11 min. , 4 sec.

**Survey Details**

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**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](mailto:shanlon@portolavalley.net).**

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

(o) Nature & Science

**Applicant Information**

<b>Full Name</b>	Brook Coffee
<b>Email Address</b>	
<b>Street Address</b>	
<b>City/Zip</b>	Portola Valley, CA 94028
<b>Number of years in Portola Valley</b>	11
<b>Cell Phone</b>	Not answered
<b>Home Phone</b>	
<b>Other Phone</b>	Not answered
<b>Emergency Preparedness</b>	Not answered

**Preferred Phone Contact Number**

(o) Home

**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.**

While I have been a naturalist all of my life, I am interested in serving on this committee as I have been a science educator for over 24 years, working with various schools, non-profits and government conservation agencies across the nation. Honestly, my life purpose is to get children, families and communities excited about and engaged in the natural world that surrounds them. I am currently the garden teacher at three of our local schools and I feel that this is a pivotal moment in human history. Will we chose to communicate only through technology, connecting at a shallow level that inevitably brings loneliness and solitude? Or will we encourage our children and each other that we need to LOOK UP. Look up at the stars, the redwoods, the birds, the California newts and most importantly, our neighbors. Now is the time. As the epicenter of Silicon Valley, we have the responsibility and the ability to lead and I feel this committee can help to make that happen.

**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.**

Not answered

**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.**

Sent: Thursday, January 16, 2020 10:47 AM

To: Sharon Hanlon <[shanlon@portolavalley.net](mailto:shanlon@portolavalley.net)>

Subject: Portola Valley, CA: Committee Application

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

**Form Name:** Committee Application

**Date & Time:** 01/16/2020 10:47 AM

**Response #:** 86

**Submitter ID:** 5056

**IP address:**

**Time to complete:** 38 min. , 28 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](mailto:shanlon@portolavalley.net).

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

(o) Nature & Science

**Applicant Information**

**Full Name** Pamela Dorrell

**Email Address**

**Street Address**

**City/Zip** Portola Valley, CA 94028

**Number of years in** Home bought in 2000

**Portola Valley**

**Cell Phone**

**Home Phone**

**Other Phone** Not answered

**Emergency Preparedness** ??? ...I'm CPR trained (basic), but I am overdue for the annual refresher.

**Preferred Phone Contact Number**

(o) Cell

**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.**

To be perfectly honest, it is on the urging of Danna Breen that I am applying to the nature and science committee. I don't really know much about it. But she knows me. She knows I would have lots of fun and bring valuable experience to the work. Two things come to mind. First, this May I quit my job at the Palo Alto Jr. Museum and Zoo. I had worked there as a science teacher for 13 years. The nature of the job meant I must design a fresh, hands-on learning experience for a range of ages every week, rotating through fields of science each month and only revisiting a topic once every three years. That is a lot of science and a lot of event planning! I loved the challenge, creativity and learning. I also loved the connection with the JMZ community. I'd love to have a new outlet for this experience and interest. It was also my connection to the Jr. Museum and Zoo which Yvonne Tryce tapped into the first time she had Sequoia (The JMZ's bald eagle) come to the Portola Valley Flight Day. Really I was an unnecessary link there, but the museum and zoo can remain a resource we could tap if necessary into the future. Second, I organized the sold-out community musical performance for Portola Valley's 50 Anniversary celebration, a complicated event of 16 acts involving extensive coordination and marketing. I'm a doer, and a committed local resident.

**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.

**From:** [webmaster@portolavalley.net](mailto:webmaster@portolavalley.net) <[webmaster@portolavalley.net](mailto:webmaster@portolavalley.net)>

**Sent:** Wednesday, January 22, 2020 6:43 PM

**To:** Sharon Hanlon <[shanlon@portolavalley.net](mailto:shanlon@portolavalley.net)>

**Subject:** Portola Valley, CA: Committee Application

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

**Form Name:** Committee Application

**Date & Time:** 01/22/2020 6:42 PM

**Response #:** 90

**Submitter ID:** 5093

**IP address:**

**Time to complete:** 2 min. , 29 sec.

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## Survey Details

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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](mailto:shanlon@portolavalley.net).

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

(o) Nature & Science

### Applicant Information

<b>Full Name</b>	Zephyr Devon Quirk
<b>Email Address</b>	
<b>Street Address</b>	
<b>City/Zip</b>	Portola Valley
<b>Number of years in Portola Valley</b>	5
<b>Cell Phone</b>	
<b>Home Phone</b>	
<b>Other Phone</b>	Not answered
<b>Emergency Preparedness</b>	Not answered

### Preferred Phone Contact Number

(o) Cell

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 love these mountains and valleys and the plants and animals that live here. I want to give back to my community and this seems like the perfect opportunity!

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



From: [webmaster@portolavalley.net](mailto:webmaster@portolavalley.net) <[webmaster@portolavalley.net](mailto:webmaster@portolavalley.net)>

Sent: Thursday, January 16, 2020 8:50 PM

Page 33

To: Sharon Hanlon <[shanlon@portolavalley.net](mailto:shanlon@portolavalley.net)>

Subject: Portola Valley, CA: Committee Application

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

**Form Name:** Committee Application

**Date & Time:** 01/16/2020 8:50 PM

**Response #:** 88

**Submitter ID:** 5058

**IP address:**

**Time to complete:** 19 min. , 58 sec.

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## Survey Details

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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](mailto:shanlon@portolavalley.net).

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

(o) Nature & Science

### Applicant Information

<b>Full Name</b>	Cindie White
<b>Email Address</b>	
<b>Street Address</b>	
<b>City/Zip</b>	Portola Valley, CA 94028
<b>Number of years in Portola Valley</b>	50
<b>Cell Phone</b>	
<b>Home Phone</b>	
<b>Other Phone</b>	Not answered
<b>Emergency Preparedness</b>	Not answered

### Preferred Phone Contact Number

(o) Cell

**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 would love to be a member of Portola Valley's Nature and Science Committee, because 3 of my greatest passions are nature, wild animals and Portola Valley! I love this place with all my heart, and want other people to see, feel and experience how blessed we are to live on the edge of wilderness and civilization. I am now in the last stage of my life and have a vocation that is designed to educate, guide and inspire people to create deep connections with nature and animals. As for my history....In 1971, I moved to Portola Valley with my parents and attended PVS. My parents still live here on Golden Oak Drive. In 2000 my husband and I acquired Jelich Ranch, revived the historic orchard, and had it certified organic. I am an advocate for co-existing with wild animals, creating wildlife corridors and protecting or encouraging wildlife habitat. In 2001, I founded Camp Jelich. For 10 years under that umbrella I developed and hosted nature camps for children at the ranch, as well hosted harvest time tours and school field trips. I spend much of my time at home in Portola Valley -and traveling the world- wandering and wondering in nature and exploring the great natural mysteries with awe. Ever a self taught, first hand immersion student and lover of nature, I have a wide breadth of wisdom and experience to share with my community.

**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.**

I don't think so?

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](mailto:shanlon@portolavalley.net).

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

(o) Nature & Science

#### Applicant Information

Full Name	Andrew Browne
Email Address	
Street Address	
City/Zip	Portola Valley, CA 94028
Number of years in Portola Valley	68
Cell Phone	
Home Phone	
Other Phone	Not answered
Emergency Preparedness	Not answered

#### Preferred Phone Contact Number

(o) Home

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.

Long time work on the committee.

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

no

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

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

**Form Name:** Committee Application  
**Date & Time:** 02/06/2020 8:00 AM  
**Response #:** 93  
**Submitter ID:** 5112

**Time to complete:** 4 min. , 7 sec.

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## Survey Details

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### Page 1

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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](mailto:shanlon@portolavalley.net).

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

(o) Nature & Science

#### Applicant Information

**Full Name** Bonnie Crater  
**Email Address**  
**Street Address**  
**City/Zip** Portola Valley  
**Number of years in** 27  
**Portola Valley**  
**Cell Phone**  
**Home Phone**  
**Other Phone** Not answered  
**Emergency Preparedness** Not answered

#### Preferred Phone Contact Number

(o) Cell

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

I'm chair of the science committee at Bay Area Lyme Foundation and am interested in helping the committee put on various Town events. I have served on the committee for the last few years and would like to continue helping.

**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.**

None.



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

---

**TO:** Mayor and Members of the Town Council  
**FROM:** Jeremy Dennis, Town Manager  
**DATE:** February 12, 2020  
**RE:** Tennis and Sports Court Rules Update

### RECOMMENDATION

Staff recommends that the Town Council adopt revised Tennis and Sports Court rules.

### BACKGROUND

Over the last year, resident interest in using the Town's Tennis and Sports Courts for pickleball has increased. The Parks and Recreation Committee recently recommended, and the Town Council authorized, painting one of the courts to accommodate pickleball use. Staff also authorized use of the courts by instructors for pickleball classes, the first classes offered by the Town outside the Community Hall.

### DISCUSSION

At their January 6 meeting, the Parks and Recreation Committee revised the Tennis and Sports Court rules to formally accommodate pickleball use. Staff recommends that the attached revised rules be adopted by the Council. The rules will be posted in appropriate locations so residents are aware of the changes.

### FISCAL IMPACT

None.

### ATTACHMENT

1. Revised Tennis and Sport Court Rules

**Approved by:** Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', is written over the 'Approved by' line.

## Town of Portola Valley

### Court Rules

- **Play on courts is limited to 90 minutes when others are waiting.**
- **No food or glass containers on the courts. Dogs are not allowed on the courts. Rubber-soled shoes must be worn.**
- **Courts 1 & 2 are to be used for tennis and pickleball only.**
- **Court 3 is to be used for basketball, skateboarding, and other related activities.**



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

---

**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager

**DATE:** February 12, 2020

**RE:** Budget Amendment to Support OpenGov Financials Purchase

### RECOMMENDATION

Staff recommends that the Town Council approve a transfer of \$83,500 from Town reserves to the Software and Licensing budget unit to support the purchase of OpenGov's "Financials" finance program.

### BACKGROUND

At the January 8, 2020 meeting, the Town Council approved the purchase of the OpenGov "Financials" program (Attachments 1 and 2), pending final negotiations regarding the cost of implementation and the annual subscription fee. Those negotiations concluded with the final cost of implementation at \$56,000, and the annual subscription fee of \$27,500.

### DISCUSSION

As this purchase was not included in the FY 2019-20 budget, a budget amendment is necessary to support the Council's direction.

### FISCAL IMPACT

\$83,500 will be transferred from Town reserves to fund 05-64-4311 (Software and Licensing in the Services and Supplies budget unit) for this purchase. Reserves will be similarly reduced.

### ATTACHMENTS

1. [January 8 OpenGov Financials Staff Report](#)
2. [January 8 minutes](#)

**Approved by:** Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "Jeremy Dennis".



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

---

**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager  
Cindy Rodas, Interim Finance Director  
Jim Saco, Finance Consultant

**DATE:** January 8, 2020

**RE:** Replacement of the Town's Financial System  
([Link to Attachments Page](#))

### RECOMMENDATION

Staff recommends that the Town Council:

1. Waive the Request for Proposals process for the selection of a financial management and accounting system
2. Adopt a resolution authorizing the Town Manager to negotiate, per Council direction, and execute an agreement with OpenGov, Inc., in substantially the form as Exhibit 1, for the purchase and implementation of their OpenGov Financials program
3. Approve a budget amendment of \$140,000 to support the purchase and implementation of the system, and an 5 year subscription

### BACKGROUND

The Town currently uses Tyler Industries' FundBalance financial system, which has been in place since at least the late 1990s. Since that time, there have been great advancements in enterprise resource planning (ERP) software, magnifying the obsolescence of FundBalance. As a result, Town staff has begun seeking other solutions.

### FundBalance Shortcomings

Given its age, FundBalance is now in maintenance mode and no longer actively marketed. Tyler currently provides customer support, but no longer provides software updates to the system; any existing issues will no longer be addressed through improvements to the software. This is a problematic in that the system neither integrates with other systems nor does it have an import function to load information from other systems, including OpenGov's

Budgeting & Performance system, the EnerGov Permitting system, and ADP Payroll. Any entries into those systems must be rekeyed into FundBalance, wasting valuable staff time and increasing the likelihood for errors.

In addition, the FundBalance exports are poorly designed and require significant staff time to put into a user-friendly format. The reporting function of the General Ledger system, the primary module of any financial system, only provides reports for the current year and the prior year, so much of the information prior to FY 2018-19 is not accessible. This limits the Town's reporting and analytical capabilities and ultimately, the Town's ability to develop long-range forecasts.

Finally, the system lacks flexibility in creating hierarchies within the organizational structure by allowing only three budget categories. Currently, the Town's budget reflects the fund supporting the expenditure; the "department", which is simply the name of the budget unit on each page of the budget book; and the object, which is the discreet budget item. In order to fulfill the Council's direction to reformat the budget book to reflect true departments (Planning, Public Works, Administration, etc.), a fourth budget category is necessary. In general, FundBalance lacks the basic functions of a modern financial system.

For these (and other) reasons, the Town began exploring options to replace Tyler FundBalance. The ideal system would come from a trusted company offering modern solutions. Key functionalities would include a centralized financial management system for all accounting functions, historical reporting over many years, drill-down visualizations of expenditures and revenues, easy importing and exporting of data, and seamless integration with other systems, including OpenGov's Budgeting & Performance system the Town already owns.

## **DISCUSSION**

The Town has reached out to three ERP providers for information on replacement systems. Since our first outreach, two companies - OpenGov and Springbrook - have responded.

Both systems are similar in nature and provide the same basic improvements over the FundBalance system. Both are mature systems that have been in the market for over 25 years. OpenGov Financials is based on a financial system developed by STW, Inc. and is currently used primarily by smaller municipalities in the State of Texas. The Springbrook system was purchased by Accela in 2015.

Although Springbrook is available at a lower cost for both implementation and ongoing annual costs, staff believes that OpenGov Financials provides the following advantages:

- OpenGov is locally headquartered in Redwood City
- OpenGov is already used by the Town for budget development, and its transparency tool will be deployed in 2020, resulting in improved integration with existing systems
- OpenGov has superior graphics and visualizations



- Portola Valley would be an early adopter giving better pricing before the product hits the open market and will enable a strong partnership between the Town and OpenGov
- Springbrook's start date does not guarantee implementation by July 1, 2020.

Below is a chart outlining the Town's current financial system (FundBalance) capabilities as compared to OpenGov Financials:

<b>Modules / Functionality</b>	<b>OpenGov</b>	<b>Fund Balance</b>
General Ledger	X	X
Accounts Payable	X	X
Cash Receipts	X	X
Accounts Receivable	X	X
Fixed Assets	X	
Bank Reconciliation	X	
Payroll	X	
User Defined Security	X	X
GAAP & GASB compliant	X	X
Fund Accounting	X	X
Project Cost Accounting	X	
Budget Checking	X	Limited
Budget Monitoring	X	X
Web Based / Hosted	X	
Actively Managed Software (upgrades performed by vendor)	X	Maint Mode
Customer Support*	X	X
Interfaces with other systems (i.e., budget, payroll, permitting)	X	
Allows multiple users to enter data simultaneously	X	
Prior Year Actuals	Unlimited	One Year
Canned reports	X	X
Customizable downloads and reports	X	
Configurable dashboards	X	
Drill Down function (allows users to access underlying transactions)	X	
Ability to attach supporting documents to transactions	X	
Workflow and communication to and from system users	X	

\*Fund Balance is located on East Coast so access to customer support ends at 2 pm, PST.

Below is an analysis of staff costs at a fully burdened rate in relation to the amount of staff time it takes to complete the required task. Implementation of a new financial system would not eliminate these duties but would greatly improve the processes and increase efficiencies of town staff by decreasing the amount of time spent on specific tasks.

## ERP Cost Savings Analysis

List of Duties/Tasks	Duration	Frequency	Performed By	Cost (annual minimum)
Cash Receipts	6-8 hrs	Weekly	Acct Tech	\$ 21,016
Process payables	18-20 hrs	Weekly	Acct Tech/FD	\$ 63,049
Purchase Orders	1-2 hrs.	As Needed	Acct Tech	\$ 3,503
Department Expenditure Reports	2-4 hrs.	Monthly	FD	\$ 2,033
Bank Reconciliation	4-16 hrs	Monthly	FD/Fin Consultant	\$ 4,065
Recreation Class Reconciliation	16-24 hrs	Monthly	Acct Tech/FD	\$ 12,933
Identify & Perform Journal Entries	3-5 hrs	Monthly	FD	\$ 3,049
Contract/Agreement Maint. (Support to PW Dept)	3-6 hrs	Twice Monthly	Acct Tech	\$ 4,850
Filing/Maintenance of AP Records	1-2 hrs.	Twice Monthly	Acct Tech	\$ 1,617
Bank Card Statement Reconciliation	1-2 hrs.	Monthly	Acct Tech	\$ 808
Budget Load	16-24 hrs	Annually	FD	\$ 1,355
Payroll Processing	3-5 hrs	Twice Monthly	FD	\$ 6,098
				\$ 124,375

Staff reviewed the need for a new financial system with the Finance Committee at their December 5 meeting. Staff did not specifically recommend OpenGov but used OpenGov Financials to demonstrate a modern ERP's capabilities as compared to FundBalance. The Finance Committee unanimously supported the implementation of a new financial system.

Staff does not recommend a formal Request for Proposal process beyond the process performed to date. Few vendors supply public sector budgeting tools. There are essentially two types of vendors available: vendors with a targeted suite of public sector budgeting and the larger vendors, which provide a much larger suite of services with a larger price. The Town currently owns the OpenGov budgeting software, which will ultimately integrate with OpenGov Financials, resulting in nightly uploads from the financial system to the budget system, increasing the Town's ability to perform real-time analysis. Furthermore, time is of the essence as a contract must be let by mid-January to ensure that the implementation of the new system can be completed by July 1, 2020 (the start of the next fiscal year).

OpenGov is a financially viable, growing company. Its open data, transparency and budget products are currently utilized by over 2,200 government agencies.

### Items to Consider

Should the Council wish to authorize the attached resolution, staff recommends consideration of the following:

- A cap on the amount of dollars in the implementation phase that can be spent on travel expenses for out-of-state OpenGov consultants
- Language that provides the Town with an option to end the contract before five years for reasons in addition to those listed in the contract (such as lack of funds/recession)

- Written notification from OpenGov 60 days before the end of the initial term that the Agreement will automatically renew unless terminated by either party pursuant to agreed-upon language.

### **FISCAL IMPACT**

The General Fund at \$5,000/year supports FundBalance.

New systems depend on a subscription service model, meaning that the Town will pay an annual fee should a new system be identified for use.

Implementation of OpenGov Financials will cost \$110,000, and the annual subscription is \$30,000/year (Attachment 3). Staff recommends that the first contract be for 5 years. Description of the service and implementation are in Attachment 3, and OpenGov will provide additional information at the meeting detailing the implementation costs.

For comparison, Springbrook's implementation would cost \$16,294, and the annual subscription would be \$33,125/year.

### **ATTACHMENT**

1. [Resolution](#)
2. [Springbrook Financial Agreement and Terms](#)
3. [OpenGov Planning and Implementation documents](#)

**Approved by:** Jeremy Dennis, Town Manager



## RESOLUTION NO. \_\_\_\_\_-2020

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING THE TOWN MANAGER TO NEGOTIATE, PER COUNCIL DIRECTION, AND EXECUTE AN AGREEMENT WITH OPENGOV, INC., IN SUBSTANTIALLY THE FORM AS EXHIBIT 1, FOR THE PURCHASE AND IMPLEMENTATION OF THEIR OPENGOV FINANCIALS PROGRAM, AND A BUDGET AMENDMENT TO SUPPORT THE PURCHASE AND IMPLEMENTATION OF THE SYSTEM, AND A 5 YEAR SUBSCRIPTION.**

**WHEREAS**, the Town of Portola Valley has utilized Tyler Tech's FundBalance Financial system for over two decades, and;

**WHEREAS**, FundBalance is in maintenance mode and does not have the same level of support from Tyler Tech as modern financial systems, and;

**WHEREAS**, FundBalance does not provide basic functionalities that new financial systems offer, resulting in significant additional staff time repeating tasks and manually entering data into multiple systems, and;

**WHEREAS**, the Town wishes to overhaul its budget and FundBalance is unable to support a department-based budget presentation, and;

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Town of Portola Valley, California, that the Town of Portola Valley authorizes the Town Manager to negotiate and execute an agreement with OpenGov, Inc., in substantially the form as Exhibit 1, for the purchase and implementation of their OpenGov Financials program, and a budget amendment to support the purchase and implementation of the system, and a 5 year subscription.

Passed and adopted by the Town Council of the Town of Portola Valley, California, at a meeting thereof held on the 8<sup>th</sup> Day of January, 2020, by the following vote of the members thereof:

**REGULARLY PASSED AND ADOPTED** this 8<sup>th</sup> Day of January, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk



OpenGov Inc. 955 Charter Street  
Redwood City, CA 94063  
United States

**Created On:** 12/20/2019  
**Order Form Expiration:** 1/15/2019  
**Subscription Start Date:** 1/9/2020  
**Subscription End Date:** 1/8/2025

**Prepared By:** Andrew Kercado  
**Email:** akercado@opengov.com  
**Contract Term:** 5 Years

Customer Information		
<b>Customer:</b>	Town of Portola Valley, CA	<b>Contact Name:</b> Jeremy Dennis
<b>Bill To/Ship To:</b>	765 Portola Road Portola Valley, CA 94028 United States	<b>Email:</b> jdennis@portolavalley.net <b>Phone:</b> (650) 851 -1 700 ext. 215
		<b>Billing Contact:</b> Jeremy Dennis <b>Email:</b> jdennis@portolavalley.net <b>Phone:</b> (650) 851 -1 700 ext. 215

Order Details	Description:
<b>Billing Frequency:</b> Annual <b>Payment Terms:</b> Net Thirty (30) Days	See Billing Table Below

**SOFTWARE SERVICES:**

Product / Service	Start Date	End Date	Annual Term	Annual Fee
OpenGov Financials <i>General Ledger, Accounts Payable, Accounts Receivable, Payroll Fixed Assets, Cash Receipts, Timesheets, Purchase Cards, Bank Rec, Workforce Planning, Performance Measures, Story Builder, Open Town Hall</i>	1/9/2020	1/8/2025	5	\$30,000.00
<b>Annual Subscription:</b>				\$30,000.00

**PROFESSIONAL SERVICES:**

Product / Service	Description	Professional Services Total:
OpenGov Deployment — One Time Fee (Prepaid Hours)	Product configuration and setup, training, and ongoing support to help organizations deploy and adopt the OpenGov solutions described in the attached SOW.	\$110,000.00

**Billing Table:**

Billing Date	Amount Due
January 9, 2020	\$140,000.00
January 9, 2021	\$30,000.00
January 9, 2022	\$30,000.00
January 9, 2023	\$30,000.00
January 9, 2024	\$30,000.00

**Order Form Legal Terms**

Welcome to OpenGov! Thanks for using our Software Services. This Order Form is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street, Redwood City, 94063 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Order Form includes and incorporates the OpenGov Software Services Agreement ("SSA") attached, or if no such SSA is attached, the SSA available at <https://opengov.com/terms-of-service> and the applicable Statement of Work ("SOW") incorporated herein in the event Professional Services are purchased. The Order Form, SSA and SOW shall hereafter be referred to as the "Agreement". Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, on the Effective Date. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

**Town of Portola Valley, CA**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**OpenGov, Inc.**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## OPENGOV SOFTWARE SERVICES AGREEMENT

This Software Services Agreement (this “**Agreement**”) is entered into by OpenGov, Inc., a Delaware corporation with a principal place of business at 955 Charter Street, Redwood City, California 94063 (“**OpenGov**”) and the customer listed on the signature block below (“**Customer**”), as of the date of last signature below (the “**Effective Date**”). This Agreement sets forth the terms under which Customer will be permitted to use OpenGov’s hosted software services.

### 1. DEFINITIONS

“Customer Data” means data that is provided by Customer to OpenGov pursuant to this Agreement (for example, by email or through Customer’s software systems of record). Customer Data shall not include any confidential personally identifiable information.

“Documentation” means the documentation for the Software Services at the Customer Resource Center page found at <https://opengov.zendesk.com>.

“Feedback” means suggestions, comments, improvements, ideas, or other feedback or materials regarding the Software Services provided by Customer to OpenGov, including feedback provided through online developer community forums.

“Initial Term” means the initial license term specified in number of years on the Order Form, commencing on the Effective Date.

“Intellectual Property Rights” means all intellectual property rights including all past, present, and future rights associated with works of authorship, including exclusive exploitation rights, copyrights, and moral rights, trademark and trade name rights and similar rights, trade secret rights, patent rights, and any other proprietary rights in intellectual property of every kind and nature.

“Order Form” means OpenGov’s Software Services order form that: (a) specifies the Software Services provided by OpenGov; (b) references this Agreement; and (c) is signed by authorized representatives of both parties.

“Renewal Term” means each additional renewal period, which shall be for a period of equal duration as the Initial Term, for which this Agreement is extended pursuant to Section 7.2.

### 2. SOFTWARE SERVICES, SUPPORT AND PROFESSIONAL SERVICES

2.1 Software Services. Subject to the terms and conditions of this Agreement, OpenGov will use commercially reasonable efforts to perform the software services identified in the applicable Order Form entered into by OpenGov and Customer (“**Software Services**”).

2.2 Support. Customer support is available by email to [support@opengov.com](mailto:support@opengov.com) or by using the chat messaging functionality of the Software Services, both of which are available during OpenGov’s standard business hours. Customer may report issues any time. However, OpenGov will address issues during business hours.

#### 2.3 Professional Services.

(a) If OpenGov or its authorized independent contractors provides professional services to Customer, such as implementation services, then these professional services will be described in a statement of work (“**SOW**”) agreed to by the parties (the “**Professional Services**”). For Professional Services performed on a time and materials basis, any pre-paid Professional Services Fees must be utilized within one (1) year from the Effective Date. Any unused pre-paid Professional Services Fees shall be forfeited.

(b) Unless the SOW provides otherwise, all reasonable travel expenses, pre-approved by Customer and incurred by OpenGov in performing the professional services will be reimbursed by Customer. Travel expenses include cost of coach airfare travel round trip from the individual’s location to Customer’s location, reasonable hotel accommodations, ground transportation and meals.

### 3. RESTRICTIONS AND RESPONSIBILITIES

3.1 Restrictions. Customer may not use the Software Services in any manner or for any purpose other than as expressly permitted by the Agreement. Customer shall not, and shall not permit or enable any third party to: (a) use or access any of the Software Services to build a competitive product or service; (b) modify, disassemble, decompile, reverse engineer or otherwise make any derivative use of the Software Services (except to the extent applicable laws specifically prohibit such restriction); (c) sell, license, rent, lease, assign, distribute, display, host, disclose, outsource, copy or otherwise commercially exploit the Software Services; (d) perform or disclose any benchmarking or performance testing of the Software Services; (e) remove any proprietary notices included with the Software Services; (f) use the Software Services in violation of applicable law; or (g) transfer any confidential personally identifiable information to OpenGov or the Software Services platform.

3.2 Responsibilities. Customer shall be responsible for obtaining and maintaining computers and third party software systems of record (such as Customer's ERP systems) needed to connect to, access or otherwise use the Software Services. Customer also shall be responsible for: (a) ensuring that such equipment is compatible with the Software Services, (b) maintaining the security of such equipment, user accounts, passwords and files, and (c) all uses of Customer user accounts by any party other than OpenGov.

### 4. INTELLECTUAL PROPERTY RIGHTS; LICENSE GRANTS; ACCESS TO CUSTOMER DATA

4.1 Software Services. OpenGov retains all right, title, and interest in the Software Services and all Intellectual Property Rights in the Software Services. The look and feel of the Software Services, including any custom fonts, graphics and button icons, are the property of OpenGov and Customer may not copy, imitate, or use them, in whole or in part, without OpenGov's prior written consent. Subject to Customer's obligations under this Agreement, OpenGov hereby grants to Customer a non-exclusive, royalty-free license during the Term to use the Software Services.

4.2 Customer Data. Customer retains all right, title, and interest in the Customer Data and all Intellectual Property Rights therein. Customer hereby grants to OpenGov a non-exclusive, royalty-free license to, and permit its partners to, use, store, edit and reformat the Customer Data, and to use Customer Data for purposes of sales, marketing, business development, product enhancement, customer service, or for analyzing such data and publicly disclosing such analysis ("**Insights**"), provided that in all such uses Customer Data is rendered anonymous such that Customer is no longer identifiable.

4.3 Access to Customer Data. Customer may download the Customer Data from the Software Services at any time during the Term, other than during routine software maintenance periods. OpenGov has no obligation to return Customer Data to Customer.

4.4 Feedback. Customer hereby grants to OpenGov a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license to use and incorporate into the Software Services and Documentation Customer's Feedback. OpenGov will exclusively own any improvements or modifications to the Software Services and Documentation based on or derived from any of Customer's Feedback including all Intellectual Property Rights in and to the improvements and modifications.

### 5. CONFIDENTIALITY

5.1 Each party (the "**Receiving Party**") agrees not to disclose any Confidential Information of the other party (the "**Disclosing Party**") without the Disclosing Party's prior written consent, except as provided below. The Receiving Party further agrees: (a) to use and disclose the Confidential Information only in connection with this Agreement; and (b) to protect such Confidential Information using the measures that Receiving Party employs with respect to its own Confidential Information of a similar nature, but in no event with less than reasonable care. Notwithstanding the above, the Receiving Party may disclose Confidential Information to the extent required by law or court order, provided that prior written notice of such required disclosure and an opportunity to oppose or limit disclosure is given to the Disclosing Party.

5.2 "**Confidential Information**" means all confidential business, technical, and financial information of the disclosing party that is marked as "Confidential" or an equivalent designation or that should reasonably be understood to be confidential given the nature of the information and/or the circumstances surrounding the

disclosure (including the terms of the applicable Software Agreement). OpenGov's Confidential Information includes, without limitation, the software underlying the Software Services and all Documentation.

5.3 Notwithstanding the foregoing, "Confidential Information" does not include: (a) "**Public Data**," which is data that the Customer has previously released to the public, would be required to release to the public, upon request, according to applicable federal, state, or local public records laws, or Customer requests OpenGov make available to the public in conjunction with the Software Services. Confidential Information does not include (b) information that has become publicly known through no breach by the receiving party; (c) information that was rightfully received by the Receiving Party from a third party without restriction on use or disclosure; or (d) information independently developed by the Receiving Party without access to the Disclosing Party's Confidential Information.

## 6. PAYMENT OF FEES

### 6.1 Fees; Invoicing; Payment; Expenses.

(a) Fees. The fees for the Software Services for the Initial Term and any Renewal Term ("**Software Services Fees**") and the fees for Professional Services ("**Professional Services Fees**") are set forth in the applicable Order Form. Software Services Fees and Professional Services Fees shall hereafter be referred to as "**Fees**".

(b) Inflation Adjustment. OpenGov shall increase the Fees payable for the Software Services during any Renewal Term by 4% each year of the Renewal Term.

(c) Invoicing and Payment. OpenGov will invoice the Customer according to the Billing Frequency listed on the Order Form. Customer shall pay all invoices according to the Payment Terms listed on the Order Form.

(d) Travel Expenses. Unless the SOW provides otherwise, OpenGov will invoice Customer for pre-approved travel expenses incurred in connection with each SOW as they are incurred. Customer shall pay all such valid invoices within thirty (30) days of receipt of invoice. Each invoice shall include receipts for the travel expenses listed on the invoice.

6.2 Credit Card Customers. If applicable, Customer will provide OpenGov with valid credit card information and promptly notify OpenGov of any changes necessary to charge the credit card at [billing@opengov.com](mailto:billing@opengov.com). Please update your credit card information when necessary. The provision of credit card information to OpenGov authorizes OpenGov to charge the credit card for all applicable Fees plus a 3% credit card processing fee. OpenGov processes credit card payments through a secure third party processing partner and does not take receipt of credit card information itself.

6.3 Taxes. All Fees under this Agreement are exclusive of any applicable sales, value-added, use or other taxes ("**Sales Taxes**"). Customer is solely responsible for any and all Sales Taxes, not including taxes based solely on OpenGov's net income. If any Sales Taxes related to the Fees under this Agreement are found at any time to be payable, the amount may be billed by OpenGov to, and shall be paid by, Customer. If Customer fails to pay any Sales Taxes, then Customer will be liable for any related penalties or interest, and will indemnify OpenGov for any liability or expense incurred in connection with such Sales Taxes. In the event Customer or the transactions contemplated by the Agreement are exempt from Sales Taxes, Customer agrees to provide OpenGov, as evidence of such tax exempt status, proper exemption certificates or other documentation acceptable to OpenGov.

## 7. TERM & TERMINATION

7.1 Term. Subject to compliance with all terms and conditions, the term of this Agreement shall commence on the Effective Date and shall continue until the Subscription End Date specified on the Order Form (the "**Initial Term**").

7.2 Renewal. Unless either party terminates this Agreement in writing no less than thirty (30) days before the end of the Initial Term, this Agreement shall renew for another period of the same duration as the Initial Term (the "**Renewal Term**" and together with the Initial Term, the "**Term**").

7.3 Termination. If either party materially breaches any term of this Agreement and fails to cure such breach within thirty (30) days after notice by the non-breaching party (ten (10) days in the case of non-payment), the non-breaching party may terminate this Agreement.



**7.4 Non-Appropriation.** Customer may terminate this Agreement, upon providing at least ninety (90) days notice prior to the annual anniversary date of the Agreement ("Anniversary Date") upon the occurrence of an Event of Non-Appropriation as defined below. An "Event of Non-Appropriation" occurs when Customer's governing body fails to approve, allocate or otherwise appropriate funds for the next fiscal year sufficient for the payment of the next year's fees set forth herein, provided that: a) prior to each Anniversary Date, Customer uses all reasonable efforts that are lawful and within Customer's official power and subject to the inherent discretion of the governing body, to secure the appropriate funds for the next year's Fees, including indicating the Software Services serve an essential purpose to Customer; and b) prior to each Anniversary Date, Customer has not acquired products or services or issued a request for proposals for similar products or services during this period which are similar to the Software Services or has not hired any third party or allowed its own employees to use other services in place of the Software Services. Customer shall permit OpenGov to assist with the efforts in a) above, including providing OpenGov with direct access to Customer's applicable appropriations team.

**7.5 Effect of Termination.**

(a) **In General.** Upon termination or expiration of this Agreement: (a) Customer shall pay in full for all Software Services and Professional Services performed up to and including the effective date of termination, (b) all Software Services provided to Customer hereunder shall immediately terminate; and (c) each party shall return to the other party or, at the other party's option, destroy all Confidential Information of the other party in its possession.

(b) **Deletion of Customer Data.** If Customer requests deletion of its Customer Data in writing prior to the date of termination or expiration of this Agreement, then OpenGov will permanently and irrevocably delete Customer Data, excluding any Insights, stored by its cloud hosting provider within ten (10) days of the date of termination or expiration of this Agreement. Such request must be addressed to "OpenGov Vice President, Customer Success" at OpenGov's address for notice described at Section 10.

**7.6 Survival.** The following sections of this Agreement shall survive termination: Section 5 (Confidentiality), Section 6 (Payment of Fees), Section 7.4(b) (Deletion of Customer Data), Section 8.3 (Warranty Disclaimer), Section 9 (Limitation of Liability) and Section 10 (Miscellaneous).

## **8. REPRESENTATIONS AND WARRANTIES; DISCLAIMER**

**8.1 By OpenGov.**

(a) **General Warranty.** OpenGov represents and warrants that: (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) the Professional Services, if any, will be performed in a professional and workmanlike manner in accordance with the related statement of work and generally prevailing industry standards. For any breach of the Professional Services warranty, Customer's exclusive remedy and OpenGov's entire liability will be the re-performance of the applicable services. If OpenGov is unable to re-perform all such work as warranted, Customer will be entitled to recover all fees paid to OpenGov for the deficient work. Customer must make any claim under the foregoing warranty to OpenGov in writing within ninety (90) days of performance of such work in order to receive such warranty remedies.

(b) **Software Services Warranty.** OpenGov further represents and warrants that for a period of ninety (90) days, the Software Services will perform in all material respects in accordance with the Documentation. The foregoing warranty does not apply to any Software Services that have been used in a manner other than as set forth in the Documentation and authorized under this Agreement. OpenGov does not warrant that the Software Services will be uninterrupted or error-free. Any claim submitted under this Section 8.1(b) must be submitted in writing to OpenGov during the Term. OpenGov's entire liability for any breach of the foregoing warranty is to repair or replace any nonconforming Software Services so that the affected portion of the Software Services operates as warranted or, if OpenGov is unable to do so, terminate the license for such Software Services and refund the pre-paid, unused portion of the Fee for such Software Services.

**8.2 By Customer.** Customer represents and warrants that (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) OpenGov's use of the Customer Data pursuant to this Agreement will not infringe, violate or misappropriate the Intellectual Property Rights of any third party.

8.3 Disclaimer. OPENGOV DOES NOT WARRANT THAT THE SOFTWARE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES. EXCEPT AS SET FORTH IN THIS SECTION 8, THE SOFTWARE SERVICES ARE PROVIDED “AS IS” AND OPENGOV DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

## 9. LIMITATION OF LIABILITY

9.1 By Type. NEITHER PARTY, NOR ITS SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS OR EMPLOYEES, SHALL BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES; OR (C) FOR ANY MATTER BEYOND SUCH PARTY’S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE.

9.2 By Amount. IN NO EVENT SHALL EITHER PARTY’S AGGREGATE, CUMULATIVE LIABILITY FOR ANY CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT EXCEED THE FEES PAID BY CUSTOMER TO OPENGOV (OR, IN THE CASE OF CUSTOMER, PAYABLE) FOR THE SOFTWARE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.

9.3 Limitation of Liability Exclusions. The limitations of liability set forth in Sections 9.1 and 9.2 above do not apply to, and each party accepts liability to the other for: (a) claims based on either party’s intentional breach of its obligations set forth in Section 5 (Confidentiality), (b) claims arising out of fraud or willful misconduct by either party and (c) either party’s unauthorized use, distribution, or disclosure of the other party’s intellectual property.

9.4 No Limitation of Liability by Law. Because some jurisdictions do not allow liability or damages to be limited to the extent set forth above, some of the above limitations may not apply to Customer.

## 10. MISCELLANEOUS

10.1 Logo Use. OpenGov shall have the right to use and display Customer’s logos and trade names for marketing and promotional purposes in connection with OpenGov’s website and marketing materials, subject to Customer’s trademark usage guidelines provided to OpenGov.

10.2 Notice. Ordinary day-to-day operational communications may be conducted by email, live chat or telephone communications. However, for notices required by the Agreement (in Sections where the word “notice” appears) the parties must communicate more formally in a writing given by personal delivery, by pre-paid first-class mail or by overnight courier to the address specified in the most recent Order Form (or such other address as may be specified in writing in accordance with this Section).

10.3 Anti-corruption. OpenGov has not offered or provided any bribe, kickback, illegal or improper payment, gift, or thing of value to any Customer personnel in connection with the Agreement, other than reasonable gifts and entertainment provided Customer in the ordinary course of business. If OpenGov become aware of any violation of the above restriction then OpenGov shall promptly notify Customer.

10.4 Injunctive Relief. The parties acknowledge that any breach of the confidentiality provisions or the unauthorized use of a party’s intellectual property may result in serious and irreparable injury to the aggrieved party for which damages may not adequately compensate the aggrieved party. The parties agree, therefore, that, in addition to any other remedy that the aggrieved party may have, it shall be entitled to seek equitable injunctive relief without being required to post a bond or other surety or to prove either actual damages or that damages would be an inadequate remedy.

10.5 Force Majeure. Neither party shall be held responsible or liable for any losses arising out of any delay or failure in performance of any part of this Agreement, other than payment obligations, due to any act of god, act of governmental authority, or due to war, riot, labor difficulty, failure of performance by any third-party service, utilities,

or equipment provider, or any other cause beyond the reasonable control of the party delayed or prevented from performing.

10.6 Severability; Waiver. If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. Any express waiver or failure to exercise promptly any right under this Agreement will not create a continuing waiver or any expectation of non-enforcement. There are no third-party beneficiaries to this Agreement.

10.7 Assignment. Except as set forth in this Section, neither party shall assign, delegate, or otherwise transfer this Agreement or any of its rights or obligations to a third party without the other party's prior written consent, which consent shall not be unreasonably withheld, conditioned, or delayed. Either party may assign, without such consent but upon written notice, its rights and obligations under this Agreement to: (i) its corporate affiliate; or (ii) any entity that acquires all or substantially all of its capital stock or its assets related to this Agreement, through purchase, merger, consolidation, or otherwise. Any other attempted assignment shall be void. This Agreement shall inure to the benefit of and bind each party's permitted assigns and successors.

10.8 Independent Contractors. No agency, partnership, joint venture, or employment is created as a result of this Agreement and neither party has any authority of any kind to bind the other party in any respect.

10.9 Attorneys' Fees. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees.

10.10 Governing Law and Jurisdiction. This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions. Exclusive jurisdiction for litigation of any dispute, controversy or claim arising out of or in connection with this Agreement shall be only in the Federal or State court with competent jurisdiction located in San Mateo County, California, and the parties hereby submit to the personal jurisdiction and venue therein.

10.11 Complete Agreement. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications, and other understandings relating to the subject matter of this Agreement. No modification of this Agreement will be binding, unless in writing and signed by an authorized representative of each party.

**Signatures**

Customer: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**OPENGOV, INC.**  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



2633 Camino Ramon, Suite 500  
San Ramon, CA, 94583

## Quote

# DRAFT

### Address Information

Bill To:  
Town of Portola Valley  
Cindy Rodas  
765 Portola Road  
Portola Valley California, 94028  
United States

Ship To:  
Cindy Rodas  
765 Portola Road  
Portola Valley California, 94028  
United States

Billing Contact : Cindy Rodas  
Billing Phone: (650) 851-1700  
Billing Email: crodas@portolavalley.net

### Services

Services	Start Date	End Date	Term (Mths)	Price	Qty	Net Total
SaaS: Finance Suite	2/29/2020	2/28/2021	12.00	\$5,248.50	1	\$5,248.50
SaaS: Cloud Database Backup	2/29/2020	2/28/2021	12.00	\$1,250.00	1	\$1,250.00
SaaS: Accounts Receivable	2/29/2020	2/28/2021	12.00	\$2,249.00	1	\$2,249.00
SaaS: Fixed Assets	2/29/2020	2/28/2021	12.00	\$2,549.00	1	\$2,549.00
SaaS: Project Management	2/29/2020	2/28/2021	12.00	\$2,599.00	1	\$2,599.00
SaaS: Purchase Orders	2/29/2020	2/28/2021	12.00	\$2,399.00	1	\$2,399.00
					Total	\$16,294.50

Total Quote 16,294.50

--- End of Quote ---  
Thank You  
**DRAFT**



2633 Camino Ramon, Suite 500  
San Ramon, CA, 94583

Proposed by : Taylor Lemmon  
Contact Phone : (503) 820-22 **Page 53**  
Contact Email : taylor.lemmon@sprbrk.com  
Quote ID : Q-17066  
Valid Through : 1/9/2020  
Currency : USD

## Quote

# DRAFT

### Address Information

Bill To:  
Town of Portola Valley  
Cindy Rodas  
765 Portola Road  
Portola Valley California, 94028  
United States

Ship To:  
Cindy Rodas  
765 Portola Road  
Portola Valley California, 94028  
United States

Billing Contact : Cindy Rodas  
Billing Phone: (650) 851-1700  
Billing Email: crodas@portolavalley.net

### Services

Services	Start Date	End Date	Term (Mths)	Price	Qty	Net Total
T&M Services Standard professional services	2/29/2020			\$125.00	265	\$33,125.00
					Total	\$33,125.00

Total Quote 33,125.00

--- End of Quote ---  
Thank You  
**DRAFT**



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December 3rd, 2019

Dear Portola Valley Team,

By partnering with OpenGov — the leader in enterprise cloud solutions for the public sector — the Town will gain access to the **only** integrated multi-tenant Software as a Service (“SaaS”) solution that can meet and exceed the Town’s desired outcomes for financial management, budgeting, operational performance, and citizen engagement. OpenGov’s software empowers **everyone** in an organization to use data and evidence more effectively, track progress, and make more informed decisions, leading to increased accountability, improved performance, and better community outcomes.

OpenGov has successfully deployed over 2,200 governments. OpenGov is the only multi-tenant solution on the market. OpenGov’s modern architecture will ensure the Town is building its budget on a scalable, configurable, and durable platform. With OpenGov, the Town will avoid costly maintenance upgrades and gain access to rapid, continual, and frequent product releases that will be available at no extra cost.

OpenGov enables customers to easily track and communicate financial information across their organization, to elected officials, and to citizens via an easy to access online platform. OpenGov is the only company providing a solution designed specifically for government financial and performance data that is **both** powerful enough to perform internal reporting and intuitive enough for the public to understand.

Our mission is to Power More Effective and Accountable Government. Our technology and services are designed specifically for government and our employees have nearly 300 years of combined public sector service. Serving government is our **sole focus**. Our solution enables governments to drive more efficiently toward their strategic goals. Because OpenGov’s software has focused solely on providing solutions to the public sector, OpenGov designed a patented Chart of Accounts Engine that enables OpenGov’s products to map to any government’s unique Chart of Accounts’ organization. By mapping directly to the customer’s Chart of Accounts, OpenGov offers accurate and flexible reporting that is consistent with the customer’s prior reporting formats and allows users to drill-down and explore data to the object level.

OpenGov’s platform is the only solution that understands and integrates complex, multi-fund financial data from multiple sources. OpenGov’s software allows users to effortlessly explore government data to uncover new insights. OpenGov empowers governments to collaboratively build and share their budgets, easily engage with their constituents, benchmark their finances against similar and nearby governments, and efficiently create and share internal reports, saving government staff countless hours.

No other company currently offers this unique track record and set of functionality and services.



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## Global Technology Recognition

- *Named to GovTech 100 Award*
  - OpenGov received the GovTech 100 Award because of our unique ability to work with any government in the country, regardless of their current technology platform. OpenGov is the only public-sector software that can uniquely map to government's Chart of Accounts while also integrating with various non-financial data sources.
- *Gartner 2015 Magic Quadrant & Gartner 2015 Cool Vendor Recognition*
  - Gartner named OpenGov as one of three *Cool Vendors for Government* in 2015. The winners offer government CIOs cloud solutions to quickly acquire and deploy services for workforce collaboration and citizen engagement, open financial data, and case management.
  - OpenGov's Software-as-a-Service is delivered through Amazon Web Services ("AWS"), a Gartner 2015 Magic Quadrant Industry Leader.
- *World Economic Forum 2015 Technology Pioneer Award*
  - OpenGov was selected from among hundreds of companies by a professional committee of 68 academics, entrepreneurs, venture capitalists, and corporate executives as a Technology Pioneer.
  - Past recipients include Google (2001), Mozilla (2007), Kickstarter (2011), and Dropbox (2011).

## The OpenGov Cloud Capabilities In-Depth

*The OpenGov Cloud™ is a multi-tenant Software-as-a-Service ("SaaS") solution that connects stakeholders to the budget process, aligns budget dollars to performance goals, accurately forecasts workforce costs, and integrates with key government systems—resulting in improved outcomes and enhanced internal efficiencies.*

## Fully Integrated Financial Management System

- Government based accounting system compliant with GAAP & GASB standards with a focus on fund accounting
- Many function specific modules including: General Ledger, Accounts Payable, Accounts Receivable, Payroll, Fixed Assets, Cash Receipts, Timesheets, Purchase Cards, Bank Rec, Requisitions, and Utility Billing
- Cloud Deployed - all software updates are included and done by OpenGov
- Interfaces with other existing software including: Permitting & Licensing, Court and Jail, Jury, Code Enforcement and others
- Fully converted history from prior accounting system



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## Data Platform

- Patented and proprietary technology to mirror the government's Chart of Accounts and financial structure
  - Offers a full Chart of Accounts editor, which allows the system to reorganize, roll-up, and retitle the Chart of Account structure at the government's discretion
  - Provides the ability to map multiple Charts of Accounts from different financial systems into a single, integrated presentation
- Supports access from any computer or tablet at any location at any time through all major browsers and operating systems
- Customer defined rules-based modelling - offers the ability to create reports which are private, reports which can be only be viewed by a group within the enterprise, and reports which can be viewed by the entire enterprise
- Able to incorporate data from virtually any accounting system or Excel workbook
- Hosted government warehouse for all data including but not limited to performance data, financial data, and geographical data
- Ability to conduct predictive searches against all data uploaded to the platform
- Ability to correlate government data with its geographical location and display it on a map
- Extends the life of current accounting and other government systems by integrating them with OpenGov's high tech platform and using the underlying data to build the budget, track performance, and communicate with the public

## Integrated Budgeting and Performance

- Integrated, cloud-based solution to develop the budget, plan for workforce, report on budgets versus actuals, publish information to internal/external stakeholders, and publish the budget book
- Automatically calculates variance between current spending trends and prorated budget numbers
- Able to incorporate data from virtually any accounting system or Excel workbook to import existing budget details
- Ability to create multi-year or multiple budget scenarios (up to 6 years or periods)
- Integrated user level security and budget workflow management
- Comprehensive audit trail for any changes or modifications made during the budget development phase of the process
- Ability to attach supporting documentation for each proposal





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- Online, real-time collaboration, commenting, automated notifications, and status reminders - ensures key participants meet deadlines, stay informed, and collaborate in context without the need for multiple email threads or conflicting spreadsheet versions
- Excel add-in for modeling and importing customized values
- Visually drill down through budget proposals to specific line-item changes
- Budget Solution includes our Budget Book Integration to OpenGov Budget Book. Stakeholders, from analysts to department heads and more, can easily view and comment on the draft budget document in context, instead of over email or in multiple versions
  - Enhance the narrative and better communicate strategic goals by reallocating time spent on manual data updates. We take care of creating the document template and equipping your team with world-class support. Unique data linking gives you a framework for years of use.
- Provides for historical budgets or actuals to be displayed side-by-side for the user during budget development for easy comparison to prior years

#### *Workforce Planning and Forecasting*

- Customer defined rules-based modelling to accurately forecast personnel costs, including step increases, pension costs, and allocations
- Integrated and live workforce costs shown in the budget so that budgeters work with the most up-to-date information on committed future personnel costs
- Workforce Planning built to handle government specific costs such as pensions, hazard pay, and step pay increases

### **Effective Communication and Reporting**

- Communicates budget and general ledger data through an intuitive web platform accessible across the organization, to elected officials, and to citizens
- Presents an internal dashboard that aggregates and displays usage statistics and site traffic for your portal
- Presentation displays Chart of Account elements in a wide variety of formats including fund, department, account type, program, activity, project, object, etc.
- Enables users to view data in, and easily switch between, several graphical formats - including stacked line, percentage stacked line, trend line, pie chart, and bar chart
- Visualizes performance metric data and enables filtering by custom fields
- Interactive, online story builder to add dynamic data tiles, images, videos, text, and other content
- Allows users to immediately share a data visualization from the current web page with Facebook/Twitter/Google or email
- Curate the look-and-feel of your pages to mimic your organization's website



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- Includes dynamic data tiles with multiple visualizations that update according to user-defined frequency, or automatically
- Compares current year spending trends to budget and historical spending trends with “Budget vs. Actual” reports
- Empowers users to search, sort and analyze other public data and financial reports from a map displayed within the platform by population, budget size, location, and type
- Enables transaction reporting capabilities with multiple methods of searching and sorting the data, including:
  - One-click searches by vendor name or any field from an individual transaction
  - One-click visualizations of virtual checks for any transaction
- Links actual expense and revenue summary reports to the transactions that make up those reports, and allows users to view the transactions on the same page, for easy access, viewing, and analysis

#### *Dashboards and Performance Measurement*

- Create unlimited dashboards and tiles based off of data from OpenGov
- Allow any user to build dashboards regardless of technological expertise
- As data is uploaded to the OpenGov platform, dashboards automatically update to include the latest information
- Configurable dashboards that are available to a select number of people or the entire organization
- Set targets for financial and non-financial data to monitor progress
- Optimized tile visualizations for immediate data consumption
- Print dashboards to be used in council meetings
- Responsive design ensure the dashboards are compatible with mobile phones, tablets, and projectors
- Provides users with advanced customization options such as rearranging dashboard tiles, customization title & description, and selecting visualizations
- Drill directly into the source data from dashboard to analyze data further

#### *Integrated Surveys and Public Feedback Mechanisms*

- Live meeting facilitation that includes real-time surveys and audience participation
- Community outreach via “kiosk mode” to gather feedback on mobile devices
- Built-in analytics and reporting of public feedback
- “Open Town Network” functionality enables governments to search across other governments’ survey portals to leverage the experience and best practices from other citizen outreach efforts
- OpenGov is the only public engagement vendor that offers comprehensive and proprietary monitoring and reconciliation of uncivil, disruptive user participation, which



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includes users who either: (a) post comments that have, (1) obscenities, (2) personal attacks, (3) off-topic content (such as advertising); or (b) who register with the intent to create multiple fraudulent users in order to post multiple times and thereby amplify their feedback to unduly influence the forum.

- o OpenGov's unique reconciliation process includes handling the problematic participation in ways that: (1) don't violate free speech rights; (2) coordinate with our client government's priorities

From OpenGov's patented Chart of Accounts Editor, which enables dynamic and interactive exploration of each government's unique Chart of Accounts, to OpenGov's robust Financial Management System, to OpenGov's collaborative budgeting and performance capabilities, to OpenGov's unique communications and reporting features, each element of the OpenGov Cloud offering offers unique technical capabilities which no other company is currently replicating. And while other companies might offer products that resemble individual elements of the OpenGov Cloud offering, when evaluated as a complete package it becomes clear that OpenGov's integrated Financial Management, Budgeting, and Communications platform is a unique software package against which no other software can reasonably consider itself a competitor.

Sincerely,

Andrew Kercado  
Account Executive

Mike Mattson  
VP - Local Government

Zac Bookman  
CEO



# OpenGov and Portola Valley, CA

## OpenGov Financials Project Plan Letter

**Andrew Kercado**

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(202) 365-5010





December 13, 2019

Portola Valley Town Hall  
765 Portola Road  
Portola Valley, CA 94028

RE: OpenGov Financials Project Plan Letter

Dear Portola Valley Team,

On behalf of OpenGov, we are thrilled at the opportunity to strengthen our partnership with the Town of Portola Valley in its journey to becoming a leading digital government. We truly value your careful consideration in reviewing the project proposal we have prepared for you.

We are pleased to present in the following pages our solutions that we believe will meet and exceed the Town's goals for a Financial Management System upgrade. OpenGov's modern, cloud-based software offers mission-critical functionalities, including data integrity, historical reporting, easy importing and exporting of data, integration with the Town's budgeting application, and interactive reporting for both council members and resident stakeholders. In addition, our solutions' robust capabilities and integrations with the Town's already existing technology suite will help reduce data duplication, establish e-payment processes, implement a collaborative budgeting process, increase cross-departmental visibility and participation, and centralize payroll, utility billing, and accounts receivable under a flexible workflow, accounting, and reporting framework.

The Town of Portola Valley has a unique benefit in being an existing customer of OpenGov, which means we understand your Chart of Accounts and procedures. As you've seen, our dedicated Subject Matter Experts are standing by to support your team in delivering the most value out of our solutions. This preexisting relationship with the Town provides a special opportunity for you to have unprecedented entry into our Early Access Program, which grants both exclusive pricing options and the opportunity to give feedback and shape the future of OpenGov Financials.

You can expect the OpenGov solution to produce dramatic productivity gains, much tighter security protocols, improved institutional knowledge and continuity over the years, and a better internal and external user experience. It is also a solution set that can grow with the Town's needs over time, including Permitting, Licensing, and Code Enforcement and other modules and solutions as the need arises.



OpenGov's mission is to power more effective and accountable government, and we seek to produce 'raving fans' in our work. Given the excellent communication so far, including among our respective executive teams, as well as the proximity between the Town and OpenGov's Headquarters, there is excellent alignment to achieve a rapid and successful deployment. We look forward to putting the entire organization behind you to ensure this project exceeds expectations.

Sincerely,

**Andrew Kercado**  
Account Executive

**Marc Gottesman**  
Program Director

**Zac Bookman**  
CEO



## Executive Summary

OpenGov is the leader in Enterprise Cloud Solutions for Local Government. Founded in 2012, OpenGov is backed by the nation's leading venture firms, including Andreessen Horowitz and 8VC. OpenGov currently serves over 2,200 governments ranging in size, including Woodside, Atherton, Menlo Park, Cupertino, Redwood City and Half Moon Bay. In fact, roughly one-third of California's Cities and Counties are customers of OpenGov.

OpenGov has over 250 employees and is headquartered in Redwood City, CA, with additional offices in Portland, OR; Chicago, IL; Boston, MA; Los Angeles, CA; and Dallas, TX.

OpenGov is presenting the following solutions to the Town for consideration:

- **OpenGov Financials™**: OpenGov Financials™ is a GASB compliant fund accounting software solution for local government organizations. OpenGov Financials provides Intuitive software that combines menu-driven, user-friendly navigation integrated with The OpenGov Cloud and its Budgeting & Performance and Communications & Reporting suites. OpenGov Financials includes the following functionality:
  - A fully integrated Financial Management System. Each application interacts with the appropriate applications. There is no need to re-enter data from one application to another system.
  - Scoped Modules for Portola Valley Include:
    - General Ledger
    - Accounts Payable
    - Accounts Receivable
    - Payroll
    - Fixed Assets
    - Cash Receipts
    - Timesheets
    - Purchase Cards
    - Bank Rec
  - Monthly enhancements and updates are applied without user interruption or cost.
  - Automated interfacing from 3rd party applications like court and web apps.
  - Scanning of supporting documents into all modules.
  - A large library of standard reports in every module.
  - Simple configuration to function within your environment.
  - Departmental Budgeting & Reporting Capabilities
  - Unlimited Internal Users
  - Multi-Year & Historical Reporting

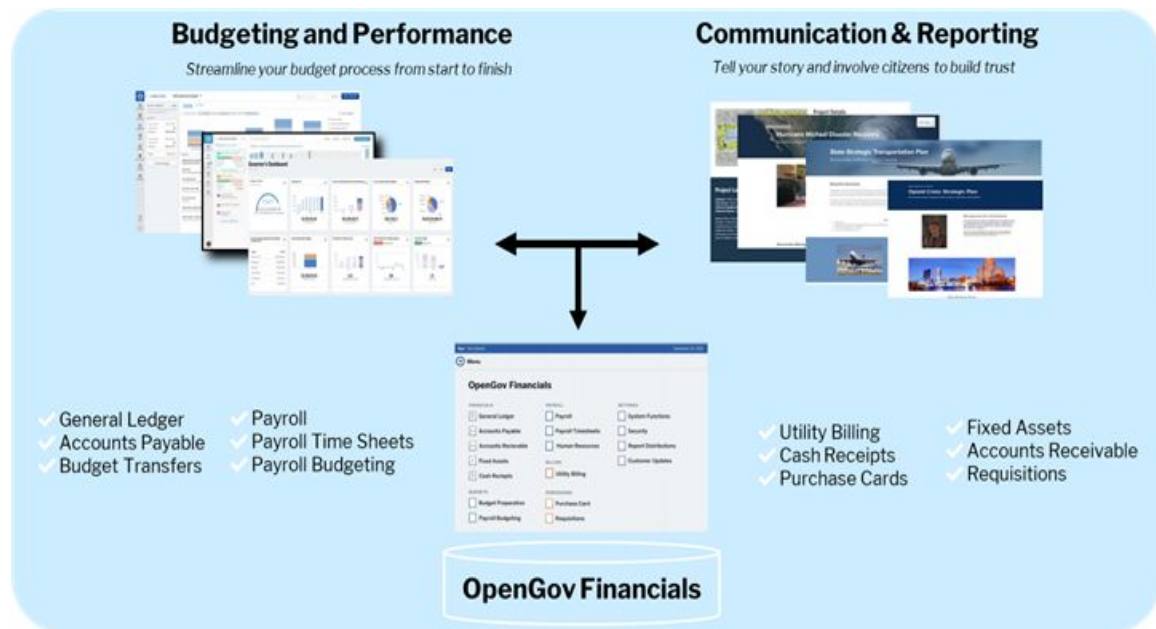
OpenGov Financials will integrate directly with the Town's existing Budgeting and Reporting Solutions for improved staff, council, and resident engagement.

# OpenGov Financials

## Overview

**OpenGov Financials** is the only fund accounting cloud solution that meets and exceeds GASB standards with integrated suites for collaborative budget development, performance, communications and dynamic reporting. This Software-as-a-Service (“SaaS”) solution provides next generation technology for government systems such as General Ledger, Accounts Payable, Budget, Purchasing, Purchase Cards, Grants, Cash Receipts, and more.

OpenGov Financials offers a Financial Management System that is fully integrated with existing OpenGov solutions in Portola Valley.



**OpenGov Financials will help the Town of Portola Valley improve in the following key areas:**

**Save Time by Streamlining Your Financial Applications into One Fully-Integrated Solution.**

- Track as many historical years as you like - OpenGov Financials helps you transfer all your transactions for detailed historical reporting.
- Attach all the documentation you want, in any format. Current customers report being able to throw away years of physical reports because all the information they need lives in OpenGov.



- Financial information entered in one module is automatically pushed to every other module to prevent data entry duplication. All visualization and reports are automatically updated.

#### **Eliminate Departmental Data Silos with Highly Collaborative Tools.**

- OpenGov Financials allows your entire organization to collaborate on its financial information and tracking. For example, employees enter their time sheets, managers approve them, and the time sheets automatically populate the payroll batch. Once payroll is done processing, then a journal entry is pushed to the general ledger. Processed invoices are automatically migrated to accounts payable for items like child support, insurances, etc. Similarly, you can bill citizens for their utilities, allow them to pay online, over-the-counter, or by mail, and all payments are seamlessly added to the citizen's account, cash receipts, and the General Ledger.
- Robust permissioning allows all employees to explore appropriate data and for administrators to ensure parties only see the relevant data.
- OpenGov provides on-demand access to dynamic, interactive reports and dashboards, which are linked to the underlying data, enabling ad-hoc analysis on the fly.

#### **Simplify and Digitize Payments.**

- Payroll, bank cards, purchase orders, and purchases can all be managed and executed via OpenGov Financials' online platform. Paycheck stubs can be e-mailed to employees, who can use the platform to complete their timesheets, view/print paycheck stubs, W-2's, send an email to staff, and update their address/telephone numbers.
- Eliminate the burden of paper storage, processing, and printing costs through easily accessible, up-to-date information stored in OpenGov.

#### **Receive the White Glove Support that You Deserve.**

- Our support staff is comprised of former government financial professionals who intimately understand your day-to-day problems and use cases.
- No support tickets, no waiting. Talk to a qualified support staff whenever you need to get quick answers and fixes to your problems.

#### **In addition to the benefits above, OpenGov Financials directly address the Town Council priorities for 2019-20, including the following:**

**Departmental 2020-2021 Budget Creation:** OpenGov Financials, coupled with OpenGov's Budgeting Module will allow the Town to create budgets for each department and track performance throughout the year.

**Enhanced Financial Planning & Analysis:** OpenGov Financials will allow staff to gain detailed insight into historical trends to help the Town strategically plan. Reports will be made available for all department heads and city council / committees.

**Continuation of Resident Resiliency:** As a contributing measure to establishing emergency preparedness, OpenGov Financials would provide visibility into the current state of emergency funds and identify gaps in communication tools among residents.

**Communications and Community Engagement:** Ease-of-use and user accessibility are key differentiators for OpenGov, which provides one central platform for stakeholders and constituents to visualize complex financial data and understand progress on key initiatives, stimulating public engagement and fostering a culture of transparency and openness within the community. OpenGov does not charge extra fees based on number of users but rather encourages customers to add users as they deem fit.

**Health of Town Resources:** OpenGov Financials would provide the Town with the visibility and accuracy to properly understand expenditures, revenue, workforce planning, and overall financial stability as it relates to taxpayer dollars. OpenGov also provides a solution for budget development and budget book creation.

**Strategic Planning Efforts:** OpenGov's product suite can provide the Town with the right tools to create long-term forecasts and develop capital improvement plans. Users can send and receive capital planning proposals, adjust proposal line items, track performance on projects, comment on key reports, and easily create printable dashboards to streamline capital meetings.

# OpenGov Financials

## Solution Detail

OpenGov Financials is a single, integrated application with a number of specific modules. All information entered in one module is shared across the entire application, so there is never a need to re-enter information. The modules included in OpenGov Financials are listed below:

### Financial Management Applications

#### ***General Ledger***

The General Ledger (GL) is the core for all of our applications. All information from other modules flows into the GL so there is never a need for re-keying. In addition, the OpenGov Financial Management software complies with GAAP and GASB standards. Store an unlimited number of years of transaction data, not just the cumulative balances per year. Use our standard reports or create custom reports tailored to your reporting needs. Scan and attach any type of document to individual transactions to help ensure all relevant information can be stored in one place.

#### ***Accounts Payable & Encumbrance Accounting***

OpenGov Financials enables payments of all invoices by computer-generated checks, bank drafts, wires or electronic funds transfers. Budgets, fixed asset activity and vendor contract compliance are checked in real-time as invoices are entered. All transactions are pushed across the OpenGov Financial Management System for accurate reporting and to avoid date entry duplication.

The Accounts Payable application includes a purchase order system with the ability to obtain various approval levels. Documents can be attached to the purchase orders so that the stakeholders may see all of the pertinent details before granting approval.

Customers have the option of adding requisitions to their payable processes. The OpenGov Financial Management platform allows an entity to manage buying and vendor functions while allowing internal personnel the ability to route activity throughout the entity for up to six levels of approval. Once approved, the requisition becomes a purchase order to be processed along with an invoice, with no additional data entry needed.

***Fixed Assets***

This GASB-compliant module allows for the physical and financial tracking of all your entity's necessary assets. Assets can immediately be pushed into this module after purchase for lifetime tracking. Execute transfers and disposals, produce gain/loss, and track transfer activity for the life of the asset. Calculate depreciation using any standard method.

***Accounts Receivable***

Bill for all services outside of utility billing and automatically apply payments to the bottom line. Utilize our online payments and send out late notices through the mail or email.

**Payroll Management Applications*****Payroll***

Seamlessly pay your employees through direct deposit or physical checks and track all data for reporting purposes without any additional data entry. The online employee portal allows employees to access relevant information, reducing requests to the payroll team.

***Payroll Timesheets***

Decentralize collecting time for all employees by providing a method for each employee to enter their time, including vacation and comp time. Built-in approvals and validation give the payroll department the ability to review and approve all time entered before imported into the actual payroll process. Timesheets are archived for as long as you want to keep them.

***Payroll Budgeting***

Take advantage of powerful budgeting, in-depth analysis and reporting features that replace spreadsheets and cumbersome, error-prone tools used outside the system. Push all payroll information into OpenGov's Budgeting & Performance software for in-depth, interactive visualizations and analysis.

***Cash Receipts / Revenue Accounting***

Accept payments, balance cash drawers and deposits, issue receipts, and more. Take payments for any services, including utilities, permits, licenses, and special assessments. Payments can be taken by importing bank files (lockbox activity & ACH), over-the-counter, by mail, or over the internet. All payments are automatically distributed to the appropriate general ledger account.

# OpenGov Project Delivery Approach

## Who We Are

### Mission-Driven

Powering more effective and accountable government

### Trusted

Over 2,200 public agencies leverage OpenGov technology

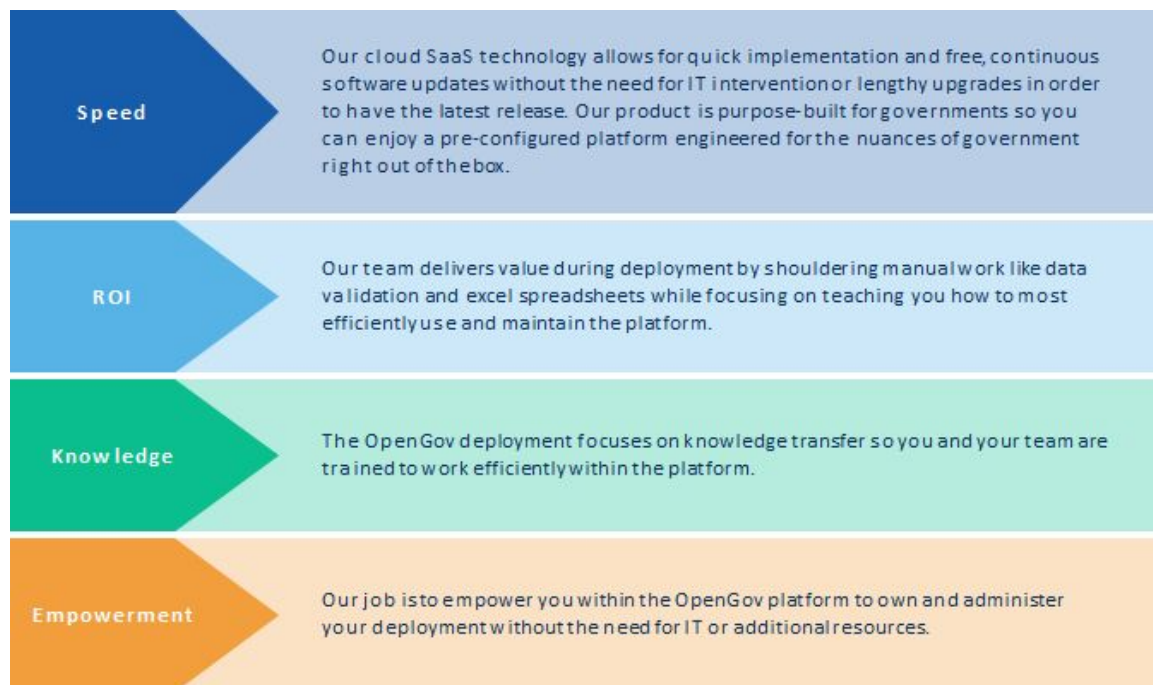
### Innovative

Easy-to-use, best-in-class, and intuitive cloud software

### Experts

Over 300 years of public sector experience on staff

## OpenGov Implementation is optimized for:



## Why Customers Love Working With Us

Your success as a customer is OpenGov's top priority. OpenGov customers receive a tailored deployment offering following standard methodology informed by implementing our software at more than 2,200 government entities. As a customer, you can leverage the knowledge of an OpenGov team comprised of former government finance directors, chief information officers, budget and performance analysts, and Software-as-a-Service (SaaS) professionals to arm you with insight, expertise, and industry-leading best practices enabling you to drive efficiency and outcomes for your organization.

## OpenGov Financials Deployment Overview

At OpenGov, we follow a 5-step implementation methodology to ensure customer success when deploying OpenGov Financials:

- Implementation Planning
- System Setup in the Cloud
- Conversion to OpenGov
- User Acceptance Testing (UAT) and Training
- Go Live and Customer Success

During the implementation planning stage, we jointly create a project plan that is both realistic and achievable. Because the system is cloud-based, all setup is done by OpenGov so there is no need for our customers to purchase hardware, install and configure hardware, etc.

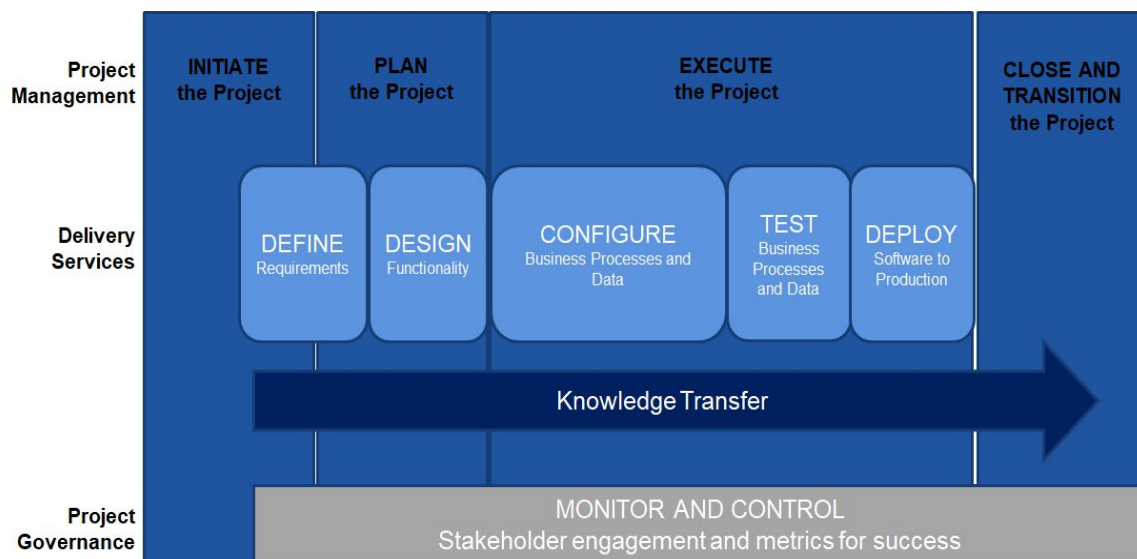
If the software is great, but the data brought in is not complete or accurate, the conversion is a failure. At OpenGov, we meticulously convert the data in each application. Our team will verify the Legacy system general ledger, payroll, A/P, A/R and other modules are balanced before we provide the data for final validation.

Once validation is complete, we will include steps such as User Acceptance Testing (UAT) or run parallel processes to ensure that nothing was missed and your operations, including critical payroll will be accurate before a complete cutover is made. The decision to cutover and start operations in OpenGov will be yours, validated by your sign-off, and usually done after UAT and training is completed.

Finally, once both parties agree the system is ready to be operationalized, we will Go Live! OpenGov Staff will be on-hand to ensure the Go Live is successful. After Go Live, your Customer Success Manager will continue to monitor and assess past the Go Live date to work on your behalf.

## Project Management Methodology

OpenGov uses an industry standard project management methodology that is founded upon the tenets of the Project Management Institute (PMI). We provide direction and leadership to ensure the project progresses expeditiously to help your team achieve ownership of the applications, while also ensuring your project is delivered on time, at or below budget, and with the highest level of delivery quality possible. Through planning, risk mitigation, and change management, the Project Manager maintains control of all aspects of the project. In the event the Project Management team is unable to resolve an issue the project escalation process will be followed informing the project's executive leadership. The graphic below shows both the Project Management and Consulting Delivery Methodology that OpenGov uses within its implementations.



Development of the specific Project Plan will begin during the Project Initiation Phase. An overall Project Plan will be developed collaboratively to manage and plan for each aspect of the project, and will be refined before release during the Project Planning Phase.

Based on our prior experience deploying OpenGov Financials, we begin with a project template. The Project Manager will then modify this template. The OpenGov Project Manager and your Project Leader then validate the Project Plan which takes into consideration the dependencies and configuration requirements and the proposed deployment strategy.

OpenGov's solution set allows for key business processes to integrate transparently across application boundaries. Designed to communicate with one another, the modules provide a seamless user experience while allowing other modules to reference the data when needed. OpenGov's deployment strategy will be phased to include the Core modules in Phase 1, then add the additional modules in Phase 2. The approach allows your team to go live in a way that enables full ownership of each application that empowers you to achieve your goals and objectives for the use of the OpenGov suite.

Additionally, the deployment strategy:

- Reduces dual entry;
- Reduces the number of interfaces needed between the legacy and the new systems;
- Ensures appropriate historical data, as defined in the scope of services, is migrated; and
- Processing is undertaken in the new solution.

Our implementation process will provide an opportunity for you to examine your current business processes and Chart of Accounts structure, and with the help of our consultants, look at ways to be more efficient in the management of your financial activities.

OpenGov's Professional Services team uses an iterative process based upon the Information Technology Infrastructure Library (ITIL). For each module implemented, as shown in the graphic above, OpenGov's implementation team will conduct a 5 phase process to ensure a successful deployment of each module for our customers.

We start by **Defining** Portola Valley's requirements in greater detail than documented in the Statement of Work (SOW). This effort is imperative toward ensuring that Portola Valley's goals for the project are incorporated into the deployment effort.

Once the requirements are validated, we then **Design** how the software will be configured in order to support your business processes. This phase will also begin the data migration, conversion and validation process from your legacy Fundbalance system into the OpenGov Financials modules. At customer acceptance of the design, we then move to the next and most involved phase.

**Configuration** of the software to support Portola Valley's business processes will be a collaborative process, whereby OpenGov's team will work with the Portola Valley staff on configuration aspects that promote knowledge transfer and confidence in use of the system. For those configuration activities that are one time only efforts, OpenGov's team will conduct those efforts and will inform Portola Valley staff of what was done. Concurrently, training and knowledge transfer will be occurring throughout the various phases of the project, and will be building upon each prior concept as the implementation continues.

Once all configuration is completed, OpenGov will facilitate **Testing**, which will be focused on the Portola Valley staff running through prepared test scripts with the support and oversight of the OpenGov team. This final step before Go Live is intended to be the capstone on customer training and system ownership, while also determining if there are any data anomalies or other inconsistencies in the system. Should those be found, a period of time will be set up to fix these issues prior to go-live.

For each module, our implementation process will ensure that you and your team are given the ability to fully test your data in the OpenGov modules, while also being trained on the functionality of the product to ensure you have full ownership upon deployment of each module. At deployment, you will be transitioned from the OpenGov implementation team to the OpenGov Customer Success and Support teams to ensure that you have all the post-deployment support that you need.

Once all issues are addressed, the system will be **Deployed** to production for use in the live environment. At that point, the OpenGov Project Manager will meet with Portola Valley's Project Lead to validate delivery to contract, and assuming no issues, obtain sign-off from the Project Lead on completion of that phase of the project. Once all



modules are completed, the Project Manager will facilitate a hand-off call with the OpenGov Customer Success organization to ensure a seamless support structure going forward.

As previously stated, we will deliver the OpenGov modules in a phased approach:

### **Phase 1 Modules**

- General Ledger
- Cash Receipts
- Accounts Payable

The duration for this phase is ideally 4 to 6 months, but will be dependent upon both the data migration process and the level to which we will be configuring new business processes. Once Phase 1 is completed, we will immediately begin implementing the additional modules in Phase 2:

### **Phase 2 Modules**

- Accounts Receivable
- Fixed Assets
- Purchase Cards
- Payroll
- Payroll Timesheets
- Bank Reconciliations

Phase 2 modules will be scheduled to begin as soon as the Phase 1 deployments are completed, with a total timeline for the project not to exceed 15 to 18 months. Timelines will vary based on the final set of modules purchased, along with customer resource availability constraints.

We look forward to the opportunity to partner with and serve you in your ongoing software needs.

## **Resources and Support**

As an OpenGov customer, you are supported by our Customer Success team from deployment through adoption and beyond. When you contact OpenGov, your first point of contact will be a real, live person. OpenGov provides best-in-class standard support resources such as telephone, email, and an online portal as well as additional support channels like webinars, user groups, a resource center, and a thriving community of tips and best practices provided by your peers.

- **Technical Support:** Our team of highly trained support analysts are available to solve any issues you have with any part of your solution within the OpenGov Cloud.
- **OpenGov Community:** OpenGov has a safe and secure online community for government professionals to connect with their peers, share their experiences, and learn best practices.
- **User Groups:** Our subject matter experts host regular user groups online and in-person. Learn from the pros and your peers!
- **Resource Center:** We provide you with articles and videos to enhance your learning and education of OpenGov.
- **Free Webinars:** As a customer, you can look forward to engaging and informative webinars. Get a crash course in performance management or learn about the latest features of your OpenGov software.
- **Live Chat:** Contact support seamlessly while using the product through our live chat feature staffed by the Customer Success team.

## How to work with us

These are some of the typical customer roles involved during deployment:

- **Project Manager:** the primary point of contact for OpenGov during the implementation.
- **Finance/Budget Director:** partners with OpenGov team to outline applicable budget processes.
- **IT Dept:** provides the necessary data for OpenGov implementation.
- **Communications:** partners with OpenGov to lay out best strategy for launching to stakeholders.
- **Subject Matter Experts:** partners with OpenGov daily to execute the tasks and become a subject matter expert in OpenGov.

# Deployment Team Bios & Expertise

OpenGov will staff the project team to best deliver OpenGov Financials to the Town of Portola Valley. Our team is experienced and consists of personnel who have worked in government and have public sector SaaS deployment experience. Based on OpenGov's extensive experience deploying software to the public sector, we have developed a set of best practices that we follow to support successful deployments. Our teams include OpenGov Government Finance Experts that work closely with the implementation team to initiate and design the workflow. This unique and valuable composition of our teams enables nimble delivery that is directly relevant to the public sector. The below personnel are subject to change, depending on their availability at the time of contract completion.

Name	Bio
<p><b>Chris Peters, Project Manager</b></p>	<p>Chris Peters will be the Town's Project Manager. Chris Peters previously spent 8 years as a Project Manager for Tyler Technology's Local Government division and most recently was an internal Project Manager for the Tyler Munis implementation at Nampa, Idaho.</p>
<p><b>Kent Hudson, Application Suite Architect</b></p>	<p>Kent Hudson has been in the Government Finance Software world since the early 1990s. A former Finance Director and Assistant City Manager, Kent went on to be one of the first engineers and architects at Incode Corporation, part of the company that became Tyler Technologies. Kent was ultimately an Executive Vice President of Tyler's Local Government Division, President of Tyler Public Safety and Corporate Director of Strategic Projects. Kent is now an Application Suite Architect at OpenGov responsible for the product roadmap of OpenGov Financials as well as its connections with the other parts of the OpenGov Cloud. Kent will be involved in the continual development of the software and the improvements the City will be seeing throughout their life as an OpenGov customer.</p>

<p><b>Monica Bandy, Solutions Engineer</b></p>	<p>Monica Bandy has been with OpenGov since 2016 in roles ranging from Implementation Analyst to Solutions Engineer. Monica’s previous experience includes work at the Public Policy Institute of California and a Masters in Public Policy from Duke University. Monica has worked on over 75 deployments in her time and will be working with the Portola Valley team on the Chart of Accounts optimization for the City.</p>
<p><b>Fred Harkrider, Director of Professional Services</b></p>	<p>Fred Harkrider spent the last 11 years at Ellucian, a Cloud based ERP company focused on higher education. Fred held a variety of roles in his time at the company from Delivery Center Manager to Senior Engagement Director for customer deployments. Fred is responsible for developing the implementation path in coordination with the City and ensuring a successful and on time deployment.</p>
<p><b>Trish Featherston, Support Specialist</b></p>	<p>Trish Featherston has been with OpenGov for 4 years, doing implementation and support for OpenGov Financials software. She has extensive experience working with clients to help them with getting the software running, and ensuring they have the proper training to take ownership of the product at go-live. Trish spent over 13 years as a Budget Manager and Accounting Manager for various cities in the Dallas-Fort Worth metroplex prior to joining OpenGov, and has worked on budgets exceeding \$150M.</p>
<p><b>Steve Franklin, Senior Financials Solution Engineer</b></p>	<p>Steve Franklin has been working on government software for the last 27 years. As a founding engineer of OpenGov Financials,* Steve was responsible for building the General Ledger, Accounts Payable, and a number of other modules in the system Portola Valley is receiving today. Steve will be on hand for working with Portola Valley to continue to add new features to the platform as we evolve OpenGov Financials.</p>

<p><b>John Spencer, Technical Support Specialist</b></p>	<p>John Spencer has over 35 years of experience working on government accounting systems. John originally built the payroll system for USTI, a Texas based accounting system. John then built the system for OpenGov Financials. John will be working with the City to deploy payroll for all of its employees and ensure the product keeps up with all State Laws and Regulations.</p>
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\*OpenGov Financials refers to the STW team and functionality that remains and has already been significantly augmented through multiple hires, company integration, joint product plans, and much more.

# Project Timeline

The proposed schedule below is a sample timeline, assuming contract signature no later than December 31, 2019. OpenGov's Project Manager will work with the Town's Project Lead to ensure that resource availability is taken into account as we finalize the project milestones and deployment dates.

Phase	Deliverables
<p><b>Phase 0 - April 1</b></p>	<p>Restructured Chart of Accounts for 2020 OpenGov Budgeting</p>
<p><b>Phase 1 - Go-Live July 1</b></p>	<ul style="list-style-type: none"> <li>● General Ledger</li> <li>● Accounts Payable</li> <li>● Cash Receipts</li> </ul>
<p><b>Phase 2 - Go-Live December 31</b></p>	<p><b>The individual items below will go-live incrementally, with full project completion by December 31.</b></p> <ul style="list-style-type: none"> <li>● Accounts Receivable</li> <li>● Fixed Assets</li> <li>● Payroll</li> <li>● Timesheets</li> <li>● Purchase Cards</li> <li>● Bank Rec</li> </ul>

\*Project Timeline is predicated on a December Agreement and a January 2, 2020 Project Kickoff.

# Early Access Program Proposal for Portola Valley

Software	Description	Cost	Payment Schedule
<b>OpenGov Financials</b>	General Ledger, Accounts Payable, Accounts Receivable, Payroll, Fixed Assets, Cash Receipts, Timesheets, Purchase Cards, Bank Rec, Workforce Planning, Performance Measures, Story Builder, Open Town Hall	<b>\$30,000</b>	Annual
<b>Deployment Fee</b>			
<b>Professional Services</b>	Deployment of the above solutions on the timeline listed on previous page	<b>\$110,000</b>	One-Time
<b>Total*</b>			
<b>Year 1</b>		<b>\$ 140,000</b>	
<b>Year 2</b>		<b>\$ 30,000</b>	
<b>Year 3</b>		<b>\$ 30,000</b>	
<b>Year 4</b>		<b>\$ 30,000</b>	
<b>Year 5</b>		<b>\$ 30,000</b>	

# Customer Quotes

## On Customer Experience

“Many companies can do the tools and tech; however, it is rare to find a company like OpenGov who does so while staying in touch with its customers, truly listening to its customers’ needs, and adding the appropriate staffing at all levels of management and function to improve both the product offerings and the customers’ experiences.”

**Lisa Desmarais**, *IT Director of Kenton County, KY*

“The communications between our staff was more like fellow co-workers instead of a Vendor and Client relationship. At all times [our consultant] was open and handled our requests with a great deal of professionalism and a 'Can Do' attitude. We were quite impressed with [our consultant's] understanding and experience with systems that we use.”

**Srikanth Karra**, *CIO of Birmingham, AL*

“We view OpenGov as a strategic partner. They’ve taken the time to listen to what we wanted and built a true partnership with us. You don’t see that at other software companies—especially bigger software companies like SAP where we never would get that interaction. Their responsiveness and collaboration is impressive.”

**Maria Zuniga**, *Business Improvement & Performance Administrator, Bernalillo County, NM*

## On the Product - General

“In all my years working in public accounting and government work, I’ve never had a contract that I got more out of than what I was told I would get. Usually you get disappointed with contracts, but OpenGov way exceeded my expectations.”

**Klarryse Murphy**, *CFO, County of Ravalli, MT*

“We have saved over 90% of our time preparing reports, with OpenGov we can show citizens how we are being fiscally responsible with their tax dollars.”

**Kimberly Ruesch**, *Administrative Services Manager, Washington City, UT*

“I brought up our OpenGov site in a Council Meeting when discussing an increase in real estate taxes. Within seconds, I had a pie chart and we brought facts to the conversation. With that measure passed, we were able to add four firefighters, keeping our response times to a minimum.”

**Brian Dehner**, *City Administrative Officer, Edgewood, KY*



“OpenGov has absolutely made us more proactive in looking at data and attacking the data, instead of saying, ‘It’s too big.’”

**Andrew McCreery**, *Finance Director, Mt. Lebanon, Pennsylvania*

“With OpenGov I think a huge part of the value proposition is integrating multiple data sets through one aggregation tool. It’s really about helping us understand not only how the dollars are spent, but what sort of value is being delivered back to residents through the services that we provide...it’s one thing to see the financial information and analyze it; it’s another to see that side-by-side with indicators to show how our service levels are changing over time. So that’s really the power of OpenGov.”

**Micah Intermill**, *Budget Director, Minneapolis, MN*

## On Financial Management

“I’ve had the opportunity to work with [the OG Financials team]\* for over three years, and no matter how complex or urgent a situation, the company consistently provides timely support and makes my life easier. They know their system in and out, so there is nothing they cannot figure out or fix.”

**Bianca Sauls**, *CFO, Balch Springs, Texas*

“I have been working with [the OpenGov Financials team and software]\* since 1999. The software is very user-friendly, and the customer support is second to none!”

**Patrick Harvey**, *Finance Director, Sagoville, Texas*

“In the final analysis, I have to say [OpenGov Financials]\* is an experience, not just a software package...When your staff can call and resolve their problem without getting you involved, how much more work can you get done?”

**Michael Gunderson**, *City Manager, Everman, Texas*

\*OpenGov Financials refers to the STW team and functionality that remains and has already been significantly augmented through multiple hires, company integration, joint product plans, and much else.

## On Citizen Engagement

“The core of what we’re trying to do (with Open Data) is drive better outcomes out in the community and enable better decision-making at the executive level.”

**Adam Dondro**, *Chief Information Officer, California Health and Human Services Agency*

“(Open Data) is flexible, it’s scalable, it’s interoperable, and that provides us with a platform to make our data the most useful as possible”

**Michael Valle**, *Manager, Tech. Policy & Planning, California Office of Statewide Health Planning and Development*

“Without data, decision-makers are pretty much blind to what’s going on. With OpenGov, they can ask and answer questions right from their desktops without a team of analysts

with them.”

**Robert P. David**, Director, OSHPD

“When we transmitted the info to [our citizens] with OpenGov, it provided a better educated question that came back to me versus ‘what’s your general fund balance?’ or ‘what’s your revenue and expenditures.’ The questions became ‘why are you spending so much on this?’ So it’s given me a better sense of what the community’s real issues were.”

**George Rodericks**, City Manager, Atherton, CA

## On Budget

“Budgeting is easier than it’s ever been for me. With Budget Builder, I don’t have to recreate the wheel every single year.”

**Judy Smith**, Finance Director, Jackson County Water and Sewage Authority, GA

"The number one benefit that we got and we saw immediately is this process of one budget, one government, one team...The reason why [OpenGov] is a game changer is...it establishes clarity. You can see a result, you can go back and you can make a change. I was able to get \$2M back in our budget immediately."

**Janet Dutcher**, Finance Director, Mono County, CA

“The OpenGov team – they are amazing...They did a fabulous job – within 18 hours –getting us setup with every single account code we could have possibly needed.”

**Dianna Honeywell**, Finance Director, Diamond Bar, CA

“The responsiveness was incredible. They always had an answer for us and were always open to recommendations and suggestions. I was just blown away by their level of professionalism and knowledge of the system.”

**Dannette Allen**, Management Analyst, Diamond Bar, CA

make an additional decision tonight to find money to fund this. He said they could fund at different levels and he may recommend that the subcommittee or Finance Committee be allowed to do some of that educational work to make some final determination. Town Manager Dennis noted that the Town is in a somewhat remarkable position.

Councilmember Wengert also expressed appreciation for the Finance Committee's help in self-managing a bond portfolio and actually being able to have a trust vehicle for finally getting some equity returns instead of just LAIF and LAFCO.

Councilmember Hughes expressed interest in reviewing the actual contract prior to final approval. Councilmember Wengert asked for the Finance Committee's recommendation, after review of the contract, regarding the level of funding.

Mayor Aalfs invited public comment.

In response to a question from the public, Mayor Aalfs explained this was not an additional budget item and that there is already a budgeted item set aside for this liability. He explained that the discussion tonight is how to invest that money. Town Manager Dennis explained that in the 2014-2015 timeframe the Council created a set of assignments within the General Fund Reserve, one of which was the reserve amount for OPEB, knowing that money would be spent for this specific purpose at some point. Town Manager Dennis said trust funds are now the way most municipalities handle this issue.

Committee Member Urban asked if there were minimum dollar amounts or timing deadlines by which they need to fund or if it can be any amount at any time. Ms. Perry said the contributions can be of any amount at any time. She said the contributions are completely voluntary and the Town can control if, when, and how much to contribute.

Town Manager Dennis said staff will begin the process with CERBT to produce a contract, to be reviewed by the Finance Committee including discussion of the level of funding, and then bring it back to the Council.

Councilmember Hughes moved to accept the recommendation of the Finance Committee to adopt an OPEB trust fund with the California Employer's Retiree Benefit Trust (CERBT), directing the Finance Committee to meet again to review the contract, final investment amount, and timing. Seconded by Councilmember Wengert; the motion carried 5-0.

(8) **Recommendation by the Town Manager – Adopt a Resolution to Replace the Town's Financial System**

- (a) A Resolution of the Town Council of the Town of Portola Valley Authorizing the Town Manager to Negotiate, Per Council Direction, and Execute an Agreement with OPENGOV, INC., in Substantially the Form as Exhibit 1, for the Purchase and Implementation of Their OPENGOV Financials Program, and a Budget Amendment to Support the Purchase and Implementation of the System, and a 5 Year Subscription (Resolution No. 2816-2020)

Town Manager Dennis introduced Cindy Rodas, Interim Finance Director, and Jim Saco, Finance Consultant.

Interim Finance Director Rodas described the background, the shortcomings of the current software program, discussion items, and fiscal impact of replacing the Town's current financial system software with OpenGov, as detailed in the staff report.

Interim Finance Director Rodas pointed out that the last line of the staff report lists that Springbrook's implementation cost would be \$16,294 and the annual subscription would be \$33,125 per year. She said

those numbers were mistakenly flipped and it should read that the implementation cost would be \$33,125 and the annual subscription cost would be \$16,294. She said the comparison between OpenGov and Springbrook is not an apples-to-apples comparison because Springbrook does not include payroll.

Interim Finance Director Rodas said Woodside has used the Springbrook program since 2015. She said their implementation cost was approximately \$60,000. She said Woodside eliminated many of the modules they originally acquired due to them being too cumbersome and not what they expected.

Interim Finance Director Rodas said OpenGov provided a list of scoped hours. She said that along with the amount quoted for payroll, which is not included in Springbrook, the payroll item estimate is 248 hours that they will provide for implementation. Interim Finance Director Rodas said she also wants to look at possible alternate payroll platforms with ADP that could bring down the cost with OpenGov.

Councilmember Hughes asked if the 248 hours is to configure the payroll system. Interim Finance Director Rodas said it is the initial implementation hours for the payroll system. Councilmember Hughes pointed out that this amounts to more than a month of work to implement a payroll system for a 20-person organization.

Town Manager Dennis said members of OpenGov were present to answer any questions. He said staff believes OpenGov is the best tool available.

Interim Finance Director Rodas said the quote provided by Springbrook included a total of 265 implementation hours and anything over that would be additional costs. OpenGov is providing 895 hours of implementation with additional hours at no additional cost.

Interim Finance Director Rodas said OpenGov has proven quality of customer service to staff while they've been using the budgeting solution. She said she has worked with many of the OpenGov customer success managers, who have all been extremely responsive, knowledgeable, and resourceful. She said staff likes to look at any solution entered into as an extension of Portola Valley's historically lean staff.

Town Manager Dennis pointed out that this proposal may feel a little rushed because as staff was doing due diligence in this fiscal year to start the process to transform the budget book into something new, they realized that the FundBalance system currently being used simply does not allow staff to do what they want to do. At that point, staff ramped up their conversations with OpenGov and other partners to see what was available, knowing it will take a certain amount of time to actually do the work in order to have a different presentation for the 2021 budget.

Mr. Saco said FundBalance has to go. He said both Springbrook and OpenGov would meet the Town's needs. He said OpenGov is a little more expensive but it is a local firm and there will be opportunity for on-site local training, it has superior graphics, and is a superior, mature system.

Mayor Aalfs invited questions from the Council.

Councilmember Wengert said she would have liked to see OpenGov and Springbrook, and possibly Incode, compared the same way OpenGov and FundBalance were compared. She said she agreed that FundBalance needs to be replaced. She said the Council's job, as the stewards of the Town's finances, is to make sure they're wisely managing and they should fully understand all the options. Councilmember Wengert also questioned changing the payroll system, which doesn't have an issue, particularly since it will take approximately one-quarter of the OpenGov training hours.

Interim Finance Director Rodas said they did not include Incode in some of the comparisons because Incode, another Tyler Technology product, is really just a sidestep of FundBalance and does not hit all of the targets of what staff is looking to upgrade. She said Springbrook is very comparable to OpenGov with slight differences. Interim Finance Director Rodas said they went through the demo with Springbrook and

visited Woodside to look at their day-to-day functions to get a full view in real-time of how they actually use the system. Woodside said the system is a bit finicky and some of the reporting export features don't work the way they'd like them to work. There are also no capabilities to reformat it so there would be no real upgrades to the current system, in that sense.

Mr. Saco said the interface for Incode is not good and is old technology. He said he would never recommend it. Mr. Saco was a little concerned that Springbrook has changed hands twice in the last four years.

Town Manager Dennis said Springbrook has not made guarantees that they can accomplish the tasks that the Council has asked staff to do, whereas OpenGov has made that their goal.

Councilmember Richards asked if, after the initial year, the Town would be spending less than what is being spent now, if the efficiencies anticipated with the new system occur. Town Manager Dennis said staff believes the annual subscription fee is very reasonable and comparable to other systems. The more concerning cost is the implementation cost. He said the issue with Springbrook is that their support is at a different level and additional support tends to cost more. Woodside's experience with Springbrook is that the cost for support increased rapidly over time. Councilmember Richards asked if there was a way to bring down the initial cost.

Councilmember Hughes said \$110,000 to implement a \$30,000 software package and 4-1/2 months of implementation time, seems excessive. He asked about the out-of-state travel expense since they're in Redwood City. Mr. Saco said that, of the 895 hours, 248 hours are for payroll and suggested looking at the employee portal and ADP costs. Councilmember Hughes said he would like a better understanding of why the integration and set-up fee is so high. He said even taking out the 248 payroll hours, there are still 647 hours on integration time, three man-months. Mr. Saco said he agrees the hours are excessive. Mr. Saco said the 265 hours for Springbrook was low and the 895 for OpenGov is high. He would expect for a town of this size to be approximately 350 to 400 hours, not including payroll. Councilmember Hughes said it has been his experience that early buyers of software may pay more because the product isn't actually completely built yet.

Vice-Mayor Derwin asked if Portola Valley would be the first city on the Peninsula to use OpenGov. Mr. Saco said Portola Valley would be the first in California. Mr. Saco said there are other cities that are within weeks of adopting the same agreement so, while Portola Valley may be the first tonight, within a month there will be others.

Councilmember Wengert asked if the OpenGov modules are fully separable. Town Manager Dennis said there were a number of modules that the Town did not choose. Mr. Saco said there are three required modules – general ledger, cash receipts, and accounts payable.

Councilmember Wengert asked regarding OpenGov's backup if the cloud isn't available.

Mark Gottesman, Andrew Kercado, and Sean Wani of OpenGov were present. Mr. Gottesman said they work with AWS cloud and is backed up every night. The data would be brought up immediately once the internet was brought back up. If the internet went out completely in Portola Valley, it would not be accessible, just like email or any other internet service. Because it's Cloud-based, someone could then go to another area where the internet was accessible to access the data. Mr. Saco said an advantage of cloud-based programs is that you are constantly working with the most updated version as opposed to local versions.

Councilmember Hughes asked if OpenGov could provide a breakdown of the \$110,000 implementation fee. Town Manager Dennis said the breakdowns were emailed earlier today. Mayor Aalfs said he saw the breakdown of hours but not cost. Mr. Gottesman said their normal rate is \$155 per hour and the contract is approximately \$110 per hour. He said the reason fixed assets takes so many hours is the time to

manually enter each asset and the depreciation schedule for each asset. He said costs for things like that could come down if the Town staff can do some of that work.

Councilmember Wengert said perhaps the quoted figures may apply better to a larger city, such as Redwood City or San Mateo, but they appear to be excessive for a Town the size of Portola Valley. She suggested that if Portola Valley is an early adopter, she would expect cost recovery pricing at the highest level. Councilmember Hughes said, while he had not examined the fixed asset spreadsheet recently, he is confident it would not take 17 days to enter it. Councilmember Wengert asked if OpenGov was willing and able to work on significantly reducing the implementation costs. She said even if the Council agrees OpenGov is the preferred choice, it is the Council's job is to make sure they are not overpaying and to be prudent in allocating public funds. Mr. Gottesman said Redwood City actually bought an accounting system in the last year and spent \$2 million the first year. He said OpenGov is willing to work with the Town regarding the number of hours for specific tasks. He said there are 85 customers in Texas who have this product and it is a fully-built system. He said they are rebuilding the multi-tenant system which the Town will be able to get at no additional cost when that product is ready. That work is being done on their own side, with their own revenue base and their own funding. He said the implementation fee covers their hours in support time only.

Councilmember Hughes said the \$110,000 is a one-time fee for prepaid hours. He asked if the Town gets a refund if those hours are not used. Mr. Gottesman said they could discuss billing on a time and materials basis. He said the goal is not to make money on the hours but simply to make sure they get enough hours to do the job. He said the hours may be a bit more than traditionally scoped because the timeline is more compressed to hit the July 1 date. Deployments usually take 8 to 12 months and they are going to do it in six months.

In response to Councilmember Hughes' question, Mr. Gottesman said their team is in Texas. Councilmember Hughes asked if the travel expenses were built into the hourly fee or if that would be an additional charge. Mr. Gottesman said travel expenses would be additional. He said most of the support would be remote and any travel would need to be approved by the Town before taking place. He said most of that would likely be for training, where maybe one or two people would come out for three or four days.

Town Manager Dennis said he and Town Attorney Silver wanted direction from the Council regarding limiting anything related to travel.

Mr. Saco said one of OpenGov's staff people, Monica, works in Redwood City and is working with the Town on building out the chart of accounts. He said Monica is local and will be doing a lot of the work.

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

Betsy Morgenthaler said that in anticipation of this meeting tonight, she visited the Woodside website index and noted that they do use OpenGov.

An OpenGov representative explained that they have multiple solutions and Woodside uses OpenGov's transparency solution alongside their Springbrook system.

Ms. Morgenthaler said, from a citizen's point of view, she found it refreshing to be able to access that information and she was very excited the Town was taking this approach.

Caroline Vertongen asked the Town would have to have new computers to run the new system. The OpenGov representatives said it is all online and can be accessed from any internet-connected device.

An unidentified woman asked about investing in their company. Mayor Aalfs said the Town's investment policy is very limited in what they can invest in.

With no other public comment, Mayor Aalfs brought the item back to the Commission for discussion.

Councilmember Richards asked how important the July date is to staff. He asked if it was worth considering potential savings by going with the standard deployment of 8 to 12 months. Town Manager Dennis said the July date is desired in order to meet the new budget book presentation model. He said if the Council doesn't see that as a priority, they can move it to another year. In the conversations staff had with OpenGov up to this point, their expectation was that as more people come online the price point may change.

Councilmember Hughes asked if they could do a partial implementation with some items not being implemented by July, such as payroll and the fixed asset register. Mr. Saco said only the top three basic modules must be completed by July 1. Town Manager Dennis said it was only over the last 24 hours that Interim Finance Director Rodas recognized there were other opportunities as it relates to the payroll piece.

Councilmember Wengert said she would be supportive of fine tuning the quote for the implementation fees, eliminating payroll to start, and tightly managing travel expense. She said Springbrook, which did not include payroll, has an implementation fee approximately half of OpenGov. She asked if OpenGov could reduce the annual \$30,000 fee if the Town removed the payroll costs. Mr. Gottesman said there would be different pricing but he can't speak to the exact amount.

Councilmember Hughes agreed with Councilmember Wengert. He added that staff could work with OpenGov to refine the number of hours required for each of these implementations. He said he thinks OpenGov will be surprised at how simple the Town's financials are. Mr. Gottesman said they could bill on a time and materials basis if that is preferred.

Mayor Aalfs was supportive of keeping this process on a relatively fast track because the Town has been trying for a couple of years to revise the budget book and make it easier for staff to manage and easier to read. Town Manager Dennis said the resident participation in the budget process is difficult because the product they put out right now is difficult to understand.

Councilmember Hughes pointed out that with the new financial program software, staff anticipates saving \$124,000 a year.

Councilmember Wengert said because there was not a full public RFP process, the Council has a higher level of responsibility to make sure they're dissecting all of the implementation costs to make sure they are being used in the most efficient way.

Mayor Aalfs suggested continuing the matter to be brought back with a bit more refinement. Town Manager Dennis said staff would want to bring it back to the Council at the next meeting. He said he has been insistent about meeting the timeline and OpenGov has had some trepidation about it. He said they are all working toward the goal of formalizing it. Mr. Gottesman said it will be tight, for sure.

Mr. Saco said the budget can be published because they have the OpenGov budget system but the FundBalance system can't support it. He said another option would be to put all of the July transactions in suspense with the system going live on August 1 and doing some catch-up work. Mr. Saco said more than a month would put staff too far behind.

Vice-Mayor Derwin asked if there could be a subcommittee appointed to work out the details, giving them the authority to finalize it. Town Manager Dennis said that was an excellent suggestion and said they could get something going very quickly and done within a matter of days.

Town Attorney Silver said the Council should provide input regarding the term of the agreement, five years with an automatic renewal for another five years. Mr. Gottesman said if it is not locked in for five

years, the annual escalator will be 4% yearly instead of 4% after the five years. After five years it will be \$30,000 plus 4%, not 4% aggregated yearly. The Council was supportive of those terms.

Councilmember Hughes moved to waive the RFP process, adopt a resolution of the Town Council authorizing the Town Manager to negotiate, per Council direction and with the advice and consent of the subcommittee consisting of Councilmember Wengert and Councilmember Hughes, to execute an agreement with OpenGov in substantially the form of Exhibit 1 for the purchase and implementation of the OpenGov Financials Program and a five-year subscription. Seconded by Councilmember Wengert; the motion carried 5-0.

Mayor Aalfs called for a five-minute break.

(9) **Study Session** – Status of Code Enforcement Practices

Town Manager Dennis described the background of the Town's code enforcement practice; the change in the tenor of code compliance complaints; discussion items including municipal code, nuisance abatement, construction-related code compliance, and other code compliance issues; and questions for Council, as detailed in the staff report.

Staff recommended that the Town Council accept this staff report on the Town's current code enforcement practices, and provide feedback and direction on potential next steps.

Mayor Aalfs said he's encountered situations where someone asks him about what can be done about a situation occurring in their neighborhood. He said he tries to encourage neighbor-to-neighbor communication because there is not a formal Town mechanism for dealing with it. He said some people ask why there is not a mechanism.

Mayor Aalfs said he is not advocating one way or the other but having heard enough stories he wanted to discuss the issue amongst the Council about whether or not the Town should consider a more formal code enforcement mechanism.

Councilmember Wengert said another part of it is that an increasing number of residents no longer ask for permission and essentially do things knowing that they won't be caught or stopped because there is no history of enforcement or consequence.

Councilmember Richards said he has heard more about it from the Council than from the community at large. He said it may be more a case of the issues that do come up are larger and more noticeable.

Councilmember Hughes asked what issues are coming up most often. Town Manager Dennis said noise is the number one complaint. He said residents tend to have a very clear understanding of the noise ordinance so when violations are reported, they are usually reported accurately. The Council discussed the various forms of noise that are reported – parties, gardeners, leaf blowers, construction projects, etc.

In response to Vice-Mayor Derwin's question, Town Manager Dennis said the Sheriff's Department has responsibility for code enforcement issues on weekends. Town Manager Dennis said neighbors don't want to call the police on neighbors, they want the Town staff to do it. Then when the neighbor realizes that he or she would likely be the only person that could have made the complaint, they don't want staff to make the call either because they don't want to be identified as the complaining neighbor.

Councilmember Hughes asked if there was a theory as to why people are less likely to simply discuss such issues with their neighbors. Town Manager Dennis said, anecdotally, it appears that people don't want to have that kind of relationship with their neighbors. He said there are some examples of long-term neighbor conflicts in which the Town staff gets pulled into the middle. He said there is no mechanism for





# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager

**DATE:** February 12, 2020

**RE:** Station 8 Planning Fees

### **RECOMMENDATION**

Staff recommends that the Town Council waive the planning fees for the review of the Woodside Fire Protection District's remodel project for Station 8.

### **BACKGROUND**

The Woodside Fire Protection District (WFPD) has three fire stations in its jurisdiction, one of which is located at 135 Portola Road. WFPD has submitted an application to remodel the station, which is currently under review by the Town's Planning and Building Department.

WFPD has requested that the Town waive the fees associated with review of this project.

### **DISCUSSION**

The Town Council has the sole authority to waive planning and building fees, per Code Section 18.34.070 (Attachment 1). Per this code sections, fees may be waived for "any public body, district or agency of federal, state, county or municipal government".

There are two basic types of charges associated with the review of Station 8's remodel:

1. Fees for the particular planning permits WFPD has applied for
2. Hourly rates associated with review of plans and preparation of materials for commissions by staff
3. Fees for the particular building permits WFPD has applied for set at a fixed amount
4. Fees for the particular building permits WFPD has applied for based on valuation

Staff recommends that the planning fees for the project be waived by the Council. Staff does not recommend waving building fees, as these fees support the work of the Town's contracted building officials, nor hourly rates charged by planners for review of the project.

**FISCAL IMPACT**

Approximately \$5,800 in planning fees will be waived, should the Council accept the staff's recommendation.

**ATTACHMENT**

1. Portola Valley Municipal Code Section 18.34.070

**Approved by:** Jeremy Dennis, Town Manager

18.34.070 - Waiver of fees.

Any fees required under this title may be waived by the council for:

- A. Any public body, district or agency of federal, state, county or municipal government; or
- B. Any applicant for a conditional use permit for an existing use, when a use permit issued by the county was in effect on the date the ordinance codified in this section became effective, provided that such is permitted as a conditional use under this title;
- C. Any residential development project with ten or more units in which at least fifty percent of the dwelling units will be price-restricted to be affordable to households with incomes at moderate incomes or below, as defined by the California Department of Housing and Community Development. A development agreement shall be used to grant any fee waiver under this subsection. The development agreement shall set forth the total number of units in the development project, the number of affordable units to be included, and the level of affordability of the units, as well as the amount of fees to be waived. The development agreement shall be prepared to the satisfaction of the town attorney. The council's determination as to whether and what portion of fees to waive shall be based on the following criteria:
  1. The mix of units by income level;
  2. The extent to which the units are anticipated to serve populations in town with a particular need for affordable housing in the town, such as senior citizens and people who work in town;
  3. The expected financial impact on the town of waiving fees; and
  4. The financial feasibility of the project if some or all of the fees are not waived.

(Ord. 2011-390 § 10, 2011; Ord. 1969-99 § 2 (part), 1969; Ord. 1967-80 § 1 (6901.4 (D)), 1967)



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager

**DATE:** February 12, 2020

**RE:** PV Palooza Sponsorship/Fundraising

### RECOMMENDATION

Staff recommends that the Town Council

1. Allow the Cultural Arts Committee to fundraise for the upcoming "PV Palooza" music festival
2. Amend the Commission and Advisory Committee Policies & Procedures Handbook to allow sponsorship of event elements

### BACKGROUND

The Cultural Arts Committee has begun planning for a new music event called PV Palooza (Attachment 1). Tentatively scheduled for late July, PV Palooza is an all-day music festival featuring local musicians from Portola Valley and Woodside. Two states would support the event, and local youth would also be invited to play on a third side stage. The CAC is also considering local art exposition, as well as food and beverage service.

At the January 22 Town Council meeting, CAC representatives shared their plans with the Council, who enthusiastically commented on the plans.

### DISCUSSION

The CAC is asking the Council to support:

1. Fundraising for the event
2. Sponsorship of event elements

#### 1. Fundraising

The Town Council must authorize fundraising activities on behalf of a town project/program/event, per the Commission Committee Handbook:

"The Town Council must authorize all fundraising activities related to the municipal government of the Town prior to the implementation of the fundraising effort."

The CAC, in its communications with potential partners and interested parties, believes that residents would donate to the event to ensure its success. Staff concurs with this assessment, and fully supports authorizing the CAC to fundraise for the event.

Questions for the Council include:

- Should there be a cutoff date for fundraising?
- Could a Kickstarter campaign be used?
- Could tickets/wristbands be sold for funding purposes?

## 2. Sponsorship

The CAC also believes that local businesses, including Ladera but not any businesses outside of Portola Valley, would sponsor event elements, such as stages, food/alcohol, and/or giveaways. This request is supported by staff, along with limited and tasteful sponsorship recognition as a single banner at each stage. Staff recommends that the Town Council liaison work closely with the CAC to finalize any sponsorship recognition.

Sponsorships are currently prohibited by the Committee Handbook; however, should Council wish to allow sponsorship of this event, the Handbook could be amended in the following way:

*“Sponsorship of events is prohibited unless the Council approves a sponsorship plan that limits the aesthetic impacts of such a sponsorship and only allows sponsors from the businesses in the Town’s sphere of influence as defined by the Local Agency Formation Commission.*

Questions for the Council include:

- Are there certain entities/businesses that should be prohibited from sponsorship opportunities?
- What forms does the Council support for showing event sponsorship?

## FISCAL IMPACT

The total cost of PV Palooza is estimated at \$19,800; fundraising and sponsorship should reduce the Town’s cost share. A budget amendment will be drafted for Council approval later this year.

## ATTACHMENT:

1. PV Palooza concept slides

**Approved by:** Jeremy Dennis, Town Manager



# PV Palooza

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*Portola Valley Summer Music Festival 2020*

**Community Event Concept Presentation**  
**John Badger & Page Bishop, CAC**  
**January 22, 2020**



# Concept

- PV Palooza would be an annual music festival held at the PV Town Center
- Proposing July 25, 2020
- Bands would be local talent only
  - At least one member of each performing band needs to be a PV or Woodside resident.
- 10-12 Bands over the course of one day (11-6pm)
- Two Stages
- Youth Bands
  - On two side stages (one next to each main stage)
  - Kids play between adult bands (during breaks)
  - Attracts busy parents!
- Gourmet food trucks
- Sponsorship from local businesses
- Local promotion only

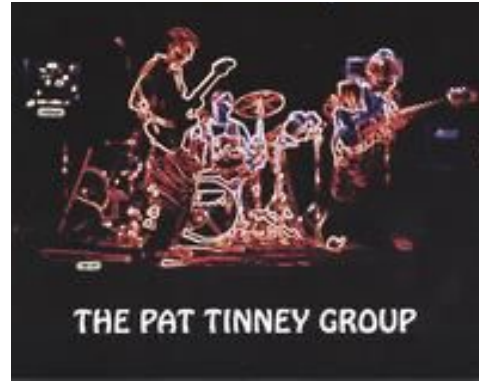


# BANDS

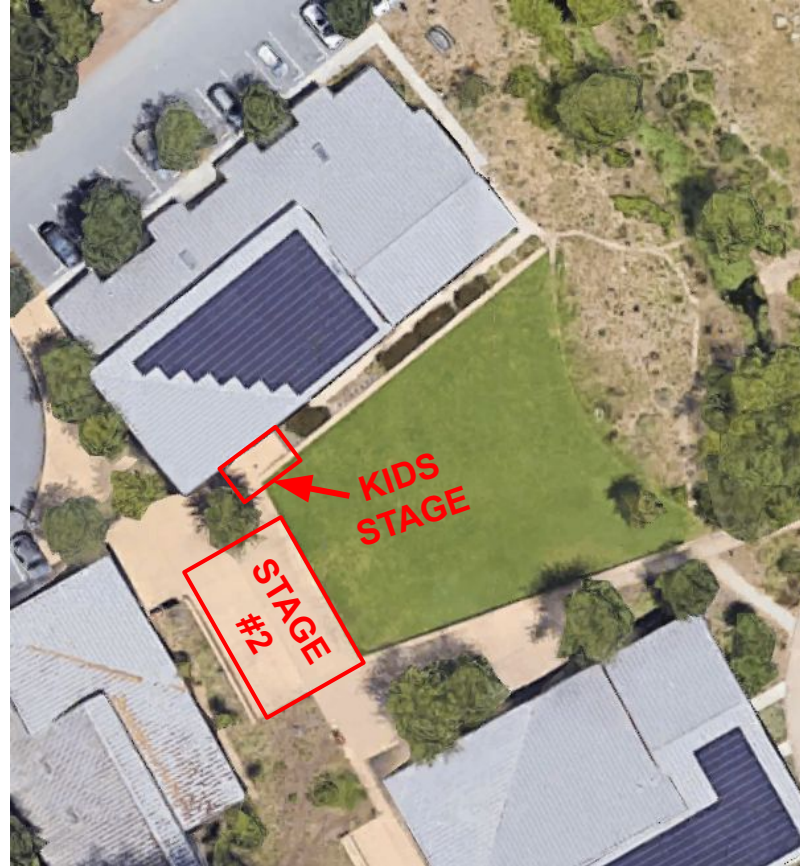




# MORE BANDS



# LAYOUT



# Tasks

- Detailed Budget
- Fundraising from Sponsors
- Talent Booking / Scheduling: Main acts & kid acts
- Coordinate Sound / Audio / Stage equipment & Personnel  
(Jon at Classified Sound can do this event of this size)
- Coordinate Food Trucks
- Beer & Wine Vendors
- Alcohol Permit
- Recruit Volunteers
- Meet with people who have done this before to get suggestions
- Other Considerations
  - Generators, Licenses, Policing, Insurance, Traffic Plannin, Portapotties...



## Team

- John Badger
- Paige Bishop
- CAC
- Simon Scott
  - Kids bands
- Need Volunteers!

# Estimated Budget

Bands	$12 * 500 =$	\$6,000
A/V Rental		\$4,000
Rental of Stages		\$2,000
Rental of Tents for Stages		\$2,000
Banners, advertising, promo		\$1,000
Sponsorship Banners		\$1,000
Alcohol License		\$300
Clean-up Crew		\$500
Generator Rental		\$1,000
Insurance for day of event		\$2,000
<b>TOTAL</b>		<b>\$19,800</b>



Click [here](#) to edit in google sheets

# Fundraising Plan

- **Sell Sponsorships**
  - **Branding opportunities**
    - **stage logos, banners, tabletop booths, etc.**
  - **Real Estate Agents and other local businesses**
  - **Local restaurants & bars**
    - **Option for evening music at the sponsor**
    - **Band announces “tonight we’ll be playing at...”**
- **Set a cutoff date for arranging enough financing**
  - **If not enough, should we sell tickets / wristbands?**
  - **What about a kickstarter campaign?**
- **What Town restrictions should we be aware ?regarding fundraising?**
- **What about non-profit status so donations are tax deductible?**



# APPENDIX: Band Websites

- Dr. Sigmunds 100% Natural Good Time Family Band [www.drsigns.com](http://www.drsigns.com)
- The Salty Licks [www.facebook.com/SaltyLicksBand/](http://www.facebook.com/SaltyLicksBand/)
- Ginger & The Bandits [www.facebook.com/ginger+bandits](http://www.facebook.com/ginger+bandits)
- Whiskey Hillbillies [www.whiskeyhillbillies.net](http://www.whiskeyhillbillies.net)
- Windy Hill (bluegrass) [www.windyhillbluegrass.com](http://www.windyhillbluegrass.com)
- How We Met with Paige Bishop
- Bundy Browne Band [www.facebook.com/bundy-browne](http://www.facebook.com/bundy-browne)
- Pathetic Honey [www.facebook.com/pathetichoney](http://www.facebook.com/pathetichoney)
- Indygo Rhythm Section [www.indygorhythm.com](http://www.indygorhythm.com)
- Christopher Normann  
[open.spotify.com/artist/71Ba2c5KQ692t9amjwR2FK](https://open.spotify.com/artist/71Ba2c5KQ692t9amjwR2FK)
- Pat Tinney Group
- Does Todd Scheuer's still have a band?



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

**TO:** Mayor and Members of the Town Council  
**FROM:** Brandi de Garneau, Assistant to the Town Manager  
**DATE:** February 12, 2020  
**RE:** Study Session – Update to the Green Building Ordinance

### **RECOMMENDATION**

Staff recommends that the Town Council discuss the potential updates to the Town's Green Building Ordinance outlined below and direct Staff on next actions.

### **BACKGROUND**

The Town of Portola Valley adopted the original Green Building Ordinance (Ordinance) in 2010 to implement goals and objectives set forth in the "Sustainability Element" of the Portola Valley General Plan for reducing greenhouse gas ("GHG") emissions, conserving water and energy, encouraging green building, protecting the natural environment, and protecting the health of residents and visitors. This Ordinance was adopted in reference to the 2010 California Building Standards Code. Every three years, the State of California adopts new building standards that are codified in Title 24 of the California Code of Regulations (Code). On January 11, 2017, the Town Council adopted an amendment to the Green Building Ordinance to respond to mandatory energy efficiency measures in the Code that were more restrictive than the Town's Ordinance.

On September 25, 2019, the Council held a Study Session to understand the regional efforts pursuing building electrification and electric vehicle (EV) charging through "reach codes" and the potential to update the Town's Green Building Ordinance in response to the 2019 update to the Code. At the Study Session, Staff reviewed the Ordinance update timeline, the reach code concept, regional reach code effort, the current Green Building Ordinance, opportunities to update the Ordinance, and input received from the Sustainability Committee (Attachment 1).

Staff requested guidance from the Council on three main points: continuing reliance on the Build It Green (BIG) GreenPoint Rated Checklist, mixed-fuel (i.e., plumbed for use of natural gas or propane for space heating, water heating, cooking or clothes drying appliances) versus all-electric construction and EV charging. Staff relayed that the Green Building Ordinance Sub-Committee of Sustainability Committee recommended allowing mixed-fuel construction with electric readiness, while encouraging all electric construction through education. In addition, the Committee supported the continued utilization of the

BIG GreenPoint Rated Checklist because of the value of its holistic approach, flexibility and its familiarity with local architects since it has been used since 2010. Staff explained that a third-party rater is required to verify the measures included in the GreenPoint Rated Checklist as well as the State CALGreen Code. Staff further highlighted some of the benefits of continuing with the BIG GreenPoint Rated Checklist as the update to Version 8.0:

- Incorporates the Mixed-Fuel construction model included in regional reach code efforts and is supported by required [cost-effectiveness study](#)
- Includes required Electric Readiness for natural gas appliances
- Rewards All Electric construction

The Council was supportive of continuing to utilize the BIG GreenPoint Rated Checklist and moving forward with a mixed-fuel model, rather than all electric. The Council provided feedback that the requirement for completing the Checklist may not work for small construction projects. In addition, the Council provided feedback that they would consider EV charging on detached ADUs and that it would be more practical in this community to provide for two, Level 2 charging stations in separate parking areas, rather than our current requirement to provide capacity for two, Level 2 stations in the same area.

## **DISCUSSION**

### BIG GreenPoint Rated Checklist and Mixed-Fuel Model

At the September 25, 2019 Study Session, the Council was in support of utilizing the BIG GreenPoint Rated system for residential projects. The updated Checklist, Version 8.0 (Attachment 2), incorporates 2019 Code changes and the elements of the Mixed-Fuel Model used in the regional reach code efforts as well as the cost effectiveness study required for adopting a reach code. The specific changes in the update to Version 8.0 are summarized in Attachment 3. Presuming that the update to the current Green Building Ordinance will continue to utilize the BIG GreenPoint Rated Checklist, Staff has outlined the remaining items for discussion below.

### Consider Eliminating the Small Additions or Remodels Project Type

The current requirement for small residential additions or remodels, defined as projects less than 400 square feet, is to complete the Build It Green GreenPoint Rated checklist as a working/learning document, with no minimum points required and self-certification allowed. See Figure 1 below and Section 15.10.040 number 3 of Ordinance (Attachment 4).

### Review Requirements for Accessory Dwelling Units (ADUs)

The current requirements for ADUs are outlined below in Figure 1, with further requirements included in Section 15.10.040 number 4 of Ordinance (Attachment 4). Staff needs input on the current requirements as well as whether or not the Council would like to include EV Capability on those ADUs where it would be appropriate (e.g., detached units near parking space).



Figure 1

Portola Valley Green Building Ordinance					
Project Type	Size	Points Required	Additional Points	GPR Certification Requirement	GPR Checklist Requirement
New Construction	> 3,000 sf	75	1 for every 50 sf	GPR	New Home Single Family
New Construction	≤ 3,000 sf	75	NA	GPR	New Home Single Family
Whole House Project	≥ 400 sf	50	NA	GPR	Existing Home Single Family (Whole House Label)
Elements Project	≥ 400 sf	25	NA	Self	Existing Home Single Family (Elements Label)
Small Additions or Remodels	< 400 sf	NA (checklist completion only)	NA	Self	Existing Home Single Family (Elements Label)
Accessory Dwelling Units (ADUs)	Detached*	75	NA	Self	New Home Single Family
	Attached*	50	NA	Self	Existing Home Single Family (Whole House Label)
	Interior Conversions*	25	NA	Self	Existing Home Single Family (Elements Label)

### Update Electric Vehicle Charging Requirements

The current requirement in the Green Building Ordinance is for EV “Ready” Infrastructure, which provides the electrical capacity and space for two, Level 2 chargers; however, under current accepted language the Town’s requirement would now be classified as EV “Capable” (see definitions below). To reduce barriers to EV adoption and support the Council’s direction, Staff recommends modifying the requirement to EV Ready under the below definition and requiring Level 2 readiness for two parking spaces (rather than in the same location). For reference, the 2019 Code Update increases requirements for electric vehicle charging infrastructure in new construction; including:

- New one- and two-family dwellings and townhouses with attached private garage: must be Level 2 EV-capable
- Non-residential: 6% of parking spaces must be Level 2 EV-capable

Electric Vehicle (EV) charging requirements in California can generally be broken into three categories:

- EV Charging Installed: supply equipment is installed at a parking space, such that an EV can charge without additional equipment.
- EV Ready: Parking space is provided with all power supply and associated outlet, such that a charging station can be plugged in and a vehicle can charge.
- EV Capable: Conduit is installed to parking space, and building electrical system has ample capacity to serve future load. An electrician would be required to complete the circuit before charging is possible.

EV charging capacity and speed can be summarized as three categories:

- Level 1: Capable of charging at 120V, 20A. This is an equivalent to a standard home outlet.
- Level 2: Capable of charging at 240V, 30-40A. This is the service capacity typically used for larger appliance loads in homes
- Level 3 (DC Fast Charging): Capable of charging at 20-400kW. This is the type of charger used for Tesla Superchargers and DC Fast Chargers at some supermarkets.

Staff recommends that the Town Council accept this Study Session report and provide comments and direction on an update to the Green Building Ordinance.

## FISCAL IMPACT

None.

## ATTACHMENTS

1. [Town Council Study Session – September 25, 2019](#)
2. [Build It Green, GreenPoint Rated Checklist, Version 8.0](#)
3. [Summary of Changes to GreenPoint Rated Checklist, Version 8.0](#)
4. [2017 Green Building Ordinance](#)

**Approved by:** Jeremy Dennis, Town Manager



## Town Council Study Session

### Reach Code Effort & Potential Update to Town's Green Building Ordinance

September 25, 2019  
Town of Portola Valley

Town of Portola Valley



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## Study Session Overview

- Timeline
- Review of Reach Code Concept
- Regional Reach Code Effort
- Current Green Building Ordinance
- Opportunities to Update
- Input from Sustainability Committee

Town of Portola Valley



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## Ordinance Update Timeline

- Get High-Level Feedback Tonight
- BIG GPR Final Checklist expected Mid-October
- Review Against Current Ordinance Language
- Provide Another Update to Council
  - Late October/Early November – depending on checklist release

Town of Portola Valley



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## What are Reach Codes?

- Local enhancements to state code
- Adopted with current building code cycle

### Potential Benefits of Reach Codes

- Economic value for residents now and prevents expensive future retrofits
- Safer and healthier homes – no combustion
- Enables greater EV adoption
- Fiscal prudence – more cost effective to address at new construction
- Advance climate goals

Town of Portola Valley



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## Regional Reach Code Effort

- Joint Effort: Peninsula Clean Energy, County Office of Sustainability & Silicon Valley Clean Energy
- \$10,000k grant & Technical Support
- Model Reach Code Ordinance Language
  1. Building electrification – reduced use of natural gas (methane) and associated emissions
  2. Electric vehicle (EV) charging – increased EV readiness
- Future Implementation Support

Town of Portola Valley



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## Current Green Building Ordinance

- Relies on BIG GreenPoint Rated Checklist
- Additional Requirements for
  - EV Readiness
  - Solar PV and Solar Thermal Readiness
  - Graywater Readiness
  - Reduction in Potable Water on Turf

Town of Portola Valley



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## Build It Green – GPR Update

- Checklist incorporates Mixed Fuel Model used for Cost Effectiveness Study
- Includes Electric Readiness
- Rewards All Electric
- Finalized Checklist Available Mid-October

Town of Portola Valley



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## Sustainability Committee GBO Sub-Committee Recommendations

- Update GBO
  - Continue reliance on BIG GPR
    - Encourages mixed fuel, requires all electric readiness and encourages all electric
  - Educate and encourage all electric
    - Provide training
- Consider all electric for Multi-Family
- EV Readiness
  - Add Level 1 EV (standard 110v outlet)
  - Don't require charger

Town of Portola Valley



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## Guidance Needed

- Continue with BIG GreenPoint Rated Checklist
  - Provides value beyond electrification
  - State CalGreen Code and other measures are verified by 3<sup>rd</sup> Party
  - Used in Portola Valley since 2010
  - Easily update the Ordinance to encourage Mixed Fuel and Electric Homes

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## Guidance Needed



- Electric Vehicle Charging Stations
  - Currently require Level 2 EV readiness (dryer outlet)
    - Meets CalGreen Mandatory
    - Add outlet and label to meet Regional Reach Code Recommendation
  - Options
    - Add Level 1 EV (standard 110v outlet)

Town of Portola Valley



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### Electric Vehicles - Single and Two-family New Construction

	2016 CALGreen	2019 CALGreen	PCE/SVCE Proposed
	Mandatory	Mandatory	
Single Family Two-Family Townhome	(1) Level 2 EV Capable for one parking space per dwelling unit 		2 EV spaces total: <ul style="list-style-type: none"> <li>• 1 Level 2 EV Ready circuit</li> <li>• 1 Level 1 EV Ready circuit</li> </ul> 



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## Guidance Needed

- Maintain Current Requirements?
- Solar PV and Solar Thermal Readiness
  - Graywater Readiness
  - Reduction in Potable Water on Turf



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## For Further Study

- Opportunities with ADUs
  - EV Readiness on detached units
- Non-Residential
  - Increased EV readiness requirements
- Multi-Family
  - Review against updated BIG GPR Checklist, once available

Town of Portola Valley



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## Next Steps

- BIG GPT Final Checklist expected Mid-October
- Prepare Update to Ordinance Language
- Provide Update to Council with Edited Ordinance Language
  - Late October/Early November – depending on checklist release

Town of Portola Valley



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## NEW HOME RATING SYSTEM, VERSION 8.0

### SINGLE FAMILY CHECKLIST

The GreenPoint Rated checklist tracks green features incorporated into the home. GreenPoint Rated is administered by Build It Green, a non-profit whose mission is to promote healthy, energy and resource efficient buildings in California.

The minimum requirements of GreenPoint Rated are: verification of 50 or more points; Earn the following minimum points per category: Community (2) Energy (25), Indoor Air Quality/Health (6), Resources (6), and Water (6); and meet the prerequisites CALGreen Mandatory, E5.2, H6.1, J5.1, O1, O7.

Directions for Use: Column A is a dropdown menu with the options of "Yes", "No", or "TBD" or a range of percentages to allocate points. Select the appropriate dropdown and the appropriate points will appear in the blue "points achieved" column.

The criteria for the green building practices listed below are described in the GreenPoint Rated New Home Rating Manual. For more information please visit [www.builditgreen.org/greenpointrated](http://www.builditgreen.org/greenpointrated)  
**Build It Green is not a code enforcement agency.**

A home is only GreenPoint Rated if all features are verified by a Certified GreenPoint Rater and certified by Build It Green.

New Home Single Family Version 8.0

Project Name: Portola Valley - For Review Purposes  
 Project Street: N/A  
 Project City: N/A  
 Project Zip: N/A

Points Targeted: 0  
 Certification Level Targeted: None  
 Compliance Pathway Targeted: None

**POINTS REQUIRED** ■ Minimum Points  
 ■ Achieved Points



MEASURES		Points Achieved	Community	Energy	IAQ/Health	Resources	Water	NOTES
			Possible Points					
<b>CALGreen</b>								
TBD	CALGreen Res (REQUIRED)	0	1	1	1	1		
<b>A. SITE</b>								
TBD	A1. Construction Footprint (Site Preservation Plan Beyond Local Ordinance OR 40% of Site Undeveloped and Undisturbed)					1		
<b>A2. Job Site Construction Waste Diversion</b>								
TBD	A2.1 70% C&D Waste Diversion (Including Alternative Daily Cover)					2		
TBD	A2.2 Recycling Rates from Third-Party Verified Mixed-Use Waste Facility					1		
TBD	A3. Recycled Content Base Material (Minimum 25% Post-Consumer Content)					1		
TBD	A4. Heat Island Effect Reduction (Non-Roof)			1				
TBD	A5. Construction Environmental Quality Management Plan Including Flush-Out				1			
<b>A6. Stormwater Control: Prescriptive Path (section capped at 3 points)</b>								
TBD	A6.1 Permeable Paving Material						1	
TBD	A6.2 Filtration and/or Bio-Retention Features						1	
TBD	A6.3 Non-Leaching Roofing Materials						1	
TBD	A6.4 Smart Stormwater Street Design		1					
TBD	A7. Stormwater Control: Performance Path (Capture and Treat 85% of Annual Runoff Onsite)						3	
<b>B. FOUNDATION</b>								
TBD	B1. Fly Ash and/or Slag in Concrete (Minimum of 30%)					1		
TBD	B2. Radon-Resistant Construction				2			
TBD	B3. Foundation Drainage System					2		
TBD	B4. Moisture Controlled Crawlspace				1			
<b>B5. Structural Pest Controls</b>								
TBD	B5.1 Termite Shields and Separated Exterior Wood-to-Concrete Connections					1		
TBD	B5.2 Plant Trunks, Bases, or Stems at Least 36 Inches from the Foundation					1		
<b>C. LANDSCAPE</b>								
0.00%	Enter the landscape area percentage. Points capped at 6 for less than 15%.							
TBD	C1. Plants Grouped by Water Needs (Hydrozoning)						1	
TBD	C2. Three Inches of Mulch in Planting Beds						1	
<b>C3. Resource Efficient Landscapes</b>								
TBD	C3.1 No Invasive Species Listed by Cal-IPC					1		
TBD	C3.2 Plants Chosen and Located to Grow to Natural Size (Limited Maintenance)					1		
TBD	C3.3 Drought Tolerant, California Native, Mediterranean Species, or Other Appropriate Species						3	
<b>C4. Minimal Turf in Landscape</b>								
TBD	C4.1 No Turf on Slopes Exceeding 10% and No Overhead Sprinklers Installed in Areas Less Than Eight Feet Wide						2	
TBD	C4.2 Turf on a Small Percentage of Landscaped Area						2	
TBD	C5. Trees to Moderate Building Temperature (at least 50% of West Facing Glazing and Walls Shaded)		1	1			1	



TBD	<b>C6. High-Efficiency Irrigation System</b>						2	
TBD	<b>C7. One Inch of Compost in the Top Six to Twelve Inches of Soil</b> (with Soil Testing)						2	
TBD	<b>C8. Rainwater Harvesting System</b>						3	
TBD	<b>C9. Recycled Wastewater Irrigation System</b>						1	
TBD	<b>C10. Submeter or Dedicated Meter for Landscape Irrigation</b>						2	
TBD	<b>C11. Landscape Meets Water Budget</b>						1	
	<b>C12. Environmentally Preferable Materials for Site</b>							
TBD	C12.1 Environmentally Preferable Materials for 70% of Non-Plant Landscape Elements and Fencing						1	
TBD	<b>C13. Reduced Light Pollution</b> (Exterior lighting fixtures shielded and directed downward)	1						
TBD	<b>C14. Large Stature Tree(s)</b>	1						
TBD	<b>C15. Third Party Landscape Program Certification</b>						1	
TBD	<b>C16. Maintenance Contract with Certified Professional</b> (Bay-Friendly Qualified Professional or Equiv.)						1	
<b>D. STRUCTURAL FRAME AND BUILDING ENVELOPE</b>								
	<b>D1. Optimal Value Engineering</b>							
TBD	D1.1 Joists, Rafters, and Studs at 24 Inches on Center		1				2	
TBD	D1.2 Non-Load Bearing Door and Window Headers Sized for Load						1	
TBD	D1.3 Advanced Framing Measures						2	
TBD	<b>D2. Construction Material Efficiencies</b> (Pre-assembled wall and roof framing for at least 80% of project)						1	
	<b>D3. Engineered Lumber</b>							
TBD	D3.1 Engineered Beams and Headers						1	
TBD	D3.2 Wood I-Joists or Web Trusses for Floors						1	
TBD	D3.3 OSB for Subfloor						0.5	
TBD	D3.4 OSB for Wall and Roof Sheathing						0.5	
TBD	<b>D4. Insulated Headers</b>		1					
	<b>D5. FSC-Certified Wood</b>							
TBD	D5.1 Dimensional Lumber, Studs, and Timber						6	
TBD	D5.2 Panel Products						3	
	<b>D6. Solid Wall Systems</b>							
TBD	D6.1 At Least 90% of Floors						1	
TBD	D6.2 At Least 90% of Exterior Walls		1				1	
TBD	D6.3 At Least 90% of Roofs		1				1	
TBD	<b>D7. Energy Heels on Roof Trusses</b>		1					
TBD	<b>D8. Overhangs and Gutters</b>		1				1	
	<b>D9. Reduced Pollution Entering the Home from the Garage</b>							
TBD	D9.1 Detached Garage						2	
TBD	D9.2 Mitigation Strategies for Attached Garage						1	
	<b>D10. Structural Pest and Rot Controls</b>							
TBD	D10.1 All Wood Located At Least 12 Inches Above the Soil						1	
TBD	D10.2 Wood Framing Treated With Borates or Factory-Impregnated, or Wall Materials Other Than Wood						1	
TBD	<b>D11. Moisture-Resistant Materials in Wet Areas (such as Kitchen, Bathrooms, Utility Rooms, and Basements)</b>					1	1	
<b>E. EXTERIOR</b>								
TBD	<b>E1. Environmentally Preferable Decking</b>						1	
TBD	<b>E2. Flashing Installation Third-Party Verified</b>						2	
TBD	<b>E3. Rain Screen Wall System</b>						2	
TBD	<b>E4. Durable and Non-Combustible Cladding Materials</b>						1	
	<b>E5. Durable Roofing Materials</b>							
TBD	E5.1 Durable and Fire Resistant Roofing Materials or Assembly						1	
TBD	<b>E6. Vegetated Roof</b>	2	2					



F. INSULATION							
<b>F1. Insulation with 30% Post-Consumer or 60% Post-Industrial Recycled Content</b>							
TBD	F1.1 Walls and Floors				0.5		
TBD	F1.2 Ceilings				0.5		
<b>F2. Insulation that Meets the CDPH Standard Method—Residential for Low Emissions</b>							
TBD	F2.1 Walls and Floors			0.5			
TBD	F2.2 Ceilings			0.5			
<b>F3. Low GWP Insulation That Does Not Contain Fire Retardants</b>							
TBD	F3.1 Cavity Walls and Floors			1			
TBD	F3.2 Ceilings			1			
TBD	F3.3 Interior and Exterior			1			
G. PLUMBING							
<b>G1. Efficient Distribution of Domestic Hot Water</b>							
TBD	G1.1 Insulated Hot Water Pipes		1				
TBD	G1.2 WaterSense Volume Limit for Hot Water Distribution					1	
TBD	G1.3 Increased Efficiency in Hot Water Distribution					2	
<b>G2. Install Water-Efficient Fixtures</b>							
TBD	G2.1 WaterSense Showerheads 1.8 gpm with Matching Compensation Valve					2	
TBD	G2.2 WaterSense Bathroom Faucets 1.0 gpm					1	
TBD	G2.3 WaterSense Toilets with a Maximum Performance (MaP) Threshold of No Less Than 500 Grams 1.28 gpf OR 1.1 gpf					2	
TBD	<b>G3. Pre-Plumbing for Graywater System</b>					1	
TBD	<b>G4. Operational Graywater System</b>					3	
TBD	<b>G5. Thermostatic Shower Valve or Auto-Diversion Tub Spout</b>					1	
H. HEATING, VENTILATION, AND AIR CONDITIONING							
<b>H1. Sealed Combustion Units</b>							
TBD	H1.1 Sealed Combustion Furnace			1			
TBD	H1.2 Sealed Combustion or Heat Pump Water Heater			2			
TBD	<b>H2. High Performing Zoned Hydronic Radiant Heating System</b>		1	1			
<b>H3. Effective Ductwork</b>							
TBD	H3.1 Duct Mastic on Duct Joints and Seams		1				
TBD	H3.2 Pressure Balance the Ductwork System		1				
TBD	<b>H4. ENERGY STAR® Bathroom Fans Per HVI Standards with Air Flow Verified</b>			1			
<b>H5. Advanced Practices for Cooling</b>							
TBD	H5.1 ENERGY STAR® Ceiling Fans in Living Areas and Bedrooms		1				
<b>H6. Whole House Mechanical Ventilation Practices to Improve Indoor Air Quality</b>							
TBD	H6.1 Meet ASHRAE 62.2-2016 Ventilation Residential Standards	N	R	R	R	R	R
TBD	H6.2 Advanced Ventilation Standards			2			
TBD	H6.3 Outdoor Air is Filtered and Tempered			1			
<b>H7. Effective Range Hood Design and Installation</b>							
TBD	H7.1 Effective Range Hood Ducting and Design			1			
TBD	H7.2 Automatic Range Hood Control			1			
TBD	<b>H8. High Efficiency HVAC Filter (MERV 16+)</b>			1			
TBD	<b>H9. Advanced Refrigerants</b>			1			
TBD	<b>H10. No Fireplace or Sealed Gas Fireplace</b>			1			
TBD	<b>H11. Humidity Control Systems</b>			1			Only applies to climate zones 1, 3, 5, 6, and 7.
TBD	<b>H12. Register Design Per ACCA Manual T</b>			1			
I. RENEWABLE ENERGY							
0%	<b>I1. Onsite Renewable Generation (Solar PV, Solar Thermal, and Wind)</b>		25				

I2. Low Carbon Homes							
TBD	I2.1 Near Zero Energy Home (offset at least 80% of annual site energy use)		2				
TBD	I2.2 Low Carbon Home (meet lbs CO2e/sq.ft. threshold)		4				
TBD	I3. Energy Storage		1				
TBD	I4. Solar Hot Water Systems to Preheat Domestic Hot Water		4				
<b>J. BUILDING PERFORMANCE AND TESTING</b>							
TBD	J1. Third-Party Verification of Quality of Insulation Installation			1			
TBD	J2. Supply and Return Air Flow Testing		1	1			
TBD	J3. Mechanical Ventilation Testing			1			
TBD	J4. All Electric or Combustion Appliance Safety Testing			1			
Select Compliance Pathway for J5.1	J5. Building Performance Exceeds Title 24 Part 6	<p><b>Option 1: Mixed Fuel</b> - Minimum Delta EDR ranges from 6-10 based on climate zone. Pre-wiring requirements: Dryer - conductor rated for 40 amp, Range - conductor rated for 50 amp. PV and storage credit allowed.</p> <p><b>Option 2: All Electric Compliance</b> - Meet Efficiency EDR based on climate zone (0-5). PV and Storage credit allowed.</p> <p><b>Option 3: Annual Energy Use</b> - Minimum 20% compliance based on annual energy use. PV credit not allowed</p>					
		Climate Zone Input					
Select Climate Zone	Select Project Climate Zone						
0	J5.1 Home Outperforms Title 24 Part 6	0	25+				
TBD	J6. Title 24 Prepared and Signed by a CABEC Certified Energy Analyst	0	1				
TBD	J7. Participation in Utility Program with Third-Party Plan Review		1				
TBD	J8. ENERGY STAR® for Homes		1				
No	J9. EPA Indoor airPlus Certification	0		2			
TBD	J10. Blower Door Testing			3			
<b>K. FINISHES</b>							
K1. Entryways Designed to Reduce Tracked-In Contaminants							
TBD	K1.1 Individual Entryways (Deliberate hard surface at entrances and permanent assembly for shoe storage)			1			
TBD	K2. Zero-VOC Interior Wall and Ceiling Paints			2			
TBD	K3. Low-VOC Caulks and Adhesives			1			
K4. Environmentally Preferable Materials for Interior Finish							
TBD	K4.1 Cabinets				2		
TBD	K4.2 Interior Trim				2		
TBD	K4.3 Shelving				2		
TBD	K4.4 Doors				2		
TBD	K4.5 Countertops				1		
K5. Formaldehyde Emissions in Interior Finish Exceed CARB							
TBD	K5.1 Doors			1			
TBD	K5.2 Cabinets and Countertops			2			
TBD	K5.3 Interior Trim and Shelving			2			
TBD	K6. Products That Comply With the Health Product Declaration Open Standard			2			
TBD	K7. Indoor Air Formaldehyde Level Less Than 27 Parts Per Billion			2			
No	K8. Comprehensive Inclusion of Low Emitting Finishes			1			
<b>L. FLOORING</b>							
TBD	L1. Environmentally Preferable Flooring				3		
TBD	L2. Low-Emitting Flooring Meets CDPH 2010 Standard Method—Residential				3		

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		0.0	0.0	0.0	0.0	0.0
TBD	<b>L3. Durable Flooring</b> (All flooring is hard surface)				1	
TBD	<b>L4. Thermal Mass Flooring</b>	1				
<b>M. APPLIANCES AND LIGHTING</b>						
TBD	<b>M1. ENERGY STAR® Dishwasher</b>				1	
<b>M2. Efficient Laundry Appliances</b>						
TBD	M2.1 CEE-Rated Clothes Washer	1			2	
TBD	M2.2 ENERGY STAR® Dryer	1				
TBD	M2.3 Solar Dryer/ Laundry Lines	0.5				
TBD	<b>M3. Size-Efficient ENERGY STAR® Refrigerator</b>	2				
<b>M4. Permanent Centers for Waste Reduction Strategies</b>						
TBD	M4.1 Built-In Recycling Center				1	
TBD	M4.2 Built-In Composting Center				1	
<b>M5. Lighting Efficiency</b>						
TBD	M5.1 High-Efficacy Lighting	2				
TBD	M5.2 Lighting System Designed to IESNA Footcandle Standards or Designed by Lighting Consultant	2				
<b>N. COMMUNITY</b>						
<b>N1. Smart Development</b>						
TBD	N1.1 Infill Site	1			1	
TBD	N1.2 Designated Brownfield Site	1			1	
TBD	N1.3 Conserve Resources by Increasing Density		2		2	
TBD	N1.4 Cluster Homes for Land Preservation	1			1	
TBD	N1.5 Home Size Efficiency				9	
	Enter the area of the home, in square feet					
	Enter the number of bedrooms					
<b>N2. Home(s)/Development Located Near Transit</b>						
TBD	N2.1 Within 1 Mile of a Major Transit Stop	1				
TBD	N2.2. Within 1/ 2 mile of a Major Transit Stop	2				
<b>N3. Pedestrian and Bicycle Access</b>						
	N3.1 Pedestrian Access to Services Within 1/2 Mile of Community Services	2				
	Enter the number of Tier 1 services					
	Enter the number of Tier 2 services					
TBD	N3.2 Connection to Pedestrian Pathways	1				
TBD	N3.3 Traffic Calming Strategies	2				
<b>N4. Outdoor Gathering Places</b>						
TBD	N4.1 Public or Semi-Public Outdoor Gathering Places for Residents	1				
TBD	N4.2 Public Outdoor Gathering Places with Direct Access to Tier 1 Community Services	1				
<b>N5. Social Interaction</b>						
TBD	N5.1 Residence Entries with Views to Callers	1				
TBD	N5.2 Entrances Visible from Street and/or Other Front Doors	1				
TBD	N5.3 Porches Oriented to Street and Public Space	1				
<b>N6. Passive Solar Design</b>						
TBD	N6.1 Heating Load		2			
TBD	N6.2 Cooling Load		2			
<b>N7. Adaptable Building</b>						
TBD	N7.1 Universal Design Principles in Units	1		1		
TBD	N7.2 Full-Function Independent Rental Unit	1				
<b>N8. Resiliency</b>						
TBD	N8.1 Assessment (Cal-Adapt, Fortified Standard, HAZUS, FEMA P58, or Seismic Evaluation)	1		1	1	

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TBD	N8.2 Strategies to Address Assessment Findings		1		1	1		
<b>N9. Social Equity in Community</b>			1					
TBD	N9.1 Diverse Workforce (Supplier Diversity or Local Hire)		1			1		
TBD	N9.2 Community Location (Disadvantaged Community)		1		1			
<b>O. OTHER</b>								
TBD	<b>O1. GreenPoint Rated Checklist in Blueprints</b>	N	R	R	R	R	R	
TBD	<b>O2. Pre-Construction Kickoff Meeting with Rater and Subcontractors</b>			0.5		1	0.5	
TBD	<b>O3. Orientation and Training to Occupants—Conduct Educational Walkthroughs</b>			0.5	0.5	0.5	0.5	
TBD	<b>O4. Builder's or Developer's Management Staff are Certified Green Building Professionals</b>			0.5	0.5	0.5	0.5	
<b>O5. Home System Monitors</b>								
TBD	O5.1 Energy Home System Monitors			1				
TBD	O5.2 Water Home System Monitors						1	
<b>O6. Green Building Education</b>								
TBD	O6.1 Marketing Green Building		2					
TBD	O6.2 Green Building Signage			0.5			0.5	
TBD	<b>O7. Green Appraisal Addendum</b>	N	R	R	R	R	R	
TBD	<b>O8. Detailed Durability Plan and Third-Party Verification of Plan Implementation</b>					1		

Summary							
Total Available Points in Specific Categories		295.5	30	75.5	59	82	49
Minimum Points Required in Specific Categories		50	2	25	6	6	6
<b>Total Points Achieved</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>



# GreenPoint Rated Version 8.0

## New Single Family and Multifamily Programs

*GreenPoint Rated is the most trusted home rating system in California—with more than 63,000 certified units. The introduction of GreenPoint Rated Version 8.0 offers certification for buildings that go beyond code and provides innovative pathways for buildings to achieve California’s long-term net zero energy and low carbon homes goals. This version goes into effect Jan. 1, 2020 and will be applicable to all projects permitted under 2019 building code.*

### Summary of Changes

GreenPoint Rated 8.0 clarifies existing code, incorporates upcoming code changes, and anticipates future code. Updates were made as a result of input from the public sector, building professionals, and selected stakeholder groups. Changes include the following:

- Deleting measures that have become code-required
- Addressing CALGreen mandatory measures
- Adding new measures for current best practices
- Improving and clarifying definitions of current measures
- Adding new measures that support our low carbon and resiliency goals for building in California

### Program Changes

**Energy Evaluation.** With the updates to the 2019 Energy Code, there will be two options for energy compliance under Version 8: Compliance using Title 24 software and the GPR Energy & Water calculator. The compliance software provides a Delta Energy Design Rating (EDR) for low rise and a compliance margin for high rise. For both low rise and high rise, GPR will have a two thresholds: mixed-fuel and all-electric. The thresholds are based on the draft cost effectiveness studies. The GPR Energy & Water Calculator path will be available for high-rise residential buildings.

1. **Option One: Mixed Fuel:** Compliance Over Title 24. Projects can meet the following delta Energy Design Rating (EDR) over Title 24 Part 6 to meet GreenPoint Rated minimum requirements. Note that if multiple software runs were completed for the project and one application is being submitted for all dwellings, the lowest delta EDR must be used for the submission and will be applied to all homes. Averages will not be accepted for program compliance. Note that non-residential (high-rise) still requires a 10% compliance margin as there are no EDR calculations for non-residential buildings. For mixed fuel buildings the following requirements apply:

All homes must be pre-wired for the following appliances:

- Dryer: conductor rated for 40-amp
- Range: conductor rater for 50-amp

High-rise residential requires a 10% compliance margin



Low-rise residential requires a Total EDR Margin for Low-Rise Residential table below. PV and Storage can be used to meet Total EDR Margin.

Climate Zone	Total Delta EDR
	Low-Rise Residential
1	10
2	
3	
4	
5	9
6	
7	
8	8
9	
10	9
11	
12	
13	
14	
15	6
16	9

The EDR is shown on the compliance form for low rise and the percentage compliance margin is shown on the compliance form for high rise residential. The final simulation report must be used to show evidence that the project exceeds the CEC. The report must include the actual building components and HVAC systems included in the final building.

- Option Two: All Electric Compliance:** All electric buildings must meet or exceed the energy budget as allowed by the California Energy Code. This includes credit given under the California Energy code for PV. The heat pump water heater must have a minimum COP 2.8.
- Option Three: Annual Energy Use Compliance:** This pathway is a compliance pathway that aligns with Net Zero Energy. This option requires a project to demonstrate a percentage over a whole building use based on the GPR Energy and Water Calculator. The end uses in this tool include heating, cooling, domestic hot water, appliances, lighting, and plug loads. The compliance margin over the whole building usage is 20%. This compliance margin applies to single family and multifamily low rise and high rise.

**CALGreen.** CALGreen residential and non-residential mandatory measures will still be prerequisites for GreenPoint Rated. The CALGreen checklists will be updated to reflect the 2019 California Green Building Code. For New Home projects, points will continue to be allocated for CALGreen compliance as follows: four points (one in each Energy, IEQ/Health, Resources, and Water). Although GreenPoint Rated is a residential rating system, the non-residential standards have been included in the prerequisites for buildings where required, whereby the GreenPoint Rater will verify CALGreen Measures to facilitate verification of CALGreen compliance. The commercial portion of the building is not part of the GreenPoint Rated certification. This verification is not intended to replace code inspection (enforcement), unless authorized by the authority having jurisdiction. There are very minor changes to CALGreen from the 2016 standards. Some of the changes include electric vehicle charging requirements. Please see updated CALGreen checklists for Residential and Non-Residential when released.

**Prerequisites.** Below is a summary of the prerequisites for New Home rating systems. Minor changes include CALGreen mandatory measures for code compliance and update of ASHRAE 62.2 - 2016 which continues to apply to all residential occupancies. A new required measure, which will also earn 1 point, has been added: Certified Energy Analyst to prepare the Title 24 documents.

**Table 1. Summary of Prerequisites**

Measure Category	New Home Single Family	New Home Multifamily
CALGreen Residential	X	X
CALGreen Non Residential		If required
Energy Performance	See above	See above
GreenPoint Rated Checklist on Blueprints	X	X
ASHRAE 62.2-2016	X	X
Certified Energy Analyst	X	X
Green Appraisal Addendum	X	X
Minimum points in each category	X	X
Minimum Total Points	50	50



- **Other Measures.** The annotated checklist identifies anticipated changes to specific measures for both Single Family and Multifamily. These changes have been vetted with subject matter experts and informed by the appropriate codes and standards.
  - **A2.1. 75% C&D Waste Diversion.** Measure has been decreased to 70% due to current status of recycling industry. Single source separation is still one of the best options for highest diversion rates.
  - **A2.2. 65% C&D Waste Diversion (excluding ADC). This measure has been removed** due to recycling industry deficiencies. Obtaining the recycling rate excluding this is not readily available. BIG will continue to monitor the status of recycling industry to determine potential impactful measures.
  - **C4.2 Turf on a Small Percentage of Landscaped Area.** Less than 25% area tier was removed to align with current building trends and standards for lower water landscapes.
  - **H6.1. Meet ASHRAE 62.2-2016 Ventilation Residential Standards.** Title 24 has adopted the 2016 62.2 standards; measure has been updated to comply with state standards.
  - **H6.3. Outdoor Air is Filtered and Tempered.** Increased filter to MERV 16+. The options for this measure are based on a study by LBNL which demonstrated the 95%+ removal of ultra-fine particles, PM2.5, and black carbon when using MERV 16 on supply.
  - **H8. High Efficiency HVAC Filter (MERV 16+).** Increased filter to MERV 16+. Code required MERV 13 as a minimum in 2019 Title 24 Part 6
  - **I2.2. Low Carbon Home.** Given the transition in focus to CO<sub>2</sub>e and reduction in greenhouse gas emissions, GPR has replaced the Net Zero Energy Home with a Low Carbon Home measure. This measure uses the CEC Compliance software. It is also acceptable to use the Energy and Water Calculator for compliance with this measure. The lbs CO<sub>2</sub>e/sq. ft. quantity must be calculated and a target lbs CO<sub>2</sub>e/sq. ft met based on climate zone and home type (as provided in the manual). Conceptually, criteria would drive to all electric home built to Title 24 standards with all or partial clean electricity supply.
  - **I3. Energy Storage System.** This measure will align with the JA12 Title 24 storage system requirements for battery storage. Thermal storage still remains a viable measure and will be reviewed on a case by case basis. Other storage options can also be reviewed on a case by case basis as this is a rapidly evolving area.
  - **J4. All Electric or Combustion Appliance Safety Testing.** Measure is now more explicit on all electric option.



- **J6. Title 24 Prepared and Signed by a CABEC Certified Energy Analyst.** Measure now required with 1 Energy point. As the Title 24 becomes more complicated, getting it right is paramount to achieve savings and benefits that are anticipated. Professionals trained in Title 24 compliance are an asset to client.
- **N8.2 Strategies to Address Assessment Findings.** There is greater awareness around resiliency. The measure in version 7, is broad on the checklist and indicates that strategies in general were undertaken to address vulnerabilities. To highlight strategies undertaken, version 8 calls out strategies to address specific climatic extremes, including: wildfire, extreme heat, flooding/extreme precipitation, and other. This will allow developers, cities, and others to more clearly see what issues have been undertaken by the project. Each strategy will include a description of potential actions to meet the intent as well as identify other measures in the checklist that are synergistic. The descriptions of strategies are not exhaustive in order to accommodate evolving strategies, technologies, and creativity.
- **O7. Green Appraisal Addendum.** Addendum is only now required to be submitted with final certification and not with the initial application.

**CHAPTER 15.10 - GREEN BUILDING****Sections:**

<b>15.10.010</b>	<b>Purpose</b>
<b>15.10.020</b>	<b>Applicability</b>
<b>15.10.030</b>	<b>Definitions</b>
<b>15.10.040</b>	<b>Standards for Compliance</b>
<b>15.10.050</b>	<b>Administrative Procedures and Implementing Regulations</b>
<b>15.10.060</b>	<b>Hardship or Infeasibility Exemption</b>
<b>15.10.070</b>	<b>Appeal</b>

**15.10.010 - Purpose.**

The purpose of this chapter is to enhance the public health and welfare by promoting the environmental health of the town through the incorporation of green building practices in the design, construction, maintenance, operation and deconstruction of buildings and other site development. The green building provisions in this chapter are designed to achieve the following goals:

- (a) Encourage the conservation of natural resources and reduction of greenhouse gas emissions;
- (b) Increase energy efficiency and lower energy usage;
- (c) Increase water efficiency and lower water usage;
- (d) Reduce waste generated by construction projects;
- (e) Provide durable buildings that are efficient and economical to own and operate;
- (f) Recognize and conserve the energy embodied in existing buildings; and
- (g) Promote the health of residents, workers, and visitors to the town.

**15.10.020 - Applicability.**

This chapter applies to all projects defined as "covered projects," as defined in Section 15.10.030, except that it shall not apply to any project for which a planning entitlement application (except preliminary architectural review applications) or building permit application has been submitted prior to the effective date of this chapter.

**15.10.030 - Definitions.**

For purposes of this chapter, the following terms are defined as follows:

- (a) "Accessory Dwelling Unit" as defined in Chapter 18.04 of the Portola Valley Municipal Code.

- (b) "Addition" means new construction square footage added to an existing structure.
- (c) "Applicant" means anyone that applies to the town for the applicable permits or approvals to undertake any covered project within the town, or any subsequent owner of the site.
- (d) "Applied Water for Turf Calculator" is a tool that uses data and methodology from the California Department of Water Resources to estimate the irrigation water requirements for turf minus any water supplied by effective rainfall and effective ground water seepage. The calculator uses the evapotranspiration of applied water (ETaw) for cool-season and warm-season turf that was calculated based on a six-year period of climate data specific to a 4x4 km grid spacing within the town.
- (e) "Build It Green" is a non-profit membership organization whose mission is to promote healthy, energy- and resource-efficient building practices in California. Build It Green created Green Building Guidelines that are a comprehensive resource of best practices for green building. The Build It Green Checklists are tools used to assess how environmentally friendly a proposed building project will be via the use of a point system.
- (f) "CALGreen" is the California Green Building Standards Code.
- (g) "Compliance threshold" means the minimum number of points or rating level of a green building rating system that must be attained for a particular covered project, as outlined in the standards for compliance in Section 15.10.040.
- (h) "Covered project" means any planning entitlement application(s) or building permit application(s) for new non-residential construction, or for any new residential construction, addition or remodel subject to the standards for compliance outlined in Section 15.10.040.
- (i) "Elements" means a project where a portion of the home is undergoing a remodel or addition (e.g., a kitchen remodel or master bedroom addition).
- (j) "Good faith effort" means a project that has not met the required compliance threshold, but for extenuating reasons or reasons beyond the control of the applicant, the planning director or his/her designee has found that the project meets the good faith effort provisions of Section 15.10.060.
- (k) "Graywater" means untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. "Graywater" includes, but is not limited to, wastewater from bathtubs, showers, bathroom washbasins, clothes washing machines, and laundry tubs, but does not include wastewater from kitchen sinks or dishwashers.
- (l) "Green building" means a whole systems approach to the design, construction and operation of buildings that substantially mitigates the environmental, economic, and social impacts of buildings. Green building practices recognize the relationship between the natural and built environments and seek to minimize the use of energy, water and other natural resources and provide a healthy, productive indoor environment.

- (m) "Green building project checklist" means a checklist or scorecard developed for the purpose of calculating a green building rating.
- (n) "Green building rating system" means the rating system associated with specific green building criteria and used to determine compliance thresholds, as outlined in the standards for compliance in Section 15.10.040. Examples of rating systems include, but are not limited to, the GreenPoint Rated systems.
- (o) "GreenPoint Rated" means a residential green building rating system developed by the "Build It Green" organization.
- (p) "GreenPoint Rated verification" means verification of compliance by a certified GreenPoint Rater, resulting in green building certification by Build It Green.
- (q) "Multi-family residential" means a building containing three or more attached dwelling units.
- (r) "New non-residential construction" means the construction of a new or replacement retail, office, institutional, semi-institutional or similar building(s), or additions to such building(s).
- (s) "New residential construction" means the construction of a new or replacement single-family or two-family dwelling unit or new or replacement multi-family residential building(s), or additions to such building(s).
- (t) "Qualified green building professional" means a person trained through Build It Green as a certified green building professional, or similar qualifications if acceptable to the planning director or his/her designee. For projects requiring self-certification, the project architect or designer is considered a qualified green building professional.
- (u) "Rainwater catchment system" means the collected precipitation from rooftops and other above-ground impervious surfaces that is stored in catchment tanks for later use.
- (v) "Remodel" means any rehabilitation, repair, renovation, change, or modification to an existing building, where changes to floor area and the footprint of the building are negligible.
- (w) "Self verification" means verification by the project architect, designer or a qualified green building professional certifying that the project has met the standards and has attained the compliance threshold as indicated for the covered project type as set forth in the standards for compliance outlined in Section 15.10.040.
- (x) "Single-family or two-family residential" means a single detached dwelling unit or two units in a single building or two separate buildings on a single parcel, such as a main residence and second unit.
- (y) "Solar zone" means an allocated space that is unshaded, un-penetrated, and free of obstructions. It serves as a suitable place that solar panels can be installed at a future date.
- (z) "Square footage" means all new and replacement square footage, including basement areas (seven feet or greater in height) and garages, except that unconditioned garage space shall only count as fifty percent of that square

footage. Areas demolished shall not be deducted from the total new construction square footage.

- (aa)“Turf” means a ground cover surface of mowed grass. All of the following qualify as turf: annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and tall fescue (cool-season grasses). Bermuda grass, Kikuyu grass, Seashore Paspalum, St. Augustine grass, Zoysia grass, and Buffalo (warm-season grasses).
- (bb)“Whole House” project means the homeowner is completing a gut remodel and replacing all of the systems. A gut remodel incorporates stripping less than 90% of the walls to the studs (leaving the foundation framing and exterior finish), which enables one to replace all systems and address the thermal envelope and insulate. If a home has removed significant framing and the exterior cladding, leaving very little of the original home, it shall apply under the new residential construction.

#### **15.10.040 - Standards for Compliance.**

The standards for compliance are as follows:

1. New Residential Construction. New homes shall demonstrate GreenPoint Rated certification using certified professional raters. The number of Build It Green points required pursuant to this section shall be calculated in accordance with the GreenPoint Rated New Home Single Family checklist, with the exception that if California Building Code Title 24, Part 6 is updated after the effective date of this chapter to be more stringent, item J.5. in the GreenPoint Rated Single Family checklist shall not be included in calculating the number of points required until such time as the appropriate cost effectiveness study has been completed.
  - A. For projects up to and including 3,000 sf. A minimum threshold of 75 Build It Green points, with GreenPoint Rated certification prior to building permit sign-off/occupancy.
  - B. For projects over 3,000 sf. A minimum threshold of 75 Build It Green points with one additional point for each 50 sf over 3,000 sf, and with GreenPoint Rated certification prior to building permit sign-off/occupancy.
  - C. Basement floor area. Basement floor area must be included in the total floor area for point calculations.
  - D. Solar Photovoltaic and Solar Thermal “Ready” Infrastructure. “Section 110.10 Mandatory Requirements for Solar Ready Buildings” of the California Energy Code is added as mandatory and amended to read:
    - (1) Solar zone. The solar zone shall be located on the roof or overhang of the building and have a total area of no less than 500 square feet. If the



project applicant determines that the entire energy needs of the project can be met with a solar photovoltaic system that occupies less than 500 square feet, the project applicant can demonstrate this with the Title 24 Calculation and solar photovoltaic system plans.

- (2) Interconnection pathways. New residential construction projects shall provide a pathway for conduit and plumbing to support the installation of future solar photovoltaic and solar thermal infrastructure. The pathway for conduit and plumbing shall be routed from the attic space (or equivalent) to the point of interconnection with the electrical service panel and the water-heating system.

E. Electric Vehicle “Ready” Infrastructure. “Section 4.106.4 Electric vehicle (EV) charging for new construction” of the California Green Building Standards Code is added as mandatory and amended with the additional requirements as outlined below.

- (1) Service panel and/or subpanel shall provide, at minimum, capacity to install a 208/240v, 50 amperes grounded AC outlet and dedicated branch circuit.
- (2) Raceway or wiring with capacity to accommodate a 100 ampere circuit; terminating in a listed cabinet box, enclosure, or NEMA receptacle.
- (3) The raceway shall be installed so that minimal removal of materials is necessary to complete the final installation.

F. Graywater “Ready” Infrastructure. Install graywater “ready” systems as outlined below. Additional plumbing piping is installed to permit the discharge from all clothes washers and all applicable fixtures from bathrooms located above grade to allow for future installation of a distributed irrigation system, either subsurface or treated. All graywater “ready” systems must be installed in compliance with Chapter 16 of the California Plumbing Code.

- (1) Identify an appropriate location for possible future installation of a graywater treatment system, including storage tanks.
- (2) Include either a separate multiple pipe outlet or a diverter valve and an outside “stub-out” installation on clothes washing machine hook-ups, to allow separate discharge of graywater direct for irrigation.
- (3) Include a building drain(s) for lavatories, showers, and bathtubs, segregated from drains for all other plumbing fixtures, connected to the black water pipe a minimum of three (3) feet from the building foundation.
- (4) Provide power supply for future graywater treatment system.
- (5) The graywater system shall be comprised of purple piping. The diverter valve on the clothes washing machine system shall be labeled as

“LAUNDRY-TO-LANDSCAPE CAPABLE.”

- G. Reduction of Potable Water Use on Turf. For all projects with landscapes that include the use of turf, install rainwater catchment system. Irrigation needs of turf should be calculated using the Applied Water for Turf Calculator. All rainwater catchment systems must be installed in compliance with Chapter 17 of the California Plumbing Code.
- (1) Rainwater Catchment System Size. The rainwater catchment system size shall be determined by using the Applied Water for Turf Calculator. The rainwater catchment system will need to be sized in order to satisfy 50 percent of the estimated annual water demands for the first 500 square feet of turf installed on the project. The rainwater catchment system will need to be sized in order to satisfy 100 percent of the estimated annual water demands for installed turf that is greater than 500 square feet.
  - (2) Alternative. A fully installed graywater system connected to an irrigation system that can satisfy all of the annual water demands of turf as identified in the Applied Water for Turf Calculator can be used as an alternative to installing a rainwater catchment system.
2. Residential construction additions and/or remodel projects 400 square feet or greater. The number of Build It Green points required pursuant to this section shall be calculated in accordance with the GreenPoint Rated Existing Home Single Family checklist.
    - A. For whole house projects. A minimum threshold of 50 Build It Green points, with GreenPoint Rated certification prior to building permit sign-off/occupancy.
    - B. For elements projects. A minimum threshold of 25 Build It Green points, with self-certification allowed.
    - C. Basement floor area. Basement floor area must be included in the total floor area for point calculations.
  3. Small residential additions or remodels. For small residential addition or remodel projects, which are projects less than 400 square feet, completion of the Build It Green GreenPoint Rated Existing Home Single Family (Elements Label) checklist shall be required as a working/learning document, but no minimum points are required and self-certification allowed.
  4. Accessory Dwelling Units. The Town desires to encourage the production of accessory dwelling units and, therefore has identified a simplified process for green building requirements related to all accessory dwelling units. Specifically, although minimum points are required as set forth below, self-certification is

allowed.

- A. Detached. A minimum threshold of 75 Build It Green points in the GreenPoint Rated New Home Single Family checklist is required.
    - a. Solar Photovoltaic “Ready” Infrastructure. “Section 110.10 Mandatory Requirements for Solar Ready Buildings” of the California Energy Code is added and amended as follows: detached accessory dwelling units shall provide a pathway for conduit to support the installation of future solar photovoltaic infrastructure. The pathway for conduit and shall be routed from the attic space (or equivalent) to the point of interconnection with the electrical service panel.
  - B. Attached. A minimum threshold of 50 Build It Green points in the GreenPoint Rated Existing Home Single Family checklist (Whole House Label) is required.
  - C. Interior Conversions. An interior conversion occurs when the applicant seeks to convert existing square footage in an existing dwelling into an accessory dwelling unit. A minimum threshold of 25 Build It Green points in the GreenPoint Rated Existing Home Single Family checklist (Elements Label) is required.
  - D. Laundry facilities. If the structure includes laundry hook-ups, include a diverter valve and an outside “stub-out” installation on the clothes washing machine hook-up, to allow separate discharge of graywater direct for irrigation. The diverter valve on the clothes washing machine system shall be labeled as “LAUNDRY-TO-LANDSCAPE CAPABLE.”
5. Non-residential projects. New, non-residential projects shall comply with all mandatory CALGreen measures. The mandatory measures shall be verified by a third party approved by the Town for which the applicant will pay for the review.
- A. Electric Vehicle “Ready” Infrastructure. “Section 5.106.5.3 Electric vehicle (EV) charging for new construction” of the California Green Building Standards Code is added as mandatory and amended with the additional requirements as outlined below.
    - (1) Service panel and/or subpanel shall provide, at minimum, capacity to install a 208/240v, 50 amperes grounded AC outlet and dedicated branch circuit.
    - (2) Raceway or wiring with capacity to accommodate a 100 ampere circuit; terminating in a listed cabinet box, enclosure, or NEMA receptacle.
    - (3) The raceway shall be installed so that minimal removal of materials is necessary to complete the final installation.

**15.10.050 - Administrative Procedures and Implementing Regulations.**

(a) The planning director shall promulgate any rules and regulations necessary or appropriate to achieve compliance with the requirements of this chapter. The rules and regulations shall provide, at a minimum, for the incorporation of green building requirements of this chapter into checklist submittals with planning entitlement and building permit applications, and supporting design, construction, or development documents to demonstrate compliance with this chapter.

(b) The procedures for compliance documentation shall include, but not be limited to, the following:

- (1) Preliminary documentation. Applicants for a covered project are encouraged, but not required, to meet with the planning director or his/her designee, in advance of submittal of an application, to determine required green building thresholds for compliance and to review the proposed green building program and details to achieve compliance.
- (2) Discretionary planning entitlements. Upon submittal of an application for any discretionary planning entitlement for any covered project, including, but not limited to, architectural review, site development permit, conditional use permit, or variance requests, application materials shall include the appropriate completed checklists, as required by the standards for compliance specified in Section 15.10.040, accompanied by a text description of the proposed green building program and expected measures and milestones for compliance.
- (3) Building plan check review. Upon submittal of an application for a building permit, building plans for any covered project shall include a checklist and green building program description, reflecting any changes proposed since the planning entitlement phase (if a planning entitlement was required). The checklist shall be incorporated onto a separate plan sheet included with the building plans. A qualified green building professional shall provide evidence of adequate green building compliance or documentation to the planning director or his/her designee to satisfy the requirements of the standards for compliance outlined in Section 15.10.040, prior to issuance of a building permit.
- (4) Final building inspection, verification, and occupancy. Prior to final building inspection and occupancy for any covered project, a qualified building professional shall provide evidence of adequate green building compliance or documentation to the director or his/her designee to satisfy the requirements of the standards for compliance outlined in Section 15.10.040. This information shall include, but is not limited to:
  - (i) Documentation that verifies incorporation of the design and construction related credits specified in the project approval for the covered project;
  - (ii) A letter from the qualified green building professional that certifies that the covered project has been constructed in accordance with the approved green building project checklist;

- (iii) Any additional documentation that would be required by the GreenPoint rated manuals for GreenPoint rated certification (if required); and
  - (iv) Any additional information that the applicant believes is relevant to determining that a good faith effort has been made to comply with this chapter.
- (5) Final determination of compliance and good faith effort to comply. Prior to the scheduling of a final building inspection for a covered project, the planning director or his/her designee shall review the documentation submitted by the applicant, and determine whether the applicant has achieved the required compliance threshold as set forth in the standards for compliance outlined in Section 15.10.040 and/or demonstrate that measures are in place to assure compliance not later than one year after approval of final building inspection. If the planning director or his/her designee determines that the applicant has met the requirements of Section 15.10.040 for the project, the final building inspection may proceed, provided the covered project has received approval of all other inspections required by the chief building official. If the planning director or his/her designee determines that the required green building rating has not been achieved, the planning director or his/her designee shall find one of the following:
- (i) Good faith effort to comply: When an applicant submits a request in writing to the planning director or his/her designee for approval of a good faith effort to comply, the planning director or his/her designee shall determine that the applicant has made a good faith effort to comply with this chapter when finding that either a) the cost for providing green building documentation or assuring compliance is disproportionate to the overall cost of the project, or b) the green building materials and technologies on the green building checklist are no longer available or not yet commercially available, or c) at least eighty percent of the required green point credits have been achieved, and measures are in place to assure full compliance not later than one year after approval of the final building inspection. Determination of a good faith effort to comply shall be made separately for each item on the green building project checklist. Granting of a good faith effort to comply for one item does not preclude the need for the applicant to comply with the other items on the green building checklist.
  - (ii) Non-compliant project. If the planning director or his/her designee determines that the applicant has not made a good faith effort to comply with this chapter, or if the applicant fails to submit the documentation required within the required time period, then the project shall be determined to be non-compliant, and the final inspection and approval for the project shall be withheld. A final inspection shall not take place until the applicant has implemented equivalent alternate measures approved by the planning director or his/her.
- (6) Non-compliance. If, upon inspection, the building official or planning director determines that the covered project does not comply with the approved plans or green building checklist, a stop order shall be issued if the planning director or his/her designee determines that continuation of construction activities will jeopardize the project's ability to meet the required compliance threshold. The stop

order shall remain in effect until project has been brought into compliance with the approved plans and/or checklist.

(c) The planning director or his/her designee shall have the responsibility to administer and monitor compliance with the green building requirements set forth in this chapter and with any rules and regulations promulgated.

(d) Compliance with the provisions of this chapter shall be listed as a condition of approval on any architectural and site control review or other discretionary permit approval, and on the building plans for building permit approval, for any covered project.

#### **15.10.060- Hardship or Infeasibility Exemption.**

If an applicant for a covered project believes that circumstances exist that make it a hardship or infeasible to meet the requirements of this chapter, the applicant may request an exemption as set forth below. In applying for an exemption, the burden is on the applicant to show hardship or infeasibility.

(a) Application. Any request for an exemption must be included at the time of application submittal. The applicant shall indicate the maximum threshold of compliance he or she believes is feasible for the covered project and the circumstances that he or she believes create a hardship or make it infeasible to fully comply with this chapter. Circumstances that constitute hardship or infeasibility include, but are not limited to, the following:

- (1) There is conflict with the compatibility of the green building rating system with other town goals, such as those requiring historic preservation;
- (2) There is conflict with the compatibility of the green building rating system and the California Building Standards Code;
- (3) There is conflict with the compatibility of the green building rating system and the town's zoning ordinance and/or architectural review criteria;
- (4) The green building compliance standards do not include enough green building measures that are compatible with the scope of the covered project; and/or
- (5) There is a lack of commercially available green building materials and technologies to comply with the green building rating system.

(b) Review by Architectural and Site Control Commission. For any covered project for which an exemption is requested and architectural and site control review is required, the Architectural and Site Control Commission shall provide a recommendation to the planning director or his/her designee regarding whether the exemption shall be granted, conditionally granted or denied, along with its recommendation on the project. For any project for which an exemption is requested based on the historic character of the building or site, the town historian shall provide a recommendation to the planning director or his/her designee regarding whether the exemption shall be granted or denied and shall determine whether the project is consistent with the Secretary of the Interior's Standards for Historic Rehabilitation.

(c) Decision by Planning Director (or his/her designee). The planning director or his/her designee shall make a determination based on the information provided. The planning director or his/her designee shall determine the maximum feasible threshold of compliance reasonably achievable for the project. The decision of the planning director or his/her designee shall be provided to the applicant in writing.

(1) If the planning director or his/her designee determines that it is a hardship or is infeasible for the applicant to meet the requirements of this chapter, the request shall be granted. Notwithstanding, the applicant shall be required to comply with this chapter in all other respects and shall be required to achieve, in accordance with this chapter, the threshold of compliance determined to be reasonably achievable by planning director or his/her designee.

(2) If the planning director or his/her designee determines that it is reasonably possible for the applicant to fully meet the requirements of this chapter, the request shall be denied. The project and compliance documentation shall be modified to comply with this chapter prior to further review of any pending planning or building application.

#### **15.10.070 - Appeal.**

(a) Any aggrieved applicant may appeal the determination of the planning director or his/her designee regarding: (1) the granting or denial of an exemption pursuant to Section 15.10.070; or (2) compliance with any other provision of this chapter.

(b) Any appeal must be filed in writing with the planning director or his/her designee not later than fourteen days after the date of the determination by the planning director or his/her designee. The appeal shall state the alleged error or reason for the appeal.

(c) The appeal shall be processed and considered by the planning commission de novo in accordance with the criteria outlined in this chapter.

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

4. Effective Date; Posting. This ordinance is subject to review and approval by the California Energy Commission (CEC). This ordinance shall become effective immediately upon full CEC approval. This ordinance be posted within the Town in three public places.



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager

**DATE:** February 12, 2020

**RE:** Fundraising for the “Road Remnant” Portion of Frog Pond Open Space

### **RECOMMENDATION**

Staff recommends that the Town Council permit residents to fundraise to support the “road remnant” portion of Frog Pond Open Space.

### **BACKGROUND**

On December 11, 2019, the Town Council indicated their interest in designating the road remnant Frog Pond parcel as open space. As this item was not agendaized at the December 11 meeting, no formal action took place, and the item will return to Council at a future meeting.

As part of the efforts undertaken in support of this designation, some residents pledged financial support to maintain the property as open space. As described to staff, this effort is intended as an endowment fund for the property’s future care and maintenance.

### **DISCUSSION**

The Town Council must authorize fundraising activities on behalf of a town project/program/event, per the Commission Committee Handbook:

“The Town Council must authorize all fundraising activities related to the municipal government of the Town prior to the implementation of the fundraising effort.”

Staff recommends that the Town Council authorize parties to fundraise on behalf of maintenance of the road remnant Frog Pond property. As the Town Council has directed the Conservation Committee to create work plans for the Town’s open space maintenance, staff recommends that the Town Council direct the Conservation Committee work with the Public Works Director on an annual maintenance plan for this property.

Moneys raised will be placed in a restricted account, for the purposes described above, for the sole use at the road remnant Frog Pond property.



Should any advance work be required to bring the property to a level of use, the Open Space Acquisition Advisory Committee will be engaged by the Conservation Committee and the Public Works Director.

Staff shall return to the Council at a future meeting to discuss the following related items:

- Expansion of Frog Pond Open Space, pending a survey of the road remnant property and future right-of-way needs as established by the Public Works Director
- Staff recommendations regarding the Open Space Acquisition Advisory and Conservation Committee recommendations on a connected open space experience between Windy Hill and the future Hawthorn's open space properties
- Staff recommendations regarding town right-of-way in scenic corridors adjacent to other town-owned property and their status

**FISCAL IMPACT**

Anticipated initial fundraising is anticipated to raise approximately \$100,000. The fund will remain open for future donations from residents.

**Approved by:** Jeremy Dennis, Town Manager



There are no written materials for State Housing Bills / RHNA Updates

#11

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

#12

There are no written materials for Town Manager Report

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – January 24, 2020**

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1. Agenda – Architectural Site & Control Commission – Monday, January 27, 2020
2. Agenda – Conservation Committee - Tuesday, January 28, 2020
3. Agenda (Special) – Planning Commission – Thursday, January 30, 2020
4. Notice of Town Hall Closure for Staff Development Day – Wednesday, January 29 2020, from Noon to 5:00 PM.

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. None



# TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)  
Monday, January 27, 2020  
7:00 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

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## REGULAR MEETING AGENDA

### **7:00 PM - CALL TO ORDER AND ROLL CALL**

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

### **ORAL COMMUNICATIONS**

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

### **NEW BUSINESS**

1. Preliminary conceptual design review of a new single-family residence, 846 Portola Road, Hansen Residence, File # PLN\_ARCH25-2019 (D. Parker)

### **COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

2. Annual Election of ASCC Chair and Vice Chair
3. Commission Reports
4. Staff Report
  - a. Designate ASCC Members for Staff Discretionary Review of ADUs for 2020
5. News Digest: Planning Issues of the Day

### **APPROVAL OF MINUTES**

6. ASCC Meeting of January 13, 2020

### **ADJOURNMENT**

#### **AVAILABILITY OF INFORMATION**

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

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

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

#### **PUBLIC HEARINGS**

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



**TOWN OF PORTOLA VALLEY  
Conservation Committee Meeting  
Tuesday, January 28, 2020 – 7:30 PM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA**

**REGULAR MEETING AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – November 26, 2019
4. Current Site Visits
  - A. Subcommittee on Guidelines revision
5. Tree Permits
6. Old Business
  - A. Oversight of Significant Town Owned Open Space properties
    1. Springdown Preserve – Chiariello, Plunder, Murphy, (Nielsen)
      - i. 5-year plan draft
      - ii. Management Plan – details for next month
      - iii. Pond
      - iiii. New trail
      - v. Milkweed donation - Anderson
    2. Frog Pond – Heiple, Murphy, (Breen and PVR)
      - i. Scout project sponsor
      - ii. 5-year plan draft
      - iii. Adjacent parcel – Council will make official February
      - iv. Harding Grass
        - a. Careful biologically sensitive plan for removal. Protect frogs, deepen pond at same time? What will replace?
        - b. Volunteers Harding Grass Warriors – we sponsor
    3. Ford Field – DeStaebler, Magill, Walz
    4. Town Center – Chiariello, Magill, Murphy
      - i. 5-year plan draft
      - ii. Remaining planting plan for fall – tennis courts
    5. Rossotti's Field and ROW - DeStaebler, Magill, Walz
      - i. 5-year plan draft
    6. Triangle Park – Heiple, Murphy
      - i. 5-year plan draft
      - ii. Current work – Town getting bid
  - B. Label trees at Town Center and Spring Down – Plunder, Walz
  - C. Tip of the month - Magill
  - D. What's blooming now - Magill
  - E. Kudos of the month – Plunder
  - F. BYH DeStaebler
  - G. Vegetation management - Plunder
  - H. Committee/Town cooperation
    1. Public Works – Murphy
    2. Sustainability Committee – Murphy next meeting 2/3
    3. Trails – Stromeyer
    4. Open Space – Chiariello
7. Changes Criteria and website
  - A. Protect "Heritage" shrubs – Magill
  - B. Change Heritage Tree criteria for Bay trees – Walz
  - C. Golden Oaks – Magill, Walz
  - D. Fire safe ground cover natives – Chiariello, Heiple, Walz

8. Broom Pull – March 8
9. Earth Day – no specific date yet
10. Rodenticides – Chiariello new idea
11. New Business
  - A. Committee Priorities for Council Consideration
12. Adjournment
13. Next meeting 2/225/20, 7:30 pm

**Draft GOALS FOR 2020**

**TASKS:**

**Mandated:**

Advisory function  
ASCC – landscape review: site visits and report  
Tree Removal Permits  
Public Works consultations  
Annual Report to Town Council  
Budget

**Requested:**

Town Owned properties Comprehensive Plan – Murphy, deStaebler, Magill  
Open Space oversight –

Most Important

*SpringDown* - Plunder; Murphy, Chiariello, Heiple

*Town Center* – Murphy, Chiariello, Magill

*Frog Pond* – Heiple, Murphy, Chiariello

*Rossotti's Field* – deStaebler,

*Ford Field* – deStaebler, Walz

*Triangle Park* – Murphy, Heiple

Intermediate

*Blue Oaks/Lost Trancos Pond* - Murphy Walz

*Dengler* - Heiple, Magill

*Shady Trail parklet* – Plunder, Bourne with Open Space and

Lipman

*Roadside strips* – Chiariello Eckstrom

**Committee Initiated:**

Liaison to other committees:

Trails – Stromeyer

Sustainability – Murphy

Parks and Rec –

Open Space - Chiariello

Broom Pull – all

Earth Day/Town Picnic Day - all

BYH – deStaebler

Tip of Month –Magill

What's Blooming now - Magill

Kudos of Month - Plunder

Monarch Butterfly support – Murphy/Heiple

Weed seedling Information Sheet – Heiple/Plunder

Guide to Town Center plantings brochure– Chiariello

Poison Bait advisory – Chiariello, deStaebler, Heiple

Web site upgrade – Plunder, Chiariello

Native and low water use Garden tour – Murphy, deStaebler





# TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Planning Commission  
 Thursday, January 30, 2019  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## SPECIAL MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

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

### ORAL COMMUNICATIONS

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

### NEW BUSINESS

1. Stanford Wedge Housing Project – Environmental Impact Report Scoping Meeting – 3530 Alpine Road, APN 077-281-020 (L. Russell)

### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

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

### APPROVAL OF MINUTES

6. Planning Commission Meeting of December 4, 2019

### ADJOURNMENT

### ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

### AVAILABILITY OF INFORMATION

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

### PUBLIC HEARINGS

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



# PORTOLA VALLEY TOWN HALL HOURS

Wednesday, January 29, 2020

**OPEN:** 8 am – 12 pm

**CLOSED:** 12 pm – 5 pm

(For a Staff Development)

We will return to our regular business hours on  
Thursday, January 30, 2020

**In Case of Emergency:** Sheriff's Office: 911

## **TOWN COUNCIL WEEKLY DIGEST**

Thursday – January 30, 2020

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1. Agenda (Special) – Sustainability Committee – Monday, February 3, 2020
2. Agenda – Parks & Recreation Committee - Monday, February 3, 2020
3. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, February 5, 2020
4. Agenda – Emergency Preparedness Committee – Thursday, February 6, 2020
5. Monthly Meeting Schedule – February 2020

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

1. Letter from Supervisor David Canepa re 2020 Census, Request Adoption of Resolution



**TOWN OF PORTOLA VALLEY**  
**Special Sustainability Committee Meeting**  
**Monday, February 3, 2020 10:30 AM to 12:30 PM**  
**Town Hall – Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**MEETING AGENDA**

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of Minutes**
- 4. Appointment of Secretary**
- 5. Old Business:**
  - a. Updates from Maryann**
  - b. Updates from Brandi**
  - c. Updates from Sub-Committees**
    - i Green Building Ordinance and WELO**
    - ii Education and Outreach – Lecture Series**
    - iii Reading List & Discussion Group**
- 6. New Business:**
  - a. Discussion – Goals & Priorities for 2020**
  - b. Discussion – Annual Report to Town Council**
  - c. Discussion – Backup Power Generation**
  - d. Discussion – Disposable Food Ware Ordinance**
- 7. Discuss Date and Topics for Next Meeting**
  - a. Scheduled Date - Monday, March 16, 2020**
- 8. Announcements**
- 9. Adjournment**



**Town of Portola Valley  
Parks & Recreation Committee Meeting  
Monday, February 3, 2020 – 7:30 pm  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: January 6, 2020
4. Update by Town Council/Staff
5. Update on plan to paint Pickleball lines on Town Center Tennis Courts
6. Town Picnic Schedule
7. Adjournment

Next Meeting – March 2, 2020



**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
**Wednesday, February 5, 2020 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

1. Roll Call
2. Review and Approval of the Minutes of the January 15, 2020 meeting
3. Resident and Committee Open Comments
4. Sheriff's Report
  - a. Accidents and Citations
  - b. Updated requests for Law enforcement presence, as required
5. Public Works update
6. Ongoing Committee Business 2019 to 2020
  - a. Committees Workshop with Town Council, January 22<sup>nd</sup> Highlights
  - b. Discussion of BPTS Priorities for 2020
    - i. Oversight of Pedestrian and Traffic Safety Planning
    - ii. Outreach and Events – TBD
    - iii. Education – Identify opportunities
    - iv. Invitation for Committee input
  - c. Public Works/Krupka Consulting Presentation to February 10 ASCC Meeting. Paul Krupka and Howard Young to present Pedestrian Safety Draft Scope for Study and Predesign. BPTS Chair attendance requested.
    - i. Request for clarification on proposed priority for site improvements and design elements under consideration
  - d. School Crossing Flags at CMS – Review options for maintenance/ownership of the program
  - e. Neely Winery development
    - i. Request guidance from Town on the need for a traffic/parking impact assessment
  - f. Stanford Wedge Development proposal
    - i. Does BPTS seek a role in determining impact on road safety and additional traffic? Request for guidance.
  - g. Windy Hill parking monitor
7. Matters Arising
8. Next meeting scheduled: March 4, 2020. Default time of 8:15 AM
9. Adjournment



**TOWN OF PORTOLA VALLEY**  
**Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, February 6, 2020 - 8:00 AM**  
**EOC / Town Hall**  
**765 Portola Road, Portola Valley, CA 94028**

**MEETING AGENDA**

1. 8:00 Call to order
  - Members: Mark Bercow, Lorrie Duval, Dave Howes, Dale Pfau, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp,
2. 8:01 Introductions: All committee members to identify themselves including a one or two word descriptor of role, followed by guests using the same format
3. 8:05 Oral Communications
  - Note that issues brought up under oral communications that are not on the agenda will be limited to 5 minutes
4. 8:10 Approve minutes for November and December 2019 and January 2020 meetings
5. 8:12 Discuss "What priorities Committees would like the Council to consider when it meets on February 26 to hold a study session on Council priorities for FY 2020-'21
6. 8:15 Review and approve goals for Committee for 2020
  - Goals to be proposed by Subcommittees (homework from January meeting - attached summary from January meeting)
7. 8:40 CERPP/WFPD Report (Lindner/Brown)
  - General report
8. 8:45 Town Report (de Garreaux)
9. 8:50 Committee Reports
  - Medical Subcommittee (Shefren)
  - Communications Subcommittee (Rothrock)
    - AM Radio and communications follow up
    - Review status of FCC application
    - Review Town position on emergency repair policy
    - Finalize payment for repair over Thanksgiving 2019
  - Outreach Subcommittee (Duval)
  - CERT/Town/Woodside integration Subcommittee (Raanes)
10. 8:59 Next meeting is March 12, 2020
  - Identify any specific agenda items for next meeting
  - Quorum check
11. 9:00 Adjourn promptly at 9:00AM.

# Town of Portola Valley

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

## **FEBRUARY 2020 MEETING SCHEDULE**

Note: **Unless stated otherwise, all meetings take place in the Historic Schoolhouse**, located at 765 Portola Road, Portola Valley, CA

### TOWN COUNCIL – 7:00 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, February 12, 2020

Wednesday, February 26, 2020

### PLANNING COMMISSION – 7:00 PM (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – John Richards (for months January, February, March)

Wednesday, February 5, 2020

Wednesday, February 19, 2020

### ARCHITECTURAL & SITE CONTROL COMMISSION - 7:00 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

Council Liaison – Maryann Derwin (for months January, February, March)

Monday, February 10, 2020

Monday, February 24, 2020

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

Council Liaison – Craig Hughes

Wednesday, February 5, 2020

### CABLE & UTILITIES UNDERGROUNDING COMMITTEE

Council Liaison – Craig Hughes

As announced

### CONSERVATION COMMITTEE – 7:30 PM (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, February 25, 2020

### CULTURAL ARTS COMMITTEE – (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, February 13, 2020

### EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 1<sup>st</sup> Thursday of every month) in the EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, February 6, 2020



FINANCE COMMITTEE

Council Liaison – Ann Wengert  
Tuesday, February 11, 2020

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs  
As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs  
As announced

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

Council Liaison – Jeff Aalfs  
Thursday, February 13, 2020

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes  
As announced

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

Council Liaison – Ann Wengert  
Monday, February 3, 2020

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs  
As announced

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

Council Liaison – Maryann Derwin  
Monday, February 3, 2020 – **SPECIAL MEETING**

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

Council Liaison – Craig Hughes  
Tuesday, February 18, 2020 – 8:15 AM

WILDFIRE PREPAREDNESS AD-HOC COMMITTEE

As announced

## **TOWN COUNCIL WEEKLY DIGEST**

Thursday – February 6, 2020

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1. Agenda – Architectural & Site Control Commission – Monday, February 10, 2020
2. Agenda – Cultural Arts Committee - Thursday, February 13, 2020
3. Agenda – Nature & Science Committee – Thursday, February 13, 2020
4. [Western City Magazine](#) – February 2020
5. [Invitation to San Mateo County Shore to Shore](#) Envisioning Our Resilient Water Future - Tuesday, March 31, 2020

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. Invitation to PARCA's Annual "You're Remarkable" Awards Dinner-Dance – Friday, March 13, 2020
2. LABOR Newsletter – February 2020



# TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)

Monday, February 10, 2020

7:00 PM – Regular ASCC Meeting

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

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## REGULAR MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

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

### ORAL COMMUNICATIONS

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

### NEW BUSINESS

1. Proposed Traffic Safety Improvements by the Town of Portola Valley (H. Young)
2. Architectural Review of an Amendment to an Approved Application for a Temporary Seasonal Tent at 3915 Alpine Road- Alpine Inn, File # PLN\_ARCH 0003-2020 (L. Russell)

### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

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

### APPROVAL OF MINUTES

6. ASCC Meeting of January 27, 2020

### ADJOURNMENT

#### **AVAILABILITY OF INFORMATION**

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

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

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

#### **PUBLIC HEARINGS**

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



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee Meeting**  
**Thursday, February 13, 2020 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

1. Call to Order
2. Oral Communications
3. Approve Minutes from January 9, 2020
4. Review 2020 Budget
5. Speaker Series:  
Gary Latshaw "Green New Deal Endorsed" – this event was canceled due to topic being simultaneously covered by PV Arts Guild.
6. Photo Exhibit:  
Do we have the bandwidth to put this on?
7. PV Palooza:  
Progress Update (John and Paige presented concept to Town informally and will do so formally at next Town Council meeting. Proposed date for event is July 25<sup>th</sup>.)
8. Summer Concert:  
Dates are June 25<sup>th</sup>, July 16<sup>th</sup> and August 20<sup>th</sup>. Bands for all three dates are confirmed
9. Adjournment



**Town of Portola Valley**  
**Nature and Science Committee Meeting**  
**Thursday, February 13, 2020 – 5:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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**REGULAR MEETING AGENDA**

1. Call to Order
2. Roll Call: Committee members Michael Bray, Yvonne Tryce, and Council Liaison
3. Oral Communications
4. Review and Approve minutes of December 12, 2019 meeting
5. Standing Events
  - a. Flight Night
  - b. Star Party
6. Old Business
  - a. Town moved us out of the closet
  - b. Update on MROSD
  - c. Water Event April 18<sup>th</sup>
7. New Business
  - a. Welcome new Committee members
  - b. Appoint new Chairman and Vice for 2020
  - c. Discuss Committee Projects/Priorities for FY 2020-'21 for Council study session on February 26<sup>th</sup>
8. Adjournment

Date & Time of Next Regular Meeting: April 9<sup>th</sup> 2020 5:00PM Old Schoolhouse